



# **Academic Quality Framework**

## **Access Transfer & Progression**

**Approved by Academic Council  
22 June 2022**

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## Document Control Summary

Area	Document Information
Author	Academic Affairs
Owner	Academic Affairs
Reference number	AQF_AT&PP_01
Version	1
Status	Approved
Approved by / to be approved by	Academic Council
Approval date	22 June 2022
Document Classification	TU Dublin Internal/Wide

# 1. Access, Transfer and Progression Statement

## University Approach to Access, Transfer and Progression

- 1.1 TU Dublin is committed to providing a range of access, transfer and progression pathways to potential and current students and providing clear information on these pathways to, from and within programmes and about the awards and qualifications that may be achieved.
- 1.2 Aligning all TU Dublin programmes to the National Framework of Qualification (NFQ) and assigning ECTS credits to programmes and modules facilitates progression and transfer arrangements within the University and externally.
- 1.3 TU Dublin takes a wide-ranging approach to access to education at NFQ Levels 6 to 10. In exceptional circumstances and to provide access to Higher Education, the University may deliver programmes leading to awards at levels lower than NFQ Level 6.
- 1.4 The University offers a range of access and widening participation initiatives such as the Access to Apprenticeships and Access Foundation to Undergraduate programmes.
- 1.5 In addition to apprenticeship programmes and fulltime undergraduate programmes, the University offers part-time offerings of existing accredited full-time programmes and bespoke programmes targeted at meeting the requirements of specific education and training collaborative partners. Innovation in educational technology has enabled the University to expand its programme-delivery options and enhance the flexibility of programme delivery.

- 1.6 The University access, transfer and progression practices are supported by the University [Recognition of Prior Learning \(RPL\) Policy](#) and procedures, and are consistent with QQI policy and criteria for access, transfer & progression. RPL can be used for:
- a) Initial entry into a programme where the applicant may not meet standard entry requirements.
  - b) Determination of advanced entry to a programme at a stage beyond the initial stage of programme or for inter-programme transfers.
  - c) Determination of exemptions from modules.
  - d) Assessment of qualification for non-standard entry into postgraduate programmes, specifically, where the applicant may not have the standard honours primary degree.
  - e) Assessment for application towards a full award.
- 1.7 Admission to the initial year of each and every undergraduate course must be effected through the CAO system and all places must be filled through the system save for categories of applicants and/or certain courses which are specifically excepted.
- 1.8 Cross campus transfers are managed through the CAO for advanced entry applications.
- 1.9 TU Dublin students can avail of transfer opportunities between programmes at TU Dublin. First year students can apply for a transfer into another fulltime programme in TU Dublin, after orientation, using the First Year Transfer request (available in September each year), subject to:
- a) Meeting the points and minimum entry requirements;
  - b) A space being available;
  - c) The waiting list on CAO is exhausted; and
  - d) Agreement from Head of School and Head of Recruitment, Admissions & Participation.

- 1.10 Progression is facilitated by TU Dublin where students are offered opportunities to progress from their current programme, using the “ladder” system. Entrants onto a Level 6 programme may, upon successful completion, progress to a Level 7 or 8 programme, and ultimately to postgraduate study.
- 1.11 The access, transfer and progression mechanisms are key enablers to ensuring the achievement of the equality, diversity, and inclusion objectives of the University’s strategy. The University monitors the implementation of access, transfer and progression opportunities primarily through programme and School reviews.

## 2. Definitions

- 2.1 QQI define access, transfer and progression as: "...the pathways available to learners to enter and transfer between, and progress from, programmes of education and training, which are the main route to achieving awards and qualifications.”
- 2.2 Each term as follows (adapted from [QQI definitions](#)):
- a) Access - the process by which learners may commence a programme of education and training having received recognition for knowledge, skill or competence required.
  - b) Transfer - the process by which learners may transfer from one programme of education and training, without completing that programme, to another programme having received recognition for knowledge, skill and competence acquired.
  - c) Progression to a new programme – the process by which learners may progress upon successful completion of one programme of education and training to another programme.



