



RESEARCH POSGRADUATE
LEAVE OF ABSENCE: READMISSION FORM

PART I: TO BE COMPLETED IN BLOCK CAPITALS BY APPLICANT
(Please read the notes before completing)

Name: Student I.D.
Address: Faculty/Department
Year of Study: Full-Time/Part-Time

(Please tick relevant degree as appropriate)

Research Masters: [] *Structured PhD or PhD: []

*If Structured PhD (S PhD) Please specify programme title below:

STATE PERIOD(S) OF LEAVE TAKEN TO DATE

From: To:

Please tick if you were in receipt of a Funding/Scholarship: Yes [] No []

If Yes, Please State Funding Source:

Please tick if readmission has been granted: Yes [] No []

Please indicate the date of readmission

IF THE APPLICATION FOR READMISSION IS NOT GRANTED; PLEASE STATE REASONS, IF NECESSARY, ADDITIONAL SHEETS CAN BE USED. PLEASE SEE NOTE BELOW:

Comments:

THE READMISSION FORM SHOULD BE SIGNED BY THE FOLLOWING:

CANDIDATE SIGNATURE: DATE:

PRIMARY SUPERVISOR NAME: DATE:

PRIMARY SUPERVISOR SIGNATURE: DATE:

HEAD OF DEPARTMENT NAME: DATE:

HEAD OF DEPARTMENT SIGNATURE: DATE:

NOTES

Prior to readmission to the PhD or masters register, as applicable, the candidate must review in detail his/her work to date with his/her supervisor(s). Once the Research Postgraduate Readmission Form has been completed and signed by the student, supervisor and Head of Department, it should be forwarded to the Student Academic Administration Office.

In instances where the candidate's research or data has been superseded or any required facilities/resources are no longer available, the supervisor(s) and Head of Department will review any revised research proposal. The candidate may be required to present to a Research Confirmation Panel. Once the revised research proposal has been agreed and the Research Postgraduate Readmission Form has been completed and signed by the candidate, supervisor(s) and the Head of Department, it should be forwarded to the Student Academic Administration Office.

In instances where the supervisory expertise in the original or new research area is unavailable, the Head of Department will recommend appropriate supervision arrangements to the Assistant Dean Research on the relevant PGR form (Alteration to Research Degree Supervisor(s) form). The recommendation will be approved by the Assistant Dean Research and forwarded to the Student Academic Administration Office.

On resumption of his/her studies, a candidate who has completed the minimum registration period for their research degree must re-register and pay the appropriate fee for a minimum of one year.

The completed and signed form including any additional supporting information must be returned to Academic Registry, Main Building, email PGRProgression Contact Point PGRProgression@ul.ie