



Withdrawing from Undergraduate Programmes in Dentistry

Any student wishing to withdraw from undergraduate programmes in Dentistry (Bachelor of Dental Surgery (BDS), Bachelor of Dental Surgery with Honours (BDS(Hons)), Bachelor of Oral Health (BOH), Bachelor of Dental Technology (BDentTech), Bachelor of Dental Technology with Honours (BDentTech(Hons))) either temporarily or permanently is advised to discuss this decision at the earliest opportunity with the relevant Programme Convenor and Associate Dean (Undergraduate).

These procedures should be read in conjunction with the Dentistry Regulations – Withdrawal from the Programme.

Note: Deferrals before the end of the third week in year of admission to the programme

A student who withdraws before the end of the third week in the year of admission to the programme (BDS2, BOH1, BDentTech1) and who wishes to recommence the following year must first obtain approval for a deferral from the Programme Convenor and the Associate Dean (Undergraduate) and the deferral will be considered by the relevant Admissions Committee. Any such applications will be dealt with under the regulations governing admission to the programme.

Special Note

A student who is admitted to the third year of the BDS programme under the Advanced Standing category will not normally be able to defer and would need to withdraw and reapply through the same competitive process the following year (ie a place is not held or guaranteed). A place in the third year of the BDS programme is dependent on available spaces (See Regulation – Admission to the Programme in the Third Year).

1. Permanent Withdrawal

Students who withdraw from the abovementioned programmes permanently (including students who withdraw without approval and students who fail to communicate their intentions within 12 months of when they last enrolled) are not normally considered for readmission to the programmes.

2. Temporary Withdrawal

Withdrawals for more than one year will not be approved other than for exceptional circumstances

Withdrawal Process

An Application for Withdrawal (Undergraduate) Form and relevant supporting documentation must be completed and submitted to dent.undergraduate@otago.ac.nz. The application is considered by the relevant Programme Convenor and the Associate Dean (Undergraduate). On the recommendation of the Associate Dean (Undergraduate), permission to withdraw temporarily with a right to apply for readmission must be granted by the Board of Studies for Dentistry and the Dean prior to withdrawal and is noted by the Undergraduate Programmes Committee. See also note 4 – readmission application deadline.

The outcome of the application will take into account the reasons for withdrawing, suitability for readmission, preparedness for readmission and availability of places in the programme. In general, withdrawal for more than one year will not be permitted. Students who withdraw from a programme for more than one year must show why they should be allowed re-entry. Any such student who is allowed to re-enter a programme may be required to re-sit specified examinations or undergo other forms of evaluation determined by the Dean, Faculty of Dentistry, to ensure that they are prepared to progress in the programme.

Approval for a student to temporarily withdraw is not normally granted more than once during a programme.

Categories for which temporary withdrawal for one year may be approved are:

- i. Health (at any time). See Special Notes (a)
- ii. Compassionate or parental responsibilities ie care of a child (at any time). See Special Notes (a).
- iii. Other – individual circumstances such as significant financial hardship (at any time). See Special Notes (b).

Special Notes

- (a) Referring to categories 2(i) and (ii) - **Health or compassionate** reasons - Students who withdraw from a programme for health or on compassionate grounds (including pregnancy) must apply for readmission by 1 October in the academic year preceding the proposed readmission (or at the time of their withdrawal if that time is after 1 October in the year preceding readmission). Students applying for readmission will be interviewed by the relevant Programme Convenor and the Associate Dean (Undergraduate) and the interview may include the Dean, Faculty of Dentistry. Students who withdraw from a programme on health grounds will be required at this time to provide a full medical or psychological report from a Medical Specialist (not general practitioner) including a description of the student's illness, treatment, and current state of health, with an opinion about their fitness or otherwise to re-join the programme. The Board of Studies for Dentistry will consider readmission, if it is determined that the student is expected to be able to complete the programme. Students who withdraw for more than one year may be required to re-sit specified examinations or undergo other forms of evaluation determined by the Dean, Faculty of Dentistry to ensure that they are adequately prepared to progress in the programme.
- (b) In exceptional circumstances undergraduate students may be able to withdraw. If withdrawal is approved, all conditions and requirements for readmission, as stated in this guideline shall apply.

3. Campus Allocation

Students who withdraw for any reason after having commenced at a particular University of Otago Campus (Dunedin or Auckland) may be readmitted to the Campus they were previously allocated to, but could be directed to another Campus.

4. Deadline for Application for Readmission

Students seeking readmission to a programme for the following Calendar year need to complete the 'Application for Readmission (Undergraduate)' form and submit it to dent.undergradaute@otago.ac.nz **no later than 1 October**. Applications received after this date will be considered only for exceptional reasons.