

**Policy:** *Learner Admission, Progression and Recognition Policy*

**Owner:** Office of the Registrar

**Date Approved:** 24 June 2025



**COLÁISTE CHEATHARLACH  
NAOMH PÁDRAIG  
CARLOW COLLEGE  
ST. PATRICK'S**

**TITLE: LEARNER ADMISSION, PROGRESSION AND RECOGNITION POLICY**

<b>Version</b>	5.2	<b>Date Approved</b>	24 June 2025
	Policy changes include: addition of definitions; revised processes related to Non-EU and semester study abroad learners to respond to changes regarding the International Education Mark; changes to the deferral processes and removal of progression scholarship.	<b>Review Date</b>	8 March 2028 <i>or as required</i>
<b>Approved By</b>	Academic Council		
<b>Owner</b>	Office of the Registrar		
Version Control			
Version No.	Date Approved	Documented Changes	
5.1	23 October 2024	Policy received minor changes related to: the Mature Learner Application Form Assessment revised, references to the <i>Garda Vetting Policy</i> removed and replaced with the <i>Learner Vetting Policy</i> and reference to the RPL Proficiency Assessment used by the BA in Applied Social Studies (Professional Social Care) Programme to make decisions regarding RPL applications. Other minor changes were also made throughout.	
5	8 March 2023	The policy was revised to ensure that it complied with the <i>Code of Practice for International Learners (2023)</i> . The following appendices were added / removed or significantly modified: Appendix 18 (Admission Guidelines and Procedures for Non-Standard EU Applicants) was added; the appendix titled 'English Language Requirements' was removed and added as an appendix to the new <i>English Language Policy</i> ; and the Admission Guidelines and Procedures for Part-Time learner cohorts (i.e. part-time undergraduate, postgraduate and certificate programmes) was significantly revised. Where possible, forms were removed and added as links to the online forms.	

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4.1	8 December 2021	The English Language Requirements for Admissions (Appendix 10) was updated to include the ESOL exam for EEA applicants.
4	27 January 2021	The following changes were made: section 6 of policy added (i.e. list of referenced policies); policy links inserted; forms updated; Evidence of Disability Form deleted as it is now part of the <i>Learner Disability Policy</i> ; RPL guidelines updated; Non-EEA application process updated and appendix 17 added.
3.3	26 August 2020	Appendix 16 and associated documents were added to the Policy.
3.2	19 February 2020	The following changes were made: the addition of references to CAO application fees (Appendix 1); revision to application process (Appendix 2); scope of RPL added (Appendix 5); terminology updated (Appendix 9) and list of approved tests updated (Appendix 10).
3.1	28 August 2019	Appendix 15 and sub-appendices added to the policy.
3	6 March 2019	Policy reviewed to ensure that guidelines / procedures are fit-for-purpose to align with introduction of the Student Record Management System.
2	5 April 2017	Policy reviewed to align with principles outlined in <i>Core Statutory Quality Assurance Guidelines</i> (QQI, 2016) and amalgamate guidelines related to learner admission, progression and recognition within the College.
1	6 December 2011	Initial Issue

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## 1. Purpose of Policy

The purpose of the *Learner Admission, Progression and Recognition Policy* is to ensure clarity, transparency, accountability, efficacy and equity in relation to learner admission, progression and recognition at Carlow College, St. Patrick's (hereafter Carlow College). Carlow College is committed to ensuring that pre-defined and published regulations are consistently applied covering all phases of the learner 'life cycle', e.g. learner admission, progression, recognition and certification.<sup>1</sup> Moreover, the approved quality assurance policies and procedures related to Learner Admission, Progression and Recognition conform to the *Policies and Criteria for the Validation of Programmes of Education and Training*.<sup>2</sup>

As an institution of higher learning, Carlow College is fully committed to ensuring that the principles of the *Lisbon Recognition Convention* (1997) are fully implemented in all processes related to learner admission, progression and recognition.

## 2. Definitions

*Advanced Entry* to a higher education programme occurs in instances where a learner has attained the learning outcomes of part of the programme through prior educational and / or work experience, and is admitted by the HE provider to a later stage of the programme (Year 2, Year 3 etc.).

*College-Fees* are fees that registered learners may incur over their academic study cycle at Carlow College, these fees may include: sanctions for late payment, fines, ID card replacements, parking fees, printing fees etc.).

*Induction* comprises a series of activities conducted by providers with new learners, which serve to welcome the learners; introduce them to the structures and processes of the provider; ensure familiarity with the facilities and services offered by the providers; and inform them where they can obtain guidance and support during their time as a learners. Induction at Carlow College takes place for new learners and returning learners the week prior to commencing their studies for the academic year.

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<sup>1</sup> *Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)* (Yerevan: Ministerial Conference, May 2015), p. 10.

<sup>2</sup> *Policies and Criteria for the Validation of Programmes of Education and Training* (Dublin: QQI, April 2016), pp. 32-3.

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*International Learner* is defined as a person who is not an Irish citizen but is lawfully in the state primarily to receive education and training.<sup>3</sup> This can be further defined by three distinct categories:<sup>4</sup>

- EU/EEA learners undertaking programmes that lead to major or non-major awards that are included in the NFQ (see Appendix 2 or Appendix 3);
- Non-EU / EEA / Swiss learners in the state undertaking programmes that lead to major or non-major awards that are included within the NFQ; and
- Learners outside the state enrolled on programmes that lead to major or non-major awards included within the NFQ, whether offered in transnational education settings and / or through remote, fully online modes of learning. Please note that Carlow College does not admin learners from this category.

The definition of an international learner does not include citizens of Great Britain and Northern Ireland undertaking programmes that lead to major or non-major awards that are included within the NFQ.

*Mature applications:* a person that is 23 years of age or over on the 1<sup>st</sup> January of the year of entry to their programme of study.

*NARIC Ireland* provides advice on the academic recognition of foreign qualifications by comparing a foreign qualification to an Irish qualification of a similar type and level on the Irish National Framework of Qualifications. Carlow College uses information from NARIC Ireland in all application decisions.

*National Framework of Qualifications* is a system in Ireland used to describe the levels of education qualifications.

*Programme Fees* are the core fee for your academic programme, teaching and associated facilities.

*Protection of Enrolled Learner (PEL)* aims to safeguard a learner's academic journey. It refers to arrangements made for specific programmes to ensure that a learner can complete the programme that they have begun if their programme is no longer offered by their provider for any reason.

*Recognition of Prior Learning (RPL)* is a process by which value is given to previous learning, both certificated and experiential. To determine whether RPL is the correct pathway to make

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<sup>3</sup> *Qualifications and Quality Assurance (Education and Training) Act 2012.*

<sup>4</sup> These categories are found in the *Code of Practice for Provision of Programmes of Higher Education to International Learners* (QQI, 2024), p. 7.

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an application to Carlow College, please see our [Admission Guidelines and Procedures for Recognition Prior Learning](#).

*Registration:* is the act of formal entry of learners to designated courses at Carlow College.

*Substantial Difference* are significant differences between the foreign qualifications and the qualifications of the State Party which would most likely prevent the applicant from succeeding in a desired activity, such as, but not limited to, further study, research activities, or employment opportunities.

### 3. Scope of Policy

This Policy is applicable to all learners seeking admission to programmes of education at Carlow College leading to certified awards recognised under the National Framework of Qualifications. Carlow College provides programmes of education leading to certified awards at levels 6, 7, 8 and 9 on the National Framework of Qualifications (NFQ).

### 4. Policy Statement

The principles and goals underlying the *Learner Admission, Progression and Recognition Policy* are:

*Admissions:*

- to ensure that prospective learners are informed of the purpose, award level, structure, curriculum, delivery method (i.e. face-to-face or blended), access, transfer, progression and related details of courses offered;
- to provide clarity, transparency, accountability, efficacy and equity in relation to learner admission at Carlow College;
- to facilitate access to third level education by learners from a range of formal and informal educational backgrounds;

and, to ensure that admitted learners:

- are at an appropriate stage in their learning development to be admitted to their specified programmes of education;
- have appropriate recognition of education and training qualifications, periods of study and prior learning, including the recognition of non-formal and informal learning;

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- are assisted and supported in their introduction and transition to third level education;
- are sufficiently proficient in the English language to undertake the programme applied for, see [English Language Policy](#).

*Progression:*

- to provide clarity, transparency, accountability, efficacy and equity in relation to learner progression;
- to support progression and to facilitate mobility in third level education by learners.

*Recognition:*

- to provide clarity and equity in learner recognition;
- to provide all graduating, or otherwise leaving, students with a European Diploma Supplement.

The College views the effective support of students in the transition to third-level education as an important aspect of the College's duty of care to students and as key to student learning and progression, particularly in their first year of studies. The academic support of learners during their time in College is held by the Office of the Registrar and is conducted by Student Services and Learner Supports in co-ordination with the Programme Directors.

## **5. Roles and Responsibilities**

The Office of the Registrar holds responsibility for all matters, including Quality Assurance, in relation to Admissions, Progression and Recognition. In this role, it is supported by the relevant College committees. The Office of the Registrar reports to the President, the Academic Council and the Governing Body.

The admissions function and process of the College is held by the Office of the Registrar and is conducted through the Admissions Office. For more on information regarding admissions, please see the following link: <https://carlowcollege.ie/admissions-office/>.

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The assessment and progression function and process of the College is held by the Office of the Registrar and is conducted through the Academic Administration (assessment) and Admission Office (progression).

The Award Function of the College is held by the Academic Council and by our validating bodies, namely Quality and Qualification Ireland (QQI) and South East Technological University (SETU). The operation of the function is held by the Office of the Registrar.

## **6. Associated Documentation**

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## **7. Referenced Policy**

- *Academic Integrity and Plagiarism Policy*
- *Assessment of Learners Policy*
- *Assessment Re-Check, Review and Appeals Policy*
- *Blended Learning Policy*
- *Critical Incident Policy*

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- *Data Protection Policy*
- *Dignity and Respect Policy*
- *English Language Policy*
- *Equality Policy*
- *Exit Awards Policy*
- *Fees and Refunds Policy*
- *Fitness to Continue in Study Policy*
- *Fitness to Practice Policy*
- *Gender Identity and Expression Policy*
- *Information Security Policy*
- *Learner Code of Conduct and Disciplinary Policy*
- *Learner Death Protocol Policy*
- *Learner Disability Policy*
- *Learner Grievances and Complaints Policy*
- *Learner Mental Health and Wellbeing Policy*
- *Learner Vetting Policy*
- *Library Admission and User Services Policy*
- *Quality Assurance Policy*
- *Research Ethics Advisory Policy*
- *Learning and Teaching Policy*

For a complete list of policies and procedures at Carlow College, please see the [Master List of Policies and Procedures](#). Learner-specific policies can be found online at [Policies A-Z](#).

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## **8. Monitoring and Review**

The *Learner Admission, Progression and Recognition Policy* is approved by the Academic Council. The Office of the Registrar, through the Admissions Office, will monitor this policy and, at a minimum of every five years, convene a sub-group to review all aspects of this policy to ensure that it is fit-for-purpose.

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## **Appendix 1: Admission Guidelines and Procedures for Dealing with Enquiries for Potential New Entrants**



### **Admission Guidelines and Procedures for Dealing with General Enquiries from Potential New Entrants**

The Admissions Office co-ordinates the admissions process for undergraduate and postgraduate programmes at Carlow College, St. Patrick's. This Office responds to queries from the public via phone, fax, email and in person. The Admissions Office is located in the Front Hall of the College. In order to ensure that enquiries from potential learners, their families and / or schools are dealt with in an efficient manner, the following procedures should be adhered to:

1. General enquiries regarding admissions should be directed to the Admissions Office in the first instance (ext 243 or 268). If the Admissions Office is closed or otherwise unavailable to take a direct enquiry, the caller's name, organisation, contact number and email address will be taken via voicemail and a return call or email made within two business days. Where possible, callers should be advised that online enquiries may be made by email to: [admissionscc@carlowcollege.ie](mailto:admissionscc@carlowcollege.ie).
2. All enquiries received by the Admissions Office should be responded to within two working days.
3. Following the initial response, if further clarification or information is required, the Admissions Office will contact the relevant College Unit / Function which, in turn, can either deal with the enquiry directly or provide the Admissions Office with the necessary information.
4. Complex enquiries which require further research or consultation should be responded to within a defined timeframe and this timeframe should be communicated to the person making the request.
5. Where Admissions Office staff are unavailable, and a phone call is deemed important, Reception/Administrative staff should forward the caller to the School Liaison Officer or Vice President for Academic Affairs and Registrar, to have their query dealt with. The School Liaison Officer or Office of the Registrar should inform the Admissions Office of the outcome by email at the earliest opportunity.

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6. In the event that neither of the above are available, the caller should be informed that an email will be forwarded to the Admissions Office outlining their query and will be dealt with promptly by staff on their return.

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## Appendix 2: Admission Guidelines and Procedures for New Entrants



## Admission Guidelines and Procedures for New Entrants

### New Entrants – Standard Applicants

Applications for admission to Carlow College, St. Patrick's (hereafter Carlow College) will be processed in accordance with the regulations, procedures and timetable as set out by the Central Applications Office (CAO). Standard applicants are considered to be applicants who are applying for entry on the basis of examinations / qualifications only.

Applicants must satisfy the minimum entry requirements for the relevant programme. The criteria for determining eligibility for the 'Free Fees Initiative' is also applicable to new entrants. Further details are available in the [Fees and Refunds Policy](#).

In order to apply for a programme of study at Carlow College, the following should be noted:

#### 1. Application to the CAO

Applicants who are school-leavers must apply through the CAO. Application forms are available from the CAO directly (Tower House, Eglinton Street, Galway) and online at [www.cao.ie](http://www.cao.ie). The closing date for receipt of applications (with a fee) is the 1<sup>st</sup> February each year. The closing date for receipt of late applications (with a fee) is the 1<sup>st</sup> May each year. The full application procedure is detailed in the CAO Handbook.

#### 2. Minimum Entry Requirements

The minimum entry requirement for a Level 6 / Level 7 programme is five subjects at Ordinary Level Grade O6 or higher. For a Level 8 programme an applicant must obtain six subjects at Ordinary Level Grade O6 or higher, to include at least two Higher Level Grade H5 or better. The Admissions Office, College Prospectus and / or the Carlow College website should be consulted in relation to Foundation Level Mathematics as an entry requirement. English, Gaelige, or any other language satisfies the language requirement.

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### *Leaving Certificate Applied (LCA)*

The LCA does not meet the entry requirements for Carlow College programmes. Holders of the LCA may gain entry through FETAC Levels 5/6 Award Scheme.

### *Leaving Certificate Vocational Programme (LCVP Link Modules)*

Carlow College awards points for results in LCVP link modules in place of a Leaving Certificate subject. Points awarded are as follows:

<b>LCVP Grade</b>	<b>Points</b>
Distinction	66
Merit	46
Pass	28

### *Mathematics Bonus Points*

A bonus of 25 points will be allocated to applicants who achieve a grade H6 or above in higher level mathematics. Therefore, the cumulative Leaving Certificate maximum points total will increase from 600 to 625 (existing mathematics points plus bonus points). All students presenting H6 or above will have 25 points added to their mathematics score. The six highest subject points score will then be counted to achieve a cumulative point score as is normal practice.

Bonus points will only be relevant in cases where higher level mathematics is scored as one of the applicant's six best subjects for points purposes. Bonus points will be awarded irrespective of the year in which examinations were taken.

### *Foundation Level Mathematics*

The Admissions Office, College Prospectus and / or the Carlow College website should be consulted in relation to Foundation Level Mathematics as an entry requirement.

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### **New Entrants - Non-Standard Applicants**

Holders of qualifications other than the Leaving Certificate (such as GCEs, GCSEs, BTEC) should apply through the CAO. Application forms are available from the CAO directly (Tower House, Eglinton Street, Galway) and online at [www.cao.ie](http://www.cao.ie). The closing date for receipt of applications is the 1<sup>st</sup> February (with a fee) each year. The closing date for receipt of late applications (with a fee) is the 1<sup>st</sup> May each year. The full application procedure for non-standard applicants is outlined in the CAO Handbook. Non-standard applications will be assessed on an individual basis and the applicant may be called for an interview.

An applicant must satisfy the relevant minimum entry requirements for the programme to which the applicant has applied. Details of these may be found on our website or in our prospectus. The criterion for determining eligibility for the 'Free Fees Initiative' is also applicable to non-standard entrants. Further details are available in the [Fees and Refunds Policy](#).

### **New Entrants – QQI-FE Applicants**

Holders of a full FETAC Level 5/6 Award or those in the process of completing a full FETAC Award should apply for entry through the CAO. Application forms are available from the CAO directly (Tower House, Eglinton Street, Galway) and online at [www.cao.ie](http://www.cao.ie). The closing date for receipt of applications is the 1<sup>st</sup> February (with a fee) each year. The closing date for receipt of late applications (with a fee) is the 1<sup>st</sup> May each year. The full application procedure is detailed in the CAO Handbook.

A full FETAC Level 5/6 Award may be accumulated over more than one academic year. In such cases, it is the responsibility of the applicant to ensure that they are registered with FETAC for a full Award. The FETAC points score is calculated by the CAO on the results of the best eight modules presented.

