

**Procedure 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 CCNME recognises the rights of learners to withdraw from their studies. The CCNME supports learners deciding to withdraw from their studies and to explore alternative options available to them.

## **2.0 Procedure**

The following procedures relate to withdrawal from a programme, either learner initiated, or Centre initiated.

### **2.1 Learner initiated withdrawals**

#### **2.1.1 Notification**

2.1.1.1 The learner notifies the Programme Coordinator, of an intention to withdraw from the programme, prior to completion.

2.1.1.2 The Programme Coordinator takes reasonable steps to meet with the learner to:

2.1.1.2.1 Discuss the reasons for the learner's decision, and to confirm the learner's intentions to withdraw from the programme;

2.1.1.2.2 Advise of supports available and the process for exiting programme and implications for exiting programme;

2.1.1.2.3 Advise the learner, where applicable, of alternative options available to them, such as applying to transfer to another Centre or reapplying to the programme at a later time.

2.1.1.3 The Programme Coordinator informs the Director of CCNME Programme team.

2.1.1.4 The learner completes the Programme Exit Form and submits to the Programme Coordinator (Appendix 1)

#### **2.1.2 Confirmation**

2.1.2.1 The Programme Coordinator, acknowledges in writing the learners request to exit the programme.

#### **2.1.3 Withdrawal**

2.1.3.1 Upon confirmation of withdrawal, the Programme Coordinator informs the Chairperson of the Programme Committee and records the withdrawal of the learner from the programme and includes as attrition rates in annual programme monitoring, review and evaluation report.

### **2.2 Centre initiated withdrawals**

#### **2.2.1 Notification**

2.2.1.1 Where a learner is not meeting the requirements of the programme the Programme Coordinator contacts the learner, by telephone/email and requests a learner to respond within 5 working days.

2.2.1.2 The Programme Coordinator invites the learner to a meeting to arrange for the learner to confirm their intentions to engage/not engage with the programme.

2.2.1.3 The Programme Coordinator takes reasonable steps to meet with the learner to:

2.2.1.3.1 Advise of supports available and the process for exiting programme and implications for exiting programme;

2.2.1.3.2 Advise the learner, where applicable, of alternative options available to them, such as applying to transfer to another Centre or reapplying to the programme at a later time;

2.2.1.3.3 Discusses the outcome of learner's decision not to engage, with the Chairperson of the Programme Committee and subsequently notifies the learner of withdrawal from the programme via written correspondence. This concludes this process.

## 2.2.2 No response

2.2.2.1 Where the learner fails to respond within the allotted timeframe:

2.2.2.1.1 The Programme Coordinator notifies them in writing that failure to respond within 5 working days from receipt of correspondence they will be considered for withdrawal;

2.2.2.1.2 Where the learner fails to respond within the allotted timeframe, Programme Coordinator recommends that the learner be withdrawn from the programme;

2.2.2.1.3 Discusses the outcome with the Chairperson of the Programme Committee and subsequently notifies the learner of withdrawal from the programme via written correspondence. This concludes this process.

## 3.0 Document Control

Document Title	<b>Procedure on Learner Withdrawal from Studies / Early Exit</b>	
Author	Consortium of Centres of Nursing and Midwifery Education (CCNME)	
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	V.1.0	04/11/2022
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Supporting Documentation	<ul style="list-style-type: none"> <li>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: <a href="https://www.engq.eu/wp-content/uploads/2015/11/ESG_2015.pdf">https://www.engq.eu/wp-content/uploads/2015/11/ESG_2015.pdf</a> [accessed 22 April 2022].</li> <li><i>Qualifications and Quality Assurance (Education and Training) Act 2012</i>. No. 28/2012, s.57 [online]. Available from:</li> </ul>	

	<p><a href="https://www.irishstatutebook.ie/eli/2012/act/28/enacted/en/html">https://www.irishstatutebook.ie/eli/2012/act/28/enacted/en/html</a> [accessed 31 January 2022].</p> <ul style="list-style-type: none"> <li>• Quality and Qualifications Ireland (QQI). (2016). <i>Core Statutory Quality Assurance Guidelines developed by QQI for use by all Providers</i> [online]. Available from: <a href="https://www.qqi.ie/sites/default/files/media/file-uploads/Core%20Statutory%20Quality%20Assurance%20Guidelines.pdf">https://www.qqi.ie/sites/default/files/media/file-uploads/Core%20Statutory%20Quality%20Assurance%20Guidelines.pdf</a> [accessed 30 January 2022].</li> <li>• Quality and Qualifications Ireland (QQI). (2013). <i>Protection of Enrolled Learners (PEL): Protocols for the Implementation of Part 6 of the 2012 Act - Guidelines for Providers</i> [online]. Available from: <a href="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">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</a> [accessed 30 January 2022].</li> </ul>
Related Policies & Procedures	<ul style="list-style-type: none"> <li>• <a href="#">Policy on Learner Withdrawal from Studies /Early Exit</a> [PDF, 5 Pages]</li> </ul>
Related Resources	<ul style="list-style-type: none"> <li>• Programme Exit Form</li> </ul>