



**MTU**

Ollscoil Teicneolaíochta na Mumhan  
Munster Technological University

Just **ASK!**

about...  
**Results**

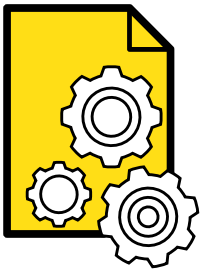
**JUNE  
2023**

# Just **ASK!** about... **Results**

**JUNE  
2023**

Important information from the Examinations Office, AnSEO – The Student Engagement Office & Registrar's Office to help guide you through the results process.

## PLEASE NOTE



This document is intended as a guide to help you better to understand your assessment results. Full information can be obtained from [MTU Cork Campuses Exams website](#) and it is very important that you read this detailed information should you have any concerns regarding your assessments and results to fully inform yourself of options and associated deadlines.

It is your responsibility to abide by the deadlines outlined and contact your Academic Department to discuss specific queries in relation to your results. Information provided here was correct at time of publication. Please ensure you keep checking for updates on the link above and on all other links referred to in this document.

## FIRST THINGS YOU NEED TO KNOW:

Provisional module results will be released on Friday, 16th June 2023 to give you the best opportunity to contact your module lecturers should you like some additional feedback on your module marks.

Important: Don't panic yet if you are not happy with what you see...

Your full set of results will be released on Monday, 19th June 2023, allowing you to see your stage result and stage classification – this may include pass by compensation.

Lecturers will be available on Friday 16th June, Monday 19th June, and Tuesday 20th June 2023.

**IF YOU PASSED ALL OF YOUR MODULES AND ARE HAPPY WITH YOUR RESULTS...  
CONGRATULATIONS AND WELL DONE!**

**IF YOU ARE NOT HAPPY, READ ON...**

- There will be reassessment opportunities.
- No matter what your results are like, you have options.
- Please read this document in full, stay in contact with your Academic Department, check your @myCIT.ie emails regularly and use the Just Ask! about Results Helpdesk.





## JUST ASK! ABOUT RESULTS HELPDISK

If you have a query after you have read this document, you are advised to contact your academic department. Key contacts include your **subject lecturers** or **course co-ordinators**. They will be able to provide information on the specifics of your query. It is generally advised that you make contact with them by email.

The team from AnSEO – the Student Engagement Office are also available at the Just Ask! about Results Helpdesk. The AnSEO team cannot advise you on the specific details of your exam results, but they can help point you in the direction of someone who can.

**You can find more information on AnSEO and on the Helpdesk at the end of this document.**

Conversations on an individual student's results can only happen with the individual student concerned. We cannot disclose details relating to individual student results to any third parties.

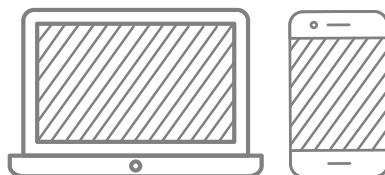
## NOW, FOR MORE DETAIL...

### HOW TO ACCESS YOUR RESULTS ONLINE

This year, provisional module results will be released on Friday, 16th June 2023 before the full set of results is released on Monday, 19th June 2023.

Please note that lecturers are not in a position to discuss the effect of examination board decisions on your overall result until the full set of results is released.

**Important note:** An email from the Examinations Office to your @myCIT email will contain full details on how to access your module results.



### CAN'T SEE YOUR RESULTS?

Remember, if there are unpaid fees on your account, a hold will have been placed on your results. Details of the hold are provided on your online Web for Student Results Page – click “**View Holds**”. Your results will be released on payment of fees. This process can take up to five working days from payment date. Queries regarding fees should be addressed to [feescork@mtu.ie](mailto:feescork@mtu.ie), quoting your student ID number.

