

Assisting Failing Students to Exit Programmes Procedure

Section 1 - INTRODUCTION

Purpose and Parent Policy

(1) This procedure is to assist students, who are unsuccessful in completing a programme. Students will be exited from the programme with academic credit due in respect of modules completed under the [Access, Transfer and Progression Policy](#).

Responsibilities

Student Responsibilities

(2) Students are required to communicate clearly and honestly with the College in respect of all their circumstances.

Staff and Faculty Responsibilities

(3) Staff and Faculty are required to communicate in a timely manner in respect of students for whom this procedure is relevant.

Department of the Registrar

(4) The Registrar, or their nominee, is responsible for implementing this procedure in liaison with the Programme Director, or their nominee.

Section 2 - Procedure

Part A - Exiting a Programme Due to Failure of Modular Assessment(s)

(5) Where a student exhausted all repeat opportunities available on an assessment, that student can no longer graduate from the programme.

College Communication

(6) Once the window for appeal has closed, The Registrar or nominee, writes to the student in order to advise them of the following:

- a. That they will not be able to graduate from their programme.
- b. That they are entitled to academic credit for any modules that they have completed.
- c. The modules which have been started and that they have an entitlement to complete.
 - i. A student may complete modules started from the programme that they have started in line with standard programme requirements, e.g. excluding completion of placements, but on the clear

understanding that they cannot complete the programme itself.

- d. Any other options or information to support the student in exiting the programme.
- e. Whether they can exit the programme with an exit or embedded award.

Student Options

(7) Where a student receives this communication, the student has the following options:

- a. To accept the transfer to the programme of an exit award, where such an award is available.
- b. To complete modules from the programme in line with standard programme requirements but on the clear understanding that they cannot complete the programme itself and that graduation from the programme is not possible.
- c. To withdraw immediately from further study on the programme.

Non-Communication: Withdrawal

(8) Where a student does not respond to a communication from the Department of the Registrar within 5 working days from its issue, the student will be deemed to have withdrawn from the programme. The [College Initiated Withdrawals Due to Non-Engagement Procedure](#) will then apply.

Status and Details

Status	Current
Effective Date	2nd October 2023
Review Date	2nd October 2026
Approval Authority	Quality Assurance Officer
Approval Date	29th September 2023
Expiry Date	Not Applicable
Enquiries Contact	Quality Assurance

Glossary Terms and Definitions

"Assessment" - The assessment of a student's learning means inference (for example, judgement or estimation or evaluation) of a student's knowledge, skill or competence by comparison with a standard and based on appropriate evidence. This includes self-assessment.

"Policy" - Policies are principled statements adopted by the College at a high level to enable decisions about actions and desired outcomes to which the College is committed. They clearly articulate the formal position of the College on specific issues in order to guide internal decision-making. Policies set out 'what to do' on a given issue. They have a medium- to long-term review cycle.

"Procedure" - Procedures are the broad actions that must be carried out to implement a policy. They set out 'how to do' what the policy specifies must be done.

"Programme" - A programme of education and training refers to any process by which learners may acquire knowledge, skill or competence. It includes courses of study or instruction, apprenticeships, training and employment. A programme offers learners the learning opportunities by which they may attain educational goals (expressed as the intended programme learning outcome) by learning activities in a learning environment. A programme is normally comprised of modules. A programme leading to a major award will normally require a 'cohesion generating' process which integrates constituent modules so that the minimum intended programme learning outcomes are supported. The cohesion generating process should establish the epistemological and cultural identity of the programme. It should also coordinate alignment of activities with the minimum intended programme learning outcomes and introduce learners to the broader community of practice to which they aspire. (QQI (2013) Assessment and Standards Revised)