Student Handbook

Academic Year 2019/20

Student Academic Administration Office

Location: Main Building – Room E0-001
Counter services: 09h30 to 12h30, 14h30 to 16h30 Mon-Thurs
09h30 to 12h30, 14h30 to 15h30 Friday
Direct fax: +353-61-202946
Email: SAA@UL.IE
Student Records Portal page:
www.ul.ie → Students & Staff → Student Quicklinks → My Student Record
Website: www.ul.ie/studentacademicadmin/
or
www.ul.ie → Quicklinks → A-Z Directory → S → Student Academic Administration

Use your UL student email account for all communication with the University
September 2019

Dear Student,

Welcome to the University of Limerick.

This handbook has been written specially to help you deal with all aspects of your academic progression through UL. Please read it carefully as you have signed an agreement at enrolment to be bound by the academic regulations, code of conduct and procedures described herein.

**Retain this handbook for reference while you are a student at UL and/or refer to the latest copy on our website for additional changes throughout your time in the University. Always use your student email account for communication with the University.**

I hope that you will have a happy and successful experience of student life in the University of Limerick for the duration of your programme. Please do not hesitate to contact me or any member of the team in Academic Registry if you need information, help or assistance. For contact details, please refer to our website: [www.ul.ie/studentacademicadmin](http://www.ul.ie/studentacademicadmin).

I wish you every success in your studies.

Yours sincerely,

Elizabeth Henry

Dr Elizabeth Henry
Head of Operations,
Academic Registry Division
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1. Introduction

The purpose of this Student Handbook is to help you deal with all aspects of the academic requirements that affect you as a student of the University. Please read the handbook carefully to ensure you are complying fully with requirements that affect you. Take particular note of module registration deadlines. It is your responsibility to ensure accurate registrations (module selections) and compliance with the stated requirements and deadlines.

Please note that you may view your transcript and register for each semester on the internet at www.ul.ie → Student Gateway → My Student Record.

Important dates and deadlines for each semester of the current academic year are listed inside the front cover – you can use this as a checklist for complying with what is required. If you find you are unable to meet a specified deadline or are not certain if a requirement applies to you, inform the Student Academic Administration (SAA) office in writing prior to the deadline. Arrangements will be made to facilitate you in the case of genuine difficulty. While you won't be issued with a new handbook every year, a revised copy of the dates and deadlines sheet will be available from the SAA website (www.ul.ie/studentacademicadmin/), at the beginning of each new academic year.

Section 2 covers class timetabling. Section 3 covers module registration, while Section 4 gives a step-by-step guide of how to register on the web. Section 5 explains the student adviser system. Section 6 includes all the information you need to know in relation to your academic progress at UL, such as the different types of assessment you will encounter, what all the various letter grades mean, what your quality credit average (QCA) score signifies and how it’s calculated, what standards you need to reach to progress from year to year and how the repeat process works. This section also covers your final award: it gives detailed criteria for the award of degrees, diplomas and certificates as specified in the Marks and Standards section of the Handbook of Academic Regulations and Procedures, which is available on the SAA website.

Should you need to seek any of the following, you must apply through the relevant Student Status Committee: 1) Repeat a year or a semester, 2) apply for leave of absence or an internal transfer, 3) apply for an exemption from modules or cooperative education, 4) apply for readmission to UL or 5) appeal against status decisions made by the Academic Council Grading Committee. Section 7 explains how student status committees operate on your behalf.

Section 8 deals with all aspects of the work of the Student Academic Administration office that impinge on your academic progress, such as registration, class and examination schedules, grants and scholarships, social welfare/pension forms, official letters, grades and transcripts, student status committees, graduation, room bookings, ID cards. Section 9 answers frequently asked questions about academic progress and scheduling.

On enrolment, you signed an agreement to be bound by the UL academic regulations and code of conduct. Academic regulations and the code of conduct are included in the Handbook of Academic Regulations and Procedures. The code of conduct is also reproduced as an appendix in section 10 of this handbook. Section 10 also includes appendices on final assessment regulations, plagiarism, the recognition of prior learning and the Glucksman Library.

It is important that you comply fully with the relevant regulations and procedures. Non-compliance or late compliance may result in penalties ranging from a monetary charge to exclusion from assessment/s to deferral of the conferring of your final award.

Please note that items specified in this handbook can change from time to time. Keep an eye on the Student Academic Administration notice boards and make a note of such changes. See also the SAA website. It is recommended that you write such changes into your handbook for future reference. It is also expected that you use your UL mail account as your main form of communication as it will be used to inform you of current information. Please note that the photo image that has been taken of you will be used by officers of the University to identify you only.
2. Timetabling

The production of a correct class timetable is entirely dependent upon students registering (confirming module selections in week 1 and selecting modules for pre-registration in Week 5) correctly and on time (see section 3, Registration and section 4, Registering on the Web). If you do not confirm your registration/Pre-registration for the following semester, modules may be missing from your timetable. Furthermore, it will not be possible to allocate you to the appropriate lab and tutorial groups. It is your responsibility to check your timetable and to ensure that you are scheduled for the correct modules. Where programmes are timetabled outside of the central timetable, please consult your course leader for details.

Where applicable, your timetable may be subject to alteration following decisions of either the Academic Council Grading Committee or the Student Status Committees based on repeat examination results. Receipt of a timetable is not an indication of a pass or fail or confirmation of registration.

The dates for the start and finish of term and of exams can be viewed on the Academic Calendar, which is on the main university website at www.ul.ie → Student Gateway → Academic Calendar.

Autumn Semester

First-year students receive a copy of their Autumn semester course timetable at the course meetings held during orientation week. You will be shown how to read and interpret the timetable. An explanation is also available on the timetable website. These timetables contain only the lecture hours scheduled during the semester for a course to help you during Week 1.

From 0900 on Monday of Week 3, personalised timetables for first-year students are available on the web at www.timetable.ul.ie, which detail all laboratory and tutorials each student is required to attend. This is only available if you register online during Week 1.

Personalised timetables for all continuing students are available on the web at www.timetable.ul.ie at least a week in advance of the start of term. Students who did not pre-register in the previous Spring semester (see section 3, Registration) may have modules missing from their timetable or may not receive a timetable at all.

Spring Semester

All students can access their timetables at www.timetable.ul.ie at least one week in advance of the start of term.

Examination Timetables

A provisional end-of-semester exam timetable will be available in Week 8. Where a genuine issue exists with the timetable (e.g. module clash, three exams in a row on the same day), advise your class representative of this immediately. The class representative will alert the module leader, who in turn will discuss the issue with SAA.

The final end-of-semester exam timetables will be available at www.timetable.ul.ie in Week 10. It is your responsibility to check your timetable. The exam timetable for the annual repeats scheduled in August will be available in last week of July/early August. This timetable will only reflect those who have accurately registered for repeats.
3. Registration (Module Selections)

General
1. You must **register** for your programme of study and **module selections** during **Week 1 of each semester** so that we can provide the many academic services for you.
2. Students on **cooperative education, off-campus placements, clinical placements and teaching practice** must also register during Week 1. Placements have module codes and credits assigned similar to all other modules and are critical to your programme of study.

   Register **on time** and only on the online student records system at www.ul.ie → Student Gateway → My Student Record

3. See section 4 for a **step-by-step** guide through the registration process. **Failure** to register may result in you being personally liable for the academic fees for your programme (free fees – undergraduate only). The University of Limerick is prevented from claiming the state grant if students are not registered.
4. **Payment of fees** (i.e. the registration, examination and student services charge) **does not constitute registration**. (Fee payment regulations are included in the annual Orientation Booklet and are available from the Fees office.) Non-payment of fees can lead to termination of your enrolment or you may be prevented from progressing to the next year of your programme and/or graduating.
5. Late module registration carries a **late registration charge** of €200.
6. If you’re not registered for a particular module, you may be excluded from assessments in that module and/or not receive a grade or credits for the module.
7. You need to **de-register** for modules you have decided not to take as extra to your programme at the earliest opportunity. If you do not, you may find your QCA (quality credit average) affected by NG or F grades that shouldn’t apply to you! (QCA is explained in detail in section 6.)
8. Only students registered at the University of Limerick will have access to all facilities, e.g. library, computers, UL email, etc. If you are **not registered**, these facilities may be withdrawn.
9. From 2017/8, Year 1 students of LM002 will be required to complete an online subject selection task to confirm their specific subject choices during week 1 of Autumn semester and an online route selection task to confirm their specific route choice (ahead of Year 2 commencement) during week 3 of Spring semester. (www.ul.ie → Student Gateway → My Student Record.) These tasks are in addition to confirming module registration during week 1 of each semester.
10. From 2017/8, students entering Year 1 of LM050 will have the option to elect the French/German/Japanese stream as their final degree programme. Students will be required to complete an online task during Orientation week to confirm if they wish to move to one of these streams or remain on LM050. Full details and instructions will be provided as part of Orientation. (www.ul.ie → Student Gateway → My Student Record.) This selection is in addition to pre-registration requirements detailed above.

Pre-registration
1. If you have elective choices to make for the **next semester**, you must **pre-register** these choices during **Week 5** of each semester. Failure to comply will result in an incomplete timetable or not being permitted to take the module.
2. As with regular registration, pre-register on the Student Records portal only: www.ul.ie → Student Gateway → My Student Record.
3. From 2017/8, students entering Year 1 of the following programmes (LM122, LM124 and LM125) will be required to complete an online programme selection task to elect their choice of final degree programme no later than week 4 of Autumn semester. Further details will be provided by your course leader and detailed instructions will be available online. (www.ul.ie → Student Gateway → My Student Record.) This selection is in addition to pre-registration requirements detailed above.
4. From 2017/8, students entering Year 1 of the following programmes (LM026, LM116, LM123 and LM125) will be required to complete an online programme selection task to elect their choice of final
degree programme no later than week 4 of Spring semester. Further details will be provided by your
course leader and detailed instructions will be available online. (www.ul.ie → Student Gateway → My
Student Record.) This selection is in addition to pre-registration requirements detailed above.

**Register for an Extra Module**

1. You may register to take a module that is **not** a required module on your programme. You may want to
do this out of interest or to suit the requirements of a professional body that you think you might end up
working with. The decision to register for the extra module must be authorised by the relevant
academic responsible for the module and by your course leader.

2. As with regular registration, you register for an extra module during **Week 1** of each semester by using
the additional module registration form available at the Student Academic Administration mailbox,
which must be signed by the lecturer responsible for the module.

3. While all required modules in your programme are taken on a normal academic grading basis
(registration type N), you may register for an extra module in one of three ways:

   i. **Normal registration (N):** A normal academic grade is awarded, which contributes to your QCA.
      (Academic grades are explained in section 6.)

   ii. **Pass/fail registration (P):** You are awarded a P grade for a pass or an N grade for a fail, and your
       QCA is not affected.

   iii. **Audit registration (G):** You are awarded a G grade to indicate satisfactory attendance only. You
       must have permission from the relevant lecturer to register on an audit basis. Your QCA is not
       affected.

**Checking your registration**

Before the end of **Week One of each semester**, it is important to check your module registration on the web
for omissions or changes.

**Making changes to your registration**

Students can change an elective module up to the end of **Week Three**. If you wish to make changes (such as
adding or deleting modules), please complete a Change of Registration Form which can be obtained from
both the Student Academic Administration Office (also available from our Forms Stand outside the office)
and our website, under the Student Information – Registrations section.

Forms can either be dropped in to the mail box outside our office or emailed to saa@ul.ie up to the end of
Week Two. From the beginning of Week Three, all forms must be submitted to the Student Academic
Administration office in person.

Please note that after **Week Two**, there is a €10 charge to make a change to module registration. It is the
student’s responsibility to obtain permission from the relevant lecturer to ensure the change can be
facilitated. Please check your online records to ensure your request has been updated.

*Note: Changes will not reflect on your personal student timetable.*
4. Registration Online (Confirming Module Selections)

(online registration MUST take place Week 1 of each semester). Please follow the below instructions:

*If you have any problems logging on to the UL internet, please contact the lab attendant.
*If you receive an error when you log on, please email saa@ul.ie, outlining the error message and giving full details of the problem. Please note that the Student Records System is upgraded once a year in November and these instructions are subject to change. Please refer to the instruction sheet available on the Student Records portal.

1. Log on to www.si.ul.ie or Log on to the UL website – www.ul.ie
2. Click on Student Gateway
3. Click on My Student Record

You should now see the following screen.

4. In the ID/User-name box, enter your student ID number that is on your student ID card.
5. If you have already selected a password during orientation enter this password in the PIN/Password box and click on the Log in >> button. If you have not already selected your own PIN/Password number, enter your date of birth e.g. 08May1998 (no spaces) or reset your PIN/Password using this link: https://offsite.ul.ie/passwordreset/studentchangepassword.aspx
6. If you have forgotten your PIN/password, click on Forgotten your Password? The following screen will open. Enter your Username, i.e. Student ID number, Surname and Date of birth in DDMMYY format, e.g. 080598, and click on the Go >> button.

You will then receive the following message advising you that your new password has been sent to your student email address. You will need to go to back to the Portal Login screen and enter the new password received.
7. Once you have successfully entered your correct student number and password (just reset) on the Portal Login screen, on the following screen enter your date of birth in the **Date of Birth** box DDMMYY format, e.g. 080598, and click on the **Go >>** button.

8. You are now permitted to select your own new password. Enter a minimum of eight digits including an upper case, lower case letter, number and symbol/special character, eg. Stu1234$

9. Next, click on the **Click here to complete your module registration** link.

At this stage, depending on your programme of study, options and module choices may need to be selected. This is where the registration process splits into the following two options:

A. Registration for programmes with elective choices
B. Registration for programmes with no elective choices

**A. Register for Programmes with Elective Choices**

There are two types of choices to make when registering for programmes with choices: (i) choose elective options; (ii) choose a route. If your programme requires you to make elective choices, follow steps 1 to 4 below. If you need to select a particular route, go to the **Routes** heading.
Elective Options
The example used is for a forth-year Bachelor of Engineering in Mechanical Engineering student.

1. The below screen reflects the core modules to be registered. Core modules are compulsory.

2. You will also see a list of elective choices as follows. In the below example, there are three elective choices.

Once you know the elective options you want, click on the Select checkbox to the left of the module(s), and then click on the Submit Selection button.

The following screen will appear showing all elective modules. In this instance, for example, you wish to select module ME4438, you tick the SELECT box for that module and click on Submit Selections.

3. You will then be brought to the next screen. Here you click on the Submit Selection button once you are happy with your selection.
4. The next screen, as below, you will see listed your core modules and your chosen elective module. If you are happy with your selection(s), click on the Enter Selections button.

The screen shows the list of modules confirmed by the student.

5. Finally, you are asked to confirm your module selection in this next screen. It is ONLY when you click on the Confirm Selections button here, you are registered.
6. Successful registration will now be confirmed to you. You will be presented with a list of your confirmed modules, as seen in the next screen. You will also receive a confirmation email to your student email and any other email account you have saved on the student portal. You are now registered for these modules. To exit module registration, click on **Logout**.

Confirmed Modules – thank you for successfully completing module registration. You have been sent a confirmation email (This does not apply to students of Mary Immaculate College).
Elective Options Change of Mind
You can undo your selection(s) by using the **Undo Last Change** button if you change your mind or made an incorrect selection (only if you have not hit on the **Confirm Selections** button). Suppose you are in the **Module Registration Details** screen in step 4 above. To change your selection(s), follow steps 2 to 6 below.

1. To undo your last selection, click on the **Undo Last Change** button (do not use the **Back** button on the browser toolbar).

    ![](image1)

2. You are now brought back to the next screen.

---

**Module Registration**
Select Your Modules
This page shows the selections that the student has already made and also those selections which the student has yet to make.

**Student Details**
Details for the current student including which year and period the selections are for

<table>
<thead>
<tr>
<th>Student</th>
<th>Name</th>
<th>Programme</th>
<th>Route</th>
<th>Mode of Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>10051449/1</td>
<td>JOE BLOGGS</td>
<td>BE School of Engineering</td>
<td>Mech Eng</td>
<td>Undergraduate full-time</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Registration Year</th>
<th>Registration Period</th>
<th>SEM1</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017/8</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Selected Modules**
You have currently selected 4 Module(s) with a total of 24 Credit(s)

<table>
<thead>
<tr>
<th>Module</th>
<th>Period</th>
<th>Level</th>
<th>Credits</th>
<th>Status</th>
<th>Module Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>ME4011</td>
<td>A</td>
<td>SEM1</td>
<td>1</td>
<td>6.00</td>
<td>Compulsory</td>
</tr>
<tr>
<td>ME4017</td>
<td>A</td>
<td>SEM1</td>
<td>4</td>
<td>6.00</td>
<td>Compulsory</td>
</tr>
<tr>
<td>ME4517</td>
<td>A</td>
<td>SEM1</td>
<td>4</td>
<td>6.00</td>
<td>Compulsory</td>
</tr>
<tr>
<td>ME4517</td>
<td>A</td>
<td>SEM1</td>
<td>4</td>
<td>6.00</td>
<td>Compulsory</td>
</tr>
</tbody>
</table>
This time, let’s assume you want to select Module EP4407 instead of ME4438. To do this, you click on the Select checkbox to the left your chosen module and then you click on the Submit Selections button.

