

Policy on Learner Withdrawal from Studies/Early Exit

Policy Procedure Protocol Guideline

Office of the Nursing and Midwifery Services Director (ONMSD): Consortium of Centres of Nursing and Midwifery Education (CCNME)

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1.0 Purpose

The purpose of this policy is to provide information on how the CCNME supports the learner who decides to withdraw from their studies. The CCNME also outlines the approach of a Centre initiated withdrawal of a learner from studies.

2.0 Scope

This policy applies to all learners attending a programme of education and to staff of the CCNME who provide level 5 – level 8 educational programmes.

Academic Council	Quality Enhancement Committee	Appeals, Complaints, Committees	Programme Board, & Committees	CCNME Programme Teams	Learner
✓	✓	✓	✓	✓	✓

3.0 Policy Statement

The CCNME recognises and supports the rights of learners to withdraw from their programme of study. The CCNME supports learners who make such choices ensuring that they are informed of any implications arising from their withdrawal. While the CCNME expects and encourage learners to complete their studies there may be circumstances where the Centre may initiate learner withdrawal from studies.

4.0 Glossary of Terms Specific to this Policy

4.1 Withdrawal: This is where a learner ceases study on a programme after the end of the 'cooling off' (change of mind) period and before completion of the programme.

There are two types of withdrawal:

1. **Centre initiated:** The Centre may initiate withdrawal of a learner for
 - a. Non-engagement: this includes not participating in the assessment process (refer to Policy on Attendance and Absenteeism);
 - b. Evidence of academic misconduct such as plagiarism.
2. **Learner initiated:** where a learner requests to permanently cease being a registered participant on a programme. Learners who cease to attend and fail to confirm that they wish to continue the programme may be deemed to have withdrawn from the programme i.e. they have passively withdrawn through non-engagement (refer to Policy on Attendance and Absenteeism). The percentage of non-attendance required to initiate this process will depend on the specific attendance/duration criteria of that programme.

5.0 Roles and Responsibilities:

	Academic Council	Quality Enhancement Committee	Appeals, Complaints, Committees	Programme Board, & Committees	CCNME Programme Teams	Learner
Responsible for Implementation	✓	✓	✓	✓	✓	✓
Responsible for Monitoring & Review	✓	✓	✓	✓	✓	✓

5.1 Academic Council

- 5.1.1 Oversee the development, maintenance and approval of academic-related CCNME Quality Assurance policies, procedures in relation to Learner withdrawal/early exit of learner from studies.

5.2 Quality Enhancement Committee

- 5.2.1 Ensure a quality culture is promoted and embedded throughout the CCNME;
- 5.2.2 Responsible for the development, implementation and maintenance of a Quality Assurance Framework;
- 5.2.3 Ensure Learner engagement is apparent from curriculum design to end of programme evaluation.

5.3 Programme Board

- 5.3.1 Oversee, maintain and enhance the academic quality of QQI validated programmes of education, including ongoing monitoring and review of programme provision ensuring equitable learning opportunities are provided for learners in a supportive setting;
- 5.3.2 Oversee the delivery and review of programmes by Programme Board subcommittees to assure compliance with relevant strategies and quality assurance standards in determining the overall effectiveness and quality of programmes.

5.4 Programme Committee

- 5.4.1 Oversee the implementation, monitoring and delivery of the relevant programmes within their remit, ensuring a consistent and standardised approach to the CCNME quality assurance standards;
- 5.4.2 Monitor programme implementation and learner progress;
- 5.4.3 Identify and implement the necessary programme learning supports and resources as required;
- 5.4.4 Monitor learner withdrawal rates and record in the programme monitoring, review and evaluation report and submit to the chairperson of the Programme Board.

5.5 CCNME Programme Teams

- 5.5.1 Ensure the learner has access to the policy and associated procedure;
- 5.5.2 Monitor and review programme provision and ensure academic and quality standards are upheld;
- 5.5.3 Monitor the quality of the learning experience and learning environment
- 5.5.4 Advise learner of supports available and the process for exiting programme and implications for exiting programme;
- 5.5.5 Report learner withdrawals to the relevant Programme Committee and provide relevant information on learner attrition in programme monitoring, review and evaluation report.

5.6 Learner

- 5.6.1 Be aware of the policy and procedure on learner withdrawal from studies/early exit;
- 5.6.2 Discuss request to permanently cease being a registered participant on a programme with the Programme Coordinator and explore options available;
- 5.6.3 Be familiar with the process for withdrawing from the programme and implications for exiting the programme.

6.0 Document Control

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	V.1.0	04/11/2022
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Supporting Documentation	<ul style="list-style-type: none"> • European Association for Quality Assurance in Higher Education (ENQA). (2015). <i>Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)</i> [online]. Available from: https://www.engq.eu/wp-content/uploads/2015/11/ESG_2015.pdf [accessed 22 April 2022]. • <i>Qualifications and Quality Assurance (Education and Training) Act 2012</i>. No. 28/2012, s.57 [online]. Available from: https://www.irishstatutebook.ie/eli/2012/act/28/enacted/en/html [accessed 31 January 2022]. • Quality and Qualifications Ireland (QQI). (2016). <i>Core Statutory Quality Assurance Guidelines developed by QQI for use by all Providers</i> [online]. Available from: https://www.qqi.ie/sites/default/files/media/file-uploads/Core%20Statutory%20Quality%20Assurance%20Guidelines.pdf [accessed 30 January 2022]. • Quality and Qualifications Ireland (QQI). (2013). <i>Protection of Enrolled Learners (PEL): Protocols for the Implementation of Part</i> 	

	<p><i>6 of the 2012 Act - Guidelines for Providers</i> [online]. Available from: https://www.qqi.ie/sites/default/files/2021-09/protection-of-enrolled-learners-protocols-for-the-implementation-of-part-6-of-the-2012-act-guidelines-for-providers.pdf [accessed 30 January 2022].</p>
Related Policies & Procedures	<ul style="list-style-type: none"> • Procedure on Learner Withdrawal from Studies /Early Exit [PDF, 4 Pages]
Related Resources	<ul style="list-style-type: none"> • Programme Exit Form