

# 2023 2024

## STUDENT HANDBOOK

*Academic Year 2023-2024*

## LÁMHLEABHAR NA MAC LÉINN

*Bliain Acadúil 2023-2024*



**MIC**  
MARY IMMACULATE COLLEGE  
COLÁISTE MHIURE GAN SMÁL

[www.mic.ie](http://www.mic.ie)



# STUDENT HANDBOOK

*Academic Year 2023-2024*

## LÁMHLEABHAR NA MAC LÉINN

*Bliain Acadúil 2023-2024*

### Student Academic Administration

#### **MIC Limerick:**

Location: Main Foundation Building, Room 112, E: [saa@mic.ul.ie](mailto:saa@mic.ul.ie) (General Enquiries)

#### **MIC Thurles:**

Contact: Senior Academic Administrator, Paula Hourigan, Room 122,  
E: [paula.hourigan@mic.ul.ie](mailto:paula.hourigan@mic.ul.ie) (General Enquiries)

#### **MIC Student Records portal web page:**

[register.mic.ul.ie](http://register.mic.ul.ie) (All students)

#### **Student Information and Services website**

[Student Information](#) | [Mary Immaculate College](#)



Dear Student,

Welcome to Mary Immaculate College. I would like to extend a warm welcome to you and wish you well for the new academic year. This Handbook has been written specially to help you deal with all aspects of your academic progression through College. Please read it carefully as you have signed an agreement at enrolment to be bound by the Academic Regulations, the Code of Conduct and Procedures described herein.

I hope that you will have a happy and successful experience of student life in Mary Immaculate College during the academic year. Please do not hesitate to contact staff in Student Academic Administration ([saa@mic.ul.ie](mailto:saa@mic.ul.ie)) if you need information, help or assistance. For students on the Thurles campus, please contact the Senior Academic Administrator, [Paula.Hourigan@mic.ul.ie](mailto:Paula.Hourigan@mic.ul.ie)

Yours sincerely,

***Niamh Hourigan***

**Professor Niamh Hourigan  
Vice-President of Academic Affairs**

A Neach Léinn,

Fáilte romhat go Coláiste Mhuire gan Smál. Ba mhaith liom na múrtha fáilte a chur romhat agus dea-mhéin don mbliain acadúil seo chugainn. Scríobhadh an Lámhleabhar seo chun cabhrú leat dul i ngleic le gach gné de d'chonair acadúil sa Choláiste. Léigh go cúramach é le d' thoil mar shínigh tú conradh nuair a chláraigh tú a fhágann go bhfuil dualgas ort cloí leis na Rialacháin Acadúla, an Cód Iompair agus na Nósanna Imeachta a phléitear sa cháipéis seo.

Tá súil agam go mbainfidh tú taitneamh agus tairbhe as saol na mac léinn i gColáiste Mhuire gan Smál le linn na bliana acadúla seo. Ná bíodh leisce ort teagmháil a dhéanamh le foireann SAA (Riarachán Acadúil na Mac Léinn- [saa@mic.ul.ie](mailto:saa@mic.ul.ie)) má tá cabhair, eolas breise nó cúnamh uait. I gcás mac léinn ar champas Dhurlais, is féidir teagmháil a dhéanamh leis an Riarthóir Sinsearach Acadúil, [Paul.Hourigan@mic.ul.ie](mailto:Paul.Hourigan@mic.ul.ie)

I meas,

***Niamh Hourigan***

**An tOllamh Niamh Ní Anragáin  
Leas-Uachtarán um Ghnóthaí Acadúla**

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## SECTION 1 - INTRODUCTION

### RANNÓG 1 - RÉAMHRÁ

## SECTION 1 - INTRODUCTION

### RANNÓG 1 - RÉAMHRÁ

#### 1.1 GENERAL

- 1.1.1 The purpose of this Handbook is to help you in dealing with all aspects of the academic requirements that affect you as a student of the College. The Handbook provides you with important information regarding how to register for your programme, the assessment and grading system, and student progression. It also deals with a range of other academic matters which may be important to you during your time as a student in the College. The policies and procedures set out in the Student Handbook align with MIC's responsibility to provide a quality student experience as set out in Quality and Qualifications Ireland (QQI) [Core Statutory Quality Assurance Guidelines](#) and as articulated in the [MIC Quality Manual](#).
- 1.1.2 The assessment system that operates in the College and the standards of academic performance required of you as a student in the College are governed by the **Academic Regulations** of Mary Immaculate College. When you first enrolled in the College, you signed an agreement to be bound by these regulations, so it is important that you familiarise yourself with them. The College's Handbook of Academic Regulations and Procedures can be accessed at <https://www.mic.ul.ie/current-students/academic-regulations>
- 1.1.3 Important dates and deadlines for each semester in the current academic year are set out at the end of this Handbook. You can use this as a checklist to ensure that you comply with what is required of you. The **Academic Calendar** for the current academic year is available on <https://www.mic.ul.ie/current-students/student-academic-administration/academic-calendar-timetables?index=0>.
- 1.1.4 Please note that items specified in this Handbook can change from time to time. Annual updates to this Handbook are posted on the College website in September and you should refer to this for the latest version. [Student Information | Mary Immaculate College](#).
- 1.1.5 **All first year students receive student email, (network) login and password information in the enrolment letter. This e-mail account MUST be used by all students as your main form of communication with the College and will be used by lecturers, professional services staff and other officers to provide you with important information (such as assessment details, timetable changes and results) on a regular basis. It is important that you check your student email REGULARLY and also throughout the summer period. You may also be notified of important information directly to your mobile phone via the College texting service. Emails received from personal accounts will only be actioned in the event that a student does not have an active MIC student email account.**
- 1.1.6 The College's **CODE OF CONDUCT** sets out the standards of behaviour required of all students of the College and the mechanisms that are in place for dealing with breaches of the Code. Copies of the Code of Conduct can be found in [Appendix A](#) of this Handbook. You also agreed at the time of enrolment to be bound by the Code of Conduct.
- 1.1.7 Your attention is particularly drawn to Section 1.6 (20) of the **Code of Conduct** wherein it is pointed out that it is an offence to "engage in disruptive behaviour during a lecture, tutorial, or practical class". Such behaviour is disrespectful to other students and to lecturers and it interferes with the right of other students to learn in a conducive environment. **Any student who is incivil or talkative during lectures may be required by the lecturer to produce his/her student identity card and may also be directed to leave the lecture.** Please note that failure to produce the student identity card when directed to do so is an offence. Persistent offenders will be brought before the Discipline Committee.
- 1.1.8 The College is committed to ensuring that all students are treated with respect and dignity and maintains a strong stance against bullying of any kind. The College's procedures for dealing with complaints by students can be found in Appendix D of this handbook.

- 1.1.9 Every MIC student must give full consideration to the ethical implications of any research they may wish to conduct, including, for example, Final Year Projects (FYPs). In particular, all student research activities involving the use of human beings as participants in research must be reviewed and approved by the appropriate ethics committee at departmental level under the overall direction of the Mary Immaculate Research Ethics Committee (MIREC). In the first instance, each student must speak to her/his assigned supervisor for guidance on best practice in research ethics. Research postgraduates must apply directly to MIREC for research ethics clearance.
- 1.1.10 Mary Immaculate College is subject to the Freedom of Information Act (1998) and Data Protection Act (1988). This means that certain personal information relating to students (contact details, assessment details etc.) is stored by the College for administrative purposes. This information is protected in secure databases and is retained for the purposes for which it was gathered only. Any person whose data is held by the College has a right to access that data, or have it amended, subject to the provisions of the Freedom of Information Act (1998) and Data Protection Act (1988).
- 1.1.11. It is a serious disciplinary offence to electronically record a lecture or any other class, or any part thereof, without the expressed consent of the lecturer.
- 1.1.12 **You are reminded that on programmes where Garda vetting is required, the offer of a place on the programme is conditional on satisfying vetting requirements. In the event that a student fails to satisfy these requirements, the student automatically forfeits his/her place - even where Registration has already taken place.**

**Please note, if you enrolled using the Irish or the English version of your name, you must use this version on all documentation you complete within the College e.g. registration/grant forms, examination scripts, etc.**

## 1.2 PAYMENT OF STUDENT FEES

Fee payment regulations are available from the Fees Office. A full list of Student Fee Regulations, Charges and Payment Dates can be found at the following link: <http://www.mic.ul.ie/study-at-mic/fees-charges-grants>

All fees due to the College must be paid by the prescribed payment dates. It is the responsibility of the student to familiarise themselves with the College regulations and payment dates in relation to Student Fees.

Students who find themselves in financial difficulties in relation to fee payments should immediately contact MISU, the MIC Access Office or MIC Fees Office who will advise them of the supports which may be available to them.

## 1.3 OUTSTANDING FEES

Enrolment into the new academic year is dependent on students being in good financial standing with the College.

Student ID Cards may be deactivated in the case of overdue fees.

Postgraduate Students in receipt of supervision may have access to that supervision suspended.

## 1.4 ATTENDANCE

Attendance at lectures and tutorials is mandatory. Research indicates that there is a relationship between attendance and academic performance. Lecturers reserve the right to administer attendance checks at all/some lectures and tutorials. Lecturers reserve the right to refuse admittance to lecturers/tutorials and/or mark a student absent if they do not attend their designated lecture/tutorial. Faculty may deduct up to 10% of the grade achieved by a student for non-attendance. Please be aware that individual Departments and Faculties may have different requirements around attendance. Staff must ensure that all relevant information in regard to attendance requirements is documented in programme handbooks, course and modules outlines. It is the responsibility of MIC students to ensure that they are familiar with such requirements at the start of each semester.

Students are responsible for notifying the College if they expect to be absent. The following is a non-exhaustive list of exceptional circumstances which the College may accept for absences on one or more of the following:

- Death or serious illness of a close relative or friend (contact the College Chaplain/lecturer);
- Significant adverse personal/family circumstances (contact MIC Medical Centre, Counsellors, relevant academic staff, Student Academic Administration and relevant faculty offices);
- Leave from the College to undertake volunteering work, research or attend a conference (contact academic staff and relevant faculty offices);
- Jury duty (contact relevant faculty offices);
- Sporting commitments typically at official league and championship level (contact relevant faculty offices);
- Any activity in which the student is representing the College at senior or national level (contact the relevant faculty offices).

Medical Certificates must be submitted to the appropriate Faculty Office as soon as possible but not later than five days from the first date of absence. For Thurles students, please contact [paula.hourigan@mic.ul.ie](mailto:paula.hourigan@mic.ul.ie). If illness is ongoing causing extended absence, certification must be submitted at commencement of illness and regularly thereafter and students must notify SAA, relevant Faculty Offices and lecturers.

Please be advised that the MIC Medical Centre will not issue retrospective medical certificates. The MIC Medical Centre deals with students who are feeling unwell on a particular day. If a student becomes unwell and goes home to recover for a few days, the student must seek certification from home GP while ill. Students with an ongoing serious medically certified condition are advised to register with the College's Access Officer. Please note that all medical certification must be provided by a GP or appropriate Consultant. Medical documentation submitted to the Access Officer is held in confidence and is not available to other offices without the permission of the student. Learning Education Needs Summaries (LENS) reports are drawn from Consultant Reports and relevant academic staff are provided with a copy of same in order to provide reasonable accommodations for students for the duration of their studies.

## 1.5 STUDENT ACADEMIC ADMINISTRATION

The Student Academic Administration Office is located in Room 112, which is located in the Main Foundation Building. See our website <https://www.mic.ul.ie/current-students/student-academic-administration>. Thurles students are requested to contact [paula.hourigan@mic.ul.ie](mailto:paula.hourigan@mic.ul.ie), Room P122.

The office of Student Academic Administration assists students to access important information as they progress through their programme and assists staff and students through important processes throughout the academic year.

The office directly supports the work undertaken by the Vice-President Academic Affairs, Prof. Niamh Hourigan, and the Assistant Registrar, Dr Patrick Connolly. This office is responsible for maintaining all student records on our Academic Information System.

Student Academic Administration will assist or direct you in all matters relating to:

- Admissions and transfers;
- Module Selection;
- Timetables;
- Examination Schedules;
- Grades and Transcripts;
- Graduation.

Student Academic Administration Office also deals with:

- **Student I.D. card renewal/ replacement**
  - Each full-time student at the College is required to carry a current valid student identity card while on campus. The ID card is issued initially at enrolment and it automatically updates during the period of a student's enrolment in the College.
  - There is a charge of €10 for replacement cards. Replacement cards can be ordered online via the following link: <https://www.mic.ul.ie/charges>. Student Academic Administration will issue replacement cards during normal opening hours. In certain circumstances, cards may also be posted to your home address. Thurles students should contact reception.
- **Stamping of Social Welfare/Pension forms/other forms**
  - A student must present their student ID card when requesting a form to be completed and must also be fully registered. Make sure that all relevant sections of the form are completed by you before submitting the form to Student Academic Administration. Completed forms will be stamped to verify that you are a full-time registered student. Where requested the form can be mailed to the relevant authority on your behalf. Thurles students are requested to contact paula.hourigan@mic.ul.ie. Forms can be emailed to saa@mic.ul.ie from a student's College email address.
- **Issuing Official letters confirming your status as a student.**
  - Requests should be emailed to [saa@mic.ul.ie](mailto:saa@mic.ul.ie) from your student email account.

## 1.6 GARDA VETTING

To comply with the requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, all students of Mary Immaculate College, whose course requires placement in environments where they will undertake relevant work or activities with children or vulnerable persons, will need to apply for Garda Vetting. A place on your course is predicated on successful completion the MIC Garda Vetting process.

All relevant Garda Vetting forms are available on the [MIC Garda Vetting](#) web page and you will also receive an embedded link in your enrolment letter from the Admissions Office.

The Placement Office will advise of the correct procedure, for Bachelor of Arts students who opt to undertake their placement in a relevant setting.

NVB1 forms should be carefully completed and returned to the Garda Vetting Office, MIC along with supporting documentation. You may either post your application or drop it in at main reception where you will find a designated drop-box.

The National Vetting Bureau will then send you a link via email, to allow you to complete part 2 of the application. When your application is completed, your Letter of Disclosure will be sent to you at your full-time permanent address.

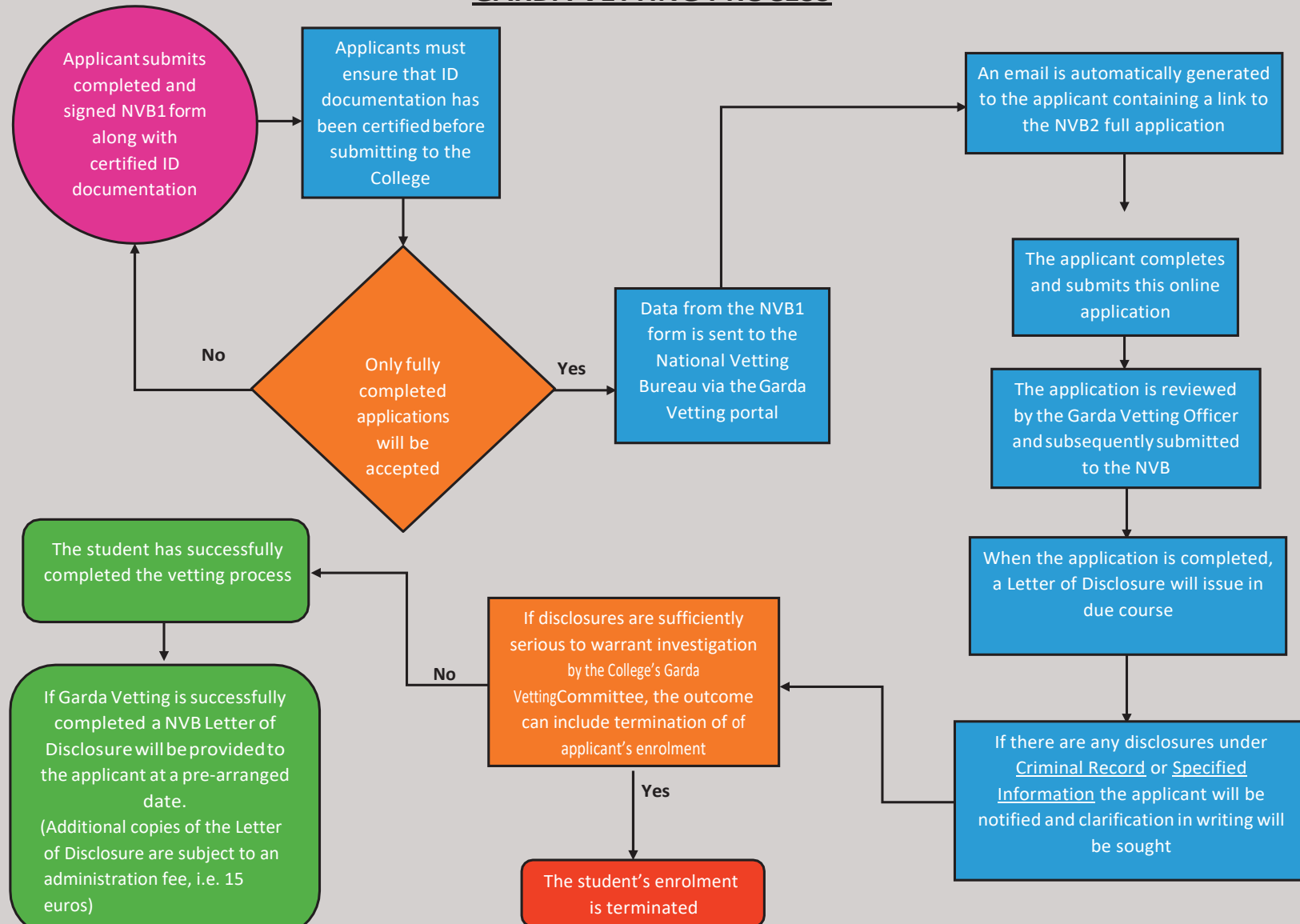
You should retain your letter safely for the duration of your course, to avoid copy letter fees.

A Garda Vetting levy of €50 is included in your student fees.  
Bachelor of Arts students are required to pay this levy separately, where appropriate.

If you have questions relating to Garda Vetting please contact the Garda Vetting Officer at [GardaVetting@mic.ul.ie](mailto:GardaVetting@mic.ul.ie)

If you do not know who to ask or where to go about something you need from the College, call in to Student Academic Administration and the staff will be happy to assist you insofar as possible, or to direct you to the most appropriate source of information or help. Thurles students are requested to contact [paula.hourigan@mic.ul.ie](mailto:paula.hourigan@mic.ul.ie)

## GARDA VETTING PROCESS



## 1.7 ACCESS AND DISABILITY SUPPORTS

The [Access/Disability Services](#) advocate for and support students with disabilities and students from socio-economically disadvantaged backgrounds to assist them in optimising their academic potential. The Access Office oversees the disbursement of financial aid to eligible students.

The wide range of services and supports available include the following:

- Daily drop-in support providing information, advice and advocacy assistance;
- Co-ordinating and delivering supports for students with disabilities registered with the service. Students with disabilities can meet with the Access/Disability Officer to have their particular needs assessed for supports;
- Making the necessary reasonable examination accommodations for students who require special examination accommodations. Specific examination arrangements could be time allowances, rest periods, smaller examination centres and technology aids, for example;
- Co-ordinating specific post-entry supports for students who are admitted via the Higher Education Access Route (HEAR) and Disability Access Route to Education (DARE);
- Administering the Student Assistance Fund (supplemented by College's own retention funds) to provide financial support to full time registered students struggling with the costs of attending college. In conjunction with the Student Union, the Office administers financial aid to students who are experiencing short term financial problems. These funds are donated by the Students' Union. For further information on these services, please contact: AccessOffice@mic.ul.ie or paula.hourigan@mic.ul.ie at Thurles

## 1.8 GRANT AND SCHOLARSHIP HOLDERS AT MARY IMMACULATE COLLEGE

If you are in receipt of, or expect to be in receipt of, a Higher Education Grant from the Student Universal Support Ireland (SUSI) or a scholarship from another source, please contact the [Fees Office](#), located on the ground floor of the Foundation Building.

If you are experiencing financial difficulty while waiting for a Grant/ Scholarship, have a chat with your bank, or seek advice from the Student Counsellor.

REMEMBER to keep the original of the letter from the Paying Body confirming the award of the Grant/Scholarship so that you can use it as evidence for the bank or other source of interim financial assistance.

## 1.9 ACADEMIC LEARNING CENTRE (ALC)

The [Academic Learning Centre \(ALC\)](#) provides academic support to students taking a degree at Mary Immaculate College Limerick and at the MIC Thurles. The Centre aims to improve the quality of learning by supporting students in the transition to and progression through third-level study. The original brief of the ALC was to promote access routes for mature students and it retains a strong advocacy function in relation to mature students in Mary Immaculate College.