<table>
<thead>
<tr>
<th>Select</th>
<th>Module</th>
<th>Level</th>
<th>Credits</th>
<th>Module</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>EP4407</td>
<td>4</td>
<td>6.00</td>
<td>ENTERPRISE DEVELOPMENT</td>
</tr>
<tr>
<td></td>
<td>ME4037</td>
<td>4</td>
<td>6.00</td>
<td>ADVANCED MECHANICS OF SOLIDS</td>
</tr>
<tr>
<td></td>
<td>ME4438</td>
<td>4</td>
<td>6.00</td>
<td>COMPUTATIONAL FLUID DYNAMICS</td>
</tr>
</tbody>
</table>

3. The next screen you see shows your revised choices. You can change your selection(s) as many times as you want by using the Undo Last Change button (not the Back button on the browser toolbar). Assuming you are now happy with your selection(s), you click on the Enter Selections button.
4. You are asked to confirm your module selection(s) in this next screen. To confirm your selections, click on the **Confirm Selections** button. (Please note that you **cannot** undo your selections after clicking on the **Confirm Selections** button. Once you’ve clicked on this button, changes can only be made through Student Academic Administration.)

5. You will then be presented with a list of your confirmed modules, as seen in the next screen. You will receive a confirmation email when you have completed the module registration process to your email account saved on the student portal. You are now registered for these modules. To exit module registration, click on **Logout**.

**Confirmed Modules** – thank you for successfully completing module registration. You have been sent a confirmation email *(This does not apply to students of Mary Immaculate College).*
Routes

The example used here is for a third-year Business Studies in Accounting and Finance student.

1. Click on the Click here to complete module registration.

2. You will be presented with the following screen

Once you have decided what route to follow, you click on the Select button to the right of your chosen route. (In this instance, let’s say you want to choose the Business Studies with Accounting and Finance with Organisational Psychology Minor.)
3. The next screen displays your list of core modules plus the modules associated with your chosen route. If you are happy with your selection, click on the **Enter Selections** button.

![Student Details]

**Student Details**

- **Student**: 1412981/1
- **Name**: JOE BLOGGS
- **Programme**: BSc Business Studies
- **Route**: BSc W Accounting and Finance Major W Organisational Psychology Minor
- **Mode of Attendance**: Undergraduate full-time

![Module Selections]

**Module Selections**

Selected a total of 5 module(s) which total 30 credit(s)

<table>
<thead>
<tr>
<th>Year</th>
<th>Period</th>
<th>Status</th>
<th>Rank</th>
<th>Module</th>
<th>Occ</th>
<th>Level</th>
<th>Credits</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017/8</td>
<td>SEM1</td>
<td>O</td>
<td></td>
<td>AC4305</td>
<td>A</td>
<td>3</td>
<td>6.00</td>
<td>FINANCIAL INFORMATION ANALYSIS</td>
</tr>
<tr>
<td>2017/8</td>
<td>SEM1</td>
<td>C</td>
<td>02</td>
<td>F14015</td>
<td>A</td>
<td>3</td>
<td>6.00</td>
<td>CORPORATE FINANCE</td>
</tr>
<tr>
<td>2017/8</td>
<td>SEM1</td>
<td>C</td>
<td></td>
<td>MS4025</td>
<td>A</td>
<td>3</td>
<td>6.00</td>
<td>INTERNATIONAL MANAGEMENT</td>
</tr>
<tr>
<td>2017/8</td>
<td>SEM1</td>
<td>O</td>
<td>01</td>
<td>PM4025</td>
<td>A</td>
<td>3</td>
<td>6.00</td>
<td>THE PSYCHOLOGY OF WORK</td>
</tr>
<tr>
<td>2017/8</td>
<td>SEM1</td>
<td>C</td>
<td>01</td>
<td>TX4305</td>
<td>A</td>
<td>3</td>
<td>6.00</td>
<td>TAXATION THEORY AND PRACTICE</td>
</tr>
</tbody>
</table>

4. You are asked to confirm your list of modules in this next screen.

To confirm your selections, click on the **Confirm Selections** button. (Please note that you cannot undo your selections after clicking on the **Confirm Selections** button. Once you’ve clicked on this button, changes can only be made through Student Academic Administration.)

![Confirm Your Modules]

**Confirm Your Modules**

![Student Details]

**Student Details**

- **Student**: 14170681/1
- **Name**: JOE BLOGGS
- **Programme**: BSc Business Studies
- **Route**: BSc W Accounting and Finance Major W Organisational Psychology Minor
- **Mode of Attendance**: Undergraduate full-time

![Module Selections]

**Module Selections**

Selected a total of 5 module(s) which total 30 credit(s)

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<td>02</td>
<td>F14015</td>
<td>A</td>
<td>3</td>
<td>6.00</td>
<td>CORPORATE FINANCE</td>
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<td>C</td>
<td></td>
<td>MS4025</td>
<td>A</td>
<td>3</td>
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<td>INTERNATIONAL MANAGEMENT</td>
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<td>PM4025</td>
<td>A</td>
<td>3</td>
<td>6.00</td>
<td>THE PSYCHOLOGY OF WORK</td>
</tr>
<tr>
<td>2017/8</td>
<td>SEM1</td>
<td>C</td>
<td>01</td>
<td>TX4305</td>
<td>A</td>
<td>3</td>
<td>6.00</td>
<td>TAXATION THEORY AND PRACTICE</td>
</tr>
</tbody>
</table>
5. You are now registered for these modules. You will receive a confirmation email when you have completed the module registration process to your email account saved on the student portal.

6. You will be presented with a list of your confirmed modules, as seen in the next screen.

7. To exit module registration, click on **Logout**

---

Routes Change of Mind

You can undo your route selection by using the **Undo Last Change** button if you change your mind or made an incorrect selection as long as you have not Confirmed Selections. Presume that after choosing the Business Studies with Accounting and Finance with Organisational Psychology Minor, you wish to change your selection in the **Module Registration Details** screen in step 2 above. To change your route selection, follow steps below.

8. To undo your last selection, click on the **Undo Last Change** button (do not use the **Back** button on the browser toolbar).
9. You are now brought back to the next screen.

<table>
<thead>
<tr>
<th>Route Switch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programme</td>
</tr>
<tr>
<td>BB Business Studies</td>
</tr>
<tr>
<td>BB Business Studies</td>
</tr>
<tr>
<td>BB Business Studies</td>
</tr>
<tr>
<td>BB Business Studies</td>
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<td>BB Business Studies</td>
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<td>BB Business Studies</td>
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<tr>
<td>BB Business Studies</td>
</tr>
<tr>
<td>BB Business Studies</td>
</tr>
<tr>
<td>BB Business Studies</td>
</tr>
</tbody>
</table>
This time, let’s assume you want to select the Business Studies with Accounting and Finance Major with Financial Services Minor. To do this, you click on the Select checkbox to the right of the Business Studies with BS W Accounting and Finance Major W Financial Services Minor.

10. The next screen you see shows your list of core modules plus the module associated with your latest chosen route.

Assuming you are now happy with your selected route, you click on the Enter Selections button this time.

11. You are asked to confirm your list of modules in this next screen. To confirm your selections, click on the Confirm Selections button. (Please note that you cannot undo your selections after clicking on the Confirm Selections button. Once you’ve clicked on this button, changes can only be made through Student Academic Administration.)
12. You are now registered for these modules. You will receive a confirmation email when you have completed the module registration process to your email account saved on the student portal.

13. You will be presented with a list of your confirmed modules, as seen in the next screen.

14. To exit module registration, click on **Logout**

Confmed Modules – thank you for successfully completing module registration. You have been sent a confirmation email (This does not apply to students of Mary Immaculate College)
B. Register for Programmes with No Choices
To register for programmes with no choices (all core modules), follow steps 1 to 3 below. The example used is for a first-year Bachelor of Arts in Law and Accounting student.

1. After you clicked on the Module Registration link, you will be presented with the following screen.

Here you will see the modules you are registering for. If the list is correct, click on the Enter Selections button. This brings you to the screen below. If the list is incorrect, contact the relevant person in Student Academic Administration or email saa@ul.ie.

2. You are asked to confirm your module selections in this next screen by clicking the Confirm Selections button.
3. You will then be presented with a list of your confirmed modules, as seen in this next screen. You will receive a confirmation email when you have completed the module registration process to your email account saved on the student portal. You are now registered for these modules. To exit module registration, click on **Logout**.

**Confirmed Modules – thank you for successfully completing module registration. You have been sent a confirmation email (This does not apply to students of Mary Immaculate College**

<table>
<thead>
<tr>
<th>Year</th>
<th>Period</th>
<th>Status</th>
<th>Rank</th>
<th>Module</th>
<th>Occ</th>
<th>Level</th>
<th>Credits</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017/8</td>
<td>SEMI</td>
<td>C</td>
<td>FI4003</td>
<td>A</td>
<td>2</td>
<td>6.00</td>
<td>FINANCE</td>
<td></td>
</tr>
<tr>
<td>2017/8</td>
<td>SEMI</td>
<td>C</td>
<td>LA4033</td>
<td>A</td>
<td>2</td>
<td>6.00</td>
<td>LAW OF THE EUROPEAN UNION 1</td>
<td></td>
</tr>
<tr>
<td>2017/8</td>
<td>SEMI</td>
<td>C</td>
<td>LA4310</td>
<td>A</td>
<td>1</td>
<td>6.00</td>
<td>LAW OF TORTS 1</td>
<td></td>
</tr>
<tr>
<td>2017/8</td>
<td>SEMI</td>
<td>C</td>
<td>LA4400</td>
<td>A</td>
<td>1</td>
<td>6.00</td>
<td>CONSTITUTIONAL LAW 1</td>
<td></td>
</tr>
<tr>
<td>2017/8</td>
<td>SEMI</td>
<td>C</td>
<td>TX4204</td>
<td>A</td>
<td>2</td>
<td>6.00</td>
<td>CAPITAL TAXATION</td>
<td></td>
</tr>
</tbody>
</table>

**UNLESS YOU SEE THE MESSAGE “CONFIRMED MODULES”
YOU ARE NOT PROPERLY REGISTERED**

Confirming your module selections facilitates UL to claim the academic fees (free fees) on your behalf from the HEA (Higher Education Authority) – undergraduate programmes only.
5. Personal Advisor Support System (PASS)

General
New students to UL who are undertaking a full-time academic programme are assigned an academic advisor. The advisor is a member of academic staff, usually someone who teaches on your programme.

The aims of the PASS system are to:
- Create a strong sense of belonging in higher education for all UL students
- Establish meaningful interactions between staff and students, on an individual basis
- Build students’ sense of identity as part of a community of successful higher education students
- Increase students’ awareness of academic advising and of its importance
- Provide support and promote success for all advisees
- Provide a non-judgemental, supportive environment to help students come to specific solutions/strategies that work for them
- Provide academic support
- Offer some pastoral support, and refer on to other supports, where appropriate
- Help students to discern how they can succeed on their programme of study.

What is my advisor’s name?
You can find your advisor’s name in the following ways:

a. You received a confirmation e-mail from UL on successful enrolment. This email is sent to the e-mail address you supplied to the CAO and your advisor’s name is listed in that correspondence.
b. Your advisor’s name can also be found in your UL Student Portal under the ‘Student Advisor Information’ section. Your Student Portal is accessible at https://www.si.ul.ie.

Meeting your advisor
You are encouraged to meet with your advisor by Week 3 of your first semester. Alternatively, you can meet with your advisor at any point over your first and subsequent years.

- You may receive contact from your advisor to set-up a meeting so know their name and keep an eye on your student emails.
- If you don’t hear from your advisor, or miss their communication, you can prompt contact by sending an email introducing yourself as one of their advisees and asking if you can meet with them.

Changing Your Advisor
In the unlikely situation that you wish to change your adviser, you can discuss the change with your advisor or the contacts below and one of these people will contact Student Affairs to action procedures to bring about the change.

Contacts
If you have any queries in relation to PASS, you are requested to contact one of the following:
- Your Academic Advisor
- Your Course Leader
- The First Year Support Co-ordinator – deirdre.m.murphy@ul.ie
  - Centre for Teaching and Learning representative – sarah.gibbons@ul.ie
  - The PASS Committee representative from your Faculty

More information is also available on the Student Engagement and Success Unit webpage http://ulsites.ul.ie/ses
6. Student Progression

A UL award is granted based on performance in assessments / projects and/ or other tests of knowledge that have been set by each programme’s academics and approved and monitored by external examiner(s) appointed by the Academic Council.

Assessment

Assessment can be set in various forms and can occur at various stages throughout the semester. Assessment instruments include laboratory / book reports, various types of projects, essays, written tests, formal examinations, examination of thesis / dissertations and similar work. While modules can be linked, each module is usually assessed in isolation. A percentage of the module grade may be awarded based on attendance at lectures, labs or tutorials.

The academic who teaches a module is required to inform students at the first scheduled lecture hour what the arrangements for assessing that module (or sequence of modules) are, i.e. what are the objectives of the module, what are the criteria on which assessment is to be based, when assessment will occur and what weighting is to be allocated to each part of assessment. The academic must also indicate the module’s repeat assessment instrument(s).

End-of-Semester Examinations

End-of-semester exams are usually scheduled by the Student Academic Administration office. However, not all modules have such an exam as part of the assessment process.

The provisional end-of-semester exam schedule is displayed not later than the start of Week 8 on the web at www.timetable.ul.ie. Contact your class representative if there is any module missing from the schedule or if you are scheduled to do three exams in a row on any day. The class representative contacts the module leader, who alerts Student Academic Administration. Appropriate changes may be made or other action taken. The latest deadline for notifying Student Academic Administration of such issues is 15h00 on Thursday of Week 8. After that, act quickly if you have a problem!

The final end-of-semester exam schedule is displayed not later than the start of Week 10 on the Student Academic Administration notice board and on the web at www.timetable.ul.ie. Ensure to read it and note your final schedule as there may be changes from the provisional schedule that you did not expect.

Entry to End-of-Semester Examinations

To gain entry to end-of-semester exams, you must be registered on the official registration list held by the examination invigilator in the exam venue. You must also produce a current, valid UL student identity card (with photograph and ID number) that corresponds to your registration record. Therefore, you should ensure your registration is accurate prior to the commencement of exams. PCs located throughout the university can be used to check registrations.

If you are not on the registration list, you will be required to complete a late registration form at the exam centre. By signing the form, you may be liable for a late registration charge of €200 if you had not confirmed your module registration on-line during week one.

*Remember to bring your ID card!

Absence from End-of-Semester Examinations

If you miss an end-of-semester exam, contact the Student Academic Administration office as a matter of urgency for advice and/or the relevant academic responsible for the module.

Academic Cheating, Plagiarism, Copyright

It is important to note that academic cheating in all its forms is deemed to be a major disciplinary offence under the university’s code of conduct (see Appendix 1 in section 10). Please also note that copyright in all assessment, project and thesis work is the property of UL. For information on plagiarism, see Appendix 3 (guidelines for students) and Appendix 4 (guidelines for staff) in section 10. The role of the UL Advocate is

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specified in Section 2 of the Code of Conduct (Appendix 1). For more details on this role, see

Further details of all academic regulations can be found in the Handbook of Academic Regulations and
Procedures on the SAA website.

