# Leave of Absence Policy – Guide for Students

## 1. Leave of absence

A Leave of Absence (LOA) enables you to take an approved and specified period of time away from your programme.

## 2. Before applying for a Leave of Absence

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

## 3. Applying for a Leave of Absence

Apply for a Leave of Absence before the start of the requested Leave of Absence period. Retrospective applications will only be approved in extenuating circumstances. If you are applying for retrospective Leave of Absence, contact the IOB Programme Manager. NB: your request is confidential – only staff handling this request will have access to the information supplied.

## 4. Instructions for completing the Leave of Absence form

There are 5 parts:

A – Personal Information

General personal information required: name, student number, contact number, e-mail address, programme, stage (BFS only).

B – Requested Action

In this section, you must state clearly the dates for Leave of Absence requested – one, two or three trimesters, indicating the proposed and end date. You will also be asked questions with respect to your understanding of the LOA policy, and whether you discussed this with a faculty or staff member. Should your answer be 'NO' to these questions, you may be contacted by a member of staff/faculty.

Classification: Public

C – Retrospective Leave of Absence /supporting documentation

Retrospective leave of absence is defined as an extended period of time away from the programme of study, where that period of time has passed. You must supply documentation to support your retrospective LOA request.

D – Student Declaration

You must sign and date the application form.

It is recommended that you retain a copy of the application and supporting documentation (where appropriate).

## 5. What are the next steps?

Prior to submitting your application form, check that you have completed all sections of the form. Submit the application form, normally in advance of the period of the requested leave of absence.

## 6. Who makes the decision?

All student LOA requests are considered by the Programme Board sub-committee.

## 7. During a Leave of Absence

You are not active in your programme. This includes attending lectures, blended learning/review block sessions, remediating failed modules. You are not registered to your programme. You can confirm your re-registration when you return to your programme.

If you are taking a Leave of Absence for a trimester you are not registered for that period.

## 8. Returning from a Leave of Absence

IOB Registry will send you a letter at the start of June with information on returning from a Leave of Absence, including information on support services and who to contact if you have any questions.

Prior to registration and your return date, you will receive an email on re-registering.

- Advise the Programme Office that you are returning to the programme before the end of your Leave of Absence period
- Pay any outstanding fees before you return from a Leave of Absence
- Confirm registration to your programme
- Read UCD's Academic Regulations, Institute of Banking Rules, Codes, Policies and Procedures, and the programme requirements and structure in place at the time of your return.

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If you do not return from a Leave of Absence and do not confirm your reregistration within the first six weeks of the trimester you are due to return, or you have not applied for a further Leave of Absence period your registration will be cancelled.

**USEFUL LINKS**

Leave of absence policy

Leave of absence application form

Extenuating circumstances policy

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