What is Advanced Entry?

Advanced Entry is where an applicant has previous work experience and/or educational achievements that are considered directly relevant to the programme they wish to apply for. In such a case, it is possible to gain entry to the second or subsequent year of an undergraduate programme in TU Dublin City Campus.

*****IMPORTANT** If you are an existing TU Dublin student in City Campus and wish to transfer into another City Campus undergraduate programme, you will **not** have to complete the CAO Advanced Entry application. All existing TU Dublin City Campus students who wish to transfer into another TU Dublin undergraduate programme **must contact their Head of Programme directly** to facilitate the transfer.

Visit http://www.dit.ie/studyatdit/undergraduate/howtoapply/advancedentry/ for all the relevant information on the Advanced Entry procedure

Note: In TUD we commonly use the word 'programme' to refer to an academic course of study but this may also be referred to as 'course'.

OVERVIEW

You may be considering continuing your studies to a higher level:
- If you are completing a higher certificate you may wish to transfer into an ordinary or honours degree
- If you are completing an ordinary degree you may wish to transfer to an honours degree
- Alternatively you may just wish to change programmes but within the same award level. If this is the case, and particularly if you have completed only one year or less of your academic programme, please see also http://www.dit.ie/studentservices/registration/deferwithdraw/

RESEARCH

Consider the following:
- What are your motivations for applying for advanced entry?
- What programmes will best suit you? (Research in terms of: modules, project work, placement, group work, thesis, practical classes etc)
- Which programmes match my personality, skills, interests, values?
- Which will fit in with my long-term career goals (broad and specific)?

APPLICATION PROCEDURE

- There is no centralised Advanced Entry application system in Ireland – you apply directly to each institution that interests you
- You can apply to as many as you like and there may be a charge for each application

CLOSING DATES

- Closing dates vary from institution to institution and sometimes from programme to programme so check what applies in each case. Currently many fall in March.
- In rare cases, if a programme is over-subscribed, they may close the application process early so apply early and do not wait until the last day
- Closing dates for what are called 'restricted courses' (such as those requiring a portfolio/performance piece/interview etc) are considerably earlier than for 'non-restricted courses

CRITERIA

A number of criteria tend to apply to all advanced entry processes for CAO listed-programmes offered throughout the Republic of Ireland and other programmes abroad:

- You must usually have completed at least two years of an academic programme before you can be considered for advanced entry
- There must usually be a minimum of at least 80% between the programme you are transferring from and the one you wish to enter
- You must achieve a minimum grade average in the programme you are transferring from
- Getting a place on the programme is dependent on how many places are available. As such, the minimum grade average may not be enough to gain a place if there is a lot of competition from other candidates with higher grades
- You may be asked to attend an interview or submit additional documentation to prove your interest in the programme and the career(s) related to it
- If you have completed other programmes or have a lot of employment experience and you don't meet all of the criteria for advanced entry you may be able to make a course for exceptional entry to a programme of your choice (on the basis of 'APL' or 'RPL')
- If you have a disability and you don't meet all of the criteria for advanced entry you may be able to make a case for exceptional entry to a programme of your choice

Make an appointment with your careers adviser if you need to talk things over.

ADVANCED ENTRY – WITHIN THE REPUBLIC OF IRELAND

If you are considering continuing your undergraduate studies to a higher level in another institution you are advised to take the following steps:

- Identify suitable programmes from the 'course search' option on the CAO website - www.cao.ie - or from www.qualifax.ie and visit each college's own website for details of individual programmes
- Obtain an Advanced Entry / Direct Entry application form from the admissions office(s) of the college(s) hosting the programmes you are interested in/complete their forms on-line and check the closing date(s) to make sure you apply in time
- Contact the programme tutor for each programme which interests you, making clear your interest in it and explaining what you have already covered at TUD. Be prepared to send a copy of your programme descriptor to the college you are applying to for review. In TUD you will find full programme descriptors on www.dit.ie/catalogue/Programmes . If those reviewing your application are happy to receive a soft copy you can just send them the link

to your programme details. Check with your course tutor to check that the link to the descriptor you provide is the most up to date one for your programme

- Ask about application procedures and entry requirements e.g. "What year of the course might I be able to enter?", "What classification of award will I need to even be considered" (e.g. Distinction? Upper Merit?)?
- Ask the tutor to put you in touch with students who are doing or have completed the programme which interests you
- If you are just finished your most recent studies make sure to remember to send on your final results to the institution(s) you have applied to as soon as you get them – otherwise your application(s) will not be considered. If you are applying for advanced entry in the institution where you are already a student you don't usually have to send your results in as they are usually automatically obtained from the exams office. Don't assume this happens – ask your tutor / the exams office to confirm that it does.

