

Application to Exit with an Embedded or Combined Award Procedure

Area Code:	EXAM
Author:	Catherine O Reilly
Head of Function responsible:	VP Academic Affairs and Registrar Michele Glacken
Approving Authority:	VP Academic Affairs and Registrar Academic Council.

1. Purpose

The purpose of this procedure is to set out the procedure for apply to exit with an

- an embedded award or
- a combined award.

Embedded Exit Award: A student wishing to exit their studies prior to the completion of their programme, where an embedded award exists, and having successfully completed all requirements, may apply for the embedded award. An embedded award is a programme pathway designed for, and incorporated within, a major award. The decision to award an exit award is made by the Examination board.

Combined Award: To enable a student to receive a major award by combining minor awards (including special purpose awards and single subject certificates), provided those minor awards are linked to a major award. Minor awards are intended to signify achievement of “part of the learning outcomes associated with a major award”. Minor awards may be combined with other learning outcomes towards the achievement of a major or special purpose award. The decision to award an combined award is made by the Examination board.

2. Scope

This procedure applies to all students of the Institute.

3. Reference Documents

Technical Paper on the Qualification System, QQI, April 2020

4. Procedure

4.1 Conditions of eligibility for an embedded exit award

4.1.1 The programme on which the student has been registered must have a validated embedded award.

4.1.2 The student must have earned all relevant credits & have paid all fees.

- 4.1.3 A student who has been awarded an embedded award may not normally register (within the next academic year) on any add-on programme to the programme for which the embedded award has been obtained.
- 4.1.4 All applications must be received by the 1st of September to be included in the graduation for the previous academic year.
- 4.2 Conditions of Eligibility for Combined award
 - 4.2.1 The modules/SPA / minor awards being combined must match the Approved Programme Schedule(APS) of the higher combined award.
 - 4.2.2 The student must meet the prerequisite requirement in a cognate area for entry onto the Major award (excluding the modules/awards being combined).
 - 4.2.3 The currency of the ECTS credits towards the combined award must be considered. A student may be required to undertake additional interview, assessment or credit to ensure the currency of the award.
 - 4.2.4 The student must have completed all the modules on the APS of the higher combined award at IT Sligo (excluding exempted modules under RPL Procedure).
 - 4.2.5 The student must have earned all relevant credits & have paid all fees.
 - 4.2.6 Joint awards are not eligible unless the combined award is an approved pathway with the joint provider.
 - 4.2.7 The student must understand and agree that by applying for the combined award the single subject certification or special purpose awards or minor award that make up the combined award are superseded, will be revoked and cannot continue be used.
- 4.3 Application
 - 4.3.1 To apply for an Embedded Exit award the student must be complete EXAM031_001 – Application to Exit with an Embedded Award and forward it to the relevant Head of Department for discussion.
 - 4.3.2 The original will be given to the Administration Manager in the department, the student is permitted to retain a copy.
 - 4.3.3 The Administration Manager will bring the completed form to the next relevant Examination board meeting.
 - 4.3.4 To apply for a combined award the student must complete the EXAM031_002 – Application for Combined Major Award.
 - 4.3.5 Attach the supporting documentation e.g. transcripts and forward to the Student advisor or programme co-ordinator for checking. Once the application and the supporting documentation outlining all the details e.g. the module/programme code, name, ECTS, academic year have been prepared, it is forwarded to the Head of Department or Administration Manager to bring to the next relevant Examination board meeting.
- 4.4 Approval and Processing

- 4.4.1 The Examination Board determines the eligibility of the student for an embedded exit award or combined award and recommends the level of award. The GPA and the award classification will be noted on the application form.
- 4.4.2 After the Examination Board, all completed forms are brought to the Examinations Office who will then notify the student of the outcome & make the relevant changes to Digitaly CORE and the graduation database where applicable.
- 4.4.3 Combined awards: the original parchment for the certificate / SPA / minor award must be revoked electronically or destroyed.

5. Records generated by this Procedure

Applications for to exit with an embedded award or a combined award are maintained by the Examination Office.

A record of all awards ratified will be retained by the Examination Office.

6. Measurement of Effectiveness of this procedure

Not applicable

7. Revision History

Revision No	Description of Change	Issue Date	Status
000	New Procedure approved by Academic Council	12/06/2015	Approved by AC
001	Periodic review and update of procedure to new format. No change to process	12/06/2020	Approved by AC
002	Addition of arrangements for application and approval of combined award	07/05/2021	Approved by APC on 23/3/21 Approved by Academic council 7/5/21