An applicant must satisfy the entry requirements for the programme, which include relevant linked QQI – FETAC courses and a points requirement. Carlow College operate a quota for QQI – FE applicants and FE offers are issued in Round 0 (early August) each year.

The criteria for determining eligibility for the 'Free Fees Initiative' is also applicable to FETAC applicants. Further details are available in the [Fees and Refunds Policy](#).

### **Garda Vetting**

Carlow College offers a number of programmes that require students to undertake placements with external agencies. In such placements, learners will assume positions of trust and be in contact with the public. To ensure the protection of the public, and justify public trust and confidence, the College is committed to ensuring that only suitable candidates are

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allowed to undertake these programmes. Garda Vetting takes place after learners have registered. Programmes for which Garda Vetting is required are:

PC404 B.A. in Applied Social Studies (Professional Social Care);

PC405 B.A. (Honours) in Social, Political and Community Studies;

PC402 B.A. in Arts and Humanities (if enrolled in the Workplace Learning Experience Module);

PC410 B.A. (Honours) in Arts and Humanities (if enrolled in the Workplace Learning Experience Module); and

PC411 B.A. (Honours) in English and History (if enrolled in the Workplace Learning Experience Module).

The list of programmes are reviewed on an annual basis and may be updated to include new and / or existing programmes. Learners on research programmes where they are engaging with children and / or vulnerable adults will require Garda Vetting. Both the Admissions Officer and the Assistant Admissions Officer act as certified Liaison Persons for Garda Vetting of learners.

Carlow College uses the Garda Síochána National Vetting Bureau (GSNVB) that, where applicable, may liaise with the Police Service of Northern Ireland Vetting Service to assess the suitability of applicants for admission to such programmes. Garda Vetting includes Police Vetting in respect of other jurisdictions. For further details, see the Carlow College [Learner Vetting Policy](#).

## Research Ethics

Learners undertaking research where they are engaging with other humans and animals may require full approval from the Carlow College Research Advisory Ethics Committee for their research. For further details on obtaining research approval, see the Carlow College [Research Ethics Advisory Policy](#).

## Enquiries and Queries

The Admissions Office welcomes enquires from prospective learners on any aspect of the admissions process and will respond to queries from the public via phone, fax, email and in person. The Admissions Office is located in the Front Hall of the College and the contact details are: 059 9153243 or 059 9153268 (Phone); 059 9140258 (Fax) and [admissionscc@carlowcollege.ie](mailto:admissionscc@carlowcollege.ie) (Email).

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### **Appeals Procedures**

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

### Appendix 3: Admission Guidelines and Procedures for Mature Applicants



## Admission Guidelines and Procedures for Mature Applicants

### New Entrants – Mature Applicants

Mature applicants must be 23 years of age or over on the 1<sup>st</sup> January of the year of entry to their programme of study. There is no upper age limit. The normal minimum entry requirements do not apply to mature applicants, however, the criteria for determining eligibility for the 'Free Fees Initiative' apply. Further details are available in [Fees and Refunds Policy](#).

In order to make an application as a mature learner the following procedures must be adhered to:

#### 1. Application to the Central Applications Office (CAO)

Mature applicants must apply through the CAO. Application forms are available from the CAO directly (Tower House, Eglinton Street, Galway) and online at [www.cao.ie](http://www.cao.ie). The closing date for receipt of applications (with a fee) is the 1<sup>st</sup> February each year. The closing date for receipt of late applications (with a fee) is the 1<sup>st</sup> May each year. The full application procedure is detailed in the CAO Handbook.

It should be noted that Carlow College, St. Patrick's (hereafter Carlow College) will not receive information from the CAO until later in the summer on any mature applicants who apply to CAO after the 1<sup>st</sup> February deadline. Therefore, late mature applicants should contact the Admissions Office once an application has been made to the CAO to ensure that they are invited to interviews.

#### 2. Application to Carlow College

Each mature applicant is considered on the basis of an application form, an interview and a written assessment. Immediately on receipt of their details from CAO, the applicant will receive an email providing them with a link to the Mature Student Application Form, which can be found at: <https://carlowcollege.ie/mature-student-application-form/>. Completed application forms are usually required in advance of the interviews. Once the application form is completed, interview details are issued by email / post to applicants. Interviews are generally held in

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February and May / June of each year. At present Carlow College does not apply a quota to the numbers of mature applicant places available on its programmes.

'Positive ratings' will only be given to applicants who achieve at least the minimum programme requirement for mature entrants on the combined application process and demonstrate that the applicant has the skills and experience required to undertake the relevant programme of study. The CAO is subsequently notified by the Admissions Office of applicants who have received a positive rating in the selection process.

Successful applicants are notified by the CAO in early July of the relevant year via Round A offers.

### **Advanced Entry – Mature Applicants**

Applications for Advanced Entry to programmes of study should be made directly to the Admissions Office, Carlow College. Each applicant is considered on the basis of an application form and an interview. Supporting documentation (certified examination transcripts, [English language qualification and tests](#) (if applicable), module descriptors of completed courses and academic references) is also required. Consideration of an application is subject to availability of places on the programme. Applicants are notified of the outcome of their application directly by the Admissions Office in July (see also [Admission Guidelines and Procedures for Recognition Prior Learning](#)).

### **Applicants with Disabilities / Learning Differences / Long-Term Health Conditions**

Where an applicant has a disability, learning difference or long-term health condition and requires accommodations to the interview / assessment process, the applicant must indicate this on their application form. Accommodations cannot be guaranteed once the application deadline has passed.

### **Garda Vetting**

Carlow College offers a number of programmes that require learners to undertake placements with external agencies. In such placements, learners will assume positions of trust and be in contact with the public. To ensure the protection of the public, and justify public trust and confidence, the College is committed to ensuring that only suitable candidates are allowed to undertake these programmes. Garda Vetting takes place after learners have registered. Programmes for which Garda Vetting is required are:

PC404 B.A. in Applied Social Studies (Professional Social Care);

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PC405 B.A. (Honours) in Social, Political and Community Studies;

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PC410 B.A. (Honours) in Arts and Humanities (if enrolled in the Workplace Learning Experience Module); and

PC411 B.A. (Honours) in English and History (if enrolled in the Workplace Learning Experience Module).

The list of programmes are reviewed on an annual basis and may be updated to include new and / or existing programmes. In addition, any learners conducting research wherein they are engaging with children and / or vulnerable adults will require Garda Vetting.

Carlow College uses the Garda Síochána National Vetting Bureau (GSNVB) which, where applicable, may liaise with the Police Service of Northern Ireland Vetting Service to assess the suitability of applicants for admission to such programmes. Garda Vetting includes Police Vetting in respect of other jurisdictions. For more information on Garda Vetting, see the Carlow College [Learner Vetting Policy](#).

## **Research Ethics**

Learners undertaking research where they are engaging with other humans and/or animals may require full approval from the Carlow College Research Advisory Ethics Committee for their research. For further details on obtaining research approval, see the Carlow College [Research Ethics Advisory Policy](#).

## **Enquiries and Queries**

The Admissions Office welcomes enquires from prospective learners on any aspect of the admissions process and will respond to queries from the public via phone, fax, email and in person. The Admissions Office is located in the Front Hall of the College and the contact details are: 059 9153243 or 059 9153268 (Phone); 059 9140258 (Fax) and [admissionscc@carlowcollege.ie](mailto:admissionscc@carlowcollege.ie) (Email).

Mature applicants who wish to review their interview and / or assessment performance, should contact the Admissions Office for an appointment with the relevant Programme Director.

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### **Appeals Procedures**

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

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### **Appendix 3.1: Mature Learner Application Guidelines**



## **MATURE LEARNER APPLICATION GUIDELINES**

### **Application Process**

Once you have applied through the CAO, a file will be sent by the CAO to Carlow College, St. Patrick's indicating that you have applied as a Mature Applicant.

- Our Admissions Office will then send formal correspondence to all Mature Applicants. This correspondence will include a link to a more detailed application form and an invite to a telephone interview assessment.
- Your application will be assessed on the completion of your application form, written exercise and telephone interview. It is important to complete all sections of this form where appropriate.
- It is at the discretion of the College whether you are recommended to CAO to receive an offer. If you are successful, you will receive an offer from Carlow College, St. Patrick's through the CAO in early July.
- Carlow College, St. Patrick's does NOT have a limit on the number of places offered to mature students.
- Non – EU Applicants will be required to provide further documentation and will be processed through Carlow College, St. Patrick's International Office, after the Mature Student Assessment.

### **Data Protection**

- Carlow College, St Patrick's takes every appropriate measure to protect and manage personal data appropriately.
- Mature Student Application Forms and other records generated during the application process, for example, the written exercise that you are requested to complete, are shared only with Carlow College, St Patrick's staff who require them for their duties.

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- Information on how Carlow College, St Patrick's manages your personal data and your Data Protection rights is detailed in our [Privacy Notice for Learners](#).
- Your consent is requested on the Application Form for use of disability, learning difference and long-term health condition data. The College offers supports during the application process.
- If you go on to accept a place with us, the Academic Resource Office will contact you in respect of its services and to invite you to a Needs Assessment.

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### Appendix 3.2: Mature Learner Application Form Assessment



### Mature Student Assessments

Programme the Applicant has selected with CAO (tick put an X in the blue box(es))

PC411		PC410				PC404				PC414	
-------	--	-------	--	--	--	-------	--	--	--	-------	--

#### Section 1: Written Assessment

On a scale of 1 to 5, where 1 is poor and 5 is excellent; please rate this assessment piece under the following headings by circling the relevant score:

	1	2	3	4	5
<b>Structure</b>					
<b>Sentence Construction / Grammar &amp; Punctuation / Spelling</b>					
<b>Relationship of content to the questions asked</b>					
<b>Evident of intent of purpose of taking the programme, applied for</b>					

<b>Examiner</b>		<b>Overall Score</b>		<i>Out of 20 marks</i>
-----------------	--	----------------------	--	------------------------

#### Section 2: Application Form

<b>Educational Experience, Level and Relevance:</b>		/15
<b>Relevant Life Experience</b>		/15
<b>Written Exercise</b>		/20
	<b>Total:</b>	<b>/ 50</b>

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### Section 3: Telephone Interview

Interview Details	Time:		Date:	
Phone Interview		<b>or</b>	On-site	
Duration of Interview	Hours		Minutes	
Interviewer(s)				

**Questions for the Applicants:**

1. Knowledge of programme applied for		/ 12.5
2. Explanation of how they believe they will benefit from undertaking the programme		/ 12.5
3. Their reflections on the challenges they will face in undertaking the programme.		/ 12.5
4. What questions has the applicant.		/ 12.5
<b>Total:</b>		<b>/ 50</b>
Question that has now been added to the Mature Student Application Form (but was omitted on this one).  <b>Is English your first language?</b> <i>If no, further documentation will be required, and the Admissions Office will contact you with regard to it.</i>	<b>Yes</b>	<b>No</b>

### Section 4 : Mature Learner Overall Assessment

**Assessments:**

Written Assessment		/ 20	Application Form		/ 30
Phone Interview		/ 50			
Overall Score		/ 100	<i>(Positive rating = 40+)</i>		
<b>Positive / Negative Rating to CAO:</b>					

*(if rated negatively, please provide some constructive feedback for the applicant):*

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---

Signed:

Date:

| |

\_\_\_\_\_  
Programme Director

Signed:

Date:

| |

\_\_\_\_\_  
Office of the Registrar

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## **Appendix 4: Admissions Guidelines and Procedures for Part-Time Enrolment for Undergraduate, Postgraduate and Certificate Programmes**



### **Admission Guidelines and Procedures for Part-Time Enrolment for Undergraduates, Postgraduate and Certificate Programmes**

Part-Time Undergraduate Enrolment offers a flexible scheme that allows part-time learners to study one or more modules, up to a maximum of 30 credits per year, leading to full QQI Awards in a chosen area of study. Carlow College, St. Patrick's (hereafter Carlow College) offers applicants an opportunity to study a range of single subjects under Part-Time Enrolment Scheme. For more on Part-Time Undergraduate Enrolment, please click on the following link: <https://carlowcollege.ie/prospective-students/part-time-students/>.

Postgraduate Enrolment offers the ability to not only build on existing degree for career advancement, but also digging deeper into an area of personal interest. Carlow College offer a range of postgraduate study options from Higher Diplomas to Masters across a range of subject areas. For more on Postgraduate Study Programmes, please click on the following link: <https://carlowcollege.ie/postgraduate/>.

Certificate Enrolment offers Carlow College offers a range of part-time Certificate Programmes at levels 7, 8 and 9; these courses are validated by South East Technological University (SETU). By their very nature, Certificate Programmes provide a specialised education that will develop and strength specific career skills. At Carlow College, our current suite of Certificate Programmes are largely in the disciplines of Digital Media, Cultural Heritage, English, History, Philosophy, Politics and Psychology. For more on Certificate Programmes, please click on the following link: <https://carlowcollege.ie/part-time-courses-carlow/>

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In order to make an application through the Part-Time Enrolment Scheme, the following procedure should be adhered to:

### **Information, Guidance and Advice**

Applications for Part-Time Enrolment should be made directly to the College. For information and guidance, applicants should contact the Admissions Office, 059 9153243 or 059 9153268 or [admissionscc@carlowcollege.ie](mailto:admissionscc@carlowcollege.ie).

### **Application to Carlow College**

*Application Forms* are all in an electronic format and may be completed via the Carlow College website before the closing date, which is detailed on the website, per course, of the proposed year of entry. In certain circumstances, late applications may be considered prior to the commencement of the relevant teaching year.

Some applications may require attending an interview, as outlined in the application process. To see whether your application requires an interview, please click on the relevant programme page. Interviews will be arranged by the Admissions Office and facilitated by the Programme Director.

Carlow College explicitly encourages applications from mature learners to its courses (as expressed in its promotional literature) and operates a process for assessing existing qualifications and prior learning; the application process for this is through Recognition of Prior Learning (RPL). RPL is a process by which value is given to previous learning, both certificated and experiential. To determine whether RPL is the correct pathway to make an application to Carlow College, please see our [Admission Guidelines and Procedures for Recognition Prior Learning](#).

Applicants are notified of the outcome of their application directly by the Admissions Office. Offers will only be made to applicants who achieve at the least minimum programme requirements on the combining application process and demonstrate that the applicant has the skills and expertise required to undertake the relevant programme / module of study. A Conditional Offer will be made to applicants who have yet to satisfy all the assessment criteria, within a restricted timeframe.

### **Garda Vetting Requirements**

As a legislative requirement, learners on programmes with professional or practice placements are required to undergo Garda Vetting prior to commencing placement. Registration is provisional for courses at Carlow College on the understanding that, if, as a result of the outcome of the Garda Vetting procedures, a learner is deemed

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unsuitable to attend a professional or practice placement, learners may be required to withdraw from their course.

To see if your programme of study requires Garda Vetting, please visit the programme page on the website. For more information on Garda Vetting, see the Carlow College [Learner Vetting Policy](#).

### **Transfer Applicants from Non-EU Countries**

All part-time enrolment applicants from Non-EU countries are subject to the [Admission Guidelines and Procedures for Non-EU Degree Programme Applicants](#). It is important to note that the Part-Time Enrolment Scheme is a part-time scheme. As such, this scheme does not meet the necessary immigration requirements for Non-EU applicants.

### **Free Fees and Grants**

Due to the part-time nature of the Part-Time Enrolment Scheme, it does not satisfy the criteria for the 'Free Fees Initiative' and does not attract higher education grants / awards. The Part-Time Undergraduate Programme is a pathway into third level education, therefore, Carlow College offers a discount of 15% to Part -Time Undergraduate learners in receipt of a social welfare payment and / or learners with disabilities. Proof of status is required. Further details are available from the Admissions Office.

### **Fees & Refunds**

For further information on Programme Fees, please click on the following link: <https://carlowcollege.ie/fees-grants/>.

For information on the Carlow College *Fees and Refunds Policy*, please click on the following link: <https://carlowcollege.ie/media/FeesAndRefundsPolicy.pdf/>.

### **Cancelled Programme / Module**

The delivery of all modules and programmes are conditional on sufficient class numbers. Where a module has to be cancelled, learners who have registered and paid their fees will be refunded in full.

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### **Registration**

All part-time learners are required to register formally with the College. Registration and induction details for all part-time learners are co-ordinated by the Academic Administration Office. ID cards are issued once a learner is fully registered and permits full access to all of Carlow College's facilities and services, this would include access to the PJ Brophy Library with borrowing privileges and entry to examinations. Learners must produce their ID card on request by any member of College personnel. If an ID card is misplaced a replacement can be obtained from Reception, on payment of the fee then pertaining.

### **Induction**

Induction for New Entrants is held prior to the commencement of studies. Details are communicated to learners by the Academic Administration Office. Part-time learners are required to attend elements of this induction relevant to their programme of study.

### **Attendance at Lectures**

Part-time learners are required to attend lectures and tutorials relating to the programme of study for which they have registered. It is the responsibility of the learner to ensure that they are up-to-date with timetable details and to check College emails.

### **Academic Advisor**

All Part-Time learners are assigned an Academic Advisor whose role is: to meet with learners on an appointment basis; to discuss matters adversely affecting their performance; to deal with requests for extensions in relation to course submissions; to monitor learner attendance and where appropriate and to liaise with other Student Support Services.