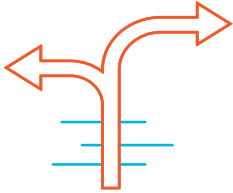


**When you look at your results on Web4 on Friday, 16th June, neither your stage average nor your overall result will be shown. You will need to wait until your full set of results is released to see your overall result. This may include pass by compensation.**



## PASSED ALL OF YOUR MODULES?

Congratulations on successfully completing this semester! All of your hard work has paid off so keep up the good work. Getting a good degree is important.



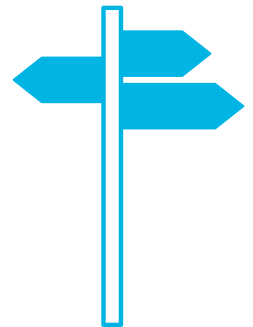
## NOT HAPPY WITH YOUR RESULTS?

Don't panic, you have options... If you failed a module(s) you will, in most cases, be afforded a reassessment opportunity in the Autumn. Your academic department will confirm your reassessment requirements. If you are a final year student, you will need to pass all modules before being eligible to graduate.

## DON'T UNDERSTAND YOUR RESULTS? READ ON...

The standard pass mark for a module is 40. On passing a module, the University records your achievement and awards you the number of credits assigned to the module. A mark of less than 40 indicates that you have failed the module unless you are eligible to pass by compensation (see more about compensation on p. 4). You will have to be re-assessed in ALL modules you have failed. Generally, you have the option (subject to compliance with module reassessment requirements) of being reassessed in the Autumn. **Depending on the particular module, Autumn reassessment requirements are a repeat exam or coursework submission or possibly a combination of both.**

[MTU \(Cork\) Examinations website](#) has a lot of useful information which can help. Your department can advise on what your reassessment options will be.



## EXAMINATIONS RESULTS CODES

There may be codes on your results, this table explains most of these codes.

Overall Result	Description
H1	First Class Honours
21	Second Class Honours Grade 1
22	Second Class Honours Grade 2
DT	Pass with Distinction
M1	Pass with Merit Grade 1
M2	Pass with Merit Grade 2
PS	Pass
EX	Failed some modules - repeat required
AB	Not present at any assessment
WD	Withdrew
WH	Withheld
FL	Fail
DE	Deferred
CO	Progress with Credits Outstanding
CP	Cannot Progress
Module Result	Description
NA	Not Applicable - no overall result
I	Deferred
X	Exempt
NP	Not Present
C	Compensation
W	Withdrew



## FAQS

(a): 'WH is written on my transcript and I can't see my results, what does this mean?'

WH means that the result of your module has been Withheld due to a query about some aspect of the assessment submitted. You should contact your Head of Department for clarification.

(b): 'One of my modules is NP. What does this mean?'

NP (Not Present) means you did not submit for any of your assessments in this particular module. This counts as an attempt. Generally, you have the option (subject to compliance with module reassessment requirements) of being reassessed in the Autumn.

## PART-TIME STUDENTS

Please note you have to present your full set of module marks for a stage before compensation can be considered.

This document is intended as a guide to help you better understand your assessment results. It is for information purposes only. Further information can be obtained from [MTU \(Cork\) Exams website](#). It is your responsibility to abide by the deadlines outlined and contact your academic department to discuss specific queries in relation to your results. This information provided was correct at time of publication. Please ensure you keep checking for updates on this link and in all other links referred to herein.

## COMPENSATION EXPLAINED:

Compensation only occurs at the end of a stage (in most cases this is at the end of the academic year).

Compensation to pass a stage can only be applied to module results in the same Progression and Awards Board sitting.

On completion of your Semester 2 modules, an exam board considers your overall performance during the year. If you are eligible to compensate on the failed module(s), a "C" appears next to your mark on your overall results and you can progress to the next year of your programme. This will happen automatically.

Normally you will be able to compensate failed modules and progress only if:

- ALL your module marks from both Semester 1 and 2 are 35 or greater;
- and
- Looking at both Semester 1 and 2 results, you have no more than 20 ECTS (typically 4 five-credit modules) between the two semesters with marks in the range 35-39;
- and
- You have passed and satisfied additional criteria in ALL of the remaining modules;
- and
- The surplus of the marks in the passed modules being presented in the current sitting is at least double the deficiency in the failed module.

