



Waterford Institute of Technology
INSTITIÚID TEICNEOLAÍOCHTA PHORT LAIRGE



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WIT
Academic Regulations
2011/12

Student Registration Deregistration Deferral

This is an extract from the WIT Quality Manual available at www.wit.ie/policies



www.wit.ie/policies



3. Student Registration

3.1 General Guidelines

- 3.1.1 Students are registered on a programme of study by the Registrar.
- 3.1.2 It is the responsibility of the student to ensure his/her registration is up-to-date and complete.
- 3.1.3 Only registered students may attend class and enter the assessment and examination processes. Unregistered students will not be admitted to examination centres. Unregistered students will not be permitted access to computer accounts, library accounts, online or other academic support.
- 3.1.4 Following acceptance of an offer from WIT, students are required to register online and attend the Institute for an induction event prior to commencing classes. Continuing students are not required to attend for registration but must complete the registration process online. A fee applies for those who do not register by the required date.
- 3.1.5 The following are the minimum period of registration for ab-initio 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)

Table 1: minimum period of study for full-time programmes

- 3.1.6 Normally the minimum period of registration for part-time programmes is twice that of the full-time equivalent.
- 3.1.7 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. In the case of Nursing programmes, the maximum period within which the programme may be completed is six years. In exceptional circumstances only, the Registrar in consultation with the Head of Department may allow a derogation from this requirement. The Institute has no obligation to provide alternative programmes of study to students who exceed the maximum number of examination attempts or the allowable duration of programme registration.
- 3.1.8 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 an Undergraduate Programme of Study: Deregistration

- 3.2.1 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:
- Complete the deregistration form DR1 which is available from Reception;
 - 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 the Office of the Registrar, Waterford Institute Of Technology, Waterford;

- Completed forms will be stamped at the Registry reception desk;
- Overseas students who have been granted a study permit for a programme of study at WIT via the International Office are required by the Irish national immigration authorities upon de-registration to either return to their home country and provide evidence of a flight ticket, and a stamp on their visa/passport showing that they have re-entered their home country. Alternatively students must register and pay fees at another visa approved third level college in Ireland, and provide evidence of same to WIT, the Immigration Authorities in Waterford and the Immigration Authorities in the city/location to which they are transferring.

- 3.2.2 For fee purposes the date of receipt by the Office of the Registrar of the written notification will be taken as the date of withdrawal. Applicants who de-register prior to 31st October receive a refund of fees paid less a charge of 25% of the full fee payable, with no refund thereafter.

3.3 Withdrawal from an Undergraduate Programme: Deferral

- 3.3.1 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:
- 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. Deferral of a 1st year place is ordinarily only valid for one year, after which time a new application must be made through the CAO.
 - 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. Consecutive deferral of a continuing or add-on year may only occur for three years subject to meeting the requirements of the Deferral policy. This ruling may not apply to deferral applicants in the Nursing Department as there is a maximum time in which all Nursing Programmes must be completed, as indicated in Nursing course documents.
 - 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 (e.g. 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.
 - 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 the Office of the Registrar.
- 3.3.2 Normally, deferrals are not available to taught Postgraduate students. Please see Withdrawal from a Taught Postgraduate section below.

3.3.3 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).

3.3.4 In the case of international students who are in WIT on a study visa, via the International office, 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.

3.3.5 The granting of a deferral is an academic issue subject to academic regulations. These matters are the responsibility of the Registrar.

3.4 Deferral Fee Review for Compassionate/Compelling Circumstances

3.4.1 Ordinarily a student who withdraws from a programme is liable for fees. However, in some instances a student defers a place due to unforeseen circumstances. These 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.

3.4.2 When a deferral is granted students will be liable for full or partial fees when they return to their programme. An application for a fee review is made independent of the deferral application. In the cases of 3.3.1 i, ii and iv above the student receives written confirmation by the Registrar of the deferral. However, in the case of 3.3.1 iv the letter also informs the student of the process of making an application for a fee review under compassionate and compelling circumstances.

