
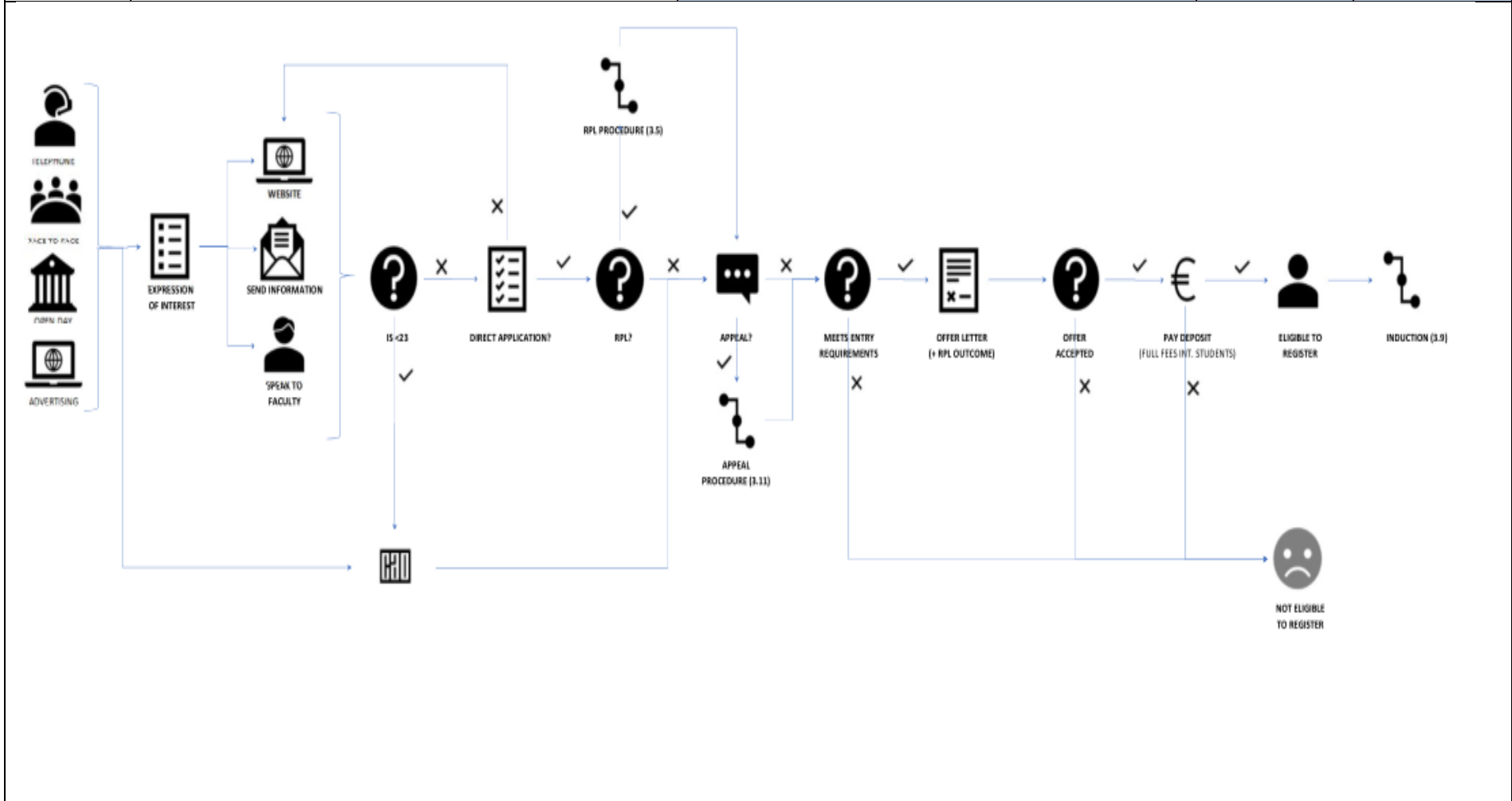


#	POLICY TITLE:	POLICY AREA:	VERSION:	DATE:
	<b>3.4 ADMISSIONS</b>	3) PROGRAMMES OF EDUCATION AND TRAINING	2.0	JULY 2020



**Introduction and Context:**

This document addresses interaction with prospective learners, evaluation of applications and the eventual enrolment of applicants as registered learners and on to the first stage of the learner life cycle at SNMCI. This document sets out the recruitment, application, and entry process for learners.

