

Policy Name: Institute Charges

Policy Title:	Institute Charges Policy
Description:	The charges for any academic course, examination or other service are those stated in this document for the current academic year or as notified to students by the Registrar's Office.
Author (Position):	Financial Controller
Version:	3.1
Approved By:	MIE Governing Body*
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*Amendments to the student levy/charges agreed by the MIE Leadership Team in June 2024

Institute Charges Policy

1. General Regulations

- 1.1 The charges for any academic course, examination or other service are those stated in this document for the current academic year or as notified to students by the [Registrar's Office](#).

Marino Institute of Education (MIE) reserves the right to alter its scales of charges at any time. Revised scales of charges will apply from the date appointed by the Governing Body¹ to all students pursuing any course the charges for which have been revised, whether or not such students have entered upon the course before the appointed date. The Governing Body¹ of MIE is not bound by any error in, or omission from, these regulations.

- 1.2 All charges become due on the dates specified in this document or as notified in the pre-registration pack issued by the [Registrar's Office](#), whichever date is the earlier, for the current academic year, and must be paid into MIE's bank account at Bank of Ireland or to the Finance Office of the Institute on or before that date. Note that it is the student's responsibility to read and be familiar with this document. There are charges and penalties for late payment of amounts due, and charges for repeat examinations/Student Placement, as set out in this document. Students are strongly encouraged to contact the Finance Office (email: studentfees@mie.ie) *in advance* if they anticipate difficulty in meeting any of the payment dates, and to pay careful attention to any communication/reminders from the Finance Office. These will normally be issued by email.
- 1.3 The preferred payment method is via the 'Pay Now' button embedded in the invoice. Instructions are set out on invoices. Payment may also be made through any bank, in favour of MIE No.1 Account with Bank of Ireland, 26 Marino Mart, Dublin 3 (IBAN: IE09 BOFI 9005 4322 3995 42), quoting student name or account reference on the payment. Crossed cheques or credit/debit card payments are also accepted. Please note that cards may be subject to a daily transaction limit of €1,500 (imposed by the issuing bank).
- 1.4 Students who are seeking an educational grant may defer payment of student contribution/tuition fee pending the outcome of their grant application but must pay any other amounts due (e.g. Student Levy) prior to registration. All students should notify the Finance Office if they are applying for a grant for the current year, irrespective of whether they were in receipt of grant in previous years. Students

¹ See [Code of Governance](#) and [Matters Reserved for the Governing Body of MIE](#)

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may be requested to sign and return a 'Third Party Authorisation Form' to authorise [Student Universal Support Ireland \(SUSI\)](#) to communicate with MIE in relation to the student's grant status.

- 1.5 Eligible EU undergraduate students on the Bachelor in Education or Baitsiléir san Oideachais Trí Mheán na Gaeilge programmes may have their tuition fees paid by the Minister for Education and Skills under the Government's tuition fee remission scheme.
- 1.6 Students required to repeat the academic exercises of a year must pay the full annual tuition fee of the repeated year.
- 1.7 Students who wish to receive credit for an academic year on the basis of academic exercises carried out at MIE, but who are granted any exemption from attendance at lectures, must pay the same fee as they would pay if attending lectures.

2. New Students: Payment of Undergraduate Fees

Undergraduate students who accept an offer of a place in the Institute through the [Central Applications Office](#) (CAO) must comply in full with the instructions set out in the offer notice. The offer will lapse unless accepted within the specified time period. The Institute reserves the right to cancel the offer despite any part payment or performance of acceptance. Students will be contacted by the Finance Office with regard to payment of fees due. Students on the B.Ed (Irish-English-medium) programmes who are eligible for the Government's tuition fee remission scheme ('Free Fees') will be liable for the student contribution and student levy (see the table of fees and charges below). Students on those programmes who are ineligible for Free Fees will be liable for both the student contribution (€3,000) and tuition fee (€2,564), as well as the student levy.

The Bachelor of Science courses are not within the Free Fees initiative. The Department of Education and DFHERIS do not pay the student tuition fees and therefore the tuition fees are charged directly to the students.

Students may be required to provide bank receipted evidence of payment of all relevant amounts.

