
Withdrawal Procedure

1. Purpose

- 1.1. CHARM-EU understands that some students may have to withdraw from the CHARM-EU MSc in Global Challenges for Sustainability (120 ECTS version) for various reasons.
- 1.2. This procedure document provides information for students considering withdrawal and clarifies student and administrative actions needed for withdrawal.

2. Scope

- 2.1. The provisions set out in this Withdrawal Procedure will be limited by the scope set in the CHARM-EIGHT Grant Agreement & MSc in Global Challenges for Sustainability Cooperation Agreement and the applicable law.
- 2.2. The scope of this procedure is solely for the CHARM-EU MSc in Global Challenges for Sustainability 120 ECTS version.

3. Benefits

- 3.1. The benefits of this document are:
 - 3.1.1. To document a clear procedure for students seeking to withdraw from the CHARM-EU MSc in Global Challenges for Sustainability.

4. Definitions

- 4.1. **Withdrawal:** Withdrawal refers to a student's decision to permanently exit the CHARM-EU MSc in Global Challenges for Sustainability and discontinue all related activities before finishing the programme.
- 4.2. **Student:** An individual who has formally applied, admitted and enrolled in the

CHARM-EU MSc in Global Challenges for Sustainability.

5. Procedure

- 5.1. Before commencing the withdrawal procedure, students are recommended to discuss their intentions with their mentor and any other support staff in alliance universities.
- 5.2. Additionally, students should consult the Rules and Regulations on Assessment, Progression, and Graduation available on the CHARM-EU website, which outline the process for applying for extensions. In some cases, such as illness, financial difficulties or other significant challenges, an extension of study time may be an alternative to withdrawal.
- 5.3. Students are not required to obtain approval before withdrawing, but they are responsible for notifying CHARM-EU of their withdrawal plans.
- 5.4. Students must complete the official CHARM-EU [withdrawal form](#) and provide a clear explanation for their decision to withdraw. The form will be shared with the Joint Virtual Administrative Office (JVAO) for processing.
- 5.5. The JVAO will provide receipt of this form via email to the student. The date of withdrawal will be effective on receipt of this form or at the date specified in the form by the student. Students can enter a later termination date during their request for termination of enrolment.
- 5.6. Students are to communicate their withdrawal to the current JVAO officer. JVAO will notify:
 - 5.6.1. The Academic Council
 - 5.6.2. Programme Board
 - 5.6.3. Module coordinators
 - 5.6.4. Mentor of the student
- 5.7. JVAO of phase 1 including the mobility officer if relevant.
- 5.8. If a student fails to notify the JVAO of their intention to withdraw, this may lead to outstanding fees and no assessment for phases, modules, or courses they are

registered for.

- 5.9. When CHARM-EU is notified that a student is withdrawing, the registration status of that student to the CHARM-EU MSc in Global Challenges for Sustainability is terminated in all participating universities.
- 5.10. When a student has withdrawn from the CHARM-EU MSc in Global Challenges for Sustainability, they are no longer permitted to use any student services on any CHARM-EU campus from the date of effective withdrawal. Students need to return their student card(s) via post, in alliance universities where they have been given a card, to the relevant administrative department within the university where they are located. Students registered with another programme at that institution have remaining access to these services.
- 5.11. Student enrolment will be terminated as of the 1st of the month following their request for termination of enrolment, no sooner. This means that a request for termination in the month of October will be terminated as of 1st November.
- 5.12. In case of outstanding grants related to the CHARM-EU MSc in Global Challenges for Sustainability such the Erasmus grant, students will be informed separately of possible consequences and actions.

6. Responsibility

- 6.1. The Academic Council is responsible for supervising this procedure.
- 6.2. Students are responsible for notifying CHARM-EU about their intention to withdraw.
- 6.3. The JVAO is responsible for the administration of student withdrawals.

7. Related documents

Refund Policy

[Withdrawal Form](#)

Privacy Policy

8. Document control

Date of initial approval: 16/05/2025

Date of procedure effective: 16/05/2025

Date of next review: 2027/2028