**Please Note: Some modules have restrictions and will not be eligible for compensation. For further information regarding compensation contact your academic department. [MTU \(Cork\) Exams website](#) has a lot of useful information which can help.**

## FAQS



### (c): 'I got 25% in one module and passed all my other modules. Can I compensate?'

Unfortunately, in this case, compensation is not an option for you, as your grade in the failed module is lower than 35%. If, having presented for the repeat exam/assessment in the failed module, you fail again in the Autumn, you may then become eligible to "Progress With Credits Outstanding"\* into the next stage of your programme. However, you must pass the failed module during that academic year before you can progress any further.

\* In normal circumstances, a student who has no credits outstanding from any previous stage of their programme can progress to the next stage of that programme while carrying 5 credits from the current stage.

Make sure you consider the opportunities to succeed in reassessment by making use of all the supports available to you. These could include your lecturers, course coordinators or the Academic Learning Centre.

### (d): 'What happens if I need to repeat a Semester 1 module?'

In most cases, there will be an opportunity for you to be reassessed in a failed module from Semester 1 in Autumn 2023. For certain modules, the assessment is inextricably linked to the delivery and so it will be necessary to retake the module in the next delivery period. It is a really good idea in this situation for you to seek advice from your academic department.

For student who may be repeating modules, there will be a summer programme delivered by the Academic Learning Centre please see page 12 for further details.

**Please Note:** Some modules have restrictions and will not be eligible for compensation. For further information regarding compensation, contact your academic department. [MTU \(Cork\) Exams website](#) has a lot of useful information which can help.

## REPEATING

**All students who need to repeat in Autumn 2023 will receive an email after the release of the Summer 2023 programme and module results.** This email will explain the process for online registration for re-assessment (including any administration fee, where relevant), the dates of the Autumn reassessment period and will contain a link to the online registration page. Autumn Reassessment and Examinations will take place between Monday 14th August and Thursday 31st August (inclusive). In certain departments, there may be practical/lab assessments in early September and please check Canvas and/or your student email for details. The Autumn Examination Fee, irrespective of whatever number of modules are being repeated, is €120. You will be advised, via email, how you can pay this fee.

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## DO YOU FEEL YOU SHOULD HAVE DONE BETTER? READ ON...

'Assessment material' is a collective term for exam scripts, assignments, submissions, project work.

### REQUESTING A REVIEW OF MODULE MARK



#### STEP 1: VIEW YOUR ASSESSMENT MATERIAL AND IF YOU BELIEVE THAT YOU DID NOT RECEIVE THE CORRECT MARK, THEN YOU MAY REQUEST A REVIEW OF MODULE MARK.

##### How to view your Semester 2 assessment material:

You will need to submit a request to view your assessment material. Viewing of assessment material will be on campus in the examinations hall. Requests for viewing material are to be made online. Visit [MTU \(Cork\) Exams website](#) for details of this process and of how to submit the request online.

**Be aware that the deadline for submission of requests to view Semester 2 assessment material is Monday, 26th June 2023, 12pm. Late applications will not be accepted.**

Viewing is limited to the current semester assessment material only. When your assessment material is ready for viewing, you will receive an email from the Examinations Office.

##### THERE ARE TWO TYPES OF ERROR THAT CAN OCCUR:

- **Error in Calculation or Recording of Mark:** Where assessment has been correctly marked but the mark for that assessment has not been correctly included in the calculation of the overall mark. No fee.
- **Error in the Evaluation of Assessment Performance or Material:** This is when, having viewed your assessment material, you feel that there has been an error in the evaluation of assessment material or performance. This review involves a review of assessment material by an appropriate review examiner to see if the perceived error (as claimed by the student) occurred. Such a claim needs to be supported by evidence or argument and will only be considered if that is provided. Please note that there is a fee of €80 for this type of review, [payable by debit/credit card online](#). Cash payments are not accepted. In the event that your request for this type of review results in an increase in your module mark, your fee will be refunded.



