

Admissions Policy

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Section 1: Introduction

1.1 Introduction to Dundalk Institute of Technology

The Regional Technical Colleges Act 1992 specifies that the Institute's Academic Council is appointed by the Governing Body to assist it in the planning, co-ordination, development and overseeing of the educational work of the Institute. The Institute's Academic Council has the responsibility to make recommendations to the Governing Body for the selection, admission, retention and exclusion of students and approve these regulations.

1.2 Scope of Admissions Regulations

These Admissions Regulations apply with effect from September 2015 to all undergraduate full-time programmes of study, taught postgraduate programmes of study and apprentice training programmes offered by Dundalk Institute of Technology (DkIT).

This document also sets out the guideline procedures of Dundalk Institute of Technology for the admission and registration of students to the Institute.

The Office of the Registrar has responsibility for the admission of all full time students into DkIT, undergraduate and postgraduate, including admissions from the Central Applications Office (CAO), SOLAS and from direct applicants. It also incorporates the functions of the Academic Administration Office, namely registration, fees, grants, student records and submission of returns to our funding and statutory bodies.

All 1st year applicants, with the exception of international students, are processed via CAO. It is the responsibility of the Office of the Registrar to ensure that the Institute adheres to the terms of the memorandum of understanding between the CAO and DkIT. All other admissions are handled in line with these regulations.

This policy is informed by the following admissions policies:

DCU: Undergraduate Admissions

WIT: Academic Regulations for Undergraduate and Taught Postgraduate Programmes

University of Edinburgh: Admissions Policy

University of Edinburgh: Policy and Procedure for Admissions Feedback Appeals and Complaints.

University of Leeds: Undergraduate Admissions Policy

University of Surrey: Undergraduate Admissions Policy

University of Ulster: Student Recruitment and Admissions Policy

Section 2: Admissions & Guiding Principles

This admission policy of Dundalk Institute of Technology is approved by Academic Council and administered by the Office of the Registrar. This policy applies to all full-time undergraduate and taught post-graduate programmes:

- DkIT is committed to equality of opportunity in education. [Appendix 1 Equal Access & Participation Policy Statement](#).

- Entry requirements for programmes are approved as part of programme development or review and are validated by the Institute's Academic Council.
- The Institute reserves the right to refuse admission to any applicant who fails to meet the entry criteria.
- The Institute reserves the right to cancel or modify its programmes at any time.
- To become a student of DkIT, individuals must be fully registered on a programme. Applicants are not considered to be a student on the basis of an offer and/or acceptance of an offer.
- All students are subject to the provisions of the DkIT Child Protection Policy.
- DkIT reserves the right to request any student to complete the Garda/Police Vetting procedures and, in particular, any student who may be dealing with children and other vulnerable groups. In line with the DkIT Garda Vetting Policy a student's place may only be confirmed subject to gaining a successful Garda Vetting.

2.1 Application and Entry Requirements

Application procedures differ according to the types of courses for which an applicant applies:

Full-time Undergraduates	Taught Postgraduates, Advanced Entry and Add on	Apprenticeships
All applicants apply through the CAO	Apply to the Admissions Office by completing a postgraduate application, advanced entry application or add-on application	Register with Solas through your employer

First year international admissions are dealt with by the international Office.

There are two types of applicant for full-time Undergraduate Programmes:

Standard Applicant	Non-Standard Applicant
<ul style="list-style-type: none"> • Leaving Certificate (non-mature) • FETAC 2002 to date 	<ul style="list-style-type: none"> • Mature Applicants • FETAC/NCVA pre 2002 or PLC • Already completed a third level course (all or in part) or who have a special qualification RPL • Other qualifications or relevant work experience REL • A Level/GCSE/BTec etc. • EU Applicants (non-Irish) • Non EU Applicants

2.2 Standard Admission – Entry to Year 1

All applications for first year programmes must be made through the CAO. *Standard Application Entry Requirements are detailed in Appendix 2.*

2.3 Non-Standard Admission – Entry to Year 1

Non-standard applicants must make their application through the CAO and complete the 'Further Details' section of the application form.

2.3.1 Northern Ireland Applications (*Appendix 3*)

2.3.2 FETAC Applications (*Appendix 4*)

2.3.3 Mature Student Applications (*Appendix 5*)

Any applicant 23 years of age or over on 1st January in the year of entry to first year of a full-time programme is considered to be a mature applicant.

2.3.4 EU Applications

Applications from other EU nationals will be assessed on academic achievements to date in accordance with national standards.

2.3.5 Non-EU Applications

All Non-EU applicants are ordinarily required to apply through our International Office. Applications from non-EU applicants will be assessed on academic achievements. Applicants must provide certified evidence of all relevant qualifications held to date including, where appropriate, evidence of proficiency in English.

2.4 Admission to Deferred 1st Year Place

DkIT will consider requests from applicants, who decide to defer their entry until the following academic year due to unforeseen and exceptional circumstances. The policy and procedure on *Deferred Entry is outlined in Appendix 6*.

2.5 Advanced Entry Admission

2.5.1 Advanced Entry

Undergraduates from DkIT who complete Level 6 or Level 7 programmes may be eligible to apply for relevant add-on programmes.

The Institute considers applicants who have completed Higher Certificate (Level 6)/Ordinary Degree (Level 7) programmes in other Institutes and who wish to pursue relevant Ordinary Degree (Level 7) or Honours Degree (Level 8) programmes. (*DkIT does not accept advanced entry applications for the BA Honours in Social Care*). *Advanced Entry Procedure is outlined in Appendix 7*.

2.5.2 Northeast Further and Higher Education Alliance (NEFHEA)

The North East Further & Higher Alliance (NEFHEA) is a major regional higher and further education initiative involving DkIT and further education colleges in the North East. The alliance was formed to enable easier access to higher education and to support progression from further to higher education. *Further information is available on www.dkit.ie/nefhea*

2.5.3 Recognition of Prior Learning (RPL & RPEL)

Applicants, who hold other qualifications and/or experience, may be considered for advanced entry to a specific undergraduate programme. Evidence of this must be presented in line with the *Institute Recognition of Prior Learning Policy, further information available on www.dkit.ie/registrar/policies*.

2.6 Apprentice Admission

SOLAS determine the eligibility of apprentice candidates in accordance with their regulations and forward details of qualified persons to the Office of the Registrar. The Admissions Office process the information provided and register apprentice students on to Phase 4 and Phase 6 of the appropriate apprenticeship programmes.

2.7 Admission to Taught Postgraduate Programmes

Postgraduate study can be undertaken through study on a taught Master's programme.

2.7.1 Entry Requirements

Applications will be considered from candidates who:

- Hold a QQI Level 8 award or equivalent (at minimum Second Class Honours, Grade 2 level) in an area of study cognate to the proposed study area or
- Hold such other qualifications as may be acceptable to the Programme Board for the purposes of proceeding to a specific Master Degree or
- Have achieved outstanding merit in a specialist artistic field as evidenced by an accumulated body of published/performed work, a scholarly approach to their subject area, and significant national and/or international reputation and this standard to be assessed by the Programme Board.

Candidates holding foreign academic qualifications must submit certified copies of all relevant qualifications held to date at the time of application and demonstrate a minimum proficiency in English at 6.5 on the IELTS scale or equivalent.

2.8 Repeat Admission

Students are required to register to repeat all modules that they have not successfully completed.

2.8.1 Repeat Examinations only

Students should apply to re-sit examinations online. All queries should be directed to the Examinations Office.

2.8.2 Repeat and Attend

Students should make their application to seek permission to re-attend module(s) through their academic department. The student should meet with their Head of Department and complete the Repeat Student Admission Form. The availability of places may restrict admission to repeat and attend. The Institute reserves the right to restrict entry to programmes for repeat and attend applicants.

2.9 The Higher Education Access Route (HEAR)

DkIT is a participating Institute in the Higher Education Access Route (HEAR) which is an admissions scheme for school leavers from socio-economically disadvantaged backgrounds who have completed the Irish Leaving Certificate. School Leavers must be under the age of 23 as of 1 January of year of entry and resident in the Republic of Ireland. Further information is available on [Information on how students from socio-economic and disadvantaged groups can apply to DkIT \(HEAR\) / How To Apply / Admissions / DkIT - Dundalk Institute of Technology](#)

Applications to HEAR can only be made online through the CAO.

