

Appendix XXVII – Policy for Progression

Procedure Title:

SETU Carlow Policy and Procedure for Progression

Effective Date	1 st December 2018	Version	4.0
Approved By	Academic Council Governing Body	Date Approved	26 th November 2018 29 th November 2018

Form(s)	Responsibilities / Owner
	Head of Department/Faculty/Campus
	Vice President for Academic Affairs & Registrar
Superseded or Obsolete Procedures	
Version 03 – June 2016 - Policy reviewed to reflect requirements under GDPR	
Version 02 – 2013 - Policy review to update legislation reference and reflect changes to title of Faculty	
Version 01 – 2004 Policy review to reflect change in legislation and the formation of QQI	

SETU CARLOW POLICY ON PROGRESSION TO LEVEL 7 AND 8 PROGRAMMES

Academic Council and Governing Body have adopted the following in relation to progression from Higher Certificate (Level 6) to Ordinary Degree (Level 7), Higher Certificate (Level 6) to Honours Degree (Level 8) and Ordinary Degree (Level 7) to Honours Degree (Level 8):

“That the NQAI policy on progression be implemented subject to available places.”

South East Technological University Carlow (herein referred to as SETU Carlow), in the transition process to the Framework, adopted the Access, Transfer and Progression policies of the NQAI.

Under the Qualifications and Quality Assurance (Education and Training) Act 2012, the NQAI has been subsumed into QQI.

The NQAI policy¹ states:

When a National Framework of Qualifications is implemented, it is anticipated that learners may need to make transitions

- between levels
- between award-types at the same level
- between named

awards. Accordingly, NQAI states:

“that learners achieving an award are eligible to progress to a programme leading to another award at the next level up, where there is such an award in the same or a related field of learning, and may be eligible to progress to a higher level than that. At the same time, where there is not an award at a higher level in the same or a related field of learning, the Framework concept implies that learners achieving an award are eligible for transfer to a programme leading to another award at the same level. This principle does not imply entitlement to a programme place, which may be limited by factors of supply and demand.”(NQAI 2003)

SETU Carlow Procedure for the Allocation of places for Advanced Entry to SETU Carlow Programmes

As the NQAI Policy on progression *“does not imply entitlement to a programme place, which may be limited by factors of supply and demand.” (NQAI 2003)*, where demand for programme places exceeds supply, all eligible applicants will be ranked in accordance with their academic and/or academic equivalent experience.

Places may be allocated by the Registrar, in consultation with SETU Carlow management to meet the strategic priorities of SETU Carlow. This may include *inter alia* advanced entry

¹ <http://www.ngai.ie/docs/publications/10.pdf>.

for applicants from further education, applicants from collaborative partner organisations, international applicants and current learners with clearly demonstrable exceptional circumstances.

Applicants apply for entry by completing an Advanced Entry application form available from the Admissions office. The number of places available may vary from year to year.

To assist SETU Carlow in the allocation of places, three categories have been identified which are as follows:

Category 1

Eligible applicants will be considered for entry to the award stage of a Level 8 programme in the following order:

1. Graduates holding a cognate ordinary degree at Level 7, where cognate implies a programme that is directly related to or descended from the programme in question, taking into account changes arising from review(s).
2. Applicants required to repeat and attend some or all of the award stage in question.
3. (a) Graduates holding an ordinary degree at Level 7 or equivalent, in a relevant discipline area, achieved nationally or internationally. Such graduates include applicants who may have deferred from the previous academic session

or

(b) Applicants who demonstrate that they have attained the necessary knowledge, skills and competencies required for an ordinary degree at Level 7 award may be considered for special case entry on a case by case basis.

Category 2

Eligible applicants will be considered for entry to the award stage of a Level 7 or Stage 3 of a Level 8 programme in the following order:

1. Graduates holding a cognate Higher Certificate (Level 6), where cognate implies a programme that is directly related to or descended from the programme in question, taking into account changes arising from review(s).
2. Applicants required to repeat and attend some or all of the award stage in question.
3. (a) Graduates holding a Higher Certificate (Level 6), or equivalent, in a

relevant discipline area, achieved nationally or internationally.
Such graduates include applicants who may have deferred from the previous academic session

or

(b) Applicants who demonstrate that they have attained the necessary knowledge, skills and competencies required for a Higher Certificate (Level 6) award may be considered for special case entry on a case by case basis.

