


Admissions Policy		
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Admissions Policy

Revision History

Revision	Date	Revision Description DCRT#	Originator
01	31 July 2003	Conversion from OP176; Incorporation of OP105 (Advanced entry policy)	Diarmuid O'Callaghan
02	3 September 2004	Revised to accommodate new award titles, revised FETAC progression arrangements, entry standard to ab-initio ordinary and honours degrees and add-on Honours degree courses, and an admissions review procedure.	Diarmuid O'Callaghan
03	21 February 2005	Inclusion of two relevant policy statements from Teaching and learning policy 2MP20	Diarmuid O'Callaghan
04	02 February 2007	Revised to accommodate the allocation of points for Leaving Certificate Maths at Foundation level, as agreed by Academic Council on 4 May 2005 and 28 November 2006; the change in title of the Foundation Certificate; changes in entry requirements for Level 9 and Level 10 programmes, as agreed by Academic Council on 16 February 2006; consolidation of closing dates for applications made directly to the Institute.	AA&SAM
05	27 February 2009	Updated to incorporate Garda Vetting policy, and to amend the supplementary admission arrangements to reserve places for Phase 6 Apprentice learners and applicants demonstrating particular sporting prowess.	AA&SAM
06	20 January 2010	Updated to incorporate the acceptance of grade E higher level maths as meeting the minimum entry requirements for certain programmes on a pilot basis as agreed by Academic Council on Thursday 10 th September 2009.	AA&SAM
07	15 March 2013	Update International admissions and general editing	AA&SAM
08	8 February 2018	Update: New Leaving Cert Grades & Points System, QQI/FETAC CAS, General Editing	AA&SAM

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Purpose

The purpose of this document is to identify Institute policy on admission of students to Institute courses. Admissions policies are the responsibility of the Governing Body of the Institute through recommendations from the Academic Council of the Institute, as determined in section 10 (3) (d) of the Regional Technical Colleges Act 1992, and subsequent legislation.

Scope

This policy applies to all students applying for admission to academic programmes validated under powers delegated by QQI (formerly HETAC and FETAC) at the Institute in full-time, part-time and work-based mode.

Definitions

CAO:	Central Applications Office. See www.cao.ie
QQI	Quality and Qualifications Ireland (formerly FETAC/HETAC)
NQAI:	National Qualifications Authority of Ireland. See www.nqai.ie
Mature student:	A student over 23 years of age on 1 st of January of the year of entry on the course (unless otherwise defined).

Reference

2MP20	Teaching and learning policy and principles
3AD06	Exemptions from modules based on prior certified or experiential learning
3AD12	Academic Programme Fees and Related Charges
4FAD11	Application for progression with less than 60 credits and/or with a GPA under 2.00
4FAD12	Application form for review of admissions decision
4FAD20	International students – assessment of English language competency
3AD15	Garda Vetting Procedure for vetting students for placement in environments with children or vulnerable adults

Policy

General

It is Institute policy that:

- a. Fair and consistent admissions procedures are applied.
- b. Procedures are applied to support access, transfer and progression opportunities for learners to facilitate educational opportunity.
- c. Prior certified and experiential learning is considered as part of the admissions process, when relevant information is submitted to the admissions office.
- d. Fees are paid prior to completion of the admissions process and registration on a particular course of study.
- e. Admission to courses is subject to space availability.
- f. Admission to courses is subject to budgetary constraints imposed by the Department of Education and Skills.
- g. The Institute reserves the right to refuse admission of an individual at any time.
- h. The Institute reserves the right to alter the name of courses and award to be conferred at any time.
- i. The Institute provides a procedure for all applicants to request a review of any admissions decision.
- j. The Institute reserves the right to refuse admission.
- k. The Institute reserves the right to refuse admission to a student/applicant, withdraw an offer to a student of a place on a specific course, remove a student from a specific course, or delay a student's placement modules on a specific course where an inappropriate return is received following the Garda Vetting process.
- l. The Institute reserves the right to refuse admission to a student/applicant, withdraw an offer to a student of a place on a specific course, remove a student from a specific course, or delay a student's placement modules on a specific course for inappropriate engagement with the Garda Vetting process, and/or where matters come to light which may compromise the health and wellbeing of other campus users, including students, staff, and/or members of the public.

