

**AWARD EXIT FORM**

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This form should be used if you wish to exit with an award from the National College of Ireland. The completed form must be submitted to the Exams Office by submitting a request on the NCI Support Hub

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Student Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**I wish to apply for an exit award from my current programme:**

**Current Programme [Programme Title]** \_\_\_\_\_

**Current Programme [Programme Code]** \_\_\_\_\_

**Exit Award [Programme Title]:** \_\_\_\_\_

**Exit Award [Programme Code]:** \_\_\_\_\_

**Year:** \_\_\_\_\_

**Summarise briefly why you wish to exit from the programme**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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**This section of the form is to be completed by any international student** registered for an MSc award programme, who wishes to exit with a Post Graduate Award and return at a later date to complete the MSc as a Top Up Award (*If this does not apply to you please leave this page blank*).

**Student Name:** \_\_\_\_\_ **Student Number:** \_\_\_\_\_

**Master's Programme:** \_\_\_\_\_

**Students must be aware of the following before completing this process:**

1. The student must have successfully completed all elements required for a Post Graduate Diploma Award and the student will be issued a Post Graduate Award **at the next graduation ceremony**.
2. Students who have already attempted or had the opportunity to attempt their dissertation on two occasions are not eligible for this process.
3. NCI cannot guarantee that the student will be issued a graduate visa.

**Students can apply to complete an MSc Top-Up Award for their programme at a later date with admissions and the following conditions apply for the Top-Up Award.**

**1. Top-Up Award and the earliest Timeline to receive the MSc Award**

Students cannot be presented for a Post Graduate Award and MSc Award during the same academic year.

**2. Top-Up Award Application and Fee**

- Students must apply to complete the Top Up with admissions and pay the appropriate fee which is significantly higher than the repeat fee.
- Applicants wishing to apply for the Masters top-up award after 24 months from the date of completion PG DIP will now have to go to review and the School will review and approve all applications for Top-Up Awards.
- Students will be given the timelines for completion of the Top-Up Award by the School.

**3. Top-Up Award Classification**

- The highest classification students can achieve for the Masters Top-Up is a **PASS**.

**4. Top-Up Award and Student Visa**

- Students cannot register as a full time student to complete Top-Up Award as it does not meet the government guidelines for a Student Visa. Therefore, they must complete it while on a graduate visa / work permit /critical skills visa.

**5. Top-Up Award and additional Requirements**

- Due to the nature of some programmes and with advances in Technology, students may have to complete additional requirements to obtain the Top-Up Award.

**6. Top-Up Award and Parchments**

- Students cannot have both a Post Graduate Diploma and Masters Diploma for the same award. The student must return their Parchment for the Post Graduate Diploma before they will be issued with their Masters award.

**7. Top-Up Awards and number of attempts to complete it.**

- Students will have one attempt to complete the Top Up Award.

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