



# IADT Deferrals Policy and Procedures

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<b>Purpose</b>	This is the policy and procedures for dealing with Deferrals at the Institute
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<b>Who needs to know about this document</b>	Registrar, Heads of Faculty, Heads of Department, all staff and students.
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<b>Policy Author</b>	Registrar
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## **A guide for registered students who wish to take a leave of absence from a programme or a deferral of assessments**

It is recognised that in exceptional circumstances it may be necessary for a registered student to take time away (leave of absence) from IADT or defer some or all of their assessments during an academic year

Depending on circumstances, a leave of absence may have implications for tuition fee and/or student contribution charge liability.

There may be personal or medical issues affecting a student's studies, opportunities for professional development, family commitments or other reasons for taking a leave of absence or deferring assessments. Students are assured that there is a network of support available to them within IADT.

### **Guidelines:**

#### **A: Leave of Absence**

A **leave of absence** is when a student wishes to postpone a year of study, and return the following year to start the year of study again. Requests may be made in the following ways:

1. Leave of absence for a registered undergraduate student prior to the beginning of the year

A student may apply for a leave of absence prior to the commencement of a continuing year of a programme if they are unable to continue their studies due to unforeseen or exceptional medical, financial or family reasons. Requests for a leave of absence should be made before April 30th in relation to the following academic year.

2. Leave of absence for Registered Students during Academic year

In exceptional cases, a student may not be able to complete their year of study because of family, personal, health or financial reasons. If this is the case, the student should seek advice from their programme co-ordinator, head of department, or student support staff. The student can apply for a leave of absence with a view to returning to IADT in the following academic year to start their year of study again. Requests for leave of absence must be made before the last working day in March in the current academic year.

Other circumstances relating to leave of absence/deferrals:

1. Leave of absence for an Add-on Degree/Postgraduate Programme/Special Purpose Award

IADT does not normally consider applications for a leave of absence in respect of one-year add-on, postgraduate programmes, or Special Purpose Awards. Where they are granted, they are subject to programme/module running.

In the case of serious medical/personal situations, a leave of absence may be granted and a place reserved for the student on the programme subject to it being offered by IADT.

## 2. CAO Pre-registration deferrals

- The institute may grant deferral of a place in 1st year of a programme provided the applicant follows the procedure set out in the CAO handbook. This handbook is published annually at [www.cao.ie](http://www.cao.ie)
- Applicants do not accept their place via the CAO.
- They must notify admissions of intention to defer the place offered.
- Applicants reapply through the CAO the following year placing the above course as the only preference on the application form. The 'deferred applicant' box on the CAO application must be ticked.
- It is the applicant's responsibility to ensure that procedures given in the CAO handbook with regard to taking up deferred places are followed.
- Applicants must notify IADT of their new CAO application number for 2017 when they have applied. This can be done by emailing [admissions@iadt.ie](mailto:admissions@iadt.ie) before the 1st of May annually.

### **How to apply for a leave of absence?**

- Complete the leave of absence form within the Institute's timelines
- Forms are available from Faculty Offices, Academic & Student Affairs Office and at: [www.iadt.ie/study/current\\_students](http://www.iadt.ie/study/current_students)
- Forms must be accompanied by a letter addressed to the Registrar outlining reasons for seeking the leave of absence
- Supporting documentation (medical certificates, etc.) must also be attached
- Documents should be submitted to the relevant Faculty Office for processing.
- In the case of any illness or accident, a medical certificate is required from a registered practitioner, psychologist or counsellor. This note should be on letterhead paper and should be legible, stamped and dated.

### **What's next?**

- A leave of absence is at the discretion of the Institute
- The students' application will be considered by the Faculty Head and the Registrar
- The student will be informed in writing whether the leave of absence has been granted
- Leave of absence will not be considered if the stated reasons do not match the supporting evidence.

## **B: Deferral of one or more Modules**

In exceptional cases, a student may not be able to complete a module(s)/assessment(s) because of family, personal or health reasons and may wish to have their repeat sitting considered as a first attempt. If this is the case, the student should seek advice from their programme co-ordinator, head of department, or student support staff. Requests for deferral of module must be submitted well in advance of the final assessment for the module. It is recognised that a student may be unable to sit an examination or complete a terminal assessment due to unforeseen or unpreventable circumstances. The form must be completed as soon as possible after the circumstance arises but no later than

one week after the end of the Institute examination period. Forms submitted after this date will not be considered.

### **How to apply for a Deferral of Module**

- Complete the appropriate form within the Institute's timelines
- Forms are available from Faculty Offices, Academic & Student Affairs Office and at: [www.iadt.ie/study/current\\_students](http://www.iadt.ie/study/current_students)
- Forms must be accompanied by a letter addressed to the Registrar outlining reasons for seeking the deferral
- Supporting documentation (medical certificates, etc.) must also be attached
- Documents should be submitted to the relevant Faculty Office for processing.
- In the case of any illness or accident, a medical certificate is required from a registered practitioner, psychologist or counsellor. This note should be on letterhead paper and should be legible, stamped and dated. It should cover the appropriate dates of the assessment or examination period.

Some examples presented as reasons for seeking a deferral that will not be approved:

- Student not ready to take these examinations yet
- Student has not studied hard enough
- Student working too many hours in the week and cannot study/prepare for an examination/assessment

### **Financial Implications of Deferral**

If a deferral is granted on serious medical grounds the student will pay only the difference in fees between the year deferred and the year returned.

If a deferral is granted on non-medical grounds, the student will be liable to pay repeat fees if the deferral is sought after 31<sup>st</sup> October 2016.

### **Applications for Repeat Deferrals**

It is expected that students must take up their place after deferral. Applications for subsequent deferrals will normally be refused. However, the institute may allow a second deferral in exceptional circumstances.