



# GMIT

INSTITIÚID TEICNEOLAÍOCHTA NA GAILLIMHE-MAIGH EÓ  
GALWAY-MAYO INSTITUTE OF TECHNOLOGY

**Version 1.0**

## **Programme Deferral and Withdrawal Policy**

As approved by the Academic Council  
on 18 June 2021 and by the Governing  
Body on 26<sup>th</sup> August 2021

*This code may be revised from time to time by the Institute.*

*Tá leagan Gaeilge de Chód Iompraíochta na Mac Léinn le  
fáil ar láithreán gréasáin GMIT.*



## Document Location

Registrar's Office

## Revision History

<b>Date of this revision:</b>	<b>Date of next review:</b>
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<b>Version Number/ Revision Number</b>	<b>Revision Date</b>	<b>Summary of Changes</b>	<b>Changes marked</b>
1.0	June 2021	Creation of policy by extraction of sections relating to deferral and withdrawal from Access, Transfer and Progression Policy and elaboration of policy.	No

## Consultation History

<b>Version Number/ Revision Number</b>	<b>Consultation Date</b>	<b>Names of Parties in Consultation</b>	<b>Summary of Changes</b>
1.0			

## Approval

This document requires the following approvals:

<b>Name</b>	<b>Title</b>	<b>Date</b>
Academic Council		18 <sup>th</sup> June 2021
Governing Body		26 <sup>th</sup> August 2021



## **Table of Contents**

1.0	Introduction .....	2
2.0	Purpose.....	3
3.0	Scope.....	3
4.0	Responsibility .....	3
5.0	Definitions .....	3
6.0	Policy Statement .....	4
7.0	Associated Documents.....	8

## 1.0 INTRODUCTION

It is recognised that the circumstances of programme applicants and students may change, causing them to be unable to take up a place on a programme or to have to leave a programme temporarily or permanently. GMIT is committed to assisting applicants and students to make informed decisions related to commencing, continuing, or leaving their course of study.

A student who applies to defer an offer of a place or the taking up of a place on a programme is indicating their intention to take up that offer or place in the future. The Institute recognises four forms of deferral, namely: CAO Deferrals, Programme Deferrals, Module Deferrals and Examination Deferrals.

- CAO deferrals are deferrals by those that have been offered a place on a GMIT programme but wish to defer taking up their place until the following year.
- Programme deferrals are when registered students wish to leave their programme during the academic year with the intention of returning the following year, or in some instances the following semester.
- Module deferrals are deferrals of modules to the next offering by students who are taking a programme on a flexible basis in GMIT. It does not apply to students undertaking full-time undergraduate programmes.
- Examination deferrals are when registered students wish to postpone the examination/assessment element of their programme only. This type of deferral is covered in Code of Practice No. 3 - Marks and Standards.

A student who applies to withdraw from the course is in effect de-registering from their course and has no plans to return.

## 2.0 PURPOSE

This policy aims to provide clarity to students and staff about GMIT's approach to:

- deferral of an offer of a place on a GMIT Programme.
- deferral of a programme as a registered student.
- deferral of a module as a registered student.
- withdrawal from programme of study.

## 3.0 SCOPE

This policy refers to:

- applicants who wish to defer their offer of a place on any stage of a GMIT programme prior to its commencement.
- students on any GMIT programme who wish to leave either temporarily or permanently.

It does not relate to Examination Deferrals which are covered in GMIT's Code of Practice No. 3 Marks and Standards.

## 4.0 RESPONSIBILITY

This policy will be administered by the Office of Academic Affairs and other offices in the Institute authorised by the Registrar to admit and register students, and by School and Campus Offices.

