

International Admissions Policy and Procedures

Date approved:	26/09/2025	Date policy will take effect:	26/09/2025	Date of Next Review:	26/09/2026
Approving Authority:	Academic Council				
Responsibility:	Registry				
Consultation undertaken:	<p>Working Group Committee (Noreen Carney, Sinead Dunne, Dr Breda Brennan, Dr Annaleigh Margey, Derek O'Reilly, Dr Siobhan Jordan)</p> <p>Additional Consultation: Lifelong Learning Office (part-time programmes) and the Postgraduate Research Office (research programmes)</p>				
Supporting documents, procedures & forms of this policy:	Appendix 1: International Fees and Entry Requirements				
Reference(s)	English Language Policy Statement (section 12)				
Expiry Date of Policy (if applicable)					
Audience:	Public – accessible to anyone				
Category:	International Admissions				

Version Control and Change History

Version Control	Date Effective	Approved By	Amendment(s)
1	26/09/2025	Academic Council (Meeting No. 201; Motion 201.16)	<ul style="list-style-type: none">Policy was developed to ensure compliance with the requirements of the TrustEd Ireland (International Education Mark) statutory quality mark (Higher Education Pathway). <p>Policy approved for the first time.</p>

1. Purpose of the Policy

The admission of international learners is a key priority for the Institute and is governed by national legislation and quality assurance requirements. As part of Ireland's TrustEd Ireland statutory quality mark (authorisation to use the mark pending), higher education providers must demonstrate compliance with the [QQI Code of Practice for Provision of Programmes of Higher Education to International Learners \(HE Code\)](#)

This policy sets out the Institution's approach to international admissions and the recognition of qualifications, ensuring that processes are fair, transparent, and consistent, and that they safeguard the interests of international learners from the point of application through to programme completion.

This broad framework policy sets out the Institute's principles and procedures implemented for international learners (who have applied through the International Office) for admission to accredited full-time and part-time programmes from Level 6 to Level 10 on the NFQ.

2.0 Definition of an International Learner in the Policy

The *Qualifications and Quality Assurance Education and Training Act 2012* defines an international learner as one who is not a citizen of Ireland, but who is lawfully resident in the state, primarily to receive education and training. It further defines an international learner as one who, is in the state enrolled on a programme leading to an award included in the National Framework of Qualifications (NFQ), or who is in the state enrolled on an English language programme, or who is a learner outside of the state, enrolled on a programme leading to an award included within the NFQ.

For the purpose of QQI authorisation to use the TrustEd Ireland International Education Mark (IEM) the above definition includes the following categories of learners:

EU/EEA/Swiss learners in the state undertaking programmes that lead to major, or non-major awards included in the NFQ;

Non-EU/EEA/Swiss learners in the state undertaking programmes leading to major, or non-major awards included in the NFQ;

Learners outside the state, enrolled on programmes that lead to major, or non-major awards included within the NFQ, whether offered in transnational education settings, and/or through remote, fully online modes of learning.

2.1 Associated Definitions referenced in the Policy

Word/Term	Definition
IEM	TrustEd Ireland (International Education Mark (IEM))
CEFR	Common European Framework of Reference for Languages
ISD	Immigration Service Delivery
IRP	Irish Residence Permit
RPL	Recognition of Prior Learning
NARIC Ireland	National Academic Recognition Information Centre - Ireland
ECCTIS	International qualifications recognition (UK)
NFQ	National Framework of Qualifications
EFQ	European Framework of Qualifications
CAO	Central Applications Office
CRM	Institute's Customer Relationship Management Applications Portal

3. Scope

International learners, staff of the Institute and education agents who are involved in the international admissions process for enrolment on full-time, or part-time accredited programmes on the NFQ; Level 6 to Level 10.

Non-EU international learners are required to meet specific entry requirements for admission to programmes as set out in the Institute's approved International Fees and Entry requirements. This policy recognises that some full-time, taught programmes are not available to international applicants

4. Policy Principles

The Institute is committed to operating fair, transparent, and consistent admission policies that enable the successful participation of international learners in their chosen programmes. In line with the *QQI Code of Practice for Provision of Programmes of Higher Education to International Learners, specifically Section 5.2 Admissions and Qualification Recognition*, the Institute implements adheres to policy principles in its admissions approach as follows:

Entry Requirements: Clearly specifies academic and programme-specific entry requirements for international learners to ensure that they are appropriately prepared to succeed in their studies.

English Language Proficiency: Clearly defines English language entry requirements for applicants whose first language is not English, referencing internationally recognised benchmarks. These requirements are designed to ensure that international learners can engage fully with their chosen programme.

Recognition of Qualifications: Applies the principles of the Lisbon Recognition Convention (LRC) and associated guidance in the assessment of international qualifications. Qualifications are assessed in an accessible, fair, and timely manner.

Substantial Difference Principle: Recognises qualifications that provide access to higher education in an applicant's home system, unless a substantial difference can be demonstrated between the requirements for admission in that system and those of the Institution.

Communication of Decisions: Provides timely written communication to applicants whose admission is refused. Where recognition of a qualification is withheld, reasons for refusal are clearly stated, along with guidance on possible steps that may be taken by the applicant to seek recognition at a later stage. Applicants have the right to appeal such decisions within a reasonable timeframe.

Support for National Recognition: Supports QQI in its statutory role to promote and facilitate the recognition of Irish higher education awards internationally, including in the home countries of international learners.

In addition to upholding the policy principles outlined in the QQI Code of Practice for Provision of Programmes of Higher Education to International Learners, the Institute upholds the following principles and values in relation to its implementation of international admissions:

Student-centredness: The Institute is committed to providing a holistic student experience to international learners, underpinned by the Institute's ethos of dignity, care, and respect for all students, as evidenced in its [Student Engagement and Support Strategy](#).

Equality, Diversity and Inclusion: The Institute is committed to attracting and retaining international applicants, consistent with its strategy of promoting equality, diversity and inclusion;

Transparency: Applicants and education Agents (and associated stakeholders) will be fully informed of the Institute's international application criteria and procedures;

Consistency: Consistency and fairness will be applied to the consideration of all international applications, in accordance with the Institute's admissions criteria;

Privacy: The confidentiality of the information provided by applicants will be respected and secured, in accordance with the Institute's data-protection obligations.

5.0 Roles and Responsibilities of the Institute:

The Institute is committed to ensuring that interactions with applicants are conducted in a professional and respectful manner. The management of the international admissions process is overseen by the Vice-President for Academic Affairs and Registrar.

The International Office has responsibility for non-EU international admission to full-time, taught programmes on Level 6 – 9 on the NFQ.

Associated offices with responsibility for international admissions include:

The Admissions Office - with responsibility for EU/EEA/Swiss CAO applications and associated [Admissions Policy](#)

The Lifelong Learning Office – with responsibility for international applications for admission to part-time programmes;

The Graduate Research Office - with responsibility for international applicants seeking admission to the Postgraduate Research Register.

5.1 Roles and Responsibility of the International Office include:

The International Office supports international applicants from initial enquiry stage, through to application, arrival, immigration, accommodation and registration, and supports international students throughout the life-cycle of their studies at the Institute.

Key roles of the International Office in relation to international admissions include:

- Conduct of overseas international recruitment during the recruitment life-cycle;
- Acknowledgement of receipt of applications on the Institute's CRM-system;
- Assessment of applications received for admission to Stage 1 of undergraduate programmes (Levels 7 and 8) and for admission to the International Foundation Programme (Level 6);
- Issue of letters-of-offer of a programme-place promptly, in accordance with Institute's terms and conditions prescribed in the offer-letter, with advisory that programmes may be subject to minimum numbers required for enrolment;
- Referral of advanced-entry applications to the relevant School and timely communication to applicants on an admission decision;
- Issue of fee-payment confirmation letters to applicants promptly, where conditions for entry and full tuition fee-payments have been met;
- Communication with the applicant and with the relevant School, where facilitation of an interview, or audition is required for programme-admission;
- Annual review in October with Schools on programmes available (and associated number of programme-places available) to international learners for the next recruitment intake;
- Collaboration with the Admissions Officer in July-August on international offers and programme-acceptances on Stage 1 of eligible CAO programmes;
- Production and dissemination of eligible programmes information and marketing materials to international applicants and agents;
- Advisory to applicants and education agents on substantive programme-changes;
- Timely advisory to the International Office by Schools of a programme-cancellation to facilitate applicants still at pre-departure stage;
- Communication with the ISD in respect of study-visa renewals, students' registration status and class-attendance;
- Support of international applicants with accommodation queries;
- Facilitation of International Welcome Days on campus for new international students.

5.2 Roles and responsibility of the applicant and agent:

The applicant and agent are required to be aware of the Institute's current entry criteria.