The Centre offers the following services:

- One-to-one academic support and tutoring: students are welcome to call to the ALC for one-to-one advice on aspects of learning at third level. The team is available to advise on essay writing (independent and confidential advice is given on how to improve the structure and writing style of essays and essay planning), study skills, time management and examination techniques.
- The Centre offers subject specific support in areas of critical need, namely Gaeilge, Mathematics and ICT across both campuses.
- Pre-examination planning: the ALC offers help in planning individual study programmes, especially in the lead up to examinations. This helps students make the most of their time and assists in future study planning.
- Provision of website material on: Lecture Note-Taking, Essay Writing, Study Skills, Time Management, Examination Techniques.
- The Study Skills Handbook - Facing New Challenges. This comprehensive handbook is available by way of free download from the College website. It includes chapters on study skills, academic reading, time-management, structuring essays, referencing academic essays (Harvard and Footnoting systems) and preparing for examinations.

## 1.10 STUDENT ACCOMMODATION

The College owns and operates both on-campus and off-campus residential accommodation for 175 students, 68 on-campus and 107 off-campus.

Residents are bound by the College's Code of Student Conduct [Appendix A].

On-campus residential accommodation is available at Thurles for 36 students.

For further information regarding accommodation, please contact Courtbrack Accommodation email: [Courtbrack@mic.ul.ie](mailto:Courtbrack@mic.ul.ie), Tel: 061 302500

Other Accommodation self-catering apartment style accommodation is offered in the Student Villages near the College. City Campus, Edward St., Limerick caters for 660 students. For further information e-mail: [Sharon@mcp.ie](mailto:Sharon@mcp.ie) or telephone: 061 403400

Ashdown Student Village is part of the Property Management Ireland Group which offers accommodation to 380 students in the proximity of the College. For further information e-mail: [info@ashdownvillage.ie](mailto:info@ashdownvillage.ie) or telephone: 061 442200

Private rented accommodation is also available in Limerick and Thurles for students who wish to avail of it. A list of houses available for rent can be found via the MIC website.



FOR SUCCESS  
*attitude is equally*  
**AS IMPORTANT**  
*as ability*

don't be  
afraid  
to be  
Great

WORK  
↓ HARD  
dream  
Big

If opportunity  
**DOESN'T KNOCK**  
BUILD A DOOR

## SECTION 2 - COURSE ENROLMENT

### RANNÓG 2 - CLÁRÚ CÚRSA

## SECTION 2 - COURSE ENROLMENT

### RANNÓG 2 - CLÁRÚ CÚRSA

#### 2.1 COURSE ENROLMENT AND MODULE SELECTION

**The aim of this section is to guide you on how to successfully complete your enrolment and module selection task.**

Please remember students who fall under the below categories will **not** be able to complete Module Selection, please contact the Student Records team at [StudentRecords@mic.ul.ie](mailto:StudentRecords@mic.ul.ie)

- Link in
- Repeat Year/Semester
- Return from Leave of Absence
- Re-Admission
- Internal Transfer
- External transfer (direct entry to 2nd year +)
- Exempt from Off-Campus, completing in 3 years or splitting your final year
- International exchange or Erasmus students, will not be able to complete the online Module Selection tab, please contact the [Internationaloffice@mic.ul.ie](mailto:Internationaloffice@mic.ul.ie)
- 3rd & 4th year Research Students, please contact the [RGSO@MIC.UL.IE](mailto:RGSO@MIC.UL.IE)

**You are reminded that on programmes where Garda vetting is required, the offer of a place on the programme is conditional on satisfying vetting requirements. In the event that a student fails to satisfy these requirements, the student automatically forfeits his/her place - even where Registration has already taken place.**

**It is your responsibility to check periodically, that you are registered for the correct modules, we strongly suggest that you check your registration, at least in advance of end of term examinations.**

#### 2.2 FIRST TIME ENROLMENT ON YOUR PROGRAMME OF STUDY

1. You must complete the tasks outlined in your **enrolment letter**, normally during Orientation Week.
2. Students can complete their course enrolment in the **My Enrolment** section of the [MIC Student Records portal](#). Please note that once you have enrolled this tab will no longer be visible.
3. Log into – [MIC Student Records portal](#).
4. Select Undergraduate Enrolment
5. If you cannot select “**My Module Selection**” tab, it may be a case that you have not completed, in full, your online enrolment task or you have not made the minimum payment required.

**Note: On your progression to the Spring semester, please follow the instructions below, under the Progressing Students section.**

**A Student is only deemed a Registered Student of the College when Module Selection is complete.**

Failure to complete your Module Selection task will affect your access to Moodle, class lists, issuing/stamping of letters and confirmation of your attendance to SUSI.

## 2.3 PROGRESSING STUDENTS

1. Log into – [MIC Student Records portal](#)
2. Complete the Confirmation of Attendance task

**All Progressing Students must complete a Confirmation of Attendance task each Semester to confirm their attendance at the College, select their modules and pay prescribed fees.**

### **When do I need to complete these tasks by?**

This task needs to be completed by the end of week 1 in each semester

### **Where do I log in to do this?**

Log into the [MIC Student Records portal](#)

### **Why do I need to do this?**

We need the information you provide at registration time to:

- a) Ensure that you appear in class lists, assessment schedule, selection for tutorial groups and Moodle, examinations and grading, for the purposes of recording your attendance at lecturers, communication from lecturers and tutorials.
- b) To avail of college services which includes for example, Access & Disability, Student Counselling, the Medical Centre, Students Union, College Library, the Computer labs and Academic Learning Centre (ALC)
- c) Accurate HEA returns, e.g. Tuition fees/grants, SUSI, Bursaries, Scholarships: Fee Implications:
- d) Official Stamping by the College on letter requests and forms required by the Department of Social Protection
- e) Garda Vetting

## 2.4 WHAT IF I MAKE A MISTAKE WITH MY MODULE SELECTION?

Please note that it is your responsibility to ensure that you are correctly registered for your modules. We recommend that you check your module selection on the [MIC Student Records portal](#) at regular intervals throughout the academic year, ensuring the accuracy of your selection. This will allow the accurate grading of your modules.

If you are not registered for a particular module, you may be excluded from assessments in that module. If you drop a module, you must be de-registered for that module, otherwise you may get unnecessary "NG" or "F" grades that will affect your quality credit average (QCA) and these grades will appear on your transcript.

If you notice any errors in your registration, please contact your faculty office, who will in turn, alert the Student Records Team [StudentRecords@mic.ul.ie](mailto:StudentRecords@mic.ul.ie) of any amendments.

## **2.5 WHAT IF I HAVE BEEN APPROVED TO TAKE AN ADDITIONAL MODULE?**

If you have been approved to take an extra module that is not on your programme of study, you will not be able to register for this yourself. Please contact the Student Records Team [StudentRecords@mic.ul.ie](mailto:StudentRecords@mic.ul.ie) for assistance.

## **2.6 FIRST YEAR INCOMING STUDENT: LATE DEFERRAL**

Late deferrals for incoming first year Undergraduate students (Medical reasons) should be addressed with the Admissions Office by emailing, [Admissions@mic.ul.ie](mailto:Admissions@mic.ul.ie)

For Taught Postgraduate programmes, please contact the relevant faculty office

For Thurles students, contact Paula Hourigan E: [Paula.hourigan@mic.ul.ie](mailto:Paula.hourigan@mic.ul.ie)



## SECTION 3 – STUDENT STATUS COMMITTEE

### RANNÓG 3 – COISTESTÁDAS NA MAC LÉINN

## SECTION 3 - STUDENT STATUS COMMITTEE

### RANNÓG 3 - COISTE STÁDAS NA MAC LÉINN

#### 3.1 GENERAL

3.1.1 The Student Status Committee (SSC) deals with the following applications, but not limited to:

- **Application for Re-admission**
- **Application for Leave of Absence**
- **Application to Return from Leave of Absence**
- **Application for Internal Transfer**
- **Application for External Transfer**
- **Application for Exemptions from modules**
- **Application for exemption from Off-campus Placement (via MIC Placement Office Manager)**
- **Application to repeat a year/semester**

Other items noted at Student Status:

- **Taking up an additional module**
- **Exit Awards**
- **Exemption Credits for prior learning**
- **Application for Alternative to External Academic Placement**
- **Retention of Grades**
- **Occasional Link-ins (credit shortfall ref: Teaching Council)**
- **Splitting and completing in 3yrs**

**The Student Status Committee operates within the boundaries of the Regulations and cannot make a decision that contravenes the Regulations. It operates solely in an advisory role.** Personal Data, including sensitive personal data, collected as part of this application, will be processed for the purpose of coordinating, monitoring and evaluating this application only. Data collected will be retained in line with MIC's Records Retention Schedule. All personal data collected is stored in strict accordance with current Data Protection legislation. Your privacy is important to us.

3.1.2 The Student Status Committee in the College normally meets three times in the year in the weeks following the release of the Autumn, Spring and Summer examination results. All appeals/applications for their consideration must be received at least **ten** clear working days in advance of the meeting which is to consider them. All applications shall be considered at the first available sitting of the relevant Student Status Committee.

3.1.3 Application forms and details regarding the dates/times/venues for Student Status Committee meetings can be obtained from Student Academic Administration, application forms are also available from the [MIC Student Portal](#). Thurler students are requested to contact [paula.hourigan@mic.ul.ie](mailto:paula.hourigan@mic.ul.ie).

3.1.4 In certain circumstances, it may be necessary to obtain a decision on an application before the next available sitting of the relevant Student Status Committee. Where this occurs, Student Records Team ([StudentRecords@mic.ul.ie](mailto:StudentRecords@mic.ul.ie)) shall be responsible for obtaining a decision from the Chairperson. The Chairperson may decide to seek the views of other members of his/her Committee before making a decision.

3.1.5 In granting a transfer, re-admission or permission to repeat a year/ semester, the Student Status Committee may attach special conditions and/or require satisfactory completion of additional prescribed work.

## 3.2 TRANSFER

### 3.2.1 Internal Transfer

Subject to certain conditions, including the availability of places, transfer requests from undergraduate students who have enrolled on the first year of a programme of study may be considered for transfer to another programme after the close of the CAO season (usually mid-October) but before the end of the first semester. Application forms are available from the Admissions Office.

Students who have sat at least one set of exams may also apply to transfer to another programme within the College or within UL. In this case, they should usually lodge internal transfer applications with Student Records Team (StudentRecords@mic.ul.ie) before the end of the semester preceding that in which they hope to enter a new programme of study. Thurles students are requested to contact [paula.hourigan@mic.ul.ie](mailto:paula.hourigan@mic.ul.ie). A student can apply for an internal transfer provided the following criteria are met.

- The student has been a current student for one in the year that the application is being made.
- The receiving College or Department offers places under the Internal transfer mechanism
- The student has attained the CAO points for the course he/she wishes to transfer into.

If a student does not have the required CAO points, the student's CAO points must be within 20 points of the required CAO points and the student's QCA must be 2.60 or greater with no deficient grades. In addition to satisfying this points requirement, the first two conditions must also be met.

**This facility does not apply to the Bachelor of Education programmes where applicants must possess the required number of points in the year of entry.**

### 3.2.2 External Transfer

In exceptional circumstances, including the availability of places and compatibility between programmes, external transfer requests from undergraduate students enrolled in another institution who have successfully completed one or more years of their programme may be considered for transfer to Mary Immaculate College.

## 3.3 RE-ADMISSION

3.3.1 The Student Status Committee is required to comply with the following provisions when deciding on requests from students for a re-admission, repeat of a year or semester, or transfer:

- Transfer to be permitted into Year 1 of a course if places are available in the case of students having, in the year they re-enter the College, the Central Applications Office (CAO) points and minimum entry requirements for the course into which they seek to transfer.
- Students with less than the required CAO points, but who have the minimum entry requirements, will be considered by the Student Status Committee for admission to Year 1 if:
  - (a) Places are available under this mode of entry on the programme for which the student has applied
  - (b) The student's CAO points are within 20 points of the required CAO points in the year the student enters the College and;
  - (c) The student has performed at an exceptional level, usually with a cumulative QCA of at least 2.60 with no deficient grades.

This facility does not apply to the Bachelor of Education programmes where applicants must possess the required number of points in the year of entry. The Student Status Committee will have due regard to the following factors in deciding on transfer into years, other than Year 1, of a course:

- (a) The receiving Faculty or Department offers places on the relevant programme and in the relevant year and;
- (b) The academic requirements determined by An Chomhairle Acadúil for transfer into each year of each programme

### 3.3.2 Applications for Re-admission

Applications from students seeking re-admission to the first year of a programme of study must be submitted to the College by 1st July. Candidates must satisfy the minimum entry requirements and the CAO points requirement at the year of entry. Application forms are available from the Admissions Office of the College. Applications from students seeking re-admission to the second or subsequent years of a programme of study must be submitted to Student Academic Administration. Thurles students are requested to contact [paula.hourigan@mic.ul.ie](mailto:paula.hourigan@mic.ul.ie).

Students who are seeking re-admission to the College directly following termination of enrolment are required to make their application to Student Academic Administration by the deadline specified in the letter informing them of the termination of their enrolment. Thurles students are requested to contact [paula.hourigan@mic.ul.ie](mailto:paula.hourigan@mic.ul.ie).

## 3.4 REPEATING A YEAR OR SEMESTER

If a student is required to repeat a semester or academic year, the student should inform Student Academic Administration of their intention to take up on this offer well in advance of the commencement of the relevant semester or academic year to ensure that the appropriate arrangements are put in place to enable the student's registration. The student is required to register in week one of the relevant semester. Such Students are liable for payment of full fees. Modules repeated in this way are uncapped. It is important to note that you are required to attend lectures / tutorials in respect of the modules for which you have registered.

## 3.5 LEAVE OF ABSENCE

3.5.1 A student will usually be expected to fulfil the following conditions before being eligible for consideration for a leave of absence:

- Completion of one semester at the University on the programme for which he or she is currently enrolled.
- Be in good academic standing.

However, the Student Status Committee may waive the 'good standing' condition if it is satisfied that there are reasonable grounds for doing so.

3.5.2 Normally, students should lodge Leave of Absence applications with the Student Records Team ([StudentRecords@mic.ul.ie](mailto:StudentRecords@mic.ul.ie)) before the end of the semester preceding that in which they intend to take leave.

3.5.3 The following circumstances shall be considered to be acceptable reasons for granting leave of absence:

- Certified illness;
- Financial hardship;
- Family bereavement;
- Psychological, emotional or social problems which can be verified by confidential report from one or more of the following:

- Medical Officer
- Family Doctor
- Counsellor
- Chaplain

The information required by the College in relation to such matters shall not be such as to breach any code of ethics or professional practice of those persons supplying the information.

- Vocational uncertainty. The student will be expected to submit evidence of a plan to deal constructively with the vocational uncertainty during the leave of absence.

#### 3.5.4 **Return from Leave of Absence**

Normally, students should lodge a Return from Leave of Absence applications with the Student Records Team (StudentRecords@mic.ul.ie) before the end of the semester preceding that in which they intend returning from Leave of Absence. It is important that students make the Dean of the relevant faculty aware of their decision to return to their programme of study.

### 3.6 **EXEMPTIONS FROM MODULES/OFF-CAMPUS PLACEMENT**

- 3.6.1 Application for exemption from one or more modules must be made to Student Academic Administration. Applications must be received no later than two weeks following the commencement of the semester for which the exemption is being sought. Students are requested to contact [paula.hourigan@mic.ul.ie](mailto:paula.hourigan@mic.ul.ie).
- 3.6.2 Exemptions cannot be granted in respect of part of a module. Students are expected to have achieved a minimum pass standard in any equivalent module in order to be eligible for exemption. Following consultation with the relevant Head of Department or Course Leader, the Student Status Committee may decide to award an exemption or carry forward the previous grade, as appropriate.
- 3.6.3 Students who are required to repeat a Year or a full Semester are not eligible for an exemption in individual modules in that year or semester, respectively.
- 3.6.4 Suitably qualified students on the BA in Liberal Arts Programme may apply for exemption from the Off-Campus Placement. For students to be considered for an exemption, they are expected to demonstrate that they have successfully completed equivalent standards in the past, in line with the UL Policy on Acquired Prior Experiential Learning. Typically, applications for exemptions might be considered in situations where students have already spent time studying in another relevant institution or where students have extensive vocational experience.
- 3.6.5 Students should apply in writing to the Placement Office Manager (using the appropriate form available on the Placement Office website, which must be submitted at least two semesters prior to the one for which exemption is being sought and preferably earlier, for example, to the February Student Status Committee for a September placement). Applications will be assessed by the Placement Office relative to the learning outcomes of the External Academic Placement for which exemption is being sought. The Placement Office will then make a recommendation to the Student Status Committee who shall make a decision.
- 3.6.6 Where students are granted an exemption, they will be permitted by the Student Status Committee either to progress directly to the next year of the programme or to split one academic year's modules over two years.

3.6.7 Where students are permitted to split an academic year, the following regulations shall apply:

- An exempted student should be permitted to split one academic year's modules over two years on one occasion only;
- The progression policy will apply when the student has completed the full complement of modules split over two years.

3.6.8 Mature Students taking Psychology on the BA in Liberal Arts programme, who are granted an exemption from the Off-Campus Placement in Semester 5, may be permitted to take 4th Year modules during Year 3 of their programme if this is compatible with their programme timetable.

### 3.7 APPEALS AGAINST STATUS DECISIONS BY THE ACADEMIC COUNCIL GRADING COMMITTEE

3.7.1 All academic status appeals will be considered in the first instance by the Student Status Committee.

3.7.2 A student who wishes to appeal a College Examination Board/University Examination Board decision must complete an Academic Appeal Form and lodge it with the Student Records Team (StudentRecords@mic.ul.ie) at least ten working days in advance of the meeting of the Student Status Committee which is to consider it. Thurles students are requested to contact [paula.hourigan@mic.ul.ie](mailto:paula.hourigan@mic.ul.ie).

3.7.3 In the case of documented extenuating circumstances not previously known to the College Examination Board, the Student Status Committee shall, upon appeal, refer the case to the 'I' Grade Committee for a decision in relation to the award of an 'I' grade. The extenuating circumstances should be such as would have qualified the student for the award of an 'I' grade had they been known earlier.

3.7.4 As noted above, the Student Status Committee must operate within the parameters documented in the College's Handbook of Academic Regulations and Procedures and Marks and Standards Guidelines. In certain circumstances the Student Status Committee may refer cases to the Academic Status Appeals Committee. It is expected that the number of cases referred to this Committee will be few and exceptional in nature. The decision of the Academic Status Appeals Committee will be final. For further information on the Academic Status Appeals Committee, please refer to the MIC Academic Handbook of Academic Regulations (<https://www.mic.ul.ie/current-students/academic-regulations>)

### 3.8 EXIT AWARDS

Exit Awards are only available for PARE modules (professional placement modules). In the case of professional placement, the Teaching Council stipulates that students, on BEd, BEdPsy, BA in Education and PME programmes, who fail a professional placement module are only afforded one further opportunity to repeat the placement. If a student fails the repeat placement, they exit the programme. This is a Teaching Council regulation which MIC must adhere to. However, MIC has put in place a number of exit awards which recognise the academic achievement of a student who up to that point successfully completes all other modules.

#### 3.8.1 BEd and BEdPsy Exit Awards

A student who fails a professional placement module (i.e. who fails the first attempt and also fails the repeat attempt) in years 1, 2, 3 or 4 will be eligible for consideration, at the discretion of the relevant Examination Board, for an exit award or transfer to an appropriate exit programme, as listed below. The award type will depend on the number of credits accumulated by the student.

- Certificate in Education Studies (Minor Award (Level 7) [ $\geq 60 + < 120$  ECTS])
- Diploma in Education Studies (Minor Award (Level 7) [ $\geq 120 + < 180$  ECTS])
- BA Education Studies (Major Award (Level 7) [ $\geq 180 + < 240$  ECTS])
- BA Hons. Education Studies (Major Award (Level 8) [ $\geq 240$  ECTS]).

A student who is eligible for an exit award may take the appropriate award based on accumulated credits or may link in to additional approved modules in an attempt to fulfil the requirements for the next higher award.

### 3.8.2 BA in Education Exit Awards

A student who fails a school placement module (i.e. who fails the first attempt and also fails the repeat attempt) in years 2 or 4 will be eligible for consideration, at the discretion of the relevant Examination Board, for an exit award or transfer to an appropriate exit programme, as listed below. The award type will depend on the number of credits accumulated by the student.

- Certificate in Education Studies (Minor Award (Level 7) [ $\geq 60 + < 120$  ECTS])
- Diploma in Education Studies (Minor Award (Level 7) [ $\geq 120 + < 180$  ECTS])
- BA Education Studies (Major Award (Level 7) [ $\geq 180 + < 240$  ECTS])
- BA Education Studies (Major Award (Level 8) [ $\geq 240$  ECTS])

A student who is eligible for an exit award may take the appropriate award based on accumulated credits or may link in to approved modules in an attempt to fulfil the requirements for the next higher award.