**Grades**

**Academic 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. The following table gives a list of
academic grades and their award equivalents. It also shows whether or not 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 6.1: Academic Grades and Standards**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Standard</th>
<th>Affects QCA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>First honours</td>
<td>Yes</td>
</tr>
<tr>
<td>A2</td>
<td>First honours</td>
<td>Yes</td>
</tr>
<tr>
<td>B1</td>
<td>Honours 2.1</td>
<td>Yes</td>
</tr>
<tr>
<td>B2</td>
<td>Honours 2.1</td>
<td>Yes</td>
</tr>
<tr>
<td>B3</td>
<td>Honours 2.2</td>
<td>Yes</td>
</tr>
<tr>
<td>C1</td>
<td>Honours 2.2</td>
<td>Yes</td>
</tr>
<tr>
<td>C2</td>
<td>Third honours</td>
<td>Yes</td>
</tr>
<tr>
<td>C3</td>
<td>Third honours</td>
<td>Yes</td>
</tr>
<tr>
<td>D1</td>
<td>Compensating fail</td>
<td>Yes</td>
</tr>
<tr>
<td>D2</td>
<td>Compensating fail</td>
<td>Yes</td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
<td>Yes</td>
</tr>
<tr>
<td>NG</td>
<td>Fail</td>
<td>Yes</td>
</tr>
<tr>
<td>P</td>
<td>Pass in a module taken on a pass/fail basis</td>
<td>No</td>
</tr>
<tr>
<td>N</td>
<td>Failure in a module taken on a pass/fail basis</td>
<td>No</td>
</tr>
<tr>
<td>G</td>
<td>Audit; verifies attendance only</td>
<td>No</td>
</tr>
<tr>
<td>I</td>
<td>Certified illness/immediate family bereavement (uncapped repeat)</td>
<td>No</td>
</tr>
<tr>
<td>M</td>
<td>Awarded in the case of projects spanning multiple semesters or sequences of definitely linked modules</td>
<td>No</td>
</tr>
<tr>
<td>Q</td>
<td>Student registered for special capped grade clearance in these modules. Only refers to clearance of D1 and D2 grades. New grade is inserted in the previous registration for the module – Registration Type of Q</td>
<td>No</td>
</tr>
<tr>
<td>Y</td>
<td>Student registered for special grade clearance capped at grade C3. Grade inserted in previous registration for the module – Registration Type of S</td>
<td>No</td>
</tr>
<tr>
<td>X</td>
<td>Student registered to clear and I grade in this module. Grade inserted in previous registration for the module – Registration Type of I</td>
<td>No</td>
</tr>
<tr>
<td>W</td>
<td>Student formally withdrew from the University. A student exit form must be completed</td>
<td>No</td>
</tr>
<tr>
<td>EX</td>
<td>Student exempted from the requirements of the module because of previous equivalent study or work. Full credits awarded.</td>
<td>No</td>
</tr>
<tr>
<td>R</td>
<td>Student registered to repeat this module. Grade for repeat inserted in previous attempt at module. Uncapped repeat.</td>
<td>No</td>
</tr>
<tr>
<td>RE</td>
<td>Student's enrolment terminated. New enrolment contains uncapped repeat registrations for these modules.</td>
<td>No</td>
</tr>
</tbody>
</table>

For other administrative grades, see the Handbook of Academic Regulations and Procedures.
It’s worth looking at NG, P, N, G, I and M grades in more detail.

NG Grades
An NG grade (‘no grade’) is awarded in cases where a student has not attended an end-of-semester exam, not submitted assessment material for a module or not submitted certification to support a request for an I grade (see the I Grades sub-heading).

P and N Grades
A P grade indicates a pass and an N grade indicates a fail in a module taken on a pass/fail basis. Cooperative education placement and the unrostered clinical placement modules undertaken by the students of the BSc Nursing programmes are examples of modules that are assessed on a pass/fail basis. In the case of the nursing clinical placement, the awarding of a P grade in these modules is dependent on 100% attendance during placement. The N grade implies a deficiency that must be cleared prior to progressing to the next year of the programme.

G Grades
A G grade 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 or relevant lecturer responsible for the module.

I Grades
The aim of the university is to support students who face an immediate crisis. To this end, I grades are awarded 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. I grades are not assigned in response to a plea made in respect of pressure of work.

In the case of medical and/or psychological illness or immediate family bereavement, students need to make an appointment with the relevant service and must submit satisfactory evidence to support the request for an I grade. They must do so through the Student Health Centre, Counselling or Chaplaincy service.

Please refer to the relevant websites below for detailed information on how to avail of the services. Only students who are registered for the current semester and who have been instructed by the relevant professional to do so can complete the online I grade application form.
- www.ul.ie/medical
- www.ul.ie/counselling
- www.ul.ie/chaplain

In the case of illness, the appropriate service determines what constitutes satisfactory medical evidence, and you are required to give your consent to this service to seek clarification and/or verification from the certifying doctor if the service deems it necessary to do so. When submitting medical certification, you must request your GP to complete an External Medical Certification Form. The completed form must be submitted by you in person to the Student Health Centre, Counselling or Chaplaincy service unless the certificate clearly states that you are incapacitated. The form is accessible on the Student Health Centre website at www.ul.ie/medical. Certificates must be presented within five days of your relevant end-of-semester examinations in order to meet grade deadlines. The certificate must be dated and, in the case of illness/ incapacity, must include reference to the period and nature of the illness and state that you are not fit to sit examinations. You should not attempt to sit your examination if you are unfit to do so. If in doubt, contact the Student Health Centre or Student Counselling Service prior to the examination. If you knowingly decide to undertake part or all of an examination while you are unwell, your chances of subsequently obtaining an I grade may be jeopardised.

Only requests for I grades recommended by the Student Health Centre, Counselling and Chaplaincy are considered by UL’s I Grade Committee, which usually meets the day before the grading deadline for each semester. Following approval from the I Grade Committee, the Student Academic Administration office
inserts an I grade on the student’s academic record. The student will be notified in the first instance that the request is being recommended or not to the I Grade Committee. If the request is approved, the student will receive a second notification by automated email. This will be sent to the student’s email account.

Students need to clear all I grades no later than the annual repeat period following the award of the I grade. A student who receives an I grade should contact the academic responsible for the module immediately following the publication of the grade to determine how the outstanding requirements are to be completed. If the academic is unavailable, the student should contact the relevant head of department for a decision. Clearance grades will only be processed following the annual repeats. I grades are only relevant for the academic year and semester they are awarded: they do not carry forward to the next academic year.

In the case of prospective graduating students, clearance of I grades awarded from the Autumn semester only may be processed before the summer exam board or after the annual repeats.

Students who receive a second I grade for the same module(s) in the annual repeats (up to a maximum of four for those with two academic semesters and two modules for those with one academic semester) will be permitted to clear the module(s) on a link-in¹ and uncapped² basis during the following academic year. Students who receive an I grade for the first time in a module during the annual repeats will retain their original grade.

Under exceptional circumstances with the express permission of the Vice President Academic & Registrar, the student may be allowed to defer a formal examination until the next repeat opportunity (i.e. those not covered by academic regulations 4.2.3 – I Grades – in chapter 4, Supporting Procedures of the Handbook of Academic Regulations and Procedures.

*The I grade process is currently under review and is subject to change in the academic year 2016/7. A notification of any change will be issued to all students.

M Grades
An M grade is awarded for projects that span multiple semesters or for modules that are clearly linked. The final year project (FYP), which is completed throughout fourth year, is assessed with an M grade. 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 modules that constitute the FYP are awarded an M grade, and after the project’s final submission, the M grade is converted to a quality grade that affects your QCA, e.g. a B2.

Grading of Modules Taken Abroad
UL aims to:
• encourage participation, where appropriate, by its students in placements in foreign universities
• support participating students so as to ensure that the experience abroad is rewarding, both academically and personally

A bilateral institutional agreement must be in place prior to participation by UL students in a placement abroad. Such agreements will be executed only in the case of UL-compatible institutions. A learning agreement and grade translation agreement must be in place in advance of student exchange/placement. Learning agreements can apply only to UL-compatible courses.

Up to 50% of Part 2 of an academic programme can be taken abroad, i.e. a total of three of the six semesters in Part 2, including cooperative education placement. This would be an upper limit. It should be noted that

¹ A link-in repeat student is a student who is repeating deficient modules (i.e. taking the actual modules again) that they failed in the annual repeats of the previous academic year. See the Link-in Repeat heading in the Repeats section for a full explanation.
² Usually, the grade you receive for a module that you had to repeat is capped at C3, which means that no matter how well you do the second time, a C3 is the highest grade you can receive for this module. In the case of link-in repeats other than the annual repeats, these grades will be uncapped. In the case of I grades, repeating a module on an uncapped basis means that the grade you receive for the module repeat exam is not capped at C3.
ERASMUS status is limited to a total of one academic year abroad (i.e. the time abroad cannot be divided between two academic years). A more restrictive policy may operate at individual programme level.

In the case of new programmes, the precise parameters should be specified in the programme documentation approved by the Academic Council. Following consultation with course boards, course directors should seek faculty board approval of the proposed parameters in the case of existing programmes.

The International Education Division is consulted in relation to the proposed parameters for studying abroad in new courses or during the revision of existing courses prior to approval being sought. The exchange co-ordinator or equivalent approves individual student participation in a foreign placement. Furthermore, in advance of the study abroad placement, the exchange co-ordinator or equivalent advises students registered on UL academic programmes that incorporate modules exempted by professional bodies of any implications for exemptions, postgraduate study, etc.

Students usually spend their final year at UL. Exceptions to this norm must be approved in advance by the course director and exchange co-ordinators.

The following arrangements apply in relation to grading:

- Final-year modules taken abroad, including those taken in lieu of cooperative education placement, should be quality graded (i.e. they affect the measurement of your overall academic performance).

- Students undertaking an elective placement in all years prior to their final year of study shall be graded on either a pass/fail or quality-graded basis. The grading type for the placement will be determined in advance of the placement following consultation between the course director and the student and subsequent approval by the course board.

- With the exception of final-year modules (which should be graded in accordance with the first bullet point above), modules taken abroad in lieu of cooperative education placement should be graded on a pass/fail basis.

All assessments should be completed before the UL student leaves the host university. In addition, the onus is on individual students, in consultation with their exchange co-ordinators, to ensure that arrangements are in place for the transfer of grades from their host university to the appropriate office in UL.

The exchange co-ordinator advises the Student Academic Administration and International Education offices of individual student study abroad arrangements.

**QCA (Quality Credit Average)**

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’ve been assessed on. This numerical value is known as your **quality credit average (QCA)** and is calculated on a semester and cumulative basis for each programme or for each part of a programme. Your semester and cumulative QCAs are calculated for you by the university by means of a software package and are clearly displayed on your transcript. See the **Viewing Your Student Records** sub-heading under **Performance Standards** in this section of the handbook. Your transcript can be viewed every week of the semester except when the grading process is underway at the end of each semester via the web: [http://www.ul.ie → Student Gateway → My Student Record](http://www.ul.ie → Student Gateway → My Student Record).

Degree programmes (level 8) are generally 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. (Refer to your course outline to see if your programme has a Part 1/Part 2 structure.) In the case of all other programmes, your QCA is based on your full cumulative performance over the complete programme.
### Table 6.2: Definition of Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>QCA</td>
<td>Quality Credit Average: Weighted average describing the quality of a student’s performance across all modules in a semester (Semester QCA) or all modules taken to date (Cumulative QCA)</td>
</tr>
<tr>
<td>QCS</td>
<td>Quality Credit Score: Quality Point Value * credits * factor</td>
</tr>
<tr>
<td>AH</td>
<td>Attempted Hours: Sum of all module credits attempted * factor</td>
</tr>
<tr>
<td>QPV</td>
<td>Quality Point Value: Numeric value attached to each grade on a scale 0 to 4 (see Table 6.3)</td>
</tr>
<tr>
<td>Factor</td>
<td>Weighting attached to a semester of study</td>
</tr>
<tr>
<td>Credits</td>
<td>Nominal weight assigned to each module: ECTS credits (European Credit Transfer System)</td>
</tr>
<tr>
<td>NQH</td>
<td>Non-Quality Hours: Sum of all modules with grade I, P, N, H, EX * semester factor</td>
</tr>
</tbody>
</table>

Note: * denotes multiplication

### QCA (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 6, a project module, for example, may have a credit of 6. Your **quality point value (QPV)** score for a particular module is multiplied by the module credit value (e.g. 6) to give what’s known as your **quality credit score (QCS)** for that module. Your QCA for each semester is calculated on the basis of the sum of all your QCSs within that semester. Your overall QCA at any given time (your cumulative QCA) is based on your total QCSs to date (excluding Part 1 scores where applicable).

### 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, R, W 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 6.3: Grades and QPV

<table>
<thead>
<tr>
<th>Grade</th>
<th>QPV</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>4.00</td>
</tr>
<tr>
<td>A2</td>
<td>3.60</td>
</tr>
<tr>
<td>B1</td>
<td>3.20</td>
</tr>
<tr>
<td>B2</td>
<td>3.00</td>
</tr>
<tr>
<td>B3</td>
<td>2.80</td>
</tr>
<tr>
<td>C1</td>
<td>2.60</td>
</tr>
<tr>
<td>C2</td>
<td>2.40</td>
</tr>
<tr>
<td>C3</td>
<td>2.00</td>
</tr>
<tr>
<td>D1</td>
<td>1.60</td>
</tr>
<tr>
<td>D2</td>
<td>1.20</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
<tr>
<td>NG</td>
<td>0.00</td>
</tr>
</tbody>
</table>

The next table illustrates how QCSs are derived by multiplying the QPV for each module in one semester (e.g. autumn) by the module credit and multiplying (*) by the factor weighting of the year (QCS = QPV * credit * factor). (All modules in this example are given a credit of 6.) The overall QCS is the sum of the individual QCSs.
### Table 6.4: Calculating Autumn Semester QCS

<table>
<thead>
<tr>
<th>Module</th>
<th>Grade</th>
<th>QPV</th>
<th>Credit</th>
<th>Factor</th>
<th>QCS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS4911</td>
<td>C3</td>
<td>2.0</td>
<td>6</td>
<td>1</td>
<td>12.00</td>
</tr>
<tr>
<td>MG4101</td>
<td>C3</td>
<td>2.0</td>
<td>6</td>
<td>1</td>
<td>12.00</td>
</tr>
<tr>
<td>EC4111</td>
<td>B3</td>
<td>2.8</td>
<td>6</td>
<td>1</td>
<td>16.80</td>
</tr>
<tr>
<td>EQ4001</td>
<td>A2</td>
<td>3.6</td>
<td>6</td>
<td>1</td>
<td>21.6</td>
</tr>
<tr>
<td>BY4001</td>
<td>C1</td>
<td>2.6</td>
<td>6</td>
<td>1</td>
<td>15.6</td>
</tr>
<tr>
<td><strong>Overall QCS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>78.0</strong></td>
</tr>
</tbody>
</table>

The calculation of the overall Spring semester QCS is shown in the next table.

### Table 6.5: Calculating Spring Semester QCS

<table>
<thead>
<tr>
<th>Module</th>
<th>Grade</th>
<th>QPV</th>
<th>Credit</th>
<th>Factor</th>
<th>QCS</th>
</tr>
</thead>
<tbody>
<tr>
<td>EV4012</td>
<td>B2</td>
<td>3.0</td>
<td>6</td>
<td>1</td>
<td>18</td>
</tr>
<tr>
<td>EC4112</td>
<td>B1</td>
<td>3.2</td>
<td>6</td>
<td>1</td>
<td>19.2</td>
</tr>
<tr>
<td>MG4102</td>
<td>B2</td>
<td>3.0</td>
<td>6</td>
<td>1</td>
<td>18</td>
</tr>
<tr>
<td>EQ4002</td>
<td>A2</td>
<td>3.6</td>
<td>6</td>
<td>1</td>
<td>21.6</td>
</tr>
<tr>
<td>BY4002</td>
<td>B2</td>
<td>3.0</td>
<td>6</td>
<td>1</td>
<td>18</td>
</tr>
<tr>
<td><strong>Overall QCS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>94.8</strong></td>
</tr>
</tbody>
</table>

### Calculating QCA

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

**Formula for Semester QCA:**

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

**Formula for Cumulative QCA:**

\[
\text{Cumulative QCA} = \frac{\sum \text{Semester QCS}}{\sum (\text{Semester AH} - \text{Semester NQH})}
\]
### Sample Transcript

21/Jun/2009

<table>
<thead>
<tr>
<th>Name</th>
<th>MS KEELAN KEILLIHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>Current</td>
</tr>
<tr>
<td>Course</td>
<td>BBS with French</td>
</tr>
<tr>
<td>Programme</td>
<td>Business Studies</td>
</tr>
<tr>
<td>Route</td>
<td>Business</td>
</tr>
</tbody>
</table>

#### 2008/9

<table>
<thead>
<tr>
<th>Module</th>
<th>Title</th>
<th>Block11</th>
<th>Regn Type</th>
<th>Grade</th>
<th>Credits</th>
<th>Session To-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>CM4203</td>
<td>Communications</td>
<td>N</td>
<td>A1</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FR4321</td>
<td>French for Business 1</td>
<td>N</td>
<td>C3</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HU4011</td>
<td>Business and Society 1</td>
<td>N</td>
<td>B1</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MG4101</td>
<td>Organisation Studies 1</td>
<td>N</td>
<td>F</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LA4901</td>
<td>Principles of Law</td>
<td>N</td>
<td>D1</td>
<td>6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 2008/9

<table>
<thead>
<tr>
<th>Module</th>
<th>Title</th>
<th>Block12</th>
<th>Regn Type</th>
<th>Grade</th>
<th>Credits</th>
<th>Session To-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS4912</td>
<td>Intro to Info Technology</td>
<td>N</td>
<td>C3</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FR4322</td>
<td>French For Business 2</td>
<td>N</td>
<td>F</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HU4012</td>
<td>Business &amp; Society 2</td>
<td>N</td>
<td>I</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MG4102</td>
<td>Organisational Stud 2</td>
<td>N</td>
<td>B2</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MA4102</td>
<td>Business Maths 1</td>
<td>N</td>
<td>C3</td>
<td>6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Step 1: Calculate QCS and attempted hours (AH) for each semester

### Autumn Semester

<table>
<thead>
<tr>
<th>Grade</th>
<th>QPV</th>
<th>Factor</th>
<th>Credits</th>
<th>Credit Hours</th>
<th>AH</th>
<th>NQH</th>
<th>QCS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>4.0</td>
<td>1.000</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>0</td>
<td>24</td>
</tr>
<tr>
<td>C3</td>
<td>2.0</td>
<td>1.000</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>0</td>
<td>12</td>
</tr>
<tr>
<td>B1</td>
<td>3.2</td>
<td>1.000</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>0</td>
<td>19.2</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>1.000</td>
<td>6</td>
<td>0</td>
<td>6</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>D1</td>
<td>1.6</td>
<td>1.000</td>
<td>6</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>9.6</td>
</tr>
<tr>
<td>Σ</td>
<td></td>
<td></td>
<td>30</td>
<td>24</td>
<td>24</td>
<td>0</td>
<td>64.8</td>
</tr>
</tbody>
</table>

### Spring Semester

<table>
<thead>
<tr>
<th>Grade</th>
<th>QPV</th>
<th>Factor</th>
<th>Credits</th>
<th>Credit Hours</th>
<th>AH</th>
<th>NQH</th>
<th>QCS</th>
</tr>
</thead>
<tbody>
<tr>
<td>C3</td>
<td>2.0</td>
<td>1.000</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>0</td>
<td>12</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>1.000</td>
<td>6</td>
<td>0</td>
<td>6</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>0</td>
<td>1.000</td>
<td>6</td>
<td>0</td>
<td>6</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>B2</td>
<td>3.0</td>
<td>1.000</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>0</td>
<td>18</td>
</tr>
<tr>
<td>C3</td>
<td>2.0</td>
<td>1.000</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>0</td>
<td>12</td>
</tr>
<tr>
<td>Σ</td>
<td></td>
<td></td>
<td>30</td>
<td>18</td>
<td>30</td>
<td>6</td>
<td>42</td>
</tr>
</tbody>
</table>

Step 2: Apply Semester QCA formula

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

- Autumn Semester QCA = \frac{64.8}{30 - 0} = 2.16 (rounded to two decimal places)
- Spring Semester QCA = \frac{42}{30 - 6} = 1.75

Step 3: Calculate Cumulative QCA

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

\[
\text{Cumulative QCA} = \frac{64.8 + 42}{(30 - 0) + (30 - 6)} = \frac{106.8}{54} = 1.98
\]
**Performance Standards**

**President’s Letter**

Students will receive a president’s letter for outstanding academic performance in a particular semester if 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

**Minimum Standards**

To meet the minimum standards of academic performance in each semester, year or part of a programme, your QCA must be ≥ 2.00 and you must not have received any grade less than D2 in each required module of the programme to date. D1 and D2 are compensating fail grades. Please refer to your programme booklet for specific minimum standards that may apply to your programme.

