Policy Title:	Category:
UNDERGRADUATE FLEXI-OPTIONS 2019/20	**Local Applications**
Policy Owner: Admissions Office	**Approved by: Danielle Byrne**
Approval Date: 17/01/2019	**Review date: 17/01/2020**

Purpose of the Policy

To outline the policy, guidelines and procedure for Undergraduate Flexi-Options study in UCC.

Definitions

Flexi-Options:	Students study up to thirty credits from an undergraduate degree at UCC.
	Undergraduate Flexi-Options allows access to a wide range of undergraduate modules interest without the requirement of undertaking a full degree of study. Students apply to modules in Year One and can progress thereafter. Separate applications are required for each semester.
	On successful completion of a module, students receive a transcript of results. This is a certificate of attendance, an official record of having completed the module.
Semester one:	12 weeks from September to December.
Semester two:	12 weeks from January to May.

Scope of the Policy

This policy applies to applicants, students and members of staff.

Policy Statement

Flexi-Options:	Students taking Flexi-Options modules are defined as students not pursuing a degree qualification. Flexi-Options applications are not normally accepted for admission to professional courses which include Medicine, Dentistry, Pharmacy, Occupational Therapy, Speech and Language Therapy, Nursing and Engineering.
Courses:	Details of courses are contained in the University Calendar (web address: http://www.ucc.ie/calendar). Module descriptions are contained in the Book of Modules (web address: http://www.ucc.ie/modules).
Assessment:	Students should consult the Book of Modules regarding module assessments
Applications:	Applications forms are available at https://www.ucc.ie/en/study/undergrad/flexioptions/ and should be

returned to admissions@ucc.ie or posted to Flexi-Options, Admissions
Office, 1st Floor, West Wing.

Registration: Details of registration procedures are issued with offers of places.

Fees: Application fee is €35. Fee payment should be made by cheque, Postal
                         Order or bank transfer made payable to University College Cork. **All
                         students are liable for course fees. Fees are charged per credit weighting
                         on the basis of the full tuition fee.** For further information on fees, please
                         see
                         https://www.ucc.ie/en/media/support/financeoffice/fees/2018_2019Ready
                         Reckoner.pdf.

Late Application: For applications made after the closing date, a late application fee of €50
                         applies. Late applications may incur a delay in offers being issued. Students
                         who are admitted late onto a module are responsible for bringing
                         themselves up-to-date with course work. In no case can acceptance of a late
                         application be cited by students as grounds for poor performance at
                         examinations late in the academic year. In addition, as a consequence of
                         making a late application, a delay will occur with registration and issue of
                         student ID card. It should also be noted that late applicants will not have
                         immediate access to the Library, Blackboard and other student services.

Procedure Outline

Stage 1:	Student consultation takes place with those interested in applying to ensure that this is the correct course of study for the potential student.
Stage 2:	Application form is sent to prospective student or can downloaded from https://www.ucc.ie/en/study/undergrad/flexioptions
Stage 3:	Completed application is returned with fee and relevant documents (application fee does not apply to currently registered students).
Stage 4:	- Standard email sent to relevant head of department/school/module coordinator or nominee asking for decision on application (to be made within one week). - If a decision does not come back from department within one week, and if the module is not at maximum capacity, the admissions office will proceed to offer a place to the student. **Proposed change for 2019/2020: Admissions Office will proceed to admit applicants onto any Year 1 modules and a standard email will be sent for Year 2 or 3 Modules with decision on application to be made within one week.**
Stage 5:	Student is contacted with response and given up to one week to accept the place.

Related Documents: https://www.ucc.ie/en/study/undergrad/flexioptions/
Contact for Further Information: admissions@ucc.ie