### 3.8.3 Professional Master of Education Exit Awards

A student who fails a professional placement module (i.e. who fails the first attempt and also fails the repeat attempt) in years 1 or 2 will be eligible for consideration, at the discretion of the relevant Examination Board, for an exit award or for transfer to an appropriate exit programme, as listed below. The award type will depend on the number of credits accumulated by the student.

- Postgraduate Diploma in Education Studies (Major Award (Level 9) [ $\geq 60 + < 90$  ECTS])
- MA Education Studies (Major Award (Level 9) [ $\geq 90$  ECTS]).

A student who is eligible for an exit award may take the appropriate award based on accumulated credits or may link in to approved modules in an attempt to fulfil the requirements for the next higher award.

### 3.8.4 BA in Early Childhood, Care and Education Exit Awards

While students on the BA ECCE have the opportunity to repeat their professional placement more than once, students have the choice to exit the programme on the basis of their deficient grade on a professional placement.

A student who fails a professional placement module in years 1, 2, 3 or 4 and who wishes to exit the programme will be eligible for consideration, at the discretion of the relevant Examination Board, for an exit award or transfer to an appropriate exit programme, as listed below. The award type will depend on the number of credits accumulated by the student.

- Certificate in Early Childhood Studies (Minor Award (Level 7) [ $\geq 60$  +  $< 120$  ECTS])
- Diploma in Early Childhood Studies (Minor Award (Level 7) [ $\geq 120$  +  $< 180$  ECTS])
- BA Early Childhood Studies (Major Award (Level 7) [ $\geq 180$  +  $< 240$  ECTS])
- BA Hons. Early Childhood Studies (Major Award (Level 8) [ $\geq 240$  ECTS])

A student who is eligible for an exit award may take the appropriate award based on accumulated credits or may link in to approved modules in an attempt to fulfil the requirements for the next higher award.



## SECTION 4 - ASSESSMENT AND STUDENT PROGRESSION

**RANNÓG 4 - MEASÚNÚ AGUS DUL CHUN CHINN AN MHC LÉINN**

## SECTION 4 - ASSESSMENT AND STUDENT PROGRESSION

### RANNÓG 4 - MEASÚNÚ AGUS DUL CHUN CHINN AN MHIC LÉINN

#### 4.1 GENERAL

You will be granted a UL award on the basis of your performance in assessments or other tests of knowledge or ability that have been set by the faculty of your programme and approved and monitored by external examiner(s) appointed by the Academic Council of the University.

Assessment can take a variety of forms and can occur at various stages throughout the semester. Assessment techniques include laboratory or book reports, projects of various kinds, written tests, essays, formal examinations etc. A percentage of the grade in a module may be awarded for attendance at lectures or labs or tutorials. The faculty member responsible for teaching the module is required to inform students at the first scheduled lecture hour what the arrangements are regarding assessments in the module (or sequence of modules, if 'M' graded), i.e. what are the objectives of the module, what are the criteria on which assessment is to be based and the weighting allocated to each assessment instrument associated with the module. The faculty member must also indicate the repeat assessment instrument(s) associated with the module.

#### 4.2 END-OF-SEMESTER EXAMINATIONS

- 4.2.1 The timing of assessments in a module, including any end-of-semester examination, is at the discretion of the faculty member(s) responsible for the module. The faculty member(s) is/are required to announce the general timing of all assessments at the first meeting of the class. It is important that you attend lectures to ensure you have accurate information regarding these assessments.
- 4.2.2 End-of-semester examinations are scheduled by Student Academic Administration. Not all modules have formal sit down examinations part of the assessment process.
- 4.2.3 **Provisional End-of-Semester Examination Schedule:** This is normally displayed on the website three weeks prior to the scheduled commencement of the relevant examinations. See [Examinations Section of the Website](#). Contact Student Academic Administration if there is any module missing from the schedule. You should notify the Office promptly if you have a problem as it may be impossible to make changes to the timetable if you do not do so. For Thurles students, please contact paula.hourigan@mic.ul.ie.
- 4.2.4 **Final End-of-Semester Examination Schedule:** This is normally displayed on the website two weeks in advance of the commencement of the relevant examinations. See [Examinations Section of the Website](#). Please ensure to note your final schedule, as there may be changes from the provisional schedule that you may not have expected.
- 4.2.5 The examination timetable for the annual repeats, which take place late August, will be available by early August on the website. This timetable will only reflect those modules that have students accurately registered for repeat examinations.

#### 4.3 ENTRY TO END-OF-SEMESTER EXAMINATIONS

- 4.3.1 Student entry to an end of semester examination is restricted to those students who:
- are registered on the official registration list held by the examination invigilator at the entrance to the examination centre, and
  - produce a current, valid MIC student identity card (with photograph and ID number) corresponding to the registration record.

Therefore, you should ensure your registrations are accurate prior to the commencement of examinations.

4.3.2 **Remember not to forget your ID card or you will not be admitted to the examination. If you lose your ID card, you must obtain a replacement card from Student Academic Administration at a cost of €10 before going to the Examination Centre. Thurles students please contact Reception in Thurles.**

#### 4.4 ABSENCE FROM AN END-OF-SEMESTER EXAMINATION

If you miss an end-of-semester Examination, contact Student Academic Administration for advice, as a matter of urgency. Thurles students are requested to make contact with [paula.hourigan@mic.ul.ie](mailto:paula.hourigan@mic.ul.ie)

#### 4.5 ACADEMIC CHEATING, PLAGIARISM AND SYNDICATION

**It is important to note that academic cheating in all its forms is deemed to be a serious disciplinary offence under the Code of Conduct** (see [Appendix A](#)). Your attention is specifically drawn to the Final Assessment Regulations (see [Appendix B](#)), the Coursework Guidelines (see [Appendix C](#)) and Academic Integrity Policy (see [Appendix F](#)).

**Any student who facilitates the plagiarism of another student(s) is subject to the same penalties. You should be aware that each year a number of students have disciplinary sanctions imposed on them for such offences.**

#### 4.6 COPYRIGHT

The copyright relating to all assessment, project and thesis work submitted by students is vested in the College.

#### 4.7 VIEWING YOUR SCRIPTS

You may review your exam scripts or audio recording of oral (Language) Examinations on certain designated days following end-of-semester exams. The dates for viewing are listed in the **IMPORTANT SEMESTER DATES AND DEADLINES** section. Students must indicate if they wish to review their scripts or recordings by completing the script viewing link.

Access to this link will be available as soon as the results are released.

After reviewing is complete, the form must be signed by you and the invigilator. The following conditions apply to the viewing of scripts:

- You cannot write on or alter the examination material
- You cannot add additional material
- You cannot remove material
- You may not photograph or photocopy the script.
- You may not make notes while viewing

Breaches of these conditions by students will be subject to disciplinary action. Students will not be allowed to make notes or write on the scripts during this process. Students may not be accompanied during the reviewing process but will of course be overseen by a member of staff from the Education and Arts Offices.

At the end of each semester, you will be awarded a grade for each module for which you are registered, which represents the quality of your performance in that module. Table 4.1 gives a list of the main academic grades and their award equivalents. It also shows whether a grade contributes towards the measurement of your overall performance (i.e. your quality credit average (QCA), which is explained in detail under the next main heading).

**Table 4.1: Academic Grades and Standards**

Grade	Standard	Affects QCA
A1	First Honours	Yes
A2	First Honours	Yes
B1	Honours 2.1	Yes
B2	Honours 2.1	Yes
B3	Honours 2.2	Yes
C1	Honours 2.2	Yes
C2	Third Honours	Yes
C3	Third Honours	Yes
D1	Compensating Fail ( <i>this grade does not apply to School Placement</i> )	Yes
D2	Compensating Fail ( <i>this grade does not apply to School Placement</i> )	Yes
F	Fail	Yes
NG	Fail	Yes
P	Pass in a module taken on a pass/fail basis	No
N	Failure in a module taken on a pass/fail basis	No
G	Audit: verifies attendance only	No
I	Certified illness/immediate family bereavement (uncapped repeat)	No
M	Awarded in the case of projects spanning multiple semesters or sequences of definitely linked modules	No
Ex	Exemptions	No

#### 4.9 'NG' GRADES - NON-SUBMISSION OF ASSESSMENT MATERIAL

- 4.9.1 'NG' grades should be awarded only in cases where a student has submitted no assessment material for a module and no certification has been received to support the request of an 'I' grade.

#### 4.10 'I' GRADES

- 4.10.1 The aim of the College is to support the student in the immediate crisis.
- 4.10.2 Grade 'I' shall be awarded only in cases where the student has not completed all of the requirements for a module and has submitted certifiable evidence of medical and/or psychological illness or immediate family crisis where the presence of the student is indispensable.
- 4.10.3 Students must submit satisfactory evidence to support the request for an 'I' grade and **such certification is valid only when it comes via the Student Medical Centre, Counselling or Chaplaincy services**. A copy of the 'I' grade application form can be obtained from Student Academic Administration or can be downloaded from the [MIC Student Portal](#). Students must complete **ALL** the relevant section(s) of the form before presenting to the above services. Failure to complete this form properly will require a second appointment.
- 4.10.4 Where a doctor outside the College is certifying the illness, the student concerned is required to submit the application form to the doctor in question so that the illness can be verified.  
Please note that **only** original medical certificates are accepted. Scanned copies will not be accepted.
- 4.10.5 Fully completed I-grade applications, including those referred to in 4.10.4 above, which have been completed by both the student and the medical practitioner should be submitted to the Student Academic Administration Office within five working days of the relevant submission date of assignment(s) / in-class examination(s) / end of term examination(s), in order to meet grading deadlines. You will be notified of the outcome of your I-Grade application when results are published.
- 4.10.6 The Health Services will forward properly completed application forms to Student Academic Administration.
- 4.10.7 The doctors in the Student Medical Centre determine what constitutes satisfactory medical evidence. Where your illness is being certified by a doctor external to the College, you are required to give your consent to the College's Medical Centre to seek clarification and/or verification from the certifying doctor, if they deem it necessary.
- 4.10.8 All information supplied to the College in connection with an application for an 'I' Grade will be handled in accordance with the College's **Data Protection Policy**.
- 4.10.9 It is an offence under Section 1.6 (h) of the College's **Code of Conduct** to furnish false or misleading information to the College. Where such information is supplied for the purpose of illicitly obtaining an 'I' Grade, the matter will be referred to the College Discipline Committee.

- 4.10.10 You should not attempt to sit an examination if you are unfit to do so. If in doubt, contact Student Academic Administration ([saa@mic.ul.ie](mailto:saa@mic.ul.ie)) prior to the examinations. **Thurles students are requested to contact Ms. Paula Hourigan. If you knowingly decide to undertake part or all of an examination (including school placement) while you are unwell, this will greatly jeopardise your chances of subsequently obtaining an 'I' grade.**
- 4.10.11 All requests for 'I' Grades are considered by the College's 'I' Grade Committee which normally meets each semester, after the final exam
- 4.10.12 If approved by the 'I' Grade Committee, an 'I' Grade will be inserted on your student record by the Student Records Team.
- 4.10.13 Students shall clear all 'I' grades no later than the annual repeat period following the award of the 'I' grade. There is no repeat fee to clear an I-grade. **It is the responsibility of any student who receives an 'I' grade to contact the faculty member(s) responsible for the module immediately following the publication of the grade, to determine how the outstanding requirements are to be completed.** The faculty member(s) responsible for the module shall determine how best the student can satisfy the outstanding requirements. If a faculty member is unavailable, the student should contact the relevant Head of Department for a decision.
- 4.10.14 Clearance of deficient grades (inclusive of 'I' Grades) will only be processed following the Annual Repeats. Students who have been granted an 'I' grade(s) must register for this module(s) at Annual Repeats time. However, in the case of **prospective graduating students**, clearance of 'I' grades awarded from the Autumn Semester only, may be processed at the Spring Exam Board if the student chooses to take the clearance option in May. Where a graduating student chooses to take the clearance option in August, the result will be processed at the Annual Repeat Exam Board.

#### 4.11 'G' GRADES

- 4.11.1 'G' is an audit grade, which verifies attendance only at a module, and does not affect QCA. Only modules that are additional to your course requirements may be taken on an audit basis, and only with the permission of your Department Head or Course Leader.

#### 4.12 'M' GRADES

- 4.12.1 An M grade is awarded for projects that span multiple semesters or for modules that are clearly linked. The final year project (FYP), which is completed throughout fourth year, is assessed with an M grade in the Autumn semester. An M grade is, in effect, a holding grade in the sense that it is awarded on the basis that other requirements must be met before it is converted into a quality grade. For example, the initial module that constitutes the FYP is awarded an M grade, and after the project's final submission, the M grade is converted to a quality grade that affects your QCA, e.g. a B2.

#### 4.13 GRADING OF MODULES TAKEN ABROAD BY MARY IMMACULATE COLLEGE STUDENTS

- 4.13.1 The aim of the College is to:
- encourage participation where appropriate by its students in placements in foreign universities;
  - support participating students so as to ensure that the experience abroad is rewarding both academically and personally.
- 4.13.2 A bi-lateral institutional agreement shall be in place prior to participation by MIC students in the placement abroad. Such agreements shall be executed only in the case of MIC compatible institutions.
- 4.13.3 Individual programmes of study abroad shall be agreed with the relevant MIC Academic Advisor and a Learning Agreement must also be approved by the Academic Advisor at the host institution at the earliest possible opportunity. Learning Agreements shall be executed only in the case of MIC compatible courses.
- 4.13.4 All assessments should be completed before the MIC student leaves the host university. In addition, the onus is on individual students, in consultation with their Exchange Coordinators, to ensure that arrangements are in place for the transmission of grades from their host university to the appropriate office in the College.
- 4.13.5 Students usually spend their final year at MIC. Exceptions to this norm must be approved in advance by the Programme Leader and exchange co-ordinators at both home and host institutions.
- 4.13.6 For students who are undertaking Off-Campus placements in institutions abroad, the Placement Office and relevant MIC Academic Advisors will advise on the credit requirements relating to different countries.
- 4.13.7 The relevant MIC Academic Advisor will assess study abroad transcripts on a Pass/Fail basis.
- 4.13.8 Students on the Liberal Arts programme should refer to the [\*Off-Campus Programme Handbook\*](#) on the MIC Student portal for further information regarding study abroad requirements.

#### 4.14 QCA (QUALITY CREDIT AVERAGE)

- 4.14.1 The quality and standard of your academic performance is expressed as an average numerical value that's based on the grades you receive in the credited modules you've been assessed on. This numerical value is known as your quality credit average (QCA) and is calculated on a semester and cumulative basis for each programme or for each part of a programme. Your semester and cumulative QCAs are calculated for you by the university by means of a software package and are clearly displayed on your transcript. For further information, see the Viewing Your Student Records section (4.16) below.

**Table 4.2: Definition of Terms**

<b>QCA</b>	=	<b>Quality Credit Average:</b> Weighted average describing quality of a student's performance across all modules in a semester (Semester QCA) or all modules taken to-date (Cumulative QCA)
<b>QCS</b>	=	<b>Quality Credit Score:</b> Quality Point Value * credits * factor
<b>AH</b>	=	<b>Attempted Hours:</b> Sum of all module credits attempted * factor
<b>QPV</b>	=	<b>Quality Point Value:</b> Numeric value attached to each grade on a scale 0 to 4 (see Table 3.3)
<b>Factor</b>	=	Weighting attached to a semester of study
<b>Credit Hours</b>	=	Module credits successfully completed * semester factor
<b>NQH</b>	=	<b>Non-Quality Hours:</b> Sum of all modules weights with grade I, P, N, H, EX * semester factor
<b>Credits</b>	=	Nominal weight assigned to each module: ECTS credits (European Credit Transfer System)

- 4.14.2 All of the undergraduate degree programmes on offer in the College are divided into Parts 1 and 2. Once you move onto Part 2 of your programme, a new QCA calculation begins from the commencement of Part 2. All of the College's taught postgraduate programmes have just a single part. In the case of these programmes, the final QCA is based on the full cumulative performance over the entire programme.

##### 4.14.3 QCS (Quality Credit Score)

For the purpose of calculating QCA scores, most modules are given a weighting, which is referred to as a credit on your transcript. While most modules are allocated a credit of 3 or 6, a project module, for example, may have a credit that is significantly higher. Your QPV score for a particular module is multiplied by the module credit value (e.g. 6) to give what is known as your **quality credit score (QCS)** for that module. Your QCA for each semester is calculated on the basis of the sum of all your QCSs within that semester. Your overall QCA at any given time (your cumulative QCA) is based on your total QCSs to date (excluding Part 1 scores where applicable).

##### 4.14.4 QPV (Quality Point Value)

Grades A1 to NG are each given a numerical value known as a **quality point value (QPV)** on a scale from 4 to 0. These values are then used to calculate your QCA. Grades G, I, M, P, Ex and N have a QPV of zero and do not affect QCA. Grades F and NG have a QPV of zero but **do** affect QCA. The following table shows the QPVs associated with each academic grade.

**Table 4.3: Grades and QPV**

Grade	QPV
A1	4.00
A2	3.60
B1	3.20
B2	3.00
B3	2.80
C1	2.60
C2	2.40
C3	2.00
D1	1.60
D2	1.20
F	0.00
Ex	0.00

The following table illustrates how QCSs are derived by multiplying the QPV for each module in one semester (e.g. Autumn) by the module credit. (All modules in this example are given a credit of 3.) The overall QCS is the sum of the individual QCSs.

**Table 4.4: Calculating Autumn Semester QCS**

Module	Grade	QPV	Credit	QCS
EDU100	C3	2.0	6	12.0
EDU101	C3	2.0	3	6.0
EDU102	B3	2.8	3	8.4
EDU103	A2	3.6	3	10.8
EDU104	C1	2.6	3	7.8
EDU105	C2	2.4	6	14.4
EDU106	B2	3.0	6	18.0
<b>Overall QCS</b>				<b>77.4</b>

The calculation of the overall Spring semester QCS is shown in the Table 4.5 below.

**Table 4.5: Calculating Spring Semester QCS**

Module	Grade	QPV	Credit	QCS
EDU150	B2	3.0	6	18.0
EDU151	B1	3.2	3	9.6
EDU152	B2	3.0	3	9.0
EDU153	A2	3.6	3	10.8
EDU154	C3	2.0	3	6.0
EDU155	A1	4.0	6	24.0
EDU156	B2	3.0	3	9.0
EDU157	B2	3.0	3	9.0
EDU158			0	
Overall QCS				89.4

**4.14.5 Calculating QCA**

Even though your QCA is calculated for you by the University, the following pages attempt to illustrate how this is done. We will show how semester and overall QCA (cumulative QCA) are calculated.

The calculation of QCA is affected by the weighting that is given to each year of a programme. This is known as the "Factor". The weighting for Part 1 of each of the College's undergraduate programmes is 1. The Part 2 weighting for each of the programmes is shown in Table 4.6.

**Table 4.6: Factor Weightings for Part 2 of MIC Undergraduate Programmes**

Programme	Year 2	Year 3	Year 4
BA in Early Childhood Education and Care	1	2	2
BA in Liberal Arts	1	2	2
BEEd & BEEd International	1	1*	2
BSc in Psychology	1	2	2
BEEd (Education and Psychology)	1	2	2
BA in Education Programme (all subject combinations)	1	2	2

\* The BEEd has a weighting of 1 for Semesters 1-5 and a weighting of 2 for Semesters 6-8.

The formula for calculating your QCA for the semester is as follows:

Formula for Semester QCA:

Formula for Cumulative QCA:

$$\text{Semester QCA} = \frac{\sum \text{QCS}}{\sum (\text{AH} - \text{NQH})}$$

$$\text{Cumulative QCA} = \frac{\sum \text{Semester QCS}}{\sum (\text{Semester AH} - \text{Semester NQH})}$$

### Step 1: Calculate QCS and Attempted Hours for each semester

#### Autumn Semester

Grade	QPV	Factor	Credits	Credit Hours	AH Credits * Factor	NQH	QCS QPV * Credits * Factor
A1	4.0	1.000	6	6	6	0	24.0
C3	2.0	1.000	6	6	6	0	12.0
B1	3.2	1.000	6	6	6	0	19.2
D1	1.6	1.000	6	6	6	0	9.6
F	0	1.000	6	0	6	0	0
<b>Σ</b>			<b>30</b>	<b>24</b>	<b>30</b>	<b>0</b>	<b>64.8</b>

#### Spring Semester

Grade	QPV	Factor	Credits	Credit Hours	AH Credits * Factor	NQH	QCS QPV * Credits * Factor
C3	2.0	1.000	6	6	6	0	12.0
F	0	1.000	6	0	6	0	0
I	0	1.000	6	0	6	6	0
B2	3.0	1.000	6	6	6	0	18.0
C3	2.0	1.000	6	6	6	0	12.0
<b>Σ</b>			<b>30</b>	<b>19</b>	<b>30</b>	<b>6</b>	<b>42.0</b>

### Step 2: Apply Semester QCA Formula

$$\text{Semester QCA} = \frac{\sum \text{QCS}}{\sum (\text{AH} - \text{NQH})}$$

$$\text{Autumn Semester QCA} = \frac{64.8}{(30-0)} = 2.16$$

$$\text{Spring Semester QCA} = \frac{42}{(30-6)} = 1.75$$

### Step 3: Calculate Cumulative QCA

$$\text{Cumulative QCA} = \frac{\sum \text{Autumn and Spring Semester QCS}}{\sum (\text{Semester AH} - \text{Semester NQH})}$$

$$\text{Cumulative QCA} = \frac{64.8 + 42}{(30-0) + (30-6)} = \frac{106.80}{54} = 1.98 \text{ (rounded to 2 decimal places)}$$

## 4.15 PERFORMANCE STANDARDS

### 4.15.1 President's Letter

Students on all undergraduate programmes will receive a President's Letter for outstanding academic performance in a particular semester provided the student:

- is registered as a full-time student
- has taken a minimum of four exams in the semester
- has achieved a QCA of 3.5 in the semester
- has no M-graded exams, including FYPs or dissertations, in that semester.