3.4.3 Applications made under compassionate and compelling circumstances are reviewed by the Deferral Review Committee consisting of nominees from the Office of the Registrar 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) 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 by a certified translator.

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

3.4.4 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.

3.4.5 Procedures 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 the Office of the Registrar.
- ii. The student is notified of the outcome in writing by the Office of the Registrar (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 Office of the Registrar.
- iv. Notification of deferrals is sent to relevant Heads of Department and the International Office and immigration authorities where relevant.
- 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 Office of the Registrar.
- 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 the Office of the Registrar. The audit section of Form FR1 must be completed.
- xi. The student is notified of the decision in writing by the Office of the Registrar and the student record is amended.

3.5 Withdrawal from a Taught Postgraduate Programme: Deregistration

3.5.1 Deregistration is the only mechanism for withdrawing from a taught postgraduate programme. It is not possible to defer a place on a programme.

3.5.2 Deregistering means that a student officially notifies the Institute that s/he is leaving the programme. If you have deregistered from a programme you are no longer a student of the Institute and you will have to reapply through the formal Postgraduate Applications system to enter any subsequent programme. Students wishing to deregister must complete the exit procedure. This involves the following steps:

- i. Candidates must complete the deregistration form DR2 which is available from Reception.
- 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 the Office of the Registrar, Waterford Institute of Technology, Waterford. Completed forms must be lodged with the Institute within 5 working days of the student leaving the programme.
- iii. Completed forms will be stamped at the Reception desk.
- iv. In the case of International students who are in WIT on a study visa, via the International Office, if a student has deregistered from their programme the student must satisfy the requirements of the Immigration Authorities in Ireland as outlined by the Waterford Immigration Office.

3.5.3 For refund purposes the date of receipt by the Registry of the written notification of deregistration will be taken as the date of withdrawal. In the case of Irish and EU students, from January 2011 the fee is refunded as follows:

- i. A 75% refund of the Semester 1 fee installment can be made up to 4 weeks after the official postgraduate registration date. The 75% refund will only be considered on evidenced based compassionate and compelling circumstances. No refund thereafter.
- ii. Fee reviews are only made in relation to evidenced based compassionate and compelling circumstances as above.

ASSESSING FEES RELATING TO COMPASSIONATE AND COMPELLING CIRCUMSTANCES

3.5.4 These 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.

3.5.5 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. 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 by a certified translator.

3.5.6 Decisions can only be made when all documentation has been reviewed and when if necessary consultation with the funding body has taken place.

PROCEDURES FOR FEE REVIEW IN COMPASSIONATE AND COMPELLING CIRCUMSTANCES

3.5.7 If a student has to deregister because he/she encounters compassionate and compelling circumstances after the initial refund period (within the first four weeks of post graduation registration) it is still possible to apply to be considered for a carryover of a portion of the fee credit until the year of return. To be considered for this is an exceptional measure and the student must submit substantial evidence as outlined in 3.5.5 above.

3.5.8 In establishing the circumstances for each case, the relevant Head of Department will be consulted to ascertain if the taught postgraduate programme on which the student was registered is likely to be offered in the immediate future. If compassionate and compelling circumstances have been applied the student must still reapply formally to re-enter the programme. Re-entry under compassionate and compelling circumstances involves submitting a formal application through the Registrar's office. The carryover of credit for fees paid will expire after a period of 3 years.

3.5.9 The only instance where a refund applies relates to cases outlined in 3.5.3(i), above.

3.5.10 At the Deferral and Deregistration Review Committee meetings applications and supporting evidence is reviewed and recommendation are made. It may be necessary for a student to be interviewed by representatives of this committee.

3.5.11 The student is notified of the outcome in writing by the Office of the Registrar (registration section) and advised that, should credit for fees already paid by the student be carried over the student on return to the Institute will be liable for any fee increase in the interim. The student is advised to inform the grant authority if they are in receipt of a maintenance grant.

3.5.12 Notification of the outcome is sent to the relevant heads of departments. The International Office is also notified where appropriate.

3.5.13 The student record is amended by Academic Affairs to reflect the outcome relating to the amount of credit being carried-over.