



**RESEARCH POSTGRADUATE
LEAVE OF ABSENCE APPLICATION FORM**

PART 1: TO BE COMPLETED IN BLOCK CAPITALS BY APPLICANT
(Please read the notes overleaf before completing)

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

Research Masters:

PhD:

State Duration and Dates of Requested Leave

Duration: _____ From: _____ To: _____

Are you in receipt of a Funding/Scholarship: _____

Funding Source: _____

Please state reasons for request: (please attach documentation, [which will be treated confidentially] to support your request).

If relevant, indicate the duration and dates of any previous Leave of Absence Granted

Duration: _____ From: _____ To: _____

Duration: _____ From: _____ To: _____

The leave of absence request form must be completed and 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:** _____

If you wish you may request the Student Counsellor (See Part 2 below) to comment confidentially on your application. The application for Leave of Absence will normally be considered on a monthly basis by the Postgraduate Research Committee.

Office Use Only

Rec'd AR		Reply			SI u/d		Grant	
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PART 2: COUNSELLORS COMMENTS (*where required*)

COUNSELLOR'S SIGNATURE: _____

DATE: _____

PART 3: POSTGRADUATE RESEARCH COMMITTEE

COMMENTS/RECOMMENDATIONS

Please tick if leave of absence has been granted: Yes No

If Leave is granted please state:

Duration: _____

From: _____

To: _____

Comments: _____

Where Leave is not granted, please state reasons:

Comments: _____

Signed by: _____

Dean: Graduate & Professional Studies _____

DATE: _____

NOTES :

A leave of absence will be considered for (e.g. financial, medical or personal reasons) from a candidate who has completed at least one term at the University and who is in good academic standing. Leave of absence can be granted for a full academic term/s or a full academic year. If a candidate wishes to take more than one year's leave of absence they will need to apply for an extension. Extensions to a leave of absence beyond two years may be considered where there are serious extenuating circumstances (medical or personal reasons that preclude the student from resuming their studies). Where a student does not apply for an extension to their leave of absence, they will be deemed to have withdrawn from their studies.

A candidate who is on leave of absence is not a registered student of the University and must therefore suspend any grant/scholarship for the period of the leave. Such grants/scholarships are normally renewed when the student resumes his/her studies. During any Leave of Absence, the candidate's participation in the programme is suspended and any 'minimum period of research' or 'thesis submission date' is extended by a corresponding period. No tuition fees are payable. During the Leave of Absence candidates will not be entitled to supervision or use of any University facilities including the library. Email accounts and computer access may be retained to facilitate ongoing communication between the candidate and the University.

Prior to readmission to the PhD or Masters register, a Research Postgraduate Readmission Form must be completed and signed. 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. As per academic regulations, a candidate may be required to present to a Research Confirmation Panel.

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