### **Applicants with a Disability / Learning Difference / Long-Term Health Condition:**

Carlow College offers supports for learners with a disability, learning difference and / or long-term health condition. Supports are available during the application process and for registered learners. Applicants with an additional educational need are

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encouraged to contact the Academic Resource Office at 059 9153231 to discuss their situation in a confidential and friendly manner.

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## **Appendix 4.1: Part-Time Undergraduate, Postgraduate and Certificate Learner Application Guidelines**



### **Part-Time Undergraduate, Postgraduate and Certificate Learner Application Guidelines Application Process**

Applications for Part-time Enrolment should be made directly to the College. For information and guidance, applicants should contact the Admissions Office at 059 9153243 or [admissionscc@carlowcollege.ie](mailto:admissionscc@carlowcollege.ie).

- Application Forms are all in an electronic format and may be completed via the Carlow College website before the closing date, which is detailed on the website, per course, of the proposed year of entry.
- Complete and submit the online application form. Should your application require supporting documentation, please ensure to include copies of any other relevant documentation / certificates required in your online application or you can also forward them onto the Admissions Office by post or email at [directentry@carlowcollege.ie](mailto:directentry@carlowcollege.ie).
- Each programme has a closing application date, which is detailed on the website. Ensure to adhere to this deadline in order to have your application considered.
- A number of Part-Time programmes will require applicants to attend for interview as part of the application process. This will be outlined in the application process of each programme. Interviews will be arranged by the Admissions Office in conjunction with the Office of the Registrar.
- Your application will be assessed on the completion of your application form and interview. It is important to complete all sections of this form where appropriate.
  - Please note that the majority of programmes facilitated at Carlow College, St. Patrick's do NOT have a limit on the number of places offered to part-time learners.
- Non – EU Applicants will be required to provide further documentation and will be processed through Carlow College, St. Patrick's International Office, after the part-

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time enrolment assessment. Please note that if you require a study visa you cannot apply for part-time study at Carlow College.

### **Data Protection**

- Carlow College, St Patrick's takes every appropriate measure to protect and manage personal data appropriately.
- Part-Time Learner Application records are shared only with Carlow College, St Patrick's staff who require them for their duties.
- Information on how Carlow College, St Patrick's manages your personal data and your Data Protection rights is detailed in our [Privacy Notice for Learners](#).
- Your consent is requested on the Application Form for use of disability, learning difference and / or long-term health condition data. Carlow College offers supports during the application process.
- If you go on to accept a place with us, the Academic Resource Office will contact you in respect of the services that it offers and to invite you to a Needs Assessment.

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## Appendix 5: Admission Guidelines and Procedures for Recognition of Prior Learning



### Admission Guidelines and Procedures for Recognition of Prior Learning (RPL)

Carlow College, St. Patrick's (hereafter Carlow College) explicitly encourages applications from mature learners to its courses (as expressed in its promotional literature) and operates a process for assessing existing qualifications and prior learning. In this regard, its policies of admission are in accordance with those expressed by the *QQI Policy Restatement: Policy and Criteria for Access, Transfer and Progression in relation to Learners for Providers of Further and Higher Education and Training (NQAI 2003, restated 2015)*. In particular, this College is consistent with the principles expressed in the National Qualifications Framework that access be provided to those learners who have in the past had limited access to education and training programmes, including mature learners, people with disabilities, and minority groups, both from Ireland and abroad.

#### What is Recognition of Prior Learning (RPL)?

The concept of lifelong learning indicates that learning should encompass the whole spectrum of formal, non-formal and informal learning. Learning occurs in many contexts which include work, involvement in social and community activities, or learning through life experience generally. A major objective of the National Framework of Qualifications is to recognise all learning achievements. Recognition is a process by which prior learning is given a value. It is a means by which prior learning is formally identified, assessed and acknowledged.

RPL is a process by which value is given to previous learning, both certificated and experiential. Prior learning may be acquired through:

- formal learning: programmes of education or training delivered by recognised education and training providers that are assessed and can lead to awards;
- non-formal learning: learning activities undertaken in the workplace, voluntary sector, community etc. that may be assessed but do not normally lead to certification; and

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- informal / experiential learning: acquired through life and work experience. The learning is unintentional, and the learner may not recognise at the time that it is contributing to their knowledge, skills and competence.

RPL is defined as ‘the process by which prior learning is given a value. It is the means by which prior learning is formally identified, assessed and acknowledged’ (National Qualifications Authority of Ireland, 2005). RPL encompasses and replaces the terms ‘Accreditation of Prior Certified Learning’ (APCL) and ‘Accreditation of Prior Experiential Learning’ (APEL) that have previously been associated with this practice. This more participative, learner-centred approach places an emphasis on direct engagement, rich learning environments and supporting the construction of meaning by learners as they reflect on and interrogate their own experiences and resulting learning.

### **RPL Context**

Recognition of Prior Learning is a key policy area across Europe relating directly to the establishment of two European Frameworks and the associated national frameworks. The establishment of the European Qualifications Framework for Lifelong Learning and the Bologna Framework for the European Higher Education Area both include RPL as a central theme. In Ireland, the term RPL incorporates prior formal, non-formal and informal learning which is to be validated in the context of a particular destination award on the National Framework of Qualifications (NFQ).

### **National Strategy for Higher Education to 2030 Recommendation<sup>5</sup>**

Develop clear routes of progression and transfer, as well as non-traditional entry routes, as follows:

- delivery of higher education in Ireland must be characterised by flexibility and innovation;
- undergraduate students should be encouraged to spend some time in a work or service situation, and formally acknowledge such work through accreditation or inclusion in the student’s European Diploma Supplement;
- routes of progression should be flexible into, within and across higher education institutions;
- a national framework for the recognition of prior learning (RPL) must be developed and recognised by all higher education institutions.

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<sup>5</sup> *National Strategy for Higher Education to 2030* (Dublin: Department of Education and Skills, 2011).

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## **Purpose of RPL**

Where it is considered appropriate, RPL may be used to gain:

- entry to the first year of a programme;
- advanced entry to a programme;
- exemptions from programme modules, where learning outcomes have demonstrably been achieved;
- transfer between programmes; and
- credit towards an award.

## **Objectives of RPL**

To improve access to third level programmes at Carlow College particularly for applicants who may not have previously considered third level education.

The following principles underpin this policy on the recognition of prior learning:

1. Programmes at Carlow College are accredited by QQI and SETU. These guidelines and procedures are developed in compliance with the protocols and standards outlined in the *QQI: Assessment and Standards, Revised 2022*, and the National RPL in Higher Education Project.<sup>6</sup>
2. Carlow College currently provides opportunities for mature student access, transfer and progression; these guidelines and procedures do not seek to replace any of the existing opportunities for applicants, but rather to enhance the mechanisms available to applicants.
3. In applying RPL, Carlow College will ensure that the academic standards as defined by QQI and the integrity of the awards made by QQI, are rigorously protected.
4. Decisions regarding the recognition of prior learning are made based on the judgement(s) of academic staff who are competent to make these decisions.
5. The onus is on each applicant to provide all the necessary information and documentation required in order for a judgement to be made. The final decision will be based on the evidence provided.

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<sup>6</sup> QQI has a Recognition of Prior Learning Portal that includes advice, information and resources to institutions and learners. For more, please click [here](#).

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6. Carlow College will endeavour to ensure that the decision process is at all times fair, consistent and transparent.
7. Carlow College will provide clear and accessible information and guidelines regarding the RPL process (see below).
8. Where parameters of limitations exist in the amount of learning which can be recognised, this will be explicitly stated.
9. Where prior learning is accredited by Carlow College, this will be clearly stated on the learners' transcripts, judgement sheets, Diploma Supplement, etc.
10. The prior learning must be such that it satisfies the learning outcomes associated with the module from which exemption is sought.
11. Carlow College will not give credit for the same learning twice regardless of whether the learning is from within the College or outside the College.
12. The maximum number of credits available under RPL for each programme of study is 50% of the credits for the programme which includes all prior certificated and experiential learning. The minimum number of credits awarded is 5. Certification of learning / experience which could permit credits outside of these limits would require Academic Council approval.
13. The applicant will have the right to appeal as detailed below.

### **Application Information**

Prior to submitting an application for RPL, if an applicant has any queries regarding RPL, they should contact the Admissions Office at: 059 9153243 or [admissionscc@carlowcollege.ie](mailto:admissionscc@carlowcollege.ie).

For applications applying via RPL, please complete the RPL Application Form by clicking on the following link: <https://carlowcollege.ie/rpl-application-form/>.

Applicants for RPL will be required to submit all relevant syllabi (if relevant) and other supporting documentation with their RPL Application Form. Applications for exemptions on RPL will be considered on an individual case-by-case basis by the Office of the Registrar and the relevant Programme Director.

For applicants registering for the B.A. in Applied Social Studies (Professional Social Care) Programme, they should complete the Applied Social Studies RPL Application Form at the following link: <https://carlowcollege.ie/rpl-application-form-pc404/>. Please note that applicants for the BA in Applied Social Studies (Professional Social Care) Programme will have their application assessed using the RPL Proficiency Assessment Tool.

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### **Assessment Guidelines**

An applicant may have their assessment based on the application and supporting documents (50%) and an interview (50%). For the **RPL Overall Marking Rubric** see Appendix 5.1. Please note that some applicants may be required to submit a portfolio of evidence of learning to include a CV, written application, supporting statements from employers, publications, etc. The College does not generally offer personal advice / counselling in the preparation of portfolios / CVs etc.

Assessment will be undertaken by staff who are qualified and competent. The staff will be appointed by the Office of the Registrar on a case by case basis. In all cases these will include the relevant Programme Director. The following assessment criteria will be used to evaluate the prior learning submitted by the candidate:

- a) Validity
- b) Currency
- c) Relevance
- d) Sufficiency
- e) Authenticity

Applicants who provide false information will be deemed to have disqualified themselves from consideration.

### **Award of Credit**

Specific Credit may be granted where the learning outcomes match the learning outcomes of the Carlow College module. General Credit may be awarded where the prior learning is not directly equivalent to specific learning outcomes of the Carlow College programme but is relevant to the programme learning outcomes. A limited number of credits would be available in this case.

RPL is a complex process requiring a high degree of academic judgement in order to protect academic standards. The determination of the outcome of the application for prior certificated or experiential learning is the responsibility of the Registrar. The Registrar will be guided by the academic staff within the relevant Programme who are competent to advise on such matters.

Normally exemptions will be awarded for RPL. However, where the module contributes to an overall award a grade will be provided. Where a grade cannot be provided for modules which contribute to the overall award, the candidate will be advised that an exemption may be awarded instead. In the case where a candidate chooses to take an exemption in place of enrolling for the module, the candidate will be advised that the acceptance of an exemption,

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in this instance, will result in an unclassified overall award. This means that the candidate's final degree award will have a grade of PASS. It will not be possible to award an honours' classification.

Carlow College will record any exemptions awarded on the student's record and all application documentation and any other relevant material will be retained for the College records.

### **Scope of RPL in Relation to Programmes at Carlow College**

Applications for RPL may be made in relation to all degree programmes at Carlow College.

Where an RPL application is made in relation to a request for exemptions or transfer to an advanced stage of a degree programme recognised by an External Professional Regulator, the applicant must provide evidence that they are in a position to meet the learning and / or skills requirements of the relevant professional regulator within the context of the programme for which they are applying. In such instances, applicants will need to provide (i) evidence of having achieved the specific proficiencies or other requirements specified by the External Professional Regulator for which they are seeking exemption, and (ii) indicate how these proficiencies or requirements articulate across, at a module level, to the programme to which they are applying.

In relation to applications for the recognition of prior learning for exemptions or transfer to the B.A. in Applied Social Studies (Professional Social Care) Programme, the following will apply:

- Only formal learning from an equivalent programme delivered by recognised education and training providers that are assessed and can lead to awards will be considered by the College.
- Only Specific Credit will be considered under the application procedure. An application for General Credit will not be considered. Additionally, applications will be assessed using the RPL Proficiency Assessment Tool.
- No application for entry beyond Stage 2 will be considered.

Learners seeking RPL for this programme should complete the Applied Social Studies RPL Application Form at the following link: <https://carlowcollege.ie/rpl-application-form-pc404/>.

### **Appeals Procedures**

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

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### Appendix 5.1: RPL Overall Marking Rubric



## RPL Overall Marking Rubric

<b>Applicant's Name:</b>	<b>Programme Title:</b>
_____	_____
<b>Assessments:</b>	
Application Form: _____ / 50	
Interview: _____ / 50	
<b>Date and time of interview</b>	
Date: ___ / ___ / ___ Time: _____	
<b>NB: must be dated with time of interview</b>	
<b>Overall Score: _____ / 100</b>	
<i>Positive rating = 40+</i>	
<b>Positive / Negative / Other Rating:</b>	_____
<b><i>If rated negatively, please provide some constructive feedback for the applicant:</i></b>	

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Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Programme Director

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Office of the Registrar

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## RPL Interview

**Applicant's Name:**

**Programme Title:**

\_\_\_\_\_

\_\_\_\_\_

**Date of Onsite Interview:** \_\_\_\_\_ **Time of Interview:** \_\_\_\_\_

**Duration of Interview:** \_\_\_\_\_

**Criteria Sections for the Interview** (*please note the questions below are sample questions only*)

<b>1. Knowledge of Programme</b> <ul style="list-style-type: none"><li>• What knowledge do you have about the programme you applied for?</li><li>• Why did you apply to this programme?</li><li>• What areas of research are you interested in? (<i>postgraduate programmes</i>)</li></ul>	____ / 5
<b>2. RPL Eligibility</b> <ul style="list-style-type: none"><li>• What supporting documents, as part of RPL, did you submit as part of your application?</li><li>• Could you please take us through your RPL Application and supporting documents?</li></ul>	____ / 30
<b>3. Potential Challenges / Opportunities</b> <ul style="list-style-type: none"><li>• What challenges may you face in undertaking this programme?</li><li>• Owing to your RPL Application, are there any potential areas that might pose as barriers and / or opportunities?</li></ul>	____ / 10
<b>4. Questions about the Programme / College</b> <ul style="list-style-type: none"><li>• Are there any questions that you have about the programme and / or Carlow College, St. Patrick's?</li></ul>	____ / 5

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**Notes:**

Empty rectangular box for notes.

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Interviewer

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## **Appendix 6: Admission Guidelines and Procedures for Internal / External Transfers and Advanced Entry**



### **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

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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 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).

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## Appendix 7: Admission Guidelines and Procedures for Deferred Entry or Deferred Continuation of Studies



### Admission Guidelines and Procedures for Deferred Entry or Deferred Continuation of Studies

#### New Entrants

*Deferred acceptance of the offer of a place on a degree programme*

Applicants who have been offered a place on stage one of a degree programme in Carlow College, St. Patrick's (hereafter Carlow College) may apply for deferral of entry for one year. The application must be made in writing via email or letter to the Admissions Office. The application may be made only in respect of the programme in which the offer is made. The procedure is outlined below.

On receipt of an offer notice from the Central Application Office (CAO), the learner:

1. should **not** accept the offer in the manner shown on the Offer Notice;
2. should email or write to the Admissions Office **immediately** (minimum two days before the reply date on the Offer Notice), setting out the reason(s) for the request;

Please note the following:

- Mark 'DEFERRED ENTRY' clearly on the envelope or in the Subject Line of email;
- Include **full name, address and contact telephone number**;
- Include **CAO number**;
- State the **Name of the Programme and the Course Code** of the offer that will be deferred (e.g. BA (Hons) in Arts & Humanities, PC410).

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The Admissions Officer will advise the Office of the Registrar of the application. The Office of the Registrar will decide if the deferral request is granted. The Admissions Officer will communicate the decision in relation to the application to the applicant in writing. If the deferral is not granted, then the offer for the current year may be accepted if so desired.

### **Taking Up a Deferred Place**

1. In order to take up a deferred place, the applicant must **re-apply through the CAO** by 1<sup>st</sup> February in the succeeding year and pay the appropriate fee to the CAO. Application Forms must be completed in full.
2. The deferred course **must be placed as the first and only preference** on the CAO Application Form.

### **Registered Students**

#### *Internal College Deferrals*

Students who are officially registered on a Degree Programme at Carlow College may apply for a deferral of one academic year at any stage of their studies. Students who wish to apply for a further deferral after one year must make a new application for a further deferral of one academic year. A student in receipt of the 'Free Fees Initiative' may lose some, or all of, their entitlement to the 'Free Fees Initiative' for their deferred year. The application **must be made online via the Carlow College website (the procedure is outlined below)**.

To apply for an Internal Deferral of Programme the student should:

1. Download *Application to Defer Programme Stage [Internal]* (or Deferral Form) online or from the Admissions Office.
2. Complete and submit the *Application to Defer Programme Stage [Internal]*.
3. The Admissions Office will forward the deferral application to the relevant Programme Director. Prior to completing the *Application to Defer Programme Stage [Internal]*, **the learner is required to make arrangements to discuss their decision, either by a meeting or telephone call, with the relevant Programme Director.** The Programme Director will advise the Office of the Registrar and the Admissions Officer in relation to the deferral application.
4. All applications to defer will be sent to the Office of the Registrar for consideration.

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5. The Admissions Office will confirm decision regarding the deferral to the student in writing and copy to the Central Administration Office and Programme Director. The date on which completed form is received is recorded as the official date of deferral.

