26/27

STUDENT HANDBOOK

Academic Year 2026-2027

LÁMHLEABHAR NA MAC LÉINN

2026-2027

BRIATHAR DÉ MO LÓCHRANN

MIC

MARY IMMACULATE COLLEGE
COLÁISTE MHUIRE GAN SMÁL

Updated 2026

Dear Student,

Welcome to Mary Immaculate College. We 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 the 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.

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

A Neach Léinn,

Fáilte romhat go Coláiste Mhuire gan Smál. Ba mhaith linn 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 ded' chonair acadúil sa Choláiste. Léigh go cúramach é led' 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 againn 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) má tá cabhair, eolas breise nó cúnamh uait. Maidir le mic léinn ar champas Thurles, déan teagmháil le thurlesadmin@mic.ul.ie, le do thoil.

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IMPORTANT LINKS

Students should familiarise themselves with the following information. Please click on each title to access the information.

Academic Integrity Policy

Code of Conduct for Students

Handbook of Academic Regulations and Procedures

Important Dates to Note

Student Learning Partnership and Dialogue Charter

The following links provide information on your faculty or school office.

Faculty of Arts Office

Faculty of Education Office

School of Education (Post Primary) Thurles Office

Student Academic Administration

The links below provide information on MIC's student supports.

Academic Learning Centre

Access and Disability Office

Admissions Office

Careers Service

Fees Charges and Grants

Garda Vetting

International Office

Off-Campus Programme

A full list of student supports can be found on the College Website at Student Information

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 on the College website at MIC Handbook of Academic Regulations and Procedures.

1.1.3 Important dates and deadlines for each semester in the current academic year are available on the Student Portal at Important Dates to Note. The Academic Calendar (current and future) can also be accessed in the Important Dates to Note section.

1.1.4 Please note that items specified in this Handbook can change from time to time. Annual updates to this Handbook are posted in the Current Students section of the College website in September. You should refer to the website for the latest version at Current Students - Student Handbook.

1.1.5 All first year students receive their student email, (network) login and password information in their enrolment letter. This email 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 offices 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 where a student does not have an active MIC student email account.

1.1.6 The College's Code of Conduct for Students 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. The Code of Conduct can be found in the policy section of the College website at Code of Conduct for Students. 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 for Students 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 their student identity card and may also be directed to leave the lecture. Please note that failure to produce your 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. A copy of the College's procedures for dealing with complaints by students can be found in the College's Policies section of the College website at Procedure for Complaints by a Student.

1.1.9 Every MIC student must consider the ethical implications of any research they may wish to conduct, including, for example, Undergraduate Dissertations. 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 their assigned supervisor for guidance on best practice in research ethics. Research postgraduates must apply directly to Mary Immaculate Research Ethics Committee (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). The Student Data Protection Privacy Notice and HEA (Higher Education Authority) Student Data Collection Notice can be found on the Information Compliance Office section of the College website at Information Compliance Office - Privacy Notices.

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 their 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 or grant forms, examination scripts or other college forms.

1.2 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 some or all lectures or tutorials. Lecturers reserve the right to refuse admittance to lecturers or 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 below is a non-exhaustive list of exceptional circumstances, from which one or more, may be accepted by the College as legitimate reasons for absences:

- Death or serious illness of a close relative or friend (contact the College Chaplain/lecturer).
- Significant adverse personal or family circumstances (contact MIC medical centre, Counsellors, relevant academic staff, Student Academic Administration and relevant faculty office).
- 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 office).
- Sporting Commitments typically at official league and championship level (contact relevant faculty office).
- Any activity in which the student is representing the College at senior or national level (contact the relevant faculty office).

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 Thurlesadmin@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 Student Academic Administration (SAA), relevant faculty office 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 the LENS report to provide reasonable accommodations for students for the duration of their studies.

1.3 Payment of Student Fees

Fee payment regulations are available on the College website at MIC Fees Charges and Grants. It is the responsibility of students to familiarise themselves with the MIC's Fee Regulations.

