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**Form No. GSF9**

(Version 5, September 2024)

 **Final Semester Fee Form**

**Principles**:
Research students who have completed the normal period of registration and who require additional time to finalize and submit their thesis may avail of a one semester registration at a reduced rate of EU €1,000/Non-EU €2,170 plus student levy, with permission from the Graduate Research Academy. Students must have paid the full continuation fee & student levy due prior to applying for a Final Semester Fee. If they submit by the approved submission date, the Final Semester Fee will apply.

This Final Semester Fee of EU €1,000/Non-EU €2,170 plus student levy is available only once to PhD/Professional Doctorate students who have completed a minimum of four years of full time or six-years of part time study; or for a Research Masters students who have completed a minimum of two years of full-time or three years of part-time study. The fee will be valid for one semester (e.g. those who would normally submit in October would have until February 28 to submit the thesis; those due to submit the thesis in February would have until October 31).

# Procedure:

1. Agree on the advisability of applying for a Final Semester Fee with your supervisor.
2. Complete the form and ensure that the form is signed by the Fees Office. The Fees Office confirms that fees applicable have been paid (the form will not be signed if your fee liability is not paid in full, inclusive of student levy).
3. Once the Fees Office has confirmed the fees applicable, ensure the form is signed by your supervisor and Head of Department.
4. Submit completed application form and [upload](https://forms.office.com/Pages/ResponsePage.aspx?id=zPVUFDW7hUa72YYh_YBVyZdFKCpc4BpMunuNqmGwjXZUMUEwMktZTVFIOEtMMDhWNFYwU1NUWlBPTyQlQCN0PWcu) to the Graduate Research Academy (GRA).

If the Graduate Research Academy approves, GRA will send an email of approval to the student, copying the supervisor, the Head of Department, Fees & Grants Office, Records, Registry Policy and GRA. The email will give permission for the student to avail of the Final Semester Fee and will state clearly the final date by which the student must submit the thesis. The student will be told that if they submit by the date indicated, the Final Semester Fee of €1,000/€2,170 plus student levy will apply and they will get a rebate of overpayment, less the student levy, post thesis submittal.

# Eligibility:

1. Students must be registered as on a PhD/Professional Doctorate or Research Masters programme.
2. Students must have been registered for a PhD/Professional Doctorate for a minimum of four years of full time or six-years of part time study; or for a Research Masters for a minimum of two years of full-time or three years of part-time study.
3. Students must have been registered (e.g., not suspended) in the academic year prior to the one in which they seek the Final Semester Fee.
4. Students must have paid fees liable and not be in fee arrears.
5. Students who must  re-register after the Viva examination are eligible to apply.

**Note**: Requests for a fee waiver on **medical grounds** are handled by the Fees and Grants Office. Please see their website for details - <https://www.maynoothuniversity.ie/student-fees-grants/quick-link-forms-documents>

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# Student Details

|  |  |  |  |
| --- | --- | --- | --- |
| Student number |  | MU email |  |
| Family name |  | Personal email |  |
| First name |  | Year of study |  |
| Programme, e.g. PhD |  | Date of last annual progress review |  |

#  Approval to apply for the Final Semester Fee

|  |  |
| --- | --- |
| Name of Supervisor  |  Comment |
| Department |
| Signature |
| Date |

|  |  |
| --- | --- |
| Name of Head of Department  |  Comment |
| Department |
| Signature |
| Date |

#  Confirmation of Eligibility by Fees and Grants Office

|  |  |
| --- | --- |
| Years paid to date |  Comment |
| Outstanding balance Yes / No |
| Fees and Grants signature |
| Date |

|  |
| --- |
| **Once completed, this form must be uploaded** [**here**](https://forms.office.com/Pages/ResponsePage.aspx?id=zPVUFDW7hUa72YYh_YBVyZdFKCpc4BpMunuNqmGwjXZUMUEwMktZTVFIOEtMMDhWNFYwU1NUWlBPTyQlQCN0PWcu) |

#  Approval by Director of Graduate Research

|  |
| --- |
| Timeframe of Fee Waiver – One semester only |
| From | To | Comment |
| Signature |  |
| Date |  |

For Office Use Only: Graduate Research Academy

Send Email of Approval to the Student:

|  |  |  |
| --- | --- | --- |
| Student | Final Date for Submission | Date for Reminder Notice |
|  |  |  |

Copy Sent to:

|  |  |  |  |
| --- | --- | --- | --- |
| Supervisor | Head Of Department  | Fees Office | Records Office  |
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