### **Appeals Procedures**

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

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## **Appendix 8: Admission Guidelines and Procedures for U.S. Semester Study Abroad Applicants**



### **Admission Guidelines and Procedures for U.S. Semester Study Abroad Applicants**

Since 2003, Carlow College, St Patrick's (hereafter Carlow College) has developed educational cooperation agreements with institutions of higher learning in the United States. The purpose of these agreements is to enhance the educational experiences and the cultural understanding of learners and faculty members at both Carlow College and affiliated institutions. Carlow College is committed to ensuring that applicants are subject to the terms and conditions agreed upon between Carlow College and affiliated institutions.

These guidelines exist to ensure that a) the academic standards at Carlow College are maintained and b) every application is reviewed in an equitable manner. Although potential applicants are screened by their home institution, Carlow College shall have the final authority on admission decisions. Application deadlines are 15 May for enrolment the following Semester (First Semester / Autumn Term), and 15 October for enrolment in the following Semester (Second Semester / Spring Term). Decisions will be communicated through the International Office at the applicants' home institution, unless otherwise stipulated in affiliate agreements. Carlow College will only accept applicants enrolled at one of our affiliated institutions.

Moreover, it is important to note that Carlow College subscribes to a policy of equal opportunity and will not discriminate on the basis of race, gender, age, sexual orientation, marital status, ethnicity, religion, national origin or disability.

The International Office is the final arbiter regarding admission decisions pertaining to our U.S. Semester Study Abroad Programme.

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## Section 1: Application for Study Abroad

### 1. Selection Criteria

All applicants for the U.S. Semester Study Abroad Programme at Carlow College must have:

- completed at least twelve credit hours at their home institution by the time they commence their studies at Carlow College (credits taken in AP, CLEP, IB, etc. may be counted toward the twelve-hour total);
- obtained a cumulative mark of at least 2.5 out of a 4.0 at their home institution;
- obtained a mark of B or higher in a written composition course completed at a third-level institution (e.g. post-secondary institution); and
- be a registered learner at an affiliated institution or organisation of Carlow College.

If English is not the first language of the applicant, please review the [English Language Requirements for Admissions to Carlow College, St. Patrick's](#) and provide the necessary paperwork detailed.

### 2. Complete Application

An application is considered complete when it includes:

- a completed U.S. Semester Study Abroad Application Form (see your Home Representative for the most up-to-date version);
- an up-to-date and official academic transcript;
- the nomination by the International Officer / Study Abroad Advisor at a learner's home institution.

## Section 2: Acceptance and Pre-Arrival Processes

After submitting the required documents and completing the application process, you will receive formal confirmation of your participation, usually accompanied with essential information about Carlow College, local culture, and other preparatory materials to help learners prepare for their semester abroad. Key components of this communication include an official acceptance letter with instructions, an overview of the programme and semester schedule, a checklist of documents and tasks to complete before departure.

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### **Section 3: First Entry at Dublin Airport**

The Immigration Officer will stamp your passport with short-term permission to stay, normally for one month but can be up to 90 days. Please ensure your **student status** is recorded on entry, as it is not possible to change status, for example, from visitor to student, without exiting and re-entering the country.

It is recommended that you have the following documents to show the Immigration Officer at your point of entry into Ireland: valid passport; acceptance letter from Carlow College, St. Patrick's, proof of medical health insurance and proof of sufficient finances (see [Visa Requirements for Semester Study Abroad](#)).

### **Section 4: Induction and Orientation**

Upon arrival, learners will undergo an orientation specific to Carlow College and local area. This orientation will provide a detailed introduction to the academic structure, campus resources and Carlow Town itself. You will also finalise your academic timetable during orientation and submit your application for your 2A visa.<sup>7</sup>

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<sup>7</sup> For a complete detailing of immigration requirements, please visit [www.irishimmigration.ie](http://www.irishimmigration.ie).

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## **Appendix 8.1: Conditions and Application Form for U.S. Semester Study Abroad Programme**



### **Conditions and Application Form of the U.S. Semester Study Abroad Programme, Carlow College, St. Patrick's**

By submitting an application to the U.S. Semester Study Abroad Programme (hereafter Programme) at Carlow College, St. Patrick's (hereafter Carlow College), applicants agree to be bound by the conditions outlined in this document. Non-adherence to the conditions may result in termination of learners' participation in the Programme. Learners who withdraw early or are dismissed from the Programme will remain responsible for all Programme costs incurred on their behalf (e.g. no refunds will be given for academic tuition and accommodation). Full loss of academic credit for the Programme may also result.

#### **1. Status**

Adhering to the requirements of the Stamp 2A and all Carlow College affiliation agreements, learners enrolled on the Programme are required to maintain a full-time student status which is characterised as taking at least four courses at Carlow College (equivalent to twelve credit hours in the American system). As a condition of the Programme, study abroad learners are not allowed to hold employment whilst studying abroad at Carlow College.

#### **2. Course of Study**

At Carlow College, the Programme learners are registered on the B.A. (Hons) in Arts and Humanities Programme. Learners should consult with their home institution or study abroad provider to ensure their chosen courses, as detailed on Section 3 of their application form, will transfer back to their academic programme of study in the United States. The availability of courses is subject to timetabling constraints.

Programme learners may register for a minimum of four and maximum of five courses at Carlow College, each course earning three credits at their home institution.<sup>8</sup> Part-time studies

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<sup>8</sup> Some of our study abroad agreements include the South East Technological University (SETU), which enables learners to study abroad at both institutions.

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are not permissible under immigration guidelines. Learners are only allowed to take courses pre-articulated by their home institution and all learners must have their course of study confirmed by their home institution no more than one week after they have commenced their studies at Carlow College. The Irish Experience module, and its accompanying field trips, are mandatory for every Programme learner.

Learners are expected to attend classes / tutorials and maintain their full-time status. Attendance is mandatory unless specified arrangements have been made with the International Office at Carlow College. Unauthorised absences are grounds for disciplinary action and possible dismissal from the programme.

Carlow College study abroad learners are governed by the same academic regulations as every other learner registered on the B.A. (Hons) in Arts and Humanities Programme. For all policies for learners, see [Policies A – Z](#).

### **3. Independent Travel**

While it is assumed that Programme learners may wish to participate in additional travel unrelated to the Programme, learners must understand that commitment to their educational programme at Carlow College is primary and takes precedence over all other travel. Learners must understand and acknowledge that they accept full responsibility for personal travel. It is strongly encouraged that learners provide the International Office at Carlow College with details of any extended travel away from Carlow College so that in case of emergency the appropriate individuals can be contacted.

### **4. Housing**

Learners are expected to live in on-campus accommodation at Lennon House, Carlow College and to abide by the Terms and Conditions of Housing provided by Carlow College. As Lennon House is shared accommodation, learners are expected to be mindful and respectful of their fellow residents.

### **5. Learner Conduct**

Participants in the Programme are subject to the Conditions set out in this document and the rules and policies that apply to all registered learners of Carlow College. Participants should become familiar with Carlow College policies pertaining to their time at the College, including the [Learner Code of Conduct and Disciplinary Policy](#), the [Dignity and Respect Policy](#) and the [Fitness to Continue in Study Policy](#). Carlow College, in collaboration with a participant's home institution or study abroad provider, reserves the right to terminate

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participation of learners in the Programme for non-compliance with any College policy or procedure.

## **6. Fees**

Carlow College will not directly process learner fees for the Programme learner's tuition or accommodation. All learners enrolled in the Programme are registered through their home institution or study abroad provider. As such, all payments for tuition and accommodation are processed through the learners' home institution or study abroad provider. Carlow College will invoice affiliated institutions or study abroad provider for Carlow College tuition and accommodation; in turn, the affiliated institutions will process tuition and accommodation payments on the learners' behalf.

## **7. Withdrawal from the Programme**

Learners who wish to withdraw from the Programme at Carlow College should immediately seek advice from the International Officer at Carlow College and the study abroad representative at their home institution or study abroad provider as the timing of the intention of withdrawal may have an impact on their academic standing at their home institution.

## **8. Request Permission for an Additional Study Term at Carlow College**

Learners who wish to study an additional term at Carlow College may do so after extensive consultation with their home institution or study abroad provider. After such consultation, if it is deemed that the learner can study for an additional term at Carlow College, the learner will not be required to re-take the mandatory Irish Experience course, but is expected to attend all field trips. Additionally, learners will be required to re-register with the Irish Naturalisation and Immigration Services to be issued a new Stamp 2A visa; resulting in a new payment of €300.

## **9. Institutional Information Exchange**

Programme learners are studying at Carlow College as part of an affiliated agreement Carlow College has with their home institution or study abroad provider. Although a full-time registered learner at Carlow College, Programme learners are also (and at the same time) full-time registered learners at their home institution. To enable the exchange, it is necessary for Carlow College to share certain information about Programme learners with the home

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institution or study abroad provider. Data shared with your home institution or study abroad provider may include:

- Decisions on applications to participate in the semester study abroad programme;
- Academic transcripts and data regarding other academic matters (e.g. non-attendance at classes);
- Notifications, updates and reports arising from non-adherence to rules and policies, misconduct and investigations involving the learners. This includes academic and general disciplinary issues;
- Information regarding emergency situations, including medical emergencies, accidents and other circumstances of a grave nature;
- Information about supports that are offered, or are in place, for learners regarding medical issues, learning differences or disabilities.

Carlow College has a full Data Sharing Agreement in place that conforms with all EU and Irish data protection legislation.

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## Appendix 9: Admission Guidelines and Procedures for Non-EU Degree Programme Applicants



### Admission Guidelines and Procedures for Non-EU Degree Programme Applicants

The admission requirements and application process for Non-EU Degree Programme learners conform to all national policies and procedures detailed by the Irish Naturalisation and Immigration Service.<sup>9</sup> Carlow College, St. Patrick's (hereafter Carlow College) is committed to providing our Non-EU learners with a positive learner experience from the first point of engagement through to graduation or exit. As such, the College is committed to conducting its affairs in a transparent and equitable manner that aligns with best practice.<sup>10</sup>

The following programmes are approved for immigration purposes and listed on the Interim List of Eligible Programmes (ILEP):

- BA in Applied Social Studies (Professional Social Care), Level 7, ILEP 0163/0002
- BA (Hons) in Applied Social Studies (Professional Social Care), Level 8, ILEP 0163/0003
- BA (Hons) in Arts and Humanities, Level 8, ILEP 0163/0004
- BA (Hons) in English and History, Level 8, ILEP 0163/0007
- BA (Hons) in Psychology, Level 8, ILEP 0163/0010

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<sup>9</sup> See the Irish Immigration website for approved programmes on the [Interim List of Eligible Programmes \(ILEP\)](#).

<sup>10</sup> [Code of Practice for Provision of Programmes of Higher Education to International Learners](#) (Dublin: Quality and Qualifications Ireland, 2024) and the [Statement of Principles for the Ethical Recruitment of International Students by Education Agents and Consultants \(The London Statement\)](#) (19 March 2012).

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### **Definition of Non-EU Degree Programme Learners**

A Non-EU learner is defined as a person whose nationality is from outside of the European Union, United Kingdom, European Economic Area or Swiss Confederation. However, this definition may not be appropriate in every case (e.g. as it relates to residency and / or classification for fee purposes). If any Non-EU learner has a specific query related to their classification, please contact the International Office at [intloffice@carlowcollege.ie](mailto:intloffice@carlowcollege.ie).

### **Supports for Learners with Disabilities / Learning Differences / Long-Term Health Conditions**

Carlow College offers supports to learners with disabilities, learning differences and long-term health conditions. While every attempt is made to provide reasonable accommodation for learners with physical disabilities, Carlow College is a protected structure with limits imposed on the structural modifications that can be made. As all areas cannot be universally accessed, applicants with restricted mobility are strongly advised to disclose disability information to us and to visit the College to explore its suitability for individual learning needs. It may not be feasible for overseas learners to visit, however, if you contact the International Office, this office can put the applicant in touch with the Academic Resource Office to discuss further the services that it offers and what services will be available.

For a complete guide to supports for learners with disabilities / learning differences and / or long-term health conditions, please see our [Learner Disability Policy](#). Supports that are available for Non-EU learners vary depending on your exact classification (see previous section).

For more on the services provided to learners, please see the Student Supports section of the Carlow College website: <https://carlowcollege.ie/student-supports/>.

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## Admission Requirements

### Selection Criteria

All Non-EU Degree-Seeking applicants at Carlow College must have:

- successfully completed a second level / high school qualification equivalent to the Irish Leaving Certificate (i.e. level 5)<sup>11</sup> and submit all higher education entrance exam results<sup>12</sup>;
- a minimum score of 6.5 in the International English Language Testing System (IELTS). If English is not the first language of the applicant, the applicant should review Carlow College’s [English Language Policy](#) and its associated appendix titled [English Language Requirements for Admissions to Carlow College, St. Patrick’s](#); all necessary English language paperwork must be submitted with a completed application form.

Below are some indicative admissions requirements:

### Level 8 Programmes

Country	Qualification	Entry Requirements	Maths Requirement*
All / UK	A-Level	6 distinct recognised subjects, which must include: 2 subjects at GCE A Level grade C and a pass grade in 4 other subjects.	A level: E GCSE: 4 / C
All	International Baccalaureate	Award of diploma with 24 overall	Higher Level: 4 Standard Level: 4
United States	US High School Diploma	Minimum matriculation is award of High School Diploma. To attain a score over 400 applicants must present additional examinations. SAT, ACT, Advanced Placement (AP). <sup>13</sup>	

<sup>11</sup> If an applicant has only completed 11 years of full-time education or whose High School Completion Qualification comes in at a level 4 on the Irish National Framework for Qualifications, they must complete a Foundation Programme.

<sup>12</sup> The equivalency of qualifications for all Non-EU learners is based on information determined by [QQI NARIC Ireland](#). Carlow College also uses the [Entry Requirements Criteria for EU/EFTA/UK Applicants](#), for Non-EU applications, we use appendix II of this Entry Requirements document.

<sup>13</sup> For learners from the United States, the minimum score for the ACT is 20 and for the SAT is 1400 – 1440.

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South Africa	South African National Senior Certificate	Minimum matriculation is award of the NSC with matriculation.	
All	West African Senior School Certificate	This examination is not sufficient for matriculation without further study. Applicant will need to have successfully completed a recognised Foundation Year Programme	
All	NCUK International Foundation Year	Minimum of B (English for Academic Purposes) and Pass for all subjects in International Foundation Year.	Maths: C

\* Note: Applicants for the BA (Hons) in Psychology are required to achieve a minimum required Maths grade.

### Level 7 Programmes

Country	Qualification	Requirements
All / UK	A-Level	A total of 5 passes in distinct recognised subjects which must include at least one A Level.
All	International Baccalaureate	
USA	US High School Diploma	Minimum matriculation is award of High School Diploma. To attain a score over 400 applicants must present additional examinations. SAT, ACT, Advanced Placement (AP). <sup>14</sup>
South Africa	South African National Senior Certificate	Minimum matriculation is award of the NSC with matriculation.

<sup>14</sup> For learners from the United States, the minimum score for the ACT is 20 and for the SAT is 1400 – 1440.

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All	West African Senior School Certificate	This examination is not sufficient for matriculation without further study. Applicant will need to have successfully completed a recognised Foundation Year Programme.
All	NCUK International Foundation Year	Minimum of B (English for Academic Purposes) and Pass for International Foundation Year.

As is standard national procedure, learners on programmes with professional placements are required to undergo Garda Vetting Procedures and / or demonstrate to programme staff that they meet the relevant professional standards prior to commencing placements. If an enrolled learner does not successfully meet the above requirements, they will be required to withdraw from their programme. For more, see the [Learner Vetting Policy](#). If a learner is forced to withdraw from their programme, fees from previous academic years will not be refunded to the learner (see the [Fees and Refunds Policy](#)).

Once an application is received, the application will be forwarded to the relevant Programme Director and assessed. If the application makes it through this pre-screening process, the applicant will be invited to a virtual interview conducted via Microsoft Teams; the interview will be conducted by a representative from the International Office and / or Admissions Office and the relevant Programme Director. For transparency purposes, the relevant Programme Director and the other designated interviewer will complete separate Interview Marking Forms (see Appendix 9.2).

### **Application Process**

The application process for applying to Carlow College as a Non-EU Degree Programme applicant follows five main steps:

- Step 1: Applying to Carlow College;
- Step 2: Reviewing Immigration Requirements;
- Step 3: Preparing and Traveling to Ireland;
- Step 4: Registration and Orientation / Induction;
- Step 5: Registration with Irish Immigration

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### Step 1: Applying to Carlow College

All Non-EU Degree Programme applicants should complete the *Non-EU Degree Programme Application Form* at: <https://carlowcollege.ie/international/non-eu-undergraduate-application-form/> Please note that applicants are required to pay the Non-Refundable €40 Application Fee via the Carlow College website, applications will not be reviewed until the application fee has been paid. It is very important to contact the International Office at [intloffic@carlowcollege.ie](mailto:intloffic@carlowcollege.ie) if you have any questions regarding entry requirements for your country of origin. The deadline for completed applications is the last working day in May.

### *Processing Applications*

The Application Portal will open on 1 February and all applicants will receive communication regarding the status of their application via email, normally within two weeks of receipt. At this stage, communication has two purposes: reaching out to the applicant asking for further documentation or formally inviting the applicant to a virtual interview. All applicants are interviewed as part of their application to Carlow College.