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1.4 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 of the MIC Garda Vetting process.

All relevant Garda Vetting forms are available on the MIC Garda Vetting web page.

The Placement Office will advise of the correct procedure for students completing Faculty of Arts undergraduate programmes who opt to undertake their placement in a relevant setting.

National Vetting Bureau (NVB) 1 forms should be carefully completed and returned to the Garda Vetting Office, MIC along with supporting documentation: Up to date photo ID and address verification which has been validated by a member of staff at the College – please note the validator must have seen the original documents in person. 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.

Details of the Garda Vetting Levy and payment requirements are set out in the MIC Fee Regulations. MIC fees, charges and grants.

If you have questions relating to Garda Vetting, please contact the Garda Vetting Officer at gardavetting@mic.ul.ie

MIC Vetting is valid for the duration of your course and for MIC course-related placements. It is not valid for subbing or part-time work.

Letters are valid for the duration of your course and should be kept safe.

Copy letters can be requested and will incur a fee €15 administration fee.

NB If there is a change in your circumstances which would alter the outcome of Garda Vetting, it is incumbent on you to inform the College immediately.

1.5 Student Academic Administration

The main Student Academic Administration (SAA) Office is located in Room 112, first floor of the Foundation Building on the Limerick Campus. Thurles students are requested to contact Thurlesadmin@mic.ul.ie. Students can email the main SAA office at saa@mic.ul.ie.

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 and the Assistant Registrar. 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;
- Student Status related queries and applications;
- Confirmation of Attendance and Module Selection;
- Timetables;
- Examination Schedules;
- Rechecks, Appeals and Annual Repeats;
- Transcripts;
- Graduation.

Student Academic Administration Office also deals with:

- Student I.D. card renewal or replacement
  - Each 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 by completing this form. Student Academic Administration will issue replacement cards during normal opening hours. In certain circumstances, cards may also be posted to your home address. Students on the Thurles campus should contact the Thurles Campus Main Reception to request a replacement Student ID card.
- Stamping of Social Welfare or Pension forms etc.
  - A student must present their student ID card when requesting a form to be completed, or email the form from their MIC student email account, 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 the Thurles Campus Thurlesadmin@mic.ul.ie. Forms can be emailed to saa@mic.ul.ie from a student's college email address.
- For Official letters confirming your status as a student – you can request a Registration letter from SAA here.

If you are unsure of whom to contact or where to seek assistance regarding a matter related to the College, please visit the Student Academic Administration Office. Our staff will be pleased to assist you to the best of their ability or, if necessary, direct you to the most appropriate department or resource for further support. Thurles students are requested to contact the Thurles Campus at Thurlesadmin@mic.ul.ie .

1.6 Access and Disability Service

The Access and Disability Office coordinates the services available for access students and students with disabilities. Prospective students from under-represented groups in third-level, including socio-economically disadvantaged students, students from a minority background, students with a disability, and mature students are encouraged to contact the Access/ Disability Officer to become familiar with the supports available.

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 – these supports can include Exam Accommodations, Academic Learning Support and Assistive Technology.
- 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. Please note Application dates apply and further details are available on the Student Portal and the college website.

1.7 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.

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

1.8 Academic Learning Centre (ALC)

The Academic Learning Centre (ALC) provides academic support to students of Mary Immaculate College (MIC). 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 into 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 leading up to examinations. This approach helps students maximize their time and plan their future studies more efficiently and effectively.

- 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.
- Appointments can be arranged by emailing: alc@mic.ul.ie

1.9 International Office

The International Office at MIC is here to support both incoming international students, and MIC students who wish to study abroad. Whether a student is joining MIC from overseas, or if they are planning their own international study experience, the International Office is a first point of contact. The International Office provides guidance, information, and support to help students make the most of their time abroad or in Ireland. Students are always welcome to get in touch with the International Office at international@mic.ul.ie with any queries related to international study.

