

Hibernia College Quality Framework

Policy for Withdrawal from Studies



1 Introduction

1.1 Purpose

To provide a framework by which a registered student can withdraw from a programme and the College can withdraw a registered student from their programme.

1.2 Scope

a. To whom does the policy apply?

This policy applies to all registered students and all staff and faculty who are involved in withdrawing a student from a programme of study.

b. In what situations does the policy apply?

- i. This policy applies where a student seeks to voluntarily withdraw from a programme.
- ii. This policy applies where a Director of Programme, based on the criteria specified, recommends to the registrar that a student be withdrawn from a programme.

c. Who is responsible for implementing the policy?

The withdrawal of a student from their programme is the responsibility of the Registrar, on recommendation from a Director of Programme.

1.3 Definitions

a. Withdrawal

This is where a student ceases study on a programme after the end of the 'cooling-off' (change-of-mind¹) period and before completion of the programme.

There are two types of withdrawal:

- i. College-initiated: the College may initiate withdrawal of a student for:
 - Non-engagement
 - Non-payment of fees.
- ii. Student-initiated: where a student requests to permanently cease being a registered student on a Hibernia College programme.

b. Non-engagement

¹ SI No 484 of 2013 (Consumer Information, Cancellation and Other Rights) Regulations. Available at: <https://dbei.gov.ie/en/Legislation/European-Union-Consumer-Information-Cancellation-and-Other-Rights-Regulations-2013.html> [Accessed 28/08/2018].

Students who cease to attend and/or engage with their programme of studies for a period of four weeks may be deemed to have withdrawn from the programme, i.e., they have passively withdrawn through non-engagement.

2 Context

2.1 Legal and Regulatory Context

a. *Quality assurance guidelines*

This policy is designed with regard to both the European Standards and Guidelines² and guidelines and QQI's Core Statutory QA Guidelines³ requirement that the College has and implements a policy for all stages of the student journey.

b. *Access, transfer and progression*

This policy should be read in conjunction with the College's *Policy for ATP* as it forms part of the College's response to the QQI policy on Access, Transfer and Progression⁴.

c. *Protection of Enrolled Learners (PEL)*

This policy is set within the context of providing information to prospective learners, and is designed with regard to QQI's protocols for compliance with legal requirements for Protection of Enrolled Learners (PEL)⁵.

3 Policy Statements

3.1 Principles for Withdrawing Students

a. *Fairness and transparency*

This policy is based on the principles of fairness and transparency and it seeks to ensure all students are fully informed of the nature of the programme, the rules and regulations, and terms and conditions to support students in their studies and in making decisions about their studies.

b. *Clear information*

The College provides clear and accessible information about its policies and procedures and the consequences of withdrawal.

c. *Access, transfer and progression*

Students are given full credit for all academic achievement in respect of modules undertaken and facilitated in transferring to or progressing to other programmes where relevant.

d. *Written decisions and communications*

² European Association for Quality Assurance in Higher Education (ENQA) et al. (2015), *Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)*, 2nd edn, Section 1.4.

³ Quality and Qualifications Ireland (2016), *Core Statutory Quality Assurance Guidelines*, Section 3.2. Available at: <https://www.qqi.ie/Downloads/Core%20Statutory%20Quality%20Assurance%20Guidelines.pdf> [Accessed 28/08/2018].

⁴ Quality and Qualifications Ireland (2015), *Policy and Criteria for Access, Transfer and Progression in Relation to Learners for Providers of Further and Higher Education (Restatement)*. Available at: <https://www.qqi.ie/Publications/Publications/Access%20Transfer%20and%20Progression%20-%20QQI%20Policy%20Restatement%202015.pdf> [Accessed 28/08/2018].

⁵ Quality and Qualifications Ireland (2013), *Protection of Enrolled Learners: Protocols for the Implementation of Part 6 of the 2012 Act*. Available at: <https://www.qqi.ie/Downloads/Policy%20for%20Protection%20of%20Enrolled%20Learners%20V2%20Sep%202013.pdf> [Accessed 28/08/2018].

Students shall receive information on options available to them and dates of required responses in writing.

3.2 Principles for Student-Initiated Withdrawals

a. *Formal notification*

- i. Students must formally notify the College in writing should they wish to withdraw.

b. *Confirmation*

- i. Students are entitled to formal written confirmation of their withdrawal.

c. *Rights and entitlements*

- i. Student that withdraw lose all of the rights and entitlements of registered students of Hibernia College, including access to any and all services the College provides.
- ii. Students withdrawing from the College are not entitled to refunds of fees paid.

3.3 Principles for College-Initiated Withdrawals

a. *Formal notification*

- i. Students are entitled to formal notification of their withdrawal and the reason for it.

b. *Rights and entitlements*

- i. Students that are withdrawn lose all of the rights and entitlements of registered students of Hibernia College, including access to any and all services the College provides.
- ii. Students that have been withdrawn from the College are not entitled to refunds of fees paid.

c. *Right of Appeal*

- i. Where a student has been withdrawn due to non-engagement, they may appeal the decision on the evidence excusing non-engagement, under the *Procedure for Appeals of Decisions on Evidence Excusing Non-Engagement*.

4 Document Control

Document Title	Policy for Withdrawal from Studies		
Author	QA Officer/Registrar		
Version	V.1	Adoption Date	28/06/2018
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Related Policies	Policy for Appeals Policy for Access, Transfer and Progression		
Related Procedures	Procedure for Student Initiated Withdrawals Procedure for College Initiated Withdrawals due to Non-engagement Procedure for Appeals of Decisions on Evidence Excusing Non-Engagement		
Related Resources			

