

Exit Awards Policy

Date approved:	12 th May 2017	Date policy will take effect:	12 th May 2017	Date of Next Review:	May 2020
Approving Authority:	Academic Council				
Responsible School/Unit:	Registrar, Chair of Academic Quality Sub-Committee				
Consultation undertaken:	Academic Quality Sub-Committee				
Supporting documents, procedures & forms of this policy:					
Reference(s)					
Audience:	Public – accessible to anyone				
Category:	Design and Approval of Programmes				

1 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment(s)
1	09/12/2011	Academic Council (AC:DOC:121:07:01)	<ul style="list-style-type: none">• Adopted
2	/09/2015	Academic Council	<ul style="list-style-type: none">• Applied Institute policy template.• Changed HETAC to QQI.• Expanded award classification description.• Updated procedure.
3	12/05/17	Academic Council	<ul style="list-style-type: none">• Updated Procedure• Underpinned use of exit award process in exceptional circumstances only

Dundalk Institute of Technology Policy and Procedures for Exit Awards

Policy

Students, who formally exit from a programme prior to its completion, may be eligible for an exit award, provided such exit award has been validated under the Institute's validation processes and provided they have attained the requisite minimum number of credits. Exit awards are intended for use in exceptional circumstances only and the decision to award them is an Examination Board decision.

Exit awards are always linked to a specified major award and may be validated at Higher Certificate, Ordinary Degree or Postgraduate Diploma levels as appropriate to the parent programme and the number and level of credits attained. Exit awards are major awards and are classified. The Institute adheres to the naming conventions and other criteria for exit awards as defined by QQI and amended from time to time.

A student must initially discuss the option of an exit award with their Head of Department and then apply formally for an exit award by the closing date specified for each individual examination session.

Holders of exit awards are eligible to attend the Conferring Ceremony.

An Exit award is noted on the student record. It is automatically surrendered if the holder is subsequently conferred with the parent award. Exit award holders must not re-register on a related programme in DkIT within one academic year of being conferred with the Exit Award. The award should not be used to gain admission onto another programme in DkIT. In such cases, transcripts of results should be sufficient to gain admittance to a programme through the Recognised Prior Learning process.

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 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.

Process

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.