



ICHAS

Section 5 - Policies and Procedures Associated with Access, Transfer & Progression

Subject:	Procedures associated with Transfer & Progression		
<i>Date Approved by Board of Directors:</i>			February 2021
Policy Version	1/2021	Date due for Revision	February 2024
Parent Policy	Policy on Transfer and Progression		

INTRODUCTION

ICHAS will seek to facilitate fluid transfer between programmes once permitted in validated programme documents. The validated programme document also summarises the allocation of credits and grades, as well as any special progression requirements. The transfer and progression policy is also designed to facilitate learner exit and ease of progression to higher awards or sideways to conversion awards. In line with *Assessment and Standards (QQI, 2013)*, exceptions to this denotation of eligibility only include:

1. Pass by compensation
2. Exemption from part of the programme (with or without the allocation of a grade and credit).
3. Eligibility to progress carrying the failed modules to be passed during the subsequent stage.

RESPONSIBILITIES

ROLE/ PERSON	RESPONSIBILITY
Applicant	Preparation and submission of Relevant Forms for Transfer or Progression
Director of Undergraduate/Postgraduate Studies	Consideration of RPL applications
Registrar	Consideration of RPL applications
Programme Director	Screening of Applicants for eligibility and Interviewing of Applicants
Vice President (Academic Affairs)	Oversight of Admissions Processes
Programme Co-ordinator	Communication with Applicants and Programme Directors/ Directors of Studies, Registrar and Vice

	President (Academic Affairs). Co-ordination of application processes.
--	---

PROCEDURES

Transfer

To facilitate students who wish to exit a programme and transfer to another programme:

- Students are advised about options regarding Exit awards. Such awards are designed and embedded into programmes where possible to acknowledge learning.
- A Transfer interview is organised with the Registrar and Programme Director (or other relevant nominee) to facilitate transfer to another programme or provider and to ensure appropriate support to the student in their decision making.
- All academic credit is clearly documented as earned in the programme and students are provided with a transcript of their results.

Progression

In relation to progression, the College's policies in relation to stage progression comply with the QQI guidelines in relation to progression criteria. Therefore, in stage-based programmes, once a learner successfully demonstrates a pass - which can be construed as a positive statement of achievement of the minimum intended learning outcomes of all the preceding stages according to the assessment strategies employed - they are eligible for progression to the next stage. The following assumptions around eligibility are noteworthy:

- In order to progress from a stage a learner is normally required to pass all the mandatory modules and all the required elective modules.
- The mark for a module is the total, or average of, marks awarded for the individual assessment components.
- Individual modular assessment components that have been passed cannot be retaken for the purpose of improving the overall performance in the module.
- A Progression Interview is undertaken where consideration is given to academic capacity and performance as well as fitness to practice in relevant programmes.
- A learner who fails to achieve a pass mark in a module may be awarded a pass by compensation, provided that a pass by compensation is not precluded in the validated programme document.

Pass by Compensation

Pass by compensation is moderated through the following procedure:

- Performance at the first attempt in modules in a given stage (of at least 30 credits) may be used to compensate in the same stage, provided no other module in the stage has been failed outright. A pass earned in this way is referred to as a pass by compensation and is credit bearing.
- Compensation can only be applied in the following circumstances (QQI, 2013)
 - The student has been assessed for all stage modules and no other module in the stage has been failed outright (below 35%).
 - The marks obtained in the examination subject(s) listed on the approved course schedule, being considered for compensation, must not be lower than 35% where the pass standard is 40% (equivalent of a pass grade) or 5%

below the designated pass mark if other than 40%.

- The results of all modules in the stage are from first attempts.
- In the case of full-time students, the results are from the same sitting (session) i.e. candidates may not pass repeat examinations by compensation unless repeating all examination subjects.
- The learner has attained an excess equivalency of the deficient grade in another module.
- The potentially compensated results account for no more than one-third of the credit for the stage and then only if the student has taken all modules at that stage, i.e. the Examinations Board may consider a learner to pass by compensation to the amount of 20 credits in a 60-credit stage or 10 credits in a 30 - credit stage, provided that no fail mark is more than 5% below the pass mark indicated.
- Where pass by compensation is not specifically precluded in the programme assessment strategy and approved programme schedule.
- Where the stage is of at least 30 credits.

