

Exit Award Application Form

This [Exit Award](https://www.tudublin.ie/explore/about-the-university/academic-affairs/assessment-regulations/exit-awards/) Application Form application form should be completed with due consideration of the [University Exit Award Policy](https://www.tudublin.ie/media/website/explore/about-the-university/academic-affairs/documents/Exit-Award-Policy-V1.pdf), Approved by Academic

Council, June 28, 2023.

**Section 1 - Background**

Students who formally exit from a programme of study prior to its completion may be eligible to apply for an exit award, provided such exit award has been validated as per the University’s programme validation processes and provided they have successfully attained the learning outcomes, necessary academic standing and necessary ECTS credits for the exit award.

This form is not to be used for students who wish to temporarily withdraw from a programme of study. A student, who withdraws from a programme, applies for, and is granted an exit award can subsequently apply for re-entry to the programme they exited, but not in the academic year following withdrawal.

|  |  |
| --- | --- |
| **Section 2 – Applicant Details** | |
| **Student ID:** |  |
| **Student Name:** |  |
| **Address:** |  |
| **Email Address:** |  |
| **Mobile No:** |  |

|  |  |
| --- | --- |
| **Section 3 – Programme of Study** *(from which the student wishes to exit from)* | |
| **TU Programme Code:** |  |
| **Programme Title:** |  |
| **Academic Year Last Registered:** |  |
| **Campus:** |  |
| **City Centre** |  |
| *- Grangegorman* |  |
| *- Aungier Street* |  |
| *- Bolton Street* |  |
| **Blanchardstown** |  |
| **Tallaght** |  |

|  |  |
| --- | --- |
| **Section 4 – Exit Award Sought** *(Select one from the following)* | |
| **Major Awards:** |  |
| **Higher Certificate, NFQ Level 06, 120 ECTS Credits** |  |
| **Ordinary Degree, NFQ Level 07, 180 ECTS Credits** |  |
| **Postgraduate Diploma, NFQ Level 09, 60 ECTS Credits** |  |
|  |  |
| **Non-Major Awards:** |  |
| **Postgraduate Certificate, NFQ Level 09, 30 ECTS Credits or more but less than 60** |  |
| **Certificate, NFQ Level 09, less than 30 ECTS Credits** |  |
| **Diploma, NFQ Level 06/07/08, 60 ECTS Credits or more** |  |
| **Certificate, NFQ Level 06/07/08, less than 60 ECTS Credits** |  |

|  |
| --- |
| **Section 4 – Submission Details**  *A signed electronic copy of the application can be submitted to the relevant School Office by email with Subject Line, “Exit Award Application (Student ID Number Inserted Here)”. Find contact details for each School via this page:* [*https://www.tudublin.ie/explore/faculties-and-schools/*](https://www.tudublin.ie/explore/faculties-and-schools/)  *The approved form will be allocated to and considered by the appropriate Assessment Board.*  *For an exit award to be included with* ***spring*** *awards, the application must be received between* ***1st July and 30th November****.*  *For an exit award to be included with* ***autumn*** *awards, the application must be received between* ***1st December and 30th June****.* |

# Student Declaration:

I, the undersigned, understand that if successful in this application for an exit award, I can subsequently apply for re-entry to the programme I have exited, but not in the academic year following withdrawal.

For information on the University's Data Protection Policies and Procedures and our Data Protection Notice for Students, please see our website at <https://tudublin.ie/explore/gdpr/>. Personal Data contained in this document will be held by the Data Controller for the duration of time determined in the University’s Data Retention Schedule.

**Student Signature**: **Date**:

**School Approval (***Head of School or Nominee, e.g., Head of Discipline***):**

I, the undersigned, support this application and can confirm that the Exit Award which the student has applied for has been validated.

# Title of validated Exit Award:

**Signature**: **Date**: