

Guidelines for declining your award

This document should be read before completing the online request to Decline an Award

Definitions

Decline an award: A student may formally “Decline an Award” in circumstances where they have successfully completed their programme and are therefore eligible for the award of their degree, but wish to take some action in order to improve their award result before the award is conferred.

Declining your award means that:

- the degree currently earned will not be awarded and your academic record held by the University will be adjusted accordingly;
- the degree currently earned will not be conferred at its usual conferring ceremony;
- the award result attained after resitting or repeating some, or all, of your final year may be above or below that originally earned;
- in limited circumstances, it may also result in you being ineligible for the award first achieved.

Deferred conferring ceremony: This is a logistical request to seek permission to be conferred with the award as earned at an alternative time and/or date. Such requests are not normally granted and all graduates are automatically conferred at the scheduled ceremony.

Rules for repeating: A student who chooses to repeat a passed module (40% or over) or to take a new module in lieu of a passed module in order to try and improve a result must relinquish the mark first obtained and accept either 40% on the original module or the mark obtained at the second sitting of the same module. This means that your mark could fall because of a resit/repeat attempt. You should only register to retake a module if you are confident that you will put in sufficient study to achieve a higher result, and you are fully aware of the risk you are taking.

Time limit on repetition is as defined in Maynooth University Marks & Standards (Completing a programme, pg.7) available on the [Academic Policies and Procedures Page](#) of the Maynooth University website. A student may normally repeat a period of study only once. In exceptional circumstances the University may decide to allow additional repetition opportunities.

Where can I find the “Decline Award Request” form and the “Reinstatement of Award” form?

Both forms are available on request from the Examinations Office and will be sent to you via email.

Useful contact information (Please include your name and student number on all correspondence).

Office	Email	Telephone
Examinations Office	Exams.office@mu.ie	01 708 3820
Conferring Office	Graduation@mu.ie	01 474 7782
Registry Policy Office	Policy@mu.ie	01 474 7593
Student Records Office	Registration@mu.ie	01 708 3813

Email correspondence is preferred and normally ensures a quicker response.

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What does it mean to decline my award?

Declining your award is a serious undertaking and there are academic implications for you which should be carefully considered. By declining your award you are confirming that you do not wish to accept the award which you have earned and that you do not want to be conferred with your award.

Who can decline an award?

A final year student who is eligible for an award, but has not already been conferred may choose to decline this award.

In what circumstances should I submit a request to decline my award?

You may formally 'decline an award' earned in circumstances where you have successfully completed your programme, are eligible for the award of your degree, but you now wish to take some action in order to improve the award result.

What actions can I take to improve my award result if I decline my award?

You have two options and you can choose the option which best suits your requirements:

- (i) Resit assessments in the autumn supplemental (resit) session of up to 15 credits of passed modules, or
- (ii) Re-register to repeat up to 60 credits of passed modules in the next academic year.

You are required to decline your award before you can take either of these options.

Is it possible to resit more than 15 credits of passed modules?

You need Registry permission if you intend to resit more than 15 credits of passed modules in the autumn supplemental examination session. You can seek this permission by submitting a Registry permission/Extenuating Circumstances request (Registry Form RE1) to Policy@mu.ie. The RE-1 form is available along with all Registry forms on the [Registry Office website](#). It is important to submit this request in advance of registering for resit assessments with the Examinations Office so that the relevant permissions can be sought from your academic departments on your behalf.

What are the academic implications for declining my award?

Declining your award means that:

- the degree currently earned will not be awarded and your academic record held by the University will be adjusted accordingly;
- the degree currently earned will not be conferred at its usual conferring ceremony;
- the award result attained after resitting or repeating some or all of your final year may be above or below that originally earned
- In limited circumstances it may also result in you being ineligible for the award first achieved.

You are advised to consider each of these implications carefully before making a decision to decline your award.

How could my award result be below my original result?

Yes. Your award mark and award classification could be below what was originally achieved. The rules for repeating one or more passed modules are set out in the University's Marks and Standards (<https://www.maynoothuniversity.ie/university-policies/academic-policies-procedures>). A student who chooses to repeat a passed module (40% or over) in order to try and improve a result must relinquish the mark first obtained and accept either 40% on the original module or the mark obtained at the second sitting.

- This means that your award mark and award classification could fall because of a resit/repeat attempt.
- You should only register to retake a module if you are confident that you will put in sufficient study to achieve a higher result, and you are fully aware of the risk you are taking.

Is it possible to lose my degree originally earned and not be eligible to be conferred?

Yes, but in limited circumstances. You may not be awarded your degree if you choose to repeat alternative optional modules and do not earn a pass mark in the substitute modules,. The reason is that this will be your first sitting of this new alternative module; therefore you cannot rely on the default 40% mark on the original module.

How will my award grade be calculated if I decline the award mark originally earned?

Your award is subject to recalculation by the Examinations Office based on your performance in any resit and/or repeat attempts in accordance with the University's Marks & Standards. For your information, **Programme completion and award eligibility** is as defined in Maynooth University Marks & Standards 'Completing a programme' pg.7.

Will I be conferred with my degree at the same conferring ceremony I was originally invited to?

No. By declining your award you will not be conferred at the ceremony originally scheduled. If you are subsequently eligible for the award you will be invited at a later ceremony.

What is the deadline for submitting a request to decline my award?

The deadline for declining your award earned at the relevant University Examination Board is normally no later than 5 weeks prior to the Conferring Ceremony you are scheduled to attend. Please refer to the Conferring Office website '[Schedule of Ceremonies](#)' for further details.