2.10 The Disability Access Route to Education (DARE)

The Disability Access Route to Education (DARE) is a third level supplementary admissions scheme for school leavers under the age of 23 who, because of the impact of their disability, may not meet the competitive CAO points for the programme of their choice. Dundalk Institute of Technology is a member of the DARE Scheme. For a complete guide to DARE please see www.accesscollege.ie.

Students applying to DkIT outside of the DARE Scheme are advised to contact the Disability Office to discuss supports.

2.11 Scholarships

The Institute has two Undergraduate Scholarship Programmes currently in place:

2.11.1 Access Scholarship – 1916 Bursary Fund

The 1916 Bursary Fund is managed by the Higher Education Authority (HEA) on behalf of the Department of Further and Higher Education, Research, Innovation and Science (DFHERIS). The purpose of the 1916 Bursary Fund is to encourage participation and success by students from sections of society that are significantly under-represented in higher education. In February 2020 the Department of Education and Skills announced the rollout of the 1916 bursary fund for a further 3 years starting in 2020/21. Information on the Bursary Fund is available on the following link <https://hea.ie/funding-governance-performance/funding/student-finance/1916-bursary-fund/>

2.11.2 Sports Scholarship

The DkIT Sports Scholarships Programme focuses on developing our top athletes so that they are in a position to achieve sporting success and development, during and after their time at the Institute. Sports Scholarships are awarded to persons of outstanding sporting ability. *The Sports Scholarship Programme is outlined in Appendix 8.*

2.12 Applicants with a Criminal Conviction

A criminal conviction does not normally prevent admission to a programme of study at the Institute. However, the Institute reserves the right, not to offer, or retract an offer, of a place to a candidate, where making such an offer might impact on the Institute's duty of care to others.

DkIT reserves the right to request any student to complete the Garda/Police Vetting procedures and, in particular, any student who may be dealing with children and other vulnerable groups even where this is incidental to participation in the programme concerned. There are a number of programmes where Garda/Police Vetting is an automatic requirement due to the placement component of the programme. Registration on these programmes is conditional until successful completion of vetting procedures. The Institute reserves the right to withdraw or exclude a student from a programme if Garda Vetting is not successful. [The Institute Police/Garda Vetting Policy is available on www.dkit.ie/placement/policy-documentation-publications/garda-policevetting-policy](http://www.dkit.ie/placement/policy-documentation-publications/garda-policevetting-policy)

Section 3: Registration & Guiding Principles

Once an offer of a place has been accepted at DkIT it is necessary to register as a student. An applicant is not considered to be a student on the basis of the offer of a place or the acceptance of that offer.

- Following acceptance of an offer of a place individuals are expected to register on-line and attend for scheduled Induction prior to attending classes.
- To become a student of DkIT applicants must be fully registered on a programme of study. It is the responsibility of an applicant to ensure their registration is complete.
- The Institute reserves the right to refuse to register an applicant where doing so might impact on the Institute's duty of care to others.
- When an applicant is not permitted to register on a programme, the decision will be communicated to the applicant in writing. The applicant will be provided with an opportunity to appeal the decision to the Registrar of DkIT.
- An un-registered applicant is not entitled to avail of any DkIT facilities or services.
- All students are required, as a condition of their registration, to accept the Institutes rules and regulations which are set out on the Institute website www.dkit.ie and in student handbooks.

3.1 On-line Registration

On-line Registration is available to applicants who have accepted an offer of a place at the Institute, for full-time students who are eligible to progress to the next stage of their programme and for students who are progressing onto add-on Programmes. [General information regarding online registration is available on https://www.dkit.ie/admissions/undergraduates/online-registration](https://www.dkit.ie/admissions/undergraduates/online-registration)

3.2 Student Card and Identification

Dundalk Institute of Technology issue a Student Identification Card to each student following registration on a new programme. *Appendix 9 outlines the policy on Student Cards and Identification.*

3.3 Student E-mail

An email account will be issued to incoming students. The Institute communicates with students via this e-mail account during the course of their studies. Students are also asked to regularly visit the Institute website for news and up-to-date information.

3.4 Internal Transfer

Students wishing to transfer between programmes at the beginning of semester one should first check with the CAO to ascertain whether available places are available for the programme into which they wish to transfer. In such cases, applications may only be made through the CAO at www.cao.ie

Internal transfers are available to the following categories of Students on successful completion of an Application for an Internal Transfer to a First Year Programme:

- Newly registered 1st year students seeking transfer between programmes after close of offers of available places through the CAO.
- Registered students who have completed the first semester of a programme and who are seeking transfer to another programme in the School in which they are originally registered *Application process for Application for an Internal Transfer to a First Year Programme are available in Appendix 10.*

3.5 Withdrawal from an undergraduate programme

The Institute recognises that a student may not complete their programme of study for various reasons.

It is not uncommon for students to have doubts about their course or college experience. The Institute has many supports available to help students make the best decision for them. Students should ensure that they understand the possible implications of withdrawing, on their future study options. The process for Withdrawing from an undergraduate programme is outlined in *Appendix 11*

Withdrawal from a programme may have fee consequences if returning or taking up another third level place in a subsequent year.

Students may be encouraged to consider making an application for a programme deferral to provide an opportunity to return to their programme of study in the following academic year.

3.6 Programme Deferral

A programme deferral is where a student, due to exceptional circumstances beyond his/her own control, formally withdraws from a programme with the intention of returning the following academic year.

Exceptional circumstances include the following:

- a. Prolonged medical condition (letter from Consultant required – GP not sufficient)
- b. Serious financial problems.*
- c. Bereavement in family causing forced changes in circumstances.*

*(in sensitive cases the Institute, through the Student Counsellor or Student Services, can confirm circumstances).

If a deferral is approved, any fees, if already paid, will be retained by the Institute and credited against the student's fees on their return. Where there is an increase in fees, the balance due is payable on the student's return.

A student who is in receipt of a grant or scholarship should contact their Grant Awarding Authority to inform them of the deferral.

Retrospective Deferral

Exceptional circumstances, where the student does not formally withdraw from the programme, but has a genuine case for deferral, can be dealt with retrospectively. [Deferral Procedures are outlined in Appendix 12.](#)

Section 4: Fees and Grants

The Fees Office has the responsibility for the collection, recording and reconciliation of all fees for full-time students in line with the Dkit Fees Collection Policy.

The Fees Office has responsibility to ensure that the correct fee is assigned to each student's account within the Institute's Fees System (Banner). [Fees Policy for Students on Full-time Undergraduate Programmes are outlined in Appendix 13.](#)

4.1 Fee Collection & Refund Policy

It is imperative that the Institute collects all fees owing, and endeavours to do so in the most efficient manner. [The Institutes guideline procedure for the collection of student fees is available at \[www.dkit.ie/admissions/student-finance/fees\]\(http://www.dkit.ie/admissions/student-finance/fees\)](#)

Section 5: Student Rights and Responsibilities

5.1 Introduction

The Institute recognises the right to dignity of every individual associated with it, and it expects that each individual will be treated with consideration, courtesy and respect, without harassment, or physical or verbal abuse and has developed policies and procedures in recognition of this.

5.1.1 Student Charter

The Student Charter has been produced jointly by the Students' Union and the Institute. It sets out the Institute's commitments to students and highlights what is expected from students in return. *The Student Charter is available on www.dkit.ie/student-charter*

5.1.2 Student Code of Conduct

The goal of the DkIT Code of Conduct is to maintain a suitable academic environment for all in the Institute. A Discipline Committee appointed by the Academic Council oversee all matters of student discipline. *The Student Code of Conduct is available at www.dkit.ie/documents/code-conduct.*

5.1.3 Student Complaints Procedure

The students Complaints Procedure sets out to provide a fair, consistent and expeditious mechanism to process complaints made by students against the staff or services of the Institute. The Complaints Procedure is available on www.dkit.ie/studentservices/complaints/procedure.

5.1.4 Child Protection Policy

Whilst DkIT owes a duty of care to all of its students, it has a particular responsibility to safeguard the welfare of any individual under the age of 18 who under Irish law is determined as being a child. DkIT has developed policies and procedures for the protection of children based on the 'Children First: National Guidance for the Protection and Welfare of Children'. Each year the Registrar communicates in writing with parents of registered undergraduate students in DkIT who are under the age of 18 advising of these procedures which promote best practice in child protection in DkIT. *The Child Protection Policy is available on www.dkit.ie/registrar/policies/child-protection-policy.*

5.1.5 Anti-Bullying & Harassment Policy

Dundalk Institute of Technology and all staff/student unions are committed to creating an environment within the Institute that is free of bullying and harassment and which promotes personal integrity and dignity. Management and staff/student unions are committed to promoting such an environment in the Institute through this policy. *The policy is available on www.dkit.ie/registrar/policies/bullying-harassment-policy.*

5.1.6 Health and Safety

The Institute has developed, and is implementing, a comprehensive Safety Management Programme in compliance with its obligations under the Safety, Health and Welfare at Work Act 2005 and any additional Regulations, Approved Codes of Practice and Guidance. These are available at www.dkit.ie/safety

Section 6: Use of Applicant/Student Data

The Admissions office has responsibility for the maintenance of student records in line with statutory requirements and DkIT Records Management Policy. The office also has responsibility for submission of returns to funding bodies and other statutory bodies.