1.10 Student Accommodation

The College owns and operates both, on-campus and off-campus residential accommodation.

Residents are bound by the College's Code of Conduct for Students which is available on the College's website at Code of Conduct for Students.

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, Tel: 061 302500

Other self-catering apartment style accommodation is offered in the Student Villages near the College. City Campus, Edward St., Limerick. For further information email: sharon@mcp.ie or telephone: 061 403400

Ashdown Student Village is part of the Property Management Ireland Group which offers accommodation to students in the proximity of the College. For further information email: 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 in the accommodation section here: Accommodation.

The aim of this section is to guide you on deferral options, successfully complete your enrolment and module selection task.

2.1 First Year Incoming Students: Deferral Options

2.1.1 An applicant who is offered a place on Year 1 of an undergraduate programme through the CAO can apply to defer their place for **one year**.

2.1.2 Such applicants should not accept their place through the CAO but should complete a Deferral Application Form available from the MIC Website here and return to the Admissions Office at admissions@mic.ul.ie.

2.1.3 A student who registers on Year 1 of an undergraduate programme but subsequently finds that they cannot commence or continue on the programme should send a completed Deferral Application Form to the Admissions Office at admissions@mic.ul.ie before the end of Week 3 of Semester 1, Year 1. Deferral requests cannot be considered after Week 3.

2.1.4 Where an applicant is offered a place on Year 1 of a taught postgraduate programme, they can apply to defer their place for **one year** (or until the next available intake) only if the programme has a deferral option. Such applicants should complete a Deferral Application Form and send to the Admissions Office at TaughtProgrammes@mic.ul.ie to make this request. All taught postgraduate Applicants who wish to defer must pay the acceptance deposit fee for their programme in advance of obtaining the deferral. Deferral requests cannot be considered once the programme has started except under 2.1.5.

2.1.5 A student who has commenced Year 1 of a taught postgraduate programme that has a deferral option and who wishes to avail of a deferral in Year 1 can apply to the Programme Coordinator for a deferral up to the end of Week 5 of Semester 1. Normally deferral requests cannot be considered after Week 5. A deferral is normally approved for one academic year. Deferral beyond one year may be considered in cases where the student submits an application for an extension to the Admissions Office at TaughtProgrammes@mic.ul.ie.

2.2 First Time Enrolment on your Programme of Study

1. You must complete the online enrolment tasks as outlined in your enrolment letter, normally before or during Orientation Week.
2. To enrol, students must log in to the MIC Online Enrolment Portal. The login details required to complete online enrolment are contained in the enrolment email which the student receives.
3. Select Enrolment tab and complete each task fully.

It is vital that you follow all the enrolment tasks clearly and complete each one fully, as failure to do so will mean you are not enrolled with the College. If you encounter any difficulties with this enrolment task, please contact enrolment@mic.ul.ie

2.3 Course Enrolment, Confirmation of Attendance and Module Selection

Please note students who fall under the below categories will not be able to complete Module Selection and will need to contact the Student Records team at StudentRecords@mic.ul.ie

- Link in
- Repeat Year or 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.

For Erasmus and International Exchange Students, you will not be able to complete module registration. Please notify the International Office of the modules you wish to study; they can be reached at International@mic.ul.ie. Once module selection has been finalised, you will then be registered manually by a member of the Student Records Team.

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 their 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, in particular, in advance of end of semester examinations.

Failure to complete your Module Selection task will affect your access to Moodle, class lists, issuing or stamping of letters and confirmation of your attendance to SUSI, in order for SUSI to confirm your grant with the College and to process maintenance payments to your bank account if applicable.

2.4 Progressing Students

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.

1. To access the CoA task in UNITe, click on the following link UNITe Portal .
2. To complete the Confirmation of Attendance Task (CoA) select the **"My Attendance"** tab.
3. Information on fees and charges can be found here: MIC Fees Charges and Grants

What is the deadline by which these tasks must be completed?
You will be notified by email of the deadline as soon as the Confirmation of Attendance task is open. It is advised that all students complete registration as soon as possible to appear in live class lists and other associated activities.

