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Recommencement Application Form

Part 1: To be completed in BLOCK CAPITALS by applicant

(Please read notes overleaf before completing)

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| --- | --- |
| Name:  | Student ID Number: |
| Address: | Faculty / Dept: |
| Programme of Study:Undergrad / Taught Postgrad students only | Please tick as relevant:Full-Time [ ]  Part-Time [ ]  |
| Please indicate Year and Semester of Study you are returning to:* Year (e.g. Year 3):
* Semester:
 | Period of leave taken to date:From: To: |
|  Please tick relevant degree: Undergrad / Taught Postgrad students onlyResearch Masters [ ] Structured PhD / PhD [ ]  |   |
| Please tick if you were in receipt of a grant / funding / scholarship:No [ ]  Yes [ ] If yes, please state funding source:  |

To be completed by Undergraduate / Taught Postgraduate Course Leader

(Section must be completed for Undergrad / Taught Postgrad students only)

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| Please consider the implications of any course changes that may have occurred while the student was on leave, and which may affect the student’s registration going forward.Has there been any change in Programme Outline since student was last current:Yes [ ]  No [ ]  If Yes please outline below what is now required of the student and modules to be registered and if a deviation from APRC approved course outline is necessary(*Please use additional sheet if necessary)* |

Form must be signed by the following:

|  |  |  |
| --- | --- | --- |
| **Print name** | **Signature** | **Date:** |
| Candidate: |  |  |
| Course LeaderUndergrad / Taught Postgrad students only |  |  |
| Primary Supervisor:Postgrad Research students only |  |  |
| Head of Department:Postgrad Research students only |  |  |

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| How to submit form:When completed and signed, please submit to Academic Registry via the Academic Registry [Contact Us page](https://www.ul.ie/academic-registry/about/contact-us) [see Former Students section]. |

Notes

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| --- | --- |
| FAO All Students | * To return to your studies, you must complete registration and pay the appropriate fees.
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| FAO Undergraduate / Taught Postgraduate students | * A minimum of a month prior to your return to college following a 1 Year Leave of Absence you are now required to complete this form in conjuction with the Course Leader for your course. The form must be signed off by the Course Leader before sending to the Academic Registry Division Office for processing.
* If you have been on a Leave of Absence for a period greater than 1 year you must apply for readmission by completing and returning the Readmission Form available from the [Academic Registry Contact Us page](https://www.ul.ie/academic-registry/about/contact-us) [see Graduates, Alumni & Former Students section].
* Once submitted, the form will then be put forward to the next available Student Status Committee meeting for consideration.
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| FAO Postgraduate Research students | * Prior to readmission, candidates must review your work to date with your supervisor(s).
* If a candidate’s research / data has been superseded or any required facilities / resources are no longer available, the supervisor(s) and Head of Dept. will review any revised research proposal.
	+ The candidate may be required to present to a Research Confirmation Panel.
	+ Once the revised research proposal is agreed the candidate can submit the completed, signed form to the Academic Registry.
* If supervisory expertise in the original / new research areas is unavailable, the Head of Dept. will recommend appropriate supervision arrangements to the Assistant Dean of Research, who will forward to Academic Registry once approved.
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| Notes for Course Leaders | * When a student is returning to college following a 1 Year Leave of Absence they are now required to meet with the Course Leader for their programme to have this form signed by both the Student and Course Leader. The Course Leader should reflect on any course changes that have occurred that may impact the students registration and outline what special arrangements will be required of the student going forward.
* On receipt of the signed form, Academic Registry Division will then update the students’ record and advise the student of the special arrangements.
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