Category 3

Eligible applicants will be considered for entry to the award stage of a Level 6 or Stage 2 of a Level 8 or a Level 7 programme in the following order:

1. Applicants who have achieved the learning outcomes of the preceding stage of the programme, on a certified cognate programme, whether completed nationally or internationally. This includes applicants who may have deferred from the previous academic session.
2. Applicants required to repeat and attend some or all of the stage in question.
3. Applicants who demonstrate that they have attained the necessary knowledge, skills and competencies required for entry may be considered for special case entry on a case by case basis.

Points to note:

Applicants seeking entry via paragraph 2(b) in Categories 1 and 2 and paragraph 2 in Category 3 must successfully complete IT Carlow's Policy and Procedures for Recognition of Prior Learning.

These policy and procedures do not deal with entry or repeat entry to Stage 1 of SETU Carlow programmes.

For the purpose of these procedures:

A stage is defined as being 60 credits at a level within a programme typically completed over the course of one academic year. An honours degree at level 8 comprises 240 credits. Advanced entry to programmes differing from this definition must be defined within the programme documents and approved through SETU Carlow's programme validation or review process. This will include three year honours degree programmes and two-year add-on honours degrees following completion of ordinary degrees.

Application for Permission to Progress Carrying a Module(s)

Guidelines for Completion:

- Applicants must ensure they are familiar with the **SETU Carlow Policy on Progression (Reg. 4.6 of Academic Standards & Assessment Regulations)** prior to making an application.
- Sections A-D of this application form must be completed, signed and submitted to the relevant Faculty/Campus office by the applicant.
- Appropriate documentary evidence must be produced by the applicant to support the application.
- Note: 'Extenuating Circumstances' under Regulation 4.6 of this policy refers to cases of serious unforeseen and/or unpreventable circumstances and may include, inter alia, the following:
 - Involvement in an accident
 - Victim of crime
 - An acute illness or serious on-going medical condition
 - Ongoing life-threatening illness of a close family member or partner
 - Bereavement of a close family member or partner
 - Acute or on-going serious personal/emotional circumstances
 - Domestic upheaval at the time of the assessment (e.g. fire, burglary, eviction)

The following are examples of what may **not** typically be considered grounds for extenuating circumstances and any applications citing any of the following are unlikely to be considered favourably by the Faculty/ Campus Progression Board:

- Typical symptoms associated with exam stress (e.g. anxiety, sleeping disturbances etc.)
- Difficulty with a particular module
- Minor illnesses
- Holidays during the academic year
- Accommodation issues
- Commuting issues
- Misreading the examination timetable
- Paid employment or voluntary work *
- IT and/or computer failure
- English is not your first language
- Multiple assessments in a short time
- Failure to plan study schedule
- Debs/weddings/social events
- Election/campaigning commitments

SECTION A – PERSONAL INFORMATION

Name	
Learner ID Number	
Date of Birth	
Contact Telephone Number:	
Programme Code	
Programme Title	
Academic Year	
Module/Modules failed	
Total Credits outstanding:	

SECTION B – EXTENUATING CIRCUMSTANCES

Please describe your extenuating circumstances (use an additional page appended to this form if necessary). Please be specific as to the impact of these circumstances on your academic performance. Your confidentiality is assured. Only those people who will consider your circumstances will have sight of this form. **Appropriate original supporting evidence must be supplied.**

Please tick the box below which best describes your extenuating circumstance:
SETU Carlow requires that these circumstances are confirmed by the professional indicated in each case below. Appropriate original supporting evidence must be supplied. Supporting evidence is non-returnable. Where appropriate, please ask the professional providing supporting evidence to be as specific as possible in outlining the impact of your circumstances on your ability to meet the demands of your academic programme.