For the purpose of this document the following definitions apply:

**Prospective Learner** - A prospective learner is any person who has interacted with the College with a view to becoming a student. Prospective learners have no formal legal relationship with the College. They are defined here for the purpose of recruitment and marketing.

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

**Enrolled Learner** - An enrolled learner is a person who has successfully completed the admissions procedure, complies with all terms, conditions, and regulations for the relevant programme and who is responsible for payment of all fees due to the College.

The policy was developed with regard to:

- European Association for Quality Assurance in Higher Education (ENQA) (2015), *Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)*.
- Quality and Qualifications Ireland (2016) *Core Statutory Quality Assurance (QA) Guidelines*
- Quality and Qualifications Ireland (2015) *Policy and Criteria for Access, Transfer and Progression in Relation to Learners for Providers of Further and Higher Education (Restatement)*.
- Quality and Qualifications Ireland (2013) *Protection of Enrolled Learners: Protocols for the Implementation of Part 6 of the 2012 Act*
- Quality and Qualifications Ireland (2015) *Policy and Criteria for Facilitating the Academic Recognition of Foreign Qualifications*

**Policy Statement:****Marketing and Recruitment**

- As part of its marketing and recruitment process, SNMCI strives to support prospective learners to make informed decisions about their chosen programmes of study;
- SNMCI responds to all enquiries in a timely fashion with up-to-date factual information;
- SNMCI publishes accurate public information regarding the following: -
  - Programmes
  - Details of the curriculum
  - Indicative programme schedule
  - Application procedures
  - Deadlines

- Indicative start date
- Application forms and supporting documentation
- Entry criteria and procedures for all programmes
- Requirements for Blended Learning
- Programme accreditation details
- Award details: the awarding body, NFQ level (if any) and award title
- Details of the arrangements for the protection of enrolled learners.
- Fees associated with the programme, including supplemental fees for services other than tuition.

### **Applications and Admissions**

- For direct entry, all applicants have an equal opportunity to demonstrate their eligibility to enrol on their chosen programme
- Entry procedures are fair, and SNMCI assesses applicants' attainment of the entry requirements and does not discriminate on any other grounds.
- SNMCI offers places to applicants where there is a reasonable expectation that they may successfully complete the programme.
- It is the applicants' responsibility to:
  - o Inform themselves about the programme, the College and the entry criteria;
  - o Inform themselves about the workload and the commitment in terms of time and effort, including placement requirements if applicable;
  - o Inform themselves of all IT requirements for programmes or portions of programmes delivered in blended format;
  - o Be aware of fees and fee schedules;
  - o Provide verifiable evidence that they meet all of the criteria for entry;
  - o Provide all evidence requested in support of Recognition of Prior Learning (RPL) and Recognition of Prior Experiential Learning (RPEL);
  - o Make themselves available to be contacted by the College in relation to their application;
  - o Make themselves available for interview if it is a condition of entry to the programme chosen;
- In cases where the applicant has been unsuccessful in meeting the entry requirements SNMCI will not accept another application for 2 years from the unsuccessful application;
- Where an applicant has previously failed the programme, the College reserves the right to refuse a subsequent application