#### STEP 2: SUBMIT A REQUEST FOR A REVIEW OF MODULE MARK

Having been notified that your assessment material is available to view and if you decide to request a review of your module mark, you must make contact with the Examinations Office and they will guide you through the 'Request for a Review of Module Mark' process. All communication will be sent to your @mycit.ie email address. See [MTU \(Cork\) Appeals webpage](#) for details of how to complete a Review of Module Mark request form.

For more information please read the following [Academic Policy Governing Assessment Appeals and Correction of Errors and Omissions in Respect of Assessment](#) (see page 5, 10.3 and page 8, 11.2).

This document is intended as a guide to help you better understand your assessment results. It is for information purposes only. Further information can be obtained from [MTU \(Cork\) Exams website](#). It is your responsibility to abide by the deadlines outlined and contact your academic department to discuss specific queries in relation to your results. This information provided was correct at time of publication. Please ensure you keep checking for updates on this link and in all other links referred to herein.

**Please note:** Only those modules taken in Semester 2 can be considered for Request for Review of Module Mark in this assessment period. A perceived error in the evaluation of assessment material/performance allows students to request a Review of Module Mark.

**Please note:** When requesting the review, you must identify and specify the error you believe has occurred. You cannot request a review simply because you are unhappy with your mark or because your mark is close to a certain grade.

## ASSESSMENT APPEALS

### Grounds for Assessment Appeals

1. **Extenuating circumstances** which were not known at the time of the assessment, or which were not possible to communicate within the usual timeframe, may be considered by the Assessment Appeals Board or the Chairperson of the Assessment Appeals Board. Students are reminded that extenuating circumstances are normally only considered where departments are notified within the appropriate time limits.
2. **Procedural or administrative errors** on the part of the University in the conduct of assessment, or in the application of regulations governing assessment.



### FAQS

**(e): 'I want to appeal my results – I couldn't submit my lab reports mid-semester due to being ill and I have failed this module. What should I do?'**

In general, extenuating circumstances must be submitted in a timely manner so that they can be considered by your lecturer(s) and the appropriate exam board. You should have contacted the lecturer at the time and submitted an IEC form and arranged to submit your lab reports as soon as possible.

Please note that evidence relating to extenuating circumstances will not normally be admitted as grounds for appeal, except where it was not possible to submit this evidence for consideration at the relevant Board meeting. [See Section 4 of the [Appeals Policy](#)].

### 1. Assessment Appeals based on Individual Extenuating Circumstances

In general, Individual Extenuating Circumstances must be submitted in a timely manner so that they can be considered by your lecturer(s) and the appropriate exam board. Accordingly, this means evidence relating to extenuating circumstances will not normally be admitted as grounds for appeal, except where it was not possible to submit this evidence for consideration at the relevant Examination Board meeting. [See Section 4 of the [Appeals Policy](#)]. If it was not possible for you to submit your IEC claim in time for consideration by the appropriate exam board, and if you wish for your assessment mark to be reconsidered in light of this, then you may wish to submit an assessment appeal based on extenuating circumstances.

All claims relating to extenuating circumstances must be supported by appropriate evidence, supporting documentation and outline clearly why it wasn't possible for you to lodge the documentation at the time. This evidence must be independent and must include all important details such as the nature and dates of the circumstances in question. The University reserves the right to seek independent medical opinion.

These appeals are considered by an Assessment Appeals Board which may also seek input from the examining department where appropriate. If your appeal is successful, your fee will be refunded to you. Extenuating circumstances can only be considered for the semester in which they occurred.

**For the Assessment Appeal - Extenuating Circumstances Form and more details on the process** go to [MTU \(Cork\) Appeals webpage](#). The deadline for submission of assessment appeals is **on Monday, 26th June 2023, 12:00pm**. Please note that there is a fee of €80 for Assessment Appeals, [payable by debit/credit card online](#). Cash payments are not accepted. If your appeal is upheld, your fee will be refunded.