Students may opt to pay the student contribution (and tuition fee, where applicable) in two equal instalments, 50% prior to registration and 50% by 31st January. The student levy, however, must be paid in full prior to registration.

Registration is not regarded as completed until the required charges have been paid.

Students not qualifying for the Government's tuition fee remission scheme will be invoiced for any fees due. Such fees (or the first instalment) must be paid by the notified due date, before registration date.

In cases where students are admitted after the beginning of the academic year no reduction of fees will be granted.

3. SUSI Grant-Holders

All incoming students who are offered a place and returning students, irrespective of whether they are grant-applicants, will have the place reserved only on payment of the *total* amount due for the year OR, if paying in instalments, the first instalment of student contribution and tuition fee (if applicable), OR submission of grant approval letter, AND payment by the Monday before registration date of any other amounts due (e.g. student levy). Students submitting a grant approval letter at registration nonetheless remain liable for amounts due in the event that the relevant authority does not pay the student contribution or fee for any reason.

Students who receive approval for a partial grant must pay the balance in accordance with these regulations (i.e. 50% prior to registration, the balance by 31st January).

Students who receive grant approval after registration must forward their grant approval letter to the Finance Office upon receipt. The grant-awarding body will then be invoiced for the amount due. Grant-holders will have some or all the student contribution/tuition fee paid on their behalf by the grant-awarding body, and the amount paid by the student will be reimbursed upon receipt by the Institute of payment from the grant-awarding body. If for any reason the relevant authority does not pay the student charge, the student's payment will be retained by the Institute.

4. Continuing Students - Payment of Fees

Undergraduate students must pay the relevant fee or the first instalment, by the Monday before the commencement of the new academic year. B.Ed (Irish/English-medium) undergraduate students qualifying for the Government's tuition fee remission scheme will be required to pay to the Institute the student contribution;

Students shall not be permitted to register, attend classes or avail of library, email and other services until all the relevant amounts due have been paid.

Please note that all continuing students are billed on the basis that they are successful in examinations upon which their progression depends. In the event of B.Ed (Irish/English-medium) students having to repeat their year 'on books' they will also become liable for the full annual tuition fee in addition to the student contribution.

5. Payment in Two Instalments

All E.U. students may avail of the option to pay the student contribution and, if applicable, tuition fees, in two instalments. The amounts payable are set out below. The second instalment where applicable will be payable on or before the date set out in the table below (normally 31 January for undergraduate programmes, 28

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February for postgraduate programmes). Instalments received after the due date and before the end of the following month will be subject to a late payment charge of €212. If the second instalment is not paid by the end of that month – or if there are other outstanding charges on the student’s account (such as [Library charges](#)) - the student’s name may be removed from the Institute’s books, and may be replaced on payment of a replacement fee of €358 together with the balance of fees due.

Note that charges other than the student contribution and tuition fees (e.g. student levy) may not be paid in instalments and must be paid in full by the Monday prior to registration.

6. Non-Publication of Examination Results

Publication of examination results will be withheld if there are any outstanding fees or charges on a student’s account (including library charges²). Students must ensure that fees are paid in accordance with Sections [4](#) and [5](#) above. A student must have paid all amounts owing on their account in order to be permitted to graduate.

7. Late Registration Fees

A charge of €212 will be imposed for late registration/payment (i.e. after 15 October, except in cases where the late registration is for a Junior Fresh student who received a late offer of a place, following the upgrade of exam results).

8. Refund of Fees

- 8.1 The Governing Body³ accepts no obligation to refund any fee, or any part of any fee, paid in respect of any exercise to be performed in the Institute. Refunds may, however, be made in the current academic year as stated below. Students withdrawing from their course should in all cases notify the [Registrar's Office](#) in writing in the first instance. The date of withdrawal will be taken as the date of receipt of such notification.
- 8.2 The Finance Office is authorised to make refunds to **students entering the Institute** as follows:
 - a. If a student requests to withdraw from the course or to defer the year before 31st October, any monies paid may be reimbursed minus an administration handling charge of €212. Free Fees (B.Ed (Irish/English-medium students)) will not be claimed on 1st November on behalf of the student. After 31st October and up to 31st January, half of the student contribution/fee is refundable. Students who withdraw after 31st January who have opted to pay the student contribution/fee in two instalments will be liable for the second instalment.

² See [Library Access and Borrowing Policy](#)

³ See [Code of Governance](#) and [Matters Reserved for the Governing Body of MIE](#)

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- b. If a First Year B.Ed (Irish/English-medium) student requests to withdraw from the course or to defer the year after 31st October but before 31st January, the second moiety of the free fees will not be claimed on 1st February on behalf of the student. This will have the effect that, in the event of the student returning elsewhere to third level education, only half of first year tuition fees will be payable under the Free Fees scheme. If a student withdraws from the course after 31st January, full Free Fees will be claimed on their behalf, and the student will not be entitled to Free Fees for the first year of study in the event of their subsequently resuming third level education elsewhere.
- c. Where students who have already paid the full annual tuition fee (or student contribution, for B.Ed (Irish/English-medium) students), notify the [Registrar's Office](#) after 13th September but before 31st January that they do not intend to take up the place offered, or that they are withdrawing from the Institute if they have already registered, half of the full annual tuition fee/student contribution will be refunded. Application for such refunds must be made, in writing, to the Finance Office;
- d. Where a student withdraws to change to a higher course choice on their CAO application following a recheck and upgrade of Leaving Certificate results, all fee/charges paid will be refunded in full.

Please note that course deposits paid are non-refundable, unless specifically stated otherwise within this document.

The foregoing rules apply irrespective of the date on which an offer of a place is made.

Separate regulations regarding refunds apply to the [Trinity International Foundation Programme \(TIFP\)](#).

Enquiries should be directed to the Programme Manager, in the first instance.

8.3 The Finance Office is also authorised to make refunds to all **continuing students** as follows:

- a. Where students who have paid the full annual tuition fee due on 1st September fail in a supplemental examination on which their progression depends, and in consequence discontinue their course, the fees paid will be refunded. Students who have paid only the student contribution will have this amount refunded if they decide to discontinue their course in these circumstances. Students who are permitted to repeat the year 'on-books' will be billed for the balance of any fees due, if they have not already paid the full annual fee;
- b. Where the annual tuition fee has been paid and the student has not returned to the Institute, the fee may be refunded, subject to a deduction of €212, on application to the Finance Office. Similarly,

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where students have paid only the student contribution this amount will be refunded less a deduction of €212. Applications, in writing, for such refunds must reach the Finance Office before 1st November;

- c. Where students who have already paid the full annual tuition fee and have completed registration, withdraw from the Institute, one half of the full annual tuition fee will be refunded provided they apply to the Finance Office in writing before 31st January. For continuing B.Ed (Irish/English-medium) students half of the student contribution is refundable up to 31st January. Students who withdraw after 31st January who have opted to pay the student contribution/fee in two instalments will be liable for the second instalment.

8.4 Students experiencing financial hardship should contact their Tutor in the first instance, on a confidential basis, to discuss their situation.

9. Payment of Postgraduate Fees

9.1 Students should have regard to the General Regulations above, which apply to all students.

9.2 Due dates for PME (Primary) students and all other postgraduate students are set out at [Section 13](#).

9.3 Sanctions and penalties for late registration or payment for all postgraduate students are also set out at [Section 13](#).

10. Exchequer Payment in Respect of Full-Time Undergraduate Tuition Fees

The following are the main eligibility criteria issued by the Department of Education and Skills in relation to the Free Fees initiative. Appendices to the criteria, which relate to nationality and Refugee status and the list of approved institutions (which includes MIE) are not reproduced here. Copies of the full document are available from the Finance Office on request.

11. Criteria for Determining Eligibility

Tuition fees may be paid in respect of the full-time students listed below who have been ordinarily resident in an EU/EEA/Swiss State for at least three of the five years preceding their entry to their third-level course and who meet the criteria of the scheme.

Eligibility under the scheme is determined at date of entry to the course in the case of all eligibility criteria except for nationality. With effect from the academic year, 2013/14, a 'Change of Nationality' clause forms part of the Free Fees Schemes. As was previously the case students, who do not meet the nationality criteria of the schemes, will continue to be ineligible for free fees, however if such students subsequently acquire EEA citizenship during their third level studies they may be entitled to free tuition fees for the remainder of their

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course of study. In order to be eligible under this 'Change of Nationality' clause students must have met all other criterion of the Free Fees Schemes, apart from nationality, at date of entry to their course of study.