## 5.0 DEFINITIONS

<b>CAO Deferral</b>	Students who have been offered a place on a programme in GMIT through the CAO but have not accepted their place may apply for a deferral and be re-offered their place in the following academic year.
<b>Programme Deferral</b>	Students who are registered on a programme in GMIT may apply to postpone their studies for up to one year, prior to specified deadlines for deferral applications published in the fee policy. The date of deferral will have implications for fee liabilities.
<b>Module Deferral</b>	Students who are registered on a programme in GMIT may apply to postpone the study of one or more module(s) for up to one year, prior to specified deadlines for deferral applications published in the fee policy. The date of deferral will have implications for fee liability.
<b>Examination Deferral</b>	A student encountering a problem during the academic year, or during an examination session, preventing them from taking an examination may apply for an examination deferral by completing an Examination Deferral Form.

<b>Withdrawal</b>	Students who are registered on a programme in GMIT may apply to leave their studies. Students may also be deemed to be <i>de facto</i> withdrawn if they have not engaged with their course or specified administrative procedures. The date of withdrawal will have implications for fee liabilities.
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## 6.0 POLICY STATEMENT

### 6.1 GENERAL PRINCIPLES

- 6.1.1 The Institute's policy in relation to deferral and withdrawal will be clearly communicated to students through the Student Hub.
- 6.1.2 Applications for all types of deferral including supporting documentation, will be fully considered by the Institute.
- 6.1.3 Granting of any deferral is not guaranteed and is at the discretion of the Institute.
- 6.1.4 The granting of a deferral places the Institute under no contractual obligation to offer the programme and/or modules in the subsequent year. Should the Institute decide to suspend or terminate a programme, deferred candidates will be informed. When programmes are no longer offered, the Institute will attempt to facilitate returning students on other programmes as appropriate.
- 6.1.5 If granted, a deferral is valid for up to one year only. Applicants requesting a deferral will be fully informed of potential consequences of deferral including potential cancellation of programmes and changes of fees.
- 6.1.6 Applicants who are refused their deferral request will be informed as to the reason why. Students in this category will be contacted to outline their options. Should the student decide to leave their programme they will be withdrawn, and they will be advised when and how to re-apply for the programme in the future.
- 6.1.7 Applicants who are granted deferrals will normally be re-offered a programme place the following academic year. When appropriate, applicants may be re-offered their programme place the following semester. Students who are granted deferrals are responsible for notifying the Institute of their intention to take up their place in accordance with the timeline and methodology notified when the deferral is granted.
- 6.1.8 The date of deferral or withdrawal will have implications for the student fee liability. Dates which determine fee liability are outlined in the Fees Policy<sup>1</sup>.
- 6.1.9 Information and supports will be available for students applying to defer or withdraw to assist them in making the optimal decision.
- 6.1.10 Applicants and students will have the right to appeal deferral decisions.

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<sup>1</sup> GMIT Fees Policy, available on Student Hub and Staff Hub.



## 6.2 DEFERRAL OF PROGRAMME OFFERS OTHER THAN YEAR 1 CAO UNDERGRADUATE PROGRAMMES

- 6.2.1 Deferral of offers of places are not normally approved for students offered places on short (one semester or less), flexible or postgraduate programmes.
- 6.2.2 Applicants who have been offered a place on the next stage of their programme or who have made a direct application to a full-time undergraduate programme may seek to deferral their offer.

## 6.3 CAO DEFERRALS

- 6.3.1 Students offered a place on a full-time undergraduate programme who are unable to proceed with their programme due to a change in circumstances can apply to defer entry. CAO deferrals should normally be applied for two days prior to the reply date shown on the offer notice.
- 6.3.2 Offers of places on first year undergraduate programmes are made through the CAO. Applicants who have received offers from GMIT through the CAO may apply to defer their place prior to accepting it. If the deferral is granted, they will then be required to re-apply through the CAO and will be re-offered their place in the subsequent year.
- 6.3.3 In order to ensure adequate places for next year's applicants, there is a limit, normally 5% of places, on the number of deferrals which can be granted on each programme.
- 6.3.4 Other than in exceptional circumstances deferrals will not be granted for late CAO round offers, for mature entry to high demand programmes or for QQI FE Nursing offers.
- 6.3.5 Applications for deferrals, including supporting documentation, will be evaluated by a sub-group of the Access, Transfer and Progression committee annually.
- 6.3.6 Applicants will be required to provide the reason for their request. Deferrals may be granted on the basis of *inter alia* certified illness, financial hardship, family bereavement, or psychological, emotional or social problems. Formal documentation from appropriately certified professionals should be provided.

