



## **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, Gaeilge, or any other language satisfies the language requirement.

#### *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.

#### **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 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 Catechetics & Placement Module);

PC410 B.A. (Honours) in Arts and Humanities (if enrolled in the Catechetics & Placement Module); and

PC411 B.A. (Honours) in English and History (if enrolled in the Career Practice 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) 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 further details, see the Carlow College [Garda 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).

### **Appeals Procedures**

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