



TUS

**Technological University of the Shannon:
Midlands Midwest**

Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre Iarthar Láir

www.tus.ie

**TUS Policy for Embedded Awards and Exit Application
(Major and Minor Awards) 2023 - 2028**



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1.0	Approved by Academic Council

1.0 Introduction

TUS is a dynamic and vibrant multi-campus community. Our investment in high quality student supports ensures that student success and a positive student experience is a key priority. Student supports play a critical role in ensuring students have access to learning in a student-centred supportive environment and which positively contributes to student access, retention, success, and progression.

The Academic Regulations of TUS are applied consistently by TUS to all taught programmes and their associated modules. Any request by or through a Programme Board, to derogate or alter their application for a specified programme must be notified through the appropriate sub-committee structure. All embedded awards must be approved through the programme validation/review process.

2.0 Embedded Major Award

TUS offers programmes leading to major, minor, special purpose and supplemental awards. Major awards may have embedded awards. It is recognised that not all students will complete their intended programme of study and may wish to exit a programme earlier than expected. Embedded awards are programme pathways designed for and incorporated within a major award and may be granted to facilitate qualifying students who formally exit from a programme of study prior to completion of that programme, based on achievement of the learning outcomes of a defined and validated embedded award.

Embedded Awards are linked to a specified major award, and are validated normally at Higher Certificate, Bachelor Degree, Postgraduate Certificate and Postgraduate Diploma levels as appropriate to the parent programme and are included in validated programme documentation. In order for a student to apply to exit with an embedded award they must have successfully completed the required number of ECTS associated with the embedded award before the application can be processed.

Embedded Major Award	NFQ Level	Number of ECTS
Higher Certificate	6	120
Bachelor Degree	7	180
Post Graduate Certificate	9	30
Post Graduate Diploma	9	60

In cases where a student applies for and is conferred with an embedded major award, they are precluded from registering on the parent programme for a period of a minimum of one calendar year. If the student returns to TUS on the parent programme after a minimum of one calendar year, they must relinquish their original embedded award with which they exited. Students considering withdrawal should refer to the Student Handbook for further information.

3.0 Application to Exit with an Embedded Award

An application to exit with an Embedded Award is applicable when the applicant has earned sufficient credits to exit the parent programme at the appropriate award level. The applicant must have the ECTS earned before the application is processed and the parent programme must have a designated validated embedded award to facilitate the application. An exit application for an embedded award should only be made where the student has no intention of returning to the original programme on which they are registered.

3.1 Procedure for Exit Applications

- A student requesting an Embedded Award under this policy submits an exit application form, complete with appropriate fee, to the Examinations Office/Faculty Office/Finance Office as appropriate.
- The deadline dates for receipt of applications are the 8th January, 8th May and 30th September annually
- Administrative checks, as outlined in Section B of application form are completed, and the application form is forwarded to the Curriculum Office for processing.
- The Curriculum Office checks the student record to ensure the student meets all the requirements of the embedded award (compliance).
- If compliance is not met the application is returned to the Examination Office/Faculty Office, and the student is notified of the outcome.
- If compliance is met, the Curriculum Office processes the exit application on Banner, creating the Embedded Award, and returns this information to the Faculty/Examinations Office, as appropriate.
- Faculty Offices inform the relevant Head of Department that the application has been received and is being processed.

- The Faculty/Examinations Office prepares the Broadsheet of Examination results for consideration at the appropriate Examination Board where the recommendation to confer an Embedded Award will be made and documented on the Examination Broadsheet.
- Examination Boards will be constituted by the Technological University after each examination session at which exit applications will be considered. When considering an application to exit the Examination Board will apply all regulations applicable to the award category as outlined in TUS Academic Regulations.
- The decision of the Exam Board is submitted to Academic Council for ratification.
- After the Examination Board, the Embedded Award Broadsheets are processed by the Faculty/Examinations Office and stored thereafter in the Examinations Office
- Applicants will be informed of the outcome by the Examinations Office/Faculty Office.
- Students will graduate with an Embedded Award and may be invited to attend for conferring at the next available conferring ceremony.
- A HOLD is placed on the student's record by the Curriculum Office, once notified by the Examinations/Faculty Office, to alert the Admissions office in the future that the student has received an embedded award.

Exit Application for Embedded Award

An exit application for an embedded award should only be made where the student has no intention of returning to the original programme on which they are registered.

The applicant should return a fully completed application form to the relevant TUS Examinations Office/Faculty Office on or before 8th January, 8th May and 30th September annually. An administrative fee of €100 applies subject to the application being valid for processing.

Section A

APPLICANT DETAILS	RESPONSE
Surname	
FirstName	
Date of Birth	
Student Number	
Phone Number	
Email address	
Programme Title	
Programme Year	
Academic Year Completed	
Embedded Award Sought	
Brief statement as to why you are not in a position to complete your current programme of study	
I understand that once I have been conferred with an Embedded Award, I am precluded from registering on the parent programme on which I was originally registered for a period of a minimum of one calendar year .	Student Signature: _____
Date:	

SECTION B: For OFFICE USE ONLY**Administrative Checks**

Action	Department	Signed	Date
Application received	Examinations/Faculty		
Payment received	Examinations/Faculty		
Does the Student have outstanding fees?	Student Fees		
Does the student have access to SUSI funding?	Student Fees		
Check to ensure the student has not been progressed to the next stage of the programme, and in the case where progression has taken place is the student rendered ineligible to register on that programme?,	Registry/Faculty		
Meets Exit Award Compliance (yes or no):	Curriculum		
Processed on Banner	Faculty/Curriculum		
Date Student last sat exam relating to Exit Application	Faculty/Examinations		
Embedded Award Board	Faculty/Central		
Result	Exam Board		
Notified to Applicant	Examinations/Faculty		
Parchment Printed	Central		