

IOB module withdrawal

revised policy January 2021

Part 1: information for students

Introduction

This document is designed to inform IOB students registered to a UCD accredited programme of the change to UCD Academic Regulations 2019 pertaining to **student withdrawal from a module**² during a trimester.

From January 2020 (Trimester 2 onwards) IOB students who for whatever reason wish to withdraw from a module, have the option to withdraw at the end of **week 6** (no academic or financial penalty) and up to the end of week 12 or end of the teaching Trimester whichever comes sooner (**no academic** penalty, with financial implications).

To effect a module withdrawal, each student must read this policy document carefully, be familiar with the Trimester withdrawal dates and complete and submit a **Module Withdrawal Form (MWF)** prior to or on the week 6/12 deadline.

NB: There are two withdrawal deadlines – up to the end of **Week 6** and **Week 12** each trimester.

Module withdrawal

- Under Section 4.31 of the UCD Academic Regulations 2020/21, students registered to a module on a UCD accredited programme may withdraw from the module before the end of week 12 of a trimester or before the last day of teaching in the trimester whichever comes sooner without academic penalty.³
- According to Section 6.4 UCD Academic Regulations 2019, a module is formally completed when a student
 - 'has been academically assessed in all of the assessed components relating to the module and a module grade is confirmed by the Programme Exam Board'. The period during which module assessment is finally completed is normally between weeks 12 and 15 of each trimester.
- For students who withdraw from a module up to the end of week 12 of the trimester, no credit (ECTS) is awarded; his/her next attempt to complete the module will be considered a **first attempt**, in other words the grade awarded for this attempt will be the recorded grade on his/her transcript.
- Should a student be unsuccessful in completing his/her **new first attempt** for the module, the grade awarded for this and any subsequent attempt/s, **will be capped** at D-⁴

¹ This revised module withdrawal policy takes effect from January 2020

² **NB:** this policy applies to **module withdrawals** during a trimester; it does **NOT** apply to student withdrawals from a Programme.

³ Module grade will **not** be capped at D-.

⁴ Should there be extenuating circumstances, an IX will be awarded.

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- The IOB module withdrawal policy distinguishes between the dates of withdrawal i.e. end of week 6, end of week 12, later than week 12.
- Students who formally withdraw⁵ up to the end of week 6 in a trimester (by close of business 17.00 on the date) will **not** incur an academic penalty and the module fee will be refunded. W grade will be inserted on the student record.
- Students who formally withdraw from a module between the start of week 7 and the end of week 12 of a trimester (by close of business 17.00 on the date), will not incur an academic penalty but there are financial implications in that the students' module/s fee will **not** be refunded. A WN grade will be inserted on the student record.
- Students who formally withdraw later than the end of week 12 trimester date (close of business 17.00) will not be accommodated and his/her module grade will be capped at D-

Module withdrawal procedure/process

1. To seek a module withdrawal, each student must complete a Module Withdrawal form to be submitted before the end of week 6 or 12 as appropriate.
2. The onus is on each student to familiarise him/herself with the Trimester KEY DATES as published – <https://iob.ie/info/student-info#exams-and-regulations>
3. The Module Withdrawal Form must be fully completed and submitted to registrations@iob.ie before or no later than the end date (week 6 or 12) by the close of business 17.00 on the day.
4. Incomplete MWFs will be returned to the student for completion and re-submission
5. Following the receipt and processing of each student's fully completed form, the module(s) are removed from the student's record and the fee(s) will be refunded to the payee (student or employer) for week 6 requests.
6. Under Section 4.31 UCD Academic Regulations 2019, a 'W' is awarded for a module where a student withdraws before the end of week 6 or week 12 of a trimester or before the last day of teaching in the trimester, whichever comes sooner.
7. For students who withdraw from a module during the period beginning week 7 and ending week 12 of the trimester, there are financial implications in that this student is not eligible for a module fee refund.

⁵ Formally withdraw refers to the receipt by IOB Registry of the completed Module Withdrawal Form.

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