

**Application Form**

**Study Leave and Examination Leave for TU Dublin Professional, Management & Support Staff**

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| --- | --- |
| **PERSONAL DETAILS** | |
| Name: | Staff Number\*:  *\*(as per Payslip)* |
| Dept./School/College | Campus |
| Telephone: | Email: |
| Position (Job Title) in TU Dublin: | Date Commenced Employment in TU Dublin : |
| **STATUS (***please complete as appropriate***)** | |
| Permanent Wholetime *(Date Commenced)* |  |
| CID Contract *(Date Commenced)* |  |
| Temporary Wholetime *(Contract Dates)* |  |
| ProRata Contract *(No of Contract Hrs per week)* |  |
| Part Time Casual *(No of Hrs per week)* |  |
| **PROGRAMME DETAILS** | |
| Title of Programme: | Name of University/Institute (where study is taking place): |
| Study Leave Dates: | Examination Dates: |
| Signature of Applicant |  |
| **N.B**  Have you attached your Examination Timetable to your application form?  Have you provided Evidence of Requirement to submit assignment or thesis or similar course work? | |
| Approved by: | **Name (in Block Capitals):** |
| Position in TU Dublin: | Date: |
| ***For Office Use Only*** | |
| *CoreHR:* | *Query on Application:* |
| *Exam Leave Granted/Not Granted):* | *Study Leave Granted/Not Granted:* |
| *Signature:* | *Date:* |

**QUERIES**

**TU Dublin, Blanchardstown**

Contact:Human Resources Manager

Tel:              01 885 1018

E-Mail:        [hr.blanchardstown@tudublin.ie](mailto:hr.blanchardstown@tudublin.ie)

**TU Dublin, Grangegorman**

Contact:Head of Staff Development

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E-Mail:      [staffdevelopment@tudublin.ie](mailto:staffdevelopment@tudublin.ie)

**TU Dublin, Tallaght**

Contact:Human Resources Manager

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E-Mail:         [hr.tallaght@tudublin.ie](mailto:hr.tallaght@tudublin.ie)