The applicant and agent are responsible for providing full and accurate information when making an application, and for meeting any academic conditions pending, and to

provide any additional supporting information, or clarifications as required by the Institute as part of the application process.

The Institute reserves the right to verify information provided. Where documents are found to have been falsified, and/or where the applicant has been found to have behaved dishonestly in the process of apply for admission, the programme-offer may be revoked by the Institute. The Institute reserves the right to refuse admission to an applicant – for reasons including, but not limited to instances - where it believes that the applicant has previously been excluded from the Institute for any reason; has not met the entry requirements; has fees outstanding to the Institute, or who has not been transparent in the application-process.

The applicant is required to present at the Institute in time for commencement of the programme. Where an applicant foresees an arrival delay, due to waiting on a study-visa application decision (or for another valid reason) the Institute may advise on the latest available joining-date to the programme, in consultation with the relevant School, which will normally be within 2 weeks of the programme start-date. The Institute is not responsible where applicants elect to arrive after that time.

6. International Application Procedure

International applicants are required to apply to the Institute for admission to full-time taught accredited programmes at the Institute (Level 6 – 9) on the NFQ with the following supporting documentation:

- Online application form;
- Evidence of certified examination results to-date that meet the Institute's entry requirements to include English and Maths (Certified English translation to be provided where original certificates are not in English);
- Passport page;
- Payment of a non-refundable application fee;
- Applications and supporting documentation are required to be submitted on the Institute's CRM applications portal at <https://dkit.elluciancrmrecruit.com/apply>

7. Tuition Fee-Payment and Enrolment

Upon receipt of a programme-offer-letter, payment of a non-refundable deposit by the date specified in the offer-letter is required. First-time registering students are required to pay tuition fees in full, prior to programme-commencement. Where an applicant is in receipt of financial sponsorship, evidence of a financial guarantee is required in order to register.

Registration entails all modules specified for the programme-stage (or semester where applicable) on the approved programme of study (unless module-exemptions have been granted at offer-stage). Registration is required to be completed online. Payment of fees does not constitute registration.

Continuing International students are eligible to pay tuition fees in two instalments, in accordance with the [Institute Procedures for the Collection of Student Fees](#).

Enrolment on the next stage of a programme requires payment by the learner of any outstanding tuition fees.

8. Refund of Fees

Where an applicant seeks a refund of tuition fees (on the grounds of visa-refusal) supporting documentary evidence – to include a completed Refund-request form - must be provided to the International Office via the Institute's CRM applications portal.

Where an applicant seeks a refund of tuition fees on grounds other than visa-refusal, an application for fees-refund must be submitted to the International Office on the Institute's application system portal, whereupon a determination of eligibility will be made for a refund of Full Fees, Partial Fees, or Zero Fees in accordance with the terms and conditions outlined in the Institute's [International Refund Policy](#)

9. Complaints and Appeals

The Institute continually strives to provide a professional and trusted standard of care to students. An international applicant is entitled to appeal an admission decision to the International Office at international@dkit.ie (for referral where appropriate to the Vice-President for Academic Affairs and Registrar) where the international applicant can demonstrate that the assessment of the application was based on misinterpretation of information provided as part of the application process, or where there was a believed procedural irregularity in the way in which the application was processed.

10. International Admission and Study-Visa Regulations

The International Office supports new international applications by providing the Immigration Service Delivery (ISD) with an applicant's visa-application number to expedite study-visa processing;

The Institute is required by the ISD to report on overall academic year class-attendance of international students for annual study-visa renewals;

Sponsoring authorities require the Institute to report on the sponsored student's class-attendance as a condition of sponsorship;

Where a visa-required international learner is repeating a programme-stage, the learner is required to register to attend classes as a repeat-attend student for study-visa compliance. An international learner may be eligible to register for a combination of modules as repeat-attend-classes and repeat-exam-only.

The relevant Examinations Board determines whether a learner needs to repeat-attend a module, or to repeat elements of the module without attending at classes. Where a learner is registering to repeat-exam only, the learner is responsible for exercising due study-visa compliance.

11. Age Advisory

International students admitted to the Institute must be 17 years of age at time of registration. The Immigration Service Delivery requires minors who are less than 18 years of age to provide proof of guardianship in advance of registration.

12. English Language Requirements

As part of the TrustEd Ireland statutory quality mark and associated compliance with the QQI Code of Practice for Provision of Programmes of Higher Education to International Learners (HE Code), the Institute has formulated a complementary, supporting **English Language Policy Statement** in respect of English language entry requirements, and English language programmes and supports to international learners.