## 6.4 PROGRAMME DEFERRALS

- 6.4.1** Students who experience a change in personal circumstances during their course of study may apply to defer their place until the following academic year or in some instances to the following semester.
- 6.4.2** Deferrals are not normally permitted on programmes of one semester or less.
- 6.4.3** Applications for deferrals will be considered by the relevant Head of Department. The Admissions Officer will also input into the decision for deferral requests relating to registered students on first year of undergraduate (CAO) programmes.
- 6.4.4** Applications for deferrals from first year of CAO programmes may not be granted due to the implications on the availability of places for applicants the following year. This is particularly the case for high demand programmes with limited place availability. Applicants will be required to provide the reason for their request. Deferrals may be granted on the basis of *inter alia* certified illness, financial hardship, family bereavement, or psychological, emotional or social problems. Formal documentation from appropriately certified professionals should be provided. \* Should an applicant successfully apply to defer their place on the first year of a full-time undergraduate programme following acceptance, they will normally be re-offered their place by GMIT in the subsequent year.
- 6.4.5** Applications for deferrals from all stages<sup>2</sup> of non-CAO programmes or from stages other than year 1 of CAO programmes during the academic year will normally be granted. However, on certain high demand courses occasionally it may not be possible to reoffer a place the following academic year, and the student may have to wait until a place becomes available. Where deferrals are granted the student will normally be re-offered their place in the following academic year. If the student is not in a position to return at that point, the option to apply to the Institute to return in the future remains.
- 6.4.6** Students who have successfully completed an academic year and do not wish to register for the following year may defer their place.
- 6.4.7** Accurate records will be maintained in relation to the student's registration status and the reasons for deferring their course.
- 6.4.8** Reasons for deferrals will be considered in aggregate by the Retention Committee to inform any necessary improvements or supports.

## 6.5 MODULE DEFERRAL

- 6.5.1** Students who are registered on a flexible programme in GMIT may apply to postpone the study of one or more module(s) for up to one year, prior to specified deadlines for deferral applications published in the fee policy<sup>3</sup>. The date of deferral will have implications for fee liability.

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<sup>2</sup> This includes students who have successfully completed one or more stages of a programme and do not wish to return in the subsequent academic year.

<sup>3</sup> GMIT Fees Policy available on Staff Hub and Student Hub.

## 6.6 WITHDRAWAL

- 6.6.1** The Institute recognises that occasionally students may need to leave the Institute without completing their programme. A student with no immediate intention of returning to the same programme of study in the immediate future may apply to withdraw.
- 6.6.2** The Institute will offer support and advice to assist the student to make an informed choice, including making them aware of the Institute fee policy <sup>4</sup>and providing the student with the option to defer. Students will be provided with support and guidance which may allow the student to continue their studies, if this is feasible and/or desirable.
- 6.6.3** It is the student's responsibility to ensure that if they are leaving their programme they formally withdraw from the Institute.
- 6.6.4** Applications for withdrawal will be considered and approved by the relevant Head of Department.
- 6.6.5** Students who subsequently change their mind may return to the Institute at a later point where feasible.
- 6.6.6** Accurate records will be maintained in relation to the student's registration status and the reasons for leaving their course.
- 6.6.7** Reasons for withdrawal will be considered in aggregate by the Retention Committee to inform any necessary improvements or supports.
- 6.6.8** Staff members who are aware of a student who is presumed to have withdrawn should inform their School Office who will check their registration status and contact the student to clarify the situation if required. If the student wishes to withdraw or if the student fails to respond within 7 days, the School Office should inform the Office of Academic Affairs to withdraw the student from the Student Record System (SRS).
- 6.6.9** The date of withdrawal is the date that the student submits their withdrawal form.
- 6.6.10** Retrospective withdrawals (outside of term) are not normally permitted. However, it may be granted by the Registrar or nominee where they are satisfied that the student:
- Has extenuating circumstances which have been communicated to the Institute with appropriate evidence, as relevant.
  - Has not been active in their programme since the specified date of leaving.