Entry to first year of full-time courses

- Application for admission to the first year of full-time courses must be made through the CAO. A list of courses is provided in the CAO handbook, the Institute prospectus and on the Institute website.
- Regulations for admission as determined in CAO publications shall apply.

LEAVING CERTIFICATE APPLICANTS

- The minimum entry standard for Leaving Certificate graduates progressing to a Higher Certificate (Level 6) course is a grade of O6/H7 in five subjects including Mathematics and either English or Irish.
- The minimum entry standard for Leaving Certificate graduates progressing to an ab-initio Ordinary Degree (Level 7) course is a grade of O6/H7 in five subjects including Mathematics and either English or Irish.
- The minimum entry standard for Leaving Certificate graduates progressing to an ab-initio Honours Degree (Level 8) programme is a pass in six Leaving Certificate subjects with at least two H5 grades and the remainder at least O6/H7 grades. Subjects must include Mathematics and either English or Irish.
- The results of more than one sitting of the Leaving Certificate examination may be counted towards meeting the minimum entry standard.
- Specific grades in mathematics at Foundation Level may be acceptable to meet the minimum entry requirements for mathematics in some courses (where mathematics is not considered an essential element of that course). Please refer to specific course details in Institute publications and website for details as they apply to individual courses. Where results in mathematics at Foundation Level are deemed to be acceptable, it will be considered as a passing subject provided the student achieves at least a grade F2 result. Grades below a F2 will be deemed not to meet the minimum entry requirement.
- A grade H7 in mathematics may be acceptable to meet the minimum entry requirements for mathematics in some courses (where mathematics is not considered an essential element of that course). Please refer to specific course details on the Institute website for details as they apply to individual courses. Where a grade H7 in mathematics is deemed to be acceptable, it will be considered as a passing subject towards the minimum entry requirements. 37 points will be awarded for this grade.
- Applicants presenting with a 1992-2016 Leaving Certificate will be awarded 33 points for an E grade at Higher Level.
- Results from the Leaving Certificate Applied Programme (LCAP) or foundation level Irish in the Leaving Certificate do not meet the minimum entry requirements.

- Available places will be offered based on the academic standard attained as determined by CAO points allocated on the basis of the Leaving Certificate (or equivalent) examination. Places will be offered on a competitive basis until all places (with the exception of those reserved as described below) have been filled.
- CAO points will be determined from a maximum of six subjects taken in one individual sitting of the Leaving Certificate examination.
- CAO points will be allocated to subjects as listed on the following table:

Grade		%-age	Higher Level	Ordinary Level
H1	O1	90-100	100	56
H2	O2	80-89	88	46
H3	O3	70-79	77	37
H4	O4	60-69	66	28
H5	O5	50-59	56	20
H6	O6	40-49	46	12
H7	O7	30-39	37	0
H8	O8	0-29	0	0

- Applicants presenting with 1992-2016 Leaving Cert results will have their points converted to the revised system and allocated using the below table:

Old System (Higher)			New System (Higher)			Old System (Ordinary)			New System (Ordinary)		
Grade	%-age	Points	Grade	%-age	Points	Grade	%-age	Points	Grade	%-age	Points
A1	90-100	100	H1	90-100	100						
A2	85-89	90	H2	80-89	88						
B1	80-84	85	H2	80-89	88						
B2	75-79	80	H3	70-79	77						
B3	70-74	75	H3	70-79	77						
C1	65-69	70	H4	60-69	66						
C2	60-64	65	H4	60-69	66						
C3	55-59	60	H5	50-59	56	A1	90-100	60	O1	90-100	56
D1	50-54	55	H5	50-59	56	A2	85-89	50	O2	80-89	46
D2	45-49	50	H6	40-49	46	B1	80-84	45	O2	80-89	46
D3	40-44	45	H6	40-49	46	B2	75-79	40	O3	70-79	37
E	25-39	0	H7	30-39	33*	B3	70-74	35	O3	70-79	37
F	10-24	0	H8	0-29	0	C1	65-69	30	O4	60-69	28
NG	0-9	0	H8	0-29	0	C2	60-64	25	O4	60-69	28
						C3	55-59	20	O5	50-59	20
						D1	50-54	15	O5	50-59	20
						D2	45-49	10	O6	40-49	12
						D3	40-44	5	O6	40-49	12
						E	25-39	0	O7	30-39	0
						F	10-24	0	O8	0-29	0
						NG	0-9	0	O8	0-29	0

***Note:** H7 scores 37 points from 2017. 33 points awarded for E at Higher Level for conversion purposes from 1992-2016 only.

***Note:** 25 Bonus Points are added to Higher Level Maths grades from H1 to H6 (A1 to D3)

- Where a grade of F2 or higher is achieved and mathematics at foundation level is acceptable for entry to a specific course, CAO points will be allocated as listed on the following table:

Mathematics	F1	F2
Foundation Level	20	12

- A bonus of 25 points will be allocated to students who achieve a grade H6 or above in mathematics in the Irish Leaving Certificate examination. This means that the maximum cumulative Leaving Certificate points total will increase from 600 to 625.
 - o All students presenting H6 or above in mathematics will have 25 points added to their score for mathematics. The six highest subject points scores will then be counted to achieve a cumulative points score, as is normal practice.
 - o The bonus points will only be relevant in cases where the higher level mathematics subject (including bonus points) is scored as one of the candidate's six best subjects for points purposes. Consequently, if higher level mathematics (cumulative points score) is not among these six subjects, the bonus points will not be included in the total points score.

QQI (FORMERLY FETAC) LEVEL 5 AND LEVEL 6 (FORMERLY NCVA LEVEL 2 OR 3) APPLICANTS

- The minimum entry requirements for graduates of QQI (Level 5 or 6) awards to :
 - o Higher Certificate Course (NFQ level 6) is a full QQI (Level 5 or 6) award.
 - o Ab Initio Ordinary Degree Course (NFQ level 7) is a full QQI (Level 5 or 6) award.
 - o Ab Initio Honours Degree Course (NFQ level 8) is a full QQI (Level 5 or 6) award in a related area and including Distinction grades in at least three components.

For entry to the majority of courses a full award may be accumulated over more than one academic year. In such cases it is the responsibility of the applicant to apply to QQI for a full award.

For entry to some courses certain restrictions may apply as follows:

- i. an award achieved in a single sitting may be required; or
- ii. specific component awards in mathematics must be included in the QQI award presented for entry; or

Details of whether any of the above restrictions apply will be stipulated in the course information on the Institute website and prospectus.

QQI introduced a new awards system known as the Common Awards System, or CAS, in 2013. CAS awards are replacing existing linked QQI/FETAC awards. All QQI/FETAC awards are part of CAS as of 2014.

A new scoring system for QQI/FETAC awards was introduced for entry through the CAO to higher education from 2013. This scoring system applies to all relevant QQI/FETAC level 5 and 6 awards. It applies to all results achieved from 2013.

A full FETAC Level 5 or 6 major award will have a minimum credit value of 120.

Component awards, or achievement of less than 120 credits, do not constitute a full award.

Each FETAC Level 5 and level 6 component is scored as follows. Each component is given a score based on the credit value of the component and the weighting of the grade achieved. Most component awards have a credit value of 15 (the possible component credit values are 5, 10, 15, 20 and 30).

The following weightings will apply to the grades achieved:

- Pass 1
- Merit 2
- Distinction 3

To calculate a component score, the credit value of the component is multiplied by the weighting for the grade achieved. All of the component scores are added up to a cumulative credit value of 120. When adding up these scores begin with distinctions then merits, then passes. Finally, the total is multiplied by 13 and divided by 12 to give the overall score to a maximum of 390 points.

