

Exit Award Student Request Form

Please submit this form to: **Awards Office, Dundalk Institute of Technology, Dublin Road, Dundalk, Co. Louth, Ireland (email: awards@dkit.ie), with transcripts of results appended.**

Student Name:	
Student ID:	
Address:	
Email Address:	
Contact No:	
Parent Programme Title (i.e. programme currently registered on):	
Level of Exit Award sought:	Level 6 (120 credits) <input type="checkbox"/> Level 7 (180 credits) <input type="checkbox"/> Level 9 <input type="checkbox"/>
Most recent academic Year and exam sitting in which credits were achieved:	Year: _____ Sitting: Spring <input type="checkbox"/> Summer <input type="checkbox"/> Autumn <input type="checkbox"/>
Reason for request: (Provide evidence to Department where relevant)	

**I understand that if I am conferred with an Exit Award I cannot register on a related programme in DkIT within one academic year.
If I am conferred with the parent award in the future I must surrender the Exit Award.**

Student Signature : _____ **Date:** _____

Admin Use Only

Date Received by Awards Office (including stamp):	
Validated Exit Award (Yes/No):	
Approval by Examination Board (Yes/No):	
Student notified of outcome (Yes/No):	
Signed:	<hr/> Assistant Registrar

Conditions of Eligibility

1. The programme on which the student has been registered must have a validated exit award in place.
2. The student must have earned all credits relating to such an award as follows:

Exit Award	Level	Number of Credits
Higher Certificate	6	120
Ordinary Bachelor Degree	7	180
Postgraduate Diploma	9	60

3. The student must discuss the Exit Award with their Head of Department prior to applying.
4. A formal written application must be made to the Awards Office.

Procedure

1. The student is unable to complete their programme and discusses the option of obtaining an Exit Award with their Head of Department.
2. The student submits a formal written application (Exit Award Student Request) to the Awards Office.
3. A check is carried out to ensure that a validated Exit Award is in place. The student is notified of the outcome of this check.
4. The Awards Office notifies the relevant School Office and the Examinations Office about the application. Examination Broadsheets are produced for the relevant Examination Board.
5. The student's results are considered by the Examination Board who determine their eligibility for an exit award and recommend the level of the award. The decision of the Examination Board is submitted to the Academic Council for ratification.
6. Where an exit award is conferred on a student, this is noted on the student's record. The student will be notified of the outcome of their application by the Registrar's Office, after the Academic Council ratification.
7. The exit award holder is invited to attend the Conferring Ceremony or to collect their parchment from the Awards Office.