The scheme is subject to the following conditions;

- (1) Tuition fees will be paid in respect only of students attending full-time undergraduate courses.
- (2) The courses must, other than exceptionally, be of a minimum of two years duration.
- (3) The courses must be followed in one of the approved institutions. MIE is listed as an approved institution.
- (4) Tuition fees will not be paid in respect of:
 - students pursuing a second undergraduate course.
 - students who already hold a postgraduate qualification

Notwithstanding this condition and subject to compliance with the other conditions of the Free Fees initiative, students who already hold a Level 6 qualification (Higher Certificate or National Certificate) or a Level 7 qualification (Ordinary Bachelor Degree or National Diploma) and are progressing to a Level 8 (Honours Bachelor Degree) course without necessarily having received an exemption from the normal duration of the course may be deemed eligible for free fees,

- (5) Tuition fees will also not be paid in respect of students undertaking a repeat year of study at the same year level. In this regard, this condition may be waived where evidence of exceptional circumstances, such as cases of certified serious illness, is provided.
- (6) Subject to compliance with the other conditions of the Free Fees initiative, students who have previously pursued but have not completed a course of third level study and subsequently resume third level studies:
 - a. may be deemed eligible for free fees where the third level course concerned did not attract any exchequer funding (e.g. fees, maintenance, tax relief, subsidy towards course cost)
 - b. are not eligible for free fees for the equivalent period of time spent on the first course of study where the third level course concerned did attract exchequer funding (as above). Part-time and evening students are included in this category.
- (7) Tuition fees will be paid in respect of eligible students who, having attended but not completed approved courses, are returning following a break of at least five years in order to pursue approved courses at the same level in the 2019/2020 academic year.

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- (8) The tuition fees payable do not include the payment to be made by students towards the cost of registration, examination and student services.

The Institute may require students to provide proof that they meet the above eligibility criteria by either completing a declaration of compliance and/or providing proof of attendance at previous third level courses where appropriate.

It should also be noted that failure to disclose all relevant information required to determine eligibility for the fee remission scheme may render the student liable for the full fees plus a charge of €358.

12. Fees Payable by Students Admitted for One Academic Year, One Term, or Attending Under the Open Learning Initiative

Students may be admitted to attend one or more individual modules in an academic year ('Temporary' students). Fees for these courses are set out in section [13](#) and must be paid before 1st September for Semester 1 and before 1st December for Semester 2.

Students who do not wish to receive a degree or diploma may be admitted to attend a module for credit (€500 per module) or 'Audit only' (attend and do not complete assignments for credit, €350 per module). Module descriptors are set out at [Open Learning](#).

13. Summary of Fees and Charges 2023/2024

13.1 Eligible B.Ed (Irish/English-medium) undergraduate students may qualify to have the tuition fee element of the annual fee paid on their behalf by the Minister for Education and Skills ('Free Fees').

13.2 *The main fees and charges applying for the academic year are set out in the table below:*

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Fee/Charge	Note	€
Undergraduate		
Bachelor of Education / B. Oideachais – tuition fee, where applicable, i.e. payable only for B.Ed (Irish/English-medium) students who do not qualify for ‘Free Fees’ (payable in addition to the Student Contribution of €3,000)	Students may opt to pay in two instalments Additional charges apply for late payment	€2,564
BSc in Education Studies, B.Sc in Early Childhood Education – total fee	As above re instalments and late payments.	€3,000
International students (undergraduate)	i.e. students not meeting the Department of Education and Skills’ EU nationality /residency criteria	€15,950 (a bursary of €8,950 is available to international undergraduate students for the current year)
Entering (First year) students:		
B.Ed(Irish/English-medium) Student contribution	Students may opt to pay in two instalments Additional charges apply for late payment	€3,000
B.Ed (Irish/English-medium) Student Levy	Not reimbursable after 31 October. Payable in full prior to registration.	€250 in year 1/€64 per annum years 2-4
B.Sc in Education Studies, B.Sc in Early Childhood Education Student levy	Not reimbursable after 31 October. Payable in full prior to registration.	Ed Studies €150 in Year 1/ECE €170 in Year 1 & €64 per annum years 2-4.
Late registration fee	After 15 October	€212

