



Registration FAQs

I have just accepted a place on a 1st year course. What happens next?

Registration information will be sent to all students in August which will outline details of the registration process. Students are required to complete the online registration process prior to arrival at the Institute.

What happens at Student Induction?

It is essential that new first years attend all elements of New Student Induction. The programme provides valuable information on finding your way around, services available to you, important course related information and information on how to make the most out of your time at AIT. We've also planned fun elements that you won't want to miss! Your Induction timetable will be included in your registration pack.

I have just completed repeat exams but the results won't be released before classes commence. What do I do?

Repeat examination results will be released mid-September

While waiting for the publication of repeat examination results you should attend class. Continued attendance at class is contingent on a successful outcome in the repeat examinations. If you are not successful with these examinations, you should leave class immediately. Within one week of receiving your repeat examination results, and providing you have passed and are eligible to progress to the next year, you can then register online.

I failed an exam in the Autumn sitting. Can I still apply to register for the next year of my course?

The Exams Office will email you if you are eligible to progress and carry. The following restrictions apply:

1. You may only carry forward **one** module.
2. The module must be less than or equal to 10 credits.
3. You cannot apply across award years - e.g: from a Higher Certificate to a Bachelor Degree.

4. A module can only be carried into the following year. e.g: first year to second year.
5. All applications must be approved by your **Head of Department** before being finalised.
6. The current fee to carry forward a module is €175.00. This fee is not covered by any grant.

PLEASE NOTE that should you decide to carry forward a subject, you will not need to pay the repeat examination entry fee, as this will be included in the 'Progress and Carry' fee.

If you do not receive an email, please contact Exams@ait.ie to discuss your circumstances.

I have just passed repeat exams what do I do?

If you have successfully completed all required modules in the Autumn examination you are now eligible to progress where you are registered on an ab-initio programme. If you are completing a level 6/7 programme and have applied for an Advanced Entry Programme, the Admissions Office will be in contact regarding your offer. If you have not applied for an Advanced Entry Programme, and now wish to do so, you should contact admissions@ait.ie immediately.

What do I do if I want to defer my place?

First year full time students who have been offered a place through the CAO system and want to defer must **not accept** their offer. You must write immediately to the Admissions Office outlining your reasons for your request and mark the envelope 'Deferred Entry'. Go the 'Deferral Procedure' section on the CAO for further information www.cao.ie

If I have studied at third level previously what fees do I pay?

You will need to complete the Fee Assessment form and have your previous third level provider complete the necessary information. Once the form is complete please return to the Fees and grants Office in AIT

I have a medical card form/social welfare form that needs to be stamped. Where do I go?

Such forms can be stamped at the Student Enquiry Desk once you have completed the registration process.