

Policy: *Learner Admission, Progression and Recognition Policy* **Owner:** Office of the Registrar

Date Approved: 23 October 2024



Admission Guidelines and Procedures for Internal / External Transfers and Advanced Entry

1. Internal Transfers

First Year learners who are registered on a course in Carlow College, St. Patrick's (hereafter Carlow College) following entry through the CAO may, in exceptional circumstances, apply to transfer to another course in the College. Normally, such a transfer will only be considered in the first six weeks of term. The learner must apply in writing clearly outlining the specific reasons for requesting the transfer; they must have discussed this matter with their Academic Advisor. Their Academic Advisor will inform the two relevant Programme Directors, namely, the Programme Director of the course the learner has entered upon and the Programme Director of the course the student wishes to transfer to. If the Programme Directors are mindful that the student has sound bona fides for seeking a transfer, the Directors will make a recommendation to the Registrar. The final decision rests with the Registrar in consultation with the Admissions Office. It should be noted that the applicant must meet the minimum points entry requirement for the programme they wish to enter.

2. External Transfers

A learner wishing to transfer into Carlow College in the second or higher stages of a Programme will be considered as an Advanced Entry Applicant and must apply through the Admissions Office and use the Full RPL Application Form. This form is provided by the Admissions Office. Further, the Admissions Office is responsible for informing all Advanced Entry applicants of the general admissions guidelines and procedures of the College, including those related to mandatory Garda Vetting and those related to admissions procedures for students with disabilities.

The applicant's completed application form must be accompanied by official transcripts of results achieved to date. They are also required to produce a reference from their college of origin including (where relevant) specific details of professional practice placements completed as part

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of that programme. The applicant will be interviewed by the Programme Director of the programme for which they are applying and a lecturer on the same Programme to assess their suitability for such a transfer. Where a learner is applying for transfer to a Programme leading to a degree recognised by an External Professional Regulator, they must provide evidence that they are in a position to meet the requirements of the relevant professional regulator within the context of the programme for which they are applying. The interview panel will make a recommendation to the Registrar who in consultation with the Admissions Office will make the final decision on the application (see also [Admission Guidelines and Procedures for Recognition Prior Learning](#)).

3. Where a Course is Not Running.

If a course advertised on the CAO is not likely to run, learners who have applied for that course will be so informed before CAO Round One acceptances so that they have the opportunity to make other choices.

4. Garda Vetting Requirements

Some courses at Carlow College have mandatory Garda Vetting requirements. Learners wishing to apply for such courses, whether as internal or external transfers, must be informed of these requirements in advance of being offered a place on the course.

In the case of an internal transfer request, the Programme Director of the programme requiring mandatory Garda Vetting is responsible for so informing the requesting student.

In the case of an external transfer request, the Admissions Office is responsible for so informing the requesting learner.

5. Transfer Applicants from Non-EU Countries

All transfer applicants from Non-EU countries are subject to the [Admission Guidelines and Procedures for Non-EU Degree Applicants](#).

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6. Appeals Procedures

For the College's documented procedures governing decisions pertaining to admissions, please see the [Appeals Procedures for Admissions Decision](#) (Appendix 10).