Hibernia College Quality Framework

Policy for Admission

1 Introduction

1.1 Purpose

The evaluation of applicants and the enrolment of prospective students as registered students form the first stage of the Hibernia College student life cycle. This policy sets out the recruitment, application, and entry criteria for students.

1.2 Scope

a. *To whom does the policy apply?*

  i. The policy applies to applicants to all Hibernia College programmes leading to awards on the National Framework of Qualifications.

  ii. The policy can be applied, as required and as appropriate, to other programmes at Hibernia College.

b. *Who is responsible for implementing the policy?*

  i. The Registrar is ultimately responsible for the decision to offer a place to an applicant and to register a student.

  ii. The admissions policy and procedure is the responsibility of the Registrar, who may consult with the relevant Director of Programme, or nominee, as required.

  iii. Any third party nominated[1] to conduct any part of the place allocation procedure (for example, occupational health screening) reports to the Registrar or nominee.

1.3 Definitions

a. *Prospective student*

  A prospective student is any person who has interacted with the College with a view to becoming a student. Prospective students have no formal legal relationship with the College and the College defines them for the purposes of guiding action in the areas of recruitment and marketing.

b. *Applicant*

  An applicant is a person who has submitted an application to undertake a programme of study with the College.

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[1] Where a third party is nominated to conduct any part of the procedure, a contract or memorandum of association exists describing the relationship.

c. Registered student

A registered student is a person who has successfully completed the admissions procedure, complies with all terms, conditions, and regulations for the relevant programme and has paid all fees due to the College at the time of commencement of the programme.

2   Context

2.1   Legal or Regulatory Context

a. Quality assurance guidelines

This policy is designed with regard to both the European standards[2] and guidelines and QQI's Core Statutory QA Guidelines[3] requirement that the College has and implements a policy for all stages of the student journey.

b. Access, transfer and progression

This policy should be read in conjunction with the College's policy for access, transfer and progression as it forms part of the College's response to the QQI policy on Access, Transfer and Progression[4].

c. Protection of Enrolled Learners (PEL)

The admissions policy, in respect of provision of information to prospective learners, is designed with regard to QQI's protocols for compliance with legal requirements for PEL[5].

d. Professional regulation

Where a programme is designed to lead to registration as a member of a regulated profession, we build the admissions procedure to meet the specific entry criteria set out by the professional regulator.

3   Policy Statements

3.1   Principles for Student Recruitment

a. Accurate public information

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[2] European Association for Quality Assurance in Higher Education (ENQA) (2015), *Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)*, 2nd edn, Section 1.4. Available at: http://www.enqa.eu/wp-content/uploads/2015/11/ESG_2015.pdf [Accessed 28/08/2018].

[3] Quality and Qualifications Ireland (2016), 'Core Statutory Quality Assurance (QA) Guidelines', Section 3.2. Available at: https://www.qqi.ie/Downloads/Core%20Statutory%20Quality%20Assurance%20Guidelines.pdf [Accessed 28/08/2018].

[4] Quality and Qualifications Ireland (2015), 'Policy and Criteria for Access, Transfer and Progression in Relation to Learners for Providers of Further and Higher Education (Restatement)'. Available at: https://www.qqi.ie/Publications/Publications/Access%20Transfer%20and%20Progression%20-%20QQI%20Policy%20Restatement%202015.pdf [Accessed 28/08/2018].

[5] Quality and Qualifications Ireland (2013), 'Protection of Enrolled Learners: Protocols for the Implementation of Part 6 of the 2012 Act'. Available at: https://www.qqi.ie/Downloads/Policy%20for%20Protection%20of%20Enrolled%20Learners%20V2%20Sep%202013.pdf [Accessed 28/08/2018]; *Qualifications and Quality Assurance (Education and Training) Act 2012*, Section 6. Available at: http://www.irishstatutebook.ie/eli/2012/act/28/enacted/en/html [Accessed 28/08/2018].

We communicate using clear, up-to-date and accurate information in line with the *Policy for Public Information, Promotion and Recruitment of Students* and resources published about:

  i. Programmes: details of the curriculum, including assessment and an indicative programme schedule.
  ii. Application procedures: deadlines, indicative start dates, application forms and supporting documentation.
  iii. Entry criteria and procedures for all programmes.
  iv. Programme accreditation details, including any academic and professional regulatory approval and requirements for students.
  v. Award details: the awarding body, NFQ level (if any) and award title.
  vi. Details of the arrangements for the protection of enrolled learners.
  vii. Fees associated with the programme, including supplemental fees for services other than tuition.

b. *Impartial advice*

Responses to enquiries from prospective students and members of the public are:

  i. Honest, factual and up to date.
  ii. An aid to inform decision-making.
  iii. Timely.

3.2   Principles for Application and Admissions

Applications and admission to our programmes are based on:

a. *Clear entry criteria*

Academic entry requirements are kept up to date and benchmarked against national and relevant international standards for the disciplinary area. Where a programme leads to professional registration, our entry requirements incorporate the requirements for professional registration.

b. *Fair entry procedures*

Entry procedures are fair and are only based on the entry criteria for the programme.

c. *Equality of opportunity*

All applicants have an equal opportunity to demonstrate their suitability to enrol on their desired programme. We only assess applicants' attainment of the entry criteria and do not discriminate on any other grounds.

d. *Reasonable expectation of success*

We offer places to applicants where, based on the outcome of the application procedures, there is a reasonable expectation that they may successfully complete the programme.

e. *Applicant responsibility*

The applicant is responsible for:

  i. Informing themselves about:
    • The programme
    • Hibernia College
    • The entry criteria
    • The workload and commitment required to complete the programme
    • Fees and associated terms and conditions.
  ii. Providing verifiable evidence that they meet all the entry criteria.

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    iii.   Making themselves available to be contacted by the College in relation to their application.

f. *Repeat applications*

We normally accept:

    i.   One application per intake, per programme.
    ii.   A maximum of four applications per programme.

g. *Right to refuse applications*

    i.   In cases where an applicant is unsuccessful in meeting the entry standard at interview on two separate occasions, we will not accept another application for 24 months from the receipt of the last unsuccessful application.
    ii.   If an applicant has previously failed the programme to which they are applying, we reserve the right to refuse their application.

3.3   Entry Criteria

Programmes have specific entry criteria set out in the relevant approved programme document. As well as these, there are general entry criteria that apply to all our programmes. Applicants must provide verifiable evidence that they:

a. *Meet all entry criteria*

As set out in the relevant programme document and these regulations.

b. *Meet personal specification requirements*

As part of the entry procedures, applicants must (through their application and/or interview) demonstrate that they meet these specifications:

    i.   Familiarity with the prospective field of study: applicants have researched the subject matter relevant to the programme and are familiