


## Embedded ("Exit") Award Application Form

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### Background

Students wishing to terminate their studies prior to the completion of an entire programme may, where a lesser award exists and having successfully completed the requisite number of NFQ level of credits apply for an exit award. For example a *Degree level 7 student having successfully completed years 1 and 2 and accumulated 120 credits may wish to apply for an exit award of a NFQ Level 6 Higher Certificate (if available).*

This form is not to be used for students who wish to temporarily withdraw from a programme and return at a later date. **Students who are awarded an exit award may not immediately register (within the next academic year) on any follow-on course to the course for which the exit award has been obtained.**

<b>Student Name:</b>			
<b>Student ID:</b>	B000		
<b>Address:</b>			
<b>Email Address:</b>			
<b>Mobile No:</b>			
<b>Parent Programme Title:</b> i.e. programme registered on			
<b>Level of Exit Award Sought:</b> (Level 6, 7, 9)	<b>Level 6</b> <input type="checkbox"/> Higher Certificate 120 ECTS credits	<b>Level 7</b> <input type="checkbox"/> Ordinary Bachelor Degree 180 ECTS credits	<b>Level 9</b> <input type="checkbox"/> Postgraduate Diploma 60 ECTS credits
<b>Academic Year Achieved:</b>			
<b>Reason for Request:</b>			

Please return this form to: **Exams Office, Connect Building, TU Dublin - Blanchardstown Campus, Blanchardstown Road North, Dublin 15.**

## Application deadline

Embedded ("Exit") Award applications will be considered at Examination Board Meeting in September provided they are received by the published deadline in advance of the Examination Board Meeting. See the exams page of website for deadline:

[www.itb.ie/CurrentStudents/exams.html](http://www.itb.ie/CurrentStudents/exams.html)

## Student Declaration:

I understand that by applying for this exit award I **cannot** immediately register (within the next academic year) on any follow-on course to the course for which the exit award has been obtained.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I have discussed my application with my Course Coordinator:

**Course Coordinator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### FOR OFFICE USE

Date form received by exams office: \_\_\_\_\_

The form must be received at least one month in advance of the exam board (refer to website [www.itb.ie/CurrentStudents/exams.html](http://www.itb.ie/CurrentStudents/exams.html) for submission deadlines)

Does the parent programme have a validated embedded award? Yes  No

Has the student passed the requisite amounts of credits to receive the award? Yes  No

Does the student have outstanding fees? Yes  No

### FOR COMPLETION AT EXAMINATION BOARD

<b>Level of Exit Award approved: (Level 6, 7, 9)</b>	<b>Level 6</b> <input type="checkbox"/> <i>Higher Certificate</i>	<b>Level 7</b> <input type="checkbox"/> <i>Ordinary Bachelor Degree</i>	<b>Level 9</b> <input type="checkbox"/> <i>Postgraduate Diploma</i>
<i>Award Classification for Higher Certificate (NFQ Level 6) and Ordinary Bachelor Degree (NFQ Level 7)</i>	<b>2.00</b> <i>Pass</i> <b>2.50</b> <i>Merit Grade 2</i> <b>3.00</b> <i>Merit Grade 1</i> <b>3.25</b> <i>Distinction</i>		<b>2.00</b> <i>Pass</i> <b>3.00</b> <i>Merit</i> <b>3.25</b> <i>Distinction</i>
<i>Programme Title of Exit award approved:</i>			
<i>Date of examination board:</i>			
<i>Date of Academic Council:</i>			