In the interests of clarity, the following should be noted:

- Compensation may be applied only to enable a learner to pass a stage.
- At the award stage, a learner who passes by compensation remains eligible for honours.
- Compensation does not change the result of the modules passed in any way.
- When reporting module passes by compensation (on the Europass Diploma Supplement), the actual result is returned, e.g. 37% or D, along with an indication that the module pass has been granted by compensation.
- Grades which are greater than or equal to 35% but less than 40% in the percentage system are awarded when a learner has nearly (but not quite) demonstrated attainment of the relevant minimum intended learning outcomes for an assessment task (QQI 2013).
- In the case of Examination Subjects where the approved course schedule provides for a pass standard other than 40%, the minimum compensation level shall be as specified in the approved course schedule and shall normally be at a level which is 5% (of the maximum marks) below the pass standard.
- Before progressing to the next substantial stage (30 credits or more) of a major award, learners are required to pass all modules identified as essential prerequisites for progression, as specified by the programme assessment strategy and programme validation documents.
- The College may, however, allow learners to be permitted, on a case-by-case basis and under exceptional circumstances, to carry a failed module while progressing to the next stage, provided the module is not a prerequisite for any module in this stage and provided this is consistent with the requirements of the relevant programme assessment strategy. The following conditions apply:
- Progression with a credit deficit will only occur in exceptional circumstances and must be sanctioned by the Board of Examiners.
- The failed module to be carried is not a capstone module or its attainment is not deemed a prerequisite in the programme validation schedule.
- Students who carry a failed module are required to pass a carried module in the

stage into which it is carried.

- The normal maximum missing credit should be 16% of the credit for the stage, e.g. 10 credits per 60-credit stage.

Procedure on Repeat Examination

- A candidate who fails to achieve an overall pass in a particular module or stage of a course may be entitled to a repeat sitting of that examination or assessment.
- Failure to submit a scheduled assessment is considered an attempt and is considered a Fail and therefore is subject to repeat
- Where the assessment is unseen the repeat assessment should be substantively altered from the original assessment.
- Any failed examination must be normally attempted at the next scheduled repeat sitting for that examination, except where the learner has an approved deferral.
- Candidates are normally allowed a total of three repeat examinations sittings.
- The maximum grade that may be awarded to a student who is required to repeat assessments is 40% (Pass).

GRAPHICAL PRESENTATION OF PROCEDURE

The following Chart outlines the procedures associated with Transfer from a Programme