### 4.15.2 Minimum Standards

To meet the minimum standards of academic performance in each semester, year or part of a programme, your QCA must be 2.0 and you must not have received any grade less than D2 in each required module of the programme to date. While D1 and D2 are compensating fail grades, **C3 is the minimum pass grade**. Minimum standard for progression to the next year of the programme is a QCA of 2.0 with no deficient grades (F, NG or I).

Please refer to your **Programme Handbook for any specific regulations which apply to your programme**. In particular, it is essential that students on initial teacher education programmes familiarise themselves with the detailed set of programme specific regulations which are contained in Section 3.5 of the MIC Handbook of Academic Regulations and Procedures: <https://www.mic.ul.ie/current-students/academic-regulations>

### 4.15.3 Compensating Fail

If your QCA is greater or equal to 2.0 and includes D1 and/or D2 grades (Compensating Fail grades), you do not have to repeat the modules for which you got the D1 or D2 grades, i.e. you can proceed to the next stage of your programme. The reason for this is that to have achieved a QCA score of 2.0 or greater with D1 and/or D2 grades included, you must have done well enough in other modules to compensate for the D1/D2 grades.

### 4.15.4 Minimum Standards Not Met

If you do not achieve the minimum standards prior to the end of an academic year or by the end of part of a programme, you will be informed that one of the courses of action outlined in the following table applies to you.

**Table 4.7: Progressing to Next Part of Programme**

End of Spring Semester Progression	Following Annual Repeats
Take annual repeats – repeat a maximum of four modules (not including 'I' grades))	Link-in <sup>3</sup> by repeating deficient modules in the next academic year. You can only repeat two modules from any one semester.
Repeat a full semester	Repeat a full semester
Repeat the year	Repeat the year
Have your enrolment terminated	Have your enrolment terminated

For those who are eligible to repeat module exams at the end of a particular year, repeat exams take place in late August. Eligibility depends on your **residual QCA** being at least 2.0.

#### 4.15.5 Residual QCA

To be eligible for the annual repeats, what's known as your residual QCA must be  $\geq 2.00$  and cannot include any deficient grades (F, NG or I). Your residual QCA is calculated by removing your four worst grades for the year (or your two worst grades if you were out on placement for one semester) from your QCA and replacing them with the maximum grade attainable in the annual repeats, namely C3. Table 4.8 gives sample grades, QPVs, credits and QCSs for Autumn and Spring modules of Year 1, overall QCSs for each semester, and overall QCA attained at the end of the year. (The earlier Calculating QCA section (3.14.5) shows how these figures are calculated.) The three worst grades have been highlighted. Table 4.9 shows these three worst grades substituted with C3 grades (also highlighted) and also shows the adjusted, or residual, QCA that emerges.

**Table 4.8: Actual QCA End of Year 1**

Autumn Modules	Grade	QPV	Credit	QCS	Spring Modules	Grade	QPV	Credit	QCS
FN4761	C3	2.0	6	12.0	FN4762	C3	2.0	6	12.0
MU4711	D2	1.2	6	7.2	MU4712	F	0.0	6	0.0
GA4711	D2	1.2	6	7.2	GA4712	C3	2.0	6	12.0
EH4711	C3	2.0	6	12.0	EH4712	C2	2.4	6	14.4
GY4731	C3	2.0	6	12.0	GY4722	C2	2.4	6	14.4
Sum Autumn QCS				50.4	Sum Spring QCS				52.8
Actual QCA at end of year 1			1.67						

<sup>3</sup> Explained under Link-in Repeat heading (3.15.8)

**Table 4.9: Residual QCA End of Year 1**

Autumn Modules	Grade	QPV	Credit	QCS	Spring Modules	Grade	QPV	Credit	QCS
FN4761	C3	2.0	6	12.0	FN4762	C3	2.0	6	12.0
MU4711	C3	2.0	6	12.0	MU4712	C3	2.0	6	12.0
GA4711	C3	2.0	6	12.0	GA4712	C3	2.0	6	12.0
EH4711	C3	2.0	6	12.0	EH4712	C2	2.4	6	14.4
GY4731	C3	2.0	6	12.0	GY4722	C2	2.4	6	14.4
Sum Autumn QCS				60.0	Sum Spring QCS				68.8
Residual QCA at end of Year 1			2.08						

As you can see from the last row of Table 4.9, the residual QCA works out at 2.08, which brings it up to the minimum score required (2.00), making you eligible for annual repeats.

#### 4.15.6 Annual Repeats

Repeat examinations, for those who are eligible to sit them, usually take place late August. In order to take the repeat examinations, **you must register for these examinations by the closing date** (see **Important Semester Dates and Deadlines** at end of handbook) and pay the relevant fees. Please refer to the Fees section of the College website for a full list of all repeat fees. **If you fail to register on time, there is a late payment fine of €30.**

##### Annual Repeats Criteria:

In addition to the requirement regarding your residual QCA (see above), certain other criteria apply to these repeats:

- A maximum of **4 modules** can be repeated provided you have completed 2 academic semesters in the year.
- Students who complete only **one** academic semester in a year may only repeat 2 modules from that semester.
- All modules other than those carrying 'I' grades are capped at a grade **C3**. 'I' grades are uncapped.
- 'I' grades will not be counted in the maximum permissible number of modules which a student is allowed to repeat.
- There is a fee payable on registration for repeating all modules except 'I' grades
- Only grades lower than C3 may be repeated (i.e. D1, D2, F, NG, 'I').
- Minimum standard for progression to the next year of the programme after the repeat is a Q.C.A. of 2.00 with no deficient grades.

Please see programme/course handbooks for programme specific regulations.

#### 4.15.7 Repeating Exams on a Voluntary Basis

If your QCA is already  $\geq 2.00$  with no deficient grades but you have some D1 and/or D2 grades, you are entitled to progress to the next year without repeating modules unless otherwise specified in the Programme Specific Regulations for your programme. However, you may opt to clear the D1 or D2 grades (i.e. to upgrade them to a Pass grade – capped at C3) by voluntarily sitting annual repeats subject to the above criteria. If you receive a worse grade in the Repeats, the original grade will remain. You may do this only in the August repeats for the academic year in which the modules were originally taken. **Final year students who are eligible to graduate may not elect to repeat modules in which they have received D1 or D2 grades.** Any student who fails a module in First Year but who subsequently passes it in the repeat examinations is advised to contact the relevant Head of Department before proceeding to the next year of his/her programme for guidance.

#### 4.15.8 Link-in Repeat

If you fail modules in the annual repeats (i.e. you have 'deficient' modules), you need to take the deficient modules again the following academic year. You may take a maximum of two modules per semester. This means you attend lectures, tutorials, etc. for these deficient modules with the next cohort of students and you take exams for these modules at the end of that semester. Modules repeated in this way are uncapped. However, if a student has to repeat these modules again in the Annual Repeats, they will once again be capped at grade C3. For example, if you failed two modules in the autumn semester and again in the annual repeats in August, you will be required to clear these modules on a 'link-in repeat' basis the following academic year. These are the only modules you can take while linking in, i.e. you cannot attend classes that your original cohort is now attending. In effect, your programme of study will be extended by one year. There is a fee payable per module repeated on a link-in basis. Students on Initial Teacher Education Programmes may be required to link-in to relevant modules, if they do not meet minimum QPV requirements in Gaeilge, English and/or Mathematics at designated periods in their programme of study. Please refer to your Programme Handbook for any specific regulations which apply to your programme. In particular, it is essential that students on initial teacher education programmes familiarise themselves with the detailed set of programme specific regulations which are contained in Section 3.5 of the MIC Handbook of Academic Regulations and Procedures: <https://www.mic.ul.ie/current-students/academic-regulations>

### 4.16 VIEWING YOUR STUDENT RECORDS

You are responsible for ensuring that your transcript of results accurately reflects the modules you have taken and your performance to date. In every week of the semester apart from during the examination periods, you can view your records via the web. Students can access their transcript from <https://register.mic.ul.ie>

**Alert Student Academic Administration immediately if there is any error in your records. Thurles students, please contact [paula.hourigan@mic.ul.ie](mailto:paula.hourigan@mic.ul.ie)**

Following approval of results for each semester, students can view their transcript for the previous semester on the [MIC Student Records portal](#).

### 4.17 OFFICIAL COPY OF TRANSCRIPT

Students who, prior to graduation, require an official copy of their transcript can order this from Student Academic Administration ([saa@mic.ul.ie](mailto:saa@mic.ul.ie)) in the College. These signed transcripts are printed on official College paper bearing the College seal. For graduates wishing to obtain an official transcript, please see Section 4.22 below.

#### 4.18 RECHECKING A GRADE

Following the publication of academic grades, students are encouraged to reflect on their performance and avail of the opportunity to **view their scripts**, as outlined above. Students are also encouraged to seek feedback on their performance from the lecturer(s) concerned after grades have been published. Please note that grades are approved by the College and that discussion/negotiation of grades awarded with academic staff is not appropriate when seeking feedback. Academic staff members are encouraged to provide feedback to students during the semester, and this may involve returning to students assignments that have been graded. Students should note that a Grade Recheck/Appeal is not possible on those parts of the assignment where a satisfactory record of the original assessment is not available. This will include assessments where the original submission by the student does not remain under the control of the College, and performance, practice and placements, where it is not possible to re-create the original event and sufficient records are not available to permit regrading. Should you believe your grade in a module to be incorrect, you may **recheck a grade**, by completing the necessary online application at <https://www.mic.ul.ie/rechecks-appeals-fees>. You must include a full and complete statement of why you believe the grade awarded is incorrect, for example stating that you deserve a better grade is not sufficient grounds.

Thurles students should also make their application in this way. This application must be completed within **two weeks** of the official release of examination results. (See important dates on pages 92-93 of this Handbook). There is a charge of **€25 per module being rechecked**, (€25 for school placement) payable on application submission. This charge is refundable in the case of a grade being changed as a result of the recheck. **However, it is important to note that grades can be lowered by a recheck; students are thus advised to be certain that their case is valid and the grade awarded is incorrect before applying. Note: Dissertation modules spanning the academic year, e.g. Undergraduate Dissertation 1 in Autumn and Undergraduate Dissertation 2 in Spring equates to two modules and a recheck fee of €50.** School Placement queries should be emailed to: [schoolplacement@mic.ul.ie](mailto:schoolplacement@mic.ul.ie)

The academic staff member of the relevant Faculty with responsibility for the module returns the outcome of the recheck to Education office in the case of an Education Student and the Arts recheck outcome is returned to Arts Office. Education Office notify Education students and Arts Office notify Arts students. Notification is communicated by email.

#### 4.19 GRADE APPEAL

If you are not satisfied with the outcome of the grade recheck, you may **appeal** the matter to the Head of Department responsible for the module.

The appeal must be made **within two weeks** of the publication of the grade recheck result.

See regulation 4.2.10 in the MIC Handbook of Academic Regulations and Procedures for more details. The Head of Department will return the outcome of the appeal within three weeks of receipt of the grade appeal request.

To **appeal a grade**, you must complete the necessary online application at <https://www.mic.ul.ie/rechecks-appeals-fees> and pay a €50 fee per module (or a €50 fee for school placement). Thurles students should also make their application in this way. The appeal must be on **stated grounds** and should include a full and complete statement of why you believe the grade awarded is incorrect (e.g. stating that you deserve a better grade is not sufficient grounds). **Dissertation modules spanning the academic year, e.g. Undergraduate Dissertation 1 in Autumn and Undergraduate Dissertation 2 in Spring equates to two modules and an appeal fee of €100.**

A grade appeal cannot be carried out on those parts of an assessment where a satisfactory record of the original assessment is not available. This includes assessments where the original submission by the student does not remain under the control of the College, or where sufficient records are not available to permit regrading. The Head of Department or academic staff member of the relevant Faculty with responsibility for the module returns the outcome of the Appeal to Education office in the case of an Education Student and the Arts Appeal outcome is returned to Student Academic Administration. Education Office notify Education students and Student Academic Administration notify Arts students. Notification is communicated by email.

In the case of postgraduate students, please note that the date of your conferring ceremony may be impacted by the recheck and appeals processes.

#### 4.20 FINAL AWARD CLASSIFICATIONS

The award of a bachelor's degree, diploma (either undergraduate or postgraduate) or Certificate (either undergraduate or postgraduate) is made at honours levels. To qualify for the award of a bachelor's degree or diploma or certificate, a candidate must:

- a. satisfy all the assessment and other requirements set for the programme of study;
- b. achieve a minimum final cumulative QCA of 2.00, with full credits in all prescribed modules of the programme of study;
- c. satisfy any programme specific regulations as specified for particular programmes – refer to Chapter 3 (Programme-Specific Regulations) in the MIC Handbook of Academic Administration and Procedures (<https://www.mic.ul.ie/current-students/academic-regulations>)

Awards will be at one of the following classifications:

<b>Award Classification</b>	<b>Cumulative QCA</b>
First class honours	3.40
Second class honours grade 1 (2.1)	3.00
Second class honours grade 2 (2.2)	2.60
Third class honours	2.00

Academic Council Examination Board may consider a candidate whose final cumulative QCA is not more than 0.10 less than the QCA required for a first class, 2.1 or 2.2 classification and who satisfies the other requirements for the proposal award. For details of the criteria applied to your programme, please contact the Course Director regarding how the discretion may be applied for your programme.

Further information on eligibility criteria for each UL award level is given in [Appendix E](#).

#### 4.21 COLLEGE EXAMINATION BOARDS

Your cumulative results at the end of your final year are presented to a College Examination Board soon after the results have been compiled. The Examination Board recommends what award, if any, you should receive, and this recommendation is notified to you on your transcript (available on the web). The Academic Council of the University reviews the recommendations of all College Examination Boards and makes the final decision on all awards.

## 4.22 GRADUATION

Graduation ceremonies take place on the Thursday and Friday of the October Bank Holiday weekend each year. Information regarding graduation can be obtained from the following website address: [Graduation | Mary Immaculate College](#). Graduation literature will be posted on the web in early October.

There is a charge of €45 that is payable by all graduating students. This charge is payable by students in the final year of their programme together with other College Levies. Payment is due at the start of the academic year.

**Students must have paid all fees and cleared all debts to the College (including outstanding Library Fines), otherwise they will not be allowed to graduate.**

Please refer to <https://www.mic.ul.ie/study-at-mic/fees-charges-grants?index=0> for further information on the College's policy in relation to the non-payment of fees.

### **Electronic Award Documents - Digitary**

Digitary is an online secure document platform which enables graduates to access certified and secure electronic copies of their award documents. Digitary enables graduates to securely share these documents with third parties (e.g. employers, other HEI's).

Graduates of Mary Immaculate College from 2005 onwards can request electronic versions of their parchment and Student Transcript; graduates who completed ECTS compliant programmes can also request a copy of a European Diploma Supplement.

For further information on how to access Digitary please see the College website: [Transcripts and Electronic Award Documents](#)

Graduates prior to 2005 can obtain an official hard copy of your transcript by contacting Student Academic Administration ([saa@mic.ul.ie](mailto:saa@mic.ul.ie)). There is a charge of €10 in respect of each transcript issued.

### **4.22.1 Replacement of Graduation Parchment**

Graduates whose original graduate parchment has been irretrievably lost or destroyed may request a replacement parchment. The procedure for requesting a replacement is as follows:

The Replacement of Graduation Parchment form is available on the MIC website, complete and sign this form and submit it to the [saa@mic.ul.ie](mailto:saa@mic.ul.ie):

- a) A sworn affidavit drawn up, signed and sealed by a Commissioner for Oaths or other competent person to administer the affidavit. The affidavit should attest to the fact that –
  - The person seeking the affidavit wants Mary Immaculate College, Limerick to supply them with a replacement graduate parchment.
  - The person seeking affidavit is in fact the graduate who was awarded the original graduate parchment (confirmation of the graduate's name, as per birth certificate, and date of birth is a minimum requirement).
  - The original graduate parchment concerned has been irretrievably lost or destroyed (a description of how this happened is required).
  - Furthermore, the affidavit shall include an undertaking to indemnify Mary Immaculate College, Limerick in respect of any loss which may occur as a result of the loss of the original parchment or the issue of a replacement parchment.

- b) Where an affidavit is executed outside of the Republic of Ireland or the United Kingdom same must be authenticated by a Notary Public.
- c) Payment of €60 by Debit/Credit Card (<https://www.mic.ul.ie/charges>).

Please allow one month for processing of any request for a replacement parchment. Approval of any request for a replacement parchment is a matter for the Student Academic Administration Officer, who must be satisfied that the request is a valid one made by the graduate in question.

#### 4.23 PRESIDENT'S SCHOLARSHIPS AND MEDALS

President's Scholarships to undertake postgraduate study in the College are awarded to students who graduate with 1st Class Honours from all undergraduate programmes.

Students who achieve first place on each of the above programmes are awarded College Gold Medals. The student who achieves overall first place on MIC Thurles programmes is awarded a College Gold Medal. In the case of the undergraduate programmes, the award is made to the student with the highest QCA as calculated on the student's performance over the final six semesters of the programme. Students who have not completed six semesters within these programmes at MIC are not eligible for consideration for this particular award.

A range of other awards and scholarships are presented to students at the Annual Graduation Ceremonies. For further details, please contact the Graduate School, see also: <https://www.mic.ul.ie/current-students/director-of-student-life/awards-bursaries?index=0>

#### 4.24 AEGROTAT AWARDS

- 4.24.1 An aegrotat award may be awarded to a student who has died or is unable to complete their programme of study due to very serious illness or other grave circumstances. An award made on an aegrotat basis is unclassified and does not entitle the student to the benefits of an award of the university, including meeting the entry requirements of a programme of further study, exemptions or recognition by professional bodies or the right to practise in a profession. In the event that a student who has received an aegrotat award makes a significant recovery from an illness, the student may be permitted to re-enter the programme of study.
- 4.24.2 Students eligible for consideration are those who:
  - i. Are on a taught programme of study of minimum 60 ECTS credits and have completed at least two thirds of the programme of study; or
  - ii. Are on a research master's programme of study (180 ECTS credits) for at least one full calendar year and have successfully progressed following all annual review; or
  - iii. Are on a professional doctorate or PhD programme of study or other research programme of study of minimum 270 ECTS credits for a least two full calendar years and have successfully progressed following all annual reviews

#### 4.25 POSTHUMOUS AWARDS

- 4.25.1 A posthumous award may be awarded to a student who has died without having met the eligibility criteria for an aegrotat award. To be eligible for a posthumous award, the deceased student must have completed at least 30 ECTS credits on a taught programme or successfully passed at least one annual progression review on a research programme.