Following the interview, an admissions decision will be made and communicated to the applicant. There are two possible outcomes:

- **Unsuccessful Application:** The letter denoting an unsuccessful application to Carlow College, St. Patrick's will clearly state the reason(s) for the application not being successful and provide guidance to the applicant on how the decision can be rectified. All applicants have a right to appeal and can use the process outlined in the *Appeals Procedures for Admissions Decision* (Appendix 10).
- **Conditional Offer:** This letter will state that the applicant has received a conditional offer on the programme for which they submitted an application. Additionally, the letter will outline key programme-specific information (i.e. title of the programme, programme code, ILEP code, stage and academic year). Applicants will then be directed to fulfil the outlined conditions prior to receiving an Unconditional Offer. All Conditional Offers will require applicants to pay all programme fees (e.g. programme fees and protection of enrolled learner (PEL)).<sup>15</sup>

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<sup>15</sup> PEL is a legal requirement of the *Qualifications and Quality Assurance (Education and Training) Act 2012*. Carlow College uses a private insurance company to satisfy its PEL requirements.

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### *Paying Fees*

All Non-EU Degree Programme applicants must pay their tuition fees in full; all academic-related fees will be detailed in the Conditional Offer for study.

For more on Non-EU Programme Fees, please click on this link: <https://carlowcollege.ie/media/Non-EUFees.pdf>.

For more on College-wide fees that you may incur during your academic studies at Carlow College, please click on this link: <https://carlowcollege.ie/media/CollegeFees.pdf>.

For the Carlow College *Fees and Refunds Policy*, click here: <https://www.carlowcollege.ie/media/FeesAndRefundsPolicy.pdf>.

### *Unconditional Offer for Study*

Once all conditions outlined in the Conditional Offer Letter have been satisfied (including payment of fees), the applicant will receive an Unconditional Offer to their programme of study at Carlow College. As part of this letter, the applicant will receive a Pre-Arrival Guide that will provide important information regarding: Immigration; Registration; Programme Induction; Student Cards; Academic Timetables; Attendance Requirements and disclosure of Reasonable Accommodations.

### Step 2: Reviewing Immigration Requirements

All learners studying in Ireland must comply with all elements of Irish immigration requirements.<sup>16</sup> In the first instance, the Non-EU applicant should determine if they require a visa to travel to Ireland. For the most up-to-date listing of visa required and non-visa required nationalities, visit: <https://www.irishimmigration.ie/visa-non-visa-required-nationalities/>

Regardless of whether an applicant is a non-visa required applicant or a visa-required applicant, they will need to show [Proof of Financial Support](#) and [Proof of Private Medical Insurance](#).

### *Non-Visa Required Applicants*

If the applicant is a citizen of a country that does not require a visa to travel to Ireland, the applicant does not require an entry visa for Ireland. The complete list of these countries is

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<sup>16</sup> Please Department of Justice has a good Frequently Asked Questions Section that outlines many of the immigration requirements for learners: <https://www.irishimmigration.ie/coming-to-study-in-ireland/frequently-asked-questions-for-students/>.

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found on the visa required and non-visa required nationalities link above. Some countries that fall into this category are: Australia, Brazil, Canada, Japan, New Zealand and the United States. If the applicant falls into this category, they will apply for their student visa after they have officially registered at Carlow College. However, you will still need to bring the required documents outlined below with you when entering the country.

### *Visa-Required Applicants*

If the applicant is from a country that requires a visa to travel to Ireland, then the applicant must apply for a visa (i.e. long-term study visa) before travelling to Ireland. For all information pertaining to this visa, please visit the following link: <https://www.irishimmigration.ie/coming-to-study-in-ireland/what-are-my-study-visa-options/how-to-apply-for-long-term-study-visa/>

Please note that visa applications for long-term study visas can take up to three months to process, so it is essential that applicants start their application as soon as they receive their Unconditional Offer.

### Step 3: Preparing and Traveling to Ireland

Living and studying abroad can be an exciting and apprehensive time.<sup>17</sup> The [International Section](#) of the Carlow College website also provides further information regarding living in Carlow. The International Office at Carlow College is committed to working with all international learners to make this transition period go as smoothly as possible. Applicants are asked to provide the International Office with their travel itinerary so that a member of staff can liaise with them directly as they prepare to travel to Carlow. When you arrive at the airport, you will be processed at Border Control where the Immigration Officer will review your required documentation and stamp your passport for 90 days, for more on entry into the State, click on this link: <https://www.irishimmigration.ie/at-the-border/entry-for-non-eu-non-eea-and-non-swiss-nationals/>.

### Step 4: Registration and Orientation / Induction

Orientation and Induction for all Stage 1 learners will take place the week before lectures commence; these dates will be clearly stated in your Unconditional Offer Letter. All Non-EU Degree Programme learners are required to attend all elements of the Orientation and Induction programme. The Orientation and Induction Programme will provide a comprehensive orientation to Carlow College, the programme you have applied for and

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<sup>17</sup> Here are some useful websites that can assist in learning more about living in Ireland: [Eurodesk Ireland](#), [Citizens Information](#) and [Education in Ireland](#).

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learner supports. Significantly, learners will officially register as a full-time learner at Carlow College. It is only after a learner officially registers at Carlow College that they will be able to apply for their student visa via the online application portal (see Step 5 below).

Re-Orientation and Re-Induction for all other stages will take place the week before lectures commence. Please note that you will not receive your Letter of Registration until you have formally registered at Carlow College.

### Step 5: Registration with Irish Immigration

Once you have fully registered, you will receive an official Letter of Registration from Carlow College; this letter is required for visa registration. It is the responsibility of the learner to ensure that they register with Irish Immigration. All applications for first time registration and renewals are done online.

#### *First-Time Registrations*

Once you have fully registered at Carlow College, you will receive an official Letter of Registration from Carlow College, this letter is required for visa registration. It is the responsibility of the learner to ensure that they register with Irish Immigration.

To register, you will need to book an appointment to register your first time immigration residence permission via the [Digital Contact Centre](#). To do this, you will need to create an account and book your immigration appointment; this should be done immediately after registering at Carlow College.

For those registering for the first time, you will need to submit the following documents as part of the online application:

- The biometric page of your current valid passport(s). This is the page in your passport that shows your photograph, passport number and date of birth.
- A letter from Carlow College dated on or after the date your course commenced, confirming your enrolment as a student on a full time higher education course listed on the ILEP.
- Proof that you have paid Carlow College fees.
- Proof of scholarship funding (if applicable).
- Private Medical Insurance or Travel Insurance with medical cover for accidents and medical incident including hospital stays in Ireland, valid for 12 months, or if less than

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12 months – for the duration of your stay. Please bring an original Policy document, in your name for the entire length of your stay. It must include full cover for hospital with relevant dates included.

For those that did not need a visa to travel to Ireland, you will need to show [Proof of Financial Support](#).

All immigration appointments take place at the Registration Office, 13-14 Burgh Quay, Dublin 2. You will need to bring original hard copies of the above documents and you will be required to pay the registration fee of €300 by credit or debit card only. For more information on Frequently Asked Questions for Registration, please click [here](#).

Please note that if you do not have the required documentation with you at your appointment, you will be required to book another appointment at the Registration Office in Dublin.

### *Renewal Registrations*

After every academic year, you are required to renew your immigration permission to remain in the State. For information on renewing your registration permission, please click [here](#).

Renewal applications can be made by submitting an application via the [Online Renewal Portal](#). You will be required to upload all of the documents listed below as part of your renewal application:

- The biometric page of your current valid passport(s). This is the page in your passport that shows your photograph, passport number and date of birth.
- The front and back of your current IRP card. This is the credit-card sized plastic card you received when you last registered your permission.
- Proof of your enrolment on a full time higher education course of daytime education, and listed on the ILEP.
- Proof of your exam results.
- Proof that you have paid Carlow College fees.
- Proof of your scholarship funding (if applicable).
- [Proof of your private medical insurance](#). Insurance MUST cover accidents & medical incidents including hospital stays for the duration of your residence. Travel insurance is NOT sufficient for Renewal.

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Please note that you will not need to attend an in-person appointment for visa renewals.

### **Maintaining Full-Time Status**

Carlow College is committed to complying with all immigration statutory regulations. Part of this compliance is taking steps to ensure that Non-EU Degree Programme learners are maintaining their full-time status. All lecturers in the College keep module attendance, which is reported on the Student Records Management System (SRMS); Non-EU Degree Programme learners must maintain a minimum attendance of 80%.

#### *Unexcused Absences*

The International Office, Academic Advisor and Learner Information and Retention Officer (LIRO) will receive attendance reports at Week 4 and Week 8 of each semester. If the learner is below the 80% threshold at the Week 4 returns, they will be contacted and a meeting to discuss attendance will be called with LIRO and members of the International Office. At this meeting a verbal warning will be issued.

If the learner continues to fall below the 80% threshold at the Week 8 returns, the International Office will send a letter to the learner requesting a meeting. Following this meeting, a written warning will be documented and sent to the learner. Any further unexcused absences will result in expulsion from their programme of study by the Vice President for Academic Affairs / Registrar. In accordance with the *Instrument of Governance* 2017, Section 6.1(d), appeals concerning the expulsion of a learner in accordance with regulations of the College will be heard by the Governing Body.

Carlow College has a legal obligation to notify INIS of any learners not meeting the 80% attendance requirements and / or who are expelled from Carlow College.

#### *Excused Absences*

All excused absences must follow the correct College procedures governing excused absences. The procedures governing excused absences can be found at: <https://www.carlowcollege.ie/media/RegulationsInRelationToAssessmentAndStandards.pdf> (see Section 3.1.4). If there are any queries regarding other absences, please make contact with your Academic Advisor or the International Office.

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## Communication

The International Office at Carlow College is an important resource for all registered international learners. As such, it is expected that all international learners, including Non-EU Degree Programme learners, keep the International Office informed of any important changes to their circumstances, these might include: change of address; significant changes to financial; significant changes to their health; instances of bereavement that require a prolonged absence; etc.

If you wish to obtain a letter from the International Office, you must request a letter from the International Office at: [intloffic@carlowcollege.ie](mailto:intloffic@carlowcollege.ie). Please note that Ireland is not a member of the Schengen area, and your visa to Ireland does not provide access to other EU countries. Once you are here in Ireland studying and want to visit a country in the Schengen region, the International Office can provide a letter that can be submitted to the given embassy to gain a Schengen visa to travel to the given country.

You may need an official letter from the College for the following:

- Visa Renewal;
- Bank Account Letter;
- PPS Number;
- Attendance Confirmation Letter.

The letter will be ready for collection within three working days after the learner has made the request.

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**Appendix 9.1 Non-EU Interview Marking Scheme**



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## Non-EU Applicant Interview

**Applicant's Name:**

**Name of the Programme the applicant has selected:**

**Date of Interview:**

**Time of Interview:**

**Duration of Interview:** \_\_\_ minutes via Teams

**Questions for the applicant:**

1. Knowledge of programme applied for	<b>/ 25</b>
2. Explanation of how the applicant believes they will benefit from undertaking the programme	<b>/ 40</b>
3. Reflections on the challenges the applicant may face in undertaking the programme.	<b>/ 25</b>
4. Questions the applicant has regarding the programme / college / application process / living in Ireland	<b>/ 10</b>
<b>OVERALL SCORE</b>	<b>/ 100</b> <i>(Positive rating = 40+)</i>

**Notes:**

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Interviewer

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## Appendix 10: Appeals Procedures for Admissions Decision



### Appeals Procedures for Admissions Decision

Carlow College, St. Patrick's is committed to ensuring that all decisions pertaining to admissions are transparent and acknowledge that every applicant has the right to appeal admissions decisions that adversely impact on them. The purpose of these procedures is to set out the standards for informally and formally resolving appeals regarding recognition of prior learning.

#### Appeals Procedures

##### 1. *Detailed Steps, Procedures and Actions*

###### 1.1 Informal Resolution

Disputes can frequently be resolved, without taking a formal appeal. Before using a formal appeal procedure, applicants should discuss any disputed reasons identified in the Unsuccessful Application Letter with the Admissions Office or International Officer (if a Non-EU applicant). Applicants may be accompanied by another person from within the College during these discussions.

###### 1.2 Grounds for an Appeal

An appeal may be considered if:

- i) previous study meets requirements for advanced standing;
  - ii) competencies are able to be demonstrated;
  - iii) the maximum amount of advanced standing has not already been granted;
  - iv) previous study was completed no more than seven years ago;
- or

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Please note that this is not an exhaustive list and other grounds may be considered.

### 1.3 Formal Appeal Procedures

2.3.1 An applicant who wishes to appeal shall do so, in writing within ten working days of notification, to the Office of the Registrar at: [officeoftheregistrar@carlowcollege.ie](mailto:officeoftheregistrar@carlowcollege.ie).

2.3.2 On receipt of the appeal, the Administrator of the Office of the Registrar shall:

- i) acknowledge receipt of the appeal in a timely manner;
- ii) refer the matter to two Programme Directors who have not been involved in the decision and a member of the relevant Programme Board and seek a determination from them whether to uphold or dismiss the appeal. Their decision shall be final; and
- ii) notify the applicant, in writing, of the decision within ten working days of acknowledgement.

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## **Appendix 11: Admission Guidelines and Procedures for Applicants with Disabilities, Learning Differences and Long-Term Health Conditions**



### **Admission Guidelines and Procedures for Applicants with Disabilities, Learning Differences and Long-Term Health Conditions**

Carlow College, St. Patrick's (hereafter Carlow College) welcomes applications from learners with a disability, learning difference and / or long-term health condition. Our robust policy framework and guidelines for accessing supports can be found in the Carlow College [Learner Disability Policy](#).

#### **CAO Applications**

Applications must be made through the Central Applications Office (CAO) (Tower House, Eglinton Street, Galway). Application forms are available from the CAO directly or online at [www.cao.ie](http://www.cao.ie). Applicants must achieve at least the minimum entry requirements for the programme they have applied to.

Carlow College does not operate a Disability Access Route to Education (DARE) or any other supplementary admission route. However, applicants are encouraged to disclose information on their particular needs through the CAO application process. Following a disclosure through the CAO, applicants will be contacted by the Academic Resource Office in early April with further information on the Disability Service and the types of supports available. Late / change of mind applicants will be contacted in June / July.

Applicants are encouraged to contact the Academic Resource Office at any time during the application process to discuss their specific support needs.

Applications from mature learners are considered on the basis of an application form and interview; some programmes require a written assessment (see [Admission Guidelines and Procedures for Mature Applicants](#)). Where an applicant with a disability, learning difference and / or long-term health condition requires an accommodation to the interview / assessment process, this must be indicated on the application form prior to the interview / assessment process.

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Applicants who do not wish to disclose a disability, learning difference and / or long-term health condition on their CAO application form, may do so at any time during their programme of study by contacting the Academic Resource Office.

### **Non-CAO Applications**

Applicants with a disability, learning difference and / or long-term health condition, who apply directly to the College (e.g. Advanced Entry, Non-EU, Postgraduate, etc.), are encouraged to disclose their specific needs on the relevant application form. Following a disclosure on the application form, applicants will be contacted with further information on the Disability Service and the types of supports available.

Applicants who do not wish to disclose a disability, learning difference and / or long-term health condition may do so at any time during their programme of study by contacting the Academic Resource Office.

### **All Applications**

While every attempt is made to provide reasonable accommodation for learners with physical disabilities, Carlow College is a protected structure with limits imposed on the structural modifications that can be made. As all areas cannot be universally accessed, applicants with restricted mobility are strongly advised to visit the College to explore its suitability for individual learning needs.

Further information is available on our website [www.carlowcollege.ie](http://www.carlowcollege.ie) and in our prospectus.

### **Appeals Procedures**

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

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## **Appendix 12: Guidelines and Procedures for Orientation and Induction of New and Continuing Learners**



### **Guidelines for Orientation and Induction of New and Continuing Learners**

Supporting the arrival and orientation of new and continuing learners is an important activity in helping them settle into their studies and successfully progress through their academic programmes at Carlow College, St. Patrick's. Arrival and orientation takes place over a short period of time and assists learners with finding their way around college, beginning the process of meeting new people and making friends, and settling into academic life. Induction takes place over a longer period of time and is viewed as a process, rather than a single event, that supports learners to become embedded into college life and study.

Orientation and induction activities should support and inform learners as they progress in, through and out of each stage of their academic programme. Although the academic imperative is at the heart of the process, it should not operate in isolation from other college functions which offer support-related guidance and advice. Consequently, a holistic approach is adopted where the orientation and induction of new and continuing learners is a collaborative initiative led by the Head of Student Services between senior management, academic staff, student support services, existing learners and the Students' Union.

#### **Orientation and Induction of New Learners:**

- New learners attend a one-week comprehensive orientation programme in the week prior to the commencement of programme lectures. The purpose of this week is to provide learners with essential 'need to know' information about the College's structures, procedures and services which will assist them in their first weeks of study and enable them to settle into college life.
- The orientation programme of activities seeks to ensure a balance between academic, practical and social orientation while acknowledging the diversity of learner lives and commitments.
- The orientation programme consists of the following:

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- Welcome address by the President, Vice-President for Academic Affairs and Registrar, and Programme Directors.
  - Completion of the registration process and opportunities to resolve administrative queries.
  - Academic orientation and programme induction by Programme Director and Academic Advisor.
  - Opportunities for learners to meet their class group and learners in advanced stages of their chosen programme.
  - Introductory lectures in two compulsory modules which begin to familiarise learners with academic expectations and the role of the lecturer at higher education.
  - Opportunities to participate in social events such as lunches, coffee mornings, tours and informal activities with college staff, other learners and Students' Union.
  - Information Technology sessions to introduce college IT systems to new learners.
  - Library tours and introductory talks to orientate learners to library and information services.
  - Introduction to the academic, personal and careers support services through targeted workshops on transitions, future career and life plans, and assistive technology and inclusive learning for school leavers, mature learners and learners with disabilities/learning differences.
- Learners are provided with an induction pack of essential information which they can refer to in the weeks after orientation. This also includes details of further academic and social induction activities scheduled to take place during term one.
  - Learners have an opportunity to provide feedback on their experiences through an anonymous online 'settling-in survey' which informs the development of the orientation and induction process.

### **Re-orientation of Continuing Learners**

- Continuing learners in stages two, three and four of their programme attend a re-orientation day in the week prior to the commencement of programme lectures.

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- Each academic stage brings a different set of rules, regulations, skills and expectations. Re-orientation takes place at the start of each new academic stage and its purpose is to engage with learners as they progress through their academic programme.
- Re-orientation provides an opportunity to inform learners of any institutional changes that have taken place and set out expectations for the new academic level. It also reminds learners of the academic and personal supports available and allows learners to reflect on the supports they may need in order to successfully progress.
- The re-orientation day consists of the following:
  - Welcome back academic orientation and programme induction by Programme Director and Academic Advisor.
  - Completion of the registration process and opportunities to resolve administrative queries.
  - Opportunities for learners to socialise with their class group and learners in advanced stages of their chosen programme.
  - Information Technology sessions to re-familiarise learners with college IT systems and any changes that have been introduced.
  - Careers and employability workshop to support their programme level.
  - Opportunities to engage with student support services.
- Learners are provided with details of further academic and social induction activities scheduled to take place during term one.

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## Appendix 13: Guidelines and Procedures for Withdrawal from Academic Programmes of Study



### Guidelines and Procedures for Withdrawal from Academic Programmes of Study

Learners who are officially registered on a Degree Programme at Carlow College, St. Patrick's (hereafter Carlow College) may officially withdraw from their programme of study. The procedure is outlined below.

#### 1. Prior to withdrawal

Learners who wish to withdraw from their programme of study must make arrangements to discuss their decision, via a meeting, MS Teams or telephone call, with the relevant Programme Director and / or the Learner Information and Retention Officer.

Following their discussion with the Programme Director, the learner should download the *Programme Withdrawal Form* or request a blank form from the Admissions Office. Learners should complete the *Programme Withdrawal Form* **as soon as possible** setting out the reason(s) for the withdrawal and submit to the Admissions Office. Confirmation of meeting between learner and Programme Director and / or Learner Information and Retention Officer must be received to process Programme Withdrawal Application, if a discussion has not taken place, *Programme Withdrawal Form* will not be processed. **If a learner does not complete and submit Programme Withdrawal form, the College will keep the learner's name on the College register for the remainder of the academic year.**

The process steps and the *Programme Withdrawal Form* are found on the Student Portal: <https://carlowcollege.ie/request-to-defer-withdraw/>.

#### Fee Implications of Withdrawal (Programmes on Free Fees Scheme)

All learners are advised that they must complete the necessary withdrawal documentation **at the time of withdrawal** with the Admissions Office in order to officially withdraw from their programme of study.

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Under the Government of Ireland 'Free Fees Initiative', tuition fees are drawn down bi-annually by Carlow College in November and March of the relevant academic year. Failure on behalf of the student to officially inform the College of his/her withdrawal may result in a **loss of eligibility for financial support should the student return to third level education (either at Carlow College or another institution) in the future.**

***Important Deadlines:***

<i>Official Withdrawal Date</i>	<i>Loss of Eligibility for 'Free Fees'</i>
Before 31 October	no loss of 'Free Fees' eligibility for relevant programme stage
31 October – 31 January	loss of 50% of 'Free Fees' eligibility for relevant programme stage
After 31 January	loss of 100% of 'Free Fees' eligibility for relevant programme stage

For other fee implications for withdrawal, please see the [Fees and Refunds Policy](#).

**2. Return of library books and / or other college property**

Withdrawal applications will not be processed until all library books and / or other college property have been returned to the relevant college office.

**3. Learner Responsibility**

It is the responsibility of the learner to submit the [Programme Withdrawal Form](#) to the Admissions Office. The date on which this form is received is recorded as the official date of withdrawal.

All applications to withdraw will be sent to the Office of Registrar for consideration.


The Admissions Office will confirm decision regarding withdrawal to the student in writing.

**Date Approved:** 24 June 2025

**Appendix 14: Carlow College, St. Patrick’s European Diploma Supplement Template**

**DIPLOMA SUPPLEMENT**

This Diploma Supplement follows the model developed by the European Commission, Council of Europe and UNESCO/CEPES. The purpose of the supplement is to provide sufficient independent data to improve the international ‘transparency’ and fair academic and professional recognition of qualifications (diplomas, degrees, certificates etc.). It is designed to provide a description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the individual named on the original qualification to which this supplement is appended. It should be free from any value judgements, equivalence statements or suggestions about recognition. Information in all eight sections should be provided. Where information is not provided, an explanation should give the reason why.



**CARLOW COLLEGE**  
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<p><b>1 INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION</b></p> <p>1.1 Surname:  <input style="width: 100%;" type="text" value="Smith"/></p> <p>1.2 First Name(s):  <input style="width: 100%;" type="text" value="John"/></p> <p>1.3 Date of birth (day/month/year):  <input style="width: 100%;" type="text" value="DD-MM-YYYY"/></p> <p>1.4 Student identification number or code (if available):  <input style="width: 100%;" type="text" value="0123456789"/></p> <p><b>2 INFORMATION IDENTIFYING THE QUALIFICATION</b></p> <p>2.1 Name of qualification and (if applicable) title conferred:  <input style="width: 100%;" type="text" value="Bachelor of English &amp; History"/></p> <p>2.2 Main field(s) of study for the qualification:  <input style="width: 100%;" type="text" value="English and History"/></p> <p>2.3 Name and status of awarding institution (in original language):  <input style="width: 100%;" type="text" value="Quality and Qualifications Ireland (QQI)"/></p> <p>2.4 Name and status of institution (if different from 2.3) administering studies (in original language):  <input style="width: 100%;" type="text" value="Carlow College, St. Patrick's"/></p> <p>2.5 Language(s) of instruction / examination:  <input style="width: 100%;" type="text" value="English"/></p> <p><b>3 INFORMATION ON THE LEVEL OF THE QUALIFICATION</b></p> <p>3.1 National Framework of Qualifications level and award-type:  <input style="width: 100%;" type="text" value="Level 8 – Bachelor Degree (Honours)"/></p> <p>3.2 Official length of programme:  <input style="width: 100%;" type="text" value="Four Years"/></p> <p>3.3 Access requirement(s):  <input style="width: 100%;" type="text" value="Leaving Certificate (or equivalent); further details at www.carlowcollege.ie"/></p>	<p><b>4 INFORMATION ON THE CONTENTS AND RESULTS GAINED</b></p> <p>4.1 Mode of study:  <input style="width: 100%;" type="text" value="Full-Time"/></p> <p>4.2 Programme requirements:  <input style="width: 100%;" type="text" value="Learner must satisfy programme requirements as prescribed in the Approved Course Schedule and the Marks and Standards of Carlow College, St. Patrick's; subject pass mark is 40%; further details at www.carlowcollege.ie"/></p> <p>4.3 Please see last page</p> <p>4.4 Grading scheme and, if available, grade distribution guidance:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Overall Average</th> <th>Classification</th> </tr> </thead> <tbody> <tr> <td>70+%</td> <td>First Class Honours</td> </tr> <tr> <td>60 – 69%</td> <td>Second Class Honours, Grade 1</td> </tr> <tr> <td>50 – 59%</td> <td>Second Class Honours Grade 2</td> </tr> <tr> <td>40 – 49%</td> <td>Pass</td> </tr> </tbody> </table> <p>4.5 Overall classification of the qualification (in original language):  <input style="width: 100%;" type="text" value="Pass with Second Class Honours, Grade 1"/></p> <p><b>5 INFORMATION ON THE FUNCTION OF THE QUALIFICATION</b></p> <p>5.1 Access to further study:  <input style="width: 100%;" type="text" value="Degree programmes may entitle access to postgraduate study."/></p> <p>5.2 Professional status (if applicable):  <input style="width: 100%;" type="text" value="N/A"/></p> <p><b>6 ADDITIONAL INFORMATION</b></p> <p>6.1 Additional information  <input style="width: 100%;" type="text" value="N/A"/></p> <p>6.2 Further information sources:  <input style="width: 100%;" type="text" value="www.carlowcollege.ie"/></p>	Overall Average	Classification	70+%	First Class Honours	60 – 69%	Second Class Honours, Grade 1	50 – 59%	Second Class Honours Grade 2	40 – 49%	Pass
Overall Average	Classification										
70+%	First Class Honours										
60 – 69%	Second Class Honours, Grade 1										
50 – 59%	Second Class Honours Grade 2										
40 – 49%	Pass										

**Date Approved:** 24 June 2025

## **DESCRIPTION OF HIGHER EDUCATION AND TRAINING SYSTEM IN IRELAND AS AT MAY 2014**

The Irish system of higher education and training comprises a range of higher education institutions. The universities (including linked colleges and colleges of education), Dublin Institute of Technology (DIT), and the Royal College of Surgeons of Ireland (RCSI), are each established in law as autonomous awarding bodies. Institutes of Technology make awards under delegated authority from Quality and Qualifications Ireland (QQI). A range of private and other education and training institutions also deliver programmes leading to QQI awards. A list of recognised Higher Education Institutions can be accessed on [www.qqi.ie](http://www.qqi.ie).

### **Government Agencies**

While overall responsibility for the education and training system lies with the Department of Education and Skills ([www.education.ie](http://www.education.ie)), there are several state agencies with responsibility for specific functions in higher education. The Higher Education Authority ([www.hea.ie](http://www.hea.ie)) is responsible for furthering the development and assisting in the coordination of State investment in higher education and training, including research and international education. Quality and Qualifications Ireland (QQI) ([www.qqi.ie](http://www.qqi.ie)) is responsible for the National Framework of Qualifications (NFQ) and for the external quality assurance of further and higher education and training (including English language provision).

### **The National Framework of Qualifications (NFQ)**

The types and expected learning outcomes of national awards made by higher education institutions at undergraduate and postgraduate level are described in the National Framework of Qualifications (NFQ). The Framework has ten levels, which include awards made by schools, further and higher education and training institutions. Awards in the NFQ are nationally and internationally recognised and are underpinned by legislative quality assurance arrangements. There are overarching level indicators at each of the 10 levels of the Framework with associated sub-strands of knowledge, skill and competence appropriate to the achievement of an award at each of these levels. The NFQ is aligned with the Bologna Framework (Framework for Qualifications of the European Higher Education Area) and is referenced to the European Qualifications Framework for Lifelong Learning (EQF).

### **Higher Education and Training Awards**

There are two overall groups of classes of awards in the NFQ: Major and Non-Major. Major awards are the principal class of awards made at each level. They have a larger volume and breadth associated with them than non-major awards. There are sixteen Major award-types included across the ten levels of the Framework including eight higher education and training award-types which are made from levels 6 - 10. There are three classes of Non-Major award: minor, special purpose and supplemental. Non-major award types facilitate the provision of a wide range and variety of programmes. The volume associated with higher education and training awards is expressed in terms of the allocation of European Credit Transfer and Accumulation System (ECTS) compatible credit.

**Date Approved:** 24 June 2025

Access to initial higher education and training is largely on a competitive basis following successful completion of the Leaving Certificate examinations. Access may also be gained through a range of alternative progression mechanisms, including those for mature entrants (23 years of age +); for holders of further education and training awards; or through the recognition of prior learning.

Each Major Higher education and training award is described below:

**Higher Certificate (NFQ Level 6/ EQF Level 5)**

The Higher Certificate is normally awarded after completion of a programme of two-years duration (120 ECTS credits). Entry to these programmes is generally for school leavers and those with equivalent qualifications. The Higher Certificate is an intermediate qualification within the Bologna First Cycle.

**Ordinary Bachelor Degree (NFQ Level 7/ EQF Level 6)**

The Ordinary Bachelor Degree is normally awarded after completion of a programme of three-years duration (180 ECTS credits). Entry to a programme leading to an Ordinary Bachelor degree is typically for school leavers and those with equivalent qualifications. In addition, there are transfer arrangements in place across higher education and a number of programmes of one-year duration leading to the Ordinary Bachelor Degree for holders of the Higher Certificate. The Ordinary Bachelor Degree is compatible with the Bologna First Cycle descriptor, though holders of this award do not generally immediately access programmes leading to Second Cycle awards in Ireland.

**Honours Bachelor Degree (NFQ Level 8/ EQF Level 6)**

The Honours Bachelor Degree is normally awarded following completion of a programme of three- to four-years duration (180-240 ECTS credits), although there are examples of longer programmes in areas such as architecture, dentistry and medicine. Entry is generally for school leavers and those with equivalent qualifications. In addition, there are transfer arrangements across higher education, and a number of programmes of one-year duration leading to Honours Bachelor Degrees for holders of the Ordinary Bachelor Degree. The Honours Bachelor Degree is a Bologna First Cycle qualification

**Higher Diploma (NFQ Level 8/ EQF Level 6)**

The Higher Diploma is normally awarded following completion of a programme of one-year duration (60 ECTS credits). Entry to a programme leading to a Higher Diploma is typically for holders of Honours Bachelor Degrees but can also be for holders of Ordinary Bachelor Degrees. It is of note that the Higher Diploma is typically in a different field of learning than the initial award. The Higher Diploma is a qualification at the same level as completion of the Bologna First Cycle.

**Masters Degree (NFQ Level 9/ EQF Level 7)**

There are two types of Masters Degree in Ireland: taught Masters Degrees and research Masters Degrees. The taught Masters Degree is awarded following the completion of a programme of one to two-years duration (60-120 ECTS credits). Entry to a programme leading to a taught Masters Degree is typically for holders of Honours Bachelor Degrees. In some cases, entry to such programmes can be permitted for those with

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Ordinary Bachelor Degrees or equivalent. Research Masters Degree programmes are typically of two-years duration (120 ECTS credits) though not all such programmes are credit rated. The Irish Masters Degree is compatible with completion of the Bologna Second Cycle.

#### **Post Graduate Diploma (NFQ Level 9/ EQF Level 7)**

The Postgraduate Diploma is normally awarded following completion of a programme of one-year duration (60 ECTS credits). Entry to a programme leading to a Postgraduate Diploma is typically for holders of Honours Bachelor Degrees but can also be for holders of Ordinary Bachelor Degrees. The Post-Graduate Diploma is an intermediate qualification within the Bologna Second Cycle.

#### **Doctoral Degree (NFQ Level 10/ EQF Level 8)**

Possession of an Honours Bachelor Degree is normally required for entry to a doctoral programme. In some disciplines, a Masters Degree is also preferred. Normally those entering a doctoral programme with an Honours Bachelor Degree initially register for a research Masters Degree or provisional doctoral candidature. Upon successful completion of this initial stage, the candidate acquires full doctoral candidature. Doctoral programmes are between three and four years in duration. ECTS credits are used in doctoral programmes for taught elements only. Varying doctoral programmes now exist, including professional and performance/practice based doctorates. The Irish Doctoral Degree is compatible with completion of the Bologna Third Cycle.

