



# **Academic Quality Framework**

## **Admissions Policy**

**Approved by Academic Council  
07 December 2022**

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## Document Control Summary

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## 1. Introduction / Context

- 1.1 TU Dublin is committed to accessibility to education through fair, transparent, and consistent admissions practices and procedures.
- 1.2 The University aims to attract and retain an excellent and diverse cohort of students. It upholds TU Dublin's strategic commitment to Equality, Diversity, and Inclusion (EDI), supporting the pursuit of inclusion and alternative access routes such as Higher Education Access Route (HEAR) and Disability Access Route to Education (DARE). We are committed to providing lifelong education opportunities at every level by:
- Providing and promoting multiple entry points and clear progression pathways and exit awards.
  - Ensuring flexibility in structure, mode & place of delivery
  - By providing our communities, industry, and wider society with targeted and relevant lifelong learning opportunities
- 1.3 This policy promotes lifelong learning and facilitates student mobility across different levels of the National Framework of Qualifications (NFQ), the European Qualifications Framework and the equivalent frameworks in other jurisdictions.
- 1.4 Admission is subject to meeting minimum entry requirements and the availability of places.

## 2. Purpose

- 2.1 This policy sets out how the University admits students and where the authority to do so is vested. This policy covers the overarching general principles adopted by the University's Mission in relation to people and accessibility to education and underpins other policies and procedures relevant to the admissions process.

## 3. Scope

- 3.1 TU Dublin admits students to accredited programmes from NFQ level 6 to level 10 and at various stages within these programmes. This policy applies to applicants and TU Dublin staff involved in the admissions process for all TU Dublin programmes and modules.
- 3.2 Application for admission to the first year of full-time undergraduate programmes and for advanced entry for EU applicants should be made through the CAO. Regulations for admission as determined in CAO agreements shall apply. Certain derogations may apply where direct entry to TU Dublin to a full time programme is deemed appropriate.
- 3.3 International or Non EU students should make applications directly to TU Dublin.

## 4. Definitions

**CAO:** Central Applications Office [www.cao.ie](http://www.cao.ie)

**QQI:** Quality and Qualifications Ireland (formerly FETAC/HETAC)

**Mature Applicant:** Aged 23 years or over on 1 January of year of entry

**HEAR:** Higher Education Access Route

**DARE:** Disability Access Route to Education

**International applicant/student:** Applicant/student from outside of EEA and Switzerland

**RPL:** Recognition of Prior Learning

**Quota:** Set allocations for different applicant groups

**UET:** University Executive Team

**NARIC:** Provides advice on the academic recognition of a foreign qualification by comparing it, where possible, to a major award type and level on the Irish National Framework of Qualifications (NFQ).

## 5. Policy Details

### Policy Overview

#### 5.1 It is university policy that:

- Fair and consistent admissions procedures are applied.
- Procedures are applied to support access, transfer, and progression opportunities for learners to facilitate educational opportunity.

- Prior certified and experiential learning is considered as part of the admissions process when relevant information is submitted to the admissions office in line with the University RPL policy.
- Admission to programmes is subject to availability of places.
- Programme information is intended as a guide to persons seeking admission to the University and shall not be deemed to constitute a contract between TU Dublin and an applicant or any third party.
- The University reserves the right to amend, change or delete any programme of study, academic regulation, or module at any time. The University reserves the right to alter or delete course information and shall not be bound by any errors or omissions and cannot accept liability in respect thereof.
- TU Dublin reserves the right not to offer any particular course where the number of students enrolling in that course at the beginning of any year is considered to be inadequate to justify the running of the programme.
- The University provides a procedure for all applicants to request a review of any admissions decision.
- Minimum entry requirements will be published on TUDublin.ie
- All higher education programmes at TU Dublin are aligned to the appropriate level of the National Framework of Qualifications (NFQ) and use the European Credit Transfer System.



