**UNIVERSITY STANDARDS COMMITTEE**

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| **Request for re-admission to a programme made on behalf of a candidate who falls outside the maximum registration period**  (*Please consult the document Regulations to Support Legacy Re-admission Decisions in advance of completion of this form, and Marks and Standards, Section 5)* |

**DETAILS OF APPROVAL PROCESSES**

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| Programme Board |  |
| Summary of changes to programme since last registration of candidate |  |
| Date of approval by Programme Board |  |
| Faculty |  |
| Date of approval by Faculty Teaching and Learning/Education Committee |  |
| Date of USC meeting which is to consider the request |  |

**DETAILS OF CANDIDATE**

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| --- | --- |
| Candidate name |  |
| Candidate ID number |  |
| Programme (as on candidate’s transcript) |  |
| Recent contact details for the candidate | Mobile Phone No:  E-mail address: |
| Date of initial registration on programme |  |
| Academic session in which last registered on the programme |  |
| Has the candidate previously requested readmission having fallen outside the maximum registration period? |  |

**DETAILS OF REQUEST**

Questions 4, 6 and 11 are **not** required where the request is for re-admission for **exit award**.

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| 1. | Where it is proposed to re-admit the candidate to enable immediate exit from the programme with a lesser award, has the candidate completed all academic requirements and obtained all requisite credits in respect of that lesser award? (It is assumed that where the application is not to exit with a lesser award the candidate must complete outstanding credits as detailed under question 6 below) | Yes  No |
| 2. | Reason the programme was not completed originally (or, where all academic requirements have been completed, reason the candidate did not graduate).  If relevant, has medical or other documentation been submitted to the Programme Chair? | Yes  No |
| 3. | Reason for the request for readmission |  |
| 4. | Professional/personal development undertaken since the candidate left the programme. Provide description and details of awarding bodies or provider/ duration of course/credits/ NFQ level if relevant, etc. |  |
| 5. | Provide evidence of the mapping of the modules passed to date by the candidate to demonstrate the candidate meets the programme learning outcomes (as currently articulated). |  |
| 6. | List the modules to be taken by the candidate to fulfil the programme learning outcomes (as currently articulated), and indicate the number of credits to be obtained. |  |
| 7. | Where relevant, outline how any non-credit/pre-credit modules or modules without subject weights are to be treated for the purposes of calculating the final award classification. Where a significant change has taken place in the academic structure outline how the overall final award classification will be calculated. |  |
| 8. | Conditions attaching to the request for readmission, if any |  |
| 9. | Has the candidate indicated willingness to comply with the conditions, if readmitted? | Yes  No |
| 10. | Proposed date of re-entry to programme, if readmitted |  |
| 11. | Outline any repeat academic sessions already availed of by candidate |  |
| 12. | Proposed maximum completion time for programme |  |

The full transcript of the candidate’s examination results to date, in the programme to which re-admission is requested, is attached (please tick). Yes

**SIGNATURES**

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| **Role** | **Name** | **Signature** | **Date** |
| Programme Chair |  |  |  |
| Associate Dean for Teaching and Learning/Education |  |  |  |