<input type="checkbox"/> Physical illness, injury, accident or hospitalisation	Appropriate original supporting evidence must be supplied by a registered medical practitioner, health professional, registered counsellor/ psychotherapist or psychologist.
<input type="checkbox"/> Family illness (Specify relationship)	Appropriate original supporting evidence must be supplied by a registered medical practitioner or other health professional.
<input type="checkbox"/> Bereavement (Specify relationship)	Appropriate original supporting evidence must be supplied.
<input type="checkbox"/> Other personal or emotional circumstances	Appropriate original supporting evidence must be supplied by a registered medical practitioner, health professional or learner support professional.
<input type="checkbox"/> Victim of crime	Section C must be completed by a member of An Garda Síochána, or use the previous option if the crime has resulted in serious personal or emotional circumstances.
<input type="checkbox"/> Other, please specify: _____	Appropriate original supporting evidence must be supplied.

SECTION C – SUPPORTING EVIDENCE

Supporting Evidence Provided: YES ☐ NO ☐

Supporting evidence from one or more of the following competent professionals must be included. Please note that original documentation must be supplied and is non-returnable. It is recommended that you retain a copy of the application and evidence for your records. Documentation should be confined to the facts of the case and the nature of the impact only.

Please indicate the source of the supporting evidence you are attaching to the application:

- ☐ Medical Practitioner
- ☐ Garda
- ☐ Other health professional (please specify) _____
- ☐ SETU Carlow Learner Support professional
- ☐ Other (please specify) _____

South East Technological University Carlow is committed to protecting the rights and privacy of individuals with respect to the processing of their personal data. A copy of the University's Privacy notice is available on the University's website (<https://www.itcarlow.ie/resources/data-protection.htm>). This website also contains further information relating to your rights regarding subject access requests, records retention and data protection in general. Any further queries in relation to the GDPR can be addressed to the University's Data Protection Oversight Group (e-mail: gdpr@itcarlow.ie)

SECTION D – DECLARATION TO BE SIGNED BY THE LEARNER

I declare that the information provided by me on this form is true and accurate and I hereby authorise SETU Carlow to contact the appropriate authorities to verify my extenuating circumstances.

I confirm that this information may be disclosed, where necessary, to relevant academic and administrative staff of SETU Carlow.

I understand that should my application be successful it will be my own responsibility to study the carried module(s). I will ensure that I enter for the repeat examination (s) and pay the appropriate fee for same to the Examinations Office. I will sit/complete the outstanding module(s) at the end of year examination sitting.

I will also contact the relevant module lecturer(s) to check for any changes in syllabus or examination format.

I understand that, if permitted to carry a module under this procedure, my performance in a second or subsequent examination stage or year will not be considered unless and until I successfully complete the carried module(s).

I understand that that even if my application to be eligible to progress to carry a module is successful, it is subject to the availability of places which is governed by the SETU Carlow Procedure for the Allocation of Places.

Signed:

Date:

SECTION E – DECLARATION TO BE SIGNED BY THE CHAIRPERSON OF THE FACULTY/CAMPUS PROGRESSION BOARD

The foregoing application and documentation has been taken into consideration by the Faculty/Campus Progression Board in coming to a decision on the learner's request to carry a module into a subsequent year of study.

Please tick as appropriate:

The application has been approved: ☐

The application has been rejected: ☐

If the application is rejected, please state why:

- Failure to establish/ document serious unforeseen and/or unpreventable extenuating circumstances ☐
- Poor attendance in previous academic year ☐
- Extremely poor performance in the module to date ☐
- Failure, without extenuating circumstances, to avail of re-sit or re-submission opportunities ☐
- Ineligibility as module(s) credits exceed maximum permitted under the policy ☐
- Outstanding module is considered essential to the learners' academic progress in the subsequent year ☐
- Other: ☐
If other, please specify

Signed Head of Faculty/Campus: _____ **Date:** _____

**Signed Head of Department/
Campus Coordinator** _____ **Date:** _____

Signed Programme Director: _____ **Date:** _____

Signed Other Academic Staff: _____ **Date:** _____

_____ **Date:** _____

Decision communicated to learner and programme board: **Y** **N**

Decision communicated to programme board: **Y** **N**