**Compensating Fail**

If your QCA is greater or equal to 2.00 and includes D1 and/or D2 grades (compensating fail grades), you do not have to repeat the modules for which you got the D1 or D2 grades, i.e. you can proceed to the next stage of your programme. The reason for this is that to have achieved a QCA score of 2.00 or greater with D1 and/or D2 grades included, you must have done well enough in other modules to compensate for the D1/D2 grades. Some taught postgraduate programmes do not award compensating fail grades: please refer to course booklets for details.

**Minimum Standards Not Met**

If you do not achieve the minimum standards prior to cooperative education, clinical placement, Erasmus placement or teaching practice (TP), by 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>
<thead>
<tr>
<th>Table 6.6: Progressing to Next Part of Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>End of Autumn Semester</strong></td>
</tr>
<tr>
<td>Progression</td>
</tr>
<tr>
<td>Take annual repeats – repeat a maximum of two modules (grades capped at C3)</td>
</tr>
<tr>
<td>Repeat a full semester</td>
</tr>
<tr>
<td>Repeat the year (where you may not progress to Co-op or TP)</td>
</tr>
<tr>
<td>Have your enrolment terminated</td>
</tr>
</tbody>
</table>

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 2.00.

**Residual QCA**

To be eligible for the annual repeats, what’s known as your residual QCA must be ≥ 2.00 and cannot include any deficient grades\(^4\). Your residual QCA is calculated by removing your four worst grades for the year (or your two worst grades if you were out on cooperative education placement for one semester) from your QCA and replacing them with the maximum grade attainable in the annual repeats, namely C3. Table 6.7 gives sample grades, QPVs, credits and QCSs for autumn and spring modules of year 1, overall QCS for

---

\(^3\) Explained under **Link-in Repeat** heading

\(^4\) Deficient grades are fail grades F, NG and I.
each semester and overall QCA attained at the end of the year. (The earlier Calculating QCA sub-heading in this section shows how cumulative QCA is calculated.) Table 6.7 shows the four worst grades highlighted. Table 6.8 shows these four worst grades substituted with C3 grades (also highlighted) and shows the adjusted, or residual, QCA that emerges.

Table 6.7: Actual QCA End of Year 1

<table>
<thead>
<tr>
<th>Autumn Modules</th>
<th>Grade</th>
<th>QPV</th>
<th>Credit</th>
<th>QCS</th>
<th>Spring Modules</th>
<th>Grade</th>
<th>QPV</th>
<th>Credit</th>
<th>QCS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS4911</td>
<td>C3</td>
<td>2.0</td>
<td>6</td>
<td>12.0</td>
<td>CS4911</td>
<td>C3</td>
<td>2.0</td>
<td>6</td>
<td>12.0</td>
</tr>
<tr>
<td>MG4101</td>
<td>D2</td>
<td>1.2</td>
<td>6</td>
<td>7.2</td>
<td>MG4101</td>
<td>F</td>
<td>0.0</td>
<td>6</td>
<td>0.0</td>
</tr>
<tr>
<td>EC4111</td>
<td>D1</td>
<td>1.6</td>
<td>6</td>
<td>9.6</td>
<td>EC4111</td>
<td>D2</td>
<td>1.2</td>
<td>6</td>
<td>7.2</td>
</tr>
<tr>
<td>EQ4001</td>
<td>D2</td>
<td>1.2</td>
<td>6</td>
<td>7.2</td>
<td>EQ4001</td>
<td>C3</td>
<td>2.0</td>
<td>6</td>
<td>12.0</td>
</tr>
<tr>
<td>BY4001</td>
<td>C3</td>
<td>2.0</td>
<td>6</td>
<td>12.0</td>
<td>BY4001</td>
<td>C2</td>
<td>2.4</td>
<td>6</td>
<td>14.4</td>
</tr>
<tr>
<td>Sum autumn QCS</td>
<td>48.0</td>
<td></td>
<td></td>
<td></td>
<td>Sum spring QCS</td>
<td>45.6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Actual QCA at end of year 1</td>
<td>1.56</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table 6.8: Residual QCA End of Year 1

<table>
<thead>
<tr>
<th>Autumn Modules</th>
<th>Grade</th>
<th>QPV</th>
<th>Credit</th>
<th>QCS</th>
<th>Spring Modules</th>
<th>Grade</th>
<th>QPV</th>
<th>Credit</th>
<th>QCS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS4911</td>
<td>C3</td>
<td>2.0</td>
<td>6</td>
<td>12.0</td>
<td>CS4911</td>
<td>C3</td>
<td>2.0</td>
<td>6</td>
<td>12.0</td>
</tr>
<tr>
<td>MG4101</td>
<td>C3</td>
<td>2.0</td>
<td>6</td>
<td>12.0</td>
<td>MG4101</td>
<td>C3</td>
<td>2.0</td>
<td>6</td>
<td>12.0</td>
</tr>
<tr>
<td>EC4111</td>
<td>D1</td>
<td>1.6</td>
<td>6</td>
<td>9.6</td>
<td>EC4111</td>
<td>C3</td>
<td>2.0</td>
<td>6</td>
<td>12.0</td>
</tr>
<tr>
<td>EQ4001</td>
<td>C3</td>
<td>2.0</td>
<td>6</td>
<td>12.0</td>
<td>EQ4001</td>
<td>C3</td>
<td>2.0</td>
<td>6</td>
<td>12.0</td>
</tr>
<tr>
<td>BY4001</td>
<td>C3</td>
<td>2.0</td>
<td>6</td>
<td>12.0</td>
<td>BY4001</td>
<td>C2</td>
<td>2.4</td>
<td>6</td>
<td>14.4</td>
</tr>
<tr>
<td>Sum autumn QCS</td>
<td>57.6</td>
<td></td>
<td></td>
<td></td>
<td>Sum spring QCS</td>
<td>62.4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residual QCA at end of year 1</td>
<td>2.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

As you can see from the last row of table 6.8, residual QCA works out at 2.00, which brings it up to the minimum score required (2.00), making you eligible for annual repeats.

Mandatory Annual Repeats
Students who are eligible to take mandatory annual repeats examinations, based on the residual QCA, will be informed by email. Repeat exams usually take place during the last week of August. It is essential to register on-line for any repeat examination/assessment and pay the relevant fee. All repeat modules should be registered including modules where I grades have been granted. There is a late registration charge if you do not register on time. See inside of front cover for deadline dates.

Repeat Exam Criteria
- A maximum of four modules can be repeated if you have completed two academic semesters (any combination)
- Students who complete only one academic semester in a current academic year (e.g. out on cooperative education placement for the other semester) may only repeat two modules from that semester.
- I grades are not counted in the maximum permissible number of modules that a student is allowed to repeat.
- All modules other than I grades are capped at a grade C3. I grades are uncapped.
- There is a fee payable on registration for repeating all modules except I grades.
- Only grades lower than C3 may be repeated, i.e. D1, D2, F, NG, I.
- N grades need to be cleared they are a fail grade on a Pass/Fail module – no affect on QCA.
- The minimum standard for progression to the next year of the programme after the repeat is a QCA of ≥ 2.00 with no deficient grades.
**Repeating Exams on a Voluntary Basis**

In the event that your QCA for the year is already \( \geq 2.00 \) with no deficient grades and you obtained some D1 and/or D2 grades, while you are entitled to progress to the next year without repeating modules, you may opt to improve the D1 or D2 grades (i.e. to upgrade them to a higher grade which will be capped at C3) by voluntarily sitting annual repeats subject to the above criteria. If you receive a lesser grade in the annual repeat exam, the higher of the two grades will apply (i.e. your original grade). All repeat examinations take place in the August repeats for the academic year. *This only applies to non-graduating years. Final-year students who are eligible to graduate may not elect to repeat modules in which they have received D1 or D2 grades.*

**Link-in Repeat**

If you fail modules in the annual repeats (i.e. you have 'deficient' modules), you need to take the deficient modules again the following academic year. You will not be progressing to the next year of the programme. This means you attend lectures, tutorials, etc. for these deficient modules only with the next cohort of students and you take exams for these modules at the end of that semester. Link-in repeats will **not** be capped at C3.

For example: If you fail two modules in the Autumn semester of Year 2 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 (Which will be Year 2 again in this instance). These are the only modules you can take while linking in, i.e. These modules are not taken in addition to the next year of your programme, for example, Year 3. 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.

*Link-in Forms must be firstly completed and brought to the Students Fees Office.*

**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 exam times, you can view your records via the web: [http://www.ul.ie → Student Gateway → My Student Record](http://www.ul.ie). (You will need your student PIN to access the system.) Alert the Student Academic Administration office if there is **any error in your records.** You can also use this viewing facility to fill in your cooperative education CV/application form, etc.

Following approval of results for each semester, you can view your grades for the previous semester on the web ([www.results.ul.ie](http://www.results.ul.ie)). You may print a copy of your transcript from the site. However, Student Academic Administration will not stamp these transcripts.

**Official Copy of Transcript**

Students can order official full copies of their transcripts from Student Academic Administration. **There is a charge of €10** (payable **before** the transcript is issued) for each order. These transcripts are printed on official UL transcript paper. All graduates will receive an electronic copy of their transcript and Europass Diploma Supplement following graduation.

**Viewing Your Scripts**

You may view your exam scripts on certain designated days following end-of-semester exams. See [http://www2.ul.ie/web/WWW/Services/Academic_Calendar](http://www2.ul.ie/web/WWW/Services/Academic_Calendar). You must register to do this with the relevant academic department office.

After viewing is complete, the form must be signed by you and the invigilator. Students with disabilities are advised to fill out the form through the Disability Support Services office; the office will then arrange the viewing for you.

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.

*Breaches of these conditions by students will be subject to disciplinary action.

Rechecking Grades
Following the publication of academic grades, students are encouraged to reflect on their performance and avail of the opportunity to **view their scripts** 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 university and that discussion/negotiation of grades awarded with academic staff is not appropriate when seeking feedback.

Academic staff members are encouraged to provide feedback to students during the semester, and this may involve returning to students’ assignments that have been graded. Students should note that Grade Recheck/Appeal is not possible on those parts of the assignment where a satisfactory record of the original assessment is not available. This will include assessments where the original submission by the student does not remain under the control of the university, and performance, practice and placements, where it is not possible to re-create the original event and sufficient records are not available to permit regarding.

Should you believe that your grade in a module is incorrect, you can **recheck the grade** by completing the **Grade Recheck** request form within in two weeks of a semester examinations results have been published. The recheck form is available from the Student Information section of the SAA website. (See the online **Academic Calendar** for dates.) There is a **charge of €25 per module rechecked** payable with the form, which is refundable only if the grade is changed as a result of the recheck. Remember grades can be lowered by a recheck, so be sure you really believe the grade awarded is incorrect before applying. If the grade is changed following a recheck, you will be refunded the payment received and you can **add your bank details** for this refund to the Student Records portal.

- www.ul.ie → Student Gateway → My Student Record.
- Enter ID number, PIN number and date of birth.
- Choose option to add bank details (bank sort code and account number).

The academic staff member responsible for the module is required to return the completed grade recheck form by the end of the third week. Student Academic Administration will notify you by email (UL student email only) once the grade recheck decision has been received from the relevant academic.

Grade Appeal
If you are not satisfied with the outcome of a grade recheck, you may **appeal the decision** by completing a **Grade Appeal Form** (available from SAA) and pay a **fee €50**. The appeal must be on **stated grounds** and should include a full and complete statement on why you believe the grade awarded is incorrect, e.g. stating that you deserve a better grade is not sufficient grounds.

The appeal **must** be made **within two weeks** of the publication of the grade recheck request. The appeal will then be submitted by SAA to your Head of Department. See regulation 4.2.10 in the **Handbook of Academic Regulations and Procedures**. The Head of Department will return the form within three weeks of it being issued.

A grade appeal cannot be carried out on 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 university or where sufficient records are not available to permit regarding.

Student Academic Administration will notify you by email (UL Student email) once the grade appeal decision has been received from the relevant academic staff member. The decision by the Head of Department is final.
Final Awards
Students who expect to complete their studies successfully in time for the Summer/Autumn/Winter conferring of awards in an academic year are required to enter for consideration by a university examination board for the award of the relevant qualification. You are required to advise SAA of any changes to the final award entry form issued to you by the set deadline. The final award entry form will be issued in the first instance by email to your UL student email account. It is important that you verify all details on this form, failure to do so may result in your Parchment and final Transcript having the incorrect name.

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 Handbook of Academic Regulations and Procedures for full details.

Awards will be at one of the following classifications:

<table>
<thead>
<tr>
<th>Award Classification</th>
<th>Cumulative QCA</th>
</tr>
</thead>
<tbody>
<tr>
<td>First class honours</td>
<td>3.40</td>
</tr>
<tr>
<td>Second class honours grade 1 (2.1)</td>
<td>3.00</td>
</tr>
<tr>
<td>Second class honours grade 2 (2.2)</td>
<td>2.60</td>
</tr>
<tr>
<td>Third class honours</td>
<td>2.00</td>
</tr>
</tbody>
</table>

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

University Examination Boards
Subject to entering for consideration, your cumulative results at the end of your final year are presented to a university 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 reviews the recommendations of all university examination boards and makes the final decision on all awards.

Europass Diploma Supplement
Europass Diploma Supplement is an initiative of the European Union to promote mobility of graduates. It is underpinned by a joint decision of the EU Commission and Council and arises from agreement by education ministers from 41 countries (Bologna Agreement 1999). Europass Diploma Supplement is designed to give greater transparency and recognition of qualifications. More information is available on the Academic Award Documents section of the SAA website.

Official Graduation Documents
From autumn 2005, UL will issue official graduation documents online. These documents will be electronically signed using verifiable legally binding Advanced Electronic Signatures in accordance with the EU Digital Signatures Directive. These documents are the UL transcript, award document and diploma supplement.
Graduates
Graduates will be automatically issued with the following documents electronically shortly following graduation.

- Transcript of results
- Award (equivalent to a certified copy of your paper parchment)
- European Diploma Supplement

Pre-2005 Graduates
Former graduates can request the following documents.

- Transcript of results
  - All UL graduates except Thomond College graduates before 1992
  - All NIHE Limerick graduates
- Award (equivalent to a certified copy of your paper parchment)
  - All graduates of UL

Verification of Documents
The system allows you to:

- Access and view your official documents
- Create and download a Document Access Ticket with access permissions defined by you
- Send the Document Access Ticket to prospective employers, educational institutions or others who you need to verify your qualifications
- See an audit trail of who has accessed and verified your qualifications

For further details about the diploma supplement, refer to the website [http://ec.europa.eu/education/policies/rec_qual/recognition/diploma_en.html](http://ec.europa.eu/education/policies/rec_qual/recognition/diploma_en.html), or keep an eye on the SAA website for further instructions of how to access the documentation. To apply for an Academic Award Document, go to [https://digitary.ul.ie](https://digitary.ul.ie). Follow the guidelines on screen to access or request these documents.

