



ICHAS

Section 5 - Policies and Procedures Associated with Access, Transfer & Progression

Subject:	Procedures associated with Access, Applications & Admissions		
Date Approved by Board of Directors:		February 2021	
Policy Version	1/2021	Date due for Revision	February 2024
Parent Policy	Policy on Access, Applications & Admissions		

INTRODUCTION

Entry requirements for each programme are specified in and based upon the approved programmatic validation document. They specify:

- The minimum academic standard/qualifications requirements
- Professional qualifications which may be accepted as an equivalent
- English language entry requirements (where relevant)
- Requirements for entry via RPL

Additionally, the information for applicants includes the following:

- Positioning of the award in the National Framework of Qualifications including details of the Awarding Body and all other necessary designations and award placement.
- Eligibility criteria.
- Selection process.
- RPL policy.
- Language competencies policy.
- IT Competencies for Online Learning
- Accessibility arrangements (with reference to facilities for learners with special learning needs or disabilities).
- Opportunities for Transfer and/or Progression.
- Information of applicable fees.

Applicants are selected on the basis of ability, achievement, merit and identifiable potential and suitability. In keeping with those principles, ICHAS ensures that information made available to applicants through digital or print media or other means is accurate and comprehensive, facilitating applicant decision making which is as fully informed as possible. In terms of Application, the College commits to;

- Fair and equitable access to all applicants.
- Provision of fair and balanced guidance to applicants and new learners to

assist them to make informed choices in programme selection.

- Clearly communicated admissions procedures.
- Provision of details on learning support.
- Transfer and progression opportunities that facilitate learner mobility across HE.
- Timely communication of application status.
- Supporting inclusivity by ensuring accessibility for all students.
- Providing access to an appeals mechanism (see Policy on Appeals and Procedures associated with Appeals) for applicants who do not gain access to programmes

RESPONSIBILITIES

ROLE/ PERSON	RESPONSIBILITY
Applicant	Preparation and submission of Application Forms and relevant supporting information
Registrar	Consideration of RPL applications
Programme Director	Screening of Applicants for eligibility and Interviewing of Applicants
Vice President (Academic Affairs)	Oversight of Admissions Processes
Programme Co-ordinator	Communicates outcome of the interview and processes the student from applicant to student status.
Admissions Officer	Communication with Applicants and Programme Directors, Registrar and Vice President (Academic Affairs). Co-ordination of application processes.

PROCEDURES

Admission to programmes is exclusively based on stated entry requirements.

- Upon receipt of application, the relevant Admissions officer processes the application.
- Completed application forms will initially be screened to determine if applicants meet the specified Entry requirements for the relevant programme.
- Entrants will be referred to an admission interview process as appropriate. The interview process will normally determine eligibility.
- The Admissions officer will arrange for an interview to ascertain suitability for the programme applied for.
- This interview will take place with one or more senior members of the academic team.

- All interviews are conducted using the ICHAS Admission criteria which is set out in the Interview Selection Form.
- Interview and selection is overseen by the Programme Director or nominated academic staff member. In the case of RPL applications, the Policy and Procedures relating to RPL will apply.
- In the case of International Applicants, the Policy and Procedures associated with International Applications will apply.
- In the context of Online Only Learning interviews will be held online with specific procedures on identity authentication applied (see Procedures Associated with Online Only Learning)
- Students applying for online only programmes will also be required to self declare competency in selected IT skills across a likert scale that include the following criteria:
 - Word Processing Skills
 - Programme Installation & Management
 - File Management and Digital Organisational Skills
 - Electronic Presentation Skills
 - Web Browsing/Internet Navigation Skills
 - Graphic Tools Skills
 - Integration Skills
- The interviewer will grade the applicant's responses according to the ICHAS Admission criteria as set out in the Interviews Selection Form.
- Potential interview outcomes are as follows:
 - a. Offer Recommended.
 - b. Conditional Offer Recommended.
 - c. No Offer.
- The Programme Coordinator sends successful applicants an offer by e-mail. The offer letter includes detailed information about the programme, including commencement date, induction day and other important dates regarding the programme and further necessary information on tuitions fees, Protection of Enrolled Learners and payment options for their programme.
- In the event of successful applications outnumbering places available, applications received after the quota of places have been offered will be placed on a reserve listing or offered a place in the subsequent cohort intake.
- Offered places will be retained for the applicant on receipt of the required deposit, if received by the date specified in the offer letter.
- Failure to return the registration form with the deposit by the date specified will be deemed a refusal of the offer on behalf of the applicant and the admissions process for this applicant may terminate at this stage.
- The College reserves the right to refuse access to a programme until such a time as programme deposits are paid and the power to withdraw the offer of a place where deposits are not paid by the due date.
- A successful applicant can defer their place for a maximum of one academic year and subject to the continuing validation of the programme

and there being a sufficient cohort in the following year to ensure a viable cohort.