<p><b>Enrolled Learners:</b></p> <ul style="list-style-type: none"> <li>- Have met all of the programme specific entry criteria;</li> <li>- Have met other requirements as required e.g. minimum English language standards, Garda vetting;</li> <li>- Have made a commitment to adhere to all QA policies and procedures of the College.</li> </ul>		
<p><b>Staff Involved:</b> Marketing; Admissions; Programme Directors; DQAA;RPL Committee; Head of Registrations</p>		
<b>Procedure Outline</b>	Person/s Responsible	Records generated to ensure evidence of follow through
<p><b>CAO Applicants</b> All EU applicants to full-time undergraduate programmes, who are under 23 years on January 1<sup>st</sup> of the year they are due to commence a programme and who have not completed another third level programme apply through the CAO.</p> <p><b>Direct Applications</b> Direct applications include those to part-time programmes, to graduate programmes and applications from mature and international (non EU) applicants.</p> <p><b>Enquiries</b> All general enquires are directed to the Admissions Officer who will:</p> <ol style="list-style-type: none"> <li>1. Discuss options by telephone or email;</li> <li>2. Send on further information as requested;</li> <li>3. Direct enquirer to where the information can be found on the website;</li> <li>4. Redirect the enquirer to a Programme Director if more detailed information and advice is requested;</li> </ol> <p><b>Applications</b></p> <ul style="list-style-type: none"> <li>- When a person has sufficient information to move to the application stage s/he must complete the online application form, which includes options to upload additional information e.g.</li> </ul>	<p><b>Admissions Office</b></p> <p><b>Admissions Officer</b></p> <p><b>Admissions Officer PD's</b></p> <p><b>Applicant Admissions Office</b></p>	<p><b>Correspondence with CAO</b></p> <p><b>Correspondence Record of enquiry logged</b></p> <p><b>Record of enquiries</b></p> <p><b>Completed form plus accompanying</b></p>

<p>transcripts, diplomas, certificates, references etc.;</p> <ul style="list-style-type: none"> <li>- Applicants may also at this point click the RPL/RPEL option to request RPL and/or RPEL for the purpose of entry or exemptions;</li> <li>- Applications are reviewed by the Admissions Officer;</li> <li>- Applicants who meet the listed entry criteria and who have not requested RPL/RPEL considerations will be offered a place by the Admissions Committee. <b>Note:</b> All offers are <b>conditional</b> on the verification of documentation;</li> <li>- Once an applicant accepts the offer of a place on a programme they are requested to pay a deposit securing the place. Note: where learners are expecting to receive SUSI grant they must liaise with the accounts office and the deposit is not applicable. At this point they are marked as 'eligible to register' on the Admissions system;</li> <li>- Applicants who have requested RPL/RPEL, for the purpose of entry or exemptions, are directed to the Programme Directors, the Director of Quality and Academic Affairs (DQAA) and then on to the RPL Committee which is chaired by the Head of Examinations and Registrations (See QA 3.6: Recognition of Prior Learning).</li> </ul> <p>The RPL Committee meets as required and:-</p> <ul style="list-style-type: none"> <li>- Deliberates on the recommendations made by PD's DPD's in cases of Certified Prior Learning and the DQAA in cases of Prior Experiential Learning, for entry or exemptions;</li> <li>- Notifies applicant of decision;</li> <li>- Advises applicant to contact the Admissions Office if they accept the terms and conditions of the RPL Committee;</li> <li>-</li> <li>- Learners contact the Admissions Office to accept offer, decline offer or to offer further information to the RPL Committee requesting a review;</li> <li>- Further information may be considered, once, by the RPL Committee;</li> <li>- The decision of the RPL Committee will be noted on their application status;</li> <li>- As above, applicants who accept a place based on the deliberations of the RPL Committee are requested to pay a deposit securing the place.</li> </ul>	<p><b>Applicant Admissions Office</b></p> <p><b>Admissions</b></p> <p><b>Applicant</b></p> <p><b>PD's DQAA Head of Registrations RPL Committee</b></p> <p><b>Chair of RPL Committee</b></p> <p><b>Applicant</b></p>	<p><b>documentation</b></p> <p><b>Completed form plus accompanying documentation</b></p> <p><b>Correspondence</b></p> <p><b>Correspondence and receipt of payment of deposit.</b></p> <p><b>PD and DQAA recommendations to the RPL Comm. Minutes of RPL Comm. RPL Reports</b></p> <p><b>Correspondence</b></p> <p><b>Receipt of payment</b></p>
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<p><b>International Applicants</b></p> <ul style="list-style-type: none"> <li>- Non-EU applicants complete the online application form which includes options to upload additional information e.g. transcripts, diplomas, certificates, references etc.;</li> <li>- Non-EU applicants who do not have an Irish Leaving Certificate or who have not completed an undergraduate programme through the English language must provide evidence of achievement of a minimum standard in an appropriate English Language Test such as IELTS (minimum 6.0);</li> <li>- International applicants may also be interviewed either in person or by telephone by the International Officer or PD;</li> <li>- For the purpose of student visas, all fees must be paid in advance by non-EU applicants;</li> <li>- Upon receipt of fees, applicants will be supplied with a letter from the Head of Examinations and Registrations giving details of the programme and acknowledging receipt of payment of fees.</li> </ul>	<p><b>Applicant</b></p> <p><b>Applicant</b></p> <p><b>International Officer/PD</b></p> <p><b>Head of Examinations and Registrations</b></p>	<p><b>Original documentation including IELTS Certificate</b></p> <p><b>Receipt from Finance Officer</b></p> <p><b>Letter from Head of Examinations and Registrations</b></p>
<p><b>Appeals</b></p> <ul style="list-style-type: none"> <li>- Where an applicant whose application for entry has been denied, or whose application for deferred entry has been denied, contacts the College wishing to make an appeal, s/he will be sent (or directed to) QA 3.12: Deferrals, QA7.11 : Appeal Procedure and FQA 7.11 :General Appeals Form;</li> <li>- The appeal must be received within 10 working days of this communication;</li> <li>- The completed form must indicate the grounds for the appeal;</li> <li>- The appeal should be sent to the relevant decision making authority, in this case the Admissions Committee;</li> <li>- The appeal will be considered impartially and, where possible, by two members of staff who were not involved in making the original decision;</li> <li>- The appeals process cannot set aside the rules for applicants who appeal for special treatment. The function of the appeals process is to ensure the rules are applied fairly;</li> <li>- The decision of the appeals panel is final;</li> <li>- The decision will be recorded and kept by the Admissions Office;</li> <li>- The decision will be communicated to the applicant by the Admissions Officer;</li> </ul>	<p><b>Admissions</b></p> <p><b>Panel convened as required</b></p> <p><b>Admissions</b></p>	<p><b>Appeal Form (FQA7.11A)</b></p> <p><b>Minutes of meeting</b></p>