(This means that effectively the weighting of a component will be approximately Pass = 1.083, Merit=2.167, Distinction=3.250). See below table:

Step	Component	1	2	3	4	5	6	7	8
1	Grade	D	D	D	D	M	M	P	P
2	Credit Value	30	15	15	10	30	15	15	15
3	Cumulative Credit Value (max = 120)	30	45	60	70	100	115	130	n/a
4	Credit Value for Scoring (max = 120)	30	15	15	10	30	15	5	
5	Weighting	3	3	3	3	2	2	1	
6	Weighting * Credit Value	90	45	45	30	60	30	5	
7	Add Results	305							
8	Multiply by 13 and divide by 12 (max=390)	330	note 1						
	note 1	In the old scheme the 305 would have been multiplied by 10 and divided by 9 to give 339.							

Some applicants will combine components achieved prior to the introduction of CAS with others which are part of CAS. Level 5 and 6 (NCVA) Certificates, i.e. major awards, achieved before the introduction of CAS are also scored according to the system outlined above.

All QQI/FETAC level 5 and level 6 awards will be scored using the best 120 credits to deliver a maximum of 390 points.

This adjustment is required to accommodate the new LC scoring system and to maintain the previously established relativity between QQI/FETAC scoring system and the pre 2017 Leaving Certificate scoring system.

All QQI/FETAC Level 5 and Level 6 awards will be scored using the best 120 credits to deliver a maximum of 390 points regardless of whether they were achieved before or after the introduction of CAS.

- A general specific requirement for mathematics or a language will not apply. Notwithstanding the minimum entry requirements listed above, specific Higher Certificate and ab-initio Ordinary Degree courses may have specific pre-requisite QQI/FETAC module or QQI/FETAC course requirements. Such pre-requisite requirements are listed in the Institute prospectuses. In the case of entry to Honours degree courses, relevant cognate courses and specific pre-requisite module requirements, where relevant, are specifically listed in the Institute prospectuses.
- In some courses, a specific module such as a mathematics or language module is a mandatory component of the QQI/FETAC award being presented. This requirement may be waived if the applicant has evidence of equivalent achievement from other examinations (such as previous Leaving Certificate award). It is the responsibility of the applicant to provide such evidence directly to the admissions officer of the Institute.

APPLICANTS WITH QUALIFICATIONS FROM OUTSIDE THE REPUBLIC OF IRELAND OR UK

For applicants presenting school leaving qualifications other than Irish Leaving Certificate and QQI/FETAC Level 5/6 examinations, the Institute is involved in a central evaluation process to provide a central scoring system. Such applicants should obtain a letter from QQI (<http://www.qqi.ie/Articles/Pages/Qualifications-Recognition.aspx>) comparing their foreign qualification with an Irish qualification. Once scored they compete for places together with all other applicants.

Such applicants who have been offered places will be required to satisfy all the normal legal requirements (as laid down by the Department of Justice and Equality and the Department of Foreign Affairs and Trade) to gain access to education in Ireland, before acceptance and registration requirements can be completed.

SUPPLEMENTARY ADMISSIONS ARRANGEMENTS

- A number of places will be reserved annually for applicants from categories specifically identified within the mission of the Institute. These places will be filled outside those offered based on the competitive Leaving Certificate and QQI/FETAC points, but applicants must initially apply for these places through the CAO. Specifically places will be reserved for:
 - a) Mature students,
 - b) Students without Leaving Certificate or equivalent qualifications who can meet the entry requirements in other ways,
 - c) Students with special needs,
 - d) Students from disadvantaged socio-economic backgrounds (via the REACH Scheme), and
 - e) Apprentices who have successfully completed Phase 6 (at pass or merit level) in a recognised SOLAS National Craft Certificate apprenticeship programme provided they meet minimum Leaving Certificate requirements (or equivalent) in mathematics and either English or Irish
 - f) Students applying for Sports Management and Coaching who display particular sporting prowess.

- The number of places offered in any particular category will be determined in response to overall targets as determined by the Governing Body of the Institute. Current targets for admission of categories of student are as follows:

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	% of All students	% of Non-standard students
Leaving Certificate (LC) admissions	60%	
Admissions to support Institute mission	40%	
of which		
- FETAC level 5 and 6	12.5%	33%
- Mature students	15%	50%
- Students from socio-economically disadvantaged background	3.5%	12%
- Students with special circumstances	1.5%	5%
-		

- Note: **Highlighted** targets to be reviewed prior to ratification by Academic Council
- Mature applicants will be allocated scores based on an assessment of documentation provided (all mature students will be contacted individually and given detailed information on the type of documentation required by the Institute for this assessment process).
- Mature students may choose to compete solely on Leaving Certificate or QQI/FETAC points. Such applicants must meet the minimum entry requirements for the courses for which they have applied.
- Applicants presenting results from Leaving Certificate examinations from 1985 - 1991 will be allocated points as listed in the following table:

1985 to 1991 LC Grade	New Points Awarded Higher Level	New Points Awarded Ordinary Level
A	100	56
B	77	37
C	66	28
D	46	12
E	33	0
F	0	0
NG	0	0

- Applicants from socio-economically disadvantaged backgrounds may apply to the REACH Scheme by submitting an application directly to ITB in addition to their CAO application. Eligible applicants may avail of reduced-points entry, subject to the availability of places.

- Applicants with disabilities/special needs should tick the “Medical” box on their CAO application and submit supporting documentation directly to the CAO. Eligible applicants may avail of reduced-points entry, subject to the availability of places.

OTHER APPLICANTS

- A number of places may be filled for specific categories of students to support specific cultural and other Institute interests. Students taking these places will not normally be resident in Ireland prior to admission (will be recruited as international students on study visa in Ireland) and will be recruited through an agent of the Institute using the agreed admission process. They will be required to pay tuition fees as published in the Institute Fee Policy document 3AD12. These students are offered places above the normal quota of places for the Institute and will not affect the intake of students through the CAO system. They may be admitted to first year or gain advanced entry to subsequent years depending on their entrance qualifications presented as well as to postgraduate courses. The following categories of students may be considered:

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- Non-EU Nationals*	- Up to 50 places per year
- Industry-sponsored	- Up to 20 places per year

In the case of Non-EU Nationals, a restriction will be placed on the number of students entering a particular class and a restriction will be placed on the number of students presenting from individual countries.

Such students will be admitted following application to the Institute on an individual basis following provision of evidence of achieving the entry criteria agreed with the agent including:

- Minimum agreed academic standard
- Minimum competence in English
- Essential pre-requisite modules

COMPETENCE IN ENGLISH

- Competency in written and spoken English is necessary in order to be accepted and to complete registration on any course. Applicants who do not have Leaving Certificate English must provide evidence of equivalent competence through other school leaving or matriculation examinations, or by reference from employer (form 4FAD20 is completed in these circumstances) or achievement of a

minimum standard in recognised tests of English. (Achievement of the minimum standard in such recognised tests of English satisfies the English minimum entry standard, but is not used to compute points). The minimum standard in recognised tests of English is as follows:

General or Academic English	Title of Award	Level Required
Academic	IELTS (<i>International English Language Testing System</i>)	6
Academic	ETAPP (<i>English Test for Academic and Professional Purposes</i>)	C1
Academic	TOEFL (<i>Test of English as a Foreign Language</i>)	PBT 550 CBT 213
Academic	British Council UCLES / IDP (<i>University of Cambridge Local Examinations Syndicate / International Development Programme of Australian Universities</i>)	6
Academic	JMB University Entrance test in English (Overseas) (<i>Joint Matriculation Board of the Universities of Manchester, Liverpool, Leeds, Sheffield and Birmingham</i>)	Pass
Academic	AEB (<i>Associated Examining Board</i>)	C
Academic	OEB -English as a Foreign Language (Higher Paper) (<i>Oxford Examining Body</i>)	Pass
General	TIE (<i>Test of Interactive English, Ireland</i>)	C1
General	Council of Europe	C1
General	Trinity College (UK) (<i>Integrated Skills in English Examination</i>)	10 ISE – Level III
General	TOEIC (<i>Test of English for International Communication</i>)	750
General	London Tests of English (Edexcel) Pearson Language Assessment	Level 4
General	Cambridge ESOL (<i>English for Speakers of Other Languages</i>) CAE (<i>Certificate in Advanced English</i>) CPE (<i>Certificate of Proficiency in English</i>)	Grade C Grade C
General	Pitman UK	Level 5 (Advanced)
General	ARELS/Oxford UK (<i>Association of Recognised English Language Services</i>)	Higher – Good

OTHER

- Admission on the basis of other equivalent minimum levels of knowledge, skill and competence will be considered on a case-by-case basis.

- Additional requirements in individual subjects above the minimum entry requirements may be specified for specific courses as documented in the CAO handbook and Institute prospectus.

Entry to add-on courses

- Application for admission to add-on Ordinary Degree (Level 7) courses will be considered from graduates of a relevant Higher Certificate (Level 6) course at pass level with a GPA of 2.0 or above.
- Application for admission to add-on Honours Degree (Level 8) courses will be considered from graduates of a relevant Ordinary Degree (Level 7) course at pass level with a GPA of 2.0 or above.
- Determination of relevance of courses for progression purposes will be the responsibility of the Academic Council of the Institute through its Admissions Sub-committee.
- Places will be allocated in the first instance to qualified applicants who have completed prior courses of study in the Institute. Where the number of places available is limited relative to eligible applicants, places will be allocated in order of merit. Any remaining places will be allocated among all other qualified applicants based on an order of merit determined by results achieved in previous relevant courses of study.

Entry to part-time courses

- Application is made directly to the Institute.
- The minimum entry standard for applicants to part time courses or modules is a grade O6/H7 in the Leaving Certificate examination in five subjects including mathematics and either English or Irish.
- Specific grades in mathematics at foundation level may be acceptable to meet the minimum entry requirements for mathematics in some courses (where mathematics is not considered an essential element of that course). Please refer to specific course details in Institute publications for details as they apply to individual courses. Where results in mathematics at foundation level are deemed to be acceptable, it will be considered as a passing subject provided the student achieves at least a grade F2 result. Grades below a F2 will be deemed not to meet the minimum entry requirement.
- The results of more than one sitting of the leaving certificate examination may be counted towards meeting the minimum entry standard.
- Mature applicants may be admitted without meeting these formal entry requirements.
- Applicants progressing from QQI/FETAC level 5 and level 6 courses can be considered for entry.
- Applicants with a qualification outside the Republic of Ireland or the UK, are requested to obtain a letter from QQI:

(<http://www.qqi.ie/Articles/Pages/Qualifications-Recognition.aspx>) comparing their foreign qualification with an Irish qualification.

Entry to accredited work-based courses

- Application for admission to work-based courses is as described for first year of courses above, but application is made directly to the Institute.
- Application for admission to specific work-based courses may be restricted to applicants currently employed in specific occupations as described in the prospectus for the relevant course. Where students are admitted through this facility of relevant current work, it is the responsibility of the student to inform the Institute (Admissions Office) of material changes to that work arrangement.

Progression to second and subsequent years of full-time, part-time or work-based courses

- Entry to second and subsequent years of all programmes is by successful completion of the previous year of the course. In certain circumstances, students may apply to progress from a non-award year of a course without all required credits having been accumulated. Form 4FAD11 is used for this purpose.
- Application is made directly to the Institute.

