

## Visiting International Students Procedures

**PROCESS CAN BE RUN BY: N/A**

### **BACKGROUND**

The University facilitates visiting Semester 1 only students to take assessments prior to the Christmas break so that students can travel home and are not required to return to Maynooth for on-campus January examinations. Therefore, assessment must be completed by the end of the teaching semester, if an on-campus exam is the norm for the module.

- Where a module grade is based on continuous assessment only, no issues arise.
- Where a module grade is partly or wholly based on an on-campus examination, the examination should take place in the final week of the teaching semester.
- Individual departments are responsible for administering the examination.

### **NOTES**

- Students are not permitted to take University scheduled examinations in January.
- No provision is made in the Exam Halls for this student cohort.
- **This policy is not applicable to students who are taking their full time degree in Maynooth University.**

### **PROCEDURE**

#### **Visiting US and ERASMUS Students taking Semester 1 only**

Departments may decide to replace an examination with *an alternative but equivalent* assignment, normally due no later than the last day of the semester. Details of the assignment should be provided by the department to the students at the start of the semester.

- Module results will be uploaded to ITS by departments – deadline will be circulated to departments by the Examinations Office;
- Result will be mark out of 100 at the module level;
- Overall award will be simple credit total of modules passed;
- Broadsheets will be presented to Spring Examination Board Meeting.

#### Supplemental arrangements:

- Department sets a further assignment, during the second semester and submits a Post Board Amendment to change the result approved at the Spring Board. Only one (the latest) result for the module shows on the transcript, which will note that the result is a supplemental result. Students are not required to register for or take supplemental (resit) exams in August.

**Visiting US and ERASMUS Students taking (1) Semester 2 only, or (2) full academic year**

Assessment will follow **exactly** the procedures applicable to all Maynooth University students, including taking in-person exams in January (if full-year student) and in May, if this is the norm for the module.

- Module results will be uploaded to ITS by departments – deadline will be circulated to departments by the Examinations Office;
- Result will be mark out of 100 at the module level;
- Overall award will be simple credit total of modules passed;
- Broadsheets will be presented to Summer Examination Board Meeting.

Supplemental arrangements:

- Department sets a further assignment and submits a Post Board Amendment to change the result approved at the Summer examination board. Only one (the latest) result for the module shows on the transcript, which will note that the result is a supplemental result. Students are not required to register for or take supplemental (resit) exams in August.