CURRENT ACADEMIC YEAR 2014 / 2015

Application for Deferral

Submission:
- Forms received after 24th October 2014 are subject to approval and may not be processed.

Process upon return from deferral:
- Where a student defers the full academic session, they will be re-admitted to the year that they deferred e.g. student defers year 3, will then register for year 3 upon their return in the following academic year.
- Where a student defers a semester in one academic year, they will be progressed into the next study period on their return e.g. student defers semester 1 in year 3, will then register for year 4 in the following academic year.

Use of University Facilities while on Deferral:
- You will not have access to your portal page while deferred. Arrangements need to be made directly with the Library (external membership card available), Social Centre and/or Sports Complex staff should you wish to use their facilities while on deferral.

Fees:
- Please note a deferral fee will apply which must be paid directly to the Finance office.
- Deferral applications can only be accepted with no programme fee liability up to 24th October 2014. After this date, programme fees may apply and you should contact the Finance Office for clarification.
- Students deferring after this date will be liable to pay programme fees for both the current year and when re-registering in the new academic year.
- Clarification of fee liability should be sought from the Finance Office.

Extract from Academic Regulations for Postgraduate Degrees by Research & Thesis – Section 6, Deferral or Withdrawal:

6.1 It is preferable for students to conduct their research without interruption in so far as possible. Occasionally, a students may have reason to be absent from the University. If this is for a period of less than three months, regular fee liability applies.

6.2 In some circumstances, for example in the case of illness, or financial or family circumstances, it is possible to apply for a formal temporary cessation of registration until the difficulties have been resolved. Deferrals should normally be granted in keeping with DCU Marks and Standards, and only in such exceptional circumstances. Deferrals must be approved by the Supervisor and the relevant Head of School and will usually be for one semester or one academic year.

6.3 Students wishing to defer must notify the Registry, in advance of the deferral, in writing by completing and submitting an Application for Deferral.

6.4 During any temporary cessation of registration, the student’s participation in the research programme is suspended and any minimum period of registration is extended by a corresponding period. Consistent with DCU Marks and Standards, the maximum period of registration is not extended.

6.5 No tuition fees are payable during the deferred period. During this time, the student will not be entitled to supervision or to use the University facilities including the Library.

6.6 When a student is externally funded, he/she should discuss the situation with the Supervisor(s) in the first instance, and the sponsoring agency should be consulted if a temporary cessation of study is necessary. Students and supervisors should be aware of any possible implications which this temporary cessation may have on the funding and of any additional requirements stipulated by the funding body. Students who defer do not receive a stipend during this period, as stipends are paid only during active registration. The Graduate Studies Office should be notified prior to the student seeking a deferral from the University.

6.7 Research students withdrawing from the University must notify the Registry in writing by completing and submitting a Withdrawal Form. Fee liability will apply if this occurs after a specific date, which is published by DCU each year.
On completion, this form should be returned to Student Enrolment in the Registry. All required sections and signatures must be populated prior to submission of the application.

**Application for Deferral**

### A. CANDIDATE DETAILS (To be completed by Candidate)

<table>
<thead>
<tr>
<th>Name of Candidate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID Number</td>
</tr>
<tr>
<td>Phone/Mobile Number</td>
</tr>
<tr>
<td>PPS Number</td>
</tr>
</tbody>
</table>

**Date of Entry into the Research Programme**

<table>
<thead>
<tr>
<th>Current Registration Mode (please tick as appropriate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time ☐</td>
</tr>
<tr>
<td>Part-time ☐</td>
</tr>
</tbody>
</table>

**Title of Award Sought (please tick as appropriate)**

- PhD ☐
- EdD ☐
- DBA ☐
- DPsych ☐
- MPhil ☐
- MA ☐
- MBS ☐
- MEng ☐
- MSc ☐
- LLM ☐

**School**

**Supervisor(s)**

<table>
<thead>
<tr>
<th>Principal/ Joint Principals</th>
<th>Secondary</th>
<th>External</th>
</tr>
</thead>
</table>

**B. DETAILS OF DEFERRAL REQUEST (To be completed by Candidate)**

Please indicate below whether this request relates to a full academic year or Semester

<table>
<thead>
<tr>
<th>Year of study to be deferred</th>
<th>Semester to be deferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1 ☐ Year 3 ☐ Year 5 ☐</td>
<td>Semester 1 ☐ Semester 2 ☐</td>
</tr>
<tr>
<td>Year 2 ☐ Year 4 ☐ Year 6 ☐</td>
<td></td>
</tr>
<tr>
<td>Other Year (please indicate)</td>
<td></td>
</tr>
</tbody>
</table>

**Please state briefly, your reason for requesting deferral of place:**

**C. STUDENT DECLARATION (To be completed by Candidate)**

I hereby request that my place on the above programme, at the requested stage be deferred.

My expected date of return is (Month/Year): ________________

Sign: ________________ Print: ________________________ Date: ________________

Postgraduate Candidate
CURRENT ACADEMIC YEAR 2014 / 2015

D. PRINCIPAL SUPERVISOR(S) AND HEAD OF SCHOOL AGREEMENT

Both Principal Supervisor(s) and Head of School (or nominee) must indicate their support for the student’s registration to be deferred by signing below:

Sign: ________________________ Print: ________________________ Date: ______________
Principal Supervisor(s)

Sign: ________________________ Print: ________________________ Date: ______________
Head of School or Nominee (A Nominee may be the Research Convenor or Deputy Head)

Countersignature*: ______________________ Print: ______________________ Date: ______________
*Where the Principal Supervisor is also the Head of School, a countersignature is required.

Note: Insert additional signature lines if required and identify the role of that person.

E. SCHOLARSHIP/GRANT

Are you in receipt of a Scholarship / Grant? Yes ☐ No ☐

If yes, please provide details below:

Deferral requests for Non-EU Students must be signed by the International Office before being submitted to the Registry:

Sign: ________________________ Print: ________________________ Date: ______________
GSO Scholarship Administrator

F. FOR NON-EU STUDENTS ONLY (To be completed by the International Office)

Deferral requests for Non-EU Students must be signed by the International Office before being submitted to the Registry:

Sign: ________________________ Print: ________________________ Date: ______________
International Office Representative

International office Stamp: 

Data Protection Notice

Personal information that you submit to Registry in connection with any service provision will be treated in accordance with the DCU Data Protection Policy which can be viewed at the following website address: