



Waterford Institute *of* Technology
 INSTITIÚID TEICNEOLAÍOCHTA PHORT LÁIRGE

Academic Regulations for Undergraduate and Taught Postgraduate Programmes 2009

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Note on Content, Revision History and Relationship with other WIT Documents

This document incorporates and replaces the following documents:

- i. Examination Regulations and Awards Procedures of Waterford Institute of Technology: Undergraduate Programmes and Taught Postgraduate Programmes (2002; re-ratified 2005);
- ii. Definition of Assessment and Examination (2002; re-ratified 2005);
- iii. Rules of MAP-Summary (2006);
- iv. Policy on Assessment Arrangements for Students whose First Language is not English (SFLE Students) (2005).

This document incorporates the Institute's policies on Admissions, Transfer, Deferral and Deregistration.

This document incorporates the Institute's regulations regarding Plagiarism. A separate Anti-Plagiarism Policy document is also published that includes further detail on procedures and practice guidelines in this area.

Institute regulations, policy and procedures relating to Postgraduate Research Programmes are collated in Postgraduate Research Degrees: Revised Strategy, Regulations and Procedures (2006).

This document should be read in conjunction with other WIT documents related to quality assurance and the organisation and delivery of programmes of study. Specifically, this document should be read alongside the WIT:

- i. Learning, Teaching and Assessment Strategy (2009), especially Sections 4, 5 and 6;
- ii. Postgraduate Research Degrees: Revised Strategy, Regulations and Procedures (2002; currently under review);
- iii. Academic Quality Assurance and Enhancement Policy & Procedures (2009).

1. Introduction

1.1 Introduction to Waterford Institute of Technology

1.1.1 Waterford Institute of Technology (formerly Waterford Regional Technical College) has been delivering higher education programmes since 1969. It was designated as Waterford Institute of Technology under statutory order in 1997. Under the Qualifications and Training Act (1999), the Higher Education and Training Awards Council took responsibility for the Institute's awards. Since 2003, the Institute has had delegated authority from HETAC to make awards at all levels on the National Framework of Qualifications. The Institute also administers programmes of study accredited by FETAC, through Fáilte Ireland and FÁS.

1.1.2 The mission of Waterford Institute of Technology is declared in the Institute's Strategic Plan 2007-2010 and is as follows:

“Waterford Institute of Technology will apply excellence in teaching, learning and research within an inclusive student-centred environment to foster graduates of distinction who are ready to take or enhance their leadership role in business, the professions, industry, public service and society. The Institute will manage its hinterland as a Learning Region by empowering knowledge generation and knowledge transfer and is committed to the educational development of the region in a way that is reflective of its national and international aspects. The Institute will contribute to the economic, social and cultural development of the South East region and beyond”.

1.1.3 The Regional Technical Colleges Act 1992 specifies that the Institute's Academic Council is appointed by the Governing Body to assist it in the planning, co-ordination, development and overseeing of the educational work of the Institute and to protect, maintain and develop the academic standards of the programmes and activities of the Institute. The Institute's Academic Council has the responsibility therefore for ensuring the quality of all academic programmes, the learning environment in which those programmes are delivered and the examination and assessment of those programmes leading to final award. The academic regulations contained in this document are approved and published by the Institute's Academic Council and are an expression of Council's responsibility for quality assurance and enhancement.

1.1.4 The Regional Technical Colleges Act 1992 further states, without prejudice to the general responsibilities referred to above, that the Academic Council shall have the following particular functions:

- a) To design, develop and assist in implementing programmes of study in accordance with the programmes and budget approved annually under Section 13 of the Regional Technical Colleges Act 1992 and consistent with the functions of the college;
- b) To make recommendations to the Governing Body for the establishment of appropriate structures to implement the programmes of study referred to at paragraph (a) above;
- c) To make recommendations to the Governing Body on programmes for research and development work;
- d) To make recommendations to the Governing Body for the selection, admission, retention and exclusion of students;
- e) Be responsible, subject to the approval of the Governing Body, for making the academic regulations of the college;

- f) To propose to the Governing Body subject to the requirements of the National Council for Educational Awards or any university or other authority to which Section 5 (1) (b) applies, the form of regulations to be made by the Governing Body for the conduct of examinations and for the evaluation of academic progress;
- g) To make recommendations to the Governing Body for the award of scholarships, prizes or other awards;
- h) To make general arrangements for tutorial or other academic counselling;
- i) To exercise any other functions, consistent with the Act, which may be delegated to it by the Governing Body;
- j) To assist in implementing any new regulations which may be made by the Governing Body concerning any of the matters aforesaid.

The regulations contained in this document specifically refers to item (e) above, and encompasses aspects of items (a), (b), (d), (f) and (g).

- 1.1.5 The Institute's commitment is to pursuing its mission in a learning-centred way. To this end, these regulations have been developed to protect the best interests of all students, to ensure equality of treatment for all, as well as to foster and encourage the growth of individual discipline areas and the development of good learning, teaching and assessment practices.

1.2 Scope and Application of Academic Regulations

- 1.2.1 These Academic Regulations apply with effect from September 2009 to all undergraduate programmes of study and to all taught Postgraduate programmes of study offered by Waterford Institute of Technology.
- 1.2.2 These Academic Regulations take as their reference point the Assessment and Standards (2009) produced by the Higher Education and Training Awards Council. Under the authority to make awards delegated to Waterford Institute of Technology by HETAC, Waterford Institute of Technology academic regulations are understood both to incorporate and supplant HETAC regulations for the levels of award for which there is delegated authority.
- 1.2.3 The regulations have been organised to mirror the cycle of the student's engagement with WIT. Therefore, the individual sections codify the regulations relating to admission, registration, programme of study, assessment and award. Further sections gather together the regulations relating to academic appeals and to academic offences such as plagiarism.
- 1.2.4 The Institute is committed to the development of a fully modular, semesterised approach to learning delivery. The regulations below, in this context, are interim regulations, pending the further development of the Institute's modular system (MAP).

2. Admission to Programmes of Study at WIT

2.1 Introduction and Guiding Principles

- 2.1.1 The admissions policies of Waterford Institute of Technology are laid down by Academic Council and are implemented and administered by the office of the Registrar. The policy below applies to all students applying for programmes of study at the Institute, regardless of level, location or mode of study, unless otherwise indicated.
- 2.1.2 The following principles underlie the admissions policy of the Institute:
- i. The Institute is committed to offering a fair and transparent means for admission to all applicants to training and education programmes delivered by the Institute;
 - ii. Admission to programmes of study is subject to availability of places;
 - iii. Places will be offered on a competitive basis until all places have been filled;
 - iv. The Institute reserves the right to refuse admission to any applicant failing to meet entry criteria;
 - v. The information contained in the Institute prospectus and on the Institute website is intended as a guide for persons seeking admission, and does not constitute a contract, or the terms thereof, between the Institute and a student or any third party;
 - vi. The Institute reserves the right to cancel, suspend or modify its programmes at any time.
- 2.1.3 For grant award purposes, applicants admitted to WIT must be at least 17 years of age on the first day of January in the year after initial registration.

2.2 Entry to Year 1 of WIT Accredited Full-Time Programmes by Applicants Presenting with Leaving Certificate Examination Results

- 2.2.1 Application for admission to the first year of full-time WIT-accredited programmes must be made through the Central Applications Office (CAO). Regulations for admission as determined in CAO publications will apply.
- 2.2.2 The minimum entry standard for applicants to WIT-accredited Level 6 and 7 programmes is grade D3 (Ordinary Level) or higher in five subjects, including Mathematics and either English or Irish. The minimum entry standard for applicants to WIT-accredited Level 8 programmes is grade C3 (Higher Level) or higher in two subjects, plus four subjects at D3 (Ordinary Level) or higher, including Mathematics and either English or Irish. Additional requirements in individual subjects above the minimum entry requirements may be specified for some programmes as documented in the Institute prospectus and on the Institute's website.
- 2.2.3 The results of more than one sitting of the Leaving Certificate examination may be counted towards meeting the minimum entry standard. CAO points will be determined over a maximum of six subjects taken in one individual sitting of the Leaving Certificate examination.

2.2.4 CAO points will be allocated to subjects as listed on the following table:

	A1	A2	B1	B2	B3	C1	C2	C3	D1	D2	D3
Higher Level	100	90	85	80	75	70	65	60	55	50	45
Ordinary Level	60	50	45	40	35	30	25	20	15	10	5

2.2.5 Results of alternative Ordinary Level Mathematics and Foundation Level Mathematics in the Leaving Certificate examination do not meet the minimum entry requirements. In certain circumstances applicants with at least a D3 in Ordinary Level Mathematics who complete a matriculation assessment in Mathematics may be deemed eligible for certain programmes where Higher Level Mathematics is a minimum requirement.

2.3 Entry to Year 1 of WIT Accredited Full-Time Programmes By Applicants Presenting with FETAC Examination Results

2.3.1 Application for admission to the first year of full-time WIT-accredited programmes must be made through CAO. Regulations for admission as determined in CAO publications shall apply.

2.3.2 The minimum entry standard for applicants to WIT-accredited level 6 and level 7 programmes is a FETAC level 5 award. The minimum entry standard for applicants to WIT-accredited level 8 programmes is a FETAC level 5 award including a Distinction Grade in at least 3 modules. Additional requirements for individual programmes above the minimum entry requirements are specified for some programmes as documented in the Institute Prospectus.

2.3.3 A full FETAC Award normally contains 8 modules. Where a full Award is accumulated over more than one academic year it is the responsibility of the applicants to apply to FETAC for a full Award. A record of achievement does not meet these minimum entry standards. An overall point score is calculated based on the best eight modules presented, as follows:

Pass	Merit	Distinction
20 points	35 points	50 points

2.3.4 The maximum number of points that can be obtained is 400. FETAC results cannot be added to Leaving Certificate points. Where applicants present results from both examinations the results of the examination giving the higher points will be considered for rating purposes.

2.4 Entry to Year 1 of WIT Accredited Full-Time Programmes by Applicants presenting with Leaving Certificate Vocational Programme (LCVP Link Module) and with Leaving Certificate Applied Programme (LCAP)

- 2.4.1 Application for admission to the first year of full-time WIT-accredited programmes must be made through CAO. Regulations for admission as determined in CAO publications shall apply.
- 2.4.2 The Leaving Certificate Vocational Programme (LCVP) is an intervention designed to enhance the vocational dimension of the Leaving Certificate. WIT treats the link modules as a single subject and awards points as follows:

Pass	Merit	Distinction
30 points	50 points	70 points

- 2.4.3 Scores are automatically computed by the CAO with the applicant's six best subject results being considered in determining the overall points score. Link modules will not, however, substitute an Honour where one or more are required.
- 2.4.4 The Leaving Certificate Applied programme was designed primarily to prepare for the transition from School to working life. It is not intended for direct transfer into third level. However students with the LCAP who have completed a FETAC Award may be considered for entry.

2.5 Entry to Year 1 of WIT Accredited Full-Time Programmes By Applicants Presenting with Other EU/Non-EU School Leaving Qualifications

- 2.5.1 Application for admission to the first year of full-time WIT-accredited programmes must be made through CAO. Regulations for admission as determined in CAO publications shall apply.
- 2.5.2 Applicants presenting with European/non-European School leaving qualifications are evaluated using the Institutes of Technology Central Evaluation Forum (IOTCEF). This guarantees applicants an open and transparent mechanism for determining the minimum level of points that equates with their achievement in relevant examinations outside of the Irish system.
- 2.5.3 Certified copies and English translations of qualifications not issued in English must be furnished with the application. Certified copies of transcripts must be provided as well as notarised English translations of all official documents submitted. In the absence of these documents and translations it is not possible to progress an application.
- 2.5.4 Competency in spoken English is necessary in order to complete admission to any programme. Applicants who do not have Leaving Certificate standard of English must provide evidence of equivalent competence through other School leaving or matriculation examinations, or achievement of a minimum standard in recognised tests of English. (Achievement of the minimum standard in such recognised tests of English satisfies the English minimum entry standard, but is not used to compute points).

2.5.5 The minimum standard in recognised tests of English is as follows:

Standard	Examining Body	Minimum Standard	
General English	ARELS	Credit	
	University of London	Grade C	
	Oxford	Credit	
	Pitman	Higher Intermediate	
	Trinity College (UK)	10	
	UCLES	Grade C	
	IELTS	6	
	TOEFL	560	
	Academic English	AEB	3
		British Council/UCLES/IDP	6
JMB		Pass	

2.6 Entry to Year 1 of a Programme Not Listed on the CAO

- 2.6.1 Occasionally programmes of study are offered by WIT outside the CAO system for a defined period of time. Normally these direct entry programmes are advertised through the Institute's website and do not feature in the Institute's prospectus. Students apply for admission to these programmes of study directly to the Institute.
- 2.6.2 The eligibility standards indicated in the sections above relating to entry to programmes listed on the CAO application database will also apply to direct entry programmes.

2.7 Entry to Year 1 of WIT Accredited Full-Time Programmes by Applicants over 23 Years of Age

- 2.7.1 WIT accepts applications from candidates over the age of 23. Such candidates are referred to as "of mature years" or "mature".
- 2.7.2 Mature applicants must apply through the CAO by the given date and must indicate that they are applying on the basis of their age. Mature applicants are allocated places by WIT based on its mature student selection process.
- 2.7.3 Candidates who qualify as "mature" on the basis of age but who do not indicate so on their application forms will not be considered through the mature student selection process and must compete for places solely on the basis of relevant previous examination results.

2.8 Entry to Apprenticeship Programmes and Fáilte Ireland Programmes

- 2.8.1 Details of qualified persons entering employment as an apprentice are forwarded to the Registry by FÁS who have already determined the eligibility of the candidates in accordance with FAS requirements. A list of qualified persons for Fáilte Ireland programmes of study is forwarded to the Registry by Fáilte Ireland who have already determined the eligibility of the candidates in accordance with Fáilte Ireland requirements.

2.9 Reserved First Year Places

- 2.9.1 A number of places will be reserved annually for applicants from categories specifically identified within the mission of the Institute. These places will be filled in addition to those offered based on the competitive CAO points process. Candidates must apply for these places through the CAO system. Specifically, places may be reserved for:
- i. Mature applicants;
 - ii. Students from disadvantaged socio-economic backgrounds;
 - iii. Students who have deferred their place from the previous academic year;
 - iv. Applicants to designated programmes who have a record of outstanding achievement and potential in sporting activities and who have reached the minimum entry requirements but fail to make the entry points required.
- 2.9.2 In certain circumstances, places are also reserved for applicants presented with a FETAC qualification from a further education institution with whom WIT has a formal progression agreement.
- 2.9.3 The number of places offered in any particular category will be determined in response to overall targets as determined by the Institute.

2.10 Transfer for First Year Students

- 2.10.1 In exceptional circumstances a successful applicant to a first year programme of study at WIT may transfer to another first year programme of study.

To be eligible for a transfer, the applicant must satisfy the following criteria:

- i. Only CAO and direct entry applicants that have accepted a place to the first year of a programme for the current academic year are eligible to apply for transfer;
- ii. Students must have attained the cut-off points and minimum requirements for the programme they wish to transfer to and are normally expected to have indicated a preference for this programme on their CAO application. (Mature student applications who do not fulfil the standard entry requirements will be assessed individually);
- iii. There must be available places on the programme. Some programmes have a restricted number of places and transfers will not be considered to these programmes. Normally a list of restricted programmes is published in advance of the transfer deadline.

- 2.10.2 Students on certain programmes, for example those in the Nursing and Social Care areas, will be required to satisfy police vetting requirements as well as satisfying the entry requirements indicated above. A list of such programmes is given in Appendix 1.
- 2.10.3 A student may be required to attend a meeting with the Institute's Retention Officer in order to complete the transfer process. The Institute accepts no responsibility for the grant (local authority grant holders) or visa implications (international students) that arise as a consequence of a successful transfer.
- 2.10.4 Successful applications for transfer are final and cannot be reversed.

2.11 Entry to WIT Programmes—Years 2, 3 and 4 of Undergraduate Programmes (A4 Applications)

- 2.11.1 WIT considers applications from undergraduates from other Higher Education Institutions (HEIs) to its programmes. Undergraduates of WIT who complete Level 6 or Level 7 programmes of study may also be eligible to apply for relevant add-on programmes. These applications are called Advanced Entry or A4 Applications.
- 2.11.2 Candidates must apply online through the Institute's website on or before the application deadline. If examination results are not available at that time, applicants should forward their results as soon as they are issued. In the absence of these results it is not possible to progress an application.
- 2.11.3 Applicants may only apply for one programme and may only submit one application in any one academic year. Guidelines have been developed to aid applicants in choosing their preferred programme and are available through the Institute's website. The guidelines set out the detailed criteria for admission to a programme and also whether the WIT student will be eligible to receive an automatic offer with his or her examination results letter.
- 2.11.4 In line with the requirements for progression identified in the National Framework of Qualifications, the minimum requirement to qualify for a place on a follow-on programme is a pass or its equivalent from any Higher Educational Institute in Ireland or its equivalent for non-Irish students.
- 2.11.5 Determination of relevance of programmes for progression purposes from other HEIs is the responsibility of the Heads of Department.
- 2.11.6 Places are allocated in the first instance to qualified ranked applicants and these are based on the merit of the applicant as determined by results achieved in previous programmes of study.

2.12 Entry to Part-Time Programmes of Study

- 2.12.1 The eligibility standards and entry requirements for full-time programmes of study also apply to programmes delivered in ACCS (or part-time) mode.
- 2.12.2 Part-time programmes of study are administered by the Department of Adult and Continuing Education.

2.13 Entry to Taught Postgraduate Programmes of Study

- 2.13.1 Admission to taught Postgraduate programmes is administered by the Institute's Admissions Office, in conjunction with the academic Schools and, in the case of many part-time applications, the School of Education. Candidates are required to apply online through the Institute's website. Applications will be processed by the Postgraduate Applications Centre (PAC).
- 2.13.2 In line with the requirements for progression identified in the National Framework of Qualifications, the minimum entry standard for applicants to WIT-accredited Level 9 taught programmes is an honours degree (level 8) qualification in a related discipline (except in some designated cases).
- 2.13.3 The Institute will also consider applications in respect of individual candidates who meet one of the following alternative entry qualifications, subject to the approval of Academic Council:
- i. Hold the Postgraduate Diploma of a recognised institution in an area of study cognate to the proposed study area;
 - ii. Hold such other qualifications and experience as may be acceptable to Academic Council for the purposes of proceeding to a specific programme. Evidence of this must be presented in the form set out in the Institute's Recognition of Prior Learning (RPL) policy and will be subject to assessment as defined in that policy;
 - iii. Have passed an approved qualifying examination conducted by the Institute, prior to the registration and commencement of the programme. This examination must be taken at one sitting within such time-scale as shall be prescribed by the Institute; equate to the final year examination of a bachelor degree programme; and be of an overall standard and level of cognancy to be determined by the department and the External Examiner(s).

2.14 Admission of Repeat/Attend Students

- 2.14.1 Students who wish to repeat/attend an entire year of study or part thereof may register to do so either automatically online or through the Admissions Office.
- 2.14.2 The availability of places may restrict the opportunities some students have to repeat-attend. The Institute reserves the right to restrict entry to programmes of study for repeat-attend applicants.

2.15 Applicants with a Criminal Conviction

- 2.15.1 A criminal conviction does not normally preclude an applicant for admission to a programme of study offered by WIT. However, the Institute reserves the right not to offer a place to an otherwise suitable candidate where making such an offer compromises the Institute's duty of care to all its students.
- 2.15.2 Police clearance is required in advance of the student registering for the programmes of study listed in Appendix 1 below. The Institute may make a conditional offer of a place on such a programme to applicants contingent on police clearance. In such cases students will not be offered clinical or work placement opportunities until police clearance has been received. The Institute reserves the right to withdraw or exclude a student from a programme of study if police clearance is not received. The Institute has no responsibility to offer the student an alternative programme.

2.16 Exemptions and Accredited or Recognised Prior Learning (APL/RPL)

- 2.16.1 In certain circumstance, applicants may seek admission to a programme of study at WIT based on Recognised Prior Learning. Admission will only be considered through the Advanced Entry (A4) process. RPL Admission to Year 1 of a programme for candidates under 23 will normally not be considered.
- 2.16.2 In line with the Institute's RPL policy applicants seeking admission on the basis of RPL will be required to submit a portfolio with appropriate evidence demonstrating the achievement of the equivalent of the required eligibility standards in a format determined by the Academic Council, or attend such assessment or examination as the Institute's Academic Council deems appropriate, or both.
- 2.16.3 Candidates may be admitted to a programme and/or may be deemed exempt from elements of a programme. Admission and exemption are determined on application to the Academic Council.

2.17 Applicants with a Disability

- 2.17.1 Waterford Institute of Technology is committed to implementing a policy of equal opportunities for people with disabilities, including equality of opportunity with regard to admission. Further information is available in the Institute's disability policy – "Focus on Ability" – available from the Disability Office. Please refer to Section 6.8 below for information on regulations governing Reasonable Accommodation provisions in academic assessment of students with a disability.

3. Student Registration

3.1 General Guidelines

- 3.1.1 Students are registered on a programme of study by the Institute's Registrar.
- 3.1.2 Only registered students may attend class and enter the Institute's assessment and examination processes. Unregistered students will not be admitted to the Institute's examination centres. Unregistered students will not be permitted access to computer accounts, library accounts or online academic support. It is the responsibility of the student to ensure his/her registration is up-to-date and complete.
- 3.1.3 Following acceptance of an offer from WIT, first year students enter the registration process. Fees are assessed (where applicable) and a fee payment giro and registration information are issued to each student. Students currently are required to attend for registration. Students continuing with their studies may register online on payment of all fees.
- 3.1.4 The following are the minimum period of registration for full-time programmes of study at WIT, with the exception of add-on programmes:

Higher Certificate	4 semesters
Bachelors Degree	6 semesters
Honours Bachelors Degree	6-8 semesters (depending on programme)

Normally the minimum period of registration for part-time programmes is twice that of the full-time programme.

- 3.1.5 A student will normally only be permitted four examination attempts after which the student must apply to the Institute's Registrar for further opportunities. This normally therefore equates to a maximum period of registration of twice that of the minimum.
- 3.1.6 A registration audit is carried out periodically through the first semester. Students who absent themselves from significant numbers of classes and/or assessment will be required to confirm their registration in writing. In the absence of such written confirmation the student will be deregistered.

3.2 Withdrawal from a Programme of Study: Deregistration and Deferral

- 3.2.1 Withdrawing from a programme can mean deregistering or applying for a deferral.
- 3.2.2 Deregistering means that a student officially notifies the Institute that s/he is leaving the programme. Students remain liable for fees up to the date they officially withdraw from the Institute. Students wishing to deregister must complete the exit procedure. This involves the following steps:
- i. Complete the deregistration form DR1 which is available from the School offices and the CHART office;
 - ii. The completed form must be returned along with the WIT card to either of the reception desks located in the College Street and Cork Road campus or by post to Registry, Waterford Institute Of Technology, Waterford;
 - iii. Completed forms will be stamped at the Registry reception desk.

3.2.3 For fee purposes the date of receipt by the Registry of the written notification will be taken as the date of withdrawal. In the case of Irish and EU students, from September 2009 the Registration fee is refunded as follows:

- i. 75% refund up to 31st October with no refund thereafter;
- ii. The rules for refunds to full fee-paying International students are given on the International section of the WIT web site.

3.2.4 Deferral means that a student applies to defer or postpone his/her programme or an element of it. Deferrals may be applied for as follows.

- i. Deferring a 1st year place (CAO):
A place may be deferred prior to commencement of a programme when a student is offered a place on a 1st year programme through the CAO but is not in a position to take the place due to unforeseen and exceptional medical, financial or family reasons.
- ii. Deferring a continuing or add-on year:
A student may apply to defer prior to the commencement of a continuing or add on year of a programme if at the start of continuing year a student finds that he/she is unable to continue his/her studies for the same reasons outlined above.
- iii. Deferring an examination/s:
When a student is unable to complete an examination/s during the course of an exam session due to mitigating circumstances. A student will only be able to claim mitigating circumstances if he/she submits the relevant documentary evidence (eg. medical certificate) through their relevant School Office to the Examination Board for the particular examination session in which the circumstances apply. Claims submitted after the Examination Board has met and after the results have been published will not be considered. The Examination Board normally meets within two weeks of the conclusion of the examinations session. The decision on this deferral lies with the Examination Board. It applies to the deferral of exams only. It can postpone the opportunity to sit the exam. It is not an entitlement to re-attend and avail of tuition free of charge in the following academic year. The application to defer or postpone one's studies to the following academic year is a separate process which is outlined in the next point. Students in this category cannot apply for a fee review as outlined under compassionate and compelling circumstances below. This is not a means of avoiding the payment of fees.
- iv. Deferral of a place during an academic year:
When a student at some point during the academic year finds that he/she is unable to continue his/her studies due to unforeseen circumstances an application in writing to the Registrar requesting to defer a place must be made. The letter must outline the reasons for this request. In addition the student must complete the application form, Form DA1, available from Registry.

3.2.5 Taught Postgraduate Deferrals:

Normally, deferrals are not available to taught Postgraduate students.

- 3.2.6 Ordinarily a student who withdraws from a programme is liable for fees. Fees are incurred on the student's return following a deferral of a programme or any element of it, which was granted during the previous academic year. The fees incurred relate to the student having received tuition, having had access to Institute facilities and whether the Institute has already drawn down tuition funding from the Higher Education Authority (HEA).
- 3.2.7 The granting of a deferral is an academic issue subject to academic regulations. These matters are the responsibility of the Registrar.
- 3.2.8 In the case of international students who are in WIT on a study visa they will be required by the Irish national immigration authorities to return for the year to their home country. They cannot stay in Ireland if they are not attending the course for which the visa was granted.
- 3.2.9 Compassionate and compelling circumstances are circumstances which are generally beyond the control of the student and have had an impact on the student's academic progress and/or wellbeing. These could include:
- i. Serious medical condition or injury;
 - ii. Bereavement of close family members such as parents or siblings or guardians;
 - iii. A traumatic experience which could include but is not limited to:
 - a) Personal involvement in or witnessing of a serious accident or crime;
 - b) A serious crime committed against the person;
 - c) Unforeseen and extreme financial hardship.
- 3.2.10 When a deferral is granted students will be liable for full or partial fees when they return to their programme. An application for the non-charging of a full or partial fee is made independent of the deferral application. In the cases of 3.2.4 i, ii and iv above the student receives written confirmation by the Registrar of the deferral. However, in the case of 3.2.4 iv the letter also informs the student of the process of making an application for a fee review under compassionate and compelling circumstances.
- 3.2.11 Applications made under compassionate and compelling circumstances are reviewed by the Deferral Review Committee consisting of nominees from Registry and the Finance Office. For making such an application Form FR1 will be enclosed with the confirmation of deferral letter. The student establishes compelling and compassionate circumstances by attaching evidence of them to this form. For example:
- i. Medical certificates provided as evidence must:
 - a) Must be issued by a registered doctor / consultant;
 - b) State that the student has "a medical condition and is unfit for class";
 - c) State the length of time the student is unfit for class;
 - d) Include the doctor's contact details.
 - ii. Death and birth certificates included must be certified.
 - iii. Evidence of a traumatic incident must include a police report, or a psychologist's letter/report, or a report/letter issued by a suitably qualified professional. The psychologist's report/letter must:
 - a) Be issued by a registered psychologist;
 - b) Include the psychologist's contact details;
 - c) All certified evidence must be translated into English.

Decisions can only be made when all documentation has been reviewed.

3.2.12 A student who defers a place on a programme is not entitled to a refund for that year and will be liable for any increase in fee the following year.