## APPENDICES

## **Section 1: General Principles and Offences**

- 1.1 This Code of Student Conduct (the 'Code') and the matters contained therein shall govern the conduct of and apply to all students, whether whole-time, part-time or otherwise, of Mary Immaculate College. The College may have agreements in place for visiting students from other institutions, and in certain situations, the discipline process from that institution may apply to these students.
- 1.2 For the purpose of this Code, Mary Immaculate College and the College Campus shall be deemed to mean all property occupied by or under the control of the College.
- 1.3 Without prejudice to the foregoing, this Code shall apply to any student while on off-campus placement, school placement, research or student exchange programme or any other off-campus assignment that is part of their programme of study.
- 1.4 For the purposes of this Code, any College staff member or authorised person, subject to identifying themselves, shall be entitled, where they have reasonable grounds for believing that a breach or an offence under this Code has been or is about to be committed, to require any member of the College community to identify themselves and to produce their College identification card immediately.
- 1.5 All students of the College shall:
  - a) Act in accordance with all regulations and rules of the College or those as shall be laid down by any body, committee or other institution within or external to the College duly authorised to make regulations governing the College or any part thereof
  - b) Not engage in any conduct likely or calculated to infringe the rights or lawful activities of others on the College Campus or otherwise engage in any activity likely or calculated to bring the College into disrepute, whether on the College Campus or otherwise
  - c) Treat all property of or on the College Campus with respect and shall not cause any damage to any such property
  - d) Not enter any property or facilities (including electronic access to computer facilities) on the College Campus, entry to which is either not authorised or prohibitedIt shall be an offence to engage in any act or conduct contrary to what is set out above.
- 1.6 Without prejudice to the matters hereinbefore set out, it shall be an offence to:
  1. Assault or abuse physically or verbally any other member of the College community or any other person on the College Campus
  2. Bully or harass any other member of the College community or any other person on the College Campus
  3. Sexually assault or sexually harass any other member of the College community or any other person on the College Campus
  4. Engage in any form of behaviour which has the effect of diminishing the rights of all individuals to courtesy and respect irrespective of social or cultural background, nationality, race or ethnicity, values, beliefs or lifestyles and, in particular, the rights enjoyed by all people under the Equal Status Acts 2000-2018
  5. Engage in academic cheating in any form whatsoever (please refer to MIC Academic Integrity Policy)
  6. Destroy, damage or misuse College property or the property of any other member of the College community or occupied or used by them or any property of any employer occupied or used while on off-campus placement, school placement, research or student exchange programme or other off-campus assignment that is part of a programme of study
  7. Engage during one's programme of study in conduct that may be harmful to others while on off-campus placement, school placement, research or student exchange programme or other off-campus assignment that is part of a programme of study
  8. Engage during one's programme of study in the misuse of College property, the property of any other member of the Campus community or the property of any other person or organisation to whom they are accountable while on off-campus placement, school placement, research or student exchange programme or other off-campus assignment that is part of a programme of study
  9. Forge, alter or misuse any College document, record, stamp, identification mark, seal or identification card (including documents and records stored on electronic media)
  10. Engage in disorderly conduct or any conduct likely to bring the College into disrepute, either on or off the Campus
  11. Engage in any form of industrial espionage or improperly publish, use or misuse any College information, facility or system

12. Use or possess any offensive weapon on the College Campus
13. Furnish during one's programme of study any false or misleading information calculated to deceive or mislead the College or any other person or organisation to whom they are accountable while on off-campus placement, school placement, research or student exchange programme or other off-campus assignment that is part of a programme of study
14. Steal, remove or use without authority any property of the College or of any member of the College community or any property used, occupied or entrusted to the care of the College or to any member of the College community (including computer software and hardware)
15. Jeopardise the integrity of any computer equipment, system, network, program or any other stored information, including the propagation of computer viruses
16. Use computer facilities in any way that contravenes the College's policy for responsible computer usage
17. Drive any vehicle on the College Campus in a manner that constitutes a danger to others or park any vehicle on the College Campus in breach of regulations
18. Smoke in any areas of the College Campus other than those designated as smoking areas
19. Be in or enter off-limit areas of the College Campus without authorisation
20. Engage in disruptive behaviour during a lecture, tutorial or practical class
21. Abuse the use of alcohol on the College Campus so as to be incapable of exercising reasonable control over one's behaviour
22. Use or be in possession of or deal in any substance on the College Campus where the use or possession of such substance is prohibited by law
23. Litter the College Campus
24. Eat and/or drink in unauthorised areas on the College Campus
25. Fail to vacate any area or fail to go to any area on the College Campus when lawfully requested to do so in circumstances that endanger life or property
26. Fail or refuse to identify oneself and to produce one's College student identification card immediately when properly requested to do so
27. Fail to comply with the College's health and safety guidelines and regulations
28. Fail to follow and adhere to public health guidelines and regulations
29. Interfere with or attempt to exert improper influence at any stage of any disciplinary process or request a member of College staff or others to do so
30. Contravene the College's Garda vetting policy or its fitness to practise policies
31. Incite any person to commit an offence as defined under this Code
32. Fail to abide by the terms of an agreement entered into with the Assistant Registrar
33. Fail to comply with a penalty imposed by the Lesser Offences Committee or by the College Discipline Committee, as the case may be, within one month of notification of such penalty or such longer time as the notification may specify

## Section 2: The Disciplinary Process

- 2.1 In the event of an action carrying with it a threat to life or the safety of any person or property, the College may immediately exclude a student who is reasonably suspected of being responsible for such action from access to the College Campus and its facilities pending a formal hearing of any complaint made in that regard.
- 2.2 The College may, in certain circumstances and without the consent of any person, including a complainant, refer to the appropriate authorities a matter brought to its attention that may give rise to the commission of a criminal offence or may constitute a criminal offence.
- 2.3 This Code of Student Conduct, and any regulations made thereunder, shall be enforced by the Assistant Registrar, the Lesser Offences Committee and the College Discipline Committee, hereinafter defined. The Assistant Registrar and the Lesser Offences Committee or College Discipline Committee shall deal with any alleged breach of the Code and any offence alleged to have been committed thereunder in the manner set out in the Code.
- 2.4 The standard of proof in respect of any matter before the Lesser Offences Committee, the College Discipline Committee or the Appeals Committee shall be on the balance of probabilities.
- 2.5 If it is determined that the complaint is well founded, a penalty deemed appropriate to the offence may be imposed on the offending student. Such penalty may be monetary, academic, a period of suspension, expulsion or otherwise. The College Discipline Committee shall be entitled to impose the most severe penalty, that of expulsion from the College, where in the Committee's view, the gravity of the offence or the College disciplinary record of the student offender shall so warrant.
- 2.6 Without prejudice to the generality hereof, a penalty may consist, wholly or partly, of the restitution or repair of property or the doing or carrying out of specified work. Instead of, or in addition to, dealing with a student offender in any other way, the offender may be ordered to pay compensation, in whole or in part, to a person who has suffered such loss.
- 2.7 The Assistant Registrar shall investigate and prosecute all cases in the disciplinary process. Where the provisions of this Code refer to the Assistant Registrar, it shall be understood throughout that a nominee may act in their stead.

- 2.8 All complaints shall, in the first instance, be referred to the Assistant Registrar who shall:
- a) Consider the complaint, investigate it further if warranted, consult with Director of EDII, if appropriate, and decide if there is a case to answer.
  - b) Consider whether given the circumstances of the case, a complaint should be treated as being of a serious or of a less serious nature.
  - c) Enter into an agreement with a student.
  - d) Refer a less serious complaint to the Lesser Offences Committee.
  - e) Refer a more serious complaint to the College Discipline Committee.
- 2.9 Nothing in this Code shall prevent the Assistant Registrar from initiating an investigation and pursuing the disciplinary process as a result of information that has come to their attention but that has not been the subject of a direct formal complaint.
- 2.10 The Student Academic Administration Office shall deal with all queries, requests, correspondence and administration relating to discipline cases. Complaints should be submitted in writing.

### **Section 3: Agreement with the Student**

- 3.1 Where the Assistant Registrar is of the view that the Code of Student Conduct has been breached and the student admits to the offence, the Assistant Registrar may, with the consent of the student, enter into an agreement with the student that may involve a penalty. Where such an agreement is not reached with the student, the Assistant Registrar will refer the complaint to the relevant committee.

### **Section 4: The Lesser Offences Committee**

- 4.1 The Lesser Offences Committee shall comprise:
- a) A member of academic staff nominated by the Dean of the Faculty of Education
  - b) A member of academic staff nominated by the Dean of the Faculty of Arts
  - c) A nominee of the Students' Union of the College (MISU)
- An alternate person may be chosen for each member of the Lesser Offences Committee.
- 4.2 One of the faculty nominees shall be chosen by the Committee as its Chair.
- 4.3 No member of the College Discipline Committee may sit as a member of the Lesser Offences Committee.
- 4.4 While observing the principles of natural justice, the Lesser Offences Committee shall deal with a complaint informally and by way of summary procedure; if warranted, it shall make findings and impose penalties.
- 4.5 A student may refuse consent to the complaint being heard by the Lesser Offences Committee, in which case the complaint shall be heard by the College Discipline Committee.
- 4.6 The Lesser Offences Committee may form the opinion that it is not appropriate to deal with the complaint by summary procedure or that the hearing is likely to be complex and/or lengthy. In either case, the complaint shall be heard by the College Discipline Committee.

### **Section 5: The College Discipline Committee**

- 5.1 The College Discipline Committee shall deal with breaches of discipline other than those that, pursuant to this Code, shall be dealt with by the Lesser Offences Committee or where the Assistant Registrar has entered into an agreement with a student.

- 5.2 The College Discipline Committee shall comprise:
- a) A member of *An tÚdarás Rialaithe* who is external to the College
  - b) Three nominees of *An Chomhairle Acadúil*
  - c) Two nominees of the Students' Union of the College (MISU)
- An alternate person may be chosen for each member of the College Discipline Committee.
- 5.3 The Chair of the College Discipline Committee shall be the member representing *An tÚdarás Rialaithe* and shall, in the event of equality in respect of a decision, have a casting vote.
- 5.4 The Chair of the College Discipline Committee shall have a good working knowledge of all College regulations, of University of Limerick regulations and of this Code of Student Conduct.
- 5.5 The College Discipline Committee shall be deemed quorate if there are four members present.
- 5.6 No member of the College Discipline Committee may sit as a member of the Committee judging a particular case (the 'Case') if the person:
- a) Is the student charged
  - b) Is a complainant
  - c) Has consented to testify in the Case
  - d) Is a member of the College Discipline Committee who, for any other reason, considers that they should not take part in the investigation of and decision on the Case. In this instance, the person who considers themselves disqualified shall so notify the Chair of that decision.
  - e) Is considered by the College Discipline Committee, for some reason relevant to the Case, to be disqualified. If disputed, the decision on this matter shall be made by a majority of the Committee excluding the person whose disqualification is under consideration.
- 5.7 In the event that a member of the College Discipline Committee withdraws during the course of a hearing, the Committee shall be entitled in its discretion to continue with the hearing or to convene a rehearing.
- 5.8 The student who is the subject of the complaint shall receive notice from the Student Academic Administration Office of such to the person's College email account and by registered post to their permanent address (or by personal delivery by any employee or agent of the College). The notice shall give a brief specification of each charge and will require the accused student, on at least 10 working days' notice, to appear before the College Discipline Committee. The notice shall be accompanied by a copy of this Code of Student Conduct and shall draw attention, in particular, to the right of the person charged to representation, their right to submit written evidence and their right to call such witnesses in defence as the student may think fit.
- 5.9 Within the 10 working days' notice period referred to above, the person charged may request, and the Chair of the College Discipline Committee may grant, a further period not exceeding seven working days to prepare their case.
- 5.10 The Student Academic Administration Office shall, at least seven working days in advance of the hearing, ensure that the following documents are served on the person charged and forwarded to the Chair of the College Discipline Committee:
- a) A statement of the charges against the person charged
  - b) A list of witnesses whom the Assistant Registrar proposes to call
  - c) A summary in writing of the evidence that it is proposed should be given by each witness
  - d) A list of relevant material (if any)
- 5.11 The person charged shall have the right to inspect relevant material, which will normally be available in the Student Academic Administration Office.

- 5.12 At any time, the Student Academic Administration Office may, at the direction of the Assistant Registrar and with the permission of the Chair of the College Discipline Committee, cause to be served on the person charged, and furnished to the Committee, further evidence or the names of additional witnesses whose names have not already been supplied to the person charged. The Chair shall grant such permission unless satisfied that it would be unfair to the person charged to accede to such a request.
- 5.13 The person charged shall, at least three working days in advance of the hearing, notify in writing the Chair of the College Discipline Committee and the Student Academic Administration Office of the name(s) and address(es) of the witness(es) the student proposes to call and supply to the Chair and Student Academic Administration Office a copy of any document(s) and a list of any exhibit(s) that they propose to submit at the hearing.
- 5.14 The evidence to be offered at a hearing of the College Discipline Committee shall be adduced by the Student Academic Administration Office. The evidence to be offered on behalf of the College at a hearing of the Committee shall be presented by the Assistant Registrar. The evidence of the witnesses shall be presented at the hearing in accordance with the terms of this Code.
- 5.15 The College Discipline Committee shall be entitled to have a legal adviser present at any of its meetings.
- 5.16 A person charged shall be entitled to be accompanied by a person of their choosing or to have a legal adviser present.
- 5.17 If a complainant decides not to pursue a complaint, the Assistant Registrar may, nevertheless, pursue the complaint to conclusion.
- 5.18 If the person charged fails, without making a valid excuse, to appear before the College Discipline Committee on the appointed day, the Committee, if satisfied that such person has had due notice of the hearing of their case, may proceed to deal with the case in the person's absence. No inference of culpability shall be drawn from the said person's non-appearance at the hearing of the case.
- 5.19 The College Discipline Committee shall conduct all hearings with respect to the principles of natural justice and fair procedures. If the complaint is denied in the whole or in part by the person charged at the opening of the proceedings, the Assistant Registrar shall present the case against the person charged first. The person charged may question any witness. The person charged may then present the defending case and may call any witness or produce any document the person considers necessary to their case. The Assistant Registrar may question witnesses called by the person charged. Members of the College Discipline Committee may question the person charged and any witnesses called by either party.
- 5.20 At no time shall the person charged be compelled to give evidence or to answer any questions. If the College Discipline Committee considers that the evidence given for the complaint would, in the absence of explanation by the person charged, establish the culpability of the person, the Committee may so inform the person and, thereafter, the Committee may draw such inference as it considers reasonable from the absence of any such explanation by the person.
- 5.21 At any hearing, on the finding that the facts of the complaint have been proved, the person charged shall have the right to address the College Discipline Committee before a penalty of any kind is imposed.
- 5.22 In the case of each adjudication made by the College Discipline Committee, a copy of the Committee's findings and of the penalty (if any) determined shall be sent without undue delay to the charged person's College email account and by registered post to their permanent address (or by personal delivery by any employee or agent of the College).
- 5.23 Where a complaint is made to the College Discipline Committee and the Committee takes the view that the complaint, if made out, would not amount to the more serious type of offence, the Committee shall be entitled to inform the person complained against that the said complaint shall be deemed disposed of and no adjudication as set out herein shall be undertaken on payment within seven days of such sum not exceeding €1,000, as the College Discipline Committee shall deem appropriate, and/or the cost of restitution or repair where higher.

## Section 6: Appeals

- 6.1 Decisions of the Lesser Offences Committee may be appealed by a person deemed culpable of an offence to the College Discipline Committee, whose decision on the matter shall be final.
- 6.2 Decisions of the College Discipline Committee may be appealed by a person deemed culpable of such an offence to the Appeals Committee, which is a sub-committee of *An tÚdarás Rialaithe* comprising three members of *An tÚdarás*, one of whom shall be named as the Appeals Committee Chair. An alternate person may be chosen for each member of the Appeals Committee.
- 6.3 The members of the Appeals Committee shall not be members either of the College Discipline Committee or of the Lesser Offences Committee.
- 6.4 The Appeals Committee shall be deemed quorate if there are two members present.
- 6.5 The Chair of the Appeals Committee shall, in the event of a tied vote in respect of a decision, have a casting vote.
- 6.6 The Chair of the Appeals Committee shall have a good working knowledge of all College regulations, of University of Limerick regulations and of this Code of Student Conduct.
- 6.7 Appeals may be made only on the grounds of one or more of the following:
  - a) That the conclusions reached by the Lesser Offences Committee or the College Discipline Committee, as the case may be, were not reasonable or were not supported by the evidence
  - b) That the penalty imposed was excessive
  - c) That the Lesser Offences Committee or the College Discipline Committee, as the case may be, misinterpreted or misconstrued a provision of the Code of Student Conduct
- 6.8 Appeals must be lodged in writing with the Student Academic Administration Office within seven working days from the date of issue of notification by the relevant committee of its decision. Appeals must specify the reasons for appeal in accordance with 6.7.
- 6.9 The College Discipline Committee or the Appeals Committee, as the case may be, shall, as soon as possible after receipt of the note of appeal, be furnished with a written report incorporating the facts of the case and the reasons for the decision together with any relevant material that was presented.
- 6.10 A copy of the report shall be furnished to the appellant at least three working days before the appeal hearing.
- 6.11 The appellant shall be given at least seven working days' written notice of the date and place of the appeal hearing and shall, at the same time, be furnished with a copy of this Code of Student Conduct and informed of their right to representation. At least five working days prior to the date of the appeal hearing, the appellant may request and the Chair of the relevant committee may grant a further period not exceeding seven working days to prepare their case.
- 6.12 At the appellant committee hearing, the appellant shall be first to present their case, after which the Assistant Registrar shall be entitled to present their case. The appellant shall be entitled to be heard in reply.
- 6.13 The College Discipline Committee or the Appeals Committee, as the case may be, shall be entitled to examine such evidence as, in its discretion, it deems fit, including calling the complainant(s) to be in attendance. The members of the appellate committee shall be entitled to question the complainant(s). The appellant may choose to answer questions from members of the appellate committee, if such are posed, but at no time shall the appellant be compelled to give answers.
- 6.14 The College Discipline Committee or the Appeals Committee, as the case may be, shall be entitled to have a legal adviser present at any of its meetings.

- 6.15 The appellant shall be entitled to be accompanied by a person of their choosing or to have a legal adviser present.
- 6.16 At the conclusion of the appeal hearing, the College Discipline Committee or the Appeals Committee, as the case may be, shall retire to consider its decision.
- 6.17 In the case of an appeal against penalty, the College Discipline Committee or the Appeals Committee, as the case may be, may uphold, set aside or vary the original penalty.
- 6.18 In the case of an appeal on the grounds specified in 6.7 (a) or (c), the College Discipline Committee or the Appeals Committee, as the case may be, shall pronounce its decision and proceed as it deems appropriate and may, if it so considers it appropriate, direct a rehearing of the charge. If the appellate committee affirms the decision of the Lesser Offences Committee or the College Discipline Committee, as the case may be, that decision stands.
- 6.19 The decision of the appellate committee shall be made known by the Chair to the appellant and other relevant parties.
- 6.20 After the hearing and without undue delay, the Student Academic Administration Office shall send the appellant the reasoned written decision of the appellate committee.

## **ASSESSMENT REGULATIONS**

### **1.1 General Regulations**

- Students shall comply with all directions from the Invigilators.
- Students shall display their student identity card on their desk or alternate work areas during each assessment.
- **Mobile Phones must be switched off**, stored in the clear sealable bag provided and placed under the desk for the duration of each assessment.
- Smoking is not allowed during assessments.
- A **Clean Desk Policy** is in operation for all examinations, whereby only authorised stationary will be allowed on the desk, i.e. no calculator covers or pencil cases allowed in an Examination Centre.
- Breaches of the regulations may be referred to the Disciplinary Committee as provided in the Code of Conduct.

### **1.2 Attendance at Assessments**

Students shall

- arrive at the scheduled examination centre 20 minutes before the scheduled start time of the assessment;
- not be admitted to an examination centre after the first 20 minutes of the scheduled assessment time has elapsed;
- not leave the examination centre before the first 30 minutes of the assessment time has elapsed;
- not be permitted to leave during the last 10 minutes of the assessment time and must remain in their seats until all scripts have been collected.

### 1.3 Conduct during Assessments

All authorised stationery, e.g. answer books, graph paper, etc. and other aids e.g. mathematical tables, etc. where authorised, will be provided by Invigilators. Students should not remove any of these items from the assessment area.

Authorised material consists of writing utensils, non-programmable calculators, and drawing instruments and other material as specified by the appropriate faculty member(s). [Non-programmable calculators are only permitted with the express permission of the relevant faculty member(s)]. No unauthorised material may be brought into the assessment area.

Students may write on authorised material ONLY while in the assessment area and only such authorised material will be submitted to the Examiner(s) for correction.

Each student is responsible for ensuring that his or her examination scripts and associated materials are in the possession of an invigilator before the student leaves the examination area.

### 1.4 Cheating

**Cheating in an examination is defined as the use, possession, or attempted use, of unauthorised material, unauthorised collaboration or attempted collaboration, copying or attempted copying.** Cheating is considered an offence under the Code of Conduct and suspected cases will be referred immediately to the Discipline Committee (see also Appendix 6, item 6.1).

A student who is believed to be cheating or attempting to cheat shall be informed immediately by an invigilator in the presence of a witness (viz., another invigilator, a faculty member or a student) that he/she has been found cheating: he/she shall have his/her name and registration number taken, his/her answer book marked and then allowed to finish the examination. Subsequent procedures are outlined in the Code of Conduct.

**Normally the penalty for cheating is suspension for 12 months. A repeat of such conduct shall warrant expulsion.**

**Much of the work which you carry out for assessment during your time in College will be written coursework. It is important that your work complies with the following regulations with regard to the submission of coursework and academic cheating.**

### **Submission of Coursework**

Your lecturer or tutor will notify you of the submission deadline when initially notifying you of other requirements relating to the particular piece of coursework. All coursework should be submitted in whole by the appropriate deadline. If, for some reason, you do not know the deadline, it is your responsibility to check this with the lecturer concerned or with the relevant Head of Department.

There are penalties for work which is submitted late or does not fulfill all the assessment requirements as outlined by the lecturer. These penalties will be outlined by the lecturer at the same time as the general requirements regarding the particular piece of coursework.

If a student is unable to complete a module within the prescribed time, for reasons which the student considers might merit the award of an 'I' grade, then an application must be made to Student Academic Administration on the appropriate form available from that Office.