If you have any specific queries in relation to the appeals process or review of module mark check [MTU \(Cork\) Appeals webpage](#) or email [RegistrarCork@mtu.ie](mailto:RegistrarCork@mtu.ie).



## 2. Procedural or administrative errors on the part of MTU (Cork) in the conduct of assessment, or in the application of regulations governing assessment.

Where the University makes a procedural or administrative error this may in turn have a negative impact on the academic performance of a student. Issues which could give rise to such appeals include the following:

- The assessment/exam was significantly at variance with the module descriptor or the directed course of study;
- There were circumstances in the conduct of the assessment/exam which had a significant adverse effect on the student's performance;
- The student was seriously misdirected on the format of the assessment/exam;
- Examination regulations were not properly applied by the Exam Board;
- Irregularities in the conduct of the assessment/exam were not taken into account by the Exam Board.

**SPECIAL NOTE:** If a procedural or administrative error on the part of MTU (Cork) is known prior to the relevant exam board, then the Board should be informed of the error(s) so that it can be addressed where practicable. Where such an error on the part of MTU (Cork) has been addressed by the relevant exam board, it will not be allowed as grounds for an appeal.

The student has a responsibility to inform the University of any known procedural or administrative errors at the earliest opportunity and failure to do so may result in an appeal under these grounds being disallowed.

These appeals are considered by an Assessment Appeals Board which may also seek input from the examining department where appropriate. If your appeal is successful, your fee will be refunded to you. Appeals on procedural/administrative grounds can only be considered for the semester in which the procedural/administrative error is deemed to have occurred.

**For the Assessment Appeal – Procedural/Administrative Form and more details on the process** go to [MTU \(Cork\) Appeals webpage](#). The deadline for submission of assessment appeals is **Monday, 26th June 2023, 12:00pm**. Please note that there is a fee of €80 for Assessment Appeals, [payable by debit/credit card online](#). Cash payments are not accepted. If your appeal is upheld, your fee will be refunded.

If you have any specific queries in relation to the appeals process or review of module mark check [MTU \(Cork\) Appeals webpage](#) or email [RegistrarCork@mtu.ie](mailto:RegistrarCork@mtu.ie).



Please note, if you are considering appealing your results or requesting a review of module mark, it is very important to read the detailed [MTU \(Cork\) policies and procedures available](#)



