



D U N B O Y N E
C O L L E G E
O F F U R T H E R E D U C A T I O N

Repeat Policy

All courses in Dunboyne College of Further Education are of a one-year duration. In certain circumstances students may be allowed to repeat modules or an entire programme in a subsequent year. Only in exceptional circumstances will consideration of a third year be given.

Please note that there are 2 categories of repeat students:

1. If you have completed a full course in Dunboyne College of Further Education in one year and wish to do a different course at the same level in the next year.
2. If you wish to repeat individual modules from a course you attended previously or you wish to repeat the same full course that you attended before.

Please note that current or previous students applying to progress to a Level 6 programme will be interviewed for that programme. Apply online as per the usual online application process for new incoming students.

The following is the policy of Dunboyne College of Further Education in relation to repeats in the 2 categories.

Category 1: Students who wish to do a different course in a subsequent year:

1. Students must apply to the college for the new course, as per the usual online application process for new incoming students.
2. Students must then attend interview on the date and time given by the college.
3. Students must make it known at interview that they are a repeat student; failure to do so may result in disqualification.
4. Students must bring with them to interview the following documents:
 - A 100-word statement giving your reasons for choosing to repeat and/or why you have chosen this new direction in your studies

- A copy of a written reference
 - A copy of a statement of your most recent academic results
5. Students who score below 80% in interview will not be offered a place in the college.
 6. After interview, students who score 80% or above in the interview will have their application further reviewed at the next college repeat board meeting.
 7. Upon successful interview and successful review, a student will be offered a place in the college.
 8. After induction day repeat students must make an appointment to meet with Irene Togher, Academic Support. Appointments may be made through email to ITogher.dbc@LMETB.ie
 9. A student with a learning difficulty should contact Susan Clarke in Student Support on SClarke.dbc@LMETB.ie
 10. The course fee will be the same as for all Level 5 courses
 11. Decisions made by the college during this process are final

Category 2: Students who wish to repeat the same modules or course from a previous year.

1. Students must fill in the Repeat Application Form available from Irene Togher, Academic Support and return it to Irene Togher. Email ITogher.dbc@LMETB.ie
2. In the first week of September in the new academic year Category 2 Repeat Students will be required to attend a meeting at a date and time given to the student by the college.
3. Students must bring with them to that meeting the following documents:
 - A copy of their Repeat Application Form
 - A copy of a written reference
 - A copy of a statement of your most recent academic results
4. After interview, repeat students will have their application further reviewed at the next college repeat board meeting.
5. Upon successful review, a student will be offered a place in the college.
6. After induction day repeat students must make an appointment to meet with Irene Togher, Academic Support. Appointments may be made through email to ITogher.dbc@LMETB.ie
7. A student with a learning difficulty should contact Susan Clarke in Student Support on SClarke.dbc@LMETB.ie
8. Decisions made by the college during this process are final.