**An electronic copy of written assignments will normally be uploaded and submitted to the MIC plagiarism detection software and will be checked against and stored in the standard repository of the software (see Appendix 6, item 2.6). In exceptional circumstances, where a student considers it necessary to post any written work to the College, it is in the student's own interest to use registered post. The student should retain a copy of the work. The College will not accept any liability for any posted material which does not arrive at the College.**

### **Cheating**

The College has strict rules to ensure that any works which students present for assessment are actually the result of their own efforts, skills and knowledge. Two of the forms of cheating which apply to written coursework are identified here. If you are in any doubt as to whether something might be regarded as cheating, ask the lecturer responsible for the relevant module or module section. Please refer to the Academic Integrity Policy (Appendix F) for guidance in relations to forms of academic cheating (e.g. syndication) and plagiarism. Remember, **it is your responsibility to ensure that your work does not violate any of the regulations with regard to cheating.**

**1. Scope of the Procedure**

- 1.1. The key objective of this procedure is to put in place a process for dealing fairly with complaints made by a student of the College against any other student(s) of the College or against any employee(s) of the College.
- 1.2. The procedure is designed to deal with complaints by a student that (s)he is the victim of bullying, harassment, and/or offensive or unreasonable treatment by any person(s) who fall(s) within the scope of this set of procedures.
- 1.3. This set of procedures relates only to behaviour which occurs on the College campus or in the course of other College-organised activities such as field trips, placements, school placement, or social events.
- 1.4. Any student, who believes that (s)he has been unfairly treated has the right to make a complaint.
- 1.5. The College will not penalise any student who makes use of the Complaints Procedure in good faith. However, malicious complaints will be regarded as a serious disciplinary offence.
- 1.6. The procedures described below endeavour to ensure that any complaints that arise are resolved within the College. Every effort should be made to resolve the matter through the informal procedures set out below.
- 1.7. All reasonable steps will be taken to protect from intimidation, victimisation or discrimination any student who files a complaint, or any faculty or staff member who assists in the investigation of a complaint.
- 1.8. Retaliation against a student who makes a complaint will be considered to be a serious disciplinary offence.

**2. Procedure for dealing with complaints**

- 2.1. A person intending to make a complaint should consider firstly whether the matter can be resolved informally in accordance with section 2.2. However, a person may proceed directly to the formal process described in section 2.3, if desired.

## **2.2. Informal Procedure**

- 2.2.1. A student who is considering making a complaint should keep full records of all incidents that occur, including a description of what happened, the date(s), time(s), and location(s), as well as the name(s) of any witness(es). The complainant should also record his/her own response and the impact of the incident(s) on them.
- 2.2.2. Where a student wishes, support and advice may be sought from a trusted source, such as Student Academic Administration, from the Students' Union, from the Chaplaincy Team or from a Student Counsellor, as appropriate.
- 2.2.3. The student may choose to inform the alleged perpetrator, either in writing or in person, that the behaviour is unwelcome and unacceptable and request them to stop, if it is considered prudent to do so.
- 2.2.4. In the case of a complaint against another student, the complainant may wish to raise the matter with the Students' Union, or with a member of the College staff such as a Head of Department or Dean, with a view to seeking assistance from them in resolving the matter.
- 2.2.5. Where the complaint is being made against a member of staff, the matter can be raised in the first instance with that person's immediate superior, such as a Head of Department or a Supervisor, as appropriate, with a view to seeking assistance from them in resolving the matter.
- 2.2.6. If the complaint is not resolved in this informal way, or where the gravity of the complaint warrants it, the complaint should be pursued through the formal system.

## **2.3. Formal Procedure where a Student is the Respondent**

- 2.3.1. A formal complaint should be made in writing to the Assistant Registrar who will ensure that the complaint is brought to the attention of the Discipline Committee.
- 2.3.2. The complaint will be investigated in accordance with the procedures that are set out in the College's Code of Student Conduct.

## **2.4. Faculty or Staff Member as Respondent**

- 2.4.1. The appropriate person to be approached by the student complainant depends on the position of the person against whom the complaint is being made. This designated person shall have the initial responsibility for dealing with the complaint.

2.4.1.1. Member of the Academic Staff

In cases where a complaint is being made against a member of the College's academic staff, the complaint should normally be made to the relevant Head of Department in writing, except where the Head of Department is the subject of the complaint.

2.4.1.2 The Head of Department

Where a complaint is being made against a Head of Department, this should be made in writing to the relevant Dean.

2.4.1.3 Deans

Where a complaint is being made against a Dean, this should be made in writing to the Vice-President, Academic Affairs.

2.4.1.4 Vice-Presidents

If either Vice-President is the subject of the complaint, the complaint should be made in writing to the College President.

2.4.1.5 College President

Where the College President is the subject of the complaint, the complaint should be addressed to the Chairperson of *An tÚdarás Rialaithe*.

2.4.1.6 Professional Services Staff Member

Where a complaint is being made against a member of the Professional Services Staff, the complaint should be made in writing to the person's immediate superior.

**2.5. The Formal Complaints Process**

2.5.1 All written complaints should identify the person or persons against whom the complaint is being made and should give details of the alleged act(s).

2.5.2 The person who is dealing with the complaint, as set out in 2.3.2, should forward a copy of the complaint to the faculty or staff member against whom the complaint is being made and request them to respond in writing.

2.5.3 The written response of the faculty or staff member should be forwarded by the person dealing with the complaint to the complainant.

2.5.4 The complainant should be requested to indicate in writing whether the response is deemed to be satisfactory or acceptable.

2.5.5 If the complainant does not wish to pursue the matter further, this should be communicated to the person against whom the complaint was originally made by the person who is dealing with the complaint.

2.5.6 Where the complaint is not resolved at this stage, the student should be offered a formal hearing of the Student Complaints Committee which shall have responsibility for investigating the matter.

- 2.5.7 Copies of all the relevant correspondence in relation to the complaint should be forwarded to the Vice-President Academic Affairs or to the Vice-President Administration and Finance, as appropriate.
- 2.5.8 The Complaints Committee shall be appointed by the President and shall consist of three members as follows:
- A person external to the College who shall chair the Committee;
  - An elected staff representative who is a member of *An tÚdarás Rialaithe*;
  - The President of the Students' Union or his/her nominee.
- 2.5.9 Where a complaint against the President is to be investigated by the Complaints Committee, the membership of the Committee shall be appointed by the Chairperson of *An tÚdarás Rialaithe*.
- 2.5.10 All investigations will be conducted in accordance with the principles of natural justice and will be carried out with due confidentiality and without delay.
- 2.5.11 Each party will have the right to present his/her case and to be accompanied by a College colleague or a Union representative.
- 2.5.12 The outcome of the investigation will be communicated to all parties.
- 2.5.13 All parties will have the right to appeal to the President whose decision shall be final save in any case where the President is the subject of the complaint, in which circumstances the right of appeal shall be to the Chairperson of *An tÚdarás Rialaithe* whose decision on the matter shall be final.

## 2.6 Bachelor's Degrees, Diplomas and Certificates

- 2.6.1 The award of a bachelor's degree, diploma (either undergraduate or postgraduate) or certificate (either undergraduate or postgraduate) is made at honours levels. To qualify for the award of a bachelor's degree or diploma or certificate, a candidate must:
- satisfy all the assessment and other requirements set for the programme of study;
  - achieve a minimum final cumulative QCA of 2.00, with full credits in all prescribed modules of the programme of study;
  - satisfy any programme specific regulations as specified for particular programmes.

- 2.6.2 Awards will be at one of the following classifications:

### Award Classification Cumulative QCA

First class honours	3.40
Second class honours grade 1 (2.1)	3.00
Second class honours grade 2 (2.2)	2.60
Third class honours	2.00

- 2.6.3 Notwithstanding the provisions of 2.6.2 above, the Academic Council Examination Board may consider a candidate whose final cumulative QCA is not more than 0.10 less than the QCA required for a first class, 2.1 or 2.2 classification and who satisfies the other requirements for the proposed award.
- 2.6.4 In the case of programmes that consist of a part 1 and part 2 structure, the award and award classification shall be made on the basis of performance of candidates in part 2 only of such programmes. Where there are more than two years in part 2 of the programme, a relative weighting of 1:2:2 shall be assigned to years one, two and three of part 2, respectively. In the case of all other programmes, the award of the degree shall be based on the candidate's full cumulative performance over the complete programme.
- 2.6.5 In the case of a student pursuing a University of Limerick qualification in both the University of Limerick and another institution, the student must spend the final year of study in the University of Limerick or complete the majority of his/her programme of study in the University of Limerick.

## 2.7 Master's Degree (by Coursework and Dissertation)

- 2.7.1 A master's degree by coursework and dissertation may be awarded at honours classification (first class, second class or third class honours). To be eligible for the award of a master's degree by coursework and dissertation at honours classification, a candidate must:
- satisfy all the assessment and other requirements set for the programme of study;
  - have achieved a minimum grade of C3 in the dissertation component of the programme;
  - achieve a minimum final cumulative QCA of 2.00, with full credits in all prescribed elements of the programme of study.

2.7.2 In the case of a master's degree programme of which the taught element, in whole or in part, constitutes a graduate diploma programme, a student shall be required to attain a minimum honours 2.1 standard in this taught component to be eligible for progression to the master's component of the programme.

2.7.3 All cases referred to and provided for in item 2.7.2 shall require the approval of the appropriate Faculty postgraduate studies committee for progression to the master's component of the programme in question.

2.7.4 The classification of honours awards shall be determined as follows:

### **Award Classification Cumulative QCA**

First class honours	3.40
Second class honours grade 1 (2.1)	3.00
Second class honours grade 2 (2.2)	2.60
Third class honours	2.00

2.7.5 Notwithstanding the provisions of 2.7.1 above, the Academic Council Examination Board may consider a candidate whose final cumulative QCA is not more than 0.10 less than the QCA required for a first class, 2.1 or 2.2 classification and who satisfies the other requirements for an honours award for the award of a master's degree at the appropriate honours classification.

**Preamble**

Academic Integrity refers to honesty and responsibility in academic practice and scholarship. It values ethical academic behaviour and the avoidance of plagiarism, cheating, fraudulent representation of academic work and other dishonesty in academic endeavours.

**1.0 Academic Dishonesty****1.1 Academic dishonesty includes:**

- falsely representing the work of others as one's own in an assignment.
- copying of ideas or work of fellow students.
- copying from published works, in assignments, without proper acknowledgement, i.e. plagiarism.
- using co-authoring assistance in individual academic work, including the commissioning or purchasing of essay writing services, i.e. syndication.
- using technical assistance in assignments where it has not been authorised, e.g. using translation software in a translation assignment.
- signing attendance records on behalf of a classmate.
- fabricating results or research findings in an assignment.
- using false information to gain extensions to deadlines or i-grades.
- cheating in examinations by copying or using unauthorised materials.
- misrepresenting achievements on application forms.

**2.0 Plagiarism****2.1 Plagiarism is defined as the use of either published or unpublished writing, ideas or works without proper acknowledgement.****2.2 Plagiarism is a form of academic dishonesty where, either intentionally or unintentionally, ideas or works are falsely presented as being those of the author for her/his benefit. It can include:**

- the use of a part of a text without quotation marks and citation.
- the use of a part of a text, with minor paraphrase, without citation.
- the use of an image without citation or permission.
- the use of music without citation or permission.
- the use of computer code, mathematical work, research results, spreadsheets without citation or permission.
- the re-use of one's own work from a previous assignment without citation.

**2.3 All writing, ideas or works quoted or paraphrased in an academic assignment in MIC must be attributed and acknowledged to the original source through proper citation.**

- 2.4 To avoid plagiarism when quoting or paraphrasing, ideas or works must be referenced using the referencing system appropriate to the module under assessment or disciplinary area<sup>1</sup>.
- 2.5 Module and Programme Coordinators will provide guidance to students regarding the required referencing system for a given module or programme.
- 2.6 Written assignments will normally be submitted to the MIC plagiarism detection software and will be checked against and stored in the standard repository of the software. Students may submit only once to the plagiarism detection software for any one assignment.
- 3.0 **Acceptable use of MIC teaching and assessment materials**
- 3.1 Student assessment materials, marks, examiner comments (constituted by completed examination scripts, student projects (written, oral and otherwise), dissertations and intra-semester assignments etc. constitute personal data and the student has right of access to such data. As a Data Controller, MIC will manage the collection, collation, storage and destruction of these materials in accordance with the General Data Protection Act (GDPR) under the oversight of the Supervisory Authority of the Irish State. All parties providing service to the College and who require access to such materials to provide such service (e.g External Examiners, Third Party storage providers etc.) will be understood by the College to be Data Processors and shall act in compliance with the GDPR under conditions that are contractually stated. All rights of the student as Data Subject under this legislation will apply.
- 3.2 Recording of lectures on personal devices is not permitted, unless by special arrangement.
- 3.3 Lectures captured on livestreaming facilities, which are password protected, cannot be shared with anyone who is not registered for a given module.
- 3.4 Teaching materials made available for download in electronic format by MIC lecturers may not be shared with anyone who is not registered for a given module.
- 4.0 **Acceptable use of ICT and digital identities**
- 4.1 When using MIC computers or network, films, music, books and other published works subject to copyright must not be downloaded.
- 4.2 Software licensed to MIC must not be downloaded to private devices or shared outside of MIC network, unless by prior agreement.
- 4.3 Digital identities should be respected and identity credentials should never be shared. Using the email or VLE identity of another (e.g. if not logged out on a device) is considered a theft of digital identity.
- 4.4 MIC's Policy for Responsible Computing must be adhered to at all times.

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<sup>1</sup> Harvard, APA and numeric footnote systems are used in MIC, depending on the module or programme.

## **5.0 Data protection**

**5.1** Assignments that involve the gathering and storing of personal data, including images, must adhere to the MIC data protection policy.

## **6.0 Sanction**

**6.1** In accordance with MIC's Code of Conduct, it is a serious disciplinary offence to engage in academic cheating in any form whatsoever.

**6.2** Section 4.2 of the MIC Code of Conduct states that "The College Discipline Committee shall be entitled to impose penalties including suspension or expulsion where, in its view, the gravity of the complaint or offence or the College disciplinary record of the offender shall so warrant".

# APPENDIX G

## AGUISÍN G



# Academic Calendar

2023-2024

All Years (except Incoming First Year Undergraduates)

August 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

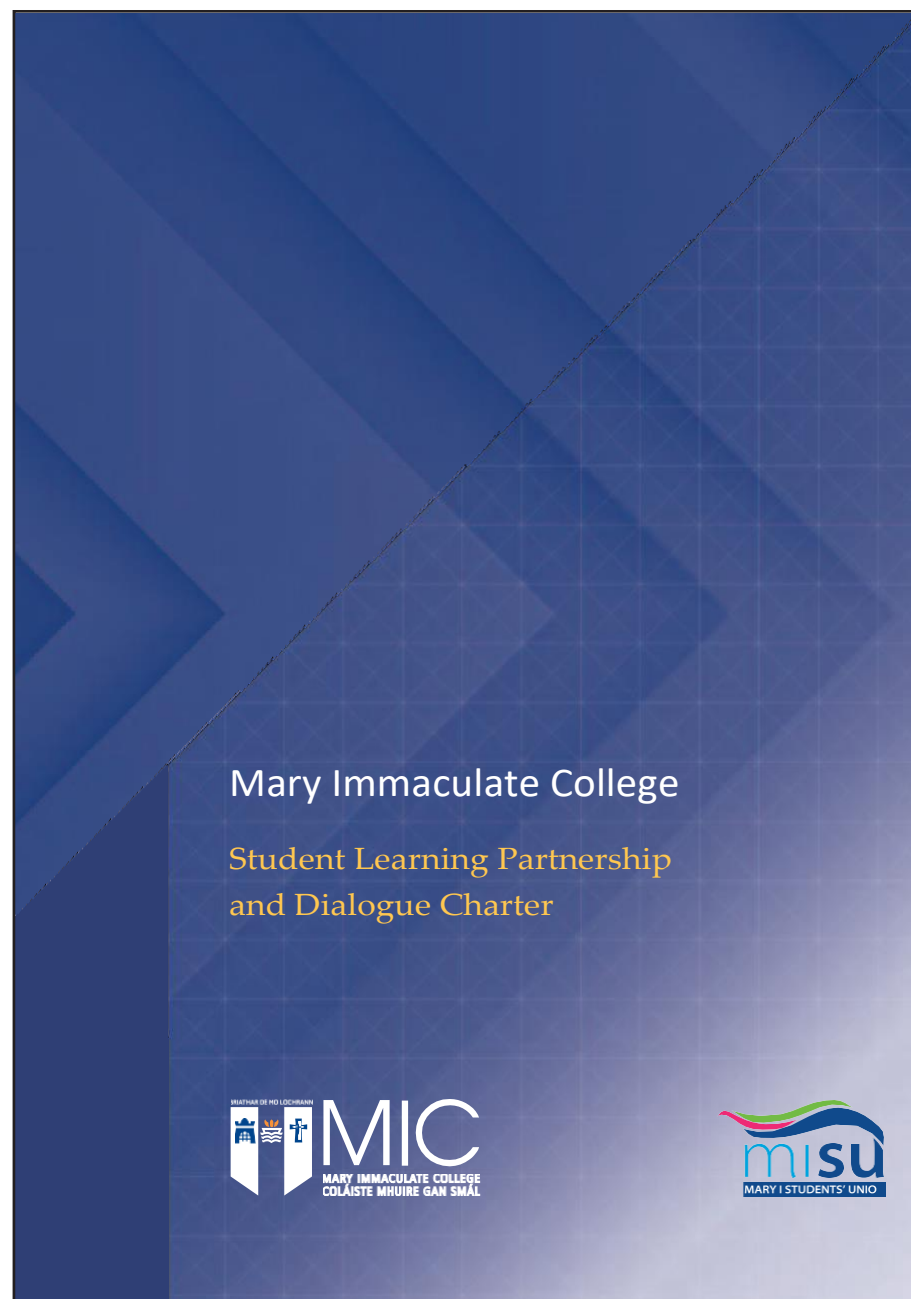
April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Colour Key						
Teaching Weeks						
Examination Board Meetings						
Study Days						
Bank Holidays						
Examination Days						

Dates may be subject to change





## Mary Immaculate College

### Student Learning Partnership and Dialogue Charter

The MIC Student Learning Partnership and Dialogue Charter is a bipartite agreement in the spirit of collegiality between Mary Immaculate College (MIC) and Mary Immaculate College Students' Union (MISU), the representative body of the students of MIC. This charter acknowledges that the landscape of higher education is never static; rather it is dynamic and ever-changing for students and the College. The aim of this charter is to outline the commitments, expectations, responsibilities and underpinning dialogue processes associated with this charter between MIC and MISU with the overarching objective of facilitating student success. This charter does not constitute a legally binding contract and is designed in partnership with MISU in the spirit of dialogue.

Professor Eugene Wall, President, MIC

Professor Niamh Hourigan, Vice-President of Academic Affairs, MIC

Aisling Cusack, President, MISU (2019/2020)

Deirdre Kennelly, General Manager, MISU



## Mary Immaculate College

### Student Learning Partnership and Dialogue Charter

The MIC Student Learning Partnership and Dialogue Charter is a bipartite agreement in the spirit of collegiality between Mary Immaculate College (MIC) and Mary Immaculate College Students' Union (MISU), the representative body of the students of MIC. This charter acknowledges that the landscape of higher education is never static; rather it is dynamic and ever-changing for students and the College. The aim of this charter is to outline the commitments, expectations, responsibilities and underpinning dialogue processes associated with this charter between MIC and MISU with the overarching objective of facilitating student success. This charter does not constitute a legally binding contract and is designed in partnership with MISU in the spirit of dialogue.

Professor Eugene Wall,  
President, MIC

Professor Niamh Hourigan,  
Vice President Academic Affairs, MIC

Dr Finn Ó Murchú,  
Head of School of Education  
(Post-Primary), MIC Thurles

Aisling Cusack,  
President, MISU (2019/2020)

Clara Horan,  
MISU Thurles College Officer (2019/2020)

Deirdre Kennelly,  
General Manager, MISU



## Mary Immaculate College

### Student Learning Partnership and Dialogue Charter

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Student Life	5
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Community Engagement	7
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## Introduction

Underpinning this Student Learning Partnership and Dialogue charter are four thematic intersectional elements as follows:

- Teaching and Learning Environment
- Student Life
- Representation
- Community Engagement

Collectively, these four thematic elements outline the commitments, expectations and responsibilities associated with this charter between MIC and MISU.

The next section outlines the commitments, expectations and responsibilities associated with each of these thematic areas in turn.



## Teaching and Learning Environment

MIC staff will commit to the following...