- DkIT's admission, registration and examination processes are subject to the provisions of the Freedom of Information Act 1997 and Freedom of Information (Amendment) Act 2003.
- DkIT is a registered Data Controller and will comply with its obligations under existing and/or future data protection legislation with regards to dissemination of personal information to any third party. Personal data, including the Personal Public Service Number (PPSN), will be shared with the Higher Education Authority, Department of Social Protection and the Revenue Commissioners for the purpose of enabling them to execute their services.
- DkIT will retain application forms and any other documentation supplied by registered students of the Institute in line with the Institute's Records Management Policy.
- Applicants/students have the right to access all personal information held by DkIT.
- The information supplied may be used by DkIT for statistical and course development purposes.
- DkIT may use communication details provided to send relevant information to students and graduates.

Section 7: Feedback/Appeals/Complaints Policy and Procedure

The Institute is committed to fair, transparent and consistent admission practices.

7.1 Feedback

The Institute will provide feedback, on request, to unsuccessful applicants. Feedback will be provided in relation to selection criteria for the programme. All requests for feedback must be made in writing by the applicant to the relevant Department: 1st year CAO Applicants apply to the Admissions Officer, Mature Applicants apply to the Access Officer, Applicants for Add-On

Programmes and Direct Applicants to the Departments to which they have applied. All relevant Departments will reply in writing with feedback within 20 days of receipt of request. A request for feedback does not constitute a request for an appeal.

7.2 Appeal

Applicants have no right of appeal against the academic decision not to offer them a place at the Institute if the decision can be shown to have been reached in accordance with the Institute's entry requirements and selection criteria.

An Appeal will only be considered on the following grounds:

- Where there was a procedural irregularity in the way the application was processed.
- Where there is substantial new information which may have affected a decision on the application (with reasons for not submitting at application stage). *Procedure for Appealing an Admissions Decision is outlined in Appendix 14.*

7.3 Complaints

7.3.1 Central Applications Office (CAO) Complaints

CAO applicants who believe that their application has been treated unfairly, may request the CAO directly resolve the issue and should be directed to the CAO Independent Appeal Commission (see CAO Handbook for details).

7.3.2 DkIT Complaints

Where complaints arise, the Institute ensures that they are addressed fairly and promptly and in accordance with fair procedures and principles of natural justice. Any applicant wishing to make a complaint regarding their application experience should be directed to the DkIT Complaints Procedure (www.dkit.ie/student-services/complaints/procedure) for all other applicants.

Applicants who are unhappy with the outcome of their complaint to either the CAO Independent Appeal Commission or the Institute may make a further appeal to the Office of the Ombudsman. By law, the Ombudsman can investigate complaints about any of DkIT administrative actions or procedures as well as delays or inaction between the Institute and the applicant. The Ombudsman provides a free, impartial and independent dispute resolution service.

8: Monitoring and Evaluation

The Admissions staff and student representatives meet annually to review processes. A Feedback Form is available to users on the Admissions webpage www.dkit.ie/admissions. Changes in admissions and registration practices are implemented in line with this user feedback. Any revisions to policy are submitted to Academic Council for approval.

Appendices

Appendix 1: Access Policy Statement

Dundalk Institute of Technology confirms its commitment to develop, maintain and support a comprehensive access policy predicated on a respect for the values of equality, inclusion and diversity.

The Institute will operate in accordance with the above values in order that the student body is enabled and empowered to reach their full potential. The Institute recognises that this is achieved through the development of systems and of a culture on campus that is supportive of these aims.

The Institute acknowledges that the implementation of an access policy and its articulation and reflection of its benefits to both Institute staff and the wider community is an Institute-wide responsibility.

It is recognised that high-level commitment to access through the Institute's mainstream strategic priorities, resource allocation and quality assurance processes is crucial for success in this area.

The Institute affirms that its access policy will be particularly concerned with learners from economically or socially disadvantaged backgrounds, mature students, learners with a disability and those from sections of society significantly under-represented in the student body.

The Institute acknowledges that delivering on access objectives is a key means of making a proactive contribution to the social, economic and cultural development of the region.

The Institute is committed to a culture of transparency in the monitoring and evaluation of progress in the levels of admission and graduation of learners from under-represented groups.

The Executive Board will facilitate the implementation of the Access Policy in collaboration with the appropriate departments, sections and personnel within the Institute.

Appendix 2: Standard Applicants Entry Requirements to 1st Year programmes

Leaving Certificate

The standard minimum entry requirement for first year admission to DkIT from the Leaving Certificate is as follows:

Level 7 Ordinary Degree Courses

Six Grades at O6 or H7 in Leaving Certificate

- Including at least one H5 Grade, OR Minimum Points Score of 200
- And Mathematics Grade F2, O6 or H7
- And English Grade O6 or H7 OR Irish Grade O6 or H7

Level 8 Honours Degree Courses

Six Grades at O6 or H7 in Leaving Certificate

- Including at least two H5 Grades
- And Mathematics Grade O6 or H7
- And English Grade O6 or H7 OR Irish Grade O6 or H7
- And Minimum Points Score of 300.

The 300 points requirement does not apply to the BA (Hons) in Music (DK860).

There is no Mathematics requirement for the BA (Hons) in Arts (DK861).

Specific course entry requirements in addition to the above

Additional Mathematics Entry requirements:

The following courses have a specific Maths entry requirement.

Code	Programme	Higher Level
DK843	BEng Honours in Engineering Common	Grade H5
DK844	BEng Honours in Mechanical Engineering	Grade H5
DK845	BEng Honours in Electrical and Electronic Engineering	Grade H5
DK846	BEng Honours in Civil Engineering	Grade H5

Code	Programme	Ordinary Level		Higher Level
DK820	BSc Honours in Computing – Games Development	Grade O3	OR	Grade H6

Maths Entry Examination

DkIT provide a Maths Entrance Examination to those CAO applicants who met the basic maths entry requirement but not the additional Maths Entry Requirements for above programmes. The exam aims to provide eligible applicants with a second chance to qualify for an offer.

Additional English Entry Requirements

The following courses have a specific English entry requirement.

Code	Programme	Ordinary Level		Higher Level
DK864	BA Honours in Film and Television	Grade O3	OR	Grade H6
DK863	BA Honours in Creative Media	Grade O3	OR	Grade H6
DK861	BA Honours in Arts	Grade O2	OR	Grade H5
DK770	BA in Theatre and Film Practice	Grade O5	OR	Grade H6

Additional Science Entry Requirements

The following courses have a specific Laboratory Science Subject (Biology, Physics, Chemistry, Physics & Chemistry or Agricultural Science) requirement:

Code	Programme	Ordinary Level		Higher Level
DK880	BSc (Hons) in Health and Physical Activity	Grade O6	OR	Grade H6
DK877	BSc (Hons) in Midwifery	Grade O6	OR	Grade H7
DK874	BSc (Hons) in Mental Health Nursing	Grade O6	OR	Grade H7
DK872	BSc (Hons) in Intellectual Disability Nursing	Grade O6	OR	Grade H7
DK870	BSc (Hons) in General Nursing	Grade O6	OR	Grade H7
DK784	BSc in Veterinary Nursing			Minimum Grade H5 in Biology or Agricultural Science

Audition/Interview:

The following programmes require an audition/test/ interview:

DK860 BA (Hons) in Music

DK771 BA in Musical Theatre

DK767 BA in Community Youth Work

Honours Mathematics

A bonus of 25 points will be allocated to students who achieve a grade H6 or above in higher level mathematics in the Irish Leaving Certificate examination. This means that the maximum cumulative Leaving Certificate points total is 625. Bonus points will be awarded irrespective of the year in which the examinations were taken. 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 point's 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.

Foundation Level Mathematics

Foundation level mathematics will be accepted as a passing subject Level 7 programmes where Leaving Certificate Mathematics is not a specific subject requirement. Foundation Level Mathematics does not meet the entry requirements for Level 8 programmes.

The minimum Level 7 entry requirement in Mathematics is as follows:

- F2 at Foundation Level
- Or a O6 at Ordinary Level
- Or a H7 at Higher Level

Where a grade of F2 or higher is achieved and Foundation Level Mathematics is acceptable for entry to a specific course, the following points scoring system will be used:

Grade	Points
F1	20
F2	12

Leaving Certificate Vocational Programme

Holders of the Leaving Certificate Vocational Programme (LCVP) apply in the normal way through the CAO system. Points are awarded on the same basis as per the Leaving Certificate. The LCVP subject will be considered as a passing subject provided the student achieves at least a pass grade. This will apply to entry for Honours Degree (NFQ level 8), and Ordinary Degree (NFQ level 7) courses. The following points scoring system will be used:

Grade	Points
Pass	28
Merit	46
Distinction	66

Leaving Certificate Applied Programme

The Leaving Certificate Applied Programme (LCAP) subjects do not meet the minimum entry requirements for admission to academic courses and are not considered as passing subjects. Holders of the LCAP may wish to undertake a QQI-FET course to gain eligibility for entry to third-level courses in DkIT.

Appendix 3: Northern Ireland/ UK Students

Entry to Year 1

Matriculation

The standard minimum entry requirement for first year admission to DkIT from the Northern Ireland/UK Examinations is as follows:

Level 7 (Ordinary Degree Courses)

Meet the matriculation requirement of 5 different subjects which must include:

- Mathematics at GCSE (Grade A* - C) or better
- English (or Irish) at GCSE (Grade A*-C) or better
- One Subject at: A Level (Grade A*-E) **or** Applied A-Level (Grade A* - E)

or

BTEC National Level 3 Subsidiary Diploma/ National Award, 90-Credit Diploma/Foundation Diploma, Diploma/Extended Certificate or Extended Diploma) (Pass, Merit or Distinction)

or

OCR Cambridge Technical Level 3 (Subsidiary Diploma/National Award, 90-Credit Diploma/Foundation Diploma, Diploma/Extended Certificate or Extended Diploma) (Pass, Merit or Distinction)

The remaining subjects must be different from that presented above and may be drawn from recognised subjects at:

GCSE (Grade A*-C)
and/or AS Level (Grades A-E)
and/or A-level (Grades A*-E)
and/or Applied A –level (Grade A*-E)
and/or BTEC National Level 3 (Subsidiary Diploma, 90-Credit Diploma, Diploma or Extended Diploma) (Pass, Merit or Distinction).
and/or OCR Cambridge Technical Level 3

Level 8 (Honours Degree Courses)

Applicants must meet the matriculation requirement of 6 different subjects which must include:

- Mathematics at GCSE (Grade A* - C) or better
- English (or Irish) at GCSE (Grade A* - C) or better and either
- Two Subjects at either: A Level (Grade A*-C)
and/or Applied A Level (Grade A*-C)

and/or BTEC National Level 3 (BTEC National Level 3 (Subsidiary Diploma/National Award, 90-Credit Diploma/ Foundation Diploma, Diploma/Extended Certificate or Extended Diploma) (Pass, Merit or Distinction)

and/or OCR Cambridge Technical Level 3 (Subsidiary Diploma/National Award, 90-Credit Diploma/Foundation Diploma, Diploma/Extended Certificate or Extended Diploma) (Pass, Merit or Distinction).

or BTEC National Level 3 Diploma or Extended Certificate (Grade min: MM)

or OCR Cambridge Technical Level 3 Diploma (Grade min: MM)

or BTEC National Level 3 Extended Diploma (Grade min: MMP)

The remaining subjects must be different from that presented above and may be drawn from recognised subjects at:

GCSE (Grade A* - C)

and/or AS Level' (Grades A - E)

and/or A-level' (Grades A* - E)

and/or Applied 'A-level' (Grade A* - E)

and/or BTEC National Level 3 BTEC National Level 3 Diploma or Extended Certificate (Grade min: MM)

and/or – OCR Cambridge Technical Level 3 (Subsidiary Diploma/National Award, 90-Credit Diploma/ Foundation Diploma, Diploma/Extended Certificate or Extended Diploma) (Pass, Merit or Distinction).

and a **minimum score of 300 points**

(300 points requirement does not apply to the BA (Hons) in Applied Music).

Applied A Levels

Applied 'A-levels' on their own, do not meet minimum entry/matriculation requirements.

However, where matriculation requirements have been met by presenting standard academic 'Alevels', and Applied 'A-levels' are presented in addition, they may then be awarded points score

Minimum standard in English (or Irish) and Mathematics

In all cases, applicants require at least GCSE Grade C in Mathematics and English or Irish (unless otherwise stated by the Institute) to be eligible for consideration.

Scoring

Dundalk Institute of Technology currently uses the following criteria and scoring to recognise NI/UK qualifications. Generally, all subjects carry equal points, and points for A-Level (or equivalent Level 3) grades must be obtained at one sitting.

DkIT currently accepts Standard A-Levels, Applied A-Levels, BTECs and Cambridge Technical or a combination of all four for scoring purposes.

AS-Levels must be in different subjects to those taken at A-Level and may be carried over from a previous sitting.

A maximum of 4 subjects will be graded (maximum of three A-Levels plus one AS-Level). Where four A-Levels are presented from the same sitting, the best three A-Levels will be scored and the fourth A-Level will be scored as an AS-Level.

A-Level Mathematics: a bonus of 25 points will be awarded to students who achieve a Grade E or better. This will apply to only ONE Mathematics subject from Mathematics, Further Mathematics or Pure Mathematics, where that subject is one of the three A-Levels being counted for point's purposes.

A Level Award	CAO Points Equivalent
A*	175
A	165
B	140
C	120
D	100
E	50

AS Level Award	CAO Points Equivalent
A	75
B	65
C	50
D	35
E	20

BTEC

Award	A Level Equivalent	CAO Maximum Score
Extended Diploma (18 modules)	3 A Levels	495
90 Credit Diploma or Foundation Diploma (12 modules)	2 A Levels	330
90-Credit Diploma or Foundation Diploma (9 modules)	1.5 A Levels	247.5
Subsidiary Diploma or National Award (6 modules)	1 A Level	165

BTEC Score

BTEC Score	CAO Points Equivalent
Distinction	27.5
Merit	18.33
Pass	9.17

Specific course entry requirements in addition to the above

Additional Mathematics Entry requirements:

The following courses have a specific Maths entry requirement.

Code	Programme	GCSE		AS Level		A Level
DK820	BSc Honours in Computing – Games Development	Grade B	OR	Grade C	OR	Grade E
DK843	BEng Honours in Engineering Common	Grade A	OR	Grade C	OR	Grade D
DK844	BEng Honours in Mechanical Engineering	Grade A	OR	Grade C	OR	Grade D
DK845	BEng Honours in Electrical and Electronic Engineering	Grade A	OR	Grade C	OR	Grade D
DK846	BEng Honours in Civil Engineering	Grade A	OR	Grade C	OR	Grade D

Maths is needed for all courses, with the exception of DK861 BA (Hons) in Arts.

Additional English Entry Requirements

The following courses have a specific English entry requirement.

Code	Programme	GCSE		AS Level		A Level	Note
DK864	BA Honours in Film and Television	Grade A	OR	Grade C	OR	Grade E	Pass at A-Level in Moving Images Arts with GCSE English Grade C or AS English Grade E accepted
DK863	BA Honours in Creative Media	Grade A	OR	Grade C	OR	Grade E	
DK861	BA Honours in Arts	Grade A	OR	Grade C	OR	Grade D	
DK770	BA in Theatre and Film Practice	Grade C	OR	Grade D	OR	Grade E	

Additional Science Entry Requirements

The following courses have a specific Laboratory Science Subject (Biology, Physics, Chemistry, Physics & Chemistry or Agricultural Science) requirement:

Code	Programme	GCSE
DK880	BSc (Hons) in Health and Physical Activity	Pass in Laboratory Science subject (Biology, Chemistry, Physics) Or Grade CC in Double Award Science
DK877	BSc (Hons) in Midwifery	Pass in Laboratory Science subject (Biology, Chemistry, Physics) Or Grade CC in Double Award Science
DK874	BSc (Hons) in Mental Health Nursing	Pass in Laboratory Science subject (Biology, Chemistry, Physics) Or Grade CC in Double Award Science
DK872	BSc (Hons) in Intellectual Disability Nursing	Pass in Laboratory Science subject (Biology, Chemistry, Physics) Or Grade CC in Double Award Science
DK870	BSc (Hons) in General Nursing	Pass in Laboratory Science subject (Biology, Chemistry, Physics) Or Grade CC in Double Award Science
DK784	BSc in Veterinary Nursing	Minimum Grade C in A Level Biology or Agricultural Science

Audition/Interview:

The following programmes require an audition/test/ interview:

DK860 BA (Hons) in Music

DK771 BA in Musical Theatre

DK767 BA in Community Youth Work

Appendix 4: QQI/FET Applications

Applicants must have obtained a full QQI-FET Level 5/6 major award with a minimum credit value of 120. A Component Award will not suffice. A full QQI-FET major award normally contains 8 components. A full award may be accumulated over a number of years. In such cases, it is the responsibility of the applicant to apply to QQI-FET for a major award prior to release of QQI-FET results.

Matriculation

The minimum entry requirement for graduates of QQIFET (Level 5 and 6) awards to:

Level 7 Ordinary Degree Courses (excluding Veterinary Nursing)

- A full QQI-FET (Level 5 or 6) award, plus one Distinction or two Merits;

Level 8 Honours Degree Courses (excluding Nursing, Midwifery and Engineering Level 8)

- A full QQI-FET (Level 5 or 6) award including a Distinction grade in at least three modules.

In these cases, a general specific requirement for Mathematics or a language will not apply.

Notwithstanding the minimum entry requirements listed above, relevant cognate courses and / or specific pre-requisite QQI-FET modules may be required for some courses and are listed below.

Further details can be obtained from the Admissions Office or the 'QQI-FET Information' section of the CAO website www.cao

Level 7 Ordinary Degree Courses (Veterinary Nursing)

- QQI-FET Level 5 award in: Animal Care (CASAC or 5M2768) plus distinctions in Biology (C20006 or 5N2746) and Animal Anatomy & Physiology (C20153 or 5N0750).

Level 8 Honours Degree Courses General Nursing, Intellectual Disability Nursing, Mental Health Nursing & Midwifery

- QQI-FET Level 5 award in: Nursing Studies (DCHSN or 5M4349)
- Or Community and Health Services (DCHSX or 5M4468)
- Or Healthcare Support (DHSXX or 5M4339 or Health Service Skills 5M3782)

With a minimum of 5 distinctions, including Distinctions in the following modules

Anatomy and Physiology D20001/5N0749

Nursing Theory and Practice/Introduction to Nursing D20012/5N4325

Human Growth and Development D20032/5N1279

Biology C20006/5N2746

Level 8 Honours Degree Courses Engineering Level 8 (Common), Mechanical Engineering, Electrical & Electronic Engineering, or Civil Engineering

- QQI-FET Level 5 award which must include 3 Distinctions
- PLUS either H5 in Leaving Certificate Maths
- OR A Level Maths Grade D
- OR DkIT Special Maths Entrance Exam

QQI Quotas

Some courses have a quota of places for QQI/FET Applicants:

Course Code	Title	QQI Places
DK784	Veterinary Nursing	4
DK870	General Nursing	5
DK872	Intellectual Disability Nursing	3
DK874	Mental Health Nursing	4
DK877	Midwifery	2
DK876	Early Childhood Studies	5
DK880	Health & Physical Activity 8	8
DK862	Social Care	5

Scoring

QQI-FET has introduced a new awards system known as the Common Awards System, or CAS.

This scoring scheme only applies where all the requirements for the major award are met, i.e. when the named component awards specified have been achieved to a minimum of 120 credits.

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, multiply the credit value of the component by the weighting for the grade achieved. Add all of the component scores up to a cumulative credit value of 120. When adding up these scores begin with distinctions, then merits, then passes. Finally, multiply the total by 13 and divide by 12 to give the overall score (maximum 390).* Further information and examples of the scoring scheme are available on the 'QQI-FET Information' section of the CAO website (www.cao.ie)

FETAC results cannot be added to Leaving Certificate points. Where applicants have taken both examinations the higher points will be considered for rating purposes.

Appendix 5: Mature Applicants

Entry to Year 1

The Institute actively encourages applications from mature students. Mature students register on all programmes and contribute positively to academic and campus life.

A minimum of 20% of first year places are retained on all programmes for mature applicants who are academically prepared.

Any applicant 23 years of age or over on 1st January in the year of entry to first year of a full-time programme is considered to be a mature applicant.

Mature entry process:

Applications must be made to the CAO by the 1st of February deadline. Applicants are then contacted by the Access Office and advised to forward supporting documentation to the CAO – to be received no later than 31st March. All programmes for which the applicant applies at DkIT by 1st February are assessed on mature grounds.

Nursing and midwifery programmes are managed by the Nursing Board and mature entry route into these programmes is not managed by DkIT. The programmes Performing Arts and Applied Music hold auditions for all applicants and the mature entry route into these programmes takes place as part of the audition process and is managed at departmental level. This is also the case for Community Youth Work - all applicants, mature and non-mature, are interviewed and assessed at departmental level.

Late applications (i.e. those who apply after 1st February) are assessed on mature grounds in the event that the mature quota remains unfilled after all 1st February applicants are assessed. These applications are assessed by the Institute based on information supplied by applicants to the CAO by the 1st of May.

For most programmes, interviews do not take place. However, interviews form part of the mature entry route into Veterinary Nursing and Social Care. Shortlisting for interview applies and is based on documentation supplied by the applicant to the CAO. The interview process is administered by the Academic Department.

Mature applications, for most programmes at DkIT, are considered on the basis of **Portfolio Assessment** - academic staff assess all documentation which the applicant provides to the CAO by 31st March.

The applicant is advised to consider what documentation best supports his/her application. As a general guide, evidence of the following is required:

- Education record to date (copies of examination transcripts, etc.)
- Relevant skills to date (copies of training certificates, CPD certificates, etc.)

- Employment history and how it may be relevant to the programme(s) under consideration (written employer references, etc.)

In addition to the above, applicants are asked to include a personal statement(s) which outlines their reasons for choosing a programme(s) of study at DkIT and the ways in which their experience and achievements to date supports their application. Personal statement(s) should also outline the applicant's motivation and knowledge of the programme(s) and subsequent career paths. Applicants may include one general personal statement or may include more than one personal statement (clearly marking each statement for a particular programme e.g. "Personal Statement for Vet Nursing" or may choose to provide a personal statement for a group of programmes e.g. "Personal Statement for Business Programmes"). This is an individual choice for each applicant to make. The personal statement should make reference to the supporting documentation provided in order to clearly illustrate the points being made.

In the interests of fairness and transparency, only information that is supported by evidence can be taken into account.

Each portfolio is assessed using a scoring system. The results of the Portfolio Assessment process are communicated to the CAO. All successful applicants receive an offer through the CAO - usually in Round 0 or Round A of the CAO.

If the Institute makes a conditional offer, the offer will not be made to the applicant until Round 1 of the CAO. Conditional offers are made when the Institute make an offer conditional on the applicant gaining certain grades in examinations which are yet to be taken (usually that year's Leaving Certificate and/or FETAC examinations). The condition will be explicit e.g. "The applicant must gain a minimum grade C3 in the Leaving Certificate mathematics examination this year". The condition will not relate to information that should have already been provided by the applicant.

If the maximum quota for mature applicants has been reached for a particular programme the Institute may create a waiting list should those being made the initial offers not accept. Those on the waiting list will be ranked in order.

Unsuccessful mature applicants can obtain feedback from the Access Office in the case of programmes for which interviews do not take place. Feedback regarding interviews (and shortlisting of same) is provided to applicants by the relevant academic department.

Post-Entry

Incoming mature students are offered an induction experience supplemental to the general induction process for first years.

Appendix 6: Deferred Entry Policy and Procedure

DkIT will consider requests from applicants, who decide that they wish to defer their entry until the following academic year due to unforeseen and exceptional circumstances, namely medical, financial or family reasons.

The purpose of this policy is to outline to those applicants, who, having been successful in gaining an offer of a place in the Institute, the terms and conditions of deferring until the following academic year.

CAO Offer/Direct Offer from DkIT

All Deferral Applicants must first receive an offer either from the CAO or directly from the Admissions Office of Dundalk Institute of Technology for Direct Entry Programmes.

