

Policy Identifier: Procedure for Requesting a Change from Allocated Year Group

Policy Title:	Procedure for Requesting a Change from Allocated Year Group
Description:	The purpose of this document is to outline the circumstances under which a student may request a transfer from the group that they have been allocated and the procedure to follow.
Author (Position):	Vice President (Academic Affairs) and Registrar
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Procedure for Requesting a Change from Allocated Year Group

1 Context

For teaching and administrative purposes all students on the Bachelor in Education (B.Ed.) (Primary), Bachelor in Science (B.Sc.) (Early Childhood Education), B.Sc. (Education Studies) and Professional Master of Education (PME) (Primary) programmes are allocated to a group within their year cohort on entering Marino Institute of Education (MIE). These groups are devised in different ways.

- i. Postgraduate groups are generally allocated alphabetically.
- ii. Undergraduate groups are allocated to ensure a balance of students who are e.g. male/female, and who enter through a mature or a conventional entry route.

Marino Electronic Student Records ([MAESTRO](#)), the student record management system, randomly assigns students to their groups, based on the parameters outlined above. Students remain in the group they have been allocated to for the duration of their course.

2 Purpose

The purpose of this document is to outline the circumstances under which a student may request a transfer from the group that they have been allocated and the procedure to follow.

3 Scope

This procedure applies to registered students on the B.Ed. (through the medium of English and Irish), B.Sc. and PME programmes.

4 Procedure

- 4.1 Once students have been assigned to a group, they can only be changed in exceptional circumstances, typically where the physical, emotional or mental health of a student is at risk because of the group in which they are placed.
- 4.2 A request to change groups must be made in writing by the student, with the support of their personal tutor¹, to the Registrar.
- 4.3 Such a request should contain information relevant to the circumstances around their application.

¹ See [Tutor System Policy](#) and [Tutor System Procedure](#)

4.4 Supporting evidence such as a letter from the student's tutor, a medical doctor or a psychologist may also be required.

4.5 The Registrar will generally discuss the request with the course leader and the President before making a decision on a change.

4.6 The student and their tutor will be informed via email by the Registrar's Office of the outcome of the request.

MIE is acutely aware of the importance of the [GDPR Regulations \(2018\)](#) and all data will be treated with the utmost discretion. Please refer to the [MIE Privacy Statement](#) for further information.

5 Responsibility

The responsibility for this procedure lies with the Registrar & Vice President for Academic Affairs.

6 Related Documents

6.1 [Academic Assessment and Academic Progression](#)

6.2 [MIE Privacy Statement](#)

6.3 [Tutor System Policy](#)

6.4 [Tutor System Procedure](#)