

Higher Education Provisional Entry Policy

Fact box

- **Policy owner:** Registrar
- **Policy category:** Academic: Academic Administration
- **Policy status:** Approved
- **Approval body:** Academic Board
- **Endorsement body:** Quality Assurance Committee
- **Last amended:** 24th Oct. 2024
- **Relevant HESF:**

Purpose

The purpose of this policy is to detail the qualifying period for Higher Education (HE) students granted provisional entry into a course of study.

Scope

All HE coursework courses with provisional entry allowances

Policy

The Provisional Entry Qualifying Period applies to students who are admitted on a Provisional Entry basis (see Admissions Policy). The Provisional Entry Qualifying Period is the student's first semester (if enrolled full-time) or first four completed subjects of study (if enrolled part-time) in their course.

In order to maintain their enrolment and candidature in their course, Provisional Entry students are required to maintain satisfactory course progress during their Qualifying Period (see Course Progression Policy).

Responsible for implementation

Chair, Quality Assurance Committee

Key stakeholders

Staff and students

Procedures

Higher Education Provisional Entry Procedure

Following the Internal Monitoring of Grades at the end of a student's Qualifying Period, students are to be identified as:

1. Maintaining satisfactory course progress - Provisional Entry Qualifying Period requirements removed and student's candidature confirmed.
2. Identified as being at risk of failing to maintain satisfactory course progress:

If the student has shown evidence of progress within the subject assessments across the semester, or other special circumstances apply, an Academic Student Intervention Strategy may be

implemented (see Course Progression Policy). Provisional Entry Qualifying Period status then continues for a subsequent semester. At the end of the subsequent semester's Internal Monitoring of Grades, the student is to be identified as:

- maintaining satisfactory course progress - Provisional Entry Qualifying Period requirements removed and student's candidature confirmed. Student allowed to enrol as per normal. If International Student: Resultant changes in course completion times to be noted in [PRISMS](#); or
- not maintaining satisfactory course progress (see Course Progression Policy). Student is to be excluded from course (see Exclusion from Course or Subject Policy). If International Student - this is to be reported via PRISMS.

If the student has not shown evidence of progress within the subject assessments across the semester, they may be deemed to have not met the conditions of the Provisional Entry Qualifying Period and the student's enrolment may be terminated. See 'Exclusion from Subject and Program Policy'. If International Student - this is to be reported via PRISMS.