Quality of Awards
Detailed eligibility criteria for each UL award are specified in the *Marks and Standards* section of the Handbook of Academic Regulations and Procedures, which is available on the SAA website.

Graduation
All graduation/conferring information will be available at [https://www.ul.ie/ceremonies/live-ceremonies](https://www.ul.ie/ceremonies/live-ceremonies) sooner than the end of May for Summer (June) conferring and the end of June for the Autumn (August) conferring and the middle of December for Winter (January) conferring.

Graduation tickets for the conferring ceremonies will be mailed to the home address held on the student records system. Any queries on conferring please email directly to Ceremonies@ul.ie.
7. Student Status Committees

Function
Student status committees are appointed for each department to deal with applications for:
- Readmission\(^5\)
- Repeating a year or semester
- Leave of absence
- Internal transfer
- Exemptions from modules/cooperative education
- Appeals against status decisions by the Academic Council Grading Committee

Student status committees operate within the boundaries of the academic regulations and marks and standards and cannot make a decision that contravenes the regulations. They operate in an advisory role. In certain circumstances, student status committees may refer cases to the Academic Status Appeals Committee. It is expected that the number of cases referred to this committee will be few and exceptional in nature. The decision of the academic status appeals committee will be final.

Composition
Student status committees are made up of academic staff nominated by the relevant heads of department. The nominated academic staff members may include course leaders. Please see the SAA website for details of the membership of each committee.

Applications
The student status committees meet three times in the year, no later than Wednesday Week 2 of the Autumn and Spring semester and once during the summer. The relevant committee must receive applications at least five working days in advance of the meeting at which the application will be considered. It is important that any requests are made at least one semester prior to taking up request.

Applications are not dealt with outside of the scheduled meeting dates (three times a year). However, 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. In such a case, it is the responsibility of the student to gain written approval/support from either the Course Director or the Student Status Committee Chairperson prior to submitting the application to Student Academic Administration. The Student Academic Administration officer is responsible for processing the application and finalising a decision with the relevant committee chairperson. The chairperson may decide to seek the views of other members of the committee before making a final decision. Usually, the student under consideration is required to attend the relevant committee meeting. Applications received without written approval/support of the Course Director or the Student Status Committee Chairperson will be held for review at the next scheduled meeting.

Application forms and the dates/times/venues for student status committee meetings are available from the Student Academic Administration office and from the Student Information section of the SAA website (Student Status). Email SSC@ul.ie for further information.

*SSC dates for 2018/9 can be found on the front cover of this student handbook.

Change of Programme – Year 1
Change of Programme (CAO entry) Year 1 Semester 1 is only available on a very limited basis. It is normally expected that programmes of study will be filled under the CAO system. Some courses may not be able to accept transfer students.

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\(^5\) A readmission applies to a student who should have repeated a year but for whatever reason didn’t do so at the expected time. In this case, the student must reapply to UL for readmission (but not through the CAO).
Students must satisfy both the specific subject requirements and the minimum cut-off points for the programme of study for which they are applying, as applicable to the year of entry. Details of the points cut-offs are available from the Undergraduate Admissions Office. Decisions on transfers will be made after the close of CAO Season (normally Week 6/7). The approval of the transfer by the relevant Deans and Course Directors will remain provisional until this date.

Change of Programme application forms are available from and must be returned to the Undergraduate Admissions Office by the end of Week 3, Semester 1.

Applications for Readmission – Year 1 only

Conditions for Transferring into Semester 1, Year 1

Internal student transfer from Semester 1, Year 1 into Semester 1, Year 1 of an alternative programme will be considered subject to the following conditions:

(i) The application must be received by the Admissions Office prior to the end of Week 4, Semester 1.
(ii) Places must be available on the alternative programme of study.
(iii) The student must meet the minimum CAO cut-off points (including random selection and any HEAR and DARE points reduction, where applicable), entry subject requirements and, if applicable, portfolio requirements (or meet the requirements of entry through an equivalent pathway, e.g., mature student or FETAC) of the alternative programme.

Where the number of applicants exceeds the number of available places, applicants will be ranked on the basis of their CAO points (including random selection and any HEAR and DARE points reduction, where applicable) or ranking on an equivalent pathway, e.g., mature student or FETAC.

CAO offer rounds must be completed before the Admissions Office can confirm whether an internal transfer offer into Semester 1, Year 1 of an alternative programme of study is made. (The CAO offer rounds usually conclude in the third week of October.) Students who pre-empt a final decision on a transfer application and attend lectures and labs of an alternative programme do so at their own risk.

Students who meet the CAO, entry subject and, if applicable, portfolio requirements and who are not offered a place in Semester 1, Year 1 of the alternative programme may:

(i) Be offered a place in Semester 1, Year 1 of the alternative programme in the next academic year. Students who accept an offer of entry into the alternative programme for the next academic year must withdraw from their current programme by the deadline specified. The offer of deferred entry will be withdrawn if a student fails to withdraw from their programme of study or makes an application through the CAO; or

(ii) Be offered a place in Semester 1, Year 1 of the alternative programme in the next academic year subject to meeting the minimum CAO cut-off points requirement for that year. Students who receive an offer of entry into the next year of the alternative programme subject to CAO points are not required to withdraw from their current programme. However, students should note that additional academic fees may accrue if they do not withdraw from their current programme of study.

Readmission, Year/Semester Repeat, Transfer other than year 1 semester 1

Student status committees (with the exception of the student status committee for the Bachelor of Education degree) comply with the following provisions when deciding on appeals that request a readmission, repeat of a year or semester, or transfer other than year 1 semester 1:

Please refer to the Universities’ Student Academic Programme Transfer Policy for full details – put in hyper link here to Handbook of Academic Regulations and Procedures.

Scenarios

Based on the conditions specified in the sections to follow, the following three scenarios are possible:
(i) Students on a UL or Mary Immaculate College (MIC) programme can transfer from Semester 1, Year 1 of the programme into Semester 1, Year 1 of an alternative UL or MIC programme.

(ii) Students on a UL programme can transfer from Semester 2, Year 1 of the programme into Semester 2, Year 1 of an alternative UL programme (does not apply to MIC programmes).

(iii) Students on a UL programme can transfer from any year of the programme into Year 2 or later years of an alternative UL programme (does not apply to MIC programmes).

**Conditions for Transferring into Semester 2, Year 1**

Internal student transfer from Semester 2, Year 1 into Semester 2, Year 1 of an alternative UL programme will be considered (for UL students only) subject to the following conditions:

(i) The application must be received prior to the end of the week preceding the commencement of Semester 2 by Student Academic Administration for consideration by the Student Status Committee.

(ii) Places must be available on the alternative programme of study.

(iii) Students must:

   a. Have completed at least 30 ECTS credits in terms of having achieved learning outcomes substantially equivalent to those of Semester 1 of the alternative programme. Students who are deemed not to have done this will be considered for transfer into Semester 1, Year 1 of the alternative programme in the next academic year based on meeting the above criteria for transfer.

   b. Meet the entry subject requirements and, if applicable, portfolio requirements (or meet the requirements of entry through an equivalent pathway, e.g., mature student or FETAC) of the alternative programme.

   c. Either:

      i. Meet the minimum CAO cut-off points on the year they entered UL (including random selection and any HEAR and DARE points reduction, where applicable). Where the number of applicants exceeds the number of available places, applicants will be ranked on the basis of their CAO points (including random selection and any HEAR and DARE points reduction, where applicable) or equivalent pathway, e.g., mature student or FETAC.

      or

      ii. Meet no lower than 20 points below the minimum CAO cut-off points (including random selection and any HEAR and DARE points reduction, where applicable) and have a QCA of 2.60 or higher with no deficient grades. Where the number of applicants exceeds the number of places, applicants will be ranked on the basis of their QCA, CAO points or ranking on an equivalent pathway entry requirement, as determined by the Student Status Committee.

**Conditions for Transferring into Year 2 or Later Years**

Internal student transfer from any year of a programme into Year 2 or later years of an alternative programme will be considered subject to the following conditions:

(i) Places must be available in the year in question of the alternative programme.

(ii) Students must have successfully completed the required credits at a level substantially equivalent (in terms of learning outcomes) to the year in question of the alternative programme. Students who have not achieved substantially equivalent learning outcomes for entry into Year 2 or later years may be required to take up to 6 credits as an additional module to deal with any credit deficit. Where the credit deficiency is greater than 6 credits, the student may be considered for entry into an earlier year of the alternative programme. Where the student enters an earlier year of the alternative programme the Student Status Committee will determine any exemptions and modules the student must register for.

(iii) The combined worth of the link-in modules for which a student may register to meet condition (ii) above cannot exceed 24 credits. A student who is required to take more than 24 credits should be considered for admission to an earlier year of the programme.
In granting a transfer, readmission or permission to repeat a year or semester, the student status committee may attach special conditions and/or require satisfactory completion of additional prescribed work.

**Leave of Absence**

Usually, you will be expected to fulfil the following conditions before being eligible for consideration for a leave of absence:

- Completion of one semester at UL on the programme for which you are currently enrolled
- Be in good academic standing
- Where the chairs' meeting is satisfied that your academic standing was directly affected by the factors cited in support of your application for leave, the 'good standing' condition may be waived

You should lodge leave of absence applications with the Student Academic Administration office before the end of the semester preceding that in which you intend to take leave.

The following circumstances will be considered to be 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. (The information sought by UL will not be such as to breach any code of ethics or professional practice of those persons supplying the information.)
  - Medical officer
  - Family doctor
  - Counsellor
  - Chaplain
- Vocational uncertainty, e.g. getting offered a place in a vocation you had previously applied for, such as the Gardaí. Verification will be required from your adviser and from the counsellor. You will be expected to submit evidence of a plan to deal constructively with the vocational uncertainty during the leave of absence.

**Exemptions**

The question of exemption from a full semester or year/s of a programme of study is handled as part of the student’s admission. Please refer to **Appendix 3** which outlines the University’s policy on recognition for prior learning and how you may apply this policy. The purpose of this policy is:

- To enable applicants to gain entry to a programme of the university;
- To award credits for part of a programme of study;
- To award exemptions for some programme requirements;
- To obtain eligibility for a full award.

**Application for exemption** from an individual module not covered in the admissions process should be made to the Student Academic Administration office before the commencement of the semester in which the module is due to be taken. Students are expected to have achieved a minimum pass standard in any equivalent module in order to be eligible for exemption. Following consultation with the course leader, the student status committee may decide to award an exemption or carry forward the previous grade as appropriate.

Students required to repeat a year or a full semester are **not eligible** for an exemption in individual modules in that year or semester.

In the case of students exempted from a two-semester block comprising cooperative education and/or off-campus placement, the student status committees recommend that the progression regulations apply as follows:
The 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.

When the exempted period spanned the Spring and Autumn semesters of consecutive academic years, the student may proceed from the autumn academic semester of the previous year to the spring academic semester of the following year. In such cases, the progression policy will apply following the latter year annual repeats.

A process for exemptions from Erasmus Placement and the Alternative to Erasmus Placement is also in place for the Faculty of Arts, Law and Social Sciences – Guidelines for non-completion of External Academic Placement:

For students to be considered for an exemption, they are expected to demonstrate that they have successfully completed equivalent standards in the past, in line with the UL Policy on Acquired Prior Experiential Learning. Students should apply in writing to the relevant SSC (using the appropriate form available on the SAA and International Office websites, which must be submitted at least two semesters prior to the one for which exemption is being sought and preferably earlier, for example, to the February Student Status Committee for a Sept placement) and this application will be assessed by the SSC relative to the learning outcomes of the External Academic Placement for which exemption is being sought. Where students are granted an exemption, they are not required to undertake an alternative programme of study, and may be permitted by the SSC to progress to the next stage of their study, where appropriate. Relevant replacement credits are recorded on students’ official transcripts.

Applications for exemptions might be considered in situations where students have already spent time studying in another relevant institution, where students have lived outside of Ireland or have had extensive experience of interculturalism. The Student Status Committee will decide on a case by case basis by considering the rationale and evidence provided by the student.

In the case of students exempted from a two-semester block comprising cooperative education and/or off-campus placement, the student status committees recommend that the progression regulations apply as follows:

- The 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.
- When the exempted period spans from the end of year 2 spring semester to year 4 autumn semester, the student may proceed from the autumn academic semester of the previous year to the spring academic semester of the following year. In such cases, the progression policy will apply following the latter year annual repeats.
- Students will normally be allowed to progress to the next academic year of their studies if they carry deficient grades, provided that these grades are successfully cleared in the annual repeats.

Alternative to External Academic Placement

In exceptional circumstances students on programmes where an External Academic Placement is a core element may apply to achieve the relevant number of credits by taking an appropriate number of agreed modules at UL, where possible, or by undertaking project-based work. The specifics of an alternative programme will be negotiated by students with the relevant Course Director in consultation with Course Boards.

Applications for Alternatives will only be considered where the SSC is satisfied that all possible external placement options have been explored, and that students have briefed themselves in full about all financial and other supports that are available to them through the International Office and other sources. Circumstances that will be considered might include:

- medical conditions (certified by the UL medical or counselling services)
- family dependency (certified)
other extreme exceptional circumstances

Students should apply in writing to the relevant SSC (using the appropriate form available on the SAA and International Office websites, which must be submitted at least two semesters prior to the one for which exemption is being sought and preferably earlier, for example, to the February Student Status Committee for a September placement).

An application for an official leave of absence should be considered for cases of short-term financial hardship.

In cases where the Student Status Committee grants the right to do an alternative placement, it is the student’s responsibility to complete an Agreed Alternative to External Academic Placement Form in conjunction with the relevant Course Director and return it to SAA no later than two weeks after the relevant Student Status Committee Meeting has taken place.

Appeals Against Academic Council Grading Committee

If you are informed by email by the Academic Council Grading Committee of a change in your student status, your adviser receives a copy of the email. The procedures for appealing status decisions of the Academic Council Grading Committee to the student status committee are notified to you in this email.

All academic status appeals are considered in the first instance by the student status committee. A student who wishes to appeal an academic council grading committee/university examination board decision must set out reasons for the appeal in writing to the Student Academic Administration office at least five days in advance of the meeting of the student status committee that is to consider the appeal.

In the case of documented extenuating circumstances not previously known to the Academic Council Grading Committee, the student status committee can refer cases to the I Grade Committee from time to time. The extenuating circumstances should be such that, had they been known earlier, they would have qualified the student for the award of an I grade.

Academic Status Appeals Committee

- The Academic Status Appeals Committee shall consist of eight members appointed by the Academic Council – the Vice President Academic & Registrar, who shall be chair and convenor, the Deans of the colleges and a person from outside UL, preferably a practising lawyer.
- The Vice President Academic & Registrar and the Assistant Deans Academic Affairs shall be alternate members and shall deputise in the event of unavoidable absence of one or more members.
- The Dean (or alternate) of the college affected by the appeal shall withdraw from the Academic Status Appeals Committee while such an appeal is being considered.
- Depending on the nature of the appeal, the committee shall be chaired by the Vice President Academic & Registrar.
- The committee will consider cases brought on grounds of substantial irregularity in the conduct of examination or assessment. It is expected that the number of cases referred to the committee by the student status committees will be few and exceptional in nature.
- The Academic Status Appeals Committee will, in accordance with the principles of natural justice, consider an appeal on the grounds on which it is based, consult with internal examiner(s) and, if appropriate, with external examiner(s), decide on the case and take such action as it deems necessary, but on a basis that will not undermine the University's regulations. The committee shall inform the Academic Council of its decision in relation to the appeal.
- The Academic Status Appeals Committee shall convene within 10 working days of the meeting of the relevant student status committee.
- The decision of the Academic Status Appeals Committee shall be final.
Student Status – Frequently Asked Questions

1. I’m a first-year student and I want to transfer to another course within UL. Do I have to apply again to the CAO?

No, once you have registered for a programme in UL you do not need to apply through the CAO again for another programme in UL. The timing of your application is important however to determine which office you apply to. If you wish to apply for an Internal Transfer prior to the end of Week 3 of the Autumn semester you should contact the Admissions Office for Internal Transfer application requirements. If you have exited the programme before completing a full semester and set of exams at UL you should contact the Admissions office for Readmission application requirements. If you have been a current student for a full semester and completed a full set of exams at UL you should make your application for Internal Transfer/Readmission to the Student Status Committee.

2. I want to repeat a year/semester because I want to improve my QCA. How can I go about doing this?

You cannot 'apply' to do a link-in or to repeat a year or a semester – these are decisions that are made by the Academic Council Grading Committee based on your academic performance over the year. If you meet the minimum academic performance threshold with no deficient grades at the end of the year (i.e. QCA of ≥ 2.00), you are deemed to have met the minimum progression requirements and are expected to progress to the next year of your programme. However, as previously explained in section 6, you may opt to clear D1 or D2 grades (i.e. to upgrade them to a pass grade – capped at C3) by voluntarily sitting annual repeats subject to the criteria outlined in the Annual Repeats Criteria sub-heading in section 6.