APPLYING WITHIN TUD

- Each institution will usually give first preference for advanced entry places to its own students. If you plan to continue your studies within TUD you should first discuss the application procedure and entry requirements with the programme co-ordinator/chair of the programme for which you are applying
- The official procedure is to complete an "advanced entry" application form. The form and an information booklet explaining the process can be obtained from TUD admissions office or can be downloaded from http://www.dit.ie/studyatdit/undergraduate/howtoapply/advancedentry/
- The official closing date for non-restricted-entry programmes in TUD is 30th June 2019 but you should check the exact date with the registrations office. Restricted course closing dates tend to be much earlier
- For further information regarding advanced entry email: ug.international@dit.ie or Tel: 01-220 5445.

APPLYING TO NORTHERN IRELAND OR THE UK

If you've completed an undergraduate course in Ireland and you wish to continue your studies to a higher undergraduate level in the UK/Northern Ireland similar steps to the above apply. The main exception is that you do not apply to colleges independently as the UK operates a centralized system "UCAS" through which all applications are processed.

- Identify relevant courses from the UCAS website: www.ucas.com.

- Research your preferred courses using university websites and contact course tutors to explain what you have covered at TUD

- Ask about the application procedure and entry requirements. Some institutions may require you to apply directly to them as well as through UCAS

- You may be asked to send a copy of your TUD Course Handbook (programme descriptor) which you can download from www.dit.ie/catalogue/Programmes (or see the school secretary to obtain this). Make sure you provide the descriptor that relates to the specific programme you have undertaken – check with your programme tutor. You will also have to submit your exam

results so far. If you have more exams to complete at the time of your application remember to send in the results for them also

- Complete the online UCAS application. You can choose up to 6 courses

- Deadlines are normally as follows:
  - 15 October for dentistry, medicine, veterinary science and veterinary medicine and for all courses at the University of Oxford and the University of Cambridge

  - 15 January for all other courses except those above and art and design courses with a 24 March deadline

  - 24 March for art and design courses except those listed with a 15 January deadline

  - 30 June - the final deadline. All applications received by this date are processed and sent to the universities and colleges. Applications received after 30 June will not be sent to the universities and colleges in the normal way. Instead, these applications will go directly into their 'clearing' system (similar to the CAO 'available places' i.e. the places that are left over after all offers to standard/on-time applicants have been made)

Some course providers require additional admissions tests to be taken alongside the UCAS application, and these may have a deadline. Find out more about these tests.

NOTE: the official closing dates apply regardless of the year you wish to enter (i.e. whether you want to enter first year or third year etc.). However, generally there will be far fewer applications from students other than those looking to join first year, so many universities are flexible on the dates. That said, apply as early as possible - before or by the deadline - to give yourself the best chance of getting the place you want.

COMPLETING THE ADVANCED ENTRY APPLICATION FORM

If possible get in touch with the programme co-ordinators of the programmes which you are considering, to ask them about the programme(s) and demonstrate your interest in the area.

Before contacting them - find out as much as possible about your programme(s) of interest, and careers in that field. This will help create a good impression so that when your application lands on their desk they will have a positive image of you.

Admissions tutors are looking for people who can bring together experiences from different parts of their lives, give clear reasons for wanting to undertake a particular programme and relate it to their plans for the future. It's important to show that you have a career plan and a good understanding of what career options exist for prospective graduates of the programme(s) you are interested in.

Websites such as www.careersportal.ie and www.prospects.ac.uk are excellent sites which can help you research both courses and careers. They also have excellent career interest questionnaires where you can ascertain which courses and careers are the best match for your needs.

General tips for filling in the application form:

- Research comprehensively - read prospectuses and course leaflets, look at web sites, talk to programme co-ordinators

- Identify any particular requirements and how you fulfil them. This is particularly important if you are applying for a subject such as medicine, law, teaching or physiotherapy, where you will be in competition with many other well-qualified applicants. Show that you have a very good understanding of the programme and likely career options from it

- If you have selected seemingly unrelated programmes to that or those which you have completed, try to identify a common thread in your application, such as caring for people or working in a scientific field

- Show the relevance of your current/past studies to this field

- Mention any relevant employment (including voluntary/unpaid & placement), visits or interviews with professionals you have carried out. This is essential for some disciplines such as medicine and social work

- If you have work experience which is not directly relevant to your proposed discipline and career, can you identify relevant core (transferable) skills, which you learned/developed?

- Include information on your core skills that are relevant to these fields – e.g. communication, numeracy, IT, problem solving and working with others. Include personal qualities - for instance being a caring person, a good communicator and able to work in a team etc.
- See the TUD Career Development Centre [resource sheets](#) on useful verbs and phrases in the CV section to help you with this

- Mention any positions of responsibility you have held in school or college. Even if they do not relate to your chosen subject they add to the positive impression of you as a person

- Take care with the layout. Organise application into paragraphs which flow logically. Check your spelling and grammar and above all be positive and enthusiastic!

- Have a constructive friend or professional look over your application before you submit it