

IADT Deferrals Procedure

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Introduction

This document is 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.

Section 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.

A Leave of Absence can be sought either prior to the beginning of the year or during the academic year.

1 Leave of Absence for Registered Undergraduate Students 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 30 April 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 Chair, 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.

Please note that students who are not registered cannot be granted a Leave of Absence. Students must be registered before a Leave of Absence can be approved.

Other circumstances relating to leave of absence/deferrals:

3 Leave of Absence Request 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 again at a future date.

4 How to Apply for a Leave of Absence

- Complete the Leave of Absence form within the Institute's timelines
- Forms are available [here](#) or on the IADT website
- 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. No application will be processed without a letter or other supporting documentation
- 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.

5 What Happens Next?

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

Section 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 Chair, 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.

1 CAO Pre-Registration Deferrals for 1st Year Students

- 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
- Applicants do not accept their place via the CAO.
- They must notify Admissions of intention to defer the place offered at admissions@iadt.ie.
- 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 before 1 May annually.

2 How to Apply for a Deferral of Module

- Complete the appropriate form within the Institute's timelines
- Forms are available [here](#) or on the IADT website
- 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

3 Applications for Repeat Deferrals

- It is expected that students must take up their place after deferral. Students are expected to confirm their return to studies by March in the year of application
- Applications must be made each year. There is no roll-over of deferrals from year to year. Only in **exceptional** circumstances, will a deferral be granted for a subsequent year but it must be applied for again

Section C Academic + Financial Implications

There are both academic and financial implications for availing of Leave of Absence of a full year of study or of deferring one or more modules.

1 Academic Implications

Whether a Leave of Absence or deferral of a module, once the student returns to study, this new period of study will be taken as a first attempt.

2 Financial Implications

2.2 Medical Grounds ONLY

- Where a student has paid their fees and a Leave of Absence has been approved on medical grounds only, then the student will be considered to not have attempted that year of study and so will not have any fees applied; any fees paid by them, either in full or part, will be refunded to them. Therefore, there will be no academic or financial penalty
- For those who have had their fees paid by SUSI, we will hold the SUSI payment for them for the following year and apply the payment to that year – this means they will not have a fee implication and the grant that was received in that year is applied to the year they return
- For those who have not paid any fees, they will be recorded as deferred as of 1 September and there will be no fee liability for that year. They will recommence the following year with normal fees.

2.3 All other grounds + Modular Deferrals

The fee implication in these cases is dependent on when the deferral was sought, as per the following dates:

Up to 31 October	100% refund of fees paid
From 1 November to 31 January	50% refund of fees paid
From 1 February onwards	No refund of fees paid