3. I’ve been instructed to repeat on a link-in basis. How can I appeal this?

You set out in writing the relevant extenuating circumstances that were not known to the Academic Council Grading Committee at the time of the decision. The appeal is then sent to the student status committee for consideration. However, if you wish to appeal your link-in status, you should be aware that being instructed to repeat on a link-in basis is the very least that can be asked of you, i.e. this method of repeat is the minimum that can be undertaken in order to progress to the next year of your programme.

4. I’ve been instructed to take certain modules on a link-in basis. Can I continue with my cooperative education placement?

No. You’ve been instructed to take modules on a link-in basis because you haven’t met the minimum academic performance thresholds for progression. By implication, this means that you cannot progress to the next year of your programme. Therefore, you cannot expect to be entitled to go out on Co-op if placement is in the next year of your programme. If you’ve been asked to link in, you are expected to be on campus and attend classes/labs as appropriate.

5. What are the fee implications if I exit during the semester?

Please contact the Fees office directly. If UL has claimed your portion of the fees from the Government and you choose to commence year 1 in another university, you will be liable for that portion of the fees. Refer to the Student Fees Regulations and Charges handbook for full details.

6. What are the fee implications if I repeat a year?

If you repeat any year in full, you are liable for the full fees.

7. I have been granted an exemption in a module but it is appearing on my exam timetable, why is this?

When a student is granted an exemption in a particular module your registration for the module will remain and an EX grade is applied to the module. The student exam timetable is compiled by Student Module Registration data, because you are still registered for the module it will still appear on your exam timetable. As have already received a grade for the module you do not need to worry about the exam.
8. Student Academic Administration

Student Academic Administration Office
The Student Academic Administration office is located in Room E0-001 in the main Building, just up the left-hand staircase from the main reception. Student Academic Administration is part of the Division of Academic Registry. See also the website www.ul.ie/studentacademicadmin. The office is open Monday to Thursday, 09h30 – 12h30 and 14h30 – 16h30 and Friday 09h30 – 12h30 and 14h30 – 15h30 Opening hours are extended during Week 1 Registration and Examination periods.

The Student Academic Administration office will assist you with any queries you may have with regard to items in this handbook or in UL’s Handbook of Academic Regulations and Procedures, which includes marks & standards and code of conduct. The office will also assist you in all matters relating to:

- Class timetables
- Registration/pre-registration
- SUSI Grant
- Examination timetables
- Grades and transcripts
- Student status committees
- Conferring
- Room bookings
- Student ID card renewal/replacement
- Stamping of social welfare/pension forms etc.
- Issuing official letters confirming your status as a student

When the counter service is not available, we provide request forms, which are available at all times just outside the office, to deal with queries. Write out your request, name and ID number on the form and drop it in the office mailbox. Alternatively, you can email your request to saa@ul.ie. Follow the instructions at least 48 hours before calling/emailing for a reply.

If you do not know who to ask or how to go about getting something you need in college, call into the Student Academic Administration office and the staff will be happy to assist you, insofar as possible, or to direct you to the most effective source of information or help. Alternatively, contact us through our email address, saa@ul.ie or through the SAA website. You can follow us on facebook and on twitter.

Student Name
If you enrolled using the Irish version of your name, use this version on all documentation you complete within the university, e.g. grant forms, examination scripts etc.

New SUSI Grant Applications
Student Universal Support Ireland (SUSI) is the new single awarding authority for all new grant applications since 2012/3 academic year. The student grant application system is an “Online application system” and is accessed at www.studentfinance.ie. To assist all applicants there is a SUSI Support Desk which provides extended opening hours for email queries and telephone queries. Contact details for the SUSI Support Desk is support@susi.cdvec.ie.

If you are experiencing financial difficulty while waiting for a grant/scholarship, have a chat with your bank on campus or seek advice from the student counsellor or student’s union. You can find out all you need to know about other sources of assistance for students, such as the Fund for Students with Disabilities, the Back to Education Allowance and the Student Assistance Fund from their website www.studentfinance.ie.

Note: Please check that your student record includes the correct SUSI number. Upload or check your details on the Student Records portal as follows: Log onto the portal (www.ul.ie → Student Gateway → My
Student Record). In the **Student Portal Options** section, click on the **View/Edit your personal details** option and check your SUSI number at the bottom of the screen.

### STEPS TO FOLLOW FOR ALL STUDENTS:

If you have applied to SUSI for monthly maintenance support, you must confirm your module registration in **Week 1** of each semester (beginning in September). SAA will then be able to confirm your registration to SUSI so that payment can be made to your bank account. Failure to comply will delay payments.

### Financial Aid Fund

In conjunction with the Students' Union, the university administers a financial aid fund, which is designed to help students who experience short-term financial problems. Funds may be used in the following ways:

- Casual employment for students on campus
- Interest-free loans
- Small bursaries
- Crèche fees

Application forms and further information are available from the Students' Union office on campus.

### Student Lockers

- Student Lockers available to rent from 10 September 2019
- Select the area you would like your locker located in
- Call lockerfix on 01 4018801 who will then assign a locker to you.
- Payment can be made using credit/debit card
- Lockers Cost €15.00 per academic year
- Limited number of lockers available
- First come basis
- Locker must be emptied at end of Academic Year
- Contact Details Tel : 01 4018801 Email: info@lockerfix.ie
- Terms & Conditions Apply
- For further information call into UL Student Life or call 061 202324

### Student ID Cards

All students at UL are required to carry a current valid student identity card while on campus. The ID card is issued initially at enrolment.

Student Academic Administration will issue replacement cards (at a charge of €10) during usual opening hours.

### Official UL Stamp

When you require the official UL stamp on social welfare or other forms, write your student ID number clearly on the completed form and drop it in the Student Academic Administration mailbox. Completed forms will be stamped to verify that you are a full-time registered student.

If you so request, the form can be mailed to the relevant authority on your behalf. Alternatively, call to the Student Academic Administration counter during opening hours to have all forms stamped. Ensure the form is completely filled out before approaching the counter.
Official UL Letter Verifying Student Status
A variety of standard letters, to verify your status as a student, are available from SAA. Simply complete the letter request form available outside the SAA office or download our forms from the SAA website. Allow at least two to three working days for your request to be generated. During peak times, the turnaround time is longer.

If the letter you want does not fit the standard letter request, fill in a general request form or email your request to saa@ul.ie, specifying exactly what you require. SAA will facilitate you where possible. Alternatively, call in to the office to discuss your requirements.

Leaving UL
On exiting UL, you must complete the official Student Exit Form (Exited from College form), which can be downloaded from the Student Information (Requests) section of the SAA website. Alternatively, you can collect a form from the SAA office.

The First Year Support Coordinator is available to help with concerns or issues that may arise for First year students in 2019/0. The transition to university life takes time and adjustment. If you are thinking about transferring within UL or exiting your programme you must make contact with the coordinator.. The University wants you to have a very good student experience from your first day in UL. The Coordinator is there to ensure you get all the help and support that you may need as a first year student in UL.

We will come up with a plan whatever the scenario is, there are always options!

The Coordinator's contact details are as follows: Tel. No.: 061 202613 Email: Deirdre.M.Murphy@ul.ie Mobile No: 086 2559510. Alternatively you can visit her at the First Year Support Office: CM-047 (Across from the Student Health Centre Waiting Room)

The date on which you complete the Exit Form will be your official exit date. This date will be used on all official documentation where payment depends on your official exit date, including social welfare forms and SUSI. It is recommended that the exit form be signed by one of the following staff members: your adviser, senior adviser, course leader. Failure to submit the exit form could have future implications for you in relation to grants and fees.

Student Data
Student data held by UL may be disclosed to the UL Alumni Association and other UL associations/companies for the purposes of carrying out their respective functions.
9. Frequently Asked Questions

General

1. What are the minimum academic performance standards each semester?
   A cumulative QCA $\geq 2.00$, grades A1 to D2 in required modules.

2. What if I don’t reach the minimum standards at the end of a year or prior to Co-op or teaching practice?
   The Academic Council Grading Committee reviews your grades at the end of each semester and will advise and direct you via a note on your transcript or by email issued to your student email account. See table 6.6 in section 6.

3. How do I clear deficient grades (D1, D2, F, NG, I, N)?
   Subject to the regulations governing repeats, you may repeat modules in the current year of your programme during the annual repeats held in August.

4. Can I get a grade rechecked?
   If you feel you have a valid case, complete the relevant form from Student Academic Administration, at a cost of €25 for a module, €50 for TP and €50 for clinical placement, by the end of the second week after results become available. Should the grade change, you will be refunded the appropriate fee to your own bank account so ensure you add your bank details to the portal. If you wish to appeal the grade further, you may complete a Grade Appeal form at an additional cost of €50. Should the grade change, the fee will be refunded to you.

5. What should I do if I miss an exam?
   Contact Student Academic Administration as soon as possible for advice or contact the lecturer responsible for the module.

6. How do I apply for an I grade?
   All applications/queries for obtaining an I grade must be submitted along with any evidence to the Student Health Centre, Counselling or Chaplaincy services immediately or at least within five days of your last exam date.

7. Who gives the I grade?
   The I Grade Committee approves the awarding of these grades from those recommended by the Student Health Centre, Counselling or Chaplaincy services only.

8. What do I do if I get an NG grade?
   If there is a satisfactory explanation for your absence from assessments, submit it as a matter of urgency to the lecturer concerned so that the reason for the NG grade can be known as soon as possible. NG grades in required modules must be cleared. If you have received the NG grade for a module that you should be de-registered for, please notify SAA immediately.

9. What if I get an email telling me that I cannot continue my studies?
   The Academic Council Grading Committee makes this decision in the case of students who do not reach the minimum standards. If there are serious factors that affected your performance and that the grading committee could not have taken into account when making its decision, you may appeal the decision in the manner detailed in the email you receive.

10. How can I apply for leave of absence, internal transfer, readmission or to repeat the year/semester?
    Complete the relevant form from the SAA website (Student Information section). If you have specific queries, please email ssc@ul.ie directly: this is a dedicated email account for student status applications.
11. There is a module missing from my module registrations for the current semester on the Student Records portal. What do I do?
   Contact Student Academic Administration immediately by emailing SAA@ul.ie.

12. I have forgotten my PIN/Password number. What should I do?
   You can reset your own password by logging in to the Student Records portal and click forgotten Pin Number and it will prompt you to reset. You are required to set a minimum password length of 8 characters. Passwords must contain upper and lowercase letters and at least one number and special character.

13. Can students book rooms in UL?
   No, students don’t have permission to book rooms. They can ask the lecturer to do so.

14. When can I apply for an exam recheck?
   You have two weeks after official release of results to apply for a recheck.

15. How will I be informed of my recheck result?
   You will receive an email with the result of the recheck to your UL email account.

16. What is the procedure if I decide to leave/exit UL?
   You will need to complete an exit form from the SAA website (Student Information – Requests section) and return it to SAA with your ID card attached.

17. Is there a charge for late registration (module selection) if I miss the deadline in Week 1?
   Yes, there is a €200 late registration charge imposed for late registration.

Timetable

1. Where do I access my timetable?
   You can access your timetable at www.timetable.ul.ie one week in advance of the start of term.

2. Can I change to a different lab or tutorial time?
   You must ask your lecturer. SAA cannot allocate you to a different group.

3. There is a module missing from my timetable. What do I do?
   Check your registration. If you are not registered for the module or if you made a late change in your module selection, it will not appear on your timetable. Module and course timetables are available at www.timetable.ul.ie.

4. There is an incorrect module on my timetable. What do I do?
   Contact SAA to have this module removed immediately.

5. My timetable comes up blank on the web. What do I do?
   Check your registration. Timetables cannot be generated for students who do not pre-register or who pre-register late. Module and course timetables are available on the web at www.timetable.ul.ie. In a few cases, if your course is scheduled by your department and not by SAA, you must check class times with your department.
Section 1: General Principles and Types of Offence
1.1 This Code of Conduct and the matters contained therein shall govern the conduct of and apply to all persons studying, whether whole-time, part-time or otherwise, in the University of Limerick, and such persons shall thereafter be referred to as the Campus Community.

The University may have agreements in place for visiting students from other institutions, and in certain situations, the discipline process from that institution may apply to these students.

1.2 Members of the Campus Community shall:
   (a) Not engage in any conduct liable to or calculated to infringe the rights or lawful activities of others on the University Campus or otherwise engage in any activity calculated or likely to bring the University into disrepute, whether on the University property or otherwise.
   (b) Treat all property of or on the University Campus with respect and shall not cause any damage to any such property.
   (c) Not enter any property or facilities (including electronic access to computer facilities) on the University Campus where entry to such property or facilities is not authorised or is prohibited.

For the purpose of this Code of Conduct, the University of Limerick and the University Campus shall be deemed to mean all property occupied or under the control of the University of Limerick, including, but without prejudice to the generality of the foregoing, student villages.

1.3 It shall be an offence to engage in any act or conduct contrary to the matters set out above.

1.4 Without prejudice to the foregoing, this Code of Conduct shall also apply to a member of the Campus Community while on cooperative education placement, teaching practice, clinical practice placement, research placement, student exchange programme or other off-campus assignment that is part of the member’s programme of study.

1.5 Without prejudice to the matters herein before set out, it shall be deemed to be a major offence for any member of the Campus Community to:
   (a) Assault or abuse physically or verbally any other member of the Campus Community or any other person on the University Campus.
   (b) Bully or harass, sexually or otherwise, any other member of the Campus Community or any other person on the University Campus.
   (c) Engage during one’s programme of study in conduct that is harmful to others while on campus or cooperative education placement, teaching practice, clinical practice placement, research placement, student exchange programme or other off-campus assignment that is part of the programme of study.
   (d) Engage during one’s programme of study in the misuse of University property, the property of any other member of the Campus Community or the property of any other person or organisation to whom they are accountable while on cooperative education placement, teaching practice, clinical practice placement, research placement, student exchange programme or other off-campus assignment that is part of the programme of study.
   (e) Forge, alter or misuse any University document, record, stamp, identification mark, seal or identification card (including documents/records stored on electronic media).
   (f) Engage in conduct likely to bring the University into disrepute.
   (g) Engage in any form of industrial espionage or improperly publish, use or misuse any University information, facility or system.
   (h) Use or possess any offensive weapon.
(i) Furnish during one’s programme of study any false or misleading information calculated to deceive or mislead the University or calculated to deceive or mislead any other person or organisation to whom they are accountable while on cooperative education placement, teaching practice, clinical practice placement, research placement, student exchange programme or other off-campus assignment that is part of the programme of study.

(j) Breach the assessment regulations or engage in academic cheating in any form whatsoever.

(k) Steal or remove or use without authority any item of property (including computer software/hardware).

(l) Jeopardise the integrity of any computer equipment, systems, networks, programs or any other stored information, including the propagation of computer viruses.

(m) Use computer facilities in such a way that interferes with or disrupts the use of such facilities by other users.

(n) Contravene the Code of Conduct for users of the University of Limerick’s computing resources.

(o) Drive or park any vehicle in or on the University Campus in a manner that constitutes a danger to others.

(p) Fail to comply with a penalty imposed by the Minor Offences Committee or Discipline Committee, as the case may be, within one month of notification of such penalty or such longer time as the notification may specify.

(q) Cause damage to any property in excess of 10% of the annual fee for First Year Arts.

(r) Abuse the use of alcohol so as to be incapable of exercising reasonable control over his/her behaviour.

(s) Use or be in possession of or deal in any substance the use or possession of which is prohibited by law.

(t) Fail to abide by the terms of an agreement entered into with the University Advocate.

(u) Interfere with or attempt to exert improper influence at any stage of the disciplinary process or request a member of staff or others to do so.

(v) Incite any person to commit an offence as defined under this Code.

(w) Contravene the University’s vetting policy or fitness to practise policy.

1.6 It shall be deemed to be a minor offence for any member of the Campus Community to:

(a) Litter the University environment.

(b) Engage in disorderly conduct on or off campus.

(c) Smoke in any areas other than those designated as smoking areas.

(d) Eat and/or drink in areas where eating and drinking are specifically prohibited.

(e) Consume alcohol at any time in any area of the University Campus other than licensed premises or student accommodation, except for special circumstances approved in advance by the President of the University or his/her nominee.

(f) Cause damage to any property less than or equal to 10% of the annual fee for First Year Arts replacement cost.

(g) Be in or enter off-limit areas without authorisation.

(h) Steal or remove or use without authority any item of property (including computer software/hardware) less than or equal in value to 10% of the annual fee for First Year Arts.

(i) Fail to vacate any area or fail to go to any area when lawfully requested so to do in circumstances that endanger life or property.

(j) Engage in driving on campus property in breach of regulations and posted signs, including, but not limited to, speed limits, zebra crossings, road markings, etc.

(k) Fail to produce a valid University of Limerick student ID card when properly and lawfully requested to do so.

