**Application for Withdrawal from URECA / FYP-URECA**

***(Submission allowed only up to 31st October)***

Student applying for withdrawal from URECA/ FYP-URECA must read the terms and regulations published on the [URECA website](https://www.ntu.edu.sg/education/undergraduate-research-experience-on-campus-%28ureca%29/current-students#Content_C060_Col00) before submitting an application to his/her supervising professor for support, URECA school/programme coordinator for recommendation, Dean/Chair of School for endorsement and approval by the URECA Programme office.

This form is intended for student wishing to withdraw from URECA after URECA Add/Drop period (30th September) or FYP-URECA after commencement (1st August). *No application for withdrawal is accepted for processing after 31st October.*

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| **PART I: To be Completed by Student** |
| \* Please delete as appropriate Name: ***(\*Mr/Ms)*** \_\_ \_\_\_\_\_\_Matriculation No.: Email: Contact No.: School/Programme: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Year of **\*URECA/ FYP-URECA Registration**: AY / Project ID: Project Type: **\*URECA/ IDR-URECA/ FYP-URECA** Title of URECA/ FYP-URECA Project: Name(s) of URECA/ FYP-URECA Supervisor(s):  |
| **Reasons for withdrawal (additional attachment where applicable) :**   I have read and understood the terms and regulations published on the URECA website. I understand that my application will not be processed if I do not submit a completed and signed application form. I declare that the particulars are true and I have given all the information required.  **Signature of Applicant** **Date** |
| **PART II: To be completed by URECA/ FYP-URECA supervisor** |
| I have interviewed my student on his/her request to withdrawal from URECA/ FYP-URECA Programme and **support / do not support**\* the withdrawal application. *Comments (additional attachment where applicable):*  **Signature of URECA/ FYP-URECA Main Supervisor Date** |
| **PART III: To be completed by URECA School/ Programme Coordinator** |
| I have evaluated the student’s application from URECA/ FYP-URECA Programme and **recommend / do not recommend\*** the withdrawal application.*Comments (additional attachment where applicable):*  **Name and Signature of Date****URECA School/ Programme Coordinator**  |
| **PART IV: To be completed by Dean** *(Dean of NBS/ LKCMedicine)***/Chair of School**  |
| The School has evaluated the student’s application from URECA/ FYP-URECA Programme and **endorse / do not endorse\*** the withdrawal application.*Comments (additional attachment where applicable):*  **Name and Signature of Chair/ Dean of School Date** |
| **PART V: To be completed by Director of URECA Programme** |
| I have evaluated the student’s application from URECA/ FYP-URECA Programme and **approve / do not approve\*** the withdrawal application.*Comments (additional attachment where applicable):*  **Name and Signature of Director of URECA Programme Date**  |

**WITHDRAWAL NOTES**

Appeals to withdraw from URECA after the URECA Add/Drop period will be subject to approval on a case-by-case basis and may be granted for the following reasons:

1.   Medical grounds

This must be supported by a letter from a certified medical practitioner or counsellor (including the University's counsellor).

2.   Compassionate grounds

Bereavement affecting the student or student has to look after an immediate family member with chronic medical conditions. Supporting documents such as death certificate or medical report, and School's recommendation are required.

3.   Student representing the University or country in national or international events

Letter of support from relevant parties and proof of participation is required. The School's recommendation is also required.

**Note: Heavy academic workload, Industrial Attachment (IA) or participation in exchange programme will NOT be accepted as valid reasons for withdrawal after the Add/Drop period.**