1. An applicant who receives an offer of a place and who wishes to defer taking up the place for one academic year must seek the agreement of Admissions Office of DkIT by submitting a written request to the Admissions Officer. Agreement to grant a deferral of one year duration is at the discretion of the institute.
2. DkIT cannot guarantee that the deferred program will be available in the Institute for the following year.
3. A Deferral Applicant cannot accept another deferral or attend DkIT for a programme or attend another College of Higher Education on a full-time basis during the period of deferral.

Place in first year as a result of a Leaving Certificate Recheck

Once Leaving Certificate Rechecks are complete it is deemed too late to commence most programmes of study. Where it is deemed too late by the Institute to take up a programme of study it is the policy of DkIT to offer an automatic deferral to all applicants entitled to an offer of a place based on the Leaving Certificate Recheck Process.

It is the applicant's responsibility to ensure they are aware of the application process at www.cao.ie

Deferral Procedure (as per CAO Guidelines)

Seeking a Deferral

On receipt of an offer notice from the CAO or direct offer from DkIT:

1. Do **NOT** accept the offer in the manner shown on the Offer Notice.

2. Write or email **IMMEDIATELY** to the Admissions Office, DkIT.

Write your name as it appears on your CAO application, quote your CAO number and the Course Code of the offer you wish to defer, and set out the reason(s) for the request. Mark “**DEFERRED ENTRY**” clearly on the envelope or in the Subject line of your email.

3. The letter or email must arrive in the Admissions Office **at least two days** before the “Reply Date” shown on the Offer Notice.
4. DkIT will communicate our decision to you.

If the deferral is **not** granted, you may accept the offer for the current year.

5. You must send all communications about deferrals to DkIT Admissions office and NOT to the CAO.

Taking up a Deferral

In order to take up a deferred place, you must:

1. Re-apply through CAO by the 1st February in the succeeding year and pay the appropriate application fee.
2. Place the deferred course as your only preference on the application form.
3. Indicate your deferral by ticking the deferred place indicator box on your application.
4. You must read and follow very carefully the instructions granting the deferral . An applicant will breach the conditions of the deferred place if more than the single deferred course code is on the CAO application. In that event, the deferred place is forfeited and the applicant enters the competition for places in the normal way.
5. When reapplying in the succeeding year, Deferred Applicants must complete a CAO application FULLY. Applicants must include again any documentation which was provided with the original application.

Appendix 7: Advanced Entry Procedure (Recognised Prior Certified Learning (RPCL))

1. Applicant submits advanced entry application form to the DkIT Admissions Office before end of April deadline.
2. The Admissions Office sends letter to the applicant, acknowledging receipt of the application and reminding applicant that it is their responsibility to do the following:
 - a. Send transcripts of results (if not already provided) to the Admissions Office when they become available.
 - b. If their award is not on the QQI Framework of Qualifications, contact the QQI to determine the equivalence of their award within the Framework.
3. The Admissions Office sends the application and any accompanying documentation to the relevant School Office.
4. The School Administrator forwards the application to the Head of Department, who assesses the academic merits of the application for advanced entry. Where the candidate has a cognate qualification of known QQI level or if there is already an articulation agreement in place, the Head of Department can assess the application without consultation with other academic staff members. In some cases, consultation with relevant programme board members may be necessary.
5. Where there are insufficient places for all academically qualified applicants, the Head of Department or Programme Board may decide to select students on the basis of interviews. The Department or School Office communicates directly with the candidates in relation to the practical arrangements for a required additional assessment (eg. Interview, examination etc.). The Head of Department informs the Admissions Office about the interview process.
6. The decision (whether the assessment is by application or interview) is recorded on the application form by the Head of Department. The level and quantity of credit waivers is also recorded on the form, which is signed by the Head of Department and returned to the School Office.
7. The School Administrator sends the completed application form to the Admissions Office and retains a copy on file.
8. The Admissions Office communicates the decision to the applicant by letter.
9. If the candidate accepts an offer of a place, the Admissions Office records their credit waivers on Banner.

Note: In the absence of the Head of Department, the Head of School may substitute.

Appendix 8: DkIT Sports Scholarship Programme

SPORTS SCHOLARSHIPS AT DKIT



Sport Scholarships are intended for persons of outstanding sporting ability. The vision of the DkIT Sports Scholarship Programme is to focus on developing our top athletes so that they are in a position to achieve sporting success and development, during and after their time at Dundalk Institute of Technology.

BENEFITS OF SPORTS SCHOLARSHIP

- Scholarship holders will not be required to pay the student contribution (currently €3,000) or DkIT Facilities Contribution Fee (currently €125) for the academic year for which the scholarship is awarded.
- Free membership of DkIT Sports Leisure facilities.
- The provision of appropriate Sports gear etc.
- Sports science and academic support

DkIT are working with various organisations to develop the Sport Scholarship Programme within the College, so as to provide a number of benefits to help students achieve at both sporting and academic levels.

Currently the following Sports Scholarships schemes are available:

- DkIT & Dundalk F.C. Soccer Scholarship
- DkIT & Drogheda United F.C. Soccer Scholarship
- DkIT and Louth GAA Scholarships
- DkIT GAA Scholarship
- DkIT General Elite Athlete Sports Scholarship

Sports scholarship forms can be downloaded from:
<https://www.dkit.ie/sportsandsocieties/scholarship>

For Further Information on Sports Scholarships at DkIT Contact:

Derek Crilly – Sports and Societies Officer- derek.crilly@dkit.ie

Appendix 9: DkIT Student Card & Identification

Dundalk Institute of Technology issue a Student Card to each student following registration on a new programme. It is non-transferable and if lost, damaged or stolen, it should be reported to the Academic Administration Office.

Issuing of Student Card

New students, or students registering on a new programme, are required to upload their photograph during the registration process. Once registration is complete they will be issued with a Student Identification Card.

Lost/Damaged Cards

If your card is lost or damaged, you must report this to the Academic Administration Office, a duplicate card will be issued on payment of the appropriate fee.

Stolen Cards

If your card is stolen, you must report this to the Academic Administration Office. There is no fee to replace a student card which has been lost due to theft. A Garda report must be provided to avoid payment of the replacement charge.

Identification

The card remains the property of the Institute at all times. It is your proof that you are entitled to use the Institute facilities. You must produce it or give it up on demand to any authorized member of Institute staff. You are entitled to ask the staff member to identify him/herself.

During formal examinations you must place your student card on the desk so that one of the invigilators can check it, without any disturbance, after the start of the examination.

Appendix 10: Application for an Internal Transfer to a First Year Programme

Please note the following points carefully before you complete this form:

- Students wishing to transfer between programmes at the beginning of semester one should first check with the Central Applications Office (CAO) to ascertain whether available places are advertised for the programme into which they wish to transfer. In such cases, applications may only be made through the CAO at www.cao.ie
- Internal transfers are available only to suitably qualified applicants;
- Internal transfers are subject to availability and to the express written permission of the relevant Head(s) of Department. Please ensure Section C of this Form is completed before submission to the Registrar.
- This form is for registered first year students seeking transfer into the first year of another programme at Dundalk Institute of Technology (DkIT). If you are seeking advanced entry to a later year, please refer to the Institute's Policy on the Recognition of Prior Learning at: <https://www.dkit.ie/registrar/policies/recognition-prior-learning-rpl-policy-practice>

SECTION A

Name.....

Student ID Number.....

Mobile Number.....

E-mail address.....

Current Programme.....

Programme to which you wish to transfer.....

Applicant Signature.....

SECTION B

Please complete (a) or (b) as appropriate:

(a) Newly registered 1st Year Students seeking transfer between programmes after close of offers of available places through the Central Applications Office (CAO)

I am a new First Year CAO Student seeking transfer to year 1 of another programme after close of offers of available places through the CAO and

Please tick:

a. I have achieved the Points required for the programme I wish to enter:

Yes ☐

No ☐

b. I meet the programme specific entry requirements:

Yes ☐

No ☐

If you cannot tick 'yes' to (a) and (b) above, you are not qualified to transfer.

If you have ticked 'yes' to (a) and (b) above, please ensure Section C of this form is completed by the relevant Head (s) of Department and return this form to the Registrar at DkIT.

Decisions will be advised to applicants by e-mail.

(b) Registered students who have completed the first semester a programme seeking transfer to another programme in the School in which they are originally registered.

I am a registered student and have completed the first semester of a programme at DkIT. I wish to transfer to another programme in the School in which I am registered.

