|  |  |
| --- | --- |
| ***Maynooth-University-Logo_CMYK_AW*** | **Ollscoil Mhá Nuad****Maynooth University** |

 **Form No. R2**

(Version 6, 07 August 2018)

**Research & Taught Postgraduate Re-Registration request**

**Principles**: Registration for a postgraduate programme of study is expected to be continuous; it is not possible to suspend your studies retrospectively. If more than one semester has elapsed since your last registration, you must formally apply to the University to re-register for your programme of study. A re-registration request will usually only be considered if you have no outstanding fee liabilities.

Please note that this form should only be completed if you have **not** previously formally suspended your studies.

**Student details**

|  |  |  |  |
| --- | --- | --- | --- |
| Student number |  | MU email |  |
| Family name |  | Personal email |  |
| First name(s) |  | Mobile phone number |  |

**Indicate programme you wish to return to**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Doctorate |  | Research Masters |  | Taught Masters |
|  | Higher Diploma |  | Postgraduate Diploma |  | Postgraduate Certificate |
|  Year of study last completed, e.g. PhD Year 3 |

**Reason for the break in your studies**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Financial |  | Family |
|  | Medical |  | Work commitments |
| Please outline in more detail the reason for the break in your studies |
| Signature | Date |

**Fees & Grants Office**

|  |  |  |
| --- | --- | --- |
| Years paid to date |  | Comment |
| Outstanding balance, if any |  |
| Medical Certs supplied (if applicable) |  |
| Fees Office staff name |
| Date |

**Approval of Relevant Department**

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

**Please forward completed form for final consideration to:**

* **policy@mu.ie**
* **or by post to Registry Policy Officer, Policy, Process & Planning Office, Humanity House, South Campus, Maynooth University**

**Approval of Registrar**

|  |
| --- |
| Treat as absent for following academic year(s) |
| Comment (if any)  |
| Signature |  | Date |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Registry use only - Tracking of Progress**

|  |  |  |
| --- | --- | --- |
| **Action** | **Date** | **Staff signature** |
| Application record created on ITS(Note academic year \_\_\_\_\_\_\_\_ & Year of Study \_\_\_\_) |  |  |
| SREGB-8 updated |  |  |
| Student advised |  |  |
| GSO advised (Research programme only) |  |  |
| Student confirmed intention to register |  |  |
| Graduate Studies Office advised (Research and taught master programmes only) |  |  |
| Student Records Office advised  |  |  |
| Completed form sent to Fees & Grants |  |  |