(l) Carry out an offence listed under 1.5 that has been considered by the University Advocate to be a minor offence.
1.7 For the purposes of this Code, any University staff member or authorised person shall, subject to identifying him/herself, be entitled, where he/she has reasonable grounds for believing that a breach or an offence under this Code has been committed, to require any member of the Campus Community to identify him/herself and to require to be produced to him/her the said person’s identification card, and it shall be an offence for such member of the Campus Community to fail or refuse to furnish such identification.

1.8 It shall be an offence to fail to act in accordance with all Regulations and By-Laws or Rules of the University or those as shall be laid down by any body, committee or other institution within the University duly authorised to make regulations governing the University or any part thereof. Regulations made dealing with any specific unit, area or activity of the University and in respect of which a breach would constitute an offence shall be notified on the making thereof to the Minor Offences Committee. Such regulations governing a particular area shall be prominently displayed in that area.

1.9 This Code of Conduct and any Regulations made thereunder shall be enforced by the Minor Offences Committee and/or Discipline Committee of the University hereinafter defined, and the Minor Offences Committee or Discipline Committee shall deal with any alleged breach of the Code of Conduct and any offence alleged to have been committed thereunder in the manner set out in the Code of Conduct.

1.10 A copy of the Code of Conduct shall be included in the Student Handbook, which is accessible from the Student Academic Administration website.

1.11 The Office of the Registrar shall deal with all queries, requests and correspondence relating to discipline cases. Complaints should be forwarded in writing.

1.12 The University may, in certain circumstances and without the consent of any person, including the complainant, refer to the appropriate authorities a matter brought to its attention that may give rise to the commission of a criminal offence or may constitute a criminal offence.

Section 2: The University Advocate

2.1 The Vice President Academic & Registrar shall appoint a person who shall be known as the University Advocate.

2.2 All complaints shall, in the first instance, be referred to the University Advocate, who shall:
   (i) Consider a complaint and decide if there is a case to answer.
   (ii) Categorise a complaint as a major or minor offence.
   (iii) Refer a minor offence to the Minor Offences Committee.
   (iv) Refer a major offence to the Discipline Committee.
   (v) Prosecute all cases in the disciplinary process.

2.3 The Advocate may, as part of the initial investigation of an alleged offence, meet with the student(s) concerned. Attendance by the student(s) at the meeting with the Advocate is voluntary. Prior to deciding whether to attend this meeting, students should familiarise themselves with the process followed by the Advocate and the possible outcomes. This information is available at http://www.ulsites.ul.ie/executive/office-university-advocate.

2.4 For the avoidance of doubt, nothing in these provisions shall prevent the University Advocate from initiating an investigation and pursuing the disciplinary process as a result of information that has come to his/her attention but that has not been the subject of a direct formal complaint.

Section 3: The Minor Offences Committee

3.1 The Minor Offences Committee shall consist of:
   (a) A nominee of the Vice President Academic & Registrar
   (b) A nominee of the UL Students’ Union (ULSU)
3.2 The Minor Offences Committee shall hear all cases where referred by the University Advocate except as allowed for in 4.12 (b).

3.3 The Minor Offences Committee shall, within 10 workings days of the conclusion of a hearing, send to the Office of the Registrar a written copy of its findings in relation to all cases dealt with and of any penalty imposed.

3.4 The complainant(s) will be notified of the outcome of the hearing.

Section 4: The Discipline Committee

4.1 A Discipline Committee shall deal with all breaches of discipline other than those that, pursuant to this Code, shall be dealt with by the Minor Offences Committee.

4.2 The Discipline Committee shall consist of:
   (a) A nominee of the President of the University, who will chair the Committee
   (b) One academic staff member of the University to be nominated by the Academic Council
   (c) The President of ULSU or his/her nominee
   (d) A nominee of ULSU

4.3 An alternate member will be chosen for each nominee to the Discipline Committee.

4.4 The administrative support for the work of the Discipline Committee will be provided from the Office of the Registrar.

4.5 The Chairperson of the Discipline Committee shall, in the event of a tied vote in respect of a decision, have a casting vote.

4.6 The Chairperson of the Discipline Committee shall have a good working knowledge of all University Regulations and of this Code of Conduct.

4.7 The Discipline Committee shall be deemed quorate if there are three members present.

4.8 No member of the Discipline Committee may sit as a member of the Minor Offences Committee.

4.9 No member of the Discipline Committee may sit as a member of the Discipline Committee investigating a particular case (the "Case") if he/she is:
   (a) The complainant.
   (b) A person who has consented to testify in the Case.
   (c) A member of the Discipline Committee who, for any other reason, considers that he/she should not take part in the investigation of and decision on the Case. In this instance, the person who considers him/herself disqualified shall so notify the Chairperson of his/her decision.
   (d) A person considered by the Discipline Committee, for some reason relevant to the Case, to be disqualified. If disputed, the decision on this matter shall be made by a majority of the Discipline Committee excluding the person whose disqualification is under consideration.

4.10 In the event that a member of the Discipline Committee withdraws during the course of a hearing, the Discipline Committee shall be entitled in its discretion to continue with the hearing or to convene a rehearing.

4.11 In the event that any of the persons or bodies referred to under 4.2 shall fail, refuse or be unwilling or unable to nominate members, that function shall be exercised by the President of the University.

General Procedure of the Discipline Committee

4.12 The Discipline Committee shall hear complaints that are:
   (a) Major offences, and
   (b) Minor offences where
      (i) the person charged does not admit responsibility to the Minor Offences Committee, or
(ii) the person charged does not consent to the complaint being dealt with by the Minor Offences Committee, or
(iii) the Minor Offences Committee is of the opinion that it is not appropriate to deal with the complaint by summary procedure, or
(iv) in the opinion of the Minor Offences Committee, the hearing is likely to be complex and/or lengthy.

The standard of proof in respect of any matter before the Minor Offences Committee, Discipline Committee or Appeals Committee shall be on the balance of probabilities.

4.13 In all cases under 4.12 (b), the Minor Offences Committee shall notify the Office of the Registrar in writing of the charge(s) against the person charged, such notification to issue within 14 working days from the date on which the Minor Offences Committee received original notification of the complaint in accordance with the procedures contained in the Code of Conduct.

4.14 If it is decided by the University Advocate in respect of a complaint that there is a prima facie case to answer, the person who is the subject of the complaint shall be notified of such by email to his/her UL email account and by registered post sent to the address notified to the University or by personal delivery by any employee or agent of the University. The notification will specify each charge and require him/her, on at least 10 working days’ notice, to appear before the Discipline Committee. The notification shall be accompanied by a copy of the Code of Conduct and shall draw particular attention to the right of the person charged to representation, his/her right to submit written evidence and his/her right to call such witnesses in defence as he/she may think fit. The notification will also include the following:
(a) A statement of the charges against the person charged
(b) A list of witnesses whom the University Advocate proposes to call
(c) A list of relevant material (if any)

Relevant material for the purpose of this Code means any material that may go before the Discipline Committee and any material in the possession of the Advocate that may assist the defence of the person charged.

4.15 At least five working days prior to the date of the Discipline Committee meeting referred to in 4.14, the person charged may request and the Chairperson of the Discipline Committee may grant a further period of time, not exceeding seven working days, to prepare his/her case.

4.16 The person charged shall have the right to inspect all relevant material, which will normally be available at the Office of the Registrar.

4.17 At any time, the University Advocate may, with the agreement of the Chairperson of the Discipline Committee, cause to be served on the person charged and furnished to the Discipline Committee further evidence or the names of additional witnesses whose names have not already been supplied to the person charged. The Chairperson shall grant such permission unless satisfied that it would be unfair to the person charged to accede to the University Advocate’s request.

4.18 The person charged shall, at least three working days in advance of the hearing, notify the Office of the Registrar in writing of the name(s) and address(es) of the witness(es) he/she proposes to call and supply to the Office of the Registrar a copy of any document(s) and a list of any exhibit(s) that he/she proposes to submit at the hearing.

4.19 The evidence to be offered on behalf of the University at a hearing of the Discipline Committee shall be presented by the University Advocate. Evidence of the witnesses will be presented at the hearing in accordance with the terms of this Code of Conduct.

4.20 The Discipline Committee shall be entitled to have a legal adviser present at any of its meetings.

4.21 A person charged shall be entitled to be accompanied by a person of his/her choosing or to have a legal adviser present.
4.22 If a complainant decides not to pursue a complaint, the University Advocate may nevertheless pursue that complaint to conclusion.

4.23 If the person charged fails to appear before the Discipline Committee on the appointed day without making a valid excuse, the Discipline Committee, if satisfied that such person has had due notice of the hearing of his/her case, may proceed to deal with the case in his/her absence. No inference of culpability shall be drawn from the said person’s non-appearance at the hearing of his/her case.

4.24 The Discipline Committee shall conduct all hearings with respect to the principles of natural justice and fair procedures. A person charged may be accompanied by the representative(s) of his/her choice. At the opening of the proceedings, if the complaint is denied in whole or in part by the person charged, the University Advocate shall present the case against him/her first. The person charged may question any witness. The person charged may then present the defending case and he/she may call any witness(es) or produce any document(s) he/she considers necessary to his/her case. The University Advocate may question witnesses called by the person charged. Members of the Discipline Committee may question the person charged and any witnesses called by either party.

4.25 The person charged at no time shall be compelled to give evidence or to answer any questions. If the Discipline Committee considers that the evidence given for the complainant would, in the absence of explanation by the person charged, establish the culpability of the person charged, the Discipline Committee may so inform the person charged and thereafter the Discipline Committee may draw such inference as it considers reasonable from the absence of any such explanation by the person charged.

4.26 In the event of an action carrying with it an immediate threat to life or the safety of any person or property, the Vice President Academic & Registrar or person duly authorised to act in his/her stead may exclude the person who is reasonably suspected of being responsible for such action from access to University facilities or property pending a formal hearing of any complaint made in that regard.

4.27 At any hearing, on the finding that the facts of the complaint have been proved, the person charged shall have the right to address the Discipline Committee before a penalty of any kind is imposed.

4.28 In the case of each investigation made by the Discipline Committee, a copy of the Discipline Committee’s decision and reason(s) for its decision in such form and content as is determined appropriate by the Discipline Committee in the circumstances, together with the penalty (if any) determined, together with the reason(s) for the penalty in such form and content as is determined appropriate by the Discipline Committee in the circumstances, shall be sent within five working days after the hearing by email to the person’s Ul email account and by registered post sent to the address notified to the University or by personal delivery by any employee or agent of the University.

4.29 The complainant(s) will be notified of the outcome of the hearing.

4.30 A summary report of the activities of the Minor Offences Committee, Discipline Committee and Appeals Committee, outlining the investigations conducted, conclusions reached and findings and penalties imposed, shall be submitted annually by the Office of the Registrar to the Academic Council.

Section 5: The Appeals Process

5.1 Decisions of the Minor Offences Committee may be appealed by a person deemed culpable of an offence to the Discipline Committee, whose decision on the matter shall be final. Decisions of the Discipline Committee may be appealed by a person deemed culpable of an offence to the Appeals Committee.

5.2 The Appeals Committee shall consist of:
(a) A nominee of the President of the University, who will chair the Committee
(b) Two members nominated by the Academic Council
(c) The President of ULSU or his/her nominee
In the event that any of the persons or bodies referred to shall fail, refuse or be unable to nominate members, the President of the University will nominate members to the Committee.

5.3 An alternate member will be chosen for each nominee to the Appeals Committee.

5.4 Nominees shall not be members of the Minor Offences Committee or the Discipline Committee.

5.5 The Chairperson of the Appeals Committee shall, in the event of a tied vote in respect of a decision, have a casting vote.

5.6 The Chairperson of the Appeals Committee shall have a good working knowledge of all University regulations and of this Code of Conduct.

5.7 The Appeals Committee shall be deemed quorate if there are three members present.

5.8 Appeals may be made only on the grounds of one or more of the following:
(a) That the conclusions reached by the Minor Offences Committee or the Discipline Committee, as the case may be, were not reasonable or were not supported by the evidence
(b) That the penalty imposed was excessive
(c) That the Minor Offences Committee or the Discipline Committee misinterpreted or misconstrued a provision of the Code of Conduct

5.9 Appeals must be lodged in writing with the Office of the Registrar within seven working days from the date of issue of notification by the relevant Committee of its decision. Appeals must specify the reasons for appeal in accordance with 5.8.

5.10 The Discipline Committee or the Appeals Committee, as the case may be, shall, as soon as possible after receipt of the note of appeal, be furnished with a written report incorporating the facts of the case and the reasons for the decision together with any relevant material that was presented.

5.11 A copy of the report shall be furnished to the Appellant at least three working days before the appeal hearing.

5.12 The Appellant shall be given at least seven working days’ written notice of the date and place of the hearing. He/she shall at the same time be furnished with a copy of this Code of Conduct and be informed of his/her right to representation. At least five working days prior to the date of the Appeals Committee hearing, the person charged may request and the Chairperson of the Appeals Committee may grant a further period not exceeding seven working days to prepare his/her case.

5.13 The person charged shall, at least three working days in advance of the hearing, notify the Office of the Registrar in writing of the name(s) and address(es) of the witness(es) he/she proposes to call and supply to the Office of the Registrar a copy of any document(s) and a list of any exhibit(s) that he/she proposes to submit at the hearing.

5.14 In an appeal hearing, the Appellant shall be first to present his/her case, after which the University Advocate shall be entitled to present his/her case. The Appellant shall be entitled to be heard in reply.

5.15 The Discipline Committee or Appeals Committee, as the case may be, shall be entitled to examine such evidence as, in its discretion, it deems fit, including calling the complainant(s) to be in attendance. Members of the Discipline Committee or Appeals Committee shall be entitled to question the complainant(s).

5.16 The Discipline Committee or Appeals Committee, as the case may be, shall be entitled to have a legal adviser present at any of its meetings.

5.17 The appellant shall be entitled to be accompanied by a person of his/her choosing or to have a legal adviser present.

5.18 At the conclusion of the appeal hearing, the Discipline Committee or Appeals Committee, as the case may be, shall retire to consider its decision.
5.19 In the case of an appeal against penalty, the Discipline Committee or Appeals Committee, as the case may be, may uphold, set aside or vary the original penalty. If the offence is a Minor Offence, the revised penalty may exceed the maximum penalties that the Minor Offences Committee is entitled to impose in respect of Minor Offences in accordance with 6.2.

5.20 In the case of an appeal on the grounds specified in 5.8 (a) or (c), the Discipline Committee or Appeals Committee, as the case may be, shall pronounce its decision and proceed as it deems appropriate and may, if it so considers it appropriate, direct a rehearing of the charge. If the Committee affirms the decision of the Minor Offences Committee or Discipline Committee, as the case may be, the decision of the Minor Offences/Discipline Committee stands.

5.21 The reasoned decision of the Appeals Committee shall be announced by the Chairperson in the presence of the parties.

5.22 The Office of the Registrar will confirm in writing the reasoned decision of the Appeals Committee within five working days of the hearing. A copy will be sent to the appellant(s).

5.23 The complainant(s) will be notified of the outcome of the hearing.

Section 6: Penalties

6.1 If, after investigation as hereinbefore set out, the Minor Offences Committee or the Discipline Committee, as the case may be, is satisfied that the complaint is well founded, such Committee shall impose the penalty it may deem appropriate. Such penalty may be monetary, academic or otherwise and, without prejudice to the generality hereof, may consist wholly or partly of the restitution or repair of property. The Committee, instead of or in addition to dealing with the offender in any other way, may order him/her to pay compensation, in whole or in part, to a person who has suffered such loss.

6.2 In the case of all Minor Offences as herein defined or where the Minor Offences Committee is of the opinion that the offence alleged can be so dealt with, any enquiry necessary or appropriate hereunder and the imposition of any penalty herein prescribed shall be conducted and imposed by the Minor Offences Committee.

6.3 In the case of a monetary penalty, the maximum penalty that the Minor Offences Committee shall be entitled to impose shall be 10% of the annual fee for First Year Arts.

6.4 The Discipline Committee shall be entitled to impose penalties including suspension or expulsion where, in its view, the gravity of the complaint or offence or the University disciplinary record of the offender shall so warrant.

6.5 It shall be a major offence for any person to fail to comply with a penalty imposed by the Minor Offences Committee or Discipline Committee, as the case may be, within one month of notification of such penalty or such longer time as the notification may specify.

6.6 The Office of the Registrar is responsible for the administration of penalties. Offenders are required to contact this office in order to receive instructions relating to the discharge of their penalties.

6.7 A student may not graduate from the University until he/she has fully complied with the terms of a sanction imposed by the Minor Offences Committee, Discipline Committee or Appeals Committee, as the case may be, or under a voluntary agreement with the University Advocate.

