EXIT AWARD POLICY
OPEN TRAINING COLLEGE

1. Definition

'An exit award programme is a special case of an embedded programme where the exit award programme is never offered to learners independently and only accessed by learners who enrol on a principal programme and then exit early but have been assessed as having met the requirements for the lower NFQ level award'

QQI *Programme Validation Manual* (2016).

2. Policy Statement

Students, who formally exit from a principle programme prior to its completion, may be eligible for an exit award, provided such exit award has been validated under the OTC's validation processes and provided they have attained the requisite minimum number of credits. Exit awards are intended for use in exceptional circumstances only and the decision to award them is an Examination Board decision.

Exit awards are always linked to a specified major award and may be validated at Certificate, Higher Certificate or Ordinary Degree levels as appropriate to the parent programme and the number and level of credits attained. Exit awards are minor (unclassified)/major (classified). The OTC adheres to naming conventions and other criteria for exit awards as defined by QQI and amended from time to time.

A student must initially discuss the option of an exit award with their Programme/Programme Director and then apply formally for an exit award by the closing date specified for each individual assessment/examination session.

Holders of exit awards are eligible to attend the Conferring Ceremony.

An Exit award is noted on the student record. It is automatically surrendered if the holder is subsequently conferred with the principal award.

3. Policy Process

Exit awards are intended for use in exceptional circumstances only and the decision to award them is an Examination Board decision.

4. Conditions of Eligibility

The programme on which the student has been registered must have a validated exit award in place. The student must have earned all credits relating to such award as follows:

Exit Award	Level	Number of Credits
Certificate	6	60
Higher Certificate	6	120
Ordinary Bachelor Degree	7	180
Postgraduate Diploma	9	60

5. Roles and Responsibilities

The College Director has ultimate executive responsibility for the effective development and implementation of academic policies. The Head of Quality & Academic Affairs has overall delegated responsibility for coordinating the day to day operation of the policies and the development, maintenance and monitoring of supporting procedures. Programme/Programme Directors and Tutors are responsible for pursuing the implementation of these policies in relation to the activities of their programmes.

6. Related Documentation

- Student handbook - Student Guidelines on Exit awards
- Exit Award Student Request Form

7. Contact

- Programme Director
- Head of Quality & Academic Affairs

Policy Title:		Exit Award Policy
OTC Policy No		**1806**
Date approved: **September 2018**	**Date policy will take effect:** **September 2018**	**Date of Next Review:** 3 years later
Approving Authority:		**Academic Council**
Document Owner:		**Head of Quality & Academic Affairs**
Supporting documents, procedures & forms of this policy:		1. Convocation for Conferring 2. Conferring Pack for Students 3. Procedures for Conferral of Awards
Audience:		Public – accessible to anyone
Reference(s)		▪ Collaborative Award Policy ▪ Academic Awards Policy ▪ National Framework of Qualifications (NFQ) ▪ Descriptors for Minor, Special Purpose and Supplemental Award-Types, National Qualifications Authority Ireland ▪ Qualifications and Quality Assurance (Education and Training) Act 2012