

Exit Awards Policy

Document Reference and Version No	Version 2, approved at Academic Council Meeting on 5 February 2018
Purpose	This document outlines the Institute's policy on exit awards for learners
Commencement Date	February 2018
Date of Next Review	February 2021
Who needs to know about this document	Registrar, Heads of Faculty, Heads of Department, Programme Chairs/Co-ordinators, Faculty Administrators, all academic staff
Revision History	Version 2, February 2018 Version 1, October 2014
Policy Author	Office of the Registrar
Policy Owner	Office of the Registrar

1 Background

Students wishing to terminate their studies prior to the completion of an entire programme may apply for an exit award, where a lesser award exists and having successfully completed the requisite number of NFQ level of credits. For example, an Honours Degree Level 8 student, having successfully completed years 1, 2, 3 and having accumulated 180 credits, may wish to apply for an exit award of a NFQ Level 7 Ordinary Degree (if available).

Exit awards are programme pathways designed for and incorporated within a major award. All students are strongly encouraged to complete their programme of study. However, during the course of their degree, some students may defer a year of study due to personal, financial or other reasons.

A student must formally apply for an exit award. They may do so at any time up to one month before an Examination Board meeting. The decision to award an exit award is an Examination Board decision.

In exceptional circumstances, a student may request to formally exit from a programme prior to its completion. Provided such an award has been validated under the Institute's validation processes and provided the student has attained the requisite minimum number of credits, this can be considered. Students seeking to apply for an exit award are advised to first discuss their options with their Programme Chair/Co-ordinator or Head of Department.

Exit awards are linked to a specified major award. They may be validated at Higher Certificate, Ordinary Degree or Postgraduate Diploma levels, as appropriate to the parent programme. The award is validated as part of the (ab-initio) major award validation process and reviewed during programmatic review and included in programme documentation. See [Section 2.2](#) for IADT exit awards (*correct at the time of writing*).

Exit awards are major awards and will be a classified award according with the classification of awards at the appropriate level.

If an applicant is successful in their application for an exit award, they will be excluded from further enrolment in the programme from which they have exited unless they can satisfy the Institute that there are valid reasons for re-enrolment. In such instances, the exit award is automatically surrendered if the holder is subsequently conferred with the parent award. Students who are awarded an exit award may not immediately register (within the next academic year) on any add-on programme to the programme for which the exit award has been obtained.

2 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 as award as follows:

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

3 A formal written application is made to the Registrar on the Exit Award Application form (see [Appendix 1](#)).

2.1 Procedure

In implementing this policy, the following procedure will be followed:

- Students must apply in writing to the Registrar on the Exit Award Application Form a minimum of one month in advance of the Examination Board Meeting
- The formal application is copied to the Office of Student and Academic Affairs - Examinations and the relevant Head of Department
- The Examination Board determines the eligibility of the student for an exit award and recommends the level of award
- The decision of the Examination Board is submitted to Academic Council for ratification
- The student will be advised by the Registrar's Office of the next available conferring date once they have been granted the Exit Award

2.2 IADT Exit Awards

Exit Awards are available for the following programmes (as at January 2018):

Code	Programme Title	Level	Exit Award Level Available
DL701	BB in Applied Entrepreneurship	Level 7	Embedded Level 6 Award - Higher Certificate after 2 years (120 credits)
DL838	BA (Hons) in Creative Music Production	Level 8	Embedded Level 7 Award – Bachelor of Arts after 3 years (180 credits)
DL822	BA (Hons) in Arts Management	Level 8	Embedded Level 7 Award – Bachelor of Arts after 3 years (180 credits)
DL823	BBS (Hons) in Entrepreneurship + Management	Level 8	Embedded Level 7 Award -Bachelor of Business after 3 years (180 credits)
DL835	BSc (Hons) in Creative Media Technologies	Level 8	Embedded Level 7 Award – BSc in Audio Visual Media Technologies- after 3 years (180 credits)
DL836	BSc (Hons) in Creative Computing	Level 8	Embedded Level 6 Award - Higher Certificate in Computing - after 2 years (120 credits). Embedded Level 7 Award -BSc in Computing after 3 years (180 credits)
DL907	Master of Arts in Art + Research Collaboration	Level 9	Embedded Level 9 Postgraduate Diploma after 1 year (60 credits)

Appendix 1 Exit Award Application Form

Exit Award Application Form



This form must not be used for students who wish to temporarily defer (and return at a later date) or to withdraw from a programme. Before completing this form, students are advised to meet with their Head of Department or Programme Chair/Co-ordinator to discuss their options. **Students who are awarded an exit award may not immediately register (within the next academic year) on any follow-on programme to the programme for which the exit award has been obtained.**

Student Name			
Student Number			
Address			
Email Address			
Mobile Number			
Programme Title			
Level of Exit Award Sought (<i>tick as appropriate</i>)	Level 6 Higher Certificate (120 ECTS credits)	Level 7 Ordinary Bachelor Degree (180 ECTS credits)	Level 9 Postgraduate Diploma (60 ECTS credits)
Academic Year Achieved			
Reason for Request			
Application Deadline			
Exit Award applications will be considered at Examination Board Meetings in June and September provided they are received one month in advance of the Examination Board meeting.			
Student Declaration:			
I understand that by applying for this exit award I cannot immediately register (within the next academic year) on any follow-on course to the course for which the exit award has been obtained.			
Student Signature			
Date			
Please return this form to the Registrar's Office, Roisin Hogan House, IADT, Kill Avenue, Dun Laoghaire, Co Dublin			

For Office Use Only**Date form received in
Registrar's Office**

The form must be received at least one month in advance of the Exam Board (refer to IADT website/Faculty Office for submission deadlines)

**Does the programme have a validated
embedded award****Yes****No****Has the student passed the requisite
number of credits to receive the
award?****Yes****No****For Completion at Examination Board Meeting****Level of Exit Award
Sought (*tick as
appropriate*)****Level 6 Higher
Certificate
(120 ECTS credits)****Level 7 Ordinary
Bachelor Degree
(180 ECTS credits)****Level 9 Postgraduate
Diploma
(60 ECTS credits)****Award Classification
each category****Distinction: 3.25
Merit Grade 1: 3.00
Merit Grade 2: 2.50
Pass: 2.00****Distinction: 3.25
Merit: 3.00
Pass 2.00****Programme Title of Exit
Award approved**