- Provide a supportive, inclusive research-informed learning environment that facilitates student success
- Deliver challenging curricula taught by staff who are experts in their fields and who are committed to high-quality, engaging and innovative teaching and learning
- Offer specialised support, resources and facilities designed to support student engagement and promote autonomy
- Ensure students receive clear, up-to-date programme outlines and specific criteria followed by constructive and timely feedback on assessments
- Embed skills and employability considerations within the curriculum and provide students with access to specialised careers advice and guidance

MIC students will commit to the following...

- Actively engage in academic life through attendance and participation in lectures, tutorials and placements
- Use the College's academic, professional and pastoral supports, services and resources as and when required. Ask for help when necessary
- Submit coursework and assignments on time and ensure that the College's guidelines around cheating, syndication and plagiarism are followed
- Ensure accountability for own learning and consider opportunities to enhance personal development
- Seek feedback as and when required in relation to assessments

4



## Student Life

MIC staff will commit to the following...

- Provide an accessible, safe and secure College environment across all campuses
- Offer relevant and appropriate support services which aim to meet the needs of all students
- Seek to provide and support a range of arts, culture, leisure and sporting opportunities which enhance and promote student engagement
- Raise awareness of all student policies and supporting documentation and ensure these are easily accessible and updated as and when required
- Encourage and support students to engage with opportunities provided by MISU and facilitate these where reasonable

MIC students will commit to the following...

- Engage with and participate in extra-curricular opportunities offered by both MIC and MISU
- Take responsibility for own personal safety, health and wellbeing
- Meet their financial responsibilities to MIC during the course of their studies and highlight any obstacles to meeting these responsibilities in a timely manner
- Read and follow all relevant student policies and documentation
- Raise any concerns or issues which might affect progression or participation in College with the relevant service(s) as soon as possible

5



## Representation

MIC staff will commit to the following...

- Participate and encourage students to be active partners in the core work of the College
- Ensure student representation in College committees that influence strategic decisions and shape the students' College experience
- Continue to provide informal and formal channels for dialogue between the College and MISU where student feedback is addressed
- Consult and inform MISU of all relevant College plans relating to students
- Promote the mission and values of the College with regard to student engagement and ensure consistency

MIC students will commit to the following...

- Be active partners in the core work of the College
- Engage with MISU to make sure the student voice is brought to the College's committees which influence strategic decisions and shape the student experience
- Utilise MISU's democratic structures to bring forward constructive and honest feedback
- Hold the elected student representatives to account and ensure that they are fulfilling their constitutional responsibilities
- Participate in student-related consultation processes which contribute to the student experience

6



## Community Engagement

MIC staff will commit to the following...

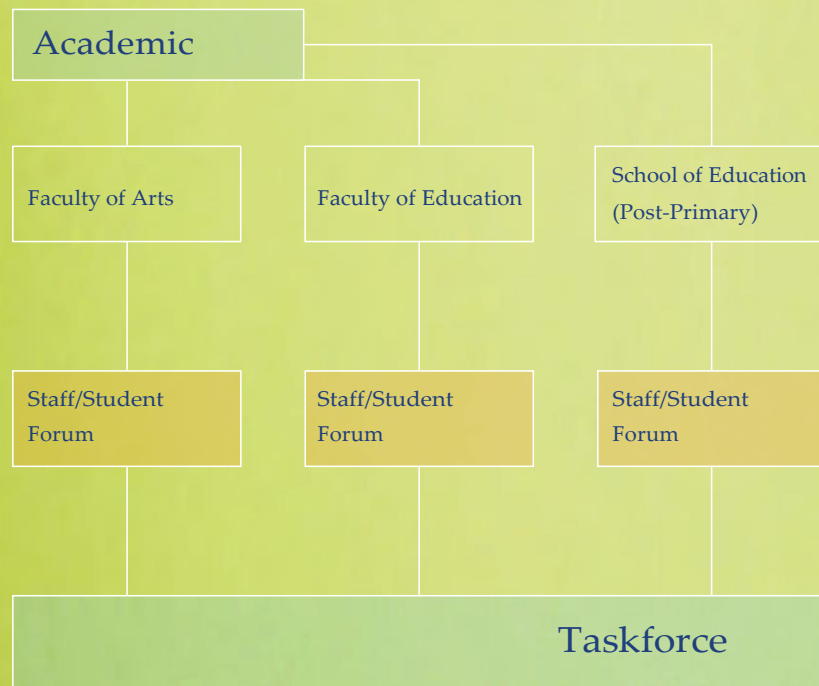
- Foster a culture where students and staff are treated with respect, courtesy and professionalism
- Acknowledge that students and staff members on committees have different life experiences and areas of expertise but are all equally valued in the ongoing evolution of the College
- Cultivate an environment which encourages personal development, mutual understanding and academic freedom
- Promote equality for all, irrespective of gender, civil status, family status, sexual orientation, religion, age, disability, ethnicity and race
- Encourage sustainability, social justice, responsibility and respect as well as cultural awareness at local, regional, national and international levels

MIC students will commit to the following...

- Foster a culture where staff and students are treated with respect, courtesy and professionalism
- Acknowledge that students and staff members on committees have different life experiences and areas of expertise but are all equally valued in the ongoing evolution of the College
- Take into consideration the local community, both residential and non-residential, when engaging in activities external to the College
- Promote equality for all, irrespective of gender, civil status, family status, sexual orientation, religion, age, disability, ethnicity and race
- Respect MIC's and MISU's property and facilities and play an active role in building and maintaining a welcoming campus community

7

## Graphic Summary of the Underpinning Dialogue Structures and Processes



8

## Student Life

Student Pastoral Support Services

Student Wellbeing Committee



9



## Membership of Staff Student Forum in Faculty of Education

1. The Faculty of Education hereby establishes a Staff Student Forum for the purposes of facilitating dialogue and constructive feedback from students.
2. Membership of the Staff Student forum will consist of the following members:
  - Assistant Dean of Education (Chair)
  - Programme Leader (or nominee)
  - MISU President
  - MISU Vice-President
  - Class representatives from all class groupings/years as follows<sup>1</sup>:
    - First-year Bachelor of Education (B Ed) representatives (Approx. 14)
    - Second-year Bachelor of Education (B Ed) representatives (Approx. 14)
    - Third-year Bachelor of Education (B Ed) representatives (Approx. 14)
    - Fourth-year Bachelor of Education (B Ed) representatives (Approx. 14)<sup>2</sup>
    - All Bachelor of Education and Psychology (B Ed & Psychology) representatives
    - All Bachelor of Arts in Early Childhood Care and Education (BA ECCE) representatives (4)
    - All Professional Master of Education (PME) representatives (4)
    - Postgraduate representative

## Terms of Reference for Staff Student Forum in Education

1. The Staff Student Forum will meet on a minimum of one occasion per academic semester.
2. The Staff Student forum will have specific responsibilities to discuss and bring to the attention of the relevant Course Board and Faculty, matters pertaining to student concerns, issues or recommendations, including but not being restricted to:
  1. Module assessment
  2. Module feedback
  3. General course issues
  4. Timetable
  5. Student conduct
  6. Overall quality of student experience in MIC
3. The Chair of the Staff Student Forum will report back to the Programme Course Boards, Faculty Board and Charter Taskforce.

<sup>1</sup> The Reps for each year (B Eds) and course (B Ed & Psych, PME & ECCE) meet separately and it is therefore envisaged that there will be seven individual forum meetings on a given day

<sup>2</sup> Second Semester only as 4th years are on extended school placement until semester 2

## Membership of Staff Student Forum in Faculty of Arts

1. The Faculty of Arts hereby establishes a Staff Student Forum for the purposes of facilitating dialogue and constructive feedback from students.
2. Membership of the Staff Student forum will consist of the following members:
  - Dean of Arts (Chair) or Bachelor of Arts (BA) Course Leader or Nominee
  - Two Arts Faculty Board Nominees
  - MISU President
  - MISU Vice-President
  - Departmental class representatives across all years as follows:
    - First-year Bachelor of Arts (BA) representatives (all Departments)
    - Second-year Bachelor of Arts (BA) representatives (all Departments)
    - Third-year Bachelor of Arts (BA) representatives (Psychology and Placement)<sup>3</sup>
    - Fourth-year Bachelor of Arts (BA) representatives (all Departments)
    - All Bachelor of Arts in Contemporary and Applied Theatre Studies (BA CATS) representatives (4)
    - Postgraduate representative

## Terms of Reference for Staff Student Forum in Faculty of Arts

1. The Staff Student Forum will meet on a minimum of one occasion per academic semester.
2. The Staff Student forum will have specific responsibilities to discuss and bring to the attention of the relevant Course Board and Faculty, matters pertaining to student concerns, issues or recommendations, including but not being restricted to:
  1. Module assessment
  2. Module feedback
  3. General Course issues
  4. Student conduct
  5. Overall quality of student experience in MIC
3. The Chair of the Staff Student Forum will report back to the Programme Course Boards, Faculty Board and Charter Taskforce.

<sup>3</sup>Detail in regard to class representation for students on placement will be agreed with key stakeholders



## Membership of Staff Student Forum in School of Education (Post-Primary), MIC Thurles

1. The School of Education (Post-Primary), Thurles hereby establishes a Staff Student Forum for the purposes of facilitating dialogue and constructive feedback from students.
2. Membership of the Staff Student forum will consist of the following members:
  - Assistant Dean of Education (Chair)
  - Head of School of Education (Post-Primary)
  - MISU President or MISU Vice-President
  - MISU MIC Thurles College Officer
  - Class representatives from all of the undergraduate programmes and years as follows:
    - All first-year representatives – (6)<sup>4</sup>
    - All second-year representatives – (6)<sup>5</sup>
    - All third-year representatives – (6)<sup>6</sup>
    - All fourth-year representatives – (6)<sup>7</sup>
    - Postgraduate representative

## Terms of Reference for Staff Student Forum in School of Education (Post-Primary)

1. The Staff Student Forum will meet on a minimum of one occasion per academic semester.
2. The Staff Student forum will have specific responsibilities to discuss and bring to the attention of the relevant Programme Board and Faculty, matters pertaining to student concerns, issues or recommendations, including but not being restricted to:
  1. Module assessment
  2. Module feedback
  3. General Course issues
  4. Timetable
  5. Student conduct
  6. Overall quality of student experience in MIC
3. The Chair of the Staff Student Forum will report back to the Programme Board, Faculty Board and Charter Taskforce.

<sup>4</sup> This includes one rep for each of the six undergraduate programmes offered in Thurles, from 2020

<sup>5</sup> This includes one rep for each programme as the programmes are rolled out from 2020 - 2023

<sup>6</sup> This includes one rep for each programme as the programmes are rolled out from 2020 - 2023

<sup>7</sup> This includes one rep for each programme as the programmes are rolled out from 2020 - 2023

## Student Wellbeing Committee Terms of Reference

Student Wellbeing Committee	Terms of Reference
<p><b>Chair</b></p> <p>Director of Student Life (<i>ex officio</i>)</p> <p><b>Members</b></p> <ul style="list-style-type: none"> <li>▪ Chaplain (<i>ex officio</i>)</li> <li>▪ Academic representative from the Faculty of Education, nominated by the Dean of Education</li> <li>▪ Academic representative from the Faculty of Arts, nominated by the Dean of Arts</li> <li>▪ Two representatives of MISU, nominated by the President of MISU</li> <li>▪ Six elected representatives from the Professional Services Staff including a representative from MIC Thurles</li> </ul>	<p><b>Status</b></p> <p>The Student Wellbeing Committee is a sub-committee of Executive Team (ET).</p> <p><b>Term of Office</b></p> <p>The term of office of the Student Wellbeing Committee will be coterminous with that of <i>An tÚdarás Rialaithe</i> (normally a period of 3 years).</p> <p><b>Terms of reference</b></p> <p>The Student Wellbeing Committee will:</p> <ul style="list-style-type: none"> <li>▪ Assist in the development of strategic goals relating to student life at MIC</li> <li>▪ Facilitate and advise on strategic planning in relation to student life in line with the MIC Strategic Plan</li> <li>▪ Advise on policy and procedures relating to the enhancement of student life at MIC</li> <li>▪ Identify professional development needs of staff and priorities annually</li> <li>▪ Support initiatives relating to the promotion and recognition of student life in MIC</li> <li>▪ Advise on policy and procedures for feedback and evaluation</li> <li>▪ Promote collaboration across MIC Faculties, units and services, and between MIC and other Shannon Consortium institutions, leading to the enhancement of student life</li> <li>▪ Engage with, promote and respond to external initiatives at regional, national, supra-national and international levels</li> <li>▪ Consult with key stakeholders on matters related to the wellbeing of students which are under discussion at the Committee</li> </ul>



### Membership of Taskforce of the MIC Student Learning Partnership and Dialogue Charter

1. MIC hereby establishes a Taskforce for the purposes of assisting with the management and coordination of the Student Learning Partnership and Dialogue Charter.
2. Membership of the Taskforce will consist of the following:
  - Vice-President of Academic Affairs (Chair)
  - Director of Student Life
  - Assistant Dean of Education
  - Dean of Arts or nominee or Bachelor of Arts Course Leader
  - Head of School of Education (Post-Primary), MIC Thurles (or nominee)
  - MISU President (or nominee)
  - MISU General Manager
  - MISU Postgraduate Officer (or nominee)
  - 15 Class representatives (seven for Faculty of Education, four for Faculty of Arts and six for School of Education (Post-Primary))<sup>8</sup>

### Terms of Reference for Taskforce of the MIC Student Learning Partnership and Dialogue Charter

1. The taskforce will meet once a year at the end of the spring semester
2. The taskforce will have specific responsibilities to review and monitor feedback from the three fora and discuss matters pertaining to the overall coordination of the fora, including but not being restricted to:
  - Module assessment
  - Module feedback
  - General Course issues
  - Timetable
  - Student conduct
  - Overall quality of student experience in MIC
  - Monitor feedback from the three fora
  - Review and update the charter document annually
  - Produce an annual written report to An Comhairle Acadúil and Executive Team (ET)

<sup>8</sup>This number does not include BA 3 Placement representation. As students are not on campus, a realistic mechanism for dialogue will be developed in partnership with key stakeholders

#HelloMIC



[www.misu.ie](http://www.misu.ie)  
[www.mic.ie](http://www.mic.ie)

## **APPENDIX I**

### **AGUISIN I**

**Higher education institutions must provide the HEA Student Data Collection notice to their students.**

Articles 13 and 14 of the General Data Protection Regulation requires information to be provided, or made readily available, to data subjects so that they are informed in a transparent manner as to the purposes for which their data is to be processed. In order to satisfy this principle, the HEA supply text for use by HEIs.

The student data collection notice can be supplied to students in any of the following areas:

- Providing the text with registration form and the HEI's own data protection statement;
- Including the text on a website with the HEI's own data protection information;
- Including the text in a student handbook or other reference source for students.

The collection notice is published each year for students commencing and resuming their studies in that calendar year. The data collected pursuant to that notice will then be shared with the HEA with the following years returns. In accordance with the principle of fair obtaining, the HEI should at all times ensure the correct and current Data Collection Notice is published and for the avoidance of doubt the notice below is relevant for the 2020/2021 academic year.

## HEA Student Data Collection Notice 2020

### Who we are (data controllers)

The HEA has a statutory responsibility for the effective governance and regulation of the higher education system pursuant to the Higher Education Authority Act 1971 and subsequent amending legislation which has extended its remit to encompass Institutes of Technology and more recently Technological Universities. In order to discharge its functions effectively it must process certain categories of personal information. The relevant legislation in relation to the data processing that involves the work of the HEA are the following:

- The Higher Education Authority Act 1971
- Social Welfare Act 2005
- Social Welfare (Consolidated Claims, Payments and Control) Regulations 2007 (142/2007)
- Social Welfare (Consolidated Claims, Payments and Control) (Amendment) (No. 4) (Sharing of Information) Regulations 2015 (SI 317 of 2015)
- Universities Act 1997
- Institutes of Technology Act 2006
- Technological Universities Act 2018.

This notice sets out the basis on which any personal data collected from you, or from others, will be processed by the HEA. Please read the following carefully to understand HEA practices regarding your personal data and how the HEA will treat these data.

The HEA Data Protection Officer ("DPO") may be contacted at [dataprotection@hea.ie](mailto:dataprotection@hea.ie)

### What personal information does the HEA collect from you or obtain from others?

The HEA does not, except in limited circumstances, collect data directly from individuals. It is collected by Higher Education Institutions (HEIs) and passed to the HEA so as that the HEA can process the data so as to perform its statutory functions under the 1971 Act. The HEA processes the following personal data:

#### The Student Records System (SRS)

At registration for the HEI you will be attending, you will give data to your Institution. That data forms the basis of the SRS dataset. The data collected for the SRS is set out in Schedule 1 of this notice.

#### Graduate Outcomes Survey (GOS)

In respect of this survey, you will be contacted approximately 9 months post-graduation by your Institution to fill out the survey. It is conducted on a voluntary basis, although not on the basis of consent; that is to say that while it is voluntary to partake in the Survey, the HEA does not rely upon

Article 6(1)(a), but relies upon the fact the processing is necessary for the performance of a statutory function or Article 6(1)(e). The details collected are set out in Schedule 1 of this notice.

### The Equal Access Survey (EAS)

The EAS is conducted by the individual HEI on a voluntary basis. The objective of the EAS is to ask higher education new entrants to answer a set of access related questions as part of the normal registration procedure. Registration in the main occurs in institutions between August and late October each new academic year. The questions relate to students facing social and/or financial barriers to higher education. Like the Graduate Outcomes Survey, the HEA does not rely upon consent as the basis for operating the survey, but upon the necessity to carry out the survey for the performance of its statutory functions. The details collected are set out in Schedule 1 of this notice.

### What other information does the HEA collect from you or obtain from others?

During your studies, you will be invited to participate in StudentSurvey.ie (Irish Survey of Student Engagement). Some of your information will be sent to the survey company to ensure that the survey is offered only to relevant target groups. Your information will be matched to your survey responses in order to allow for anonymous analysis of results, for example, by gender or full-time/ part-time. Your responses will be treated confidentially, and no individual student will be identifiable in any reports or results generated as a result of this survey.

### Why does the HEA collect this information?

To fulfil its legislative obligations the Higher Education Authority (HEA) requires an evidence base. This evidence base is provided by gathering individual student level data from the Higher Education Institutions. The primary database maintained in this respect is the Student Records System (SRS). Other datasets maintained by the HEA include the Equal Access Survey (EAS) and the Graduate Outcomes Survey.

Currently data is required for the following purposes:

- Trend analysis for annual publications on enrolments and graduates, by student and institute characteristics
- Annual progression analysis of new entrants, by student and institute characteristics
- Annual graduate outcomes analysis, by student and institute characteristics
- To inform funding allocation to HEA-funded higher education institutions
- Annual analysis of equity of access metrics of our Higher Education cohort
- Forecasting future enrolment and graduate numbers
- Reporting higher education data to international agencies such as the OECD, UNESCO and Eurostat
- Providing data to the Department of Education and Skills to inform their decision-making processes and forecasting analysis

- x Provide SUSI with data to inform grant application decisions
- x To provide data to the CSO under the Statistics Act 1993
- x To measure degree outcomes for students
- x To track students for completion rate analysis

### Who the HEA shares your data with:

The primary purpose the HEA has for collecting data is for statistical analysis in furtherance of its statutory obligations and to inform funding and other decisions made by the HEA. The HEA via its portal system shares personal data relevant to a HEI, with that HEI. The HEA also shares personal data with the following Government departments and public bodies. The HEA ensures that there are data sharing agreements in place with organisation with which data is shared. The table below provides more information regarding what is shared and the reasons for sharing.

Third party name	Purposes for Sharing the data	Lawful Basis for Sharing
The Department of Education and Skills	The HEA shares identifiable microdata with the Department of Education and Skills to allow for transitions rate analysis from 2 <sup>nd</sup> level to 3 <sup>rd</sup> level and to produce 3 <sup>rd</sup> level demand projections.	Data is shared with other Government Departments and agencies to allow them to carry out their statutory functions. The sharing is allowed under Section 266 of the Social Welfare Consolidation Act 2005 as set out in the Social Welfare (Consolidated Claims, Payments and Control) Regulations 2007 and as amended by Social Welfare (Consolidated Claims, Payments and Control) (Amendment) (No. 4) (Sharing of Information) Regulations 2015.
The Central Statistics Office	The HEA shares identifiable microdata with the CSO to analyse graduate outcomes and to measure the effectiveness of the higher education system. HEA data is linked to other Government administrative datasets in the CSO.	Statistics Act 1993 and a memorandum of understanding dated 4 <sup>th</sup> February 2015.
SUSI' part of the CDETB (City of Dublin Education and Training Board)	The HEA matches SUSI grant application data to HEA student record data using PPSN to verify previous attendance at HEA-funded institutions.	The SUSI data sharing agreement has its lawful basis under section 28 of the Student Support Act 2011.