- In the event of a Conditional Offer, the interviewer will detail the conditions required. The Programme Coordinator will confirm the conditional offer in writing to the applicant.
- The offer may specify a condition that relates to a body of work, for example, a language competency course, IT skills development, or additional upskilling is completed within a specified timeframe.
- On satisfaction of the condition/s, the applicant will only be required to submit evidence that the condition has been met. After this, this process continues as per the procedures outlined below.
- Upon completion of the interview, where selection interviews form a feature of the application process, the Programme Coordinator will contact the applicant to confirm the outcome.
- Where an applicant does not meet the programme entry requirements or at interview they are awarded less than the recommended marks on the Interview Admission Selection form (Minimum of 60 marks) then no offer is made. When the Admissions team is advised of the decision, unsuccessful applicants are notified of the decision by e-mail.
- Feedback for unsuccessful applicants is available on request. Where an applicant disagrees with an admissions decision, they may appeal as per the Appeals Policy.
- The Vice President (Academic Affairs) is responsible for monitoring compliance with the admissions process. This includes monitoring the effectiveness of the process in the selection of appropriate students for the programme and their ability to successfully complete the programme depending on the programme entry criteria.

International Applicants

International applications are normally accepted through direct application to the College.

- Applicants will complete the standard application form and will receive additional supports in relation to the application process as set out in Section 8 of the QAE Manual (Supports available to International Learners).
- The fully completed application form should be accompanied by verified copies of relevant qualifications (either second or third level as appropriate).
- All applicants will be interviewed by a senior member of Academic staff as per the Access, Applications & Admissions Policy and associated procedures (as set out in Section 5 of the QAE Manual)
- Applicants whose first language is not English will be required to provide evidence of English language competency in accordance with the requirements of the validated programme. ICHAS accept the following:
 - IELTS (International English Language Testing System), or equivalent score of TOEFL (Test of English as a Foreign Language) normally IELTS 6 at undergraduate level and IELTS

- 6.5 at postgraduate level, except where otherwise stated in validation documents.
- Common European Framework of Reference for Languages (CEFR) or equivalent of C in the case of undergraduate applicants. In the case of postgraduate programme applicants are required to indicate a minimum score of to B2+.
- Successful completion of major award at level 5 or higher mapped to the NQF completed through English.
- The application process will verify that those applicants requiring Visas to study in Ireland meet the requirements of the INIS services. Applicants will be referred to the Irish Naturalisation and Immigration Services (INIS) website (www.inis.gov.ie) for more comprehensive information at or prior to the point of application.

GRAPHICAL PRESENTATION OF PROCEDURE

The following Chart outlines the procedures associated with admissions and applications

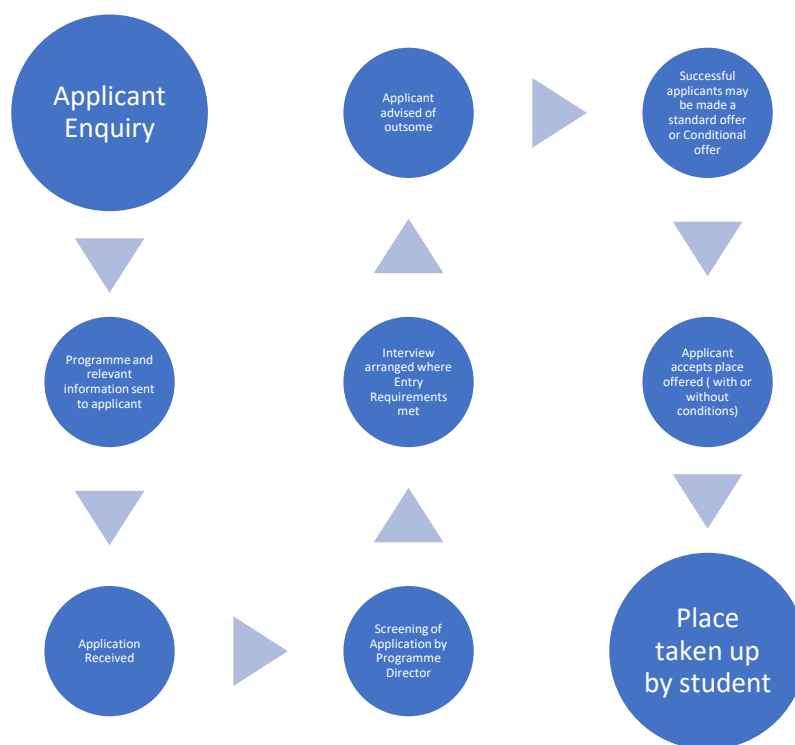


Figure 1 - Procedure for applications and Admissions

Linked Policies & Procedures

Linked Policies	Policy on Access, Applications and Admissions Policy on Transfer and Progression Policy on Recognition of Prior Learning Policy on Learner Induction and Orientation
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	<p>Policy on Accessing General Student Services</p> <p>Policy on Supports available to International Learners</p>
Linked Procedures	<p>Procedures associated with Access, Applications and Admissions</p> <p>Procedures associated with Transfer and Progression</p> <p>Procedures associated with Recognition of Prior Learning</p> <p>Procedures associated with Learner Induction and Orientation</p> <p>Procedures associated with Accessing General Student Services</p> <p>Procedures associated with Supports available to International Learners</p>