If you encounter any difficulties in completing the Confirmation of Attendance Tab, please contact studentrecords@mic.ul.ie for assistance.

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 and 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 or 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

2.5 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.
Please note: Once you have validated and confirmed your Module selection, you will not be able to amend your selection yourself. If you notice any errors in your registration, please contact your faculty office, who will in turn, alert the Student Records Team at studentrecords@mic.ul.ie of any amendments.

2.6 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 at studentrecords@mic.ul.ie for assistance.

2.7 Withdrawing from your Programme of Study

Prior to making a decision to withdraw from your programme of study, you are strongly encouraged to discuss all options that may be available to you with a member of staff from your relevant faculty office. If, after this consultation period, you decide to withdraw from your programme of study, please submit a completed Exit Form to the Student Records team at studentrecords@mic.ul.ie as soon as possible. Please refer to the MIC Fee Regulations for specific details on fee implications on the College website at: MIC fees, charges and grants.

3.1 Composition

The Student Status Committee comprises the Vice-President Academic Affairs or nominee, Deans and Assistant Deans of the Faculty of Arts and Faculty of Education, Director of School Placement or Professional Placement, two representatives from the Faculty of Arts and two representatives from the Faculty of Education, Graduate School Director and a representative from Mary Immaculate College Thurles, or nominees in each case.

3.1.1 Functions

The Student Status Committees must operate within the parameters laid down in the Academic Regulations and Marks and Standards chapters of the MIC Handbook of Academic Regulations and Procedures.

The Student Status Committees deal with the following applications:

- Application for readmission
- Application for leave of absence
- Application for 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

The decision of the Student Status Committee in relation to such applications shall be final.

3.2 Schedule

The committees shall convene not later than:

- Autumn semester business: Wednesday of Week 2, Spring semester
- Spring semester business: Wednesday, six weeks after grade submission deadline
- Annual repeats business: Wednesday of Week 2, Autumn semester
- and at other times as deemed necessary by the Vice-President Academic Affairs or nominee.

The Vice-President Academic Affairs or nominee shall convene and chair the Student Status Committee meeting. The meeting is designed to (i) make decisions in accordance with the academic regulations and associated procedures, (ii) facilitate the exchange of information and (iii) provide an opportunity for a review of the norms being applied across the College.

3.3 Procedures

Application forms and advice on a student's status are available from the Student Records team at studentstatus@mic.ul.ie or the Thurles Campus at Thurlesadmin@mic.ul.ie.

All applications must be lodged by the relevant deadline outlined in Important Dates to Note section.

All applications shall be considered at the first available sitting of the relevant Student Status Committee.
For all Student Status related queries or applications, please email studentstatus@mic.ul.ie

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, the Vice-President Academic Affairs or nominee shall be responsible for making a decision. The Vice-President Academic Affairs may decide to seek the views of other members of the committee before making a decision.

On occasion, a student is required to attend the relevant Student Status Committee meeting. The Students' Union representative may accompany the student if the student so desires.

The Student Status Committee shall have due regard to the following factors in deciding on applications that request a transfer, readmission or repeat of a year or semester:

- Leaving Certificate points requirement in the year of entry or re-entry for the programme of study sought
- Quotas applying in the year of entry or re-entry to that programme
- The Central Applications Office (CAO) policy and Admissions Office procedures for the filling of vacant places in Year 1
- The timing of the request for transfer and its implications for the student's ability to complete the programme in the normal way
- The views of the Head of Department (or nominee) of the department to which or from which the student is requesting a transfer
- The approved programme structure and regulations

In granting a transfer or readmission, the Student Status Committee may attach special conditions and or require additional prescribed work to be completed satisfactorily.

Status decisions are formally notified to the student via post by the Student Status Manager, SAA.

3.4 Application for Readmission or Return from Leave of Absence

Students seeking readmission or return from leave of absence to the College must liaise with the Student Status Manager at studentstatus@mic.ul.ie.

