HOW TO COMPLETE A LEAVE OF ABSENCE FORM

A STEP-BY-STEP GUIDE TO COMPLETING THIS FORM IN SISWEB

Contents

GETTING STARTED

Before you apply for a leave of absence, you should make sure that you get as much advice as you can from an appropriate staff member e.g. your College/School Office, your Student Adviser or the Student Desk.

You should also make sure to read the UCD Leave of Absence Policy and familiarise yourself with all the implications of this request.

If you have decided to apply for a leave of absence then you should follow these instructions on how to fill in the online form:

STEP 1   Finding the Form

Tasks to be Completed
Items that require your attention ☆

Welfare & Assistance
Funds available to assist students in financial difficulty and how to apply for them ☆

My Leave of Absence and Withdrawal Requests
View and Manage (or Create) Leave of Absence or Withdrawal Requests ☆
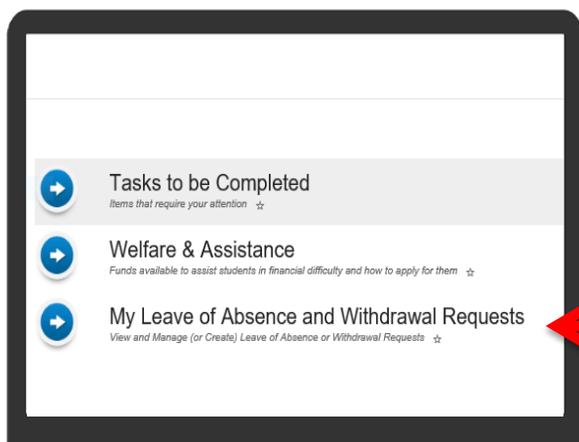
Log into SISWeb

In SISWeb, select **Programme Services** and then **My Leave of Absence/Withdrawal Requests**

Programme Services ›

Leave of Absence and Withdrawal Requ

Withdraw from my Programme

Apply for Leave of Absence
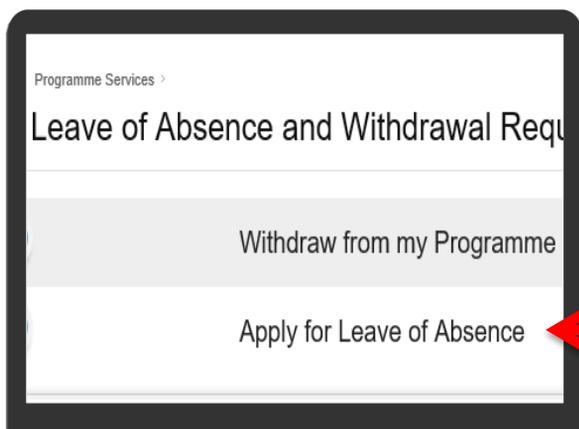
Access the online form

Select **Apply for a Leave of Absence**
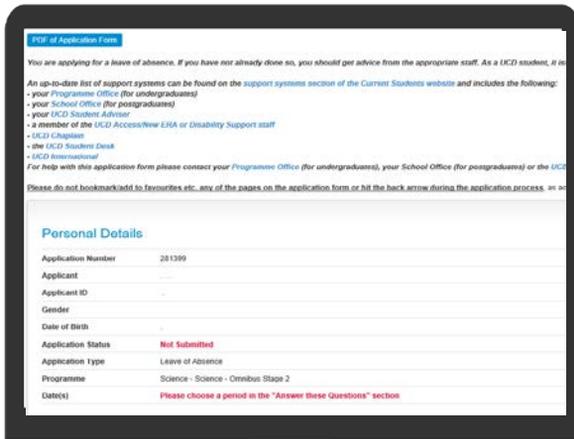
STEP 2   Completing the Form

You are now in the **Leave of Absence Form**.

Your personal information is pre-populated but you should still check it to make sure it is correct.
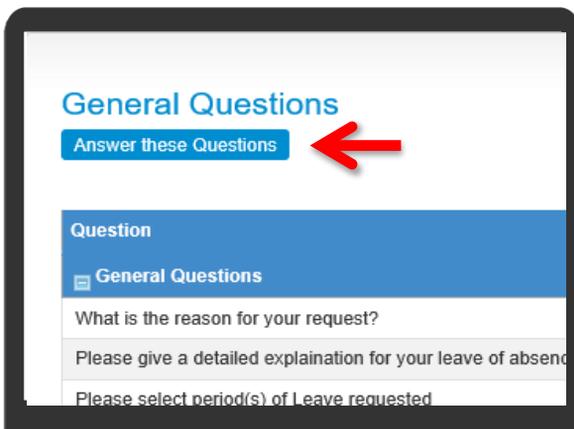
To complete the rest of the form you should select the button that says **Answer these Questions** and provide the information requested.