3.2.13 Guidelines for Applying for a Deferral during an Academic Year:

- i. A student must apply in writing for a deferral of a place to the Registrar stating reasons for the request and complete the deferral application form, Form DA1, available from Registry.
- ii. The student is notified of the outcome in writing by Registry (registration section) and advised that a fee will be incurred on return to college. The student will also be notified of the option to apply for a review of this fee in the case of compassionate and compelling circumstances and are advised to inform the grant authority if they are in receipt of a maintenance grant.
- iii. Application forms for a fee review in compassionate and compelling circumstances, Form FR1, are available from the Registry.
- iv. Notification of deferrals is sent to relevant heads of department.
- v. The student must return the application form within a month. The application must include supporting evidence. No applications will be considered after April 30th in year of application.
- vi. If additional information to support the application is required the student is contacted by the Academic Affairs section of the Registry.
- vii. A relevant history is printed from the student record system by Academic Affairs - previous examination results, grant information, current fee status and registration information.
- viii. The Deferral Review Committee meets in June to review applications and evidence and a recommendation is made. It may be necessary for a student to be interviewed by representatives of this committee.
- ix. This committee also recommends the appropriate fee and registration codes to be applied to the student record for the current and returning academic year. All decisions are recorded on Form FR1.
- x. Notification of the Committee's decision in order to amend the student record is sent by academic affairs to the registration section in Registry. The audit section of Form FR1 must be completed.
- xi. The student is notified of the decision in writing by Registry and the student record is amended.

4. Curriculum Delivery and Design

4.1 Introduction

4.1.1 The following set of regulations describes the structures within which academic programmes at WIT are designed and delivered. The arrangements described below are interim arrangements as the Institute further develops its modularised and semesterised structures for programme delivery.

4.1.2 The principles on which WIT's modular system is based are as follows:

- i. WIT must make every effort to treat all of its students equally. This means all students on comparable programmes throughout WIT, enrolled on a particular programme, no matter what their point of entry, and whatever mode of delivery of their programme of study (for example in full-time, part-time or distance education modes) must be treated equally;
- ii. Programme designers must fit their programmes within the parameters of the Institute's modular scheme and deviate from it only when there are valid, documented reasons to do so;
- iii. WIT must keep its modular system as simple as possible.

4.2 Structure of Academic Programmes

4.2.1 WIT divides each academic year into two equal semesters. Full-time learners will be expected to attend WIT for 15 weeks per semester, comprising 12 weeks of class contact, 1 week of independent study and 2 weeks of assessment.

4.2.2 The curriculum is divided into modules of standard size. A module is a unit of learning and is delivered, in most cases, over one semester.

4.2.3 The minimum module size is five credits. Where larger modules are required, their size must be such that their credit allocation is an integer multiple of five.

4.2.4 A module descriptor is completed for all modules to be delivered at WIT. The module descriptor describes the aims and objectives of the module, the learning outcomes, the syllabus, guidelines on reading and other support material, and details on assessment.

4.2.5 Some modules may be identified as having prerequisites. This means that another module or modules must be completed before the student can be registered on the chosen module. Not more than 50% of modules on any stage of a programme of study may have prerequisites, unless previously allowed by Academic Council. It is also understood that scheduling considerations may affect the frequency with which modules are offered.

4.2.6 Credits are awarded on successful completion of a module. Credits measure the notional amount of study required for the completion of a module. Each credit is equated to 27 effort hours for the average learner.

- 4.2.7 The effort hours associated with a module are a sum of all of the learning activities of the programme, including class-contact, independent learning and assessments. They provide a means of identifying the work-load to be completed by a student. A standard 5-credit module requires 135 effort hours which includes class contact, independent learning, assessment and examination.
- 4.2.8 The credits allocated to programmes of study at WIT are aligned with the European Credit Transfer System (ECTS).
- 4.2.9 Successful completion of a module means that the student is able to demonstrate achievement of the module learning outcomes.
- 4.2.10 The learning outcomes for a module are determined by the level of the module as well as by the core syllabus. The level of a programme or module refers to the level of the programme on the National Framework of Qualifications. The learning outcomes for the programme are directly linked to the learning outcomes specified for a programme of that level by the National Qualifications Authority. In other words, the level of a programme or module is determined by its learning outcomes and the relationship between its proposed outcomes and those at the various levels on the National Framework.
- 4.2.11 All modules at the award stage of a programme of study are at the level of the final award. Modules on previous stages may be at levels other than that of the final award.
- 4.2.12 Programmes of study are divided into stages, normally equated with a year of study. Most full-time programmes have more than one stage. Students who successfully complete one stage of learning on a fulltime WIT programme will be awarded 60 credits.
- 4.2.13 The following table describes the credit allocation to the various full-time taught programmes of study at WIT.

Award	NFQ Level	Credit	Duration (FT)
Higher Certificate	6	120 credits	2 yrs
Bachelors Degree	7	180 credits	3 yrs
Honours Bachelors Degree	8	180-240 credits	3-4 yrs
Higher Diploma	8	60 credits	1 yr
Postgraduate Diploma	9	60-90 credits	1 yr-1.5 yrs
Masters Degree	9	90-120 credits	1-2 yrs

The credit allocations associated with awards for Honours Bachelors Degree, Postgraduate Diploma and Masters Degree differ, depending on the programme.

- 4.2.14 WIT is committed to delivering maximum student choice through the development of its modular system. Programme design teams are therefore encouraged to offer as many choices as possible when it comes to offering non-mandatory modules. However, there should be no choice for students in semester 1 of a programme for school leavers.
- 4.2.15 Programme design teams are obliged to configure programmes to lead to graduates achieving the profile for the distinctive WIT graduate in the Institute's *Strategic Plan 2007-10* (p.44). This necessitates the inclusion of learning and other transferable skills within programme learning outcomes. The Academic Council has previously indicated that dedicated transferable skill modules should feature in the first year of all undergraduate programmes.

4.3 Placement in Undergraduate Programmes

- 4.3.1 The Institute regards placement as a valid and valued form of learning and encourages its use.
- 4.3.2 When a team designs a programme that includes student placement an alternative to placement must also be incorporated and agreed at validation. This alternative will be available to students for whom the programme team is unable to find a placement, or in cases where placement is impossible (due to illness, for instance), or in cases where a placement opportunity is discontinued without a replacement opportunity being available (in cases, for instance, where a company undergoes closure or a change in work practices).
- 4.3.3 Assessment of placement will be based as far as possible on direct observation and evaluation of the learning outcomes developed for the workplace.
- 4.3.4 Placement should not be scheduled at the award stage of the programme of study nor should block placement be scheduled in the first stage.
- 4.3.5 Placement may be of any duration but students should always earn credit for successful completion of placement in proportion to the effort hours spent in achieving the outcomes of the module.

4.4 Assessment Volume and Type

- 4.4.1 Assessment is taken during or at the end of a semester and each semester is equally important. In order to maintain consistency across the Institute, and to prevent over-assessment, guidelines are given for the assessment. For the standard 5-credit module, the recommended norms are one of the following:
- i. A 2 hour written terminal examination;
 - ii. A 2000 - 4000 word assignment;
 - iii. Continuous assessment as sole method;
 - iv. Other methods deemed equivalent to one of the above.

- 4.4.2 Where terminal examination is used, additional continuous assessment is only appropriate for learning outcomes not assessed in that examination, such as practical work associated with the module, and for formative assessment designed solely to provide feedback to learners. In such cases this requirement must be clearly specified in the module description.
- 4.4.3 Other methods of assessment, where adjudged to be appropriate and equivalent in terms of effort required, can be utilised. It is recommended at least one module per semester with assessment based solely on continuous assessment is available to all students.

5. Student Conduct, Rights and Responsibilities

5.1 Introduction

- 5.1.1 Waterford Institute of Technology has a commitment to placing the student at the centre of its activities. Placing the student in such a position confers on the student certain rights but also certain responsibilities and obligations, as are identified in this section of the Regulations.
- 5.1.2 The Student Code of Conduct is intended to set and maintain acceptable standards of behaviour within the student community, to encourage individuals to accept their obligations to the community and to help to maintain the Institute's good name and standing.
- 5.1.3 The Code relates primarily to non-academic offences; the procedure for dealing with allegations of academic misconduct are treated elsewhere.

5.2 Student Rights

- 5.2.1 The Institute declares in its Strategic Plan 2007-10 that the learner is at the centre of the learning experience and goes on to say that "the learner is best placed to shape and guide the development of the services and activities that inform and shape their experience at the Institute" (p.45). The rights this confers on students are both academic and related to the administration and governance of the Institute.
- 5.2.2 The student has a right to:
- i. Be fully informed of his/her rights and responsibilities while attending a programme of study at the Institute;
 - ii. Be fully informed about his programme of study, its duration, level, structure, and the content of its component modules, its overall learning outcomes and the outcomes of each module;
 - iii. Be fully informed in a timely way about the methods of assessment and the criteria for that assessment for the programme and all the component parts of the programme on which he/she is registered;
 - iv. Receive appropriate teaching and other guidance by way of preparation for those assessments;
 - v. Receive appropriate, comprehensive and constructive feedback following those assessments consistent with the right to appropriate teaching above;
 - vi. Be fully informed of the basis for determining his final award classification;
 - vii. Be informed of progression and/or employment opportunities, including professional accreditation where appropriate;
 - viii. Be consulted, through student representatives, regarding the ongoing administration and governance of the programme and of the Institute;
 - ix. Be consulted, through representatives, regarding the ongoing regulation of the Institute's programmes;
 - x. Seek appropriate redress from the Institute through the appropriate channels where the above rights are not upheld.

- 5.2.3 The student also has some responsibilities, to themselves, to classmates and to the wider community. Larger responsibilities are referred to in the Code of Conduct below; the responsibilities the student has to himself include:
- i. Attending and participating in teaching activities as directed by the academic faculty in a manner that does not compromise the learning efforts of others;
 - ii. Informing him- or herself of the regulations governing his or her programme of study;
 - iii. Participating in the regulation and governance of the Institute through participating in the forums that elect student representatives;
 - iv. Engaging in active dialogue with the Institute's staff regarding ongoing intellectual and professional development.

5.3 The Student Code of Conduct

- 5.3.1 The essence of misconduct under this Code is improper interference, in the broadest sense, with the proper functioning or activities of the Institute, or those who work or study in the Institute; or action which otherwise damages the Institute or any member of its staff or any student or brings the Institute or any member of its staff or any student into disrepute. Breach of or non-compliance with any Institute regulation, policy, procedure or rule would also constitute misconduct.
- 5.3.2 Where any Institute regulation, policy, procedure or rule provides for a procedure for dealing with infringement of same, that other procedure will apply rather than the disciplinary procedures provided for in this Code of Conduct.
- 5.3.3 The Institute's jurisdiction under this Code is not limited to its own property.

5.4 General Approach to Allegations of Misconduct

- 5.4.1 A complaint of misconduct shall normally be made to the Head of Department concerned. If considered appropriate, the Head of Department may deal with the matter without invoking the Code of Conduct.
- 5.4.2 Where a complainant is dissatisfied with a decision, the complainant may refer the matter to the Disciplinary Committee.
- 5.4.3 All those involved in the disciplinary procedures are required to respect the integrity of the process and the confidentiality of information arising from it.
- 5.4.4 The Code of Conduct is intended to ensure a speedy and efficient resolution of issues.

5.5 Membership of the Disciplinary Committee

- 5.5.1 The Disciplinary Committee shall consist of a Chairperson nominated by the Director of the Institute and such other members of the Institute as may from time to time be determined by the Director. The Committee shall be appointed by the Director and shall hold office for a period of two years.
- 5.5.2 The membership of the committee dealing with alleged breaches of the Code shall be constituted as follows:
- the chairperson;
 - one academic Head of Department;

- one member of support staff;
- two members of academic staff;
- two officers of the Students' Union.

5.5.3 At all meetings of the Disciplinary Committee four members shall constitute a quorum. No member of the Disciplinary Committee who is involved in a complaint whether as complainant, witness or offended party will participate in the Disciplinary Committee dealing with the complaint.

5.6 Disciplinary Procedures

- 5.6.1 Where a complaint of misconduct has been made (usually in writing to the Chair of the Committee), the Disciplinary Committee may rule that the complaint should not be the subject of further action under this Code.
- 5.6.2 If the Disciplinary Committee considers that action under this Code is necessary, it shall, within 10 working days after receipt of the complaint, investigate the matter. Where the Disciplinary Committee decides that intervention is warranted, measures such as counseling or mediation might be used at the discretion of the Disciplinary Committee to achieve the objectives of this Code.
- 5.6.3 The Disciplinary Committee will notify the individual formally of the details of the allegations against him/her and the composition of the Disciplinary Committee.
- 5.6.4 If the Disciplinary Committee decides that there is a prima facie case to answer the individual will be interviewed by the Disciplinary Committee and will be given at least five working days' written notice. The individual may bring a representative to the interview should he/she so wish.
- 5.6.5 The Disciplinary Committee shall deal with the case by using one of the following or any combination thereof:
- i. Dismissal of the complaint;
 - ii. Conditional dismissal of the complaint - no further action would then be taken against the individual provided that he/she fulfils the conditions laid down by the committee (e.g. writing a letter of apology to the complainant etc.);
 - iii. Written admonishment or reprimand of the individual;
 - iv. Fining of the individual - the individual may be fined a sum of €100 which shall be paid to the Institute student aid and financial emergency fund;
 - v. Imposition of obligation to make financial reimbursement in respect of any loss or damage that resulted directly from the misconduct;
 - vi. Exclusion for a specified period from the use of certain specified facilities or the withdrawal of access rights to parts of the Institute (such as the library or computing facilities) if misconduct occurred in relation to these facilities or areas;
 - vii. Suspension from the Institute for a specified period of time;
 - viii. Expulsion from the Institute.

- 5.6.6 The Disciplinary Committee shall make its decision (with reasons) known to the individual in writing, as soon as practicable after completion of the investigation. The individuals' right to appeal a decision shall also be stated in the communication. Notification of the result of the investigation shall be sent to the complainant after the appeal period has expired.
- 5.6.7 An individual shall have the right to appeal against any decision of the Disciplinary Committee to the Registrar of the Institute within 10 working days. In such cases the Registrar will assemble an Appeals Board.

6. Assessment: General Principles & Requirements

6.1 General Principles

- 6.1.1 The Institute's *Learning, Teaching and Assessment Strategy* (2009) identifies assessment as an intrinsic part of the learning process. The Strategy outlines the Institute's general approach to assessment and provides an important context for the following remarks.
- 6.1.2 Within the academic process, it is necessary to have in place effective assessment instruments. Such assessment instruments measure the achievement of predetermined learning outcomes and correspond to clearly defined stages of achievement in the accreditation and awards process.
- 6.1.3 Assessment is an important and intrinsic element in the overall learning experience. The purpose of assessment is:
- to enable students to verify their achievement of predefined outcomes;
 - to measure that achievement;
 - to provide feedback on learning and thus contribute to ongoing learning;
 - to provide the necessary evidence to determine eligibility for progression within a programme or for determining an award (and/or, in certain cases, competency to practice).
- 6.1.4 Assessment is a combination of summative (module, semester, programme, end of year) and formative assessment. A summative assessment is one that assesses the degree to which pre-set learning outcomes of the programme or module have been achieved by the candidate. A formative assessment (worked examples, in-class activities, exercises) is an assessment designed to monitor and improve learning. The marks for formative examinations do not form part of the final assessment.
- 6.1.5 Summative assessment may take a variety of forms. An examination is an assessment tool that gives the candidate the opportunity to attempt one or more pre-set academic tasks in an approved and supervised setting within a pre-specified time frame. An examination may comprise one or more elements from the range of instruments of evaluation and assessment available, such as written, practical, computer-based, oral and aural examinations, viva voce, (studio) presentations, demonstrations and portfolio. Auxiliary materials (e.g. open-book, dictionary, log tables, calculator) may be specified for any given examination by the examining board. Continuous assessment refers to all other forms of activities scheduled during the academic year (including practical work, essays, projects, in-class tests, journals and workbooks) that contribute to a student's grade.
- 6.1.6 WIT is committed to ensuring that all assessments are conducted equitably and to enshrining within its assessment processes the principles of objectivity and independence. WIT is committed to ensuring that the rights of students with regard to assessment (as described above) are upheld.
- 6.1.7 Assessment should be proportional to the associated educational benefit.
- 6.1.8 All assessment is administered within a framework of formal written regulations as set out hereunder. This framework shall apply to all assessments leading to awards.

6.2 General Regulations

- 6.2.1 Students will be required to present for assessment on all modules for which they are registered.
- 6.2.2 Only candidates who have met all programme requirements as detailed in programme schedule and are fully registered students of the Institute shall be admitted to the examinations and other assessments.
- 6.2.3 WIT's commitment to objectivity and independence of the Institute's assessment processes is guaranteed by a uniform system of internal and external moderation, overseen by an Examination Board.
- 6.2.4 A Programme Schedule is adopted by the Academic Council of WIT or by an appropriate awarding authority in relation to an approved programme. The provisions of that Schedule are deemed to form part of the Regulations applying to the programme.
- 6.2.5 The approved Programme Schedule for each programme of study for the purpose of examination sets out the modules associated with the programme. Modules may be designated as Mandatory, Designated Elective, and Free Elective. Each candidate must present and pass in all mandatory modules. Where the programme structure consists of one or more mandatory modules and several elective modules, each candidate must present and pass in all mandatory modules and in a prescribed number of elective modules such that the credits achieved are adequate for progression to the next stage of the programme (subject to the progression regulations below) or to the award. The number of elective modules required is prescribed in the Programme Schedule. Where the programme structure consists of one or more mandatory modules and several elective modules configured as a group, each candidate must present and pass in all mandatory modules and in the required number of elective modules in one of the Elective Groups prescribed in the Programme Schedule. Performance in optional modules is not taken into account in determining a candidate's overall result.
- 6.2.6 Programme Boards are required to provide, by way of commentary on the programme schedule, a detailed assessment strategy at both programme and module level, cross-referenced to module and programme learning outcomes. This strategy should include clear marking criteria.
- 6.2.7 No other modules or combination of modules is approved for the purpose of proceeding to the award to which the Programme Schedule refers other than those indicated on the Schedule lodged in Registry.
- 6.2.8 The granting of an award shall be on the basis of a candidate's performance in examinations or other assessments of knowledge or ability and which have been approved and monitored by External Examiner(s) in accordance with the programme schedule.
- 6.2.9 All examination materials, including continuous assessment materials where practicable, should be available for scrutiny and approval as required by the External Examiner(s).
- 6.2.10 The Registrar has general overall responsibility for the conduct of examinations within the Institute. In particular, the Registrar shall ensure:
- i. The proper conduct of examinations, including invigilation;
 - ii. The integrity of the examination by protecting the security of the process;
 - iii. That all examination entries are properly recorded;

- iv. That the students and others are informed well in advance of the official examination timetable and other arrangements;
- v. That appropriate accommodation arrangements, including arrangements for students with special needs, are made for holding the examinations;
- vi. That appropriate arrangements are made to issue provisional results of examinations to each student;
- vii. That students are made aware in advance of the Institute's regulations with regard to conduct, examinations and appeal procedures.

6.2.11 In addition, the Academic Council has a particular monitoring role over examination-related activities within academic Schools. The School and the School Committee, reporting to Council, shall ensure:

- i. That all examination papers, including the necessary back-up material, and marking schemes are prepared by internal examiners and forwarded well in advance to External Examiners for approval and printed in sufficient time to enable other organisational arrangements associated with holding the examinations to be carried out in an orderly manner;
- ii. That examination answer scripts are examined by Internal and External Examiners and that the results for each student are made available for meetings of boards of examiners;
- iii. That accurate records of continuous assessments are maintained and are made available to External Examiners;
- iv. That proper arrangements are made for holding meetings of Boards of Examiners;
- v. The timely transmission of the Board of Examiners recommendations to Academic Council or in the case of awards of bodies other than WIT, to the appropriate awarding body.

6.3 Allocation of Marks

- 6.3.1 The learning outcomes for all modules must be assessed. Each must be assessed within the parameters of the Institute's MAP regulations. Assessment will measure the achievement of learning outcomes. A pass grade presumes the achievement of all the learning outcomes of the module.
- 6.3.2 As WIT uses the percentage scheme to mark, the maximum marks available in each module should be 100.
- 6.3.3 The minimum mark required for a pass in any module shall be 40% of the maximum marks available for that module, unless specified otherwise on the module descriptor and agreed in advance with Council.
- 6.3.4 In each module which consists of component subjects/elements the marks awarded to each candidate shall be the combined total of the marks scored in the subject components/ elements. Minimum performance in a component subject/element may only be imposed where noted on the Programme Schedule/or the Certificate of Validation and in the module descriptor and only with the express permission of Academic Council.

6.4 Submission of Continuous Assessment

- 6.4.1 The submission of continuous assessment work is the sole responsibility of the student. Students are required to:
- i. Ensure that all written assignments are received by the appropriate office by the published deadline and that all pages including the approved cover sheet are securely fastened;
 - ii. Retain a copy of all written work submitted for assessment;
 - iii. Retain all marked written assessment, together with cover sheets and tutor comments, until the module has been considered by the appropriate Examination Board and the appeals process has concluded;
 - iv. Resubmit marked work for consideration by an External Examiner if requested to do so.
- 6.4.2 In addition, students are required to ensure that all non-written work is presented in the required format, by the published deadline and at the prescribed location. Students should, where practicable, retain a copy of any non-written work.
- 6.4.3 Continuous assessment that is submitted beyond the deadline specified by the Programme Board will not normally be accepted. If mitigating circumstances apply these should be made known to the Programme Board through the School office at the earliest opportunity and prior to the Examination Board meeting and should be accompanied by relevant supporting evidence. Extensions are not normally granted except in circumstances where mitigation applies.
- 6.4.4 Adherence to an assessment word limit is an important part of the learning process. Continuous assessment submissions that significantly exceed the defined word limit (or that are significantly shorter than the word limit) will not normally be accepted.
- 6.4.5 Continuous assessment is normally submitted through the appropriate School office in a format defined by the Programme Board. Submissions that do not include the approved cover sheet, with the student's signature, will not be accepted.
- 6.4.6 In the case of a candidate repeating an examination within the same academic year, marks awarded for continuous assessment shall not normally be carried forward from the first attempt to the repeat examination unless the carrying forward of such marks will improve the candidate's overall mark in the subject. However any minimum continuous assessment requirements as described on the Programme Schedule must be satisfied.

6.5 Assessment of Joint Projects

- 6.5.1 Where two or more candidates present a joint project, the individual contribution and performance of each candidate should be assessed, and individual marks/grades awarded accordingly.
- 6.5.2 Joint Assessment is the marking and/or grading of examinable material submitted by more than one candidate. Material may include project, research, analysis, work, assignment or any combination thereof.

- 6.5.3 Joint assessment by its nature allows or is prone to some or all of the following features: unequal effort by the participants; plagiarism; subjective marking.
- 6.5.4 To address the teamwork aspect and the abuses the following procedures should be followed:
- i. The format/layout/result etc. for the assignment should permit a logical fragmentation to allow a sharing-out among the participants;
 - ii. Participants should be placed in balanced teams/groups;
 - iii. Marking schemes should always include an allocation of marks for effort and participation;
 - iv. A viva voce examination may form part of the assessment process for joint projects.

6.6 Regulations Governing Written Examination

- 6.6.1 The following instructions are given to candidates sitting end-of-session examinations at the Institute:
- i. You must arrive and be seated in the exam hall at least 5 minutes before the start of the examination;
 - ii. Books, notes (with defined exceptions where an open book exam is scheduled), bags and coats must not be taken into the exam hall. You must remain absolutely quiet from the time you enter to the time you leave the hall;
 - iii. Candidates are required to carry their Institute identification card for presentation on request;
 - iv. You must not communicate in any way with other candidates. Do not share pens, erasers or calculators. Do not look at the exam paper or start to write in the answer book until instructed to do so by an invigilator;
 - v. Candidates shall ensure that they are in possession of the correct examination paper and must comply with the instructions printed on the examination paper and on the answer book. If there are two or more parts to an exam paper, use separate answer books for each section. Remember to put your name, class and subject on each answer book;
 - vi. You may not leave the exam hall during the first hour. No candidate will be permitted to enter the exam hall after the first hour;
 - vii. If you leave the exam hall early, ensure the invigilator has your answer book (even if you have not answered any questions). Answer books are the property of the Institute and may not be removed from the exam hall under any circumstances;
 - viii. If you wish to go to the toilet, you must be accompanied by an invigilator;
 - ix. A pre-planned seating schedule has been arranged for each exam session. You must familiarise yourself with the seat(s) allocated to you, in advance;
 - x. You must comply with an invigilator's directions at all times;
 - xi. Candidates shall not bring into the examination hall, nor have in their possession while in such hall, any computing equipment, including electronic organisers and programmable calculators, mobile phones, recording equipment, radio, books, note paper or any source of information pertinent to the examination or which might influence examination performance. Retention of any unauthorised

material shall be construed as a serious breach of exam regulations. You are reminded that severe sanctions are attached to any such breach of regulations;

- xii. The official result of your examinations will be sent to you at the address shown on our college records. You should ensure that the record is correct. Do not telephone the Institute, as results will not be given over the telephone.

6.6.2 Breaches in any of the above regulations will be considered under the Institute's cheating and plagiarism policy, detailed below.

6.6.3 The following instructions are given to examination invigilators:

- a. The invigilator must collect examination papers from the examinations office thirty minutes before the examination is due to begin and distribute them in accordance with the pre-arranged seating schedule for that session;
- b. There are different colours for answer books. Only the colour assigned to a particular session is to be used for that session;
- c. The colour of each set of examination papers are varied on a random basis. Note the colour of each group of candidates' examination paper and check at regular intervals that no other coloured sheet appears on the desk;
- d. A seating schedule has been prepared for each examination session. The invigilator must report to the examination hall thirty minutes before the start of the examination in order to direct students to their desks in accordance with the seating schedule;
- e. Each candidate has been assigned a particular seat for the full duration of his/her examinations. Please ensure he/she sits in the correct seat in accordance with the schedule for that session;
- f. Every candidate must sign the room plan by entering his/her name on the schedule coinciding with his/her assigned seat. This sheet is to be returned to the Examinations Office;
- g. Do not allow any candidate to leave the room until one hour after the examination has started. Do not allow any candidate to enter the room after one hour has elapsed from the start of the examination;
- h. Make absolutely certain that each candidate has entered all relevant details on his/her answer book;
- i. There should always be at least two invigilators present. Do not leave the hall unless it is adequately supervised;
- j. Accompany any candidate who wishes to go to a toilet and wait to accompany them back to the hall;
- k. Invigilators must watch what is going on and patrol the hall regularly. One invigilator should always be at the back of the exam hall. Wear soft shoes to avoid distracting the candidates whilst patrolling the room. Remember, it is not intended to distract or intimidate the candidates in any way, but rather to ensure conditions are such that they can give of their best;
- l. No bags, books or folders (with defined exceptions where open book examination are taking place) to be allowed into hall. Look out for candidates who may have crib notes written on hands or sleeves or electronic devices;
- m. Do not allow candidates to share equipment (pens, erasers, calculators etc.);
- n. Collect scripts from all candidates, even if they have not answered any questions. Sort the scripts for each subject and check with the attendance list that you have

the right number of scripts. Seal them in a large brown envelope clearly labelled with the name of the course and examination and number of scripts contained and deliver them back to the Examinations Office;

- o. The academic staff may collect their scripts directly from the examination room, at the end of each session. It is very important that the invigilator completes fully the items shown above before handing over the scripts to the internal examiner;
- p. The internal examiner concerned must sign that he/she has collected the scripts, before removal from examination hall;
- q. Any scripts not collected are to be returned to the Examinations Office together with attendance sheets;
- r. Invigilators may not smoke or eat when they are supervising an examination. Do not hold conversation with colleagues as this will interrupt the concentration of candidates;
- s. Each invigilator is required to realign seats and desks and tidy the examination room at the end of each session. If this is not done, the seating plan for the next session will not be accurate. All unused answer books are to be removed at the end of the session. The candidates must have a tidy and ordered room to encourage them to give of their best;
- t. Finally, remember that the candidates in the examination room are under great personal stress. The invigilator's role is crucial in ensuring that an air of calmness and order pervades to encourage students to do their best work. Nothing must be done to interrupt the candidates' concentration or cause additional worry.

6.7 Policy on Assessment Arrangements for Students whose First Language is not English (SFLE Students)

- 6.7.1 The Institute has put in place certain arrangements for students whose first language is not English. The main aim of these arrangements is to remove disadvantage for SFLE candidates, without creating an unfair advantage over other students.
- 6.7.2 The Programme Board retains the right to advise against the implementation of the policy if it can demonstrate that this would introduce unfairness to the other candidates. Such scenarios could include mathematics / physics / technology examinations, practical examinations and language examinations.
- 6.7.3 Use of Dictionaries: While WIT requires evidence of English competence at admission it is acknowledged that, in some circumstances, including the examination conditions, the use of ambiguous or less familiar terminology, words or phrases may cause SFLE students additional anxiety. In order to remove potential disadvantage of this kind, it is appropriate to permit students to use an English word for word dictionary provided by the Institute. The dictionary used should not contain expanded definitions of words. The use of electronic dictionaries in examinations is not permitted.
- 6.7.4 Time Concessions: Authorised SFLE students should be permitted additional time to complete written examinations. This will be 10 minutes extra time per examination hour. This means that all students with concessions (including for example students with dyslexia) will leave at the same time, making the system more manageable for invigilators.

- 6.7.5 Marking: While accepting that lecturers are responsible for maintaining standards and for ensuring equity in assessment, papers from authorised SFLE candidates will be identifiable and markers will be requested to adhere to the marking criteria for the assessment and not to penalise students purely for their poorer language skills so long as the concepts are correct. Clearly, if precise use of language is part of the assessment criteria for the module, this will not apply.
- 6.7.6 Students are eligible for special consideration as outlined above when one of the following conditions applies. Students eligible under this scheme:
- i. Are citizens of and have come to WIT directly from a country where English is not the first language;
 - ii. Are citizens of a country where English is not the first language and have come to WIT through an English language School or foundation / bridging course;
 - iii. Are citizens of a country where English is not the first language and not have lived in an English speaking country for more than 5 years;
 - iv. Are citizens of a country where English is not the first language and not have completed their last three years in secondary School in an English speaking country.
- 6.7.7 In addition, students can only qualify for examination concessions if they demonstrate that they are taking measures to improve their English by attending recognised English language courses. Documentation to show that students have registered for these English classes and or the WIT English Support Scheme and have attended must be presented.

6.8 Reasonable Accommodation

- 6.8.1 The Institute is committed to ensuring that people with disabilities are facilitated to give effective performance as students and staff and are not disadvantaged by reason of having a disability, and all reasonable accommodations are made to meet their requirements.
- 6.8.2 A reasonable accommodation is any action that helps alleviate an educational disadvantage for a candidate with a disability. Reasonable accommodations ensure fairness to all learners in that learners with disabilities will not have an advantage over peers.
- 6.8.3 The same principles governing assessment as outlined above apply to learners with disabilities. Whenever possible, candidates with disabilities will undertake the same examinations as other candidates.
- 6.8.4 It is the responsibility of the candidate to ensure that the Institute is aware of his/her disability.
- 6.8.5 To qualify for reasonable accommodation regarding examinations, candidates must:
- i. Formally register with the Institute's disability service at the beginning of the academic year;
 - ii. Complete an educational needs assessment with the disability office;
 - iii. Provide such supporting documentation as is required by the disability office.

- 6.8.6 Candidates should be aware that the provision of reasonable accommodations will be made known to the relevant academic, administrative and support staff.
- 6.8.7 Alternative examination arrangements will be made for candidates who are offered reasonable accommodations. Alternative assessment refers to any alteration in the standard form of assessment to accommodate a candidate's disability. Alternative examination arrangements include:
- i. Provision of oral rather than written examinations;
 - ii. Flexibility around examination scheduling;
 - iii. Combinations of modes of assessment;
 - iv. Modification of examination papers.
- 6.8.8 Depending on the results of the Needs Assessment candidates may also qualify for some or all of the following:
- i. Additional time, normally 10 minutes per hour;
 - ii. Rest breaks, during which the candidate may not read the paper, his/her answer, or write or prepare subsequent answers;
 - iii. Alternative desk, seating or other furniture;
 - iv. Alternative physical space and/or an alternative examination venue;
 - v. The support of a personal assistant;
 - vi. The support of an examination reader;
 - vii. The support of an examination scribe and/or the use of voice recognition technology and recording equipment;
 - viii. The support of an interpreter;
 - ix. Alternative presentation of examination question papers, in electronic format, braille, enlarged print, alternative colour paper, tactile representation of all or some elements of the paper;
 - x. Assistive technology, including use of computer, braille-related devices, voice recognition software.
- 6.8.9 Candidates who are refused reasonable accommodation may appeal to the Registrar.

7. Assessment and Examination Boards

7.1 The Board of Examiners

- 7.1.1 An Examination Board meets at the end of each examination session to confirm module marks, student progression and achievement. The Board comprises the Internal and External Examiners under the chairmanship of the Head of School or the Registrar when appropriate. Only those Internal Examiners who have participated in the examinations for a given award (or examination stage leading to an award), together with the Head of Department concerned, and such External Examiners as the Institute shall deem appropriate, shall participate in the meeting of the Board of Examiners at which recommendations in relation to that award or examination stage are decided.
- 7.1.2 The role of the Board of Examiners is as follows:
- i. To confirm that the examination and assessment processes have been carried out in line with Academic Council regulations;
 - ii. To consider and approve assessment marks;
 - iii. To consider the appropriateness of mark ranges in the context of anticipated mark standards and to moderate where appropriate;
 - iv. To consider and approve the form of re-assessment for students who have failed modules, where appropriate;
 - v. To ensure that decisions on assessment marks are properly and accurately recorded on the broadsheet of results;
 - vi. To consider any other matters referred to it by the Institute's Registrar or Academic Council.
- 7.1.3 All decisions of a Board of Examiners shall be made by majority decision of the Examiners present (by voting if necessary). In the event of an equality of votes, the Chairperson of the Board of Examiners shall exercise a casting vote.
- 7.1.4 The proceedings and deliberations of Boards of Examiners are strictly confidential; under no circumstances should any person attending a meeting of a Board of Examiners disclose to any other person a decision of the Board or any document, information or opinion considered, conveyed or expressed at the meeting.

7.2 Role and Duties of the Internal Examiner

- 7.2.1 The Internal Examiners are normally members of the Institute's academic teaching staff and their role and duties are as follows:
- i. To consult with the appropriate External Examiner(s) in the drafting of examination papers by providing to the External Examiner(s), in good time before the printing of examination papers, typewritten draft question papers, together with appropriate marking schemes;
 - ii. To consider all suggestions, criticisms, deletions, additions and amendments proposed by the External Examiner(s);
 - iii. To submit examination papers and marking schemes, as approved by the External Examiner(s), to the Institute;
 - iv. Prior to the meeting of the Board of Examiners, to consult with the External Examiner(s) and to agree the grades/marks proposed to be awarded to each candidate;

- v. To attend meetings of the Board of Examiners.

7.3 Role and Duties of External Examiners

- 7.3.1 External Examiners play a vital role in assisting the Institute in assuring academic standards and integrity of all its programmes and modules and in assisting the Institute in developing its learning, teaching and assessment strategies and practices.
- 7.3.2 The External Examiner has two main responsibilities:
- i. To monitor the academic standards achieved within individual subjects and programmes and to assure their comparability to Irish and International standards;
 - ii. To ensure that the examination process is fair and that the results as determined are equitable.
- 7.3.3 It is the duty of External Examiners to agree the drafts of all examination papers, and marking schemes where applicable, before the examination papers are finalised. The External Examiner shall ensure that the examinations properly reflect the syllabi and programme schedules.
- 7.3.4 External Examiners shall decide, in consultation with the Heads of Department, in relation to:
- i. The particular draft examination papers and marking schemes to be assessed prior to the examination;
 - ii. The particular marked examination scripts (s)he wishes to assess;
 - iii. The nature and content of other assessment material (s)he wishes to assess, including programme work.
- 7.3.5 The Head of Department shall ensure that such material is provided to the External Examiner in good time.
- 7.3.6 The External Examiner has the right to request amendments to draft examination papers. The Internal Examiner shall take such proposed amendments into account, and shall note action taken, if any. This will be retained as a record by the relevant School.
- 7.3.7 Where a significant dispute occurs between an Internal and External Examiner in relation to an examination paper or an examination result, the view of the External Examiner is paramount. In cases of dispute, a report shall be issued to the Admissions & Awards sub-committee of the Academic Council by the Registrar. The Internal Examiner may appeal to an arbitration group, chaired by the Registrar and incorporating experts in the discipline area not involved in the dispute.

- 7.3.8 Subject External Examiners with specific responsibility for modern languages or similar performance-based subjects shall normally be expected to attend for all or part of the Oral competence assessment sessions held at the Institute in respect of programmes for which such assessments are specified in the programme schedule as an examination requirement. Where such assessments are carried out in the absence of the External Examiner, an audio or video recording of the assessments shall be made and a representative sample of this recorded material shall be monitored by the External Examiner as part of his/her duties.
- 7.3.9 Following an examination, the External Examiner is required to see a representative sample of examination material presented by candidates. The sample should normally include the best script, a number of borderline scripts at each level in the case of award years and a random sample of the remainder, with sufficient material, including where feasible, relevant statistical data to enable the External Examiner(s) to form a judgment as to the appropriateness of the marking at all levels of classification.
- 7.3.10 The External Examiner should receive the following:
- i. A sample of scripts as specified above or, in the case of continuous assessment, a representative sample of assessment submissions;
 - ii. Programme work for this sample where practicable;
 - iii. Copies of the examination papers, marking schemes, and model solutions;
 - iv. Original of the Institute's mark sheet showing the aggregation and final mark for each candidate in a subject.
- 7.3.11 External Examiners shall normally attend the Institute at the time of determination of coordinating results and at such other times as may be determined by the Institute in consultation with the External Examiner for the purpose of assessing the standard of the programme/programme and/or the standard of student performance.
- 7.3.12 The appropriateness of examination materials to the level of award concerned shall be a primary consideration of the External Examiner. External Examiners shall determine whether the assessment and determination of awards processes have been fairly conducted and the standard of the student performance is adequate for the relevant stage of the programme.
- 7.3.13 The External Examiner shall pay particular attention in award years of a programme/programme, to the spread of marks achieved and the grades of award attributed.
- 7.3.14 External Examiners may be asked to review scripts/continuous assessments/projects where the final marks are appealed.
- 7.3.15 All External Examiners will be expected to visit the Institute once in each academic year. This visit will normally take place at the time of determination of final results in summer. In the case of programmes or modules in respect of which repeat examinations are held in the Autumn, or at such other times as may be approved by Academic Council, the attendance of External Examiners at the Institute will be arranged as appropriate.
- 7.3.16 When visiting the Institute, the duties of External Examiners shall be as follows:
- i. To review borderline cases and, if necessary, to interview such candidates;
 - ii. To review a random sample of the cohort's scripts. Where an module is examined by other forms of assessment the External Examiner shall review a sample of this work;

- iii. To review the overall performance of candidates;
 - iv. To review the success of the examination materials in determining the levels of student achievement;
 - v. To attend the appropriate Examination Board meeting;
 - vi. To participate in the determination of final marks and results of each candidate at the Examination Board meeting;
 - vii. In the case of performance or portfolio-based programmes, the External Examiner shall also be required to review the exhibition of candidates' work, to interview a selection of candidates and to agree the final marks/grades for each candidate if necessary.
- 7.3.17 The External Examiner shall indicate on the Module/Subject marking sheet any proposed adjustment to the marks/grades as proposed by the Internal Examiner. Efforts should be made to achieve consensus with the Internal Examiner in relation to such proposed amendments.
- 7.3.18 Where the External Examiner proposes adjustments to a group of students as a whole (s)he shall consult with the Internal Examiner in advance of the meeting of the Board of Examiners. Efforts should be made to achieve consensus in relation to such proposed amendments.
- 7.3.19 The External Examiner may comment on such matters relating to individual student performance, module/subject performance, or programme performance as (s)he deems necessary. The Board of Examiners shall give due consideration to such comments.
- 7.3.20 The External Examiner may request to have her/his dissenting opinion on any matter recorded on the Broadsheet.
- 7.3.21 The External Examiner shall sign the Broadsheet of Results.
- 7.3.22 External Examiners are required to submit a full report on each examination with which they are involved not later than September 30th. The report should cover all relevant assessment and should be made in sufficient detail to enable the Programme Board to derive substantial benefit from its contents. This report should be sent to the Registrar of the Institute on the appropriate report form. The Registrar will make a copy of each report available to the Head of School and Head of Department. The Head of Department will ensure that the contents of the report are communicated appropriately to the relevant Programme Boards.
- 7.3.23 The Head of Department shall respond in a timely fashion to these reports and shall advise the Registrar as Secretary to Academic Council of any actions taken to address matters arising from the reports or any other comments or reactions from the School to the content of the reports. This shall serve as feedback to Academic Council.
- 7.3.24 On appointment the External Examiner will receive from the Registry the following documentation:
- i. Description of role and duties as set out above;
 - ii. Report forms;
 - iii. Programme quality assurance documentation;
 - iv. Academic regulations;
 - v. Programme/subject syllabi as set out in relevant ce2 document or as modified by subsequent academic review and established in the programme schedule;

- vi. Examination papers for the two previous years of the relevant programme (this to serve as guideline only).

- 7.3.25 At the appropriate time, but well in advance of the relevant examination session, the External Examiner will receive from the Head of Department, through the School Office, the draft examination papers (for approval) together with detailed marking schemes.
- 7.3.26 Following the examination the Head of Department shall make available to the External Examiner a representative sample of scripts, project work and any other materials submitted for assessment including programme work. A record of material made available shall be kept by the School and its return shall be noted.
- 7.3.27 The External Examiner shall be advised in good time by the Registry as to the times and dates of proposed examination boards at the Institute.

7.4 Broadsheet of Results

The standard format for assembling marks on Broadsheet is as follows:

Award	Overall Result To Be Recorded on Broadsheet	Grade of Award	Average Mark
Higher Certificate/Bachelor Degree	DT M1 M2 PS	Distinction Merit Grade 1 Merit Grade 2 Pass	70%+ 60%-69% 50%-59% 40%-49%
Honours Bachelor Degree	H1 21 22 PS	First Class Honours Second Class Honours-Grade 1 Second Class Honours-Grade 2 Pass	70% + 60%-69% 50%-59% 40%-49%
Master Degree Taught	H1 H2 PS	First Class Honours Second Class Honours Pass	70% + 60%-69% 40%-59%
General (these apply to all)	PS EX AB FL FC DE	Pass Exemption(s) Granted Absent from Examination Fail – no Exemptions gained at current sitting Failed Component – no Exemption gained at the current sitting Deferral of Result(s)	

No other abbreviation other than those indicated above should be used.

- 7.4.1 The standard format for recording individual module results is as follows:

Result to be Recorded on Broadsheet	Significance of Result Recorded
EX	Exemption(s) Granted
AB	Absent from Examination
IP	Deferral of result, Industrial Placement incomplete
I	Deferral of Subject
P	Pass for Industrial Placement
F	Fail for Industrial Placement

7.4.2 The following format should be used for recording exemptions:

a) Exemptions at first attempt i.e. student did not pass all exams:

Subject1	Subject2	Subject 3	Subject4	Subject5	Subject6	Result
45	28	60	32	48	52	EX
EX		EX		EX	EX	

Subsequent attempt at failed subjects and carrying Exemptions from previous attempt:

Subject1	Subject2	Subject 3	Subject4	Subject5	Subject6	Result
(45)	43 (28)	(60)	29 (32)	(48)	(52)	EX
EX	EX	EX		EX	EX	

7.4.3 Where a deferral is approved for a subject(s) on the Broadsheet, I should be recorded in the appropriate column(s) and the overall results column will read EX presuming other modules have been passed. An overall result of DE is automatically calculated where I is recorded for all subjects.

7.4.4 Where absent is to be recorded for one or more but not all subjects, AB should be recorded in the appropriate column(s) and the overall results column will read EX presuming other modules have been passed. An overall result of AB is automatically calculated where AB is recorded for all subjects.

7.5 Approval of Results

7.5.1 Following the meeting of the Board of Examiners, the agreed and signed broadsheets are submitted to the Registrar through the Institute's Awards Office.

7.5.2 Following the submission of all broadsheets, the Registrar seeks the approval of the Academic Council for the results indicated.

8. Compensation, Progression & Repeat Assessment

8.1 Compensation

- 8.1.1 A candidate who fails to attain the required pass standard in one or two of the modules in an Examination, may, nevertheless, pass the overall examination by compensation, within the limits set out below.
- 8.1.2 Where the suite of semester examinations consists of modules carrying standard six 5 credit modules (a total of 30 credits per semester) compensation may apply in up to two modules. Where the suite of examinations consists of four or fewer 5 and 10 credit; modules (a total of 30 credits per semester) compensation may apply in one module only.
- 8.1.3 The maximum number of modules passed by compensation between semester 1 and 2 examinations is four i.e. no more than two in semester 1 and no more than two in semester 2.
- 8.1.4 The marks obtained in the examination module(s) listed on the Programme Schedule being considered for compensation must not be lower than 35%, where the pass standard is 40%.
- 8.1.5 Aggregate excess gross marks above the pass standard obtained in examination modules which have been passed must be at least double the weighted deficiency in the examination module(s) being considered for compensation. Where 10 credit modules are involved the marks must be weighted to reflect the number of credits.
- 8.1.6 Compensation can only apply where all the examination modules appropriate to a stage are presented at the same sitting; e.g., a candidate who has been granted exemptions at a previous examination, and is presenting in the remaining examination modules, may not pass the repeat examinations by compensation.
- 8.1.7 Compensation may be applied only to enable a candidate to pass in the examination as a whole. It may not be applied to grant exemptions or additional exemptions.
- 8.1.8 There will be no compensation between semesters. However, this regulation should be waived in the case of first year students, provided all other conditions pertaining to compensation are satisfied, namely that:
- i. the student requires compensation for modules totalling no more than 20 credits;
 - ii. the marks obtained in the module(s) being considered for compensation must not be lower than 35%;
 - iii. aggregate excess gross marks above the pass standard obtained in passing modules must be at least double the weighted deficiency in the module(s) being considered for compensation.

8.2 Progression

- 8.2.1 As WIT recruits full-time learners on the basis of a full academic year, no hindrance will be placed on a full-time learner moving from semester 1 to semester 2 of the same academic year.
- 8.2.2 Full-time students may progress to the next stage of a programme without having passed all modules in previous stages provided (a) they meet any pre-requisite and co-requisite requirements and (b) the modules carried amount to no more than 10 credits. Students who progress in this manner may not be afforded the opportunity to repeat failed modules at the next examination sitting, due to timetabling constraints. Students who progress in this manner may not be permitted to repeat attend lectures in the failed module(s).
- 8.2.3 A student is not permitted to progress in this way from one programme to a follow-on programme.
- 8.2.4 Failure of a module that is a prerequisite to a module at the next stage prohibits progression to the next stage of the programme.

8.3 Repeat Assessment

- 8.3.1 The Institute normally permits candidates who have failed a module to re-take the examination or assessment in that module. Candidates normally may take three repeat attempts (four attempts at the examination in total) before being required to seek, in writing, permission from the Registrar to take further attempts.
- 8.3.2 An Examination Board may recommend an alternative form of assessment to that indicated on the Programme Schedule for repeat candidates.

9. Recheck, Review, Mitigating Circumstances and Academic Appeals

9.1 Introductory Remarks

- 9.1.1 The Institute is conscious of the centrality of assessment and examination to the learning process. With this in mind, the Institute is committed to ensuring that students receive timely and constructive feedback as a result of each assessment or examination better to support the student's learning.
- 9.1.2 The Institute is further committed to ensuring that assessment and decisions about assessment are conducted fairly and in accordance with its regulations and policies.

9.2 Rechecking of Examination Results

- 9.2.1 To recheck the examination materials shall mean to verify that all sections of the examination materials (including continuous assessment) have been marked and that these marks have been entered and combined accurately in the results sheets used in arriving at the final examination result.
- 9.2.2 A recheck may be requested for any/all modules. A recheck may be requested for any item for which an examination mark has been entered.
- 9.2.3 A recheck does not involve a re-examination.
- 9.2.4 The following procedure for rechecking applies:
- i. Students must request a recheck of their examination results within 5 working days of the publication of results by the Institute. Requests received after this deadline will only be considered following the next examination session. This request must be submitted on form rec1 available from the Registry. This period may be extended in exceptional cases;
 - ii. Academic Council shall appoint a member of academic staff to be coordinator of the recheck process;
 - iii. The coordinator shall have the result rechecked as soon as practicable through the appropriate Head of Department;
 - iv. The recheck, which shall be carried out by a member of departmental staff not responsible for the original marking of the relevant material, shall ensure that all elements of the examination materials have been marked and that all resulting marks have been recorded, collated and set down accurately in the process of arriving at a final result;
 - v. The coordinator shall advise the Registrar in writing of the outcome of the recheck and the Registrar shall ensure that any necessary amendments be made to the broadsheet of results. The outcome of the recheck shall be communicated to the Head of Department, the Programme Board and the student as soon as practicable;
 - vi. A fee per subject shall be payable for the recheck of examination results. This fee shall be reimbursed should any change to the broadsheet of results be necessary as a consequence of the recheck.

9.3 Review of Examination Scripts

- 9.3.1 Waterford Institute of Technology will make arrangements to facilitate students wishing to view their corrected examination scripts. This is to facilitate timely and constructive feedback to students on their exam performance.
- 9.3.2 The procedure attaching to the viewing process is as follows:
- i. Students wishing to view their scripts should obtain and complete an sr1 application form available from the Institute reception desks;
 - ii. Students will be allowed view their script and supporting material only (continuous assessment may not be viewed through this process) and will not be allowed remove the scripts from the room or take copies;
 - iii. Students attending the viewing will be required to produce their WIT student identity card to the officer in charge;
 - iv. Upon viewing of scripts, if an error is found in the calculation of marks the student will speak to the relevant School administrator who will make arrangements to meet the Head of Department or lecturer to review the script and amend result if required;
 - v. No person other than the registered student will be allowed to view scripts even with the student's permission. Students are advised to take particular notice of this provision when making holiday arrangements.
 - vi. This process will facilitate students wishing to access information relating to their completed scripts only.

9.4 Mitigating Circumstances

- 9.4.1 Occasionally circumstances arise that limit a student's performance at an examination. Such circumstances are referred to as Mitigating Circumstances. An Examination Board may take into account mitigating circumstances brought to its attention by a student when agreeing a final mark. It may do so only under the procedures specified below.
- 9.4.2 Claims for mitigation might include such matters as certified unexpected illness of the candidate, the death or serious illness of a close relative or a close friend, or such other matters which may to a significant extent have adversely affected the examination performance.
- 9.4.3 If the mitigating circumstances are considered to be germane by the Examination Board, they may be taken into account when determining the candidate's overall result. Normally the candidate will be given the opportunity to re-sit the examination or examinations as if for the first time, at the next available session, and the result for the session under consideration will be recorded as deferred.
- 9.4.4 A claim for consideration of mitigating circumstances must be accompanied by the following documentation:
- i. Appropriate form (mitc1, available from the School office) filled out correctly;
 - ii. In the case of certified illness or other events effecting performance in an examination module, certified evidence (e.g. Medical certificate) must be provided within 5 working days of the relevant examination.;
 - iii. In the case of the death or serious illness of a close relative or close friend, appropriate confirmation should be provided;

- iv. For other circumstances evidence from a reliable and objective and verifiable source.

The documentation must be lodged in the relevant School office within 5 days of the examination in question. The documents will be provided by the School office to the relevant Programme Board and the relevant Examination Board will consider the mitigating circumstances.

9.4.5 The circumstances covered by mitigation may not form the basis of a formal appeal.

9.5 Academic Appeals

9.5.1 Examination results may be appealed only on the basis of perceived substantive irregularity or inequity in the examination process or in the delivery of the prescribed curriculum in accordance with criteria approved and ratified by the Academic Council or other validating authority.

9.5.2 Appeals that dispute the academic judgement of an Examination Board will not be considered valid.

9.5.3 Appeals based on mitigating circumstances will similarly be declared invalid. Invalid appeals will not be brought to the attention of the Examination Appeals Board.

9.5.4 Appeals will only be considered after the relevant Examination Board has approved the marks.

9.5.5 Pending the outcome of an appeal, students should be advised as follows:

- i. An appeal may not necessarily be successful;
- ii. Candidates should avail themselves of any opportunity to repeat the examination, on the understanding that to repeat an examination would not prejudice their appeal in any way;
- iii. The conferring of an academic award, where relevant, may be deferred, pending the final outcome of the appeal.

9.5.6 The following procedure applies:

- i. A student who wishes to appeal an examination result must do so in writing, on the appropriate form (Form APP1B, available from Registry), setting out the grounds for the appeal in full. Requests received after this deadline will only be considered following the next examination session (i.e. the following summer or autumn as appropriate);
- ii. There shall be a fee for an examination appeal. This fee will be reimbursed should the appeal be upheld;
- iii. Upon receipt of a written appeal, the Registrar shall refer the matter to the Examination Appeals Board, and shall inform the relevant Head(s) of Department and School that an appeal has been lodged. The academic department shall be invited to respond in writing to the appeal and the written response made available to the Examination Appeals Board;
- iv. The appeals board shall normally consist of ten members, including the Registrar or nominee who shall chair the board. Four of the remaining members shall be members of the Academic Council, appointed by the Academic Council, and four shall be Heads of School.

- v. The Examination Appeals Board shall consider the appeal on the grounds on which it is presented, and shall, as appropriate, consult with the Programme Board, with individual internal examiners and with External Examiner(s);
- vi. The Examination Appeals Board shall determine the appeal by giving a decision. the Registrar shall inform the appellant, the Head of Department and the Programme Board in writing of the outcome of the appeal and of the grounds on which the decision was made.

10. Academic Offences: Plagiarism

10.1 Introduction: Scope, Definitions, Context

- 10.1.1 The Institute's Anti-Plagiarism Policy applies to all students of the Institute. The following summary should be read in conjunction with the policy which provides more detail.
- 10.1.2 Allegations of plagiarism against staff members should be reported to the relevant Head of Department and shall be dealt with under either the Research Misconduct Policy or the Staff Grievance and Disciplinary Policy.
- 10.1.3 Waterford Institute of Technology aims to foster academic integrity. A key principle is that appropriate acknowledgements be made for the contributions of others to any work submitted for assessment or publication. The attribution of these sources should be in the form of standard and consistent referencing and bibliographic conventions. Clear referencing is vital both to avoid plagiarism and to allow the interested reader to follow up any of the works cited and read quotations in their original contexts.
- 10.1.4 It is the policy of WIT to be proactive in dealing with cases in which the principles of academic integrity are not upheld and cheating occurs. Plagiarism is dishonest, unfair and undermines the necessary trust upon which relations between learners and teachers are based. Students who engage in such practices will be subject to academic sanctions, including a reduced or fail grade for an assignment. They may also be subject to administrative sanctions, including suspension or expulsion.
- 10.1.5 To plagiarise is when you use the ideas or words of another person without giving them explicit credit. Plagiarism therefore is passing off the work of others as one's own. It is defined by the act not the intention, so even careless accidental copying is still classed as plagiarism, for it gives the false impression that the student is the author and denies the genuine author their due acknowledgement. Plagiarism at postgraduate level is a particularly serious academic offence. When plagiarised work potentially leads to course credit (in the case of all students) or to publication (in the case of postgraduates and staff), an attempted academic fraud has been committed.
- 10.1.6 Every assignment which leads to course credit should contain a signed Plagiarism Declaration on the title page. Assignments in formats other than written still need to be accompanied by such a declaration, suitably modified to reflect the particular format in which the work is submitted. The declaration should be made available electronically students and should always appear on the first page of submitted work, irrespective of any other submission forms used by the relevant School or department. An indicative Plagiarism Declaration is given in the Institute's Anti-Plagiarism Policy.

