



## APPLICATION FOR UNIVERSITY CERTIFICATE OF STUDY (General CPE)

Candidates should read the detail and instructions overleaf to determine whether they qualify for consideration as a university certificate of study candidate and to understand the scope of the operation of the scheme. **ALL FIELDS ARE MANDATORY.**

Name:	Student ID: (if former UL student)	
Address: _____ _____	Telephone No(s):	
	PPS No:	
	Date of Birth: (dd/mm/yy)	
Term Time Address: (if different from above) _____ _____	Nationality:	EU / Non-EU:
	Term –Time Type of Residence (please tick one only)	
Country of Birth:	Parental Home	<input type="checkbox"/>
Email Address:	Own Home (House, Apartment)	<input type="checkbox"/>
Highest Qualification Attained: (Degree, Dip, Cert, Leaving Cert etc..)	Rented Accommodation	<input type="checkbox"/>
	Other Accommodation	<input type="checkbox"/>
Years of Last Institute Attended: (mm/yy to mm/yy)	College Accommodation	<input type="checkbox"/>
	Name & Address of Last Institute Attended:	
	Gender:	
	Male <input type="checkbox"/>	Female <input type="checkbox"/>

The above information is used to contact you, especially in the case of an emergency. The information is also used for statistical purposes. All information in the form is covered by the provisions of the Data Protection Acts 1998 and 2003.

Please register me for the following semester and module(s):

Academic Year: \_\_\_\_\_ Undergraduate  Postgraduate

Autumn Semester  Spring Semester  (tick appropriate boxes)

MODULE TITLE	CODE	REGISTRATION TYPE N, P or G (See Step 1 Overleaf)

I verify that the above information is correct. I have read and agree to comply with the requirements of the University's Academic Regulations, Code of Conduct and associated procedures detailed in the STUDENT HANDBOOK, and with amendments to those which shall have been duly notified to me by the University.

Student data held by the University of Limerick may be disclosed to the UL Alumni Association and other UL associations/companies for the purposes of carrying out their respective functions. The type and status of graduate awards are publicly acknowledged at UL Conferring Ceremonies and published in the conferring booklet. University policy and procedures relating to the processing of personal data are available at [www.ul.ie/dataprotection](http://www.ul.ie/dataprotection). With regard to all publications which I prepare in the course of my studies at the University of Limerick, I agree that copyright will reside jointly with me and the University of Limerick.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## UNIVERSITY CERTIFICATE OF STUDY (General CPE)

### Definition

A University Certificate of Study applicant is one who applies to the university to take up to three modules of study without enrolling on a full programme of study. This provides candidates with a unique opportunity for getting experience of education at higher education level without committing to a full programme of study

### Notes

A student enrolled with the University Certificate of Study basis should note the following:

- there are no formal entry requirements though candidates should ensure that they are familiar with the content of the modules they wish to take by consulting with the relevant Faculties and/or Departments within the University
- candidates may take modules on examination basis or on an attendance only basis
- there is no final award associated with the completion of a University Certificate of Study programme. Similarly a candidate can not accumulate credits by continuously participating in the scheme, that will result in a final award, regardless of the cumulative value of these credits
- a candidate is not entitled to be admitted onto another university programme of study within the University by virtue of their performance on the University Certificate of Study programme. Where a candidate seeks admission onto another programme of study, the normal entry criteria and selection procedures will apply.

***Current UL students who wish to take modules additional to those required by their programme of study should note that this form does not apply to them. Current UL students should contact Student Academic Administration for the appropriate form.***

### Procedure for Application:

#### Step 1: Complete Form in Block Capitals

##### Student ID Number:

If you have previously been a student in the University of Limerick insert the last ID number you were assigned. Otherwise leave blank.

##### Registration Types:

Normal	N	Quality grades awarded
Pass/Fail	P	Non-quality grades awarded
Audit	G	Attendance grade only awarded

**Step 2:** Then present this form to your module contact person or direct to the **Continuing & Professional Education, University of Limerick**, along with a **passport photo**, so you can be issued with an ID card

**Step 3:** Your form will be processed accordingly and you will be given details on when you can collect your **Student ID card**.

**Step 4:** Your form will then be passed to **Student Academic Administration** for registration on your chosen modules.

### FOR OFFICE USE ONLY

<b>Fees Office</b>		<b>Admissions</b>		<b>SAA</b>	
--------------------	--	-------------------	--	------------	--