3.5 Application for Leave of Absence

Normally, students should lodge leave of absence applications with the Student Status Manager before the end of the semester preceding that in which they intend to take leave. All enquiries should be submitted to studentstatus@mic.ul.ie.

All applications for Leave of Absence (LOA) should be accompanied by the appropriate supporting documentation.

In special circumstances, a student undertaking a Level 9 taught postgraduate degree may be granted up to a period of one year's leave of absence. Extensions to a leave of absence may be considered where there are serious extenuating circumstances (medical or personal reasons that preclude the student from resuming their studies) at the discretion of the Assistant Dean or Director of Taught Postgraduate Studies (or nominees).

Subject to the approval of the Assistant Dean or Director of Taught Postgraduate Studies (or nominees), a Level 9 taught postgraduate student can apply for leave of absence after Week 5 of their first semester should extenuating circumstances arise. Normally, the student will be expected to fulfil the following conditions before being granted leave of absence:

- Completion of one semester (or the year for a year-based programme) at the College on the programme for which they are currently enrolled.
- Be in good academic standing

Where the Committee is satisfied that the student's academic standing was directly affected by the factors cited in support of the student's application for leave, the 'good standing' condition may be waived.

The following circumstances shall be deemed as acceptable reasons for granting leave of absence:

- Certified illness
- Financial hardship
- Family bereavement
- Psychological, emotional or social problems that can be verified by confidential report from one or more of the following people:
- Medical officer
  - Family doctor
  - Counsellor
  - Chaplain
- Vocational uncertainty

Verification of vocational uncertainty may be required from the Assistant Dean or nominee and the counsellor. The student will be expected to submit evidence of a plan to deal constructively with the vocational uncertainty during the leave of absence.

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

The leave of absence form shall be completed by the student and authorised by the chairperson of the Student Status Committee.

3.6 Application for Internal Transfer or External 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) provided they have completed the relevant application form during the first three weeks of semester. Applications Forms are available from the Admissions Office. Once completed, this form should be returned directly to the Admissions Office.

3.6.1 Internal Transfer

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 the Student Status Manager (studentstatus@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 Thurlesadmin@mic.ul.ie.

A student can apply for an internal transfer provided the following criteria are met:

1. The student has been a current student for one semester in the year that the application is being made.
2. The receiving College or Department offers places under the Internal Transfer mechanism.

3.6.2 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.

In the case of external transfer applications from applicants who wish to transfer to Mary Immaculate College, applicants are required to provide academic documentation to support their application. These applications should be forwarded to studentstatus@mic.ul.ie

3.7 Application for Exemption

The question of exemption from a full semester or year(s) of a programme of study is managed as part of the student's admission. Please contact the Student Status Manager at studentstatus@mic.ul.ie for more details on the exemption application process.

3.8 Exemptions From Modules or Off-Campus Placement

Application for exemption from an individual module not covered in the admission process shall be made to the Student Status Manager at studentstatus@mic.ul.ie before the commencement of the semester in which the module is due to be taken. Thurles students are requested to contact Thurlesadmin@mic.ul.ie. To be eligible for exemption, students are expected to have achieved a minimum pass standard in an equivalent module.

Upon consultation with the relevant programme coordinators, the Student Status Committee may decide to award an exemption or carry forward the previous grade, as appropriate.

Mature students on the Bachelor of Arts programme may apply for exemption from off-campus placement modules. 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.

Students are advised to contact the Placement Office Manager at the commencement of Year 2 for advice on submitting an application for exemption from off-campus 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.

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.

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.

Mature Students taking Psychology on the Bachelor of 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.

Students required to repeat a year or a full semester under the progression policy are not eligible for exemption in individual modules in that year or semester.