Specifically in respect of English language admission, international applicants are required to have achieved the following grades in IELTS (or equivalent approved English exam) for programme-admissions as follows:

- Higher Certificate in Foundation Studies with Intensive English (Level 6): IELTS 4.5;
- Higher Certificate in Foundation Studies (Level 6): IELTS 4.5;
- Ordinary Bachelor Degree (Level 7): IELTS 5.5;
- Honours Bachelor Degree (Level 8): IELTS 6.0;
- Taught Master Degree (Level 9): IELTS 6.5.**

**Where an applicant demonstrates evidence of having attained the Bachelor Degree through the medium of English instruction, a grade of IELTS 6.0 may be accepted for entry to Masters programme in a STEM field.

Where an applicant is applying from a country where English is the first language and prior education has been delivered in English, IELTS certification may be waived.

All international applicants must present verifiable evidence of the required level of English language proficiency as specified, and certificates must be dated within two years of the time of application.

English entry requirements are under review for consideration to be aligned - wholly, or partially - with the EU sectoral benchmark document.

In addition to IELTS requirements referenced in this section, the Institute also accepts the following English exams for admissions purposes:

English Requirements (IELTS and Equivalent) English Qualification	International Foundation Programme - Level 6	Bachelor Degree (Ord.) - Level 7	Bachelor Degree (Hons.) - Level 8	Higher Diploma - Level 8	Advanced Entry - (Level 7 and 8)	Master/ Postgraduate Diploma - Level 9
IELTS Academic	4.5	5.5	6.0	6.0	6.0	6.5
TOEFL - IBT	32 - 34	46-59	60 -78	60 -78	60-78	79 -93
PTE Academic	29 -35	42-49	50 -57	50 -57	50-57	58 -64
Cambridge	PET	FCE	CAE	CAE	CAE	CAE

Trinity ISE	ISE I (B1) Pass in all skills	ISE 11 (Merit) ISE II (B2) Pass all skills	ISE 111 (Merit) ISE II (B2) with Merit in 2 skills	ISE 111 (Merit) ISE II (B2) with Merit in 2 skills	ISE 111 (Merit) ISE II (B2) with Merit in 2 skills	ISE IV (Merit) 6.5 overall and no less than 5.5 in all bands = ISE II B2 Pass, with at least a merit in two skill areas, and a pass in other skill areas. Or 6.5 overall and no less than 6.0 in all bands = ISE II B2 Pass, with at least a merit in three skill areas, and a pass in one.
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IESOL	IESOL B1 (min. 33 each skill)	IESOL B2 (min. 25 each skill)	IESOL B2 (min. 33 each skill)	IESOL B2 (min. 33 each skill)	IESOL B2 (min. 33 each skill)	IESOL B2 (min. 38 each skill)
CEFR	B1	B2	B2	B2	B2	C1

13. International Applicants to Postgraduate Research Programmes (NFQ Level 9 and Level 10)

International applicants seeking admission to the Institute's Postgraduate Research Register from outside of Ireland apply to the Institute's Graduate Research Office and are subject to the following additional requirements in order to be considered for approval:

- Candidates are responsible for arranging own study-visa;
- Candidates holding academic qualifications from outside of Ireland will be assessed using the NARIC Ireland guidelines and the European Qualifications Framework (EFQ);
- Candidates whose first language is not English must provide certified minimum proficiency in English from the last 24 months of IELTS 6.5 (or equivalent).

The Institute's Graduate Research Office's supports are outlined in the [Postgraduate Research Students Academic Support Policy](#)

14. International Applicants Seeking to Register on Part-time Accredited Study Programmes on the National Framework of Qualifications (NFQ)

Applicants from visa-required countries are required to register on full-time taught study programmes and to attend the programme in-person. Applicants may register on a part-time programme of study additional to the full-time programme of study on which they are registered at the Institute.

Where a part-time programme is delivered fully online, a part-time applicant may register on the programme in home-country.

15. Recognition of Prior Learning (RPL) for Admission

International admission is subject to meeting published minimum entry criteria and the availability of programme-places. The Institute recognises however that knowledge, skills and competences can be acquired from a range of learning experiences, including formal, non-formal and informal. RPL allows international applicants to gain admission to a programme of study or to gain exemptions/credit from some parts of a programme, based on demonstrated learning achieved prior to admissions: [Recognition of Prior Learning \(RPL\) | DkIT](#)