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

 **Form No. R1**

 (Version 12, 30 November 2021)

**Postgraduate Withdrawal or Suspension request**

**Principles**: Postgraduate registration is expected to be continuous. However, the University recognises that there can be circumstances of disruption to a student’s study. Accordingly, the University may permit a student to suspend their postgraduate studies for a single semester or for a full academic year. A student may also wish to withdraw from their programme of study by cancelling their registration and returning their student identity card.

Retrospective requests for suspension are **not** considered. If more than one semester has elapsed since the last registration, students should request to re-register by completing form R2, available on the Student Records and Registry websites.

**Notes**:

* A suspension of registration can be obtained for just one academic year at a time.
* During a period of suspension, the student is not a registered student of the University; a fee is not paid, nor is the suspension included in minimum or maximum registration calculations.
* Students may request a maximum of three suspensions over the lifetime of their programme.
* \*Students in receipt of funding must advise Graduate Studies before going on maternity leave, as a separate process may apply.
* The student identity card must be returned to the Student Records Office if a suspension is granted.
* If your programme involves a placement component and / or Garda Vetting requirement, it is important to make contact with your department well in advance of your intended re-registration in order to be eligible to partake in placement.
* Latest dates to suspend are: **Full year/Semester one** 31 October; **Semester two** 31 January.

**Student Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Student number |  | MU email |  |
| Family name |  | Personal email |  |
| First name(s) |  | Mobile phone number |  |
| Date of birth |  | Year of study |  |

**Programme of study**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Masters |  | P/G Diploma |  | Higher Diploma |  | Postgraduate Certificate |  |

***Taught***

***Programme***

|  |  |  |  |
| --- | --- | --- | --- |
| PhD /Doctorate |  | Research Masters, e.g. MLitt |  |
| Do you receive funding for your research?If yes, please indicate funding source, e.g. Hume Scholar, IRC  |

***Research***

***Programme***

**Note:** every student has **individual** responsibility to ensure they notify their funding body in the event of withdrawing from, or suspending their studies. Failure to comply with regulations could result in funding being revoked.

**Please indicate your request by ticking the appropriate box**

|  |  |
| --- | --- |
| One year suspension for academic year, e.g. 2021-2022 |  |
| Semester One suspension for academic year, e.g. 2021-2022 |  |
| Semester Two suspension for academic year, e.g. 2021-2022 |  |
| Withdrawing from programme in Maynooth University but may return in the future |  |

**Please indicate your reason for making this request** (Tick as appropriate)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Financial | Family | Medical | Work | Maternity \*see note above for additional information |
| Other, please explain |
| **Signature** | **Date** |

**Please ensure your withdrawal or suspension request is signed firstly by the Fees & Grants Office and then by your own department *before* submitting to Registry for final consideration.**

1. **Fees & Grants Office**

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

1. **Approval by Department**

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

1. **Registrar’s Office – final consideration**

***Taught Postgraduates should***

Email completed form to registration@mu.ie in Word or PDF format only.

***Research Postgraduates should***

Email completed form to policy@mu.ie in Word or PDF format only.

**Registrar (**or **Assistant Registrar Academic Administration)**

|  |  |  |
| --- | --- | --- |
| Signature | Approved Yes / No | Comment |
| Date |

**Registry use only – Tracking of progress**

|  |  |  |
| --- | --- | --- |
| **Action** | **Date** | **Staff signature** |
| Qualification cancelled on ITS |  |  |
| Application created on ITS |  |  |
| SREGB-8 updated |  |  |
| Student card returned |  |  |
| Student Advised |  |  |
| Copy of form given to student |  |  |
| Copy of form emailed to Graduate Studies*(Research postgraduate students in receipt of funding* ***only****)*  |  |  |
| Fees & Grants Office advised |  |  |
| Student Records Office advised |  |  |