



EXIT WITH POST GRADUATE AWARD

Firstly, it is important to note that to exit with a Postgraduate Award students need to successfully achieve **the required credits and complete the required modules for the Post Graduate award** for their programme. Students can confirm this information with their School.

How to apply for PG Award?

You must complete the **Award Exit / Transfer Form** and submit it by email to exams@ncirl.ie. This form is available on the exams section of the NCI website at www.ncirl.ie/Students/Exams/Forms-Downloads

When to submit the application?

Exit forms must be submitted **within the timelines for 'dates when you can request to exit'** outlined in the attached table. Students who are approved to exit will be submitted to exit at the next exam board as outlined in the attached table.

When will you receive transcripts?

Transcripts are posted out to all students within six weeks of the exam board. Students should note that they are posted to the mailing address we have on the students' record so it is important to ensure we have the most up to date mailing address for you.

You can check and update your address details online at www.ncirl.ie/students and select 'MyDetails Login'.

If you need your transcript sooner for your graduate visa you will need to email the exams office at exams@ncirl.ie confirming the date of your appointment with INIS.

When to apply for Graduate visa for PG Award?

You can only apply for your graduate visa after the Exam Board / Chairs Action on the dates outlined in the below table.

You must make your appointment with INIS for your Graduate visa online and for a date **after** the exam board / chairs action. You will need a letter from the International Office confirming you have successfully completed your programme and you will also need your transcripts which are provided by the Exams office.

Graduate Visa

The Post Graduate award is at level 9 on the National Framework of Qualifications so you can apply for Student Graduate Scheme visa for to two years (1 year + 1 year).

Graduation

You will be invited to attend the next graduation as outlined in the attached table. You will receive your QQI certificate at or after the graduation ceremony, You cannot request your QQI Certificate before graduation.



Dates to exit with PG Award

If you do not follow the timing for your Masters programme there are only four times during the academic year when you can request to exit with a post graduate award which are outlined below. These are the ONLY dates to exit.

	Dates to request Exit with Post Graduate Award	Exam Board / *Chairs Action	Earliest Date for Transcript and to Apply for Graduate Visa	When you will receive your QQI Certificate	Graduation Ceremony	What is the earliest date to begin the MSc as Top Up Award
1	February Within one week of exam results being published	End February	From Mid-March	QQI Certs will be available after May	March	From the next September
2	June Within one week of exam results being published	End June	From Mid-July	At graduation Ceremony	November	From the next January
3	October Within one week of Post Graduate Results exam results being published	End October	From Mid-November	**QQI Certs will be available in early 2020	November	From the next January

** Please note that dates for QQI Certificates are indicative only and dependent on QQI issuing the certificate.

Top-Up Award

Students cannot be presented for a Post Graduate Award and MSc Award during the same academic year. See dates in above table.

Application & Fee

Students must apply to complete the Top Up with admissions and pay the appropriate fee which is significantly higher than the repeat fee.

Students can only complete the MSc Top Up Award if the programme is still running.

Applicants wishing to apply for the Masters top-up award after 24 months from the date of completion their Post Graduate Diploma will be reviewed by the School who will approve all applications for Top-Up Awards.

Students will be given the timelines for completion of the Top-Up Award by the School.

Award Classification

Students should note that there is a possibility that the highest classification they can achieve for the Masters Top-Up is a **PASS**. The reason for this is dependant on when the student requested to exit and if they have attempted or had the opportunity to attempt their dissertation.

Visa

Students cannot register as a full time student to complete the 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.

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.

Number of attempts to complete Top-Up

Students **may** have one attempt to complete the Top Up Award. The reason for this is dependent on when the student requested to exit and if they had attempted or had the opportunity to attempt their dissertation.