The first question(s) will ask you to provide a reason for your request. Any information will be treated in the strictest confidence and will only be seen by those staff processing your request.

Most of these questions are compulsory
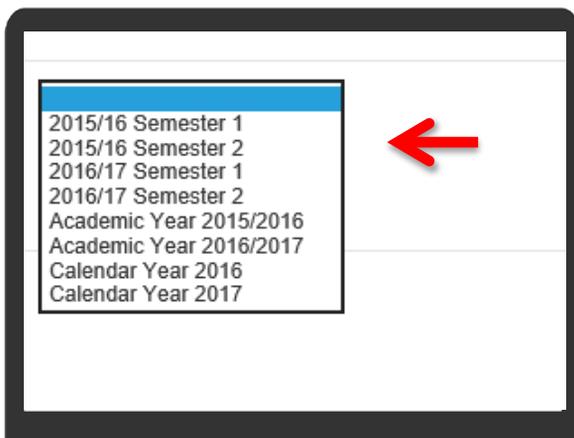
You will be asked to stated the duration of your requested leave of absence.

If you are not sure of the dates for your leave, you should check the UCD Term Dates page.

STEP 2   Completing the Form (cont'd)

○ My Programme Office
○ My Student Adivsor
● Academic Staff e.g. Programme Co-ordinator, Person
○ International Student Advisor (international students
○ UCD Students' Union Welfare Officer
○ Other UCD support systems (please specify)
○ None of the above

TIP #3: You should make sure you discuss this request with a staff member

You will be asked if you have discussed this request with a staff member.

If you have not spoken to anyone then you may be contacted by a staff member before this request can be processed.

Have you read the policy on Leave of Absence?

Have you confirmed what this request means for you

Have you confirmed how this request affects your vis

Do you know how this request affects your campus e

Do you know what this requests means for any I/IX g

Do you know what this request means for your progra

You will be asked some questions to make sure you understand what the request will mean for your fees, grant, access to campus facilities etc.
If your first answer to any of these questions is 'No' then you should read the information provided on the form or speak to a staff member.

If you do need to speak to a staff member about fees etc. then you can leave this form and return to complete it at a later date.

Application Checklist

Document Review Screen | Download all in one P

Code	Requirement	Status
ADDIT	Additional Documentation	Not uploade

If you need to include supporting documentation with this request then you can upload this information directly. **Only staff handling this request will have access to this information.** If you prefer not to upload this information then you can bring it to your College/School.

Your request may not require supporting documentation e.g. if it is made before term starts. If you are unsure then please read the UCD Leave of Absence Policy or speak to a staff member.

STEP 3   Submitting your application
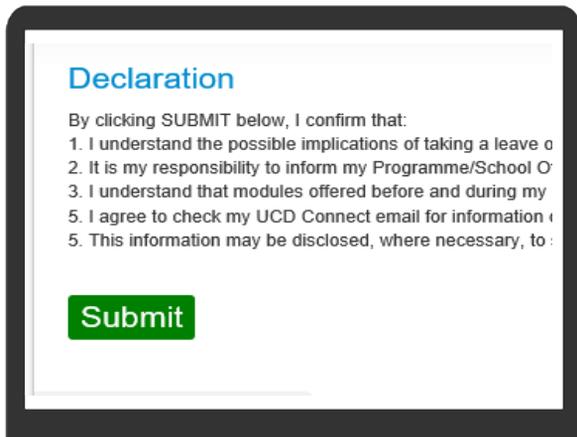
Declaration

By clicking SUBMIT below, I confirm that:
1. I understand the possible implications of taking a leave o
2. It is my responsibility to inform my Programme/School O
3. I understand that modules offered before and during my
5. I agree to check my UCD Connect email for information
5. This information may be disclosed, where necessary, to

Submit

Submit your application

After you have answered all questions you will be able to submit your request.