## Policy Details

### 5.2 Assessment of Applicants

Admission is at the discretion of the relevant admitting authority in accordance with approved entry criteria; primarily on academic merit but may incorporate other factors. These may include, but are not limited to:

- References
- An interview
- Submission of a curriculum vitae or résumé
- Submission of a portfolio of work or
- An additional test score (e.g. aptitude test)

5.3 Applying for a place does not guarantee that an offer will be made. Where there are restrictions on the number of places that the University can make available, competition can often be extremely high. The University cannot fairly and consistently take account of any special circumstance affecting an applicant's performance in pre-entry qualifications. Such circumstances should be made known to the relevant external examination body.

Offers for taught programmes will not usually be made after the third week of a semester. Where results are received later than this due to circumstances beyond the applicant's control, a deferred offer may be issued.

## 5.4 Notification of Decisions

Applicants will be notified of the outcome of their application promptly after the decision is made. Offers which are not accepted or deferred by the acceptance date will lapse and may no longer be available to the applicant. Unsuccessful applicants have a right to receive feedback on their application from the Service responsible for the admissions decision. However, it may not always be possible to provide highly specific or tailored advice.

## 5.5 Appeals

An applicant can appeal a decision where the qualification they are presenting for admissions purposes is not recognised by the University. The appeal should be submitted to the Admissions Officer in the first instance and the outcome of the appeal can be escalated, if required, to the Admissions Review Committee. The decision of this committee is final.

## 5.6 Discretion to Refuse Admission

The University, at its absolute discretion, may refuse admission to an applicant where it believes that the applicant:

- Has previously been excluded from the University;
- Is currently indebted to the University;
- Has been excluded or had their enrolment cancelled at another Higher Education Institution (HEI);  
Is deemed a non-genuine temporary entrant;
- May prejudice the reputation, management, governance or discipline of the University;



- Has engaged in dishonest and/or deceitful behaviour in the process of applying for admission to the University or any other HEI;
- Would not be able to lawfully enter University premises for all or part of the duration of a programme by reason of a court order

5.7 Students on programmes with clinical or other professional placements will be subject to Garda vetting under the provisions of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012, prior to commencing placements. The University reserves the right to refuse admission to a student/applicant, withdraw an offer to a student of a place on a specific course, remove a student from a specific course, or delay a student's placement modules on a specific course where an unfavourable return is received following the Garda Vetting process or for inappropriate engagement with the Garda Vetting process.

5.8 The University reserves the right to refuse admission to a student/applicant, withdraw an offer to a student of a place on a specific course, or remove a student from a specific course, where matters come to light which may compromise the health and wellbeing of other campus users, including students, staff, service users e.g. patients of placement sites/or members of the public.

5.9 The University reserves the right to rescind an offer of admission if it found at any stage during the admissions process, including after registration, that the applicant has presented falsified documents and/or provided false information.

### 5.10 Interaction with the University and the Applicant

The University is committed to ensuring that any interaction with an applicant, or any enquirer, is conducted in a professional, courteous and respectful manner. The University will support staff in managing situations where this is not reciprocated.

### 5.11 Supplementary Admissions Arrangements

A number of places will be reserved annually for applicants from categories specifically identified within the mission of the University. These places will be filled outside those allocated by the CAO to applicants based on their Leaving Certificate or QQI studies but applicants must initially apply for these places through the CAO. Specifically places will be reserved for:

- Mature students
- Students without Leaving Certificate or equivalent qualifications who can meet the entry requirements in other ways
- Students with disabilities
- Students from disadvantaged socio-economic backgrounds, and
- Elite Sports Students
- International Students

Number of places offered in any particular category will be determined in response to overall targets as determined by the University Executive Team.

## 5.12 Age Requirements

EEA and Swiss entrants admitted to TU Dublin must normally be seventeen years of age by 1 January following entry. However, the Registrar may grant dispensation for younger students to be admitted. All international entrants (entrants from outside the EEA and Switzerland) must be 18 years old by the 31<sup>st</sup> of December for September intakes and 18 years old by 31<sup>st</sup> of March for January intakes. Under-18 international students are required to provide proof of guardianship in advance of registration.

