

Extension to Duration of Studies Policy

[Version 1.8]

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1 Introduction

- 1.1 The request for extension to the duration of studies applies to the dissertation submission pending period.
- 1.2 Course participants may be permitted to extend their undergraduate (Bachelor's) or postgraduate course (Master's) during their final year of studies.
- 1.3 Course participants following a Postgraduate Certificate or a Postgraduate Diploma are to be guided by the [Leave of Absence Policy](#).

2 Extensions to the dissertation submission pending period

- 2.1 Any application for an extension must be submitted to the Student Affairs Committee at least two months in advance of the final deadline for dissertation submission.
- 2.2 Extensions to the submission pending period must be endorsed by the dissertation supervisor.
- 2.3 The period of extension will be of 12 months during the full period of the course. Extensions of a lesser period are not possible, while extensions beyond 12 months will only be permitted under the most exceptional circumstances.
- 2.4 For approved extensions, the time permitted to complete the respective course will be extended by a corresponding period. Extensions to the submission pending period must not result in the course being completed beyond the maximum duration of studies as listed in Table 1 of this policy.
- 2.5 Once an extension is granted, course participants will not be permitted to submit prior to the expiration of the period of extension.
- 2.6 Applications for extensions submitted in retrospect or following the deadline communicated by the IfE will only be considered in the most exceptional circumstances.

- 2.7 Only in the most exceptional circumstances may course participants apply to extend the submission pending period beyond 12 months. In this case, an application for an extension must be submitted, along with evidence of extenuating circumstances, at least two months in advance of the extended deadline for submission.
- 2.8 In order to extend the submission pending period beyond 12 months, the extenuating circumstances should have arisen within the submission pending year.
- 2.9 Extensions to the submission pending period are subject to the payment of fees related to the enrolment in a new academic year. The applicable fee is equivalent to the annual fee of the programme for which an extension is being granted. This is a flat-rate fee payable in line with the annual fee schedule of the IfE.

3 Extensions to the resubmission period

- 3.1 Course participants who have received a referral and have been asked to resubmit their dissertation with substantial corrections after first examination, have one academic year in which to resubmit a revised dissertation, provided that this does not result in the course being completed beyond the maximum duration of studies as listed in Table 1 of this policy.
- 3.2 Course participants will be automatically enrolled in the next academic year. This is subject to an applicable fee equivalent to the annual fee of the programme for which an extension is required. This is a flat-rate fee payable in line with annual fee schedule of the IfE.

Type of Qualification	Min. period	Max. period	MQF Level	No. of ECTS
<i>Undergraduate</i>				
Bachelor of Education Honours (B. Ed. Hons)	4 yrs p/t	6 yrs p/t	6	180
Bachelor of Arts Honours Early Years, Learning and Care (Top-Up) (B.A. Hons)	1.5yrs p/t	3 yrs p/t	6	60
<i>Postgraduate</i>				
Postgraduate Certificate in Assessment for Learning Teaching Strategies (PG. Cert.)	2 yrs p/t	4 yrs p/t	7	30
Postgraduate Certificate in Digital Competencies for Education (PG. Cert.)	2 yrs p/t	4 yrs p/t	7	30
Postgraduate Certificate in Education (PG. Cert. Ed)	1yr p/t	3 yrs p/t	7	30-59
Postgraduate Diploma in Education (PG. Dip. Ed)	2yrs p/t	4 yrs p/t	7	60-89
Master of Education (M. Ed.)	3 yrs p/t	5 yrs p/t	7	90
Master in Applied Educational Leadership (M.AEL)	3 yrs p/t	5 yrs p/t	7	90
Master of Education Teaching Students with Disabilities (M.Ed)	3 yrs p/t	5 yrs p/t	7	90
Master of Science STEM Education and Engagement (M.Sc.)	3 yrs p/t	5 yrs p/t	7	90
Master of Science in Addressing Adolescents with Divergent Behaviour (M.Sc.)	3 yrs p/t	5 yrs p/t	7	90
Master of Education (Top-Up) (M.Ed.)	1 yr p/t	3 yrs p/t	7	30
Master in Applied Educational Leadership (Top-Up) (M.AEL)	1 yr p/t	3 yrs p/t	7	30
Master of Psychology in Child and Educational Psychology (M.Psy)	4 yrs p/t	6 yrs p/t	7	120

Table 1: Maximum Duration of Studies

4 Procedures

- 4.1 The course participant informs the Dissertation Supervisor and Course Coordinator of the intention to extend their academic studies. The Course Coordinator notifies the Manager Student Affairs accordingly.
- 4.2 The Manager Student Affairs contacts the course participant and makes a recommendation based on the needs presented by the said participant. The course participant is to be advised on the terms and conditions binding such extension.
- 4.3 The course participant will complete the [Extension to the Duration of Studies Form](#) and provide the endorsement of the Dissertation Supervisor in addition to any supporting

documentation (where applicable). Any application for an extension must be submitted at least two months in advance of the final deadline for submission.

- 4.4 The request and information provided by the course participant will be considered by the Student Affairs Committee. The course participant should normally receive a response from the Student Affairs Committee in writing within ten (10) business days (excluding weekends and public holidays).
- 4.5 The Course Participant will be responsible for notifying the appropriate dissertation supervisor of the approval of the extension.

5 Relevant Documents

- [Leave of Absence Policy](#)
- [Leave of Absence Form](#)
- [Extension to Duration of Studies Form](#)

6 Version history

Originator	Version	Date	Changes Done
QA Dept	1.0	25/04/2017	Initial Release
Research and Development Dept	1.1	12/10/2020	Extension may not result in course completion exceeding 5 years; Extension to the submission pending period; Extension to the resubmission period; Procedures
QA Dept	1.2	27/10/2020	Updated Extension of Studies article
QA Dept	1.3	15/03/2021	Updated Extensions to the submission pending period
Admissions Dept	1.4	30/03/2021	Updated Extension of Studies, Extension to the submission pending period, Extension to the resubmission period and procedures
Admissions Dept	1.5	18/01/2021	Updated Extension of Studies, Extension to the dissertation submission pending period
Admissions Dept	1.6	14/08/2024	Included Introduction, Updated Extensions to the dissertation submission pending period, Updated Extensions to the resubmission period, Updated Procedures.
Admissions Dept	1.7	07/10/2024	Included duration for Master of Psychology in Child and Educational Psychology in Table 1.
QA Dept.	1.8	25/01/2025	Updated in line with re-branding guidelines