### FAQS

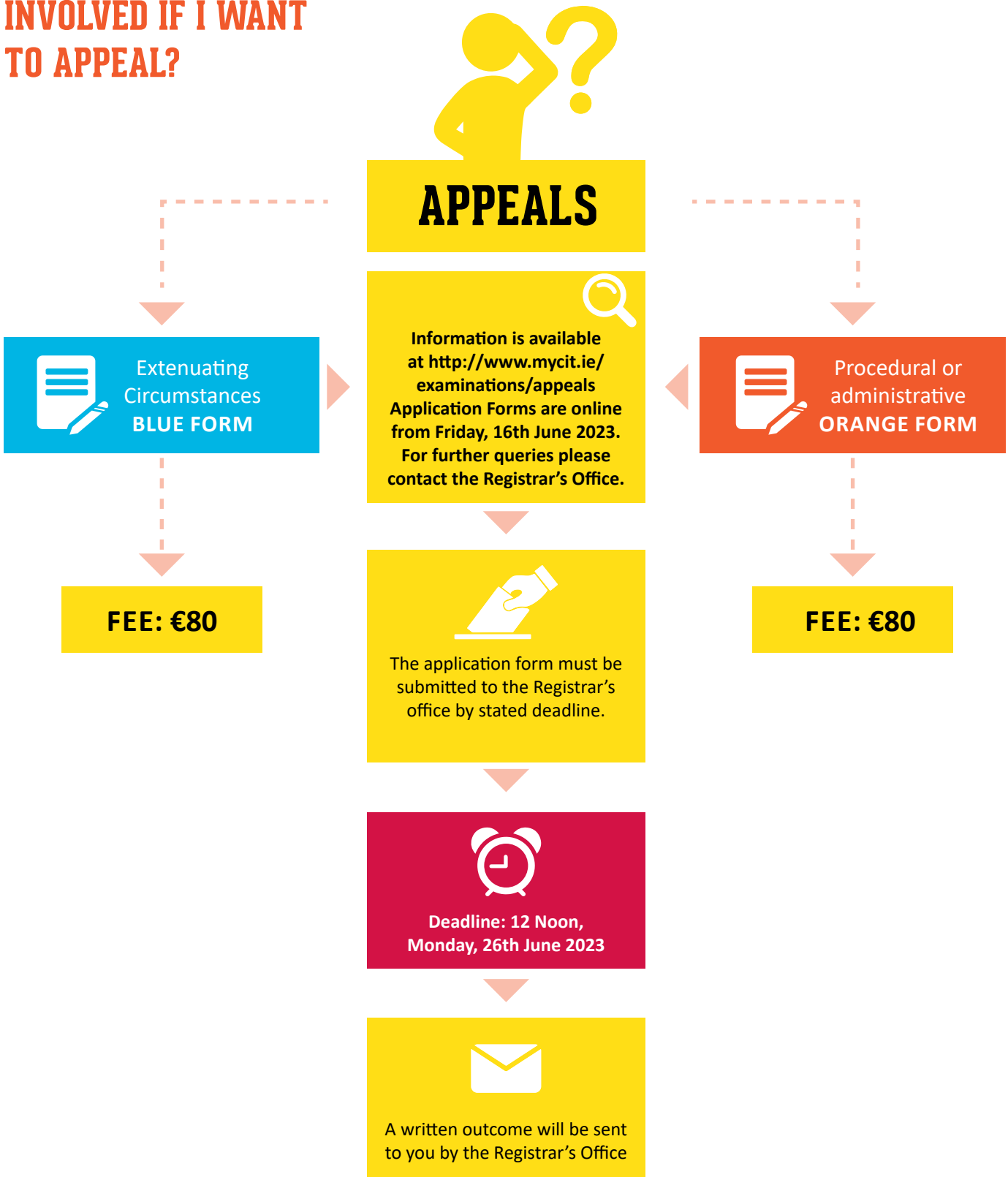
**(f): 'In a lab assessment for one of my modules, there were some technical issues which appeared to be outside of my control and which impacted on my performance in that assessment. I'm disappointed with my result in that module, and I am considering submitting a procedural/administrative appeal. Any advice?'**

Please note that it is the student's responsibility to contact the lecturer immediately if and when there appear to be issues with any assessment. It is very important to note this if you are considering submitting a procedural/administrative appeal. Where an error on the part of MTU (Cork) has been addressed by the lecturer/department and/or by the appropriate exam board, this will not be allowed as grounds for an appeal. The student has a responsibility to inform the University of any known procedural or administrative errors at the earliest opportunity and failure to do so may result in an appeal under these grounds being disallowed.

Appeals will only be upheld if it can be demonstrated that the circumstances had a large negative effect on your performance and that no other steps were taken to account for the disruption in the assessment of the material.



## WHAT ARE THE STEPS INVOLVED IF I WANT TO APPEAL?



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## I WANT TO SUBMIT FOR A REVIEW OF MY MODULE MARK - WHAT SHOULD I DO?