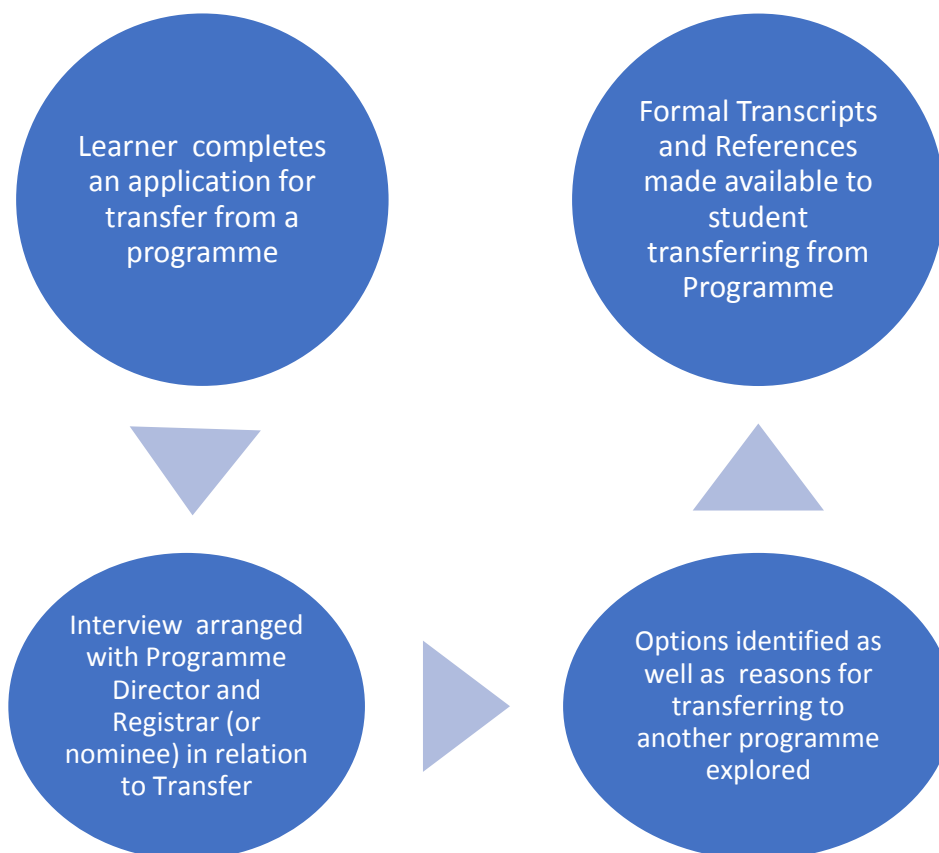


Figure 1 - Procedure for Transfer

The following Chart outlines the procedures associated with Stage Progression with a Stage Based Programme

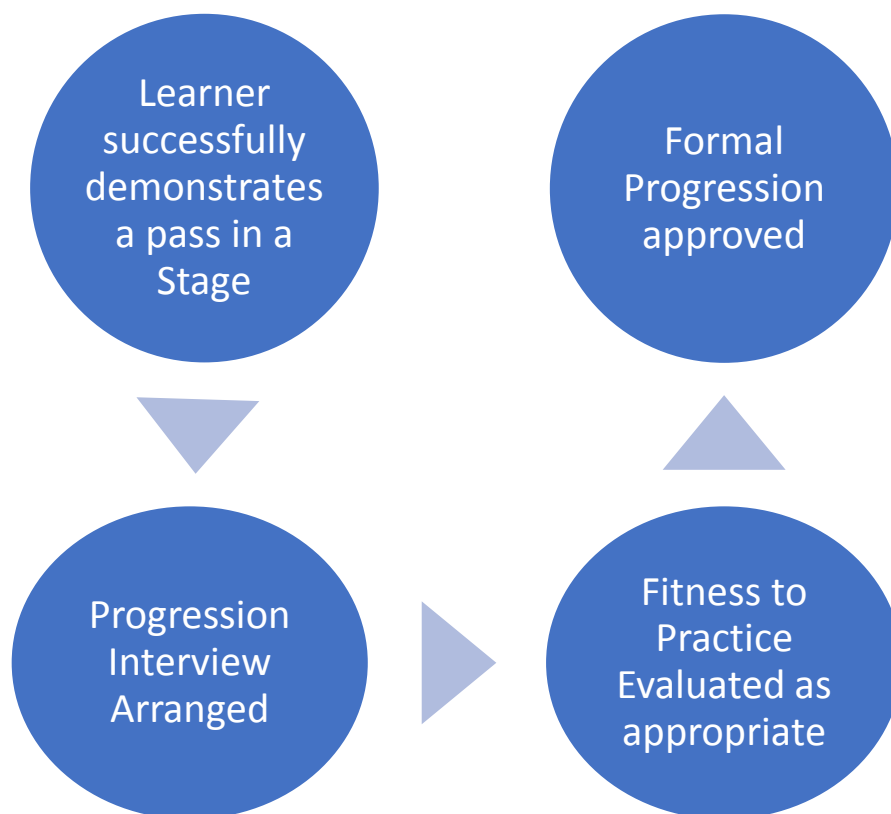


Figure 2 - Stage Progression Process

Linked Policies & Procedures

Linked Policies	Policy on Transfer and Progression Policy on Access, Applications and Admissions Policy on Recognition of Prior Learning Policy on Learner Induction and Orientation Policy on Accessing General Student Services Policy on Supports available to International Learners Policy on Fitness to Practice
Linked Procedures	Procedures associated with Access, Applications and Admissions Procedures associated with Recognition of Prior Learning Procedures associated with Learner Induction and Orientation Procedures associated with Accessing General Student Services Procedures associated with Supports available to International Learners Procedures associated with Fitness to Practice