Once submitted, you will be able to see the progress of this request if you go into **'Programme Services' and then 'My Leave of Absence/Withdrawal Requests'**

Withdraw from my Pro

Apply for Leave of Abs
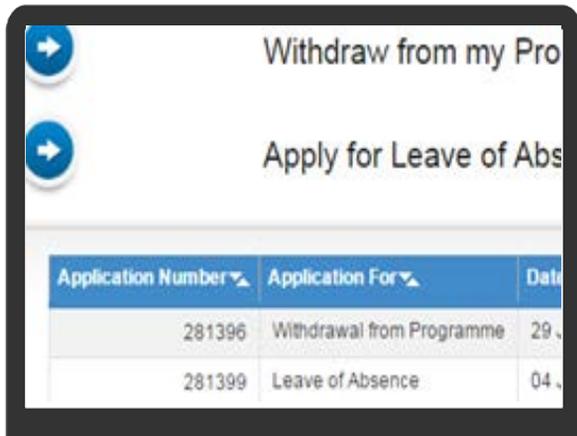
Application Number ▼	Application For ▼	Dat
281396	Withdrawal from Programme	29
281399	Leave of Absence	04

Check for the decision

Once a decision is made about your request then you will see it in **My Leave of Absence/Withdrawal Requests**
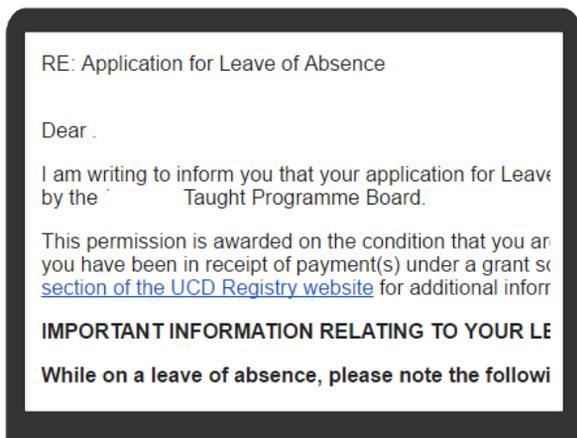
RE: Application for Leave of Absence

Dear .

I am writing to inform you that your application for Leave by the   Taught Programme Board.

This permission is awarded on the condition that you ar you have been in receipt of payment(s) under a grant s section of the UCD Registry website for additional infor

IMPORTANT INFORMATION RELATING TO YOUR LE

While on a leave of absence, please note the followi

You will also receive an email or letter on behalf of your Programme/Graduate School Board.

Your registration record will be updated with this decision within a few days.

FAQS

Who can I speak to if I want advice about filling out this form?

If you need any advice about completing this application then you can contact your **College/School Office** or the **Student Desk**. They will able to assist you or refer you to the correct person/office.

Can I change my mind about my application?

There will be no action taken with your application until you select **Submit**.

After you submit your request, you can also select **Cancel.** 'Cancel' then appears at the top right hand corner of your screen and appears with your personal information.

All information included in a form is treated in the **strictest confidence** and is only accessible by directly involved with these requests.

I can't find the 'My Leave of Absence/Withdrawal Requests' screen. Who do I ask?

You should be able to see it in SISWeb under **Programme Services**. If you can't see it then contact the Student Desk and ask for access.

My application still says 'Referred to Board', when will I know the decision?

The decisions on applications for leaves of absence are made by the Board(s) governing your programme. These Boards typically meet every 4-6 weeks. If you are concerned that your application does not have a decision made then please contact your College/School Office.

What if I can't answer all the questions on the form?

If there are questions that you are not sure about, e.g. if you do not know what this request means for your fees, then you can leave the request without submitting and come back to it at a later date. This is done by going into **Programme Services**, selecting **My Leave of Absence/Withdrawal Request** and clicking the **Edit** button beside your un-submitted request.

FAQS cont'd

How do I know at what point my request is at?

There are several stages to an application for leave of absence:

Stage	Explanation
Submitted/For Review	The application is being reviewed by the office to which it was submitted
Referred to Board	All information required has been received and the application is awaiting the next Board meeting where requests are considered. A board will usually meet every 4-6 weeks during term time.
Approved by Board	Application has been accepted in full
Not Approved by Board	Application has not been accepted
Partly Approved by Board	Application has been partially accepted

UCD REGISTRY
Clárlann UCD

UCD Registry
University College Dublin
Belfield
Dublin 4

W: www.ucd.ie/students