
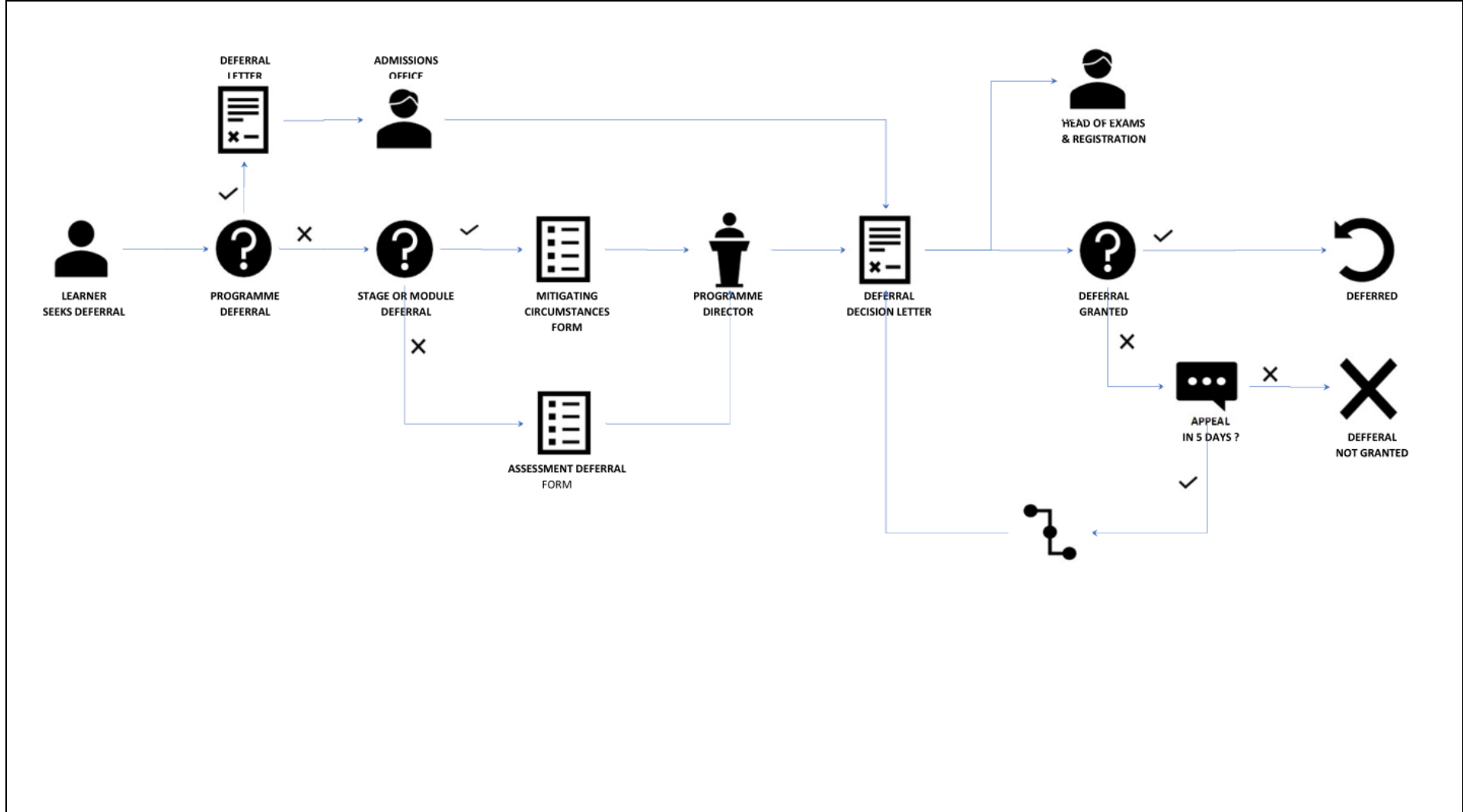


#	POLICY TITLE:	POLICY AREA:	VERSION:	DATE ADOPTED :
	3.12 DEFERRALS	3) PROGRAMMES OF EDUCATION AND TRAINING	3.0	September 2020



Introduction and Context

Types of Deferral

At SNMCI learners may apply for two types of deferral:

a) Programme Deferral

The postponement of a programme of study (prior to registration) until the next available commencement

or

The postponement of a stage of a programme (prior to or subsequent to registration) until the next available commencement

b) Module Deferral

The postponement of a module(s) (attendance and assessment) until the next available commencement

or

The postponement of a module(s) (assessment only) until the next available sitting.

The purpose of this document is to state SNMCI's policy with regard to deferrals and to outline the procedure governing the application for and consideration of programme and module deferrals.