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 refers to any form of prescribed work that is evaluated for the purposes of awarding a grade. It includes written, oral and practical examinations, coursework, project work, examination of theses, dissertations and similar work, and such other means of evaluating students' performance as may have been approved or prescribed by *An Chomhairle Acadúil* in relation to any course of study or instruction. 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 Coursework Guidelines

Much of your assessment at college will involve written coursework. It is important that your work complies with the following regulations regarding the submission of coursework and academic cheating.

4.2.1 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 assigned coursework or an assessment 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. 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.

4.2.2 Cheating

The College has strict rules to ensure that any coursework which students present for assessment is 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 which can be accessed on the College Policies section of the College website at Academic Integrity Policy 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.

4.3 End-of-Semester Examinations

4.3.1 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.

4.3.2 End-of-semester examinations are scheduled by Student Academic Administration. Not all modules have formal sit down examinations as part of the assessment process.

4.3.3 The provisional End-of-Semester Examination Schedule is uploaded to the Current Students section of the College website at Student Examination Information at least 3 weeks prior to the End-of-Semester Examinations. Students receive an email to their student email address informing them when the provisional timetables are available. Students should contact Student Academic Administration if there is any module missing from the schedule. Students should notify the Office promptly if they have a problem as it may be impossible to make changes to the timetable if they do not do so. For Thurles students, please contact Thurlesadmin@mic.ul.ie.

4.3.4 The final End-of-Semester Examination Schedule is normally displayed on the College website two weeks in advance of the commencement of the relevant examinations. Please ensure to note your final schedule, as there may be changes from the provisional schedule that you may not have expected. The final End-of-Semester Examination Schedule can be accessed in the Current Students section of the College website at Student Examination Information.

4.3.5 The examination timetable for the annual repeats, which take place in 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.

4.4 Entry to End-of-Semester Examinations

4.4.1 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.

4.4.2 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.

4.4.3 It is important that students familiarise themselves with Section 4 Supporting Procedures which can be found in the Current Students section of the College website at MIC Handbook of Academic Regulations and Procedures.

4.5 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 contact Thurlesadmin@mic.ul.ie.

4.6 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. Your attention is specifically drawn to section 4.5.4 of the MIC Handbook of Academic Regulations and Procedures, Coursework Guidelines (Section 4.2 above) and the Academic Integrity Policy. The Academic Integrity policy can be found on the College website at Academic Integrity Policy.

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.

4.7 Copyright

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

4.8 University of Limerick Grades

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 (this grade does not apply to School Placement)	Yes
F	Fail	Yes
NG	Fail	Yes
P	Pass in a module taken on a pass or fail basis	No
N	Failure in a module taken on a pass or fail basis	No
G	Audit: verifies attendance only	No
I	Certified illness or 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 for an I-grade.

4.10 Incomplete Grades - I-grades

4.10.1 The aim of the College is to support the student in the event of an immediate crisis.

4.10.2 I-grade 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. The I-grade application form can be obtained through this link.

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.

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) or in-class examination(s) or end of term examination(s), in order to meet grading deadlines. You will be notified of the outcome of your I-grade application when examination results are published.

4.10.6 Student Medical Centre or Counselling Service 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 managed in accordance with the College's Data Protection Policy.

4.10.9 It is an offence under Section 1.6 (9) 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) prior to the examinations. Thurles students are requested to contact Thurlesadmin@mic.ul.ie. 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, following the completion of the examination session.

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-grade) 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 dissertations that span multiple semesters or for modules that are clearly linked. The Undergraduate Dissertation (UGD), which is completed in 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 UGD is awarded an M grade, and after the dissertation'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 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 coordinators 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 or fail basis.

4.13.8 Students on the Bachelor of Arts programme can find information on the Off-Campus Programme on the Current Students section of the College website which can be accessed at Off-Campus Programme.