10.2 Sanctions for Cheating or Plagiarism

- 10.2.1 One or more academic sanctions may be imposed for plagiarism. Academic sanctions may be imposed by a lecturer and/or Head of Department, with the student's agreement, through the Level 1 (informal) process. Academic sanctions imposed by the Level 2 formal hearing process shall be overseen by the Registrar.
- 10.2.2 Academic sanctions include:
- i. Re-submission of the assignment;
 - ii. A specified reduction in the grade for the assignment;

- iii. A specified reduction in the grade for the module;
- iv. A fail grade for the assignment;
- v. A fail grade for the module;
- vi. Multiple sanctions (more than one of the above) may be imposed for any single transgression.

10.2.3 One or more administrative sanctions may be imposed for cases of plagiarism. These include:

- i. Suspension: Separation of the student from WIT student status for a definite period of time, after which the student is eligible to return. Conditions for re-admission may be specified;
- ii. Expulsion: Permanent separation of the student from WIT student status;
- iii. Multiple Sanctions: More than one of the sanctions listed above may be imposed for any single transgression.

10.3 Guidelines for Dealing with Plagiarism Informally (Level 1)

10.3.1 WIT recognizes the importance of informal communication between staff and students and encourages informal communication as a means of resolving concerns over cheating or plagiarism. In many instances, when a faculty member suspects cheating or plagiarism, informal discussion between the faculty member and the student may resolve the concern. Every effort should be made to respect the rights of the student.

10.3.2 The guiding principle here is that complaints should be dealt with at the lowest possible level. Thus, a 'Level 1' resolution will normally be sought for a first allegation of plagiarism, unless there are compelling reasons for proceeding directly to 'Level 2'.

10.3.3 A Level 1 resolution occurs when both the lecturer and the student, with or without the input of the Head of Department, and without any other intermediary, agree to resolve an allegation of plagiarism with appropriate academic sanctions as outlined above.

10.4 Procedures for a Level 1 Resolution

10.4.1 Procedures for a Level 1 Resolution are as follows:

- i. The lecturer should carefully consider the evidence of plagiarism. Indicators and/or proof of plagiarism may include, but are not limited to, one or more of the following:
- ii. Identification of the source of the materials used by the student without proper attribution, or represented as the student's own work;
- iii. A demonstrably marked difference in the writing style of the student, as compared to previous work, or variations in font, grammar and spelling from section to section;
- iv. Testimony from others regarding a student's use of academically dishonest means to complete the assignment;
- v. First-hand observation of the student engaging in plagiarism;
- vi. An unusual or suspicious degree of similarity in work submitted by different students;
- vii. Admission by the student that s/he plagiarized;

- viii. As soon as possible after the discovery of the alleged transgression, taking account of the context and nature of the case, either of the following courses of action may be taken;

Direct discussion with the student to provide further advice about correct citation protocols and how to avoid plagiarism in the future. The student may be required to re-submit the work with or without any of the sanctions listed above.

Or

- 10.4.2 Meeting with the Head of Department, student and lecturer involved to inform the student of the allegations, discuss the lecturer's reasons for believing the student may have plagiarised, and to allow the student to respond. Upon agreement that plagiarism occurred and that a Level 1 resolution is acceptable to all parties, the lecturer should fill in a short report detailing the allegation, the evidence and the sanction imposed (as above). This report should be signed by all parties involved in the resolution - student, lecturer and Head of Department - and each party should receive a copy of the report. Finally, a copy of this report should be forwarded to the Head of School within five days of the resolution.
- 10.4.3 If the semester ends without a Level 1 resolution, the lecturer should assign the grade ('DE' Deferral) to the student alleged to have plagiarised.

10.5 Guidelines for Dealing with Allegations Plagiarism Formally (Level 2)

- 10.5.1 Level 2 plagiarism proceedings may be used when:
 - i. The student fails to attend the scheduled meeting to discuss the allegations informally (Level 1);
 - ii. The alleged plagiarism is detected at the close of the semester and the lecturer's good-faith effort to contact the student is unsuccessful;
 - iii. Level 1 resolution fails;
 - iv. The student is a repeat offender;
 - v. The lecturer feels that the gravity of the situation merits formal action.
- 10.5.2 The lecturer submits a Plagiarism Report in order to seek formal academic sanctions and/or administrative sanctions. This report should outline the grounds for suspicion, a copy of the relevant piece of suspect work and any supporting evidence. The formal procedure will involve a Plagiarism Hearing. A lecturer may not take any academic sanction against a student involved in a Plagiarism Hearing until the proceedings have run their course. Furthermore, the lecturer may not usually prohibit a student involved in a hearing from continuing in the class.

- 10.5.3 Each plagiarism hearing is conducted by a Panel consisting of: one member of the relevant Course Board; the Head of the Department in which the student is registered; one staff member from another Department who is a member of Academic Council; a Student Representative; the Head of School (Chair).
- 10.5.4 This Panel should be convened as soon as practicable from the date on which the lecturer submits the formal Plagiarism Report. This should normally be within fifteen academic days of the submission of the Plagiarism Report.

10.6 Procedures for Conducting a Plagiarism Hearing:

10.6.1 Convening the Hearing:

- i. The Chair of the Plagiarism Hearing Panel reveals the membership of the Panel to the lecturer and student involved in the case.
- ii. The lecturer and student accept or reject members of the Panel. Each is entitled to request the removal and replacement of one member without giving a reason.
- iii. The Panel Chair establishes a date for the hearing.
- iv. The lecturer submits to the Panel Chair materials relating to the plagiarism allegation, as identified in the formal Plagiarism Report. The student shall have the right to receive such information one week in advance, if they so wish, and to submit relevant materials of their own.
- v. The lecturer and the student shall inform each other and the Panel Chair in written form the names of any individuals and details of any exhibits they plan to present at the hearing. The lecturer and the student shall also inform the Panel Chair, and each other, of their intention to be accompanied by an adviser at the hearing. The adviser can be a legal or union representative, a family member, a friend, or any person whom the lecturer or student wishes to invite.
- vi. Each party shall have no more than sixty minutes to present its entire case.
- vii. The hearing shall be in private.

10.6.2 Conduct of the Hearing:

- i. The Chair of the Panel shall announce, at the beginning of the hearing, the format for the hearing.
- ii. Attendance shall be limited to the following: The lecturer and his/her adviser if any; the student and his/her adviser if any; individuals while giving evidence; the five members of the Panel; an audio recorder operator.
- iii. The hearing shall not be conducted according to the criminal rules of evidence and witness. The civil standard of 'on the balance of probabilities' will be applied rather than the criminal standard of 'beyond reasonable doubt'. The Panel Chair shall admit the sort of evidence on which reasonable persons are accustomed to rely in the conduct of serious affairs, and shall exclude evidence that is irrelevant, unduly repetitious or cumulative. Evidence relating to past actions shall be admitted if shown to be relevant.
- iv. The hearing shall be audio recorded. The Panel Chair shall record the date, time, and place of the hearing and shall require all participants to identify themselves for the audio recording at the beginning of the hearing and when speaking during the hearing.

- v. Members of the Panel shall not discuss the case with persons who are not members of the Panel. Exception: The Panel may seek legal advice from WIT's solicitors and any barristers instructed to act for WIT in the case.
- vi. Members of the Panel may question the lecturer and the student on procedural matters and on matters pertaining to evidence.

10.7 Plagiarism Hearing Panel Decision and Report

- 10.7.1 Members of the Panel shall meet in executive session (with all other persons excluded) following the conclusion of the hearing. In this session, the Panel shall consider the evidence and reach its decision, basing that decision only on the evidence and exhibits received at the hearing, arguments made in accordance with these procedures, and any opinions received from the WIT Solicitor.
- 10.7.2 The Panel Chair shall prepare the Panel's written report.
- 10.7.3 The Report shall state whether the Panel finds for or against the student as to each wrong alleged and shall include:
- i. A detailed review of the facts presented in the hearing;
 - ii. Any conclusions in respect of those findings;
 - iii. A finding for or against the student;
 - iv. The Panel's decisions for resolving the matter;
 - v. The *rationale* for its findings, conclusions, and decisions.
- 10.7.4 The Report shall have the concurrence of a simple majority of the Panel, excluding the Chair (who is a non-voting member). In the event of a tie, the Chair will have the casting vote. A minority position may be expressed either as a section in the Report or as a separate Report.
- 10.7.5 The Panel Chair shall give copies of the written report to the student, the lecturer and the Registrar, within fifteen academic days from the date when the hearing concluded.
- 10.7.6 The Report of the Plagiarism Hearing Panel shall be retained on file by the Registrar for a period of three years or until the student graduates from WIT, whichever is the longer.
- 10.7.7 All documentation and reports should be available for scrutiny by the Head of Department and lecturer involved in the case.
- 10.7.8 If the Panel finds against the student the Chair of the Panel shall oversee the case until remedy has been fully implemented. Remedies may include any of the sanctions identified up to and including permanent expulsion from WIT.
- 10.7.9 Once the student has been penalized from amongst the list of possible sanctions, the matter is considered closed and should not normally be mentioned in references. The outcome of the Panel hearing should be held by the Registrar for three years or until the student graduates from WIT (whichever is the longer) after which time it is considered 'spent'. An exception would be in a reference for certain jobs for a student with a track record of repeated or serious plagiarism. Under these circumstances, WIT would be failing in its duty in not providing this information to potential employers.
- 10.7.10 If the Panel finds for the student the Chair of the Panel shall oversee the case until the remedy has been fully implemented. Remedies may include:
- i. Request the Registrar to change or administer a specific grade for the student in the module;

- ii. Request the lecturer to give appropriate credit to the student for the course work in question;
- iii. Request the lecturer to allow the student to re-do the course work in line with the Panel's recommendations.

10.7.11 Appeals may be made to the Registrar, by the student or the lecturer, within two weeks of the Panel's decision. These must be in writing and set out the basis for the appeal clearly. The grounds for appeal may relate to (i) the decision as to whether plagiarism occurred and (ii) the penalty imposed. On receiving an appeal, the Registrar will take legal advice and adjudicate on the matter. The result of the appeal will be conveyed to both parties and will be subject to no further review.

10.7.12 The Registrar shall submit an annual report to Academic Council regarding the number of cases heard and their disposition. The report may include recommended changes in Institute policy in order to protect the rights and privileges of students and staff.

10.7.13 Authority to establish and revise policies and procedures for Cheating and Plagiarism cases rests with WIT Academic Council.

10.8 Circumstances of Unfair Practice in Formal Examinations

10.8.1 Circumstances of Unfair Practice

A breach of regulations constituting unacceptable practice may be detected:

- i. During invigilated examinations;
- ii. During the marking of written examination answer books;
- iii. During the marking of other examinable material.

10.8.2 Notification Procedure

The Registrar or the Examination Secretary shall notify the Head of School in writing and without delay of a suspected instance of unfair practice. In the event of a suspected serious breach of Examination Regulations a Panel of Enquiry will be formed.

In such cases, the candidate shall be notified in writing through the office of the Registrar at least five days in advance of meeting of the Panel of Enquiry in relation to the following:

- i. The precise allegation(s);
- ii. The entitlement to present a response either orally or in writing to the Panel of Enquiry;
- iii. The entitlement to be accompanied or be represented at all hearings conducted by the Panel of Enquiry;
- iv. The enquiry schedule.

The candidate shall notify the Registrar of the person(s) to accompany him/her, and their status at a meeting of the Panel of Enquiry.

10.8.3 Panel of Enquiry

The inquiry procedures shall be carried out by the Panel of Enquiry composed of:

- i. Registrar or nominee (Chairperson);

- ii. The Head of School, or nominee;
- iii. A Head of School, or nominee, from a School not involved with the course;
- iv. Two members of academic staff from a Department not involved with the course;
- v. A student representative who is a member of Academic Council or nominee.

10.8.4 Enquiry Procedure

The Registrar will contact the Head of School/Head of Department requesting that all relevant information from staff be collected and made available to the Panel of Enquiry.

The Panel of Enquiry shall assemble to consider the allegation(s) as soon as possible following the reporting of the incident. Each case shall be considered separately and only on the basis of unambiguous evidence available to the Panel of Enquiry. The Panel of Enquiry alone shall adjudicate on the allegation(s) based on written and oral submissions and shall determine the penalty to be applied. Its decision must be unanimous. Other than the Recording Secretary, no other person shall be present during the period of adjudication.

The reports and/or written submissions shall be made available to the candidate in advance.

The candidate shall be notified in writing through the office of the Registrar of the outcome of the inquiry.

The decision of the Panel of Enquiry shall be final. However, in matters relating to the expulsion of a candidate, see 10.8.5 vi below.

10.8.5 Penalties

The Panel of Enquiry shall determine the actual penalty to be applied having regard to the seriousness of the incident and the guidelines set out in the following sections. These penalties may be applied either separately or in combination. The Panel of Enquiry may, at its discretion:

- i. Deem the candidate to be innocent of the allegation(s). In such a case the Examination Board shall be instructed to consider the assessment or examination results in the normal manner;
- ii. Issue a written warning to the candidate. In such a case the candidate may be informed that the written warning constitutes a formal record of breach of assessment regulations;
- iii. Deem the candidate to have failed all or part of the assessments or examinations for the stage or year of the course. In such a case the Panel of Enquiry shall determine the period of time which shall elapse before the student is entitled to be reassessed;
- iv. Determine if the candidate shall be ineligible for any special award of the Institute;
- v. Suspend the candidate from all activities of the Institute for a stated period;
- vi. Recommend the expulsion of the candidate from the Institute. In such a case the expulsion order shall be signed by the Director and reported to the Governing Body.

11. Waterford Institute of Technology Awards

11.1 Delegated Authority

Under the 1999 Institutes of Technology Act, Waterford Institute of Technology has been granted delegated authority to make awards by the Higher Education and Training Awards Council. The Institute currently makes delegated awards to level 10 on the National Framework of Qualifications in the School of Science and to level 9 in all other Schools (with the exception of Engineering, where awards are made to level 9 in taught postgraduate programmes only in the Department of Construction and Civil Engineering).