## 6.7 APPEAL OF DEFERRAL OR WITHDRAWAL DECISIONS

- 6.7.1** All decisions of the Institute in respect of deferral or withdrawal outlined in this policy are subject to appeal by the candidate.

<sup>4</sup> GMIT Fees Policy available on Staff Hub and Student Hub.

- 6.7.2** The Registrar may establish an appeals committee to consider the appeal consisting of:
- A chairperson – an independent Head of School/Centre.
  - An independent external advisor.
  - Two members of Academic Council who are not members of the Access and Transfer Committee
- 6.7.3** The decision of the appeals committee is final.

## **7.0 ASSOCIATED DOCUMENTS**

Deferral of CAO Offers Procedure (Procedure No. ADM001)

### **OFFICIAL LANGUAGES ACT**

Faoi Acht na dTeangacha Oifigiúla 2003, tá seirbhísí trí Ghaeilge ar fáil. Tá eolas faoi na seirbhísí sin le feiceáil i Scéim na hInstitiúide atá ar fáil ar shuíomh gréasáin na hInstitiúide thíos.

**<https://www.gmit.ie/about/an-ghaeilge-gmit>**

Under the Official Languages Act 2003, services are available through Irish. Information on these services may be viewed on the Institute website.



# GMIT

INSTITIÚID TEICNEOLAÍOCHTA NA GAILLIMHE-MAIGH EO  
GALWAY - MAYO INSTITUTE OF TECHNOLOGY



An Roinn Oideachais  
agus Scileanna  
Department of  
Education and Skills



EUROPEAN UNION  
Investing in your future  
European Social Fund



Ireland's European Structural and  
Investment Funds Programmes  
2014-2020  
Co-funded by the Irish Government  
and the European Union

#### Administrative Headquarters

Dublin Road, Galway, Ireland.  
Tel: +353 91 753161  
Fax: +353 91 751107  
Email: [academic.affairs@gmit.ie](mailto:academic.affairs@gmit.ie)  
Website: <https://www.gmit.ie>

#### Mayo Campus

Westport Road, Castlebar,  
Co. Mayo, Ireland.  
Tel: +353 94 9025700  
Fax: +353 94 9025757

#### National Centre for Excellence in Furniture Design & Technology

Letterfrack, Co. Galway, Ireland.  
Tel: +353 91 742653 / 742650  
Fax: +353 95 41112

#### Centre for the Creative Arts & Media

Cluain Mhuire, Monivea Road,  
Galway, Ireland.  
Tel: +353 91 770661  
Fax: +353 91 770740

#### Príomhionad Riaracháin

Bóthar Bhaile Átha Cliath, Gaillimh, Éire.  
Tel: +353 91 753161  
Faics: +353 91 751107  
R-phost: [academic.affairs@gmit.ie](mailto:academic.affairs@gmit.ie)  
Láithreán Gréasáin: <https://www.gmit.ie>

#### Campas Mhaigh Eo

Bóthar Chathair na Mart, Caisleán an Bharraigh,  
Co. Mhaigh Eo, Éire.  
Tel: +353 94 9025700  
Faics: +353 94 9025757

#### Lárionad Náisiúnta um Barr Feabhais i nDearadh & Teicneolaíocht

Leitir Fraic, Co na Gaillimhe, Éire.  
Tel: +353 91 742653 / 742650  
Faics: +353 95 41112

#### Lárionad do na hEalaíona Cruthaitheacha & na Meáin

Cluain Mhuire, Bóthar Mhuine Mheá,  
Gaillimh, Éire.  
Tel: +353 91 770661  
Faics: +353 91 770740