

**Form No. GSF9**

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|  | **Ollscoil Mhá Nuad Maynooth University** |

(Version 5, January 2023)

 **Final Semester Fee Form**

**Principles**: Research students who have completed the normal period of registration and who need some extra time to finalise and submit may avail of a one semester registration at a reduced rate of EU €1,000/Non EU €2,170 plus student levy, with permission from the Dean of Graduate Studies. Students must have paid the full continuation fee & student levy due prior to applying for a Final Semester Fee. If they submit by the approved submission date, the Final Semester Fee will apply.

This Final Semester Fee of EU €1,000/Non EU €2,170 plus student levy is available only once to PhD/Professional Doctorate students for a minimum of four years of full time or six-years of part time study; or for a Research Masters students for a minimum of two years of full-time or three years of part-time study. The fee will be valid for one semester (eg: those who would normally submit in October would have until February 28; those submitting in February would have until October 31).

**Procedure:**

1. Agree on the advisability of applying for a Final Semester Fee with your supervisor.
2. Complete the form and ensure that form is signed by the Fees Office. The Fees Office confirms that fees applicable have been paid (the form will not be signed if your fee liability is not paid in full, inclusive of student levy).
3. Once the Fees Office has confirmed the fees applicable, ensure the form is signed by your supervisor and Head of Department.
4. Submit completed application form to the Graduate School (GS): graduatestudies@mu.ie

If the Dean of Graduate Studies approves, GS will send an email of approval to the student, copying; the supervisor, the Head of Department, Fees & Grants Office, Records, Registry Policy, Graduate Studies. The email will give permission for the student to avail of the Final Semester Fee, and will state clearly the final date by which the student must submit. The student will be told that if they submit by the date indicated, the Final Semester Fee of €1,000/€2,170 plus student levy will apply and they will get a rebate of overpayment, less the student levy.

**Eligibility:**

1. Students must be registered as on a PhD/Professional Doctorate or Research Masters programme.
2. Students must have been registered for a PhD/Professional Doctorate for a minimum of four years of full time or six-years of part time study; or for a Research Masters for a minimum of two years of full-time or three years of part-time study.
3. Students must have been registered (eg, not suspended and not in receipt of a fee waiver) in the academic year prior to the one in which they seek the Final Semester Fee.
4. Studenst must have paid fees liable and not be in fee arrears.
5. The fee does not apply to students in the post-Viva stage.

**Note**: Requests for a fee waiver on **medical grounds** are handled by the Fees and Grants Office. Please see their website for details - <https://www.maynoothuniversity.ie/student-fees-grants/quick-link-forms-documents>

# Student Details

|  |  |  |  |
| --- | --- | --- | --- |
| Student number |  | MU email |  |
| Family name |  | Personal email |  |
| First name |  | Year of study |  |
| Programme, e.g. PhD |  | Date of last annual progress review |  |

Your form should be signed by each of the offices below:

# Fees and Grants Office

|  |  |
| --- | --- |
| Years paid to date | Comment |
| Outstanding balance Yes / No |
| Fees and Grants signature |
| Date |

**Supervisor**

|  |  |
| --- | --- |
| Name | Comment |
| Department |
| Signature |
| Date |

**Head of Department**

|  |  |
| --- | --- |
| Head of Department name | Comment |
| Department |
| Signature |
| Date |

**Next,** submit your form to:

The Dean of Graduate Studies, John Hume Building

# Dean of Graduate Studies

|  |
| --- |
| Timeframe of Fee Waiver – One semester only |
| From | To | Comment |
| Signature |  |
| Date |  |

For Office Use Only:

Graduate Studies

Send Email of Approval to the Student

|  |  |  |
| --- | --- | --- |
| Student | Final Date for Submission | Date for Reminder Notice |
|  |  |  |

Copy Sent to:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Supervisor | Head Of Department  | Fees Office | Records | Registry  | Graduate Studies |
|  |  |  |  |  |  |