6.8 Where a complaint is made to the Minor Offences Committee and the Minor Offences Committee is of the view that the complaint would amount to a minor offence, the Minor Offences Committee shall be entitled to inform the person complained against that the said complaint shall be deemed disposed of and no investigation as set out herein shall be undertaken by the Minor Offences Committee on payment within seven days of such sum not exceeding 10% of the annual fee for First Year Arts as the Minor Offences Committee shall deem appropriate.
Appendix 2: Assessment Regulations

(As specified in the Handbook of Academic Regulations and Procedures)

1.1 Attendance at Examination Centres

1.1.1 Students shall not be permitted to enter the examination centre after the first 20 minutes of the scheduled assessment time has elapsed.

1.1.2 It is a breach of assessment regulations for students to leave the examination centre before the first 30 minutes of the assessment time has elapsed.

1.1.3 It is a breach of assessment regulations for students to leave the examination centre during the last 10 minutes of the assessment time. Students present during the last 10 minutes of the assessment time must remain in their seats until all scripts have been collected.

1.2 Authorised and Unauthorised Material

1.2.1 Students may bring only authorised material into the examination centre. Authorised material comprises writing instruments, non-programmable calculators, drawing instruments and material provided by the invigilator, such as mathematical tables and handouts. Additional materials, such as dictionaries, textbooks, lecture notes, programmable devices and computers/laptops, are permitted only with the express permission of the relevant academic staff member. It is a breach of the assessment regulations for a student to have in their possession authorised material that includes or has attached to it unauthorised material, such as written notes or inserts.

1.2.2 Students shall not bring unauthorised material into the examination centre. Unauthorised material includes calculator covers, pencil cases, mobile phones, smart watches, electronic devices not explicitly approved by the relevant academic staff member, outdoor clothing and bags.

1.2.3 If a student is in doubt as to whether material is authorised or unauthorised, he/she should ask an invigilator before the examination begins.

1.2.4 Writing of any kind on clothing or any part of the body may be considered to be unauthorised material.

1.2.5 All authorised material, such as paper, answer books, graph paper, electronic file storage devices, etc., will be provided by invigilators. In the examination centre, students can write only on authorised paper and/or create and store data using only authorised electronic devices, and only such authorised material will be submitted to the examiner(s) for correction. Students shall not remove any of these items from the examination centre.

1.3 During the Assessment

1.3.1 Students shall comply with all directions from the invigilators.

1.3.2 Students shall display their student identity card on their desk or assigned work areas.

1.3.3 A clean desk policy is in operation for all examinations: only authorised stationery and material and the student’s ID card will be allowed on the desk.
1.3.4 Students shall not engage in unauthorised collaboration or attempted collaboration, copying or attempted copying.

1.3.5 Students shall not have in their possession, use or attempt to use a mobile phone, smart watch or other unauthorised material.

1.3.6 Each student is responsible for ensuring that his or her examination script and associated materials are in the possession of an invigilator before leaving the examination area. Students shall write their ID number clearly on all materials submitted to the invigilator.

1.4 Breach of Assessment Regulations

1.4.1 It is a major offence under the Code of Conduct to breach the assessment regulations. Alleged breaches will be dealt with under the Code of Conduct.

1.4.2 A student who is considered to have breached or attempted to breach the assessment regulations shall be informed at the earliest opportunity by an invigilator, in the presence of a witness (viz., another invigilator, an academic staff member or a student), that a report of the incident will be forwarded to the Office of the Vice President Academic & Registrar. The invigilator completes an incident report form and marks the student’s answer book. The student is then allowed to finish the examination. Subsequent procedures are outlined in the Code of Conduct.

1.4.3 Normally the penalty for breach of the assessment regulations is suspension for 12 months. A repeat of such conduct shall warrant expulsion.
Appendix 3: Plagiarism at College

The following paper by Dr. Sarah Moore, Associate Vice President Academic, University of Limerick contains helpful guidelines for students in relation to plagiarism.

Plagiarism means copying other people’s work in part or in whole, and passing it off as your own. It’s seen as one of the deadliest sins in further and higher learning environments. Lecturers and professors gasp in horror at the very word, and swoon in despair if they discover that one of their students has been suspected or accused of it. The funny thing is that many students don’t even know what it means, and those who do are often surprised when they find out that it is taken so seriously in academic environments. But it is. If you are found plagiarising at college, you can be penalised in all sorts of ways. Depending on the extent of the plagiarism, deterrents can include anything from a failed assignment to serious disciplinary action, up to and including dismissal from your programme of study. So basically, it’s pretty serious, and you shouldn’t do it. Teachers in universities often wonder quizzically why, if there are so many sanctions associated with plagiarism, some students continue to engage in it. Conversations with students who have admitted to plagiarism suggest that there are a number of reasons why they do it. Knowing these reasons can help you to avoid it, and in turn will make you a student who is equipped with another pearl of knowledge that can help you to perform better and get the most out of your time at university.

Why Do People Plagiarise?

1. Innocence
Some students genuinely don’t realise that plagiarism is wrong, and when they are discovered to have engaged in it, are amazed to find that it is an action that is punishable by their university. Such an attitude is more understandable now than ever before. Today’s environment is one in which information is easily transferred from one source to another, and one in which whole essays or passages available from all sorts of different sites can be cut and pasted neatly and surreptitiously into a word document. There are even websites that will ‘sell’ you essays on a whole range of topics and themes. In such an environment it may be more difficult to recognise that plagiarism goes against the principles and purposes of higher education. But it does. Plagiarising out of innocence is no longer possible when you know and accept this.

2. Accident
Some students accidentally plagiarise by accessing their own notes. It is easy to take down a quote word for word or cut and paste some information, later forgetting that the source is someone other than yourself. This underlines the importance of proper note taking.

3. Desperation
Many students who plagiarise do so more out of desperation than wilful deceit. They are often under time pressure to get an essay or assignment in, and they feel that they have no other option. They have not given themselves time to think about or prepare their own work and so they cobble together something that is not their own, hold their breath and hope for the best.

4. Blatant deceit
Some students still persist in plagiarising material even when they have fully understood the risks and sanctions associated with it. If a student plagiarises wilfully and deceitfully, then the negative outcomes associated with plagiarism are all they should expect. There is a chance of course that someone can ‘get away’ with having plagiarised, but most universities (including this one) are putting in place safeguards, such as plagiarism software and lecturer training, that will make it more and more likely that acts of plagiarism will be detected and disciplined.

As well as all the reasons for plagiarism that we have explored above, the real problem is that it is paradoxical. After all, we learn by copying. From the time we are very young, we mimic the language and actions of people around us, and in this way we learn to communicate and to interact successfully. It’s the same when you come to university. You realise that you are expected to adopt certain ways of writing, of presenting arguments and of following academic conventions. It can feel as if you are being told to ‘sound
like us, write like us, learn to think like us, but whatever you do, don’t copy us.’ Overcoming this paradox may in fact be one of the most important rites of passage that you need to navigate while you are at university. It’s part of the learning journey and it’s about learning to believe in your own ideas; it’s about not being so besotted with one way of saying something or looking at something that it deprives you of your own voice; it’s about finding the confidence and the motivation to get real value out of your education, not just engaging in a blind pursuit to get letters after your name.

To make sure that you never plagiarise, you need to adopt this orientation. Read and reflect on what you’ve read, and by all means absorb, record, understand and learn the ideas that have been presented by others. But then clear your throat. Stretch your fingers. Write and speak for yourself. You can do this with an understanding of the conventions of academia, but also with a strong sense that you too are capable of structuring, organising, integrating and creating knowledge in effective and exciting ways.
Appendix 4: Guidelines for Academic Staff on Dealing with Plagiarism

(Drafted by the UL Teaching and Learning Committee)

CLARITY OF COMMUNICATION

1. Be absolutely clear with students about plagiarism – its definitions and the importance of avoiding it. Direct them to the student handbook and remind them that plagiarism can be considered academic cheating which is a serious offence under the Code of Conduct. Plagiarism is: copying someone else’s work (whether or not in the public domain) and passing it off as one’s own, or inappropriately resubmitting one’s own already graded work and passing it off as original. A good summary of different types of plagiarism is available on the following link: http://turnitin.com/assets/en_us/media/plagiarism_spectrum.php

SCOPE OF ACADEMIC RESPONSIBILITY

2. All work must be marked according to its academic merits. You might for example deduct marks if one or two sentences seem highly derivative or poorly cited, whereas you would fail the whole piece if it is completely plagiarised.

Note that if you do not refer the matter to the disciplinary process, then the only outcome for the student will be reflected in the grade that you give for that component of work. Other punishments (capped grade, suspension, deferral of graduation, expulsion) are disciplinary, not academic decisions.

YOUR PROFESSIONAL JUDGEMENT

3. You may decide to deal with a case of plagiarism without referring to the disciplinary process, (in which case the plagiarism will only be reflected in the academic grade that the student receives). Your decision to refer to the disciplinary committee should be based on your own professional judgement which should be guided by your analysis of the context, the requirements of your discipline and your understanding of the student’s situation.

4. In every instance it is appropriate to communicate to a student, for example by saying: ‘I have failed this piece of work on the basis that it is not original’ and then cite or show the source from which they have plagiarised. In many cases, you may decide not to refer the matter to the disciplinary process (for example, if this is a first offence, or if you are satisfied that the student has engaged in inadvertent or ‘minor’ plagiarism). In this case, the incident is a good opportunity for communicating further with the student, advising them and exploring any difficulties they have had that may have led to their actions.

HANDING A CASE OF PLAGIARISM OVER TO THE DISCIPLINARY PROCESS

5. However, if you decide to refer the matter to the disciplinary process, then entering into further discussion is not advised. It is important that if you do refer the case as a disciplinary one, you do not ask the student to explain their actions to you as this could compromise subsequent action within the discipline process. Once you have referred the issue as a disciplinary one, the matter is solely for the disciplinary process.

6. If a sanction is imposed by the disciplinary process then this sanction will supersede any academic grade that has been awarded. If there has been a finding that the code has not been breached, then the academic grade will remain and the matter is closed.

FURTHER INFORMATION

CTL run regular workshops in the optimum use of Turnitin, the plagiarism detection and avoidance software used at UL and in designing assessments and assignments in order to reduce the risk of plagiarism.

Guidelines about plagiarism and on designing ‘plagiarism proof’ assessment can be accessed on the CTL website.

Advice on plagiarism is also provided in the student handbook.
Some faculties include communication about plagiarism on their module documentation and some require students to include an ‘originality statement’ on all submitted coursework. These are examples of good practice in communicating with students about the importance of avoiding plagiarism.

In cases that you consider serious enough to refer to the disciplinary process, a formal complaint can be made to the Office of the President which has responsibility for the management and administration of the overall discipline process within the University. Further details on the complaints process and contact details can be obtained from the University Advocate website.

Last revised: 12 Oct 2012
Appendix 5: Recognition of Prior Learning

A. University Policy on Recognition of Prior Learning
(As approved by Academic Council 25th January 2006)

Recognition of prior learning (RPL) at the University of Limerick encompasses all types of prior learning including, Accreditation of Prior Learning (APL), Accreditation of Prior Experiential Learning (APEL), Accreditation of Prior Certificated Learning (APCL), Accreditation of Prior Learning and Achievement (APL&A), Recognition of Current Competencies (RCC), Learning Outside Formal Teaching (LOFT).

Definition of RPL
RPL is an assessment process to determine the extent of the achievement of an applicant of the learning outcomes, competency, or standards for entry into and partial completion of a programme of study. The prior learning may have been acquired by formal, non-formal or informal routes.

Purpose of RPL
RPL shall be used for the following purposes at the University of Limerick:
- to enable applicants to gain entry to a programme of the university;
- to award credits for part of a programme of study;
- to award exemptions for some programme requirements;

Recognition of prior learning
In applying RPL the University will be cognisant of the need to ensure that the integrity of its awards is rigorously guarded and that academic standards are maintained.

The learning achieved by the applicant must be equivalent to the learning outcomes or performance criteria already set down for the programme of study and must be supported by evidence as required by the University.

Awards will not be given more than once for the same learning achievement where this has taken place either within the University of Limerick or where this has take place in other institutions.

The University may determine that the evidence may be provided in a number of ways including:
- participation in exactly the same form of assessment as other students entering or already on the programme of study;
- portfolio;
- demonstrated skill or competence;
- reflective papers or journal articles that relate previous learning to the stated learning outcomes of the programme or module in question;
- evidence from the workplace or other setting where the student has applied their learning or competence;
- testimonials of learning or competence.

Assessment of RPL
The process will be timely, fair and transparent.
The process will be based on evidence provided by the applicant.
The recognition will result in grades being awarded for modules except in the case where exemptions are given.
The process will be equitable, valid and reliable.
The decisions will be accountable and transparent
The applicant will have the right to appeal.
The evidence and the rationale on which decisions are made will be recorded and retained by the University.
**Information for applicants and supporting procedures**

Applicants will be provided with sufficient information and guidance on the process to assist them in making their application. Information will be provided to applicants about the learning outcomes of the programmes of study and modules for which RPL can be used to gain access or exemption.

Administrative and operational procedures will be established by the University to support the implementation of this policy which will include quality assurance, support for applicants, advice and information and appeal mechanisms.

An appropriate fee structure will be determined.

Appropriate training and development will be provided to academic staff.
B. Recognition of Prior Learning – Procedures

1. Flow chart for external applications

- Application for entry to programme received in relevant Admission offices (e.g. IED, LLL, GS, UG)
- Application Recorded
- Course leader assesses application
- Application rejected, applicant informed by relevant Admissions office
- Proceed?
- Assessment criteria defined for applicant
- Information sent to applicant from relevant Admissions Office
- Applicant decision
- Applicant not proceeding
- Assessment Board set up by Department
- Assessment documentation retained by admissions
- Decision communicated to applicant

- This initial assessment might result in the application being rejected

- Information on Courses and RPL available in publicity materials and on UL Web

- Application must be dealt with by the relevant ‘admitting’ office

- This is to enable the applicant to have a good understanding as to how the entry requirements can be met.

Composition defined below
2. Assessment Boards

Programme entry request
- Course leader for programme
- Assistant Dean Academic Affairs
- Admissions Officer or nominee
- Subject expert (if necessary)

Module Exemption or credit request
- Processed through existing Student Status Committee.

3. Assessment Criteria for Assessment Boards

The University RPL policy states that the evidence may be provided in a number of ways including:
- participation in exactly the same form of assessment as other students entering or already on the programme of study;
- portfolio;
- demonstrated skill or competence;
- reflective papers or journal articles that relate previous learning to the stated learning outcomes of the programme or module in question;
- evidence from the workplace or other setting where the student has applied their learning or competence;
- testimonials of learning or competence.

Assessment Boards will
- compare the evidence provided by the applicant with the stated learning outcomes specified for the programme and be satisfied that the applicant has achieved the equivalent of a passing grade;
- if necessary require the applicant to provide additional supporting material or undertake a form of assessment determined by the board;
- in the case of module credits or exemptions, award a grade where such is feasible to enable the credit and grade to be used in the QCA calculation;
- ensure that as a result of its decision, the QCA calculation of the final award will be based on not less than one-third of the total credits for the final part of the programme of study;
- ensure that normally applicants will be required to complete the final year of multiannual programmes;
- identify a clear forward study path for the applicant;
- ensure that all documentation on the work of the board is retained;
- make a decision on the application;
- prepare a response that will be forwarded to the applicant if the request is not been granted in full.

4. Appeals Process

Anyone involved in the original assessment cannot sit on the appeals committee.

The office of the VPA&R will establish a RPL appeals committee consisting of two Assistant Deans Academic and an additional academic competent in the subject area of the application. The committee chair will be provided from the Office of the VPA&R.
- The appeals committee will consider the evidence provided by the applicant together with the recorded documentation of the assessment board.
- The committee may wish to interview the applicant.
- The committee may wish to refer to the relevant extern examiner.
- The committee will make a recommendation to the VPA&R.
- The decision shall be final.
Appendix 6: The Glucksman Library

The Glucksman Library at UL offers you:

- Print and electronic books, newspapers, journals, magazines and CDs
- Self-service borrowing and return of books and photocopying
- Silent and group areas for study
- Fixed wire internet connections at desks on floors 1 & 2 and Wi-Fi throughout the building
- Information Desk staff and faculty librarians to help you locate material for your subject area
- Late opening around exam time
- Book group study rooms, using your UL ID, online at http://ul.libcal.com/booking/studyroom

Library opening hours during semester:

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<td>Saturday</td>
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You may borrow:

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Go to the library website at www.ul.ie/library to search for books, journals and all e-resources. Before using any service on the library website you should sign in. Use your UL username/student ID and password.

The library charges fines for the late return of library materials. You can renew your books online or pay fines at the self-service kiosks with cash or card.

Using the Library off campus

To access e-books or journals off campus, you need to use the “Login to UL e-resources” link on the Library’s website www.ul.ie/library. Log in using your UL network username (ID number) and network password (the password you use to log onto a student PC on campus).
**Library help:**
- Ask Library staff and student peer advisers in red t-shirts for help.
- Ask questions online using ‘Ask Us’ on the library website.
- Ask at the Information Desk on the ground floor.
- Get to know your faculty librarian and/or the librarian for First Year Student Engagement and Success

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<th>Glucksman Library contact details</th>
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Glucksman Library, University of Limerick, Limerick, Ireland.