

# Withdrawal from Studies Policy

## Section 1 - Introduction

### Purpose

(1) To provide a framework by which a registered student can withdraw from a programme and the College can withdraw a registered student from their programme.

### Scope

#### To whom does the policy apply?

(2) This policy applies to all registered students and all Staff and Faculty who are involved in withdrawing a student from a programme of study.

#### In what situations does the policy apply?

(3) This policy applies where a student seeks to voluntarily withdraw from a programme.

(4) This policy applies where there is a College recommendation based on the criteria specified, made to the Registrar, that a student be withdrawn from a programme.

#### Who is responsible for implementing the policy?

(5) The withdrawal of a student from their programme is the responsibility of the Registrar, on recommendation from the College.

### Definitions and Criteria

(6) Withdrawal - This is where a student ceases study on a programme after the end of the 'cooling-off' (change-of-mind) period and before completion of the programme. There are two types of withdrawal, student-initiated where a student requests to permanently terminate their studies, or a College-initiated withdrawal.

(7) The criteria for College-initiated withdrawal are as follows:

- a. Non-Engagement - Students who cease to attend or engage with their programme of studies for a period of four weeks may be deemed to have withdrawn from the programme, i.e. they have passively withdrawn through non-engagement. Non-engagement can be further defined as not meeting the minimum expected points of engagement for a programme, e.g. attendance at synchronous and/or non-synchronous lectures, tutorials, or accessing online content.
- b. Non-payment of fees - Students who fail to comply with the terms and conditions of their programme offer, and do not make the required payments to remain in good financial standing with the College. Where appropriate, and at the discretion of the Registrar withdrawal may be subject to review if their financial standing is suitably addressed by the student.

# Section 2 - Context

## Legal and Regulatory Context

### Quality Assurance Guidelines

(8) This policy is designed with regard to both the [European Standards and Guidelines](#) and QQI's [Core Statutory Quality Assurance Guidelines](#) requirement that the College has and implements a policy for all stages of the student journey.

### Access, Transfer and Progression

(9) This policy should be read in conjunction with the College's [Access, Transfer and Progression Policy](#) as it forms part of the College's response to the [QQI Policy Restatement: Policy and Criteria for Access, Transfer and Progression in Relation to Learners for Providers of Further and Higher Education and Training](#).

### Protection of Enrolled Learners (PEL)

(10) This policy is set within the context of providing information to prospective learners and is designed with regard to QQI's protocols for compliance with legal requirements for [Protection of Enrolled Learners \(PEL\): Protocols for the Implementation of Part 6 of the 2012 Act Guidelines for Providers](#).

# Section 3 - Policy Statements

## Principles for Withdrawing Students

### Fairness and Transparency

(11) This policy is based on the principles of fairness and transparency. the College ensures that all students are fully informed of the nature of the programme, the rules and regulations, and terms and conditions to support students in their studies and in making decisions about their studies.

### Clear Information

(12) The College provides clear and accessible information about its policies and procedures and the criteria for and consequences of withdrawal.

### Access, Transfer and Progression

(13) Students are given full ECTS credit for all academic achievement in respect of modules undertaken and facilitated in transferring to or progressing to other programmes where appropriate as facilitated by under the [Access, Transfer and Progression policy](#).

### Written Decisions and Communications

(14) Students shall receive information on options available to them and dates of required responses in writing.

## Part A - Principles for Student-Initiated Withdrawals

### Formal Notification

(15) Students must formally notify the Department of the Registrar in writing should they wish to withdraw from study.

## **Confirmation**

(16) Students are entitled to formal written confirmation, from the Department of the Registrar, of their withdrawal.

## **Rights and Entitlements**

(17) Students that withdraw lose all of the rights and entitlements of registered students of Hibernia College, including access to any and all services the College provides.

(18) Students withdrawing from the College are not entitled to refunds of fees paid.

## **Part B - Principles for College-Initiated Withdrawals**

### **Formal Notification**

(19) Students are entitled to formal notification from the Department of the Registrar of their withdrawal and the reason for it.

### **Rights and Entitlements**

(20) Students that are withdrawn lose all of the rights and entitlements of registered students of Hibernia College, including access to any and all services the College provides.

(21) Students that have been withdrawn from the College are not entitled to refunds of fees paid.

### **Right of Appeal**

(22) Where a student has been withdrawn due to non-engagement, they may appeal the decision on the evidence excusing non-engagement, under the [Appeals of Decisions on Evidence Excusing Non-Engagement Procedure](#).

(23) College decisions are subject to appeal within five working days of notification of withdrawal to the student under the Appeals Policy.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	27th February 2024
<b>Review Date</b>	27th February 2027
<b>Approval Authority</b>	Quality Assurance Officer
<b>Approval Date</b>	27th February 2024
<b>Expiry Date</b>	Not Applicable
<b>Enquiries Contact</b>	Quality Assurance

## Glossary Terms and Definitions

**"Non-Engagement"** - Students who cease to attend and/or engage with their programme of studies for a period of four weeks may be deemed to have withdrawn from the programme, i.e. they have passively withdrawn through non-engagement.

**"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.

**"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)

**"Withdrawal"** - This is where a student ceases study on a programme after the end of the 'cooling-off' (change-of-mind) period and before completion of the programme.