



# Further Education Policy (FEP) Scheme Renewal Application Form

(for applicants previously approved and continuing programme)

## Section I – Applicant Details

Name ..... Personnel No. ....  
Application No. / University of Galway Student ID No. (For applicants on University of Galway programmes only) .....

Email Address ..... Contact Number .....

Work Address .....

Employment Status .....

Post Title and Grade .....

## Section II – Programme Details

Programme Name and Institution .....

Programme Fees (excluding student levy and registration fees) .....

Please confirm the year in which you will be progressing in your current programme (e.g. final year of three year programme)

Please confirm years of which funding was approved to date .....

Will the programme require leave from normal working hours? Yes  No

Have you or do you intend to submit an application for Special Leave/Career Break scheme for administration, Library, Technical and Buildings staff for the period in which you are applying for funding support.  
Yes  No

If yes, please provide details of application  
.....  
.....

Have you provided your Manager with a copy of your exam results, progress report or GRC report from last academic year?  
Yes  No

Signature of Applicant ..... Date .....



### Section III – To be completed by Manager

Name .....

Contact Details .....

I confirm the following:

**1. Resources**

Where attendance at programme of study requires the applicant named in Section I above to be released from their work, or they are unavailable, or unable to execute their existing workload by reason of the requirements of a programme supported under this scheme, arrangements will be made by me to cover that deficit from within the Unit's existing resources.

**2. Programme Details and Schedule for the next Academic Year**

I am cognisant of the requirements of the programme being undertaken by the applicant, named in Section I above in terms of course schedule, examination and study leave.

**3. Programme Progress from last Academic Year**

The applicant has provided me with copy of exam results/progress report/GRC report from last academic year. (If applicant was approved for leave of absence, please attach copy of approval).

#### Signatures

Manager (Print Name) .....

Signature .....

Date .....

Dean of College, Head of School, Support Unit, Research Institute

Name .....

Signature .....

Date .....

#### Please submit the following documents along with application:

1. Copy of your Exam Results or Progress Report from PhD supervisor.  
If completing PhD programme in University of Galway, copy of GRC report.
2. If on leave of absence, please submit copy of approval.

#### Send to:

[learninganddevelopment@universityofgalway.ie](mailto:learninganddevelopment@universityofgalway.ie)  
Marked: FEP Application

Learning and Development,  
Quadrangle, University of Galway