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| <b>Code</b>         | QA258   |
| <b>Title</b>        | Approved Leave in Special Circumstances for First Year Undergraduate Students |
| <b>Policy Owner</b> | University Management Team  |
| <b>Date</b>         |   |
| <b>Approved By</b>  | Academic Council, on recommendation of its Standing Committee                 |

### 1.0 Purpose

Outline of the conditions under which a new entrant may be granted Approved Leave in Exceptional Circumstances by the Admissions Officer in semester one of year one and details of the application process.

### 2.0 Description

New entrants to undergraduate programmes who have registered for a first year course and who for reasons of serious certified illness are unable to attend the course in that academic year may be granted Approved Leave in Special Circumstances by the Admissions Officer of the University.

Such students should contact Mary Liddy, Deputy Admissions Officer, Undergraduate Admissions, University of Galway by emailing [mary.liddy@universityofgalway.ie](mailto:mary.liddy@universityofgalway.ie) to request this Approved Leave in Special Circumstances.

Students will be notified if their application has been successful and the Fees Office, Registration Team and relevant College Office will also be notified.

Such students will be invited by the University to re-register in the following academic year and will not be required to re-apply through CAO.

A first year student who seeks Approved Leave in semester two for reasons of illness or for any other reason should apply directly to the relevant College Office.