- The grounds for appeal that may be considered are:
  - o Incorrect process; specific evidence of irregularity in the College’s Applications Review process/es;
  - o Specified/stated grounds where the College’s decision was based on misinterpretation of data or information provided as part of the application process.

Submission of an appeal does not mean that an appeal will be granted and during the appeal process the applicant is still considered not admitted to the College.

**Enrolled Learners**

- All applicants who have gone through the application process and who have accepted places and paid the required deposit will be noted as eligible to register on the SNMCI admissions system;
- Applicants will be sent details of an induction event by the Admissions Office. **Applicants remain the responsibility of Admissions until they are officially registered.**

**Applicant**

**Admissions Office Records**  
**Completed Appeal Form (FQA 7.11)**

**System records**

**Admission Office**

### Policy Control Sheet

Policy	<b>3.4 Admissions</b>
Version	2.0
Adopted/Effective	JULY 2020
Supersedes	1.0
Monitoring/ Next Review Date	Yearly/JULY 2021
Responsible Officer(s) Designated Reviewer(s)	Admissions; Head of Examinations and Registrations; DQAA;
Scope	All Programmes

### References

<b>SNMCI Policy area</b>	<b>3) Programmes of Education and Training: Vol 2</b>
<b>Developed with reference to</b>	European Association for Quality Assurance in Higher Education (ENQA) (2015) <i>Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)</i> . Quality and Qualifications Ireland (2016), <i>Core Statutory Quality Assurance (QA) Guidelines</i> Quality and Qualifications Ireland (2015), <i>Policy and Criteria for Access, Transfer and Progression in Relation to Learners for Providers of Further and Higher Education (Restatement)</i> . Quality and Qualifications Ireland (2013), <i>Protection of Enrolled Learners: Protocols for the Implementation of Part 6 of the 2012 Act</i> Quality and Qualifications Ireland (2015) <i>Policy and Criteria for Facilitating the Academic Recognition of Foreign Qualifications</i>
<b>Related SNMCI Policies / Forms</b>	QA 3.5: Admissions Committee TOR; QA 3.6: RPL; FQA 3.6 A: RPL Application; FQA 3.6 B: Report

### Revision

Revision Number	Revision Description	Originator	Approved By
2.0/JULY 2020	General update based on application for Blended Status	Office of DQAA	