

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/>

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.

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 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 [*Garda 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.

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

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.

- 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.
- 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-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.