Policy Statement

- This document refers to the application for and consideration of programme and module deferrals on academic undergraduate and postgraduate programmes
- **Programme Deferrals** are at the discretion of the Admissions Office, having due regard to the QA policies and guidelines relating to mitigating circumstances
- The Admissions Officer is the point of contact for applicants requesting programme deferral (prior to registration)
- Where a deferral is granted the Admissions Officer will communicate all details of the deferral terms and conditions to the applicant
- Programme deferrals are granted for a maximum of ONE year
- SNMCI reserves the right to discontinue a programme without prior notice to an individual who has deferred from that programme
- SNMCI reserves the right to amend the programme content without prior notice to an individual who has deferred from that programme (within the terms and conditions of programme validation, liaising with the validating body e.g. QQI)
- The applicant is liable for the fee applicable on the date of their entry onto the programme
- The Admissions Officer will keep a record of all applicants who have deferred

Stage Deferral is at the discretion of the Programme Director.

- Learners applying for stage deferral should be of good academic standing and have completed the previous stage
- Applications for Stage Deferral must normally be made within two weeks of the beginning of the semester.
- Applications should be made on Stage Deferral /Mitigating Circumstance Form FQA 3.12A.
- Stage deferrals are granted for a maximum of ONE academic year
- SNMCI reserves the right to discontinue a programme without prior notice to an individual who has deferred from that programme
- SNMCI reserves the right to amend the programme content without prior notice to an individual who has deferred from that programme (within the terms and conditions of programme validation, liaising with the validating body e.g. QQI)
- The learner is liable for the fee applicable on the date of their re-joining the programme
- The Programme Director will keep a record of all applicants who have deferred a stage and will communicate all deferral decisions to the relevant College systems e.g. Examinations/Registrations/Accounts/Programme Manager/DQAA/Learner Support

Module Deferral is at the discretion of the Programme Director

- Module deferrals are granted for a maximum of ONE academic year
- Applications for this type of deferral must be made within two weeks of the beginning of the semester on Module Deferral /Mitigating Circumstance Form FQA 3.12 B
- SNMCI reserves the right to amend the module content without prior notice to an individual who has deferred a module from that programme (within the terms and conditions of programme validation, liaising with the validating body e.g. QQI)

In the case of deferral of **assessment only** the Programme Director can grant a deferral until the next available sitting on the following grounds:

- **Illness:** Applications on grounds of illness must be supported by appropriate medical documentation covering the submission date
 - o /examination period for which the learner has applied for a deferral. Medical certificates for the period in question must be
 - o submitted to the Programme Manager The time period may be extended only in exceptional circumstances where the provision of
 - o the note within 5 days is practically impossible.
- **Bereavement:** Applications on the grounds of bereavement may be granted at the discretion of the Programme Director.

- **Mitigating Circumstances:** Applications on the grounds of mitigating circumstances include the following:
 - o Where a learner’s ability to perform to his / her academic potential is, in the view of the Programme Director, severely diminished due to circumstances outside of their control - normally as evidenced by appropriate documentary evidence - they may be granted a deferral until the next sitting¹
 - o Where a learner’s ability to perform to his / her academic potential has been diminished due to jury duty, which constitutes absence from at least three weeks of the semester - normally as evidenced by written support from the court authorities – they may be granted a deferral until the next sitting

The Programme Director may also grant a deferral where the learner’s ability to perform to his / her academic potential is, in the view of the Programme Director, severely diminished due to reasonable and documented mitigating circumstances²

Application should be made on Assessment Deferral/Mitigating Circumstances Form FQA3.12 C.

Deferral of assessment is granted until the next available sitting.

Staff Involved: Admissions Officer; Programme Director/s; Programme Managers; Head of Examinations and Registration; Accounts Officer; Learner Support

Procedure Outline	Person/s Responsible	Records generated to ensure evidence of follow through
<p>Applying for Deferrals</p> <p>Programme:</p> <ul style="list-style-type: none"> - An applicant who wishes to apply for a deferral of a programme of study (prior to registration) should submit his / her application, normally in the form of a letter, to the Admissions Office. - Admissions Office uses discretion in granting a deferral and issues a letter stating whether or not the applicant has been granted the deferral and the associated conditions (outlined in above policy) <p>Stage:</p> <ul style="list-style-type: none"> - A learner who wishes to apply for a deferral of a stage of a programme should submit his / 	<p>Applicant</p> <p>Admissions Officer</p> <p>Learner</p>	<p>Correspondence</p> <p>Correspondence Records</p>

¹ The specific details of the learner’s reason for requesting the deferral should be recorded confidentially by the Programme Director

² The specific details of the learner’s reason for requesting the deferral should be recorded confidentially by the Programme Director