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 is based on the grades you receive in the credited modules you have 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

QCA	=	Quality Credit Average: 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)
QCS	=	Quality Credit Score: Quality Point Value * credits * factor
AH	=	Attempted Hours: Sum of all module credits attempted * factor
QPV	=	Quality Point Value: Numeric value attached to each grade on a scale 0 to 4 (see Table 3.3)
Factor	=	Weighting attached to a semester of study
Credit Hours	=	Module credits successfully completed * semester factor
NQH	=	Non-Quality Hours: Sum of all modules' weights with grade I, P, N, H, EX * semester factor
Credits	=	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 based on 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
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. 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
	Overall QCS			77.4

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

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 College, 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
Bachelor of Arts	1	2	2
Bachelor of Arts in Contemporary and Applied Theatre Studies	1	2	2
BEd and BEd International	1	1*	2
BSc in Psychology	1	2	2
BEd (Education and Psychology)	1	2	2
BA in Education Programme (all subject combinations)	1	2	2
Bachelor of Arts in Drama and English	1	2	2
Bachelor of Arts in Language and Literature	1	2	2

* The BEd 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:

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

Formula for Cumulative QCA:

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

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
∑			30	24	30	0	64.8

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
∑			30	19	30	6	42.0

Formula

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

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

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

Step 3: Calculate Cumulative QCA

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

Cumulative QCA $= \frac{64.8 + 42}{(30 - 0) + (30 - 6)} = \frac{106.80}{54} = 1.98$ (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 D1 in each required module of the programme to date. While D1 is a compensating fail grade, 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 can be accessed in the Current Students section of the College website at Handbook of Academic Regulations and Procedures.

4.15.3 Compensating Fail

If your QCA is greater or equal to 2.0 and includes a Compensating Fail D1 grade, you do not have to repeat the modules for which you got the D1 grade, 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 the D1 grade included, you must have done well enough in other modules to compensate for the D1 grade.

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[1] 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 is known as your residual QCA must be ≥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 QCS 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 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	D1	1.6	6	9.6	MU4712	F	0.0	6	0.0
GA4711	D1	1.6	6	9.6	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				55.2	Sum Spring QCS				52.8
Actual QCA at end of year 1: 1.80									

[1] Explained under Link-in Repeat heading (3.15.8)

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									

Table 4.9: Residual QCA End of Year 1

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

Annual Repeat Examinations may consist of submission of a written assignment and / or a formal examination. Formal examinations, for those who are eligible to sit them, usually take place in late August. In order to take the repeat examinations, you must register for these examinations on the Student Portal at Annual Repeats and pay the relevant fees. Please refer to the Fees section of the College website for a full list of all repeat fees.

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, 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 or course handbooks for programme specific regulations.

4.15.7 Repeating Exams on a Voluntary Basis

If your QCA is already ≥2.00 with no deficient grades but you have some D1 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 grade (i.e., to upgrade 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 grade. Any student who fails to pass 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 Application to Link-in or Repeat a Semester or Repeat a Year

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 must 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. 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.

Following a meeting of the Faculty Examination Boards, all repeat options in terms of academic progression are identified to actionable students in their Action Letters. All recommendations made to students are in line with the College's academic regulations and procedures.

If a student is required to repeat a semester or academic year, the student should inform Student records at studentrecords@mic.ul.ie 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. Students are liable for payment of the relevant fees for Link-In or Repeat a Semester or Repeat a Year which is available to view here: MIC Fee Charges & Grants

Students may choose to retain any module in which they achieved a C3 or higher in the Semester or Year that they are required to repeat. Modules repeated as Link-In or Repeat a Semester or Repeat a Year are uncapped. It is important to note that you are required to attend lectures and tutorials and complete all relevant assessments in respect of the modules for which you have registered.

4.16 Feedback on Assessments or Script Viewing

Following release of exam results, students can access their Moodle assignments and view feedback (where they exist), review their exam scripts or audio recording of oral (language) examinations on certain designated days. The dates for viewing and link to the Script Viewing Request forms can be accessed on the Student Portal at Rechecks and Appeals.

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

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.

