

## IOB Policy for Registration to Multiple Programmes and Application Form<sup>1</sup>

### a. Note to students:

The IOB Policy for Registration to Multiple Programmes has been amended and approved<sup>2</sup> and will take effect from the start of *Trimester 2, AY 2022-23*. All students are advised to read the amended policy – it is available at: [www.iob.ie/dualregistrationpolicy//](http://www.iob.ie/dualregistrationpolicy//)

Under UCD/IOB Academic Regulations, normally students may **not** be registered to more than one IOB programme and may not be registered to an IOB programme while registered to a programme outside IOB.

With the approval of the *IOB-UCD Joint Programme Board*, students may request to be registered part-time and concurrently to a maximum of **two** programmes based on **Exceptional Circumstances**. The Exceptional Circumstances which apply are:

- A. Programme Schedule Gap** – A gap in the IOB module trimester schedule which prohibits a student from completing the next module on their current programme of study
- B. Employment Requirements** – Situations in the workplace/space which require students obtain a particular competency or IOB qualification in order to take up a specific or specialised role.

To gain approved for Dual Registration, a student must (a) submit an application form<sup>3</sup> and (b) state clearly (with supporting evidence) the Exceptional Circumstances which apply. The approval of Dual Registration is subject to IOB workload requirements i.e., students are not permitted to undertake more than 20 ECTS learning in each trimester.

In instances where students are registered concurrently to more than one programme, and with a view to ensuring that the student successfully completes both programmes, it is important for students to be cognisant of the associated workload demands.

**NB:** Registration to multiple programmes may not be used as a rationale for applying for *extenuating circumstances* in the context of either programme.

Students may undertake CPD activity while registered part-time to a programme.

**Students please note:** The following programmes are outside the scope of *IOB Dual Registration Policy*:

- Bachelor of Financial Services
- Graduate Diploma in Financial Planning
- MSc in Compliance
- MSc in Financial Services (pathways programme)

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<sup>1</sup> **NB:** Please ensure your application form is **fully completed**. An incomplete application form may lead to a delay in processing your request and impede registration to the second programme.

<sup>2</sup> IOB-UCD Programme Board, Sept. 5 2022

<sup>3</sup> To the Programme Manager (Programme 1) for approval by the IOB Programme Board

## b. Application Form

Please complete the **Application Form** (see pg. 4) paying attention to the guidelines (Section C) provided for its completion. Make sure you are using the most recent version of the application form.

The form has three Parts - A, B and C. Applicants complete Parts A and B only.

- **Part A** refers to your current registration – PROGRAMME 1
- **Part B** refers to your registration request – PROGRAMME 2

**Dual registration** is granted based on student *workload* and evidence provided pertaining to a *student's Exceptional Circumstances*.

Please provide details for your *learning and planned learning* for each trimester. Also, make sure your form is fully completed before you submit it.

## c. Student Guidelines for completing the Form

### PART A – Current registration (Prog. 1)

For part A, please provide details in relation to your current programme registration.

- Sections 1 and 2:** insert your name and student / IOB membership number.
- Sections 3 and 4:** identify the programme to which you are currently registered; the NFQ level; number of ECTS and the date on which you registered to the programme.  
Make sure you insert the full programme title: For example: MSc in Compliance; Professional Diploma in SME Credit; Professional Certificate in Asset Management.
- Sections 5 and 6:** Indicate the number of modules you have completed on your current programme and number of ECTS earned to date. Make sure you enter the correct number of credits (ECTS) for each module. If you are unsure, please check the IOB Prospectus.
- Section 7:** Should you have any outstanding *IX grades or module withdrawals*, insert the module title and code to which they apply.
- Section 8:** List the modules to which you are registered (and expect to complete) in the current academic year – insert details for each trimester, as appropriate.

NB: Trimester start dates:

- Autumn, Trimester 1      September.
- Spring, Trimester 2      February.
- Summer, Trimester 3      June.

### PART B – Dual programme registration request (Prog. 2)

For Part B, please provide information in relation to your registration request.

**Section 9:** Insert the formal (full) title of the programme you wish to complete in addition to your current programme



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**Section 10:** State clearly the Programme Start Date (day, month, year)

**Section 11:** Outline the basis of your request:

- a. **Programme Schedule Gap** – identify the most recent module you completed on Prog. 1 and when (trimester, AY), and indicate when the next Prog 1 module is to be offered / scheduled (trimester/AY).
- b. **Employment Requirements** – provide a letter from your employer/representative indicating the employment requirements to be resolved (acquisition of specific knowledge, skills, competency enhancement etc.) by registering to / completing a second programme at this time.

**Section 12:** Detail your study schedule for each trimester for Prog. 2 (if applicable) as appropriate.

**PART C** – This is for internal purposes only.

**TO BE USED FEBRUARY 2023 ONWARDS**



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## Form 10: Application Form – Dual Programme Registration

### PART A:

1) Student Name		2) Student UCD/IOB No.	
3) Current Registration PROG. 1	Prog. Title:	NFQ Level:	No. of ECTS:
4) Registration Date for PROG. 1	D/M/Y		
5) PROG. 1: Indicate the number of modules completed to date (1, 2, etc)	No. of modules –	6) No. of ECTS gained (PROG. 1) to date.	ECTS –
7) PROG 1: Do you have any outstanding: <i>(tick as appropriate)</i>	(a) IX Module Grades Yes <input type="checkbox"/> No <input type="checkbox"/> If 'yes', list title/s:		(b) Module Withdrawal/s Yes <input type="checkbox"/> No <input type="checkbox"/> If 'yes', list title/s:
8) PROG 1: Insert the title of modules to which you are registered in the current Acad. Year for each trimester	Autumn -Trimester 1	Spring - Trimester 2	Summer-Trimester 3

### PART B:

9) Registration Request PROG. 2	Prog Title:	NFQ Level	No. of ECTS
10) Start date for PROG.2	D/M/Y		
11) Basis of request: Exceptional Circumstances <i>(tick box as appropriate)</i>	A. Programme Schedule Gap <input type="checkbox"/>		B. Employment Requirements <input type="checkbox"/>
12) Evidence supplied	Yes	No	Yes No
13) Indicate your module registration/s for the current Acad. Year for PROG. 2 for each trimester (where applicable)	Autumn–Trimester 1	Spring - Trimester 2	Summer-Trimester 3
STUDENT SIGNATURE			
DATE			



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<b>PART C FOR INTERNAL PURPOSES ONLY</b>			
<b>Application Received</b>		<b>Application considered</b>	
<b>Outcome:</b> <ul style="list-style-type: none"><li>▪ Approved</li><li>▪ Not Approved</li></ul>			