 

**College University Business School**

**2022\_23 APPLICATION FORM FOR LEAVE OF ABSENCE FOR UNDERGRADUATE AND POSTGRADUATE TAUGHT STUDENTS**

**For Postgraduate Research Students please use the following form** [**https://forms.ucc.ie/ask/article/KA-01290**](https://forms.ucc.ie/ask/article/KA-01290)

**Surname Click or tap here to enter text. First Name Click or tap here to enter text.**

**Student ID No. Click or tap here to enter text. UCC umail Click or tap here to enter text.**

 **Telephone No. Click or tap here to enter text. Programme/Year Click or tap here to enter text.**

**Application Date:** Click or tap here to enter text.

**Reason for Request**

 **Click or tap here to enter text.**

**NB: PLEASE NOTE EVIDENCE SUPPORTING REQUEST (WHERE APPLICABLE) SHOULD BE INCLUDED WITH YOUR APPLICATION**

**Please return this form by email only, with any supporting evidence attached as scan/photo to the email of the relevant Programme Administrator.**

**For office use only**

**Name of Programme Director completing the form: -**

**Recommendation: -**

*Approved* **Click or tap here to enter text.** *Not Approved*  **Click or tap here to enter text.**

**Date: Click or tap here to enter text.**

**Reason for Recommendation**

 **Click or tap here to enter text.**

**Signature: -**

**Head of Department name: -**

**Decision: -**

*Approved* **Click or tap here to enter text.** *Not Approved*  **Click or tap here to enter text.**

**Reason for Decision**

Click or tap here to enter text.

**Signature: -**

**Date: Click or tap here to enter text.**

**Annex 1**

* Students wishing to take leave of absence of a year or more from a programme of study are advised that they must obtain advance approval from the relevant College
* Applications to the relevant College for a leave of absence must be made **within four working weeks of the formal start date of Semester 1**. Applications will not be accepted after this time.

<https://www.ucc.ie/admin/registrar/calendar/general/info014.html>

**Procedure:**

1. Student completes the application form, emailing it to the relevant Programme Administrator.
2. The Programme Administrator acknowledges receipt of application.
3. The Programme Director reviews the application, giving a recommendation to the Head of Department/School to approve or not approve.
4. The Head of Department/School reviews the application, approving or not approving the application.
5. The Programme Administrator notifies the student, Student Records and Examinations Office and the College of Business and Law of the decision.