### REVIEW OF MODULE MARK

- 1** Complete the online form to 'View Assessment Material'  
This will be available on the MTU website from Friday 16th June 2023  
<http://www.mycit.ie/examinations/appeals>

**DEADLINE: MONDAY, 26TH JUNE 2023, 12PM**

If you are requesting a review of module mark (Error in calculation) **there is no fee.**

- 2** As soon as you have access to your material and marks you have **5 working days** to submit the review of module mark form to the Registrar's Office

If you are requesting a review of module mark (Error in evaluation of assessment material or performance) **the fee is €80 module. 1 form per module.**

The written outcome will be sent to you by the Registrar's Office

## LINKS TO IMPORTANT DOCUMENTS & WEBSITES

### Academic Regulations and Policies

- [Regulations for Modules and Programmes](#)
- [Academic Policy Governing Assessment Appeals and Errors & Omissions Relating to Assessment](#)
- [Policy Governing Individual Extenuating Circumstances Relating to Examinations and Assessment](#)

MTU (Cork) Exams website - <http://www.mycit.ie/examinations>

MTU (Cork) Exams Repeat Information webpage - <http://www.mycit.ie/autumn-repeats>

How to view your results - <http://www.mycit.ie/examinations.results.how-to-view>

Apply to view assessment material - <http://www.mycit.ie/examinations/results>

MTU (Cork) Appeals webpage - <http://www.mycit.ie/examinations/appeals>

To pay for Assessment Appeals and Reviews - <https://events.cit.ie/index.cfm?page=events&eventId=861>



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## AnSEO STUDENT ENGAGEMENT OFFICE



### WE ARE HERE TO HELP! - JUST ASK!

If you still feel unsure about who to contact with your query, please contact the Just Ask! About Results Helpdesk. You can contact the helpdesk by phone or in person on the main corridor of the Bishopstown Campus.

The helpdesk is available on Friday, 16th June, Monday 19th, Tuesday 20th June, and is operated by members of the team at AnSEO – The Student Engagement Office.

For the purposes of data protection, please have your Student ID number ready if you are contacting the helpdesk. The helpdesk team will need to verify your identity before speaking to you about your query.

Helpdesk phonedlines may be busy, so please be reminded that you may need to be patient while awaiting a response.

#### IN-PERSON HELPDESK OPEN:

Fri 16 June: 9am-11am/12pm-2pm  
Mon 19 June: 9am-11am/12pm-2pm  
Tue 20 June: 9am-11am/12pm-2pm

#### PHONE HELPDESK OPEN:

Mon 19 June: 11am-1pm/4pm-6pm  
Tue 20 June: 11am-1pm/4pm-6pm

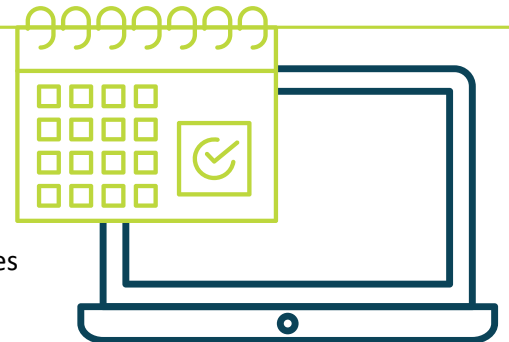
Call: **021 4326300**

### REPEATING AND NEED SOME ACADEMIC SUPPORT?

The AnSEO Summer Programme will run for 4 consecutive weeks from 17th July to 11th August, 2023. This is free and open to all students.

This year's summer programme will be blended with a range of online and in person options. During the summer programme, lecturers, tutors and coaches will meet students for live online or in-person appointments, virtual drop-in sessions, and tailored workshops. The staff are friendly and approachable. The summer programme offers a variety of supports for you succeeding and progressing to the next stage of your course.

Topics offered in the summer programme will include Maths and Stats, Accounting, Mechanics, Economics, Writing, Programming, Goal setting, Physics, Chemistry, time management and more...



Please click here for the Summer Programme Timetable:  
<https://studentengagement.cit.ie/alc/summer-programme-2023>

Academic  
Learning  
Centre

For more information about the programme visit  
<https://studentengagement.cit.ie/alc> or email us at [academiclearning@mtu.ie](mailto:academiclearning@mtu.ie)

Just Ask! is a project of AnSEO - The Student Engagement Office in collaboration with the Examinations Office and the Office of the Registrar & VP for Academic Affairs, MTU [Cork]

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