

POLICY TITLE	FLEXI-OPTIONS
POLICY OWNER	DIRECTOR OF RECRUITMENT AND ADMISSIONS
POLICY OPERATOR	UNDERGRADUATE ADMISSIONS OFFICE

## PURPOSE

Undergraduate Flexi-Options allows access to undergraduate modules without a student having to take on a full programme of study. As registered UCC students, Flexi-Options students have access to campus facilities and full access to the relevant modules on Canvas. On successful completion of a module, students receive a transcript of results.

This policy document clarifies the process, guidelines and rules regarding admissions to undergraduate Flexi-Options modules and is intended to assist both applicants and university staff in the processing of applications and registering of students for these modules.

## SCOPE OF THIS POLICY

This policy applies to undergraduate modules only. Details of modules available are contained in the University Calendar and the Book of Modules.

This policy does not apply to modules within the following programmes, which are not normally available for Flexi-Options study:

- Medicine
- Dentistry
- Pharmacy
- Occupational Therapy
- Speech and Language Therapy
- Nursing
- Engineering.

Non-law students will normally be required to register for LW1104 Foundations of the Legal System as part of their Flexi-Options credits.

Students taking Flexi-Options modules are defined as students not pursuing a degree qualification.

## RELATED PROCEDURE

### **Pre-application**

Prospective Flexi-Options applicant should enquire with the relevant academic unit to discuss whether the module they are interested in is suitable in terms of content, module outcomes, etc. The Admissions Office will direct Flexi queries (related to content and suitability) to relevant academic units prior to application being made.

### **Application & Pre-Registration**

Students may apply for Flexi-Options modules, to a maximum value of 30 ECTS credits, in one academic year. Applicant downloads and completes Flexi-Options application form and returns this directly to the Admissions Office. As part of the application, applicants are asked to confirm that they have sought advice re suitability of module from the relevant academic unit.

The Admissions Office checks whether the module being applied for carries a pre-and/or co-requisite and if it does, that the student submits documents to verify that these requisites are met. If the applicant does not meet the requisite, the Admissions Office does not approve the application.

### **Fees**

- Students must pay in full for their Flexi-Options modules before commencing lectures each September.
- Costs per module are calculated in pro-rata proportion to the the full programme fee.
- An application fee of €35 is payable at the time of application.

### **Late Applications**

For applications made after the closing date, a late application fee of €50 applies. Late applications may incur a delay in offers being issued. Students who are admitted late onto a module are responsible for bringing themselves up-to-date with course work. In no case can acceptance of a late application be cited by students as grounds for poor performance at examinations later in the academic year. In addition, as a consequence of making a late application, a delay will occur with registration and issue of student ID card. It should also be noted that late applicants will not have immediate access to the Library, Blackboard and other student services.

### **Student Experience**

- ✓ Flexi-Options students will be expected to sit exams, attend lectures and complete assignments as outlined in the Book of Modules.
- ✓ As registered UCC students, Flexi-Options students have access to campus facilities.
- ✓ On successful completion of the module, students receive a transcript of results.
- ✓ Flexi-Options is not designed for a student to gain a degree through this route

## **Progression**

On progression to a full-time programme of study subsequent to completing Flexi-Options modules, students may apply to gain exemptions based on the modules completed, if they are in a cognate area. Exemptions are not guaranteed.