

# Admission Application Procedure

## Section 1 - Introduction

### Purpose and Parent Policy

(1) This procedure outlines the steps taken by the Admissions Office to collect, verify and assess evidence provided by applicants against the entry criteria and person specification requirements.

This procedure will result in a judgement as to whether an applicant meets the programme entry requirements.

This procedure implements the [Admissions Policy](#).

### Responsibilities

#### Applicant Responsibilities

(2) The applicant is responsible for informing themselves about the programme, the entry criteria and the workload required to complete the programme, as well as the fees and associated terms and conditions.

(3) The applicant is responsible for providing verifiable evidence that they meet all the entry criteria.

(4) The applicant is responsible for making themselves available to be contacted by the College in relation to their application.

#### Staff Responsibilities

(5) The Registrar is responsible for ensuring that entry procedures are fair and for ensuring that equality of opportunity is extended to all applicants.

(6) The Admissions Office, in consultation with the Head of School/Programme Director, is responsible for providing clear, up-to-date and accurate information about the application process and deadlines for admission to the programme.

(7) The Admissions Office is responsible for the publication of an online application form.

(8) The Admissions Office is responsible for maintaining a secure record of all applications.

(9) The Admissions Office or nominee is responsible for assessing applications.

## Section 2 - Procedure

### Part A - Application Procedure

#### Publication of Application Forms

(10) The Admissions Office publishes an application form online with information about the application process, deadlines for each intake of students and guidance on completing the form.

## **Completing Application**

(11) The applicant completes the application form and provides the supporting documentation as evidence of attainment of the entry criteria.

(12) If they wish to, the applicant includes information on any additional reasonable accommodations they may require.

(13) The applicant pays the application fee.

## **Record-Keeping**

(14) The Admissions Office keeps a secure record of all applications, in accordance with the [Personal Data and Records Policy](#).

## **Assessment of the Application**

(15) The Admissions Office uses the following criteria in assessing an application:

- a. Completeness (Where an application is deemed incomplete, applicants may be invited to supply additional evidence or information in order to complete their application.)
- b. Accuracy and authenticity
- c. Evidence that the entry criteria are met

## **Outcome of the Application Procedure**

(16) Where an application is complete, accurate, authentic and there is evidence that the entry criteria are met, the Admissions Office informs the applicant that their application will be progressed to interview stage.

(17) Where the application is deemed ineligible, the Admissions Office informs the applicant in writing.

## **Repeat Applications**

(18) The applicant has a right to make repeat applications to the College as laid out in the [Admissions Policy](#).

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	2nd November 2020
<b>Review Date</b>	2nd November 2023
<b>Approval Authority</b>	Academic Board
<b>Approval Date</b>	23rd September 2020
<b>Expiry Date</b>	Not Applicable
<b>Enquiries Contact</b>	Quality Assurance

## Glossary Terms and Definitions

**"Applicant"** - An applicant is a person who has submitted an application to undertake a programme of study with the College.

**"Procedure"** - Procedures are the broad actions that must be carried out to implement a policy. They set out 'how to do' what the policy specifies must be done.

**"Programme"** - A programme of education and training refers to any process by which learners may acquire knowledge, skill or competence. It includes courses of study or instruction, apprenticeships, training and employment. A programme offers learners the learning opportunities by which they may attain educational goals (expressed as the intended programme learning outcome) by learning activities in a learning environment. A programme is normally comprised of modules. A programme leading to a major award will normally require a 'cohesion generating' process which integrates constituent modules so that the minimum intended programme learning outcomes are supported. The cohesion generating process should establish the epistemological and cultural identity of the programme. It should also coordinate alignment of activities with the minimum intended programme learning outcomes and introduce learners to the broader community of practice to which they aspire. (QQI (2013) Assessment and Standards Revised)

**"Reasonable Accommodation"** - 'A Reasonable Accommodation is any action that helps to alleviate a substantial disadvantage due to an impairment or medical condition.' (AHEAD). In the context of supporting higher education students, a reasonable accommodation is any provision made for a particular student to allow them to demonstrate their achievement of the learning outcomes of a piece of learning without any disadvantage which may arise on the basis of their having a disability or long-term illness.