The specific deadline date by which a request to decline your award can be made is published on the online Maynooth University Decline Award Request Form after each Examination session and the form will only be available for completion up to and including the relevant deadline. Further details are available on the [Examinations Office website](#) under the section 'Final year students who have been awarded their degree'.

Note: A request to decline your award after the deadline may not be approved.

I understand the academic implications for declining my award, but how do I go about doing so?

In order to decline your award you will need to:

- Request to decline your award by emailing the Examinations Office (exams.office@mu.ie) and complete the Decline Award Request Form.
- Indicate that you understand in completing and submitting the form that the degree currently earned will not be awarded, your academic record as held by the University will be adjusted accordingly and the degree will not be conferred at the usual conferring ceremony
- Apply to re-sit supplemental assessments in the autumn supplemental examination session of up to 15 credits of passed modules with the Examinations Office or
- Re-register to repeat up to 60 credits of passed modules in the subsequent academic year with the Student Records Office

What happens if I decide to decline my award but then change my mind – will my original award grade be reinstated?

If you request to decline your award and later change your mind, the first step you must take is to contact the Examinations Office in order to complete a 'Reinstatement of Award Form'

You must also cancel your registration to resit assessments in the supplemental (resit) session or your re-registration to repeat, whichever is applicable.

Again there are serious implications on requesting a reinstatement of award and this should be done in a timely fashion in order to retain your original award grade. In general the form **must** be submitted prior to the commencement of resit or repeat examinations registered for.

It is important to note that any modules registered for may be included in the recalculation of your award grade upon a reinstatement request if you have:

- sat an examination in one or all of the modules you registered to as part of the supplemental / repeat examination session
- did not attend one or more supplemental/ repeat examinations and did not cancel your registration for the resit exam in advance
- neglected to rescind the decline of your award by completing the “Reinstatement of Award” form in advance of the commencement of your supplemental exams or repeat exam registration.

What award grade will I receive if I request a reinstatement of the award originally earned?

If your reinstatement request is received prior to any attempt being made at either a resit/ re-registration you will be able to accept the award originally earned. If your reinstatement request is received after a resit/ repeat attempt, your award grade is subject to recalculation based on any additional performance in any resit/ repeat registration attempts.

After requesting a Reinstatement of Award when will I graduate?

If you have successfully completed your programme and are eligible for the award earned, you will proceed to the next available conferring ceremony. A reinstatement of award request should be received by the Examinations Office at least four weeks prior to the next available conferring ceremony.

Can I change my award after I have been conferred?

No. After the degree is conferred a student may register for modules to gain additional credits, or meet other requirements. These modules will appear on a transcript but will not alter the degree mark, which is fixed on the date of conferring.

Summary of actions necessary:

Resit up to 15 credits in autumn re-sit supplemental session, you should

- Review your award earned and consult with your department(s) before committing to declining your award;
- Request to decline your award by emailing the Examinations Office (exams.office@mu.ie) and complete the Decline Award Request Form.
- Register for resit examinations by emailing the Examinations Office and requesting a Registration form.
- Deadline available on the Examinations Office webpage.

What happens next

- You will be registered by the Examinations Office for the supplemental assessments requested by you;
- Upon completion of your supplemental resits, your results will be considered at the next Examination Board, and the results will be communicated to you.
- If you are eligible for the award, you will be invited to the next conferring ceremony where your revised award will be conferred.

Resit more than 15 credits in re-sit supplemental examinations you should

- Review your award earned and consult with your department(s) before committing to declining your award;
- Request Registry permission to register to resit more than 15 credits of passed modules by submitting the RE1 Registry Permission/Extenuating Circumstances Form to Policy@mu.ie.
- Request to decline your award by emailing the Examinations Office (exams.office@mu.ie) and complete the Decline Award Request Form.
- Register for resit examinations by emailing the Examinations Office and requesting a Registration form.
- Deadline available on the Examinations Office webpage.

What happens next

- The Registry Policy Office will notify you if your request for permission to resit more than 15 credits of passed modules has been successful;
- You will then be registered by the Examinations Office for the supplemental assessments.
- Upon completion of your supplemental examinations, your results will be considered at the next Examination Board, and the results will be communicated to you;
- If you are eligible for the award, you will be invited to the next conferring ceremony where your revised award will be conferred.

Repeat up to 60 credits of my final year in the subsequent academic year

- Review your award earned and consult with your department(s) before committing to declining your award;
- Request to decline your award by emailing the Examinations Office (exams.office@mu.ie) and complete the Decline Award Request Form.
- Contact the Student Records Office via email (registration@mu.ie) informing the Student Records Office of your intention to re-register as a repeat final year student.
- Consult the Registration Timetable on the Student Records Office website to determine the date you are required to register in person.

What happens next

- You will be registered for your repeat year of study.
- Upon completion of your repeat year of study, your results will be considered at the next Examination Board, and the results will be communicated to you.
- If you are eligible for the award, you will be invited to the next conferring ceremony where your revised award will be conferred.

Request a reinstatement of my original award grade

- Submit the Reinstatement of Award Form, available on request from the Examinations Office (exams.office@mu.ie);
- Cancel your registration to any supplemental exams you have registered for with the Examinations Office
or
- Cancel your registration to a repeat final year with the Student Records Office

What happens next

- You will be contacted by the Examinations Office confirming your request for award reinstatement

- Your award grade will be re-calculated by the Examinations Office taking into account your original award marks.
 - Your (revised) award grade will be confirmed to you upon ratification by the next available Examination Board.
 - You will be invited to the next conferring ceremony and conferred with the revised award.
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