The Department of Employment Affairs and Social Protection	The HEA shares PPSN, name, address and date of birth data to verify PPSN data with Client Identity Services.	In accordance with Government policy, the PPS number is used as the unique identifier on HEA databases. This allows for a continuity of statistical analysis and allows databases to be maintained accurately as well ensuring that there are no duplicate records in the system. The PPS number obtained may be validated using the Department of Employment Affairs and Social Protection PPSN client identity service.
SOLAS	The HEA shares identifiable microdata with SOLAS to allow for transitions rate analysis from further education to higher education.	Data is shared with other Government Departments and agencies to allow them to carry out their statutory functions. The sharing is allowed under Section 266 of the Social Welfare Consolidation Act 2005 as set out in the Social Welfare (Consolidated Claims, Payments and Control) Regulations 2007 and as amended by Social Welfare (Consolidated Claims, Payments and Control) (Amendment) (No. 4) (Sharing of Information) Regulations 2015.
The Department of Public Expenditure and Reform	The HEA shares disaggregated course level data with DPER to allow for detailed labour market analysis.	Data is shared with other Government Departments and agencies to allow them to carry out their statutory functions. The sharing is allowed under Section 266 of the Social Welfare Consolidation Act 2005 as set out in the Social Welfare (Consolidated Claims, Payments and Control) Regulations 2007 and as amended by Social Welfare (Consolidated Claims, Payments and Control) (Amendment) (No. 4) (Sharing of Information) Regulations 2015.
External Contractors	The HEA, on occasion, contract external bodies to process microdata in order to fulfil statutory functions, e.g. geocoding of student address data.	Contracts are organised through the OGP and data processing agreements are in place where necessary.

### Data processors

The HEA shares certain personal data with other organisations acting as processors, subject to appropriate data processing agreements and due diligence.

### Anonymised sharing

The HEA also shares statistical data with other Government departments who may benefit from same. This data is not personal data within the definition of Regulation 2016/679. Such aggregated data is shared in a form where the data subject is not identifiable and is shared from the SRS, EAS and GO databases.

### How long does the HEA keep hold of your information?

The time periods for which the HEA retain your information depends on the type of information and the purposes for which it is used. The HEA will keep your information for no longer than is required or permitted.

Student level data collected in the Student Records System and via the Graduate Outcomes Survey and the Equal Access Survey are required to fulfil the statutory functions of the HEA. Student level data, including PPSN, is required to verify eligibility under the free fees scheme and for SUSI grant eligibility. PPSN is also required to link HEA data to other administrative Government datasets both within the HEA and in the CSO. Longitudinal analysis of these linked datasets allows the HEA and the Department of Education to formulate more effective education policy, measure the societal value and impact of the education system, measure outcomes ' including for disadvantaged cohorts, and direct investment appropriately. For these purposes, student level data will be retained by the HEA from return year 2004 data currently in the system for a period of forty years ' the majority of the active labour market years for students/graduates. Please note that student level data is stored securely in the HEA and is only shared with authorised bodies specified in legislation and/or the student data collection notice presented to students at registration. The identity of students is never disclosed to unauthorised third parties.

For further details on the applicable retention periods, please contact the HEA Data Protection Officer at [dataprotection@hea.ie](mailto:dataprotection@hea.ie)

### Does the HEA transfer your information outside The European Union or European Economic Area?

Not at present. Any processing which may take place outside the EU or EEA will only be carried out with all necessary safeguards and in accordance with the GDPR.

### What are your rights with respect to your personal data?

You have the following rights:

- x The right to access the personal data the HEA holds about you.
- X The right to require the HEA to rectify any inaccurate personal data about you without undue delay.
- x The right to object to processing in the context of Article 21 GDPR

You may exercise any of the above rights by contacting the HEA Data Protection Officer at [dataprotection@hea.ie](mailto:dataprotection@hea.ie)

You may lodge a complaint with the Office of the Data Protection Commission in respect to our processing of your personal data. The website is [www.dataprotection.ie](http://www.dataprotection.ie)

To ensure your privacy and to protect the integrity of your data, the HEA will require you to verify your identity with a photographic ID before releasing or correcting your information.

### What will happen if the HEA change the data collection notice?

This notice may change each year. This notice is applicable to the 2020/2021 academic year. A revised notice will issue in the event of any future changes.

### How can you contact the HEA?

The HEA Data Protection Officer can be contacted by email at [dataprotection@hea.ie](mailto:dataprotection@hea.ie)

By phone: 01 2317100

Address: 3 Shelbourne Buildings, Shelbourne Road, Ballsbridge, Dublin 4.

Data Collection Notice: Schedule 1

## List of data items the HEA collect or obtain from higher education institutions, 2020/2021 Academic Year

The data higher education institutions send to the HEA include, student records:

Return year  
Institute code  
Academic year  
Programme name  
Programme code  
Programme type  
Anticipated length of programme in years  
Faculty title & code  
NFQ level  
Course name  
Course code  
Subject indicator  
CAO code  
Co-ordinating institutions  
Outreach, off campus marker  
Awarding body  
Funding indicator  
Add-on indicator to mark add-on courses recognising previous credit for entry  
Course completion credits  
Full time credits per year  
Course class indicator  
Teacher training marker  
Student ID  
CAO number  
PPS number  
Enrol status, student or graduate  
Course code  
Course year  
Mode of study  
ISCED code 'field of study  
Subject 1  
Subject 2  
Subject 3  
Subject 4  
Non-Standard award code  
Grade for award  
PhD structure indicator  
Student code to indicate type of student, e.g. new entrant  
Non-Standard attendance tag  
Exchange indicator  
Gender  
Date of birth  
First name  
Surname  
Domiciliary of origin  
Address 1

Address 2  
Address 3  
Address 4  
Address 5  
County  
Eircode  
Postal code for Dublin students  
Nationality  
Non-EU fee indicator  
Residence type during term-time  
Fees ' free fees indicator  
Post-Primary school number  
Leaving Cert points  
Leaving Cert year  
Leaving Cert exam results  
Last Institution attended  
Year left last institution  
Highest qualification  
Accumulated credits  
Current year credits  
Up-skilling initiative indicator, e.g. Springboard  
Fund indicator for students funded through the Fund for Students with a Disability  
Basis of entry to course

These data form part of the HEA Student Record System (SRS) database.

### Equal Access Survey:

Data collected as part of the Equal Access Survey is also returned to the HEA. Data sent to the HEA as part of this process include:

Return year  
Institution code  
Academic year  
Student ID  
Course code  
Blind or deaf indicator  
Physical disability indicator  
Learning disability indicator  
Psychological, emotional, or mental health indicator  
Other condition indicator  
Support requirement  
Parental status  
One parent allowance status  
Ethnic culture  
Home or term accommodation  
Commuting time

### Graduate Outcomes Survey:

The following Graduate Outcomes Survey data will be sent to the HEA:

PPS number

Student ID  
 Date of birth  
 County code  
 Domiciliary of origin code  
 Gender  
 Mode of study  
 Grade of award  
 Institute name  
 Course code  
 Course name  
 ISCED field of study information  
 NFQ Level  
 Programme type code  
 Year of graduation  
 Return year  
 Response ' yes, no or continuing graduate  
 Principal economic status ' main  
 Principal economic status ' all  
 Job title  
 Occupation (broad)  
 Organisation  
 Employment (where)  
 Employment Ireland  
 Employment overseas  
 Sector (broad)  
 Employment type  
 Contract type  
 Salary  
 Placement/work experience/internship  
 Placement/work experience/internship (time)  
 Relevance of course  
 Need for qualification indicator  
 Find out about job indicator  
 Institution (where)  
 Institution Ireland  
 Institution overseas  
 Further institution indicator  
 Further course name  
 Further ISCED field of study  
 Award sought in further study  
 Further mode of study  
 Why do further study indicator  
 Other activity A ' unemployment status  
 Other activity B ' other activities  
 Barriers to employment/further study  
 Same course again indicator

Follow up willingness indicator

HEA SRS data, Equal Access Survey data and Graduate Outcomes Survey data are linked in the HEA for analysis purposes via Student ID and/or PPSN.



## STUDENT DATA PROTECTION PRIVACY NOTICE

Updated 11.02.2020

### Introduction

Your privacy is extremely important to us. This privacy notice explains how Mary Immaculate College (College) collects, uses and shares personal data (i.e. information that can be used to identify you as an individual). It also explains your rights under data protection law in relation to the processing of your data. The College is the data controller of your personal data and is subject to the Data Protection Acts 1988 to 2018 and the General Data Protection Regulation (GDPR).

### General statement

The College fully respects your right to privacy and actively seeks to preserve the privacy rights of those who share information with the College. Any personal data you provide to the College will be treated with the highest standards of security and confidentiality, in accordance with the GDPR.

### Collection and retention of personal data

The College will only use the information you provide in accordance with the purpose for which it was provided. The information will be retained only for as long as required for the purpose it was collected. The [MIC Records Retention Schedule](#) outlines how long data is retained.

If you have any specific queries about the purpose for which your information is to be used, you should contact our Data Protection Officer before submitting the information (see contact details below).

### Why do we collect your personal data?

Your personal data is required in order for us to:

- Fulfil our obligations to you under your student contract
- Carry out our official functions as a Higher Education institution
- Comply with our legal obligations
- Pursue our legitimate interests (these will relate to the efficient, lawful and proportionate delivery of services and will not be to the detriment of the interests or rights of individuals)
- Protect your vital interests, or those of another party, where necessary.

We will also process your personal information in other circumstances, provided you have given your consent for us to do so.

### Legal basis for processing personal data

Under data protection law, we are required to ensure that there is an appropriate legal basis for the processing of your personal data, and to let you know what that basis is.

We process your personal data for the purposes outlined in this notice in pursuit of our legitimate interests in managing the College and providing you with the education and support services required during the course of your studies.

Whilst we rely on legitimate interest as the legal basis for processing where this is not overridden by the interests and rights or freedoms of the data subjects concerned, we recognise

that it is not the only lawful ground for processing data. As such, where appropriate, we will sometimes process your data on an alternative legal basis. For example, to fulfil contractual and educational obligations or where you have given us explicit consent to process your data.

#### How do we collect your personal data?

The personal data that the College holds about you is generally collected directly from you but some information may also be received from third parties including:

- X Admissions bodies (for example, the Central Applications Office (CAO) and the Postgraduate Applications Centre (PAC);
- x Other third level institutions (e.g. where you are transferring from those bodies to the College, where you are a visiting student, where you are applying for a postgraduate course or where you are participating in a joint programme;
- x Health and other professional bodies;
- x Linked education providers;
- x Agents and recruiters.

#### What personal data do we process?

The categories of personal data collected include:

- Name, addresses, phone numbers, date of birth, nationality, PPS No
- Information gathered in the course of your application, including contact details and qualifications;
- Course application details, schools attended, previous examination results;
- Health Declaration / Fitness to Teach information gathered at enrolment
- Details of your Student Record including marks and examination results;
- Information relating to 'I' grade applications -medical certificates / consultant reports etc.
- Financial information gathered for the purposes of administering fees and charges, loans, grants, studentships and hardship funds, bank details for issuing of refunds for grade rechecks/appeals;
- Photographs, video and audio recordings for the purpose of student assessment and examination, recording lectures and examination monitoring;
- Information related to the prevention and detection of crime and the safety of College staff and students including, but not limited to, CCTV recording;
- Information relating to breaches of MIC Regulations i.e. disciplinary matters;
- Information gathered for the purposes of equal opportunities monitoring;
- Information about your engagement and use of College Services, such as the Library etc;
- Information relating to the provision of advice, support and welfare, such as data relating to your use of the services offered by Access & Disability Services;
- Copies of passports, visas, and other documents required to ensure compliance with requirements;
- Information gathered in relation to an application for a Garda Vetting check if your course involves activity with minors.

#### How do we use your personal data?

The College processes your data, including your photograph, during your application and enrolment in order to:

- Enrol you as a student and maintain your student record;
- Administer your course and academic progress;
- Administer the financial aspects of your studies, including tuition and accommodation fees;
- Give access to, and ensure the security of, College buildings;
- Provide or offer facilities and services to you during your time as a student and thereafter as part of the College's legitimate business (e.g. library access, computing, sports facilities, accommodation, Students' Union membership, alumni membership and activities);
- Carry out its legal duties and statutory responsibilities;
- Administer security, disciplinary, complaint and quality assurance processes and arrangements;
- Monitor compliance with the terms of any visa issued under the sponsorship of the College;
- Investigate indications of any breaches of College Regulations;
- Ensure the health, safety and wellbeing of staff and students;
- Contact you, your next of kin, or other relevant contact in case of an emergency;
- Monitor and evaluate the student experience;
- Monitor the effectiveness and efficiency of College programmes;
- Fulfil statutory reporting requirements;
- Respond to requests made under the General Data Protection Regulations;
- Conduct equal opportunities monitoring and equality impact assessments to ensure our policies and practices do not discriminate against individuals;
- Notify you of other services and events related to your studies

Your final academic award from the College is regarded as public information and details will be printed in the graduation programmes and forwarded to the College's Alumni Office to enable a lifelong relationship to be maintained. Graduation lists will also be forwarded routinely to newspapers and to your previous school. Graduation ceremonies are regarded as public events and may be recorded and/or live streamed by the College.

The College's Quality Office may contact you after your final exams with the Exit Survey, HEA Graduate Outcomes Survey and the Graduate Destination Survey. These are designed to gather data about your career or other activities at the time and the relevance of the course you undertook.

Some of the personal data that the College holds, such as health details, is known as "sensitive personal data" or "special category data". The College may share your personal data, including sensitive personal data, between colleagues for operational reasons where necessary and proportionate for the purposes intended. The College endeavours to ensure that sensitive personal data is only shared with colleagues with your explicit consent. However, circumstances may arise where this data is shared with colleagues without gaining your consent. This will only occur if it is necessary to protect your vital interests or the vital interests of another person; or for certain other reasons where it is not possible or appropriate to gain your consent such as disclosures to the guards for prevention or detection of crime, or to meet statutory obligations relating to equality monitoring.

#### Who do we share your personal data with?

In addition to cases where the College is required or permitted by law to disclose your personal data to others, the College may disclose your personal data in connection with the purposes referred to above. These include but are not limited to:

- x Funding bodies, the Teaching Council of Ireland, Research Council of Ireland, industry funders and other agencies that support, sponsor or otherwise have a valid interest in your education
- x Other institutions and agencies if you go on a placement or study with them
- x Where authorized by you, Officials of the College's clubs, societies and student union so that they can communicate with you about College's related activities
- x The Higher Education Authority (HEA) ± see HEA Student Collection Notice
- x Irish Survey of Student Engagement (ISSE)
- x Providers of academic and other services to the College (who are obliged to keep your data safe and secure), which may also include, but is not limited to, wholly/majority owned subsidiaries of the College
- x Student Universal Support Ireland (SUSI) for grant eligibility purposes
- x External examiners and examination boards
- x Government departments where required (e.g. Department of Education and Skills, Department of Employment Affairs and Social Protection, Revenue)
- x External auditors
- x Other higher education institutions, partners or research organisations to or from which a student transfers or pursues an exchange programme or where a student's programme is run collaboratively
- x Students' Union to facilitate student elections
- x Plagiarism detection service providers to ensure academic standards (i.e. Turnitin)
- x Potential employers/recruitment companies for verification of qualifications.

Where we use third parties to process personal data on our behalf (acting as data processors), a written contract will be put in place to ensure that any personal data shared will be held in accordance with the requirements of data protection law and that such data processors have appropriate security measures in place in relation to your personal data.

#### Your rights

Under the GDPR, you have the following rights, subject to certain restrictions, in relation to your personal data:

- X The right to access the personal data we hold about you.
- X The right to request the rectification or erasure of the personal data we hold about you, in certain circumstances.
- X The right to restrict the use of the personal data we hold about you in certain circumstances.
- x The right to object to the processing of the personal data we hold about you in certain circumstances.
- X The right to receive your personal data, which you provided to us, in a structured, commonly used and machine-readable format or to require the College to transmit that data to another controller in certain circumstances.
- X The right to withdraw your consent at any time, where the College's processing of your personal data is based on your consent.

You may exercise your rights by contacting our Data Protection Officer at [dataprotection@mic.ul.ie](mailto:dataprotection@mic.ul.ie) or submitting a [Subject Rights Request Form](#). In order to protect your privacy, you may also be asked to provide suitable proof of identification. For further details on your data privacy rights, please refer to [www.dataprotection.ie](http://www.dataprotection.ie)

#### Review

This statement should not be construed as a contractual undertaking. The College reserves the right to review and amend this notice at any time and you should therefore re-visit this notice on our website from time to time.

#### Queries and complaints

Any queries or concerns in relation to the processing of your personal data by the College should be addressed to:

Prof. Gary O'Brien  
**Data Protection Officer**  
Mary Immaculate College  
South Circular Road, Limerick

Email: [dataprotection@mic.ul.ie](mailto:dataprotection@mic.ul.ie) Telephone: (061) 204567

You also have the right to lodge a complaint with the Office of the Data Protection Commission by contacting the office at [info@dataprotection.ie](mailto:info@dataprotection.ie) or by writing to the Data Protection Commissioner, Canal House, Station Road, Portllington, Co. Laois.

## IMPORTANT SEMESTER DATES AND DEADLINES IN 2023-2024

If you are unable to meet a specified deadline or are not certain if a requirement applies to you, inform Student Academic Administration in writing prior to the deadline. Please email SAA at E: [saa@mic.ul.ie](mailto:saa@mic.ul.ie) Arrangements will be made to facilitate you in the case of genuine difficulty. The following is a list of some of the important dates and deadlines which apply for the academic year 2023-2024.

Please read this Handbook carefully to make sure that you are complying fully with requirements which affect you. Take particular note of registration deadlines and comply with them. **It is your responsibility to ensure accurate registrations and compliance with the stated requirements and deadlines.**

ACTION	DATE
Orientation	1st Year Students: 12th September 2023 - 15th September 2023
Fee payments (where relevant)	<p>Course fees must be paid in advance of commencing your course.</p> <ul style="list-style-type: none"><li>- Payment deadline of course fees for continuing Undergraduate students and all Postgraduate students: <b>15th September 2023.</b></li><li>- Payment deadline of course fees for first year Undergraduate students: <b>22th September 2023.</b></li></ul> <p>Students may be eligible to pay fees in two instalments.</p> <ul style="list-style-type: none"><li>- Payment deadline for first instalment of course fees for continuing Undergraduate students and all Postgraduate students: <b>15th September 2023</b></li><li>- Payment deadline for first instalment of course fees for first year Undergraduate students: <b>22th September 2023</b></li><li>- Payment deadline for second instalment of course fees: <b>15th January 2024</b></li></ul>
Autumn Semester Spring Semester	Autumn: 11th September 2023 - 22nd December 2023. Incoming 1st year students: 18th September 2023 - 22nd December 2023. Spring: 29th January - 20th May, 2024.
Confirm semester registration	Autumn: Monday 11th - Friday 15th September 2023 (2nd, 3rd, 4th & Postgraduate Taught students) Autumn: Monday 18th - Friday 22nd September 2023 (Incoming 1st years) Spring: Monday 29th - Friday 2nd February, 2024
ID Card Replacement	Ongoing. Replacement: €10
Christmas Break	Friday 22nd December 2023 - Friday 26th January 2024
Easter Break	25th March 2024 - Monday 1st April 2024 (inclusive)
Assessment / Examination Dates	Autumn Semester: Monday 11th December - Friday 22nd December 2023 Spring Semester: Tuesday 7th May – Monday 20th May, 2024
Examination results available	Autumn Semester: Wednesday 24th January, 2024 Spring Semester: Wednesday 19th June, 2024

<b>Grade rechecks and appeals</b>	<p>Requests for Re-checks must be made online following release of results.</p> <p>Requests for Appeals must be made online following the date of the result of the recheck being made available.</p> <p>Details of dates available from the Portal under Student Academic Administration.</p>
<b>Viewing days for scripts</b>	<p><b>Autumn:</b> Details of dates available from the <a href="#">MIC Student Portal</a> and relevant Faculty Office.</p> <p><b>Spring:</b> Details of dates available from the <a href="#">MIC Student Portal</a> and relevant Faculty Office.</p>
<b>Annual Repeat Examinations</b>	Monday 26th August – Friday 31st August 2024 (provisional).
<b>Student Status Committee</b>	<p>The Student Status Committee meet three times a year.</p> <p>The Committee meets in week two of each semester and in late June/early July.</p> <p>Requests for the following are considered:</p> <ul style="list-style-type: none"> <li>• Leave of Absence,</li> <li>• Return from Leave of Absence / Readmission,</li> <li>• Internal Transfer, External Transfer, Exemptions,</li> <li>• Link-in, Repeat Semester / Repeat year.</li> </ul> <p>Relevant Student Status Forms are available on the <a href="#">MIC Student Portal</a></p>
<b>Conferring for Academic Year 2022/23</b>	<p>Saturday 21st October, 2023</p> <p>Thursday 26th October, 2023 (College closed)</p> <p>Friday 27th October, 2023 (College closed)</p>

**Please Note: All Students must be available for Spring Examinations up to and including Monday 20th May, 2024**



[www.mic.ie](http://www.mic.ie)

