

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

Date Approved: 23 October 2024



Undergraduate Scholarship Awards

Carlow College, St. Patrick's has a number of scholarships available to both new and current students across all programmes with a total value of €14,500 per year.

The scholarship will include:

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

At Carlow College, St. Patrick's, our philosophy places our students at the centre of everything we do. Our class sizes are small and inclusive, ensuring that students are known by name to their lecturers allowing them to receive the attention and support needed to excel during their time with us. In developing these scholarships, we are extending that support of our students while recognising their academic achievements.

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.

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

Date Approved: 23 October 2024

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 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 Principals 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.

Progression Scholarship

From September 2021, upon completion of stages 1-3, the student who gains the highest grade point average (GPA) at 70% or above in each undergraduate academic programme will be awarded a *Progression Scholarship*. The amount awarded for each scholarship will be €500. In addition to the monetary award, the students and their families will be invited to the annual awards ceremony.

An annual Scholarship Award Ceremony will be held in March of to mark the achievements of each scholarship student.

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.

Date Approved: 23 October 2024

Appendix 15.1: Academic Achievement Entrance Scholarship



Academic Achievement Entrance Scholarship

From September 2019, incoming students 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;

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

Date Approved: 23 October 2024

(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.

Policy: *Learner Admission, Progression and Recognition Policy*

Owner: Office of the Registrar

Date Approved: 23 October 2024

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.

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

Policy: *Learner Admission, Progression and Recognition Policy*

Owner: Office of the Registrar

Date Approved: 23 October 2024

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

Policy: *Learner Admission, Progression and Recognition Policy*

Owner: Office of the Registrar

Date Approved: 23 October 2024

Appendix 15.1.1: Scholarship Record for Academic Achievement Entrance Scholarship



COLÁISTE CHEATHARLACH
NAOMH PÁDRAIG
CARLOW COLLEGE
ST. PATRICK'S

Scholarship Record for Academic Achievement Entrance Scholarship

Section 1: Awardee Details	
Awardee Name	
Student Number	
Student Email	

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

Date Approved: 23 October 2024

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

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

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

Date Approved: 23 October 2024

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:

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

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

Date Approved: 23 October 2024

- 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.

Policy: *Learner Admission, Progression and Recognition Policy*

Owner: Office of the Registrar

Date Approved: 23 October 2024

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.

10. Academic Achievement Entrance Scholarship Timeline

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

Policy: *Learner Admission, Progression and Recognition Policy*

Owner: Office of the Registrar

Date Approved: 23 October 2024

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

Policy: *Learner Admission, Progression and Recognition Policy*

Owner: Office of the Registrar

Date Approved: 23 October 2024

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

Section 1: Awardee Details	
Awardee Name	
Student Number	
Student Email	

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

Date Approved: 23 October 2024

B.A. (Honours) in Psychology	
Section 3: Applicant Eligibility	
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	

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

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

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

Date Approved: 23 October 2024

Appendix 15.3: Progression Scholarship



Progression Scholarship

From September 2021, current students on completion of Stages 1, Stage 2, and Stage 3 will be awarded a *Progression Scholarship* by gaining the highest grade point average (GPA) at 70% or above in their academic programmes. This scholarship will be awarded to the student with the highest GPA on each of the non-award Stages in the following programmes:

- B.A. in Arts & Humanities
- 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 Social, Political & Community Studies
- B.A. (Honours) in Psychology

Should a student in Stage 3 of a level 7 award elect to progress to Stage 4 of a level 8 award then they shall be eligible for the *Progression Scholarship*.

1. Number of Awards and Award Amount

There will be seventeen 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 €8,500.

2. Application Process

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

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

Date Approved: 23 October 2024

3. Student Eligibility & Requirements

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

- (i): must achieve the highest GPA on their academic programme;
- (ii): be registered 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 *Progression 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 Marketing Offices, Student Services and Programme Directors will notify all current students of this scholarship opportunity through various means including: internal screens, leaflets, 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.

Policy: *Learner Admission, Progression and Recognition Policy*

Owner: Office of the Registrar

Date Approved: 23 October 2024

7. Scholarship Award Ceremony

In addition to the monetary award, the awardee, invited guests, Registrars and Programme Directors will be invited to an awards ceremony.

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.

10. Progression Scholarship Timeline

Date	Duty	Responsibility
October	The details of students with the highest GPA for the preceding year are sent to the Office of the Registrar.	Admissions Office
November	Office of the Registrar approve students' eligibility for scholarship.	Office of the Registrar

Policy: *Learner Admission, Progression and Recognition Policy*

Owner: Office of the Registrar

Date Approved: 23 October 2024

November	<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>	Vice President for Academic Affairs and 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
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

Policy: *Learner Admission, Progression and Recognition Policy*

Owner: Office of the Registrar

Date Approved: 23 October 2024

Appendix 15.3.1: Scholarship Record for Progression Scholarship



COLÁISTE CHEATHARLACH
NAOMH PÁDRAIG
CARLOW COLLEGE
ST. PATRICK'S

Scholarship Record for Progression Scholarship

Section 1: Awardee Details	
Awardee Name	
Student Number	
Student Email	

Section 2: Programme Details	
B.A. in Arts & Humanities	
B.A. in Applied Social Studies (Professional Social Care)	
B.A. (Honours) in Arts & Humanities	

Policy: *Learner Admission, Progression and Recognition Policy*

Owner: Office of the Registrar

Date Approved: 23 October 2024

B.A. (Honours) in English & History	
B.A. (Honours) in Social, Political & Community Studies	
B.A. (Honours) in Psychology	

Section 3: Applicant Eligibility	
Registered as a full-time student	
Achieved highest GPA in Programme	

Section 4: Applicant Review	
Did applicant submit a 500-word essay to the Office of the Registrar?	
If yes to the above question, was the applicant awarded the Progression Scholarship?	

Policy: *Learner Admission, Progression and Recognition Policy*

Owner: Office of the Registrar

Date Approved: 23 October 2024

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

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

Date Approved: 23 October 2024

Appendix 15.4: 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.

Policy: *Learner Admission, Progression and Recognition Policy*

Owner: Office of the Registrar

Date Approved: 23 October 2024

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.