<p>her application, normally in the form of a Deferral Stage/Mitigating Circumstances Form (FQA3.12A) along with any supporting documentation to the Programme Director.</p> <ul style="list-style-type: none"> - Programme Director uses discretion in granting a deferral and issues a letter stating whether or not the learner has been granted the deferral and the associated conditions (outlined in above policy) - If granted, the Programme Director will send the Mitigating Circumstances Form to the Head of Examinations and Registrations and will also inform any other staff as appropriate e.g Programme Manager/DQAA/Learner Support - The Head of Registrations and Examinations will deregister the learner for the upcoming academic year and will inform the Accounts Officer. - If the deferral is not granted, the Programme Director will a) outline the reasons for the unsuccessful application on the Mitigating Circumstances Form and send it to the Head of Registrations and Examinations and b) contact the learner informing him/her of the decision and the reasons for that decision. 	<p>PD</p> <p>PD</p> <p>Head of Examinations and Registration</p> <p>PD</p> <p>Learner</p>	<p>Correspondence Form FQA3.12A Supporting documentation</p> <p>Signed FQA3.12A Correspondence</p> <p>Correspondence</p> <p>Amended status on College Administration system</p>
<p>Module:</p> <ul style="list-style-type: none"> - A learner who wishes to apply for a deferral of a module should submit his / her application, using Defer Module/Mitigating Circumstances Form (FQA 3.12B) along with any supporting documentation to the Programme Director. - Programme Director uses discretion in granting a deferral and issues a letter stating whether or not the learner has been granted the deferral and the associated conditions (see above) - If granted, the Programme Director will send the FQA3.12B Form to the Head of Examinations and Registrations and will also inform any other staff as appropriate e.g Programme Manager/DQAA/Learner Support - The Head of Registrations and Examinations will deregister the learner for that module for the upcoming academic year. - If the deferral is not granted, the Programme Director will a) outline the reasons for the unsuccessful application on the Mitigating Circumstances Form and send it to the Head of Registrations and Examinations and b) contact the learner informing him/her of the 	<p>PD</p> <p>PD</p> <p>Head of Examinations and Registration</p> <p>PD</p> <p>Learner</p>	<p>FQA3.12 B Correspondence with learner and Head of Examinations and Registrations</p> <p>FQA3.12 B Supporting Documentation</p>

<p>decision and the reasons for that decision.</p> <p>Module Assessment: Application is made to the relevant Programme Director using the Assessment Deferral/Mitigating Circumstances Form (FQA3.12C).</p> <p>A learner who wishes to defer module assessment to the next available sitting may only do so with documented evidence supporting</p> <ul style="list-style-type: none"> - Illness - Bereavement - Extreme mitigating circumstances (as outlined in policy above). <p>If granted the Programme Director will inform the Head of Examinations and Registration that assessment is deferred and that assessment at the next available time will be recorded as a first attempt. Assessment must be submitted (sat/exams) at the next available sitting. The Programme Director will also inform any other staff as appropriate e.g Programme Manager/DQAA/Learner Support If the deferral is not granted, the Programme Director will:</p> <ol style="list-style-type: none"> a) outline the reasons for the unsuccessful application on the Mitigating Circumstances Form QAB5C and send it to the Head of Registrations and Examinations and b) contact the learner informing him/her of the decision and the reasons for that decision. <p>An applicant or learner wishing to appeal the outcome of a deferral application may do so by invoking the College Appeal Procedure (QA7.11)</p>	<p>PD</p> <p>PD</p>	<p>Correspondence</p> <p>Completed FQ3.12B and correspondence</p> <p>Amended status on College Admin system</p> <p>FQA3.12C Correspondence</p> <p>FQA3.12C plus supporting documentary evidence e.g medical cert</p> <p>Correspondence</p> <p>Correspondence</p> <p>Correspondence</p>
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Policy Control Sheet

Policy	QA 3.12 Deferrals (Entry/Stage/Module/Assessment)
Version	3.0
Adopted/Effective	September 2020
Supersedes	1.0
Monitoring/ Next Review Date	Every 2 Years /September 2022
Responsible Officer(s) Designated Reviewer(s)	Admissions; Head of Examinations and Registrations; PD; DQAA
Scope	College wide

References

SNMCI Policy area	3) Programmes of Education and Training: QA Vol 2
Developed with reference to	QQI (2016) <i>Core Statutory Quality Assurance Guidelines</i> QQI (2016) <i>Statutory Quality Assurance Guidelines developed for Independent/Private Providers coming to QQI on a Voluntary Basis</i> <i>Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG), May 2015</i>
Related SNMCI Policies / Forms	QA 3.4: Admissions FQA 3.12 A: Defer Stage Form; FQA 3.12 B: Defer Module Form; FQA 3.12 C: Defer Assessment Form;

Revision

Revision Number	Revision Description	Originator	Approved By
2.0 /Sep 2020	General review	Office of DQAA	AB