4.17 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 or 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 or 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 re-grading. Should you believe your grade in a module to be incorrect, you may recheck a grade, by completing the necessary online application on the Student Portal. 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. Please refer to the MIC Fee Regulations for information on recheck fees on College website at MIC fees, charges and grants. Fees are 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 are subject to a recheck fee. Please refer to the MIC Fee Regulations for information. School Placement queries should be emailed to schoolplacement@mic.ul.ie

The academic staff member of the relevant Faculty or School with responsibility for the module returns the outcome of the recheck to the relevant Faculty or School Office. Students will be notified of the outcome via their college email.

4.18 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 which is available via the Student Portal at Rechecks and Appeals. Please refer to the MIC Fee Regulations for details on College website at MIC fees, charges and grants.. 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. Please refer to the MIC Fee Regulations for details.

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 the Faculty of Education office in the case of an Education Student and the Arts Appeal outcome is returned to Faculty of Arts Office. The Faculty of Education Office notify Education students and Faculty of Arts Office notify Arts students of the outcome of their appeal. 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.

4.19 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.

Awards will be at one of the following classifications:

Award Classification	Cumulative QCA
First class honours	3.30
Second class honours grade 1 (2.1)	2.90
Second class honours grade 2 (2.2)	2.50
Third class honours	2.00

4.20 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.

4.20.1 Bachelor of Education and Bachelor of Education in Psychology 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) [≥60 + <120 ECTS])
- Diploma in Education Studies (Minor Award (Level 7) [≥120 + <180 ECTS])
- BA Education Studies (Major Award (Level 7) [≥180 + <240 ECTS])
- BA Hons. Education Studies (Major Award (Level 8) [≥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.

4.20.2 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 2,3 and 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) [≥60 + <120 ECTS])
- Diploma in Education Studies (Minor Award (Level 7) [≥120 + <180 ECTS])
- BA Education Studies (Major Award (Level 7) [≥180 + <240 ECTS])
- BA Education Studies (Major Award (Level 8) [≥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.

4.20.3 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) [≥60 + <90 ECTS])
- MA Education Studies (Major Award (Level 9) [≥90 ECTS]).

A student eligible for an exit award may choose to receive the appropriate award based on their accumulated credits or opt to link into approved modules in order to meet the requirements for the next higher award.

4.20.4 BA in Early Childhood, Care and Education Exit Awards

While students on the BAECCE have the opportunity to repeat their professional placement more than once, students have the choice to exit the programme based on 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.

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 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. For Thurles students, please contact ThurlesAdmin@mic.ul.ie.

Following approval of results for each semester, students can view their transcript for the previous semester on the UNITe Portal .

4.23 Graduation

Graduation ceremonies take place in October of each year. Information regarding graduation can be found on the College's website at Information for Graduation.

Students should refer to the MIC Fee Regulations for information relating to the Graduation levy, payment deadlines and consequences for non-payment.

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 the Fees section of the College's website which can be accessed at MIC fees, charges and grants for further information on the College's policy in relation to the non-payment of fees.

4.23.1 Official copy of Transcripts and Diploma Supplements: You can request these documents on the MIC website.

Parchments: You can order a replacement of your physical parchment directly from University of Limerick.

Mary Immaculate College Thurles graduates, who graduated prior to 2020, can obtain official copies of their transcripts by contacting ThurlesAdmin@mic.ul.ie.

Graduates prior to 2008 can obtain an official hard copy of your transcript by completing this form There is a charge of €10 in respect of each transcript issued.

4.23.2 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 College website at Student Information - Transcripts and Electronic Awards Documents.

a. A sworn affidavit drawn up, signed and sealed by a Commissioner for Oaths or another 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. There is a fee for a replacement of your graduation parchment which is payable directly to the University of Limerick – information can be found here:

d. 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 University of Limerick Academic Registry Department, who must be satisfied that the request is a valid one made by the graduate in question.

4.24 President's Scholarships and Medals

President's Scholarships to undertake postgraduate study in the College are awarded to students who graduate with First 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 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. Further details can be found on the College website at Scholarships and Awards.

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