

CONFIDENTIAL: In discussion with the student, the Programme Coordinator will request information and complete the [Student Exit Survey](#) form.



College of Education
Te Kura Akau Taitoka

Student Exit Survey Procedure | Tukaka Uiuika Putaka Taurira

- In most instances the student will make an approach indicating their desire to leave the programme.
- They should be directed to the relevant Programme Coordinator.
- If a student has been identified as being absent from the programme, an endeavour should be made to contact the student.
- In either case, an appointment should be made with the Programme Coordinator for the student to meet and discuss the issue.
- If the student confirms that they wish to leave, the Programme Coordinator will request the student to provide some information to complete a brief [Student Exit Survey](#), available from the UOCE website or AskOtago
- Once completed:

Initial Teacher Education (ITE) programmes

- The original signed form is forwarded to education@otago.ac.nz to be uploaded to [SONIA](#) for future reference, should it be required.
- A copy is sent to student.admin@otago.ac.nz for filing on the student's admission file (normally destroyed seven years after graduation or the latest graduation allowable for completion of the programme).
- A copy is recorded by the Associate Dean Initial Teacher Education.

Education Studies papers

- A copy is sent to the Associate Dean Research.

Postgraduate/Distance papers

- A copy is sent to the Coordinator (Postgraduate).