11.2 List of WIT Awards

Waterford Institute of Technology confers the awards listed in Appendix 2.

11.3 Classification of Awards

Classification of WIT awards shall be criterion referenced as distinct from norm referenced.

11.4 Classification of Awards: Higher Certificate, Bachelors Degrees, Higher Diploma and Postgraduate Diploma

- 11.4.1 All major awards other than Honours Bachelor Degrees, Masters degrees and research degrees (namely awards at Higher Certificate, Bachelor Degrees, Higher Diploma and Postgraduate Diploma levels) may be made at Pass, Merit 1, Merit 2 or Distinction classification.
- 11.4.2 To be eligible for such an award at Pass classification, a candidate must satisfy all examination and other requirements set for the programme and pass the final examinations in each module in accordance with the Programme Regulations. The candidate must have attained all the learning outcomes of the programme.
- 11.4.3 To be eligible for consideration for an award at Merit or Distinction classification, a candidate must satisfy all the examination and other requirements set for the programme, achieve a pass in all the required modules at the final examination and obtain an average mark as follows at the final examination:
- i. Merit 2: at least 50% of the total marks available as specified in the Programme Schedule;
 - ii. Merit 1: at least 60% of the total marks available as specified in the Programme Schedule;
 - iii. Distinction: at least 70% of the total marks available as specified in the Programme Schedule;
 - iv. A Merit 2 classification will apply to candidates whose achievement is significantly beyond pass standard in some elements of the programme. A Merit 1 classification will apply to candidates whose achievement is beyond pass standard in many elements of the programme. A Distinction classification will

apply to candidates whose achievement is beyond pass standard in most elements of the programme.

- 11.4.4 No subject thresholds shall apply to eligibility for awards at Distinction and Merit classifications other than the candidate must achieve a pass in each required module. A pass by compensation will suffice for this purpose.
- 11.4.5 Passes, Merits and Distinctions will be awarded on the results of the final year examination only.

11.5 Classification of Awards: Honours Bachelor Degree

- 11.5.1 The award of an Honours Bachelor Degree may be made at Pass or Honours classifications (First Class Honours, Second Class Honours, Grade 1, and Second Class Honours, Grade 2).
- 11.5.2 In order to be eligible for consideration for the award of an Honours Bachelor Degree at Pass Classification, a candidate must satisfy all the examination and other requirements set for the programme and pass the final module examinations in accordance with the Programme Regulations. The candidate must achieve all the learning outcomes of the programme.
- 11.5.3 To be eligible for consideration for the award of an Honours Bachelor Degree at Honours classification, a candidate must satisfy all the examination and other requirements set for the programme and pass the final module examinations in accordance with the Programme Regulations obtain, at the final examination, an average mark (based on the total marks available as specified in the Programme Schedule), as follows:
- i. Second Class Honours, Grade 2: at least 50% of the total marks available as specified in the Programme Schedule;
 - ii. Second Class Honours, Grade 1: at least 60% of the total marks available as specified in the Programme Schedule;
 - iii. First Class Honours: at least 70% of the total marks available as specified in the Programme Schedule.

A Second Class Honours, Grade 2 classification will apply to candidates whose achievement is significantly beyond pass standard in some elements of the programme. A Second Class Honours, Grade 1 classification will apply to candidates whose achievement is beyond pass standard in many elements of the programme. A First Class Honours classification will apply to candidates whose achievement is beyond pass standard in most elements of the programme.

- 11.5.4 Normally, Pass or Honours for an Honours Bachelor Degree will be awarded on the results of the final year examinations only but contributions from other sources will be acceptable in accordance with the programme schedule, for instance where a spectrum of skills indicate the worthiness of the candidate for the award and where these skills can only be acquired over time.

11.6 Classification of Awards: Taught Masters Degree

- 11.6.1 The award of a Masters Degree may be made at Pass or Honours classifications (First Class Honours, Second Class Honours).
- 11.6.2 In order to be eligible for consideration for the award of a Masters Degree at Pass Classification, a candidate must satisfy all the examination and other requirements set for the programme and pass the final module examinations in accordance with the Programme Regulations. The candidate must achieve all the learning outcomes of the programme.
- 11.6.3 To be eligible for consideration for the award of an Honours Bachelor Degree at Honours classification, a candidate must satisfy all the examination and other requirements set for the programme and pass the final module examinations in accordance with the Programme Regulations and obtain, at the final examination, an average mark (based on the total marks available as specified in the Programme Schedule), as follows:
- i. Second Class Honours: at least 60% of the total marks available as specified in the Programme Schedule;
 - ii. First Class Honours: at least 70% of the total marks available as specified in the Programme Schedule.
 - iii. A Second Class Honours classification will apply to candidates whose achievement is beyond pass standard in many elements of the programme. A First Class Honours classification will apply to candidates whose achievement is beyond pass standard in most elements of the programme.

Appendix 1: Programmes for which Applicants Must Obtain Garda Clearance

Applicants for the following programmes listed must obtain police clearance. Normally, clearance is sought on behalf of the applicant by the Institute.

Programmes for which Garda clearance is required:

- BSc (Hons) in General Nursing
- BSc (Hons) in Psychiatric Nursing
- BSc (Hons) in Intellectual Disability Nursing
- BA in Social Care
- BA (Hons) in Social Care
- BA (Hons) in Early Childhood Studies

The Institute reserves the right to add to this list as it deems appropriate.

Police clearance may be required for some elements of some programmes of study other than those listed above.

The Institute will not admit or maintain registration for candidates on any programme requiring police clearance for whom clearance is not forthcoming. The Institute has no obligation to provide alternative programmes of study for such candidates. It is the candidate's responsibility to clarify the requirements of police clearance in advance of application.

Further information is available through the Institute website and Prospectus or from the Institute's Admissions Office.

Appendix 2: List of WIT Awards

WIT confers the following awards (correct at time of press):

National Framework of Qualifications Level 6

Higher Certificate in Arts in Adult Education;
 Higher Certificate in Arts in Community Education and Development;
 Higher Certificate in Arts in Legal Studies;
 Higher Certificate in Arts in Literacy Development;
 Higher Certificate in Business in Hospitality Operations;
 Higher Certificate in Business in Small Business Enterprise;
 Higher Certificate in Business Studies;
 Higher Certificate in Engineering in Building Services Engineering;
 Higher Certificate in Engineering in Civil Engineering;
 Higher Certificate in Engineering in Electronic Engineering;
 Higher Certificate in Engineering in Maintenance Technology ;
 Higher Certificate in Engineering in Manufacturing Technology;
 Higher Certificate in Engineering in Mechanical Engineering ;
 Higher Certificate in Engineering in Production Engineering;
 Higher Certificate in Science in Agricultural Science;
 Higher Certificate in Science in Agriculture;
 Higher Certificate in Science in Applied Biology;
 Higher Certificate in Science in Construction Economics;
 Higher Certificate in Science in Good Manufacturing Practice and Technology;
 Higher Certificate in Science in Pharmaceutical Science.

National Framework of Qualifications Level 7

Bachelor of Arts in Adult Education ;
 Bachelor of Arts in Applied Social Studies in Social Care;
 Bachelor of Arts in Community Education and Development;
 Bachelor of Arts in Legal Studies;
 Bachelor of Arts in Legal Studies in International Trade;
 Bachelor of Arts in Tourism and Heritage Studies;
 Bachelor of Business;
 Bachelor of Business in Financial Services;
 Bachelor of Business in Recreation and Sport Management;
 Bachelor of Engineering in Building Services Engineering;
 Bachelor of Engineering in Civil Engineering (1 year add-on);
 Bachelor of Engineering in Civil Engineering (3 year abinitio);
 Bachelor of Engineering in Electronic Engineering;
 Bachelor of Engineering in Manufacturing Engineering;
 Bachelor of Science in Agricultural Science;
 Bachelor of Science in Agriculture;
 Bachelor of Science in Applied Chemistry;
 Bachelor of Science in Architectural Technology;
 Bachelor of Science in Biotechnology;
 Bachelor of Science in Commercial Computing;
 Bachelor of Science in Construction Economics (1 year add-on);
 Bachelor of Science in Construction Economics (3 year abinitio);
 Bachelor of Science in Food Science with Business;
 Bachelor of Science in Forestry;
 Bachelor of Science in Good Manufacturing Practice and Technology (1 year add-on);

Bachelor of Science in Good Manufacturing Practice and Technology;
 Bachelor of Science in Horticulture ;
 Bachelor of Science in Information Technology;
 Bachelor of Science in Multimedia Applications Development.

National Framework of Qualifications Level 8

Bachelor of Architecture (Honours);
 Bachelor of Arts (Honours);
 Bachelor of Arts (Honours) in Accounting ;
 Bachelor of Arts (Honours) in Adult Education;
 Bachelor of Arts (Honours) in Applied Social Studies in Social Care (1 year add-on);
 Bachelor of Arts (Honours) in Applied Social Studies in Social Care (3 year ab initio);
 Bachelor of Arts (Honours) in Business and Financial Studies;
 Bachelor of Arts (Honours) in Business Information Systems ;
 Bachelor of Arts (Honours) in Business Management with law;
 Bachelor of Arts (Honours) in Community Education and Development;
 Bachelor of Arts (Honours) in Criminal Justice Studies;
 Bachelor of Arts (Honours) in Design (Visual Communications);
 Bachelor of Arts (Honours) in Early Childhood Studies;
 Bachelor of Arts (Honours) in Exercise and Health Studies;
 Bachelor of Arts (Honours) in Finance & Investment;
 Bachelor of Arts (Honours) in Financial Services;
 Bachelor of Arts (Honours) in Health Promotion ;
 Bachelor of Arts (Honours) in Hospitality Management;
 Bachelor of Arts (Honours) in Human Resource Management;
 Bachelor of Arts (Honours) in International Business;
 Bachelor of Arts (Honours) in Languages and Marketing;
 Bachelor of Arts (Honours) in Legal Studies;
 Bachelor of Arts (Honours) in Legal Studies with Business;
 Bachelor of Arts (Honours) in Marketing ;
 Bachelor of Arts (Honours) in Music ;
 Bachelor of Arts (Honours) in Psychology;
 Bachelor of Arts (Honours) in Theology and Society;
 Bachelor of Arts (Honours) in Tourism Marketing;
 Bachelor of Arts (Honours) in Visual Art;
 Bachelor of Business (Honours);
 Bachelor of Business (Honours) in Financial Services;
 Bachelor of Business (Honours) in Recreation and Sport Management;
 Bachelor of Engineering (Honours) in Electronic Engineering;
 Bachelor of Engineering (Honours) in Mechanical and Manufacturing Engineering;
 Bachelor of Science (Honours) in Applied Biology with Quality Management ;
 Bachelor of Science (Honours) in Applied Chemistry with Quality Management;
 Bachelor of Science (Honours) in Applied Computing;
 Bachelor of Science (Honours) in Applied Electronics ;
 Bachelor of Science (Honours) in Architectural Technology;
 Bachelor of Science (Honours) in Architecture;
 Bachelor of Science (Honours) in Business Management in Agriculture;
 Bachelor of Science (Honours) in Business Management in Forestry;
 Bachelor of Science (Honours) in Business Management in Horticulture;
 Bachelor of Science (Honours) in Commercial Software Development ;
 Bachelor of Science (Honours) in Computer Aided Manufacturing;

Bachelor of Science (Honours) in Computer Forensics;
 Bachelor of Science (Honours) in Construction Management and Engineering;
 Bachelor of Science (Honours) in Entertainment Systems;
 Bachelor of Science (Honours) in Information Technology;
 Bachelor of Science (Honours) in Multimedia Applications (1 Year add-on);
 Bachelor of Science (Honours) in Pharmaceutical Science;
 Bachelor of Science (Honours) in Physics with Computing;
 Bachelor of Science (Honours) in Quantity Surveying;
 Bachelor of Science (Honours) in Retail Management ;
 Higher Diploma in Arts in Social, Personal & Health Education;
 Higher Diploma in Business in Farm Financial Management;
 Higher Diploma in Business in Management;
 Higher Diploma in Science in Business Systems Analysis;
 Higher Diploma in Science in Applied Computing;
 Ard-Diplóma sna hEalaíona i Léiriú Teilifíse (Higher Diploma in Arts in Television Production).

National Framework of Qualifications Level 9

Postgraduate Diploma in Arts in Teaching and Learning in Higher Education;
 Postgraduate Diploma in Business in Enterprise Development;
 Postgraduate Diploma in Science in Analytical Science with Quality Management;
 Postgraduate Diploma in Science in Quality Management;
 Master of Arts in Arts and Heritage Management;
 Master of Arts in Language Learning and Teaching;
 Master of Arts in Management in Education;
 Master of Arts in Social Studies ;
 Master of Arts in Social, Personal & Health Education;
 Master of Arts in Sport Psychology;
 Master of Arts in Teaching and Learning in Higher Education;
 Master of Business;
 Master of Business Administration;
 Master of Business in Accounting;
 Master of Business in Executive Branding and Reputation;
 Master of Business in Internationalisation;
 Master of Business in the Management of Change ;
 Master of Engineering in Electronic Engineering;
 Master of Science in Analytical Science with Quality Management;
 Master of Science in Computing (Information Systems Processes);
 Master of Science in Computing in Communication Software;
 Master of Science in Computing (Distributed Systems);
 Master of Science in Computing in Multimedia and eLearning;
 Master of Science in Construction Project Management;
 Master of Science in International Construction Management;
 Master of Science in Nursing;
 Master of Science in Quality Management;
 Master of Science in Science Education (Primary Science).

National Framework of Qualifications Level 10

PhD.

Minor Awards

Certificate in Tourism Business Practice (Minor Award);
 Certificate in New Media Production (Special Purpose Award);
 Certificate in Activity in Care Training (Special Purpose Award);

Certificate in Building Energy Assessment in New Dwellings (Special Purpose Award);
Certificate in Construction Internationalisation (Special Purpose Award);
Certificate in Advocacy Skills (Special Purpose Award);
Certificate in Data Processing and Financial Administration (Special Purpose Award).