![C:\Users\StaffLoan\AppData\Local\Microsoft\Windows\INetCache\Content.Word\LockUps_Dual _Language_Academic_Registry_CMYK_Landscape [USE].jpg]()

## Research Student Leave of Absence application

## Part 1: To be completed in BLOCK CAPITALS by Research Student

(Please read notes overleaf before completing)

|  |  |
| --- | --- |
| Name |  |
| Student Number |  |
| Address |  |
| Year of Study |  |
| Faculty / DepartmentPostgrad Research students only |  |
| Research Masters / PhDPostgrad Research students only |  |
| Requested Leave Start Date |  |
| Requested Leave End Date |  |
| Are you in receipt of a Grant/Scholarship/Funding? | Yes [ ]  No [ ]   | If yes, please advise Funding Source:[ ]  US Title IV Direct Loan Funding[ ]  Other (please state details); |
| Please state reasons for request:Please attach supporting documentation, if relevant |  |
| If relevant, please indicate the start and end dates of any previous Leave of Absence granted: |  |

Form must be signed by the following:

|  |  |  |
| --- | --- | --- |
| **Print name** | **Signature** | **Date:** |
| Candidate: |  |  |
| Primary Supervisor: |  |  |
| Head of Department: |  |  |

## Part 2 (Optional): Student Counsellor Comments

This section is optional for those who wish to request the Student Counsellor to comment confidentially on your application.

|  |
| --- |
| Counsellor comments: |
| Counsellor signature: | Date: |

|  |
| --- |
| How to submit form:Please submit this form to Academic Registry via [Student Hub Online.](https://ul.topdesk.net/tas/public/ssp/content/serviceflow?unid=1a7d215f7ebb488c905c6f0ebe12c889&from=c9b8cb9a-f61a-43d2-84a0-b882fd39d43d&openedFromService=true)  |

## Academic Registry Office Use Only

|  |  |
| --- | --- |
| Rec’d AR |  |
| Reply |  |
| SI u/d |  |
| Grant |  |

## Part 3: Postgraduate Research Committee Recommendation

|  |  |
| --- | --- |
| Has LOA been granted? |  |
| Leave Start Date |  |
| Leave End Date |  |
| Year & Semester of Study on Re-entry(E.g. Year 2, Semester 2) |  |
| Comments: |
| If LOA has not been granted, please state reasons: |
| Associate Vice President Doctoral College signaturePostgrad Research applications only | Date: |

Application Notes:

|  |  |
| --- | --- |
| Who can apply for a Leave of Absence? | A student can apply for a leave of absence (for a full academic term(s) or for a full academic year) provided they meet the following criteria:* Students must have completed one full semester at UL.
* Students in good academic standing (E.g. Not carrying any deficient grades. This may be wavered in certain cases due to medical reasons).
* The following are reasons why a leave could be granted: Certified Illness, Financial Hardship, Family Bereavement, Psychological, emotional or social problems or vocational uncertainty.
 |
| Tuition fees | * No tuition fees are payable during a Leave of Absence.
 |
| Attendance at SSC Taught Postgrad students only | * You are normally required to attend a [Student Status Committee](https://www.ul.ie/academic-registry/current-students/results-progression/student-status-committee) meeting to discuss your application.
 |
| Leave of Absence extension | * To take more than one year’s Leave of Absence you will be need to apply for an extension.
* Where a student does not apply for an extension to their leave of absence, they will be deemed to have withdrawn from their studies.
 |
| Grant / scholarship implications | * A student who on Leave of Absence is not a registered student of the University and must forfeit any grant / scholarship / funding for the period of the leave. Such grants/scholarships may be renewed when the student resumes his/her studies, provided the student is still eligible.
* A leave of absence from the University may impact your SUSI funding (if applicable) and it is the responsibility of the student to engage with SUSI to assess the impact (if any).
* The University will inform all other Grant/Scholarship Authorities if a student is granted leave, and will request renewal of the award when the student resumes his/her studies.
 |
| Other implicationsPostgrad Research applications only | * During a Leave of Absence, your participation in your programme is suspended and any ‘minimum period of research’ or ‘thesis submission date’ is extended by a corresponding period.
* During the Leave of Absence candidates will not be entitled to supervision or use of any University facilities including the library.
 |
| Requesting readmission after your Leave of Absence | * Readmission requests should be made through the form available on the Academic Registry website [Contact Us page](https://www.ul.ie/academic-registry/about/contact-us) (see Former Students section > Course readmission/recommencement).
* Upon resumption of your studies, you must complete registration and pay the appropriate fee.

Postgrad Research students:* As per academic regulations, candidates may be required to present to a Research Confirmation Panel.
 |