Progression/Entry to postgraduate courses

- Application for admission to Higher Diploma (Level 8) courses will be considered from graduates with an Honours Degree (Level 8) qualification, or a relevant Level 7 qualification.
- Application for admission to Postgraduate Diploma (Level 9), Masters (Level 9) and PhD (Level 10) courses will be considered from graduates of a relevant Honours Degree (Level 8) course, with 2nd class honours or higher award classification (or equivalent, or for awards prior to 2006 a Pass award with a GPA of 2.50 or above).
- Application for admission to specific courses may be restricted to applicants currently employed in specific occupations as described in the prospectus for the relevant course.
- Application is made directly to the Institute.

Entry to Apprenticeship programme

- A person entering employment as an apprentice shall meet the requirements as determined in section 3, 4 and 5 of S.I No. 168/1997. Labour Services Act 1987 – Apprenticeship Rules.
- Application for admission to the Apprenticeship programme at the Institute is made in the first instance to SOLAS, with recommendations for entry to phase 4 and 6 of apprenticeship programmes made by SOLAS to the Institute.

Advanced entry policy

- The Institute is prepared to approve arrangements whereby applicants for admission to a course may be exempted from an entire year or more of the course.
- Advanced entry is only offered where entry routes are not available without repeating prior certified learning.
- This provision enables students holding examination results or awards of other bodies to enrol on courses without being required to repeat studies substantially similar in content and standard to those that they have already successfully completed.
- Admission to advanced levels of programmes will only be considered for courses that have similar curricular content to the Institute course, where prior academic performance of the candidate is considered acceptable and where space is available in classes.
- Application is made through the CAO.

Eligibility for Exemptions

- Exemptions may be granted from specific individual modules in a particular year of a course based on prior certified or experiential learning. Please refer to procedure 3AD06.
- Exemptions may be granted only to applicants in good academic standing with the institution on the basis of whose examination or awards the application is made.
- In the case of an application for exemptions in respect of examinations taken under the aegis of an institution other than QQI/HETAC, exemptions may be granted only in respect of examinations which the applicant has passed in their entirety; any such exemptions may be granted only on a subject-to-subject basis.
- In the case of an application for exemption/progression, the Institute reserves the right to seek any relevant information from any institution or person in relation to an applicant's examination result and academic standing. The making of an application by or on behalf of an applicant implies acceptance by the applicant of this right.

Procedure

- For entry into first year of Higher Certificate (Level 6), ab-initio Ordinary Degree (Level 7) and ab-initio Honours Degree (Level 8) full-time courses, application must be made to the CAO. However, Non-EU nationals should apply through the International Office.
- For entry to add-on Ordinary Degree (Level 7) or Honours Degree (Level 8) courses, application must be made to the CAO.
- For advanced entry to Higher Certificate (Level 6) and ab-initio Ordinary Degree (Level 7) courses in year two or year three, applicants should apply to the CAO.

- Postgraduate courses (Levels 8, 9 or 10), applicants should apply in the first instance to the Admissions Office of the Institute, using the appropriate form published on the Institute website. Applications should be made before 1st June for courses starting in September and 1st December for courses starting in January.
- For entry to the Institute's part-time courses, applicants should apply in the first instance to the Admissions Office of the Institute, using the appropriate application form published on the Institute website. Applications should normally be made before 1st June for courses starting in September; relevant closing dates are published on the website each year.
- For entry to the Institute's work-based courses, applicants should apply in the first instance to the Admissions Office of the Institute, using the appropriate application form published on the Institute website. Relevant closing dates are published on the website each year. .
- For the procedure for application for exemptions from modules based on prior certified or experiential learning, refer to procedure 3AD06.

Reason for Admissions Decisions

- It is Institute policy to inform all applicants in writing of the outcome of each application for a place on any course offered by the Institute. This is done on behalf of the Institute by the CAO for courses where application is made to the CAO.
- Applicants may seek information on the reasons for any admissions decision, or may request a review of a previous admissions decision from the Admissions Office of the Institute, by completing the relevant form published on the Institute website (4FAD12).

//ends