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Fee/Charge	Note	€
Returning students:		
B.Ed/B. Old Student contribution		€3,000
B.Sc Tuition Fee		€3,000
Administration handling charge for students who withdraw before first registration date.	Students are reminded that they should notify the Registrar in writing immediately, if they withdraw from the course.	€212
'Temporary' students , including students taking individual modules (no degree/diploma award).	Separate charges may apply, e.g. for class materials.	€400 per module, 10% discount if four or more modules are taken.
'Temporary' students, School Placement		€400: Professional Studies module (attendance and assessment) €400: For each three week school placement €400: School experience/ mentor support programme
Postgraduate*		
Professional Masters in Education (Primary) – tuition fee		€5,564
Student Levy –PME students only	Payable in full prior to registration.	€273 Year 1 and €48 in Year 2
Late registration fee – PME students	After 15 October	€212
Application Fee	An Application Fee applies to all postgraduate programmes at MIE	€30 / €50 (PME)
Other Postgraduate Programmes*		
Master in Education Studies (Intercultural Learning & Leadership/Early Childhood Education/Visual Arts/ Inquiry-Based Learning/ Christian Leadership in Education/Primary Maths) – note 1 below.		€3,950 per annum
Professional Diploma in Education (Further Education)		€5,400 per annum for one year full time/€2,700 per annum for two year part time; Student Levy €103 in year 1 & €48 in year 2
International students	i.e. students not meeting the Department of Education and Skills' EU nationality /residency criteria	€15,950 (a bursary of €8,950 is available to applicants, for the current year).

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Fee/Charge	Note	€
Fees in two instalments	Note: the instalment option does not apply to student levy	
<i>Students eligible for Free Fees:</i>		
B.Ed/B. Oid -1 st year; total due €3,250 (€3,000+€250)	Due by first registration date	€1,750
	Due on or before 31 January	€1,500
B.Ed/B. Oid – 2 nd , 3 rd and 4 th years: total due €3,064 (€3000+€64)	Due by first registration date	€1,564
	Due on or before 31 January	€1,500
<i>B.Ed (Irish/English medium) Students not eligible for Free Fees:</i>		
B.Ed (Irish/English-medium) – 1 st year; total due €5,814 (€2,564+€3,000+€250)	Due by first registration date	€3,032
	Due on or before 31 January	€2,782
B.Ed/(Irish/English-medium) – 2 nd , 3 rd and 4 th years; total due €5628 (€5564 +€64)	Due by first registration date	€2,846
	Due on or before 31 January	€2,782
BSc in Education Studies		
B.Sc –1 st year; total due €3,150 (tuition €3,000, levy €150)	Due by first registration date	€1,650
	Due on or before 31 January	€1,500
B.Sc – 2 nd , 3 rd and 4 th year; total due €3,000, levy €64	Dates as for 1 st year above	€1,564 first instalment and €1,500 second instalment.
B.Sc in Early Childhood Education		
B.Sc ECE –1 st year; total due €3,170 (tuition €3,000, levy €170)	Due by first registration date	€1,670
	Due on or before 31 January	€1,500
B.Sc ECE – 2 nd , 3 rd and 4 th year; total due €3,064 (€3,000+€64)	Dates as for 1 st year above Due on or before 31 January	€1,564. €1,500
Professional Master in Education (Primary) - 1 st years; total due €5,842 (€5,564+€278)	Acceptance deposit (non-refundable) due within two weeks of being offered a place	€500
	Due before first registration date	€2,560
	Due on or before 31 January	€2,782
Professional Master in Education (Primary) – 2 nd years; total due €5,612 (€5,564+€48)	Due before first registration date	€2,830
	Due on or before 31 January	€2,782

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13.3 Students repeating the year, examinations and Student Placement, or appealing a result, must pay fees according to the table below:

Fee/Charge	Note	
Full year repeat	Full fees for the year	
		€
Autumn repeat exams and assignments (excluding student placement) *	Maximum fee of €450, for 3 or more 5 credit modules.	€150 per 5 credit module.
Student Placement		€400: Professional Studies module (attendance and assessment) €400: For each three week school placement €400: School experience/mentor support programme
Special Education placement repeat		€200
Special examination (normally on recommendation of Court of First Appeal)		€382
Repeat fee 'off books' (not attending lectures) – exam repeat only	Maximum fee of €450, for 3 or more 5 credit modules.	€150 per 5 credit module.
Repeat one or more blocks 'on books' (excluding for degree examinations – see below)	In such cases, the fee payable is determined as a percentage of the full fee for the year (student contribution plus tuition fee) pro rata to the number of blocks in the course year.	e.g. repeating one block from 5, fee is 20% of full fee (€5,564, 2018/19), i.e. €1,112.80.
Repeat fee for degree examinations i.e. senior sophister/final year students	€400 for 1 5 credit module, 50% of full fee (student contribution and tuition) for 2 modules, full fees for 3 or more modules.	
Examination Appeal fee (refundable if the appeal is successful)		€100
B.Ed (Irish/English-medium) Year 4- Dissertation repeat		€400

** introduction of autumn repeat fees deferred: and not applicable for the current year.*

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- 13.4 Fees for the Adult Certificate in Spirituality and Human Development are €750, payable €100 on application (non-refundable), €325 by registration and the balance by 28 February. The Further Studies fee on this programme is €175 per semester (€350 for both semesters).
- 13.5 Fees for the Trinity International Foundation Programme are available from the [MIE website](#) or from admissions@mie.ie.
- 13.6 Fees for the Education Study and Internship in Dublin Programme are dealt with in accordance with the Agreements between Marino Institute of Education and the University the student is visiting from.
- 13.7 Dyslexia screening application incurs a fee of €40. This charge will be waived if a student is in receipt of any grant e.g. Higher Education Access Route (HEAR), SUSI. When attending for screening in Trinity College Dublin, the University of Dublin (hereafter referred to as Trinity), students need to present either proof of payment or a letter showing eligibility for HEAR or SUSI.
- 13.8 Mobile phones, or other electronic devices, are not permitted in examination venues - if a device rings or emits any noise during the course of an examination, it will be confiscated. Confiscated items may be retrieved from the Finance Office on payment of a €35 fine per item.
- 13.9 Duplicate transcripts: in the event that you require a duplicate transcript, please contact the [Registrar's Office](#). There is no charge for this service at present.

14. Other Charges

In addition to the Fees & Charges set out above, students should be aware of the following additional costs which, while not payable to MIE, constitute an inherent part of the cost of completing the course:

TCD Commencement Fee: payable to MIE in semester two of final year, and prior to graduation: currently €135 for Degree/Masters and €75 for Diploma, this fee is set by TCD and will be charged to the student in their final year.;

B.Ed (Irish/English-medium) and PME students, for whom a Gaeltacht Placement is a compulsory part of the programme, will incur fees and accommodation costs, payable directly to the host Gaeltacht. As an indication, this cost is likely to be in the region of €800 (estimate), The Department of Education currently operates a Gaeltacht placement grant for all ITE students. This grant is administered by MIE. Students may be eligible for a grant from SUSI towards the cost of 'compulsory field trips' and should contact SUSI *in advance* of the placement to ascertain their eligibility.

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Students may be required to pay a nominal levy to join the MIE Students' Union (MIESU). There is no levy at present, but this may be subject to change by MIESU.

15. Circulation

This document forms a part of the regulations applying to all students of MIE. This document is circulated to all students at or before registration and is also available on MIE's website and Moodle virtual learning environment⁴. Note that this document supersedes all previous versions.

16. Responsibility

16.1 The Financial Controller is responsible for this document.

16.2 This document will be reviewed annually and may be reviewed between such intervals in the event of legislative or other relevant developments.

17. Related Documents

17.1 [Virtual Learning Environment Policy](#)

17.2 [Library Access and Borrowing Policy](#)

17.3 [Code of Governance](#)

17.4 [Matters Reserved for the Governing Body of MIE](#)

⁴ See [Virtual Learning Environment Policy](#)