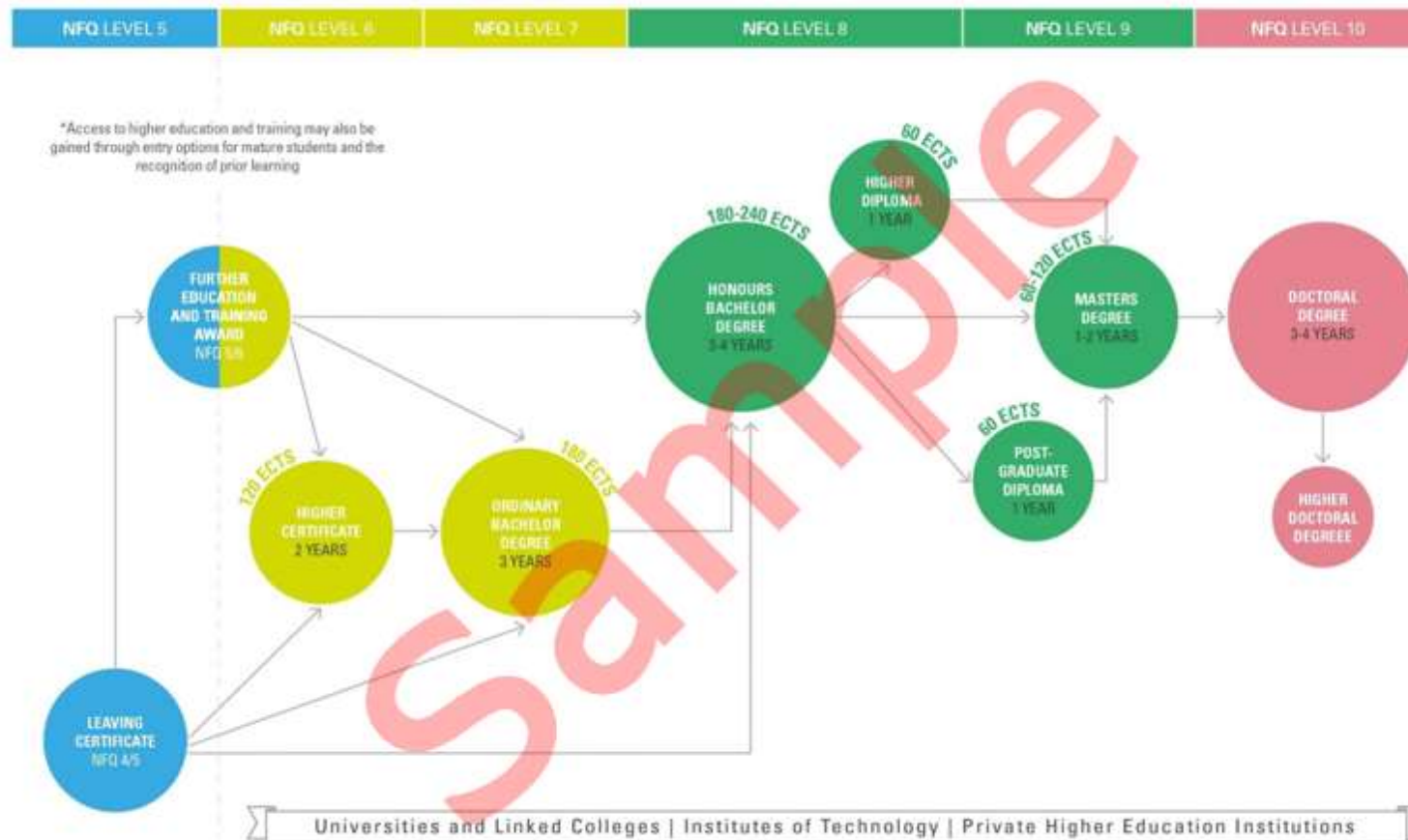
#### **Higher Doctorate (NFQ Level 10/ EQF Level 8)**

This award largely recognises excellent and distinguished contributions to learning. It may be used for career progression to advanced levels of academia and research. This award is never based on a provider's programme and, as such, is not subject to validation but is assessed by the awarding body for each individual provider. Normally, the learner already holds a first doctorate or equivalent for some period of time prior to becoming a candidate for the higher doctorate. The Irish Higher Doctorate is compatible with completion of the Bologna Third Cycle.

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### HIGHER EDUCATION AND TRAINING SYSTEM



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<b>BOLOGNA FRAMEWORK/EUROPEAN QUALIFICATIONS FRAMEWORK</b>			
The major awards of the NFQ are set out below together with the alignment of the 'Bologna' Framework and the alignment to the European Qualifications Framework (EQF).			
<b>EQF Level</b>	<b>EHEA Framework (Bologna)</b>	<b>National Framework of Qualifications (NFQ) Level</b>	<b>NFQ Major Award-Types</b>
EQF Level 1		NFQ Level 1	Level 1 Certificate
		NFQ Level 2	Level 2 Certificate
EQF Level 2		NFQ Level 3	Level 3 Certificate; Junior Certificate
EQF Level 3		NFQ Level 4	Level 4 Certificate; Leaving Certificate
EQF Level 4		NFQ Level 5	Level 5 Certificate; Leaving Certificate
EQF Level 5		NFQ Level 6	Advanced Certificate
	Short Cycle within First Cycle		Higher Certificate
EQF Level 6	First Cycle	NFQ Level 7	Ordinary Bachelor Degree
		NFQ Level 8	Honours Bachelor Degree; Higher Diploma
EQF Level 7	Second Cycle	NFQ Level 9	Masters Degree; Post-Graduate Diploma
EQF Level 8	Third Cycle	NFQ Level 10	Doctoral Degree; Higher Doctorate

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<b>FURTHER INFORMATION:</b>	
The National Framework of Qualifications (NFQ):	<a href="http://www.nfq.ie">www.nfq.ie</a>
National Framework of Qualifications – Grid of Level Indicators:	<a href="http://www.nfq.ie/nfq/en/documents/NFQLevelindicators.pdf">http://www.nfq.ie/nfq/en/documents/NFQLevelindicators.pdf</a>
Eurydice – Eurypedia: The European Encyclopaedia on National Education Systems:	<a href="http://eacea.ec.europa.eu/education/eurydice/eurypedia_en.php">http://eacea.ec.europa.eu/education/eurydice/eurypedia_en.php</a>
National Europass Centre (NEC) for Ireland:	<a href="http://www.europass.ie">www.europass.ie</a>
European Credit Transfer and Accumulation System (ECTS):	<a href="http://ec.europa.eu/education/tools/ects_en.htm">http://ec.europa.eu/education/tools/ects_en.htm</a>
EQF Portal:	<a href="http://ec.europa.eu/eqf/compare_en.htm">http://ec.europa.eu/eqf/compare_en.htm</a>
Ireland – Bologna Process:	<a href="http://www.eurireland.ie/programmes/bolognaprocess.128.html">http://www.eurireland.ie/programmes/bolognaprocess.128.html</a>
Information on the Irish National Higher Education and Training System is provided by the Irish National Academic Recognition Information Centre (NARIC), located at the offices of the Quality and Qualifications Ireland (QQI), and can be contacted via the QQI website: <a href="http://www.qqi.ie">www.qqi.ie</a> .	

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## Appendix 15: Undergraduate Scholarship Awards



### Undergraduate Scholarship Awards

Carlow College, St. Patrick's has a number of scholarships available to new learners across all programmes and to continuing learners who wish to study abroad. The total value of the scholarships is with a total value of €4,500 per year.

The scholarship will include:

- Academic Achievement Entrance Scholarship
- Mature Student Entrance Scholarship
- Bishop James Davis Travel Prize for Study Abroad

#### Academic Achievement Entrance Scholarship

Incoming students will be awarded an *Academic Achievement Entrance Scholarship* by gaining the highest CAO points through their Leaving Certificate examination. This scholarship will be awarded to the highest point earner on each undergraduate programme, with an award amount of €500 per student. In addition to the monetary award the students, along with their families and Principles and Guidance Counsellors, will be invited to an awards ceremony where the former Principal will receive a plaque for the school marking this significant achievement.

#### Mature Student Entrance Scholarship

Incoming mature students will be awarded a *Mature Student Entrance Scholarship* by gaining the highest grade point average (GPA) in semester one of their academic programme. This

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scholarship will be awarded to one successful applicant on each undergraduate programme, with an award amount of €500 per student. In addition to the monetary award the students, along with their families and former FET-QQI Principles and Guidance Counsellors (where applicable), will be invited to an awards ceremony where the former FET-QQI Principal will receive a plaque for the institution marking this significant achievement.

### **Bishop James Davis Travel Prize for Study Abroad**

Since 2015, Carlow College has awarded the *Bishop James Davis Travel Prize for Study Abroad* for learners that have successfully applied to participate in the Carlow College Study Abroad Programme. This scholarship is awarded to the successful study abroad applicant that has the highest cumulative academic mark. The value of the travel prize is €250 and is used to offset the costs associated with flights to the United States.

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## Appendix 15.1: Academic Achievement Entrance Scholarship



### Academic Achievement Entrance Scholarship

Incoming learners will be awarded an *Academic Achievement Entrance Scholarship* (hereafter *Entrance Scholarship*) by gaining the highest CAO points through the Leaving Certificate examination. This scholarship will be awarded to the highest point earner on each of the following programmes:

- B.A. in Applied Social Studies (Professional Social Care)
- B.A. (Honours) in Arts & Humanities
- B.A. (Honours) in English & History
- B.A. (Honours) in Psychology

#### 1. Number of Awards and Award Amount

There will be four scholarships awarded in this category, one in each of the programmes. The amount awarded for each scholarship is €500. This scholarship is awarded by Carlow College. The College's total contribution to this category is €2,000.

#### 2. Application Process

There is no formal application process for the *Entrance Scholarship*.

#### 3. Student Eligibility & Requirements

In order for a student to be awarded the *Entrance Scholarship* they must:

- (i): achieve the highest CAO points on their chosen programme;
- (ii): meet the specific entry requirements;

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(iii): register as a full-time student of Carlow College.

The information regarding the students' points will come from the CAO system which will be provided by the Admissions Office of Carlow College.

#### **4. Award Procedure & Review**

The Office of the Registrar reviews eligibility for the *Entrance Scholarship* using the eligibility requirements established in *Appendix 16: Undergraduate Scholarships Awards*.

The Office of the Registrar establishes a *Scholarship Record* for each awardee.

If a situation occurs whereby two or more eligible students achieve the same CAO points in any programme, they will be contacted by the Vice President for Academic Affairs and Registrar notifying them of the situation. Each student will be offered the opportunity to submit a 500-word essay outlining why they believe they should be considered for the award of a scholarship in relation to their programme. The submissions will then be reviewed by the Office of the Registrar and the relevant Programme Director. Carlow College reserves the right to award or withhold any scholarship.

#### **5. Student Communication**

The Student Recruitment and Digital Communications and Marketing Offices will notify all prospective students of this scholarship opportunity through various means including: school visits, career fairs, prospectus, website, and social media channels.

#### **6. Scholarship Awards**

##### *Awardee*

The Vice President for Academic Affairs and Registrar will correspond with each selected awardee in writing via email or by post.

##### *School*

The Student Recruitment Project Manager will correspond with each selected awardee's school in writing via email or by post. This notification provides information about the award and the scholarship award ceremony.

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## 7. Scholarship Award Ceremony

In addition to the monetary award, the awardee and their invited guests and each of the awardee's school Principals and Guidance Counsellors, will be invited to Carlow College for an awards ceremony where each award will be presented and each school Principal will receive a plaque for the school marking this significant achievement, which includes the student's name.

## 8. Scholarship Disbursement

The *Entrance Scholarship* award is disbursed to the student by the Accounts Office of Carlow College through bank transfer in February of the relevant academic year. The awardee's bank account details will be sought by the Accounts Office in order to process the payment.

## 9. Scholarship Enquiries

All scholarships enquiries should be sent to: [officeoftheregistrar@carlowcollege.ie](mailto:officeoftheregistrar@carlowcollege.ie).

## 10. Academic Achievement Entrance Scholarship Timeline

Date	Duty	Responsibility
October	The details of students with the highest CAO points are identified to the Office of the Registrar.	Admissions Office
November	Office of the Registrar approve students' eligibility for scholarship.	Office of the Registrar

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November	<p>If two or more eligible students achieve the same CAO points in any programme, they will be contacted to notify them of the situation.</p> <p>Students then submit a 500-word essay outlining why they believe they should be considered for a scholarship.</p>	Office of the Registrar
December	Scholarship awardee is selected.	Office of the Registrar
January	Each awardee will be notified in writing via email of their award.	Vice President for Academic Affairs and Registrar
January	Each awardees' school Principal and Guidance Counsellor will be notified with details of the scholarship award ceremony.	Student Recruitment Project Manager
February	Scholarship awards ceremony to be held in the College.	Student Recruitment Office and Digital Communications and Marketing Office
February	Each awardee to receive payment of scholarship.	Office of the Registrar and Accounts Office

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### Appendix 15.1.1: Scholarship Record for Academic Achievement Entrance Scholarship



### Scholarship Record for Academic Achievement Entrance Scholarship

<b>Section 1: Awardee Details</b>	
Awardee Name	
Student Number	
Student Email	

<b>Section 2: Programme Details</b>	
B.A. in Applied Social Studies (Professional Social Care)	
B.A. (Honours) in Arts & Humanities	
B.A. (Honours) in English & History	

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B.A. (Honours) in Psychology	
<b>Section 3: Applicant Eligibility</b>	
Registered as a full-time student	
Satisfied programme entry requirements	
Achieved highest CAO points in programme	

<b>Section 4: Applicant Review</b>	
Did applicant submit a 500 word essay?	
If yes to the above question, was the applicant awarded the Entrance Scholarship?	

<b>Section 5: Approval</b>	
Office of the Registrar	<i>Signature</i>
Vice President for Academic Affairs / Registrar	

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## Appendix 15.2: Mature Student Entrance Scholarship



### Mature Student Entrance Scholarship

From September 2019, incoming mature students will be awarded a *Mature Student Entrance Scholarship* (hereafter *Mature Entrance Scholarship*) by gaining the highest grade point average (GPA) in semester one of their academic programme. This scholarship will be awarded to one successful awardee on each of the following programmes:

- B.A. in Applied Social Studies (Professional Social Care)
- B.A. (Honours) in Arts & Humanities
- B.A. (Honours) in English & History
- B.A. (Honours) in Psychology

#### 1. Number of Awards and Award Amount

There will be four scholarships awarded in this category. The amount awarded for each scholarship is €500. This scholarship is awarded by Carlow College. The College's total contribution to this category is €2,000.

#### 2. Applicant Process

There is no formal application process for the *Mature Entrance Scholarship*.

#### 3. Student Eligibility & Requirements

In order for a student to be awarded the *Mature Entrance Scholarship* they must:

- i. achieve the highest GPA at 70% or above in semester one on their chosen programme;

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- ii. be 23 years old on or before the 1 January in the year of application;
- iii. register as a full-time student of Carlow College.

The information regarding the students' GPA will come from the Admissions Office of Carlow College.

#### **4. Award Procedure & Review**

The Office of the Registrar reviews eligibility for the *Mature Scholarship* using the eligibility requirements established in *Appendix 15: Undergraduate Scholarships Awards*.

The Office of the Registrar establishes a *Scholarship Record* for each programme scholarship awardee.

If a situation occurs whereby two or more eligible students achieve the same GPA in any programme, they will be contacted by the Vice President for Academic Affairs and Registrar notifying them of the situation. Each student will be offered the opportunity to submit a 500-word essay outlining why they believe they should be considered for the award of a scholarship in relation to their programme. The submissions will then be reviewed by the Office of the Registrar and the relevant Programme Director. Carlow College reserves the right to award or withhold any scholarship.

#### **5. Student Communication**

The Student Recruitment and Digital Communications and Marketing Offices will notify all prospective students of this scholarship opportunity through various means including: FET-QQI visits, career fairs, prospectus, website, and social media channels.

#### **6. Scholarship Awards**

*Awardee*

The Vice President for Academic Affairs and Registrar will correspond with each selected awardee in writing via email or by post.

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### *Institution*

The Student Recruitment Project Manager will notify each awardee's FET-QQI institution (if applicable) in writing via email and letter. This notification provides information about the award and the scholarship award ceremony.

## **7. Scholarship Award Ceremony**

In addition to the monetary award, the awardee, along with invited guests and (if applicable) each of the awardee's FET-QQI Principals and Guidance Counsellors, will be invited to Carlow College for an awards ceremony where each QQI-FET Principal will receive a plaque for the institution marking this significant achievement, which includes the student's name.

## **8. Scholarship Disbursement**

The *Entrance Scholarship* award is disbursed to the student by the Accounts Office of Carlow College through bank transfer in February of the relevant academic year. The awardee's bank account details will be sought by the Accounts Office in order to process the payment.

## **9. Scholarship Enquiries**

All scholarships enquiries should be sent to: [officeoftheregistrar@carlowcollege.ie](mailto:officeoftheregistrar@carlowcollege.ie).

## **10. Academic Achievement Entrance Scholarship Timeline**

<b>Date</b>	<b>Duty</b>	<b>Responsibility</b>
January	The details of students with the highest GPA in semester one are identified to the Office of the Registrar.	Admissions Office

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January	<p>If two or more eligible students achieve the same GPA in any programme, they will be contacted to notify them of the situation.</p> <p>Students then submit a 500-word essay outlining why they believe they should be considered for a scholarship.</p>	Office of the Registrar
January	Scholarship awardee is selected.	Office of the Registrar
January	Each awardee will be notified in writing via email of their award.	Vice President for Academic Affairs and Registrar
January	If applicable, each awardees' FET-QQI Principal and Guidance Counsellor will be notified with details of the scholarship award ceremony.	Student Recruitment Project Manager
February	Scholarship awards ceremony to be held in the College.	Student Recruitment Office and Digital Communications and Marketing Office
February	Each awardee to receive payment of scholarship.	Office of the Registrar and Accounts Office

**Date Approved:** 24 June 2025

**Appendix 15.2.1: Scholarship Record for Mature Entrance Scholarship**



COLÁISTE CHEATHARLACH  
NAOMH PÁDRAIG  
CARLOW COLLEGE  
ST. PATRICK'S

**Scholarship Record for Mature Entrance Scholarship**

<b>Section 1: Awardee Details</b>	
Awardee Name	
Student Number	
Student Email	

<b>Section 2: Programme Details</b>	
B.A. in Applied Social Studies (Professional Social Care)	
B.A. (Honours) in Arts & Humanities	
B.A. (Honours) in English & History	

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B.A. (Honours) in Psychology	
<b>Section 3: Applicant Eligibility</b>	
Registered as a full-time student	
Be 23 years old on or before the 1 January in the year of application	
Achieved highest GPA in semester one of their programme	

<b>Section 4: Applicant Review</b>	
Did applicant submit a 500-word essay?	
If yes to the above question, was the applicant awarded the Entrance Scholarship?	