## 5.13 English Language Competency

As English is the teaching language of the University applicants whose first language is not English are required to produce evidence of proficiency in accordance with the TU Dublin English Language Requirements: <https://www.tudublin.ie/study/international-students/entry-requirements/english-language-requirements/> Local derogation of this policy may apply to specific programmes. These derogations should be contained in programme validation documents, published to the web and implemented only at the start or the recruitment cycle.

### 5.14 Recognition of Foreign Qualifications

The IUA Admissions Officers' Group publishes a document annually that details the entry requirements criteria for EU/EFTA applicants. The document sets out the framework for comparisons of EU/EFTA qualifications for entry to undergraduate degree programmes in Irish Universities. For undergraduate and postgraduate direct applications, Admissions will use NARIC databases to compare foreign qualifications against the published admission criteria, including the requirements of relevant professional bodies that apply to the specific programme and/or discipline. Any recommendations for changes to the recognition of foreign qualifications, including the requirements of relevant professional bodies, are to be submitted to the University Programme Board for consideration and Academic Council for final approval.

### 5.15 Deferrals during Admissions Process

Deferrals are offered on a one-time basis for students offered a place on the first year of a programme through the CAO and direct entry. No deferral fee is charged.

Due to funding and/or space constraints deferrals are not available on Springboard, Part-time and Advanced Entry programmes. Deferrals can be offered on Post Graduate programmes. Some exceptions may apply to Linked Providers and these decisions will be taken by the relevant Head of School.

## Roles and Responsibilities

### 5.16 Governance

Academic Council and its relevant committees oversee selection, admissions and exclusion of students. Academic Council delegates this authority to relevant committees and staff. TU Dublin Recruitment, Admissions and Participation Services has overall responsibility for managing the admissions processes.

### 5.17 Recruitment, Admissions and Participation

Recruitment, Admissions and Participation has overall responsibility, acting under authority from Academic Council, for the admission of students to the University and for ensuring compliance with published entry criteria and enrolment plans. The Admissions service audits application decisions on the basis of approved and published entry criteria and manages the verification of the academic records of incoming students.

5.18 Recruitment, Admissions and Participation provides comprehensive, accurate and accessible information and advice to applicants and other stakeholders in the admissions process. In some cases responsibility for admissions decisions rests with Schools and their linked providers and this policy applies in these instances.

The Graduate Research School has delegated Authority from Academic Council to admit Research Students to the University.

### 5.19 Applicant

TU Dublin reserves the right to verify information provided. If documents are found to have been falsified, the awarding body will be notified and, if an offer has issued, it may be withdrawn.

The applicant is responsible for:

- Checking current entry criteria.
- Provision of full and accurate information in the application
- Updating the application with additional information or corrections, as necessary.

## 6. Related Documents

- Child Protection Policy
- Recognition of Prior Learning Policy
- Student Garda Vetting Policy
- Student Fitness to Practise Policy
- Student Data Protection Notice
- Withdrawals Policy
- Access Transfer Progression (cover transfers and advanced entry)
- Fees Policy

## 7. Document Management

### 7.1 Version Control

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1	First Draft	Head of Recruitment, Admissions and Participation	October 2022

### 7.2 Document Approval

VERSION NUMBER	APPROVAL DATE	APPROVED BY (NAME AND ROLE)
1	7 <sup>th</sup> December 2022	Academic Council



### 7.3 Document Ownership

This document is owned by the Academic Affairs.

### 7.4 Document Review

All TU Dublin Academic Policies are reviewed regularly, and their implementation is monitored by Academic Council and its sub-committees. Formal review of this policy will be undertaken prior to Institutional Review.

### 7.5 Document Storage

All TU Dublin Academic Policies can be found here: [Academic Policies | TU Dublin](#)

### 7.6 Document Classification

TU Dublin Public Document