I have passed all Semester one assessments and examinations

Yes ☐

No ☐

I have achieved the Points required for the programme I wish to enter:

Yes ☐

No ☐

I have achieved permission from the Head(s) of Department responsible for the programme on which I am currently registered and for the programme to which I wish to transfer.

Yes ☐

No ☐

I meet the programme specific entry requirements:

Yes ☐

No ☐

If you cannot tick 'yes' to all of the above, you are not qualified to transfer.

If you have ticked 'yes' to all of the above, please ensure Section C of this form is completed by the relevant Head (s) of Department and return this form to the Registrar at DkIT.

Decisions will be advised to applicants by e-mail.

SECTION C

To be completed by the Head(s) of Department in which the applicant is currently registered and the Department to which the applicant wishes to transfer.

Declaration

The applicant is currently registered on

Programme Title

I, the undersigned Head of Department have been notified of the applicant's intention to transfer to

Programme Title

and I approve/do not approve the transfer.

In the event, that the transfer is not approved, please indicate the grounds for the refusal below:

.....
.....
.....

Signed:

Head of Department

Declaration by receiving Head of Department if different to above:

The applicant is currently registered on

Programme Title

I, the undersigned Head of Department have been notified of the applicant's intention to

transfer to transfer to.....

Programme Title

and I approve/do not approve the transfer.

In the event, that the transfer is not approved, please indicate the grounds for the refusal below:

.....

.....

.....

.....

Signed:

Head of Receiving Department

Appendix 11 Withdrawal Procedure

1. Introduction

The Institute recognises that a student may not complete their programme of study for various reasons and have developed this policy and procedure to ensure there is a structure in place to support a student who may decide to withdraw.

It is not uncommon for students to have doubts about their course or college experience. The Institute has many supports available to help students make the best decision for them including the DkIT 'Talk Before you Walk' initiative' – [Talk Before You Walk / Student Services / Student Life / DkIT - Dundalk Institute of Technology](#).

Students should ensure that they understand the possible implications of withdrawing, on their future study options. Students may be encouraged to consider making an application for a programme deferral to provide an opportunity to return to their programme of study in the following academic year.

2. Scope

This procedure applies to all students who have registered in the current Academic Year. It relates to all undergraduate and postgraduate programmes offered by the Institute with the exception of Masters Research and Ph.D. students who submit the "Postgraduate Research Withdrawal Form"

3. Procedure for Withdrawal

Students considering withdrawing from their programme of study should seek advice and support to ensure they understand the possible implications of withdrawing before completing the online withdrawal form.

Having sought the appropriate advice and/or support, a student who decides to proceed with a withdrawal should take the following steps:

- 3.1 Withdraw formally by completing the online Course Withdrawal Form, available at the following link:
https://www.dkit.ie/assets/uploads/documents/Forms/Admissions/DkIT_GOF003-Withdrawal-Form.pdf
- 3.2 If in receipt of a student grant, students should inform the grant awarding authority. Funders may seek to recoup payments.
- 3.3 Return Student ID cards to the Student Information Desk by post or in person.
- 3.4 Return items on loan from the Institute (including laptops, Library loans, equipment).

The Withdrawal Form will be processed by the Academic Administration Office and the relevant Head of Department informed. A summary report will be provided to Academic Council at the end of each semester.

4. Fees

Students are liable for all elements of the fee *i.e.* the Student Contribution (where applicable), the Tuition Fee (where applicable) and the Facilities Fee at the time of registration. It is the student's responsibility to make themselves aware of any funding implications that formally withdrawing will have, in both the current year and subsequent academic years. Contact the Admissions Office for further information.

Details of the Free Fees Initiative (Tuition Fee only) and other financial assistance are available at: <https://hea.ie/funding-governance-performance/funding/student-finance/>.

Information on the SUSI grants scheme is available at: www.susi.ie .

4.1 The Fee liability for a student who formally withdraws from their course depends on the date on which they submit their Online Withdrawal Form. The final deadline for withdrawal from a full time undergraduate programme is 1st March.

- Students who withdraw before **31st October** - no fees due. However, the date of withdrawal may impact the level of a SUSI grant in the future.
- Students who withdraw between **1st November** and **31st January** are liable for 50% Student Contribution and Facilities Fee and 50% Tuition Fee if applicable.
- Students who withdraw after **31st January** are liable for 100% Student Contribution and Facilities Fee and 100% Tuition Fee if applicable.

The following fee implications may apply for students who withdraw from the Institute and recommence in any subsequent year:

- Students who withdraw before **31st October** in previous year – Fees as previous year, but rate of SUSI grant may be affected.
- Students who withdraw between **1st November** and **31st January** in previous year are liable for 100% of Student Contribution and Facilities Fee and may be liable for 50% of the Tuition Fee.
- Students who withdraw after **31st January** in previous year are liable for 100% of Student Contribution and Facilities Fee and may be liable for 100% of the Tuition Fee.

5. Roles and Responsibilities

Name	Responsibility
Student	Ensure that they are fully aware of all the implications of withdrawing from a course.
Head of Department/Academic Staff/School Administration	<ul style="list-style-type: none">• Advise students of their alternatives to withdrawal from a course or refer students to the relevant support service for further advice and guidance.• Refer students who have decided that they will withdraw to the Online Withdrawal form so that they can be properly de-registered
Careers & Employability Centre	Provide advice and guidance to students who have concerns regarding their course choice or require support with decision making for their future.

Academic Administration Office	<ul style="list-style-type: none"> • The Academic Administration Office can provide information on fee instalment plans and fee-liability if applicable. • will update the student record to 'withdrawn' with the date of withdrawal. The date of withdrawal is the date on which the online form is submitted. • Amend student Fee liability in accordance with this policy.
Admissions Office	Advise student of admissions option for subsequent years
International Office	The International Office are obliged to inform the local GNIB (Garda National Immigration Bureau) Office if an International student withdraws.

6. Related Policies and Procedures

"Talk Before You Walk' (*link to webpage inserted*)

Guideline for Collection of Student Fees

https://www.dkit.ie/assets/uploads/procedures_for_collection_of_student_fees.pdf

Deferral

<https://www.dkit.ie/admissions/forms-and-documents/current-dkit-students/deferral-application-form.pdf>

Transfer & Progression

<https://www.dkit.ie/about-dkit/policies-and-guidelines/academic-policies/admission,-progression,-recognition-and-certification/transfer-and-progression-policy.pdf>

Appendix 12: Programme Deferral Procedures

A programme deferral is where a student, **due to exceptional circumstances beyond his/her own control**, formally withdraws from a programme with the intention of returning the following academic year.

Exceptional circumstances include the following:-

1. Prolonged medical condition (letter from **Consultant** required – G.P. **not** sufficient).
2. Serious financial problems.*
3. Bereavement in family causing forced changes in circumstances.*

*(In sensitive cases the Institute, through the Student Counsellor or Student Services, can confirm circumstances).

If a deferral is approved, any fees, if already paid, will be retained by the Institute and credited against the student's fees on their return. Where fees increase, the balance due is payable on the student's return.

A student who is in receipt of a grant or scholarship should contact their Grant Awarding Authority to inform them of the deferral. **Retrospective Deferral**

In exceptional cases, where the student does not formally withdraw from the programme, but is a genuine case for deferral, this can be dealt with retrospectively.

Deferral Procedures:-

1. Student in consultation with Head of Department must fill out 'Application for Deferral Form'. Appropriate evidence should be attached.
2. Deferral Form duly signed by the Head of Department should be forwarded to the Head of School.
3. Decision on Deferral will be taken by the Head of School.
4. Deferral Form forwarded to the Admissions Office.
5. Admissions Office will notify both the student and Head of Department of decision.
6. Student should contact Admissions Office prior to returning to the Institute to ensure that everything is in place when they return.

N.B. (These procedures do not apply to first year students who seek deferrals without having registered. They are dealt with by the Admissions Officer in line with the Deferral Procedures as set out in the CAO Handbook and Appendix of the DkIT Admissions Regulations.)

Appendix 13: Fees Policy for Students on Full-Time Undergraduate Programmes

Fees for full time students are made up of (a) Tuition Fee and (b) Student Contribution. The majority of full time EU students are eligible for free tuition fees. Details on the criteria used to determine the fee status of a student are outlined below:

CRITERIA FOR DETERMINING THE TUITION FEE STATUS OF AN APPLICANT

Categories of Fee Status: (i) “Free Fees” (ii) EU Fees (iii) Non-EU Fees

Please note: In order to qualify for the Free Fees Initiative applicants must

be (1) First-time undergraduates

AND

(2) Have one of the following:

(a) EU/EEA/Swiss nationality

(b) Official refugee status

(c) Permission to reside in the State, as a family member of a refugee, under Section 18 of the Refugee Act 1996.

(d) Permission to remain as family member of an EU citizen under the provisions of the European Communities (Free Movement of Persons) Regulations 2006 and 2008 and Directive 2004/38/EC of the European Parliament and of the Council.

(e) Humanitarian leave to remain in the State (prior to Immigration Act 1999)

(f) Permission to remain following a determination not to make a deportation order under Section 3 of the Immigration Act 1999.

AND

(3) Have been ordinarily resident in an EU Member State for at least three of the five year preceding their entry to an approved third level course.

Time spent from date of official lodgement of application papers for refugee status will be included for the purpose of meeting the 3 year residency requirement for refugees.

Residency for family members of refugees commences from the date of issue of their GNIB registration card.

Applicants falling under categories (B) or (C) below qualify for EU fee rates.

Details on EU fee rates are available from the Admissions Office.

Applicants not satisfying conditions (A), (B) or (C) below are liable for non-EU fee rates. Details on the Undergraduate Non-EU Fee Rate are available from the Admissions Office.

Students classified for fee purposes as non-EU will not be permitted to change their fee status following admission.

(A) FREE FEES SCHEME:

(i) First Undergraduate Degree

AND

(ii) Nationality Test

EU passport or Original Irish Birth Certificate or Original EU Nationality Identity Card **or**

Official Irish Refugee Status (requires the appropriate original letter from the Department of Justice and Law Reform indicating that the appropriate status has been granted). **or**

Family member of a refugee – as above (requires the appropriate original letter from the Department of Justice and Law Reform confirming family member status and GNIB registration card). **or**

Permission to remain as family member of an EU citizen – as above (requires the appropriate original letter from the Department of Justice and Law Reform confirming immigration status). **or**

Humanitarian Leave to remain (prior to Immigration Act 1999) (requires the appropriate original letter from the Department of Justice and Law Reform indicating that the appropriate status has been granted). **or**

Permission to remain following a determination not to make a deportation order – as above (requires the appropriate original letter from the Department of Justice and Law Reform indicating that the appropriate status has been granted).

AND

(iii) Residency

Have been ordinarily resident in an EU member state for at least three of the five years preceding their entry to an approved third level course. Applicants should refer to the Department of Education and Science information booklet for details regarding what third level courses are approved, what fees are payable and for specific details regarding the Free Fees Initiative.

Time spent from date of official lodgement of application papers for refugee status will be included for the purpose of meeting the 3 year residency requirement for refugees.
Residency for family members of refugees commences from the date of issue of their GNIB registration card.

(B) EU FEES - NATIONALITY

(i) Nationality Test

EU passport or Original Irish Birth Certificate or Original EU Nationality Identity Card **or**

Official Irish Refugee Status (requires the appropriate original letter from the Department of Justice and Law Reform indicating that the appropriate status has been granted). **or**

Family member of a refugee – as above (requires the appropriate original letter from the Dept. of Justice and Law Reform confirming family member status and GNIB registration card). **or**

Permission to remain as family member of an EU citizen – as above (requires the appropriate original letter from the Dept. of Justice and Law Reform confirming immigration status).

or

Humanitarian Leave to remain (prior to Immigration Act 1999) (requires the appropriate original letter from the Dept. of Justice and Law Reform indicating that the appropriate status has been granted).

or

Permission to remain following a determination not to make a deportation order – as above (requires the appropriate original letter from the Department of Justice and Law Reform indicating that the appropriate status has been granted).

AND

(ii) Previous Studies Test

Where an applicant has received **ALL** his/her full time post-primary education within the EU, but has not been resident for three of the five years immediately prior to university entry.

(C) EU FEES - RESIDENCY

(i) Residency Test

An applicant's principal residence for the purpose of taxation must have been in a European Union Member State for a minimum of 3 of the 5 years prior to entry to university. Prior residence as a full-time student alone does not qualify a student for EU fee rates.

If an applicant is under 23 years of age on the start date of the course then the principal residence for the purpose of taxation of the parents will be examined.

If an applicant is over 23 years of age on the start date of the course then the principal residence for the purpose of taxation of the applicant is examined. A P21 form (for each of 3 years out of the last 5 years) will be required in both instances.

AND

(ii) Previous Work/Studies Test

An applicant must have spent 3 of the last 5 years in full time study or work in an EU member state prior to the commencement of the course. Students classified for fee purposes as non-EU will not be permitted to change their fee status following admission. This full time study/work requirement will be deemed satisfied in the case of an applicant for whom a spouse is claiming a tax benefit which must be confirmed by a P21 form or evidence of social welfare benefits.

Students studying a full time programme on a part time basis or by ACCS (Accumulation of Credits and Certification of Subjects) are liable for fees on a pro rata basis.

Details on current fees are available on our website at the following link:

http://www.dkit.ie/student_life/finance/fees

Note: Students who are **repeating and attending** all or part of a stage of a full time programme are liable for both Tuition Fees and Student Contribution Fees on a pro rata basis.

Application Fees

All applications for full time 1st year places are made via the Central Applications Office (CAO).

Information on CAO application fees is available at www.cao.ie.

All other applications may be made directly to the Institute, and no fee is payable. Application forms are available on our website at the following link: <http://www.dkit.ie/admissions>.

Student Contribution

A Student Contribution was introduced in 2011 to replace the existing Student Services Charge and is levied on all full time students. The Student Contribution rate is set annually by the Department of Education. **This fee, along with any other fee due, may be paid in 2 equal instalments, with a minimum of 50% payable before registration each year.** Students in receipt of grant assistance will have this fee paid by their grant awarding body (VEC, Local Authority or SUSI).

N.B. Applicants who expect to be eligible for grant assistance are advised to make their application with the grant authority as early as possible (before end of July).

Late Registration Fee

All new students who have received an offer from this Institute, and returning/continuing students, are invited to register on a particular date. Late registrations adversely affect the academic and administrative start-up of the academic year. In cases where late registration is permitted (exceptional circumstances only and with the prior agreement of the Admissions Office), an additional late Registration Fee of €100 will be charged. Students are strongly advised to avoid any holiday, work or other commitments that would make them unavailable for registration.

Payment of Fees

As highlighted above, fees may be paid in 2 equal instalments, with a minimum of 50% payable before registration.

First Year Full Time Students

Students may be Temporarily Registered (TR) without payment of the Student Contribution if they have applied for a grant and are awaiting a decision, and they (or their parent/guardian, if they are under 23 years of age) have either a medical card or are in receipt of a social welfare payment (other than Child Benefit). Please note that a minimum of 50% of any Tuition Fee must still be paid before registration.

Continuing Students

Students may be Temporarily Registered (TR) without payment of the Registration Fee if their grant is being renewed and they are awaiting the renewal letter from the granting body. Students may also be Temporarily Registered if they have applied for a grant due to a change in financial circumstances since the last year. Please note that a minimum of 50% of any Tuition Fee must still be paid before registration.

Appendix 14: Procedure for Appealing an Admissions Decision

The following procedure should be followed if an applicant believes he/she has grounds for appeal against an admissions decision:

- An applicant must first request feedback (section 7.1 of Admissions Regulations) from the Institute in relation to the decision on their application before determining if he/she has grounds for appeal. An appeal will only be considered once written feedback has been received.
- Appeals must be submitted within 10 working days of receipt of written feedback from the Institute.
- An appeal must be submitted in writing to the Admissions Officer, stating clearly the grounds for the appeal and outlining the case in full.
- The Admissions Officer will convene an Admissions Appeal Panel who will review the submission to determine if there are sufficient grounds for appeal as set out in the Admission Regulations (section 7.2).
- The Admissions Appeal Panel will be appointed by the Registrar. Membership of the Admissions Appeal Panel will vary but may include the Registrar or her representative and a Head of School or his or her representative, neither of whom were involved in the original decision.
- If there are insufficient grounds for appeal the Chair of the Admissions Appeal Panel will inform the applicant in writing.
- If an appeal is to be heard the applicant will be notified in writing and provided with an opportunity to make a further written submission if required.
- The Admission Officer or Head of Department, where appropriate, will be provided with an opportunity to make a submission in relation to the Appeal.
- The Admission Appeal Panel will consider all evidence and submissions in relation to the appeal.
- The applicant will be informed in writing of the outcome of the appeal within 5 working days' of the appeal hearing. The decision of the Admission Appeals Panel is final.