<b>Section 5: Approval</b>	
<b>Office of the Registrar</b>	<b>Signature</b>
Vice President for Academic Affairs / Registrar	

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### **Appendix 15.3: Bishop James Davis Travel Prize for Study Abroad**



## **Bishop James Davis Travel Prize for Study Abroad**

Since 2015, Carlow College has awarded the *Bishop James Davis Travel Prize for Study Abroad* for students that have successfully applied to participate in the Carlow College Study Abroad Programme. This scholarship is awarded to the successful study abroad applicant that has the highest cumulative academic mark from an eligible programme. Please contact the International Office to see which programmes allow study abroad.

### **1. Number of Awards and Award Amount**

There will be one scholarship awarded per semester in this category valued at €250. This scholarship is awarded by the International Office at Carlow College.

### **2. Application Process**

There is no formal application process for the *Bishop James Davis Travel Prize for Study Abroad*. The scholarship is awarded to the successful applicant of the Study Abroad Programme who has the highest cumulative academic mark, calculated from transcripts submitted as part of the Study Abroad application.

### **3. Applicant Eligibility & Requirements**

In order for a student to be awarded the *Bishop James Davis Travel Prize for Study Abroad* the applicant must apply to, and successfully complete, the Carlow College Study Abroad application process. Please note, that as part of this application process, applicants must submit their Carlow College transcripts which will detail their grade point average (GPA). If the student does not take their place on the Study Abroad Programme, they forfeit their eligibility to receive this scholarship.

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#### **4. Procedure & Review**

There is no separate application process for this scholarship as separate from the Carlow College Study Abroad application process.

If a situation occurs whereby two or more eligible students achieve the same GPA, the Study Abroad Interview Panel will award the scholarship based on the performance at the Study Abroad Interview Panel. Carlow College reserves the right to award or withhold any scholarship.

#### **5. Student Communication**

The International Officer will notify all prospective students of this scholarship opportunity at all Study Abroad Information Sessions and through the prospectus, website and social media channels.

#### **6. Scholarship Awards**

*Awardee*

The International Officer will notify the awardee in writing via email at the time of their selection into the Carlow College Study Abroad Programme. This notification provides information about the award and the award amount.

#### **7. Scholarship Disbursement**

The *Bishop James Davis Travel Prize* is disbursed to the awardee by the Accounts Office of Carlow College through bank transfer in August prior to the student's departure to study in the United States.

#### **8. Scholarship Enquiries**

Enquiries regarding this scholarship should be sent to the International Officer at: [intloffice@carlowcollege.ie](mailto:intloffice@carlowcollege.ie).

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## Appendix 16: Guidelines and Procedures for Return to Studies



# Guidelines and Procedures for Return to Studies

## Section 1 Introduction, Definitions, Scope and Purpose

### 1.1 Introduction

Carlow College, St. Patrick's (hereafter) is committed to ensuring that pre-defined and published regulations are consistently applied covering all phases of the learner 'life cycle' (e.g. learner admission, progression, recognition and certification).<sup>18</sup> Moreover, the approved quality assurance policies and procedures related to *Learner Admission, Progression and Recognition Policy* conform to the *Policies and Criteria for the Validation of Programmes of Education and Training*.<sup>19</sup>

The purpose of this document is to set out the College's quality assurance framework in relation to the processing of requests from learners who, having been previously granted an internal College deferral from their programme of studies or who having taken extended leave from their studies, wish to return to their studies. Specifically, these guidelines and procedures, which are part of the *Learner Admission, Progression and Recognition Policy*, relates to deferred learners and formerly registered learners who have completed some element(s) or stage(s) of the programme of studies for which they have been registered. These guidelines and procedures do not relate to prospective learners who, having been offered a place on a programme of studies by the College, wish to defer their commencement of such studies to a different academic year (for these procedures, click [here](#)).

As the College (i) currently offers a deferral option to its registered learners and (ii) has a number of formerly registered learners documented as deferred and (iii) has past learners who have not completed their programme of study and (iv) currently has no policy to govern

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<sup>18</sup> *Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)* (Yerevan: Ministerial Conference, May 2015), p. 10.

<sup>19</sup> *Policies and Criteria for the Validation of Programmes of Education and Training* (Dublin: QQI, April 2016), pp. 32-3.

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the decision-making and procedures in relation to requests to return to study from such learners, this document now seeks to formalise this process.

## **1.2 Definitions**

*Deferred Learner:* a deferred learner is one who, having completed some element or stage of the programme of studies for which they are registered, has been granted an internal College deferral for a period of one year. At the end of this period, learners granted such a deferral may make a new application for a further deferral of one academic year.<sup>20</sup> No further application for deferral will be considered by the College after this second year. Learners who do not resume their programme of studies in the academic year immediate following the end of the granted deferral period are deemed to be Formerly Registered Learners.

*Formerly Registered Learner*<sup>21</sup>: a formerly registered learner is one who (i) formally or informally withdraws from their programme of studies, or, (ii) does not return to study following the completion of the deferral period grant to them, or, (iii) has not applied for and been granted internal College deferral and does not return to study at the commencement of the next academic year.

## **1.3 Scope of these Guidelines and Procedures**

This guidelines and procedures apply to (i) all deferred learners of the College and to (ii) all formerly registered learners of the College who have not completed a programme of studies at the College leading to an award. They do not apply to graduates of the College who wish to apply to enrol *ab initio* in another programme of study offer by the College.

Moreover, they do not apply to (i) graduates of the College, or, (ii) learners with credits from the College, or, (iii) learners with credits from another Higher or Further Education Institution, who wish to apply for Advanced Entry to a programme of study at the College. Such applications are subject to the relevant sections of the College's [Admission Guidelines and Procedures for Internal / External Transfers and Advanced Entry](#).

## **1.4 Purpose Statement**

The principles and goals underlying these guidelines and procedures are:

- to facilitate continued access to third level education by former learners of the College;

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<sup>20</sup> [Guidelines and Procedures for Deferred Entry or Deferred Continuation of Studies](#).

<sup>21</sup> Who have not completed a programme of studies leading to an Award.

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- to provide clarity, transparency, accountability, efficacy and equity in relation to returning learner admission at Carlow College;
- to ensure that returning learners are at an appropriate stage in their learning development to be re-admitted to their specified programmes of education;
- to have appropriate recognition of periods of study and credits achieved; and
- to ensure that returning learners are assisted and supported in their return to third level education.

### ***1.5 Procedures***

The considerations, processes and procedures for dealing with return to study applications from formerly registered learners is set out in Section 2 below.

The considerations, processes and procedures for dealing with return to study applications from deferred learners is set out in Section 3 below.

### ***1.6 Roles and Responsibilities***

The admissions function and process of the College is held by the Office of the Registrar and is conducted through the Admissions Office. This include policies and procedures in relation to the applications for re-admittance by deferred learners and by formerly registered learners. The Admissions Office holds responsibility for ensuring the timely and effective processing of applications for return to study by deferred learners and by formerly registered learners.

## **Section 2 Re-admission Considerations, Guidelines and Procedures for Return to Studies applications by Deferred Learners**

### ***2.1 Considerations***

To be granted deferred learner status, a learner will have completed the College an application for deferral process. This includes completion of an application form detailing reasons for requesting the deferral and a requirement to discuss the matter with the appropriate Programme Director. The Programme Director advises the Office of the Registrar and the Admissions Officer in relation to the deferral application. Applicants are encouraged also to discuss their decision with other College student support personnel. Accordingly, applications for deferred learner status will have engaged with the College in relation to their

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learning journey. Further, as noted above, deferred learner status is only granted for a maximum total period of two academic years.

## **2.2 Guidelines**

When a deferred seeks re-admittance to their programme of studies, two issues must be addressed by the College, namely;

1. Can the learner return to the relevant programme of studies at the point at which they deferred? For example, (i) is the learner required to complete take modules or assessments which they did not complete prior to deferral or (ii) has the curriculum of the programme of studies changed in a manner which impacts the learner's module choices when they resume their studies.
2. Has the issue which prompted the learner's deferral decision been resolved sufficiently to enable the learner to resume their learning journey.

## **2.3 Procedures**

The applicant completes the *Return to Studies Deferred Learner Application Form* and provides it to the Admissions Office.

The Admissions Office provides the relevant Programme Director with copies of the following documents:

- the applicant's original completed *Application for Deferral Form*;
- the applicant's completed *Return to Studies Deferred Learner Application Form*;
- the applicant's results transcript;
- the *Return to Studies Deferred Learner Academic Report Form*;

The Programme Director, or their nominee, arranges an interview with the applicant in order to address the academic matters outline under guideline number one (above).

If the applicant has identified an academic related issue(s) in their original *Application for Deferral Form*, then the Programme Director, or their nominee, must also address this in the interview.

It is not appropriate for the Programme Director, or their nominee, to inquire into any other matters identified by the applicant in their original application for deferral, although the applicant may choose to raise other matters at interview.

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Following the interview, the Programme Director, or their nominee, completes the *Return to Studies Deferred Learner Academic Report Form* on behalf of the applicant and provides it to the Admissions Office.

The Admissions Office provides the applicants file to the Office of the Registrar. Where the applicant has identified a reason other than academic in their original *Application for Deferral Form*, then the Office of the Registrar must satisfy itself that the said reason is no longer a hindrance to the applicant resuming their studies. The Office of the Registrar signs off on the College's decision in relation to the application and communicates directly with the applicant. The Office of the Registrar returns the applicant's file to the Admission Office, including verification of the decision arrived at.

## **2.4 Timing**

The deadline for receipt by the Admissions Office of *Applications for Return to Study by Deferred Learners* is 2nd August immediately prior to the commencement of the Academic Year for which they are seeking re-registration.

## **Section 3 Re-admission Considerations, Guidelines and Procedures for Return to Studies Applications by Formerly Registered Learners**

### **3.1 Considerations**

Individuals who were formerly registered with the College but did not complete their programme of study may seek to return to the same programme. Some of these individuals may not have engaged meaningfully with the College Admissions Office in relation to their decision to leave their programme of studies. Some of these individuals may be applying for return to studies after a considerable period of time has elapsed.

### **3.2 Guidelines**

For the College, the key issues relate to:

1. is the relevant programme of study still being delivered by the College;
2. are the curriculum credits previously gained by the applicants still current and / or relevant to the specific programme of study;
3. has a period of time elapsed which raises a question over the appropriateness of the applicant re-joining the programme at some mid-point of the programme's learning cycle; and

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4. has the issue which prompted the applicant's withdrawal from studies been resolved or changed sufficiently to enable the learner to resume their learning journey. While it may not be within the College's competence to determine this issue, the application process should provide an indication as to whether the College needs to seek assurances in relation to this matter.

### **3.3 Procedures**

The applicant completes the *Return to Studies Formerly Registered Learner Application Form* and provides it to the Admissions Office.

The Admissions Office provides the relevant Programme Director with copies of the following documents:

- the applicant's completed *Return to Studies Formerly Registered Learner Form*,
- the applicant's results transcript; and
- the *Return to Studies Formerly Registered Learner Academic Report Form*.

The Programme Director, or their nominee, arranges an interview with the applicant in order to address the academic matters outline under the above detailed guidelines (3.2).

If the applicant has identified an academic related issue or issues in their original *Application for Deferral Form* then the Programme Director, or their nominee, then this matter must be address in the interview also.

It is not appropriate for the Programme Director, or their nominee, to inquire into any other matters identified by the applicant in their application for return to studies, although the applicant may choose to raise any other matters at interview.

Following the interview, the Programme Director, or their nominee, completes the *Return to Studies Formerly Registered Learner Academic Report Form* on behalf of the applicant and provides it to the Admissions Office.

The Admissions Office provides the applicants file to the Office of the Registrar. The Office of the Registrar signs off on the College's decision in relation to the application and communicates directly with the applicant. The Office of the Registrar return's the applicant's file to the Admission Office, including verification of the decision arrived at.

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### **3.4 Timing**

The deadline for receipt by the Admissions Office of *Applications for Return to Study by Formerly Registered Learners* is the 2 August immediately prior to the commencement of the Academic Year for which they are seeking re-registration.

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## Appendix 16.1: Return to Studies Deferred Learner Application Form



### Return to Studies Deferred Learner Application Form

Name of Applicant

Address

E-mail

Mobile

Previous Student Registration Number

College Degree Programme

Initial date of deferral

Stage or Stages completed

Reason for Returning to Studies at this time

Signature

Date

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## Appendix 16.2 Return to Studies Deferred Learner Academic Report Form



COLÁISTE CHEATHARLACH  
NAOMH PÁDRAIG  
CARLOW COLLEGE  
ST. PATRICK'S

### Return to Studies Deferred Learner Academic Report Form

Name of Applicant

Address

E-mail

Mobile

Previous Student Registration Number

College Degree Programme

Initial date of deferral

Stage or Stages completed

Reason for returning to Studies at this time

Academic issues faced by the student which require or may require special support

Changes to the programme structure or curriculum which need to be taken into account.

Academic recommendation by the Programme Director.

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Signature

Date

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### **Appendix 16. 3 Return to Studies Formerly Registered Learner Application Form**



### **Return to Studies Formerly Registered Learner Application Form**

Name of Applicant

Address

E-mail

Mobile

Previous Student Registration Number

College Degree Programme

Year of last registration with the College

Stage or Stages completed

Reason for returning to Studies at this time

Signature

Date

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## Appendix 16.4 Formerly Registered Learner Academic Report Form



### Return to Studies: Formerly Registered Learner Academic Report Form

Name of Applicant

Address

E-mail

Mobile

Previous Student Registration Number

College Degree Programme

Stage or Stages completed

Reason for returning to Studies at this time

Academic issues faced by the student which require or may require special support

Changes to the programme structure or curriculum which need to be taken into account.

Academic recommendation by the Programme Director.

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Signature

Date

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## Appendix 17: Admission Guidelines and Procedures for Non-Standard EU Applicants



### Admission Guidelines and Procedures for Non-Standard EU applicants

Carlow College, St. Patrick's (hereafter Carlow College) welcome applicants from across Europe. These guidelines are for learners presenting with qualifications (other than the Irish School Leaving Certificate Examination) and to provide a framework for comparisons of European Union (EU) and European Free Trade Association (EFTA) qualifications for entry to undergraduate degree programmes at Carlow College. At undergraduate level, Carlow College offers programmes at Levels 7 and 8 on the National Qualifications Framework.

Entry to all Carlow College undergraduate programmes is competitive and attainment of the minimum eligibility criteria does not guarantee a place. A points scoring system is in operation. It is not possible to forecast how many points will be required for a particular programme until the examination results from the current year are known (typically this is mid-August each year). It is important to note that the [NARIC Ireland Qualifications Portal](#) will be used in assessing admission eligibility. All applicants should review Carlow College's [English Language Policy](#) and, if English is not the first language, review the approved criteria for [Evidence of English Proficiency](#).

Applicants from the countries listed below should make an application following these guidelines:

**European Union (EU)** – Austria, Belgium, Bulgaria, Croatia, Cyprus, Czechia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom\*

\*EU fee rate to apply for 2022

**European Free Trade Association (EFTA)** – Iceland, Norway, Lichtenstein, Switzerland

### Application

EU / EFTA applicants that are presenting with qualifications other than the Irish School Leaving Certificate Examination are required to apply through the [Central Application Office \(CAO\)](#).

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Applicants are required to provide details of other school leaving exams and the years they were completed. Applicants are generally required to supply a certified copy of their final school leaving examination results as soon as they are available. Documents not printed in English must be accompanied by an official translation.

Candidates born and fully educated outside the Republic of Ireland who are presenting qualification other than the Leaving Certificate for matriculation are automatically exempt from Irish and do not need to make an application to Carlow College.

### **Evaluating Applications**

1. Applications are accessed via CAO Connect Portal. Please note that all supporting documentation will also be available to the Admissions Office.
2. When an applicant from the EU/EFTA is being evaluated, it will be on the basis of the results of any one examination taken in a single sitting (insofar as it is possible with the relevant examination system).
3. If applicants present examinations from two different examination systems, these will be evaluated separately, and the better score used.
4. Although Carlow College is not listed as participating institution, Carlow College abides by the [Entry Requirements Criteria for EU/EFTA Applicants](#); this document is used when assessing EU / EFTA applicants.
5. Applicants must meet the minimum entry requirements and specific subject requirements of the programme they have applied for.
6. A points score (positive or negative) will then be allocated to the applicant (see the Entry Requirements Criteria link above for more information).

### **EU / EFTA Applicants Presenting with Non-EU Qualifications**

Carlow College welcomes applications from outside of the EU / EFTA. If you reside in a country outside of the EU / EFTA, please review our application process for Non-EEA learners [here](#). You can also contact our International Office at: [intloffic@carlowcollege.ie](mailto:intloffic@carlowcollege.ie).

### **Applicant Responsibility**

It is the responsibility of the applicant to provide full and accurate information in the application and to notify Carlow College of any changes made to the original CAO Application. Carlow College may request verification from the issuing authority of any or all details on

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documentation presented. If documents are found to have been falsified, the awarding body will be notified. If additional information is made known, which was not available at the time of selection, an offer may be amended or, in exceptional circumstances, withdrawn. Carlow College also reserves the right to correct errors where they have been made in the communication of decisions and offers.