### 3. TU Dublin Access, Transfer and Progression Principles

#### Clear Information to Learners

- 3.1 When advertising programmes, TU Dublin commits to providing the following information in an accessible format:
- a) The arrangements for eligibility to enter, including a statement of the knowledge, skills and competence needed by the applicant as a basis for successful participation on the programme.
  - b) Arrangements to assess applicant's eligibility to enter.
  - c) Further selection arrangements, where these apply.
  - d) A statement of arrangements available for recognition of prior learning, for entry to the programme and for access to an award.
  - e) Possibilities for transfer and/or progression associated with the programme, including any relevant specific progression linkages.
  - f) Details of learning support available for specific learner groups such as learners with disabilities.
- 3.2 Each student registered on a TU Dublin Programme will be provided with (either electronically or in hard copy) a detailed student handbook. In respect to Access, Transfer and Progression, this student handbook will include:
- a) Title, award-type and framework level designation of the award associated with the programme.
  - b) Statement of the arrangements for entry, and a description of the transfer and progression possibilities into and out of the programme.
  - c) Details of learning support available for specific learner groups such as learners with disabilities.

- 3.3 TU Dublin will provide graduates (on request) with a diploma supplement which will include information about:
- a) The placing of the award on the national framework of qualifications – the name of the awarding body and the title, award-type and framework level designation of the award.
  - b) Details on the modules undertaken;
  - c) The transfer and progression opportunities associated with the award.

### Programme Design

- 3.4 TU Dublin programmes will be designed using the European Credit Transfer System (ECTS). TU Dublin will align its qualifications to the Irish National Framework of Qualifications (NFQ) which is also aligned to the European Framework of Qualifications (EFQ). TU Dublin programme design will ensure, as appropriate, a ladder of opportunities for students to facilitate multiple entry and exit opportunities for students.
- 3.5 The documentation submitted for programme validations will include details of the different entry mechanisms that apply on the programme and will include both standard entry criteria, details on advanced entry opportunities available and details on how the University RPL policy will apply in respect to the specific programme. The documentation submitted will also include details on the range of progression opportunities available to graduates on successful completion of the programme.
- 3.6 The TU Programme Portfolio will provide a range of programmes between levels 6-10 on the NFQ and therefore will provide opportunities for students to progress across each of these levels.

### Entry Mechanisms (Access)

- 3.7 TU Dublin will provide clear and transparent information and instructions regarding the entry arrangements for each programme including CAO Entry, Access Routes (HEAR, DARE), Direct Entry, Advanced Entry, and RPL entry routes. Details of these entry arrangements will be published by Recruitment, Admissions and Participation.
- 3.8 TU Dublin will ensure all applicants are treated in a fair, equal and consistent manner.

### Progression to a New Programme

- 3.9 TU Dublin will provide clear information to students on the various progression routes available upon successful completion of their chosen programme to another programme of study.
- 3.10 Progression can be to a programme at the same (at an advanced stage) or at a higher level on the National Framework of Qualifications.

### Transfer between Programmes

- 3.11 In general, once a student is registered on a programme of study, it is expected that student will complete the programme of study for which they are registered. On occasion, a student may request to transfer to another programme of study within the University. Such applications will be evaluated by the School which manages the programme into which the students wishes to enter, in accordance with the approved entry criteria and application procedures for that programme.



- 3.12 As part of the evaluation of the application to entry for a student wishing to transfer, the School will consider whether or not any modules already completed on the existing programme of study should be counted towards the programme of study that student wishes to transfer to, while ensuring alignment with the University's RPL policy.

### **Monitoring of Access, Transfer and Progression**

- 3.13 An integral part of TU Dublin's Quality Framework is the use of data to inform decisions. Each Programme Team will consider the access, transfer and progression statistics on annual basis as part of the Annual Programme Enhancement Process. Each Discipline Programmes Board will consider overall trends in relation to Access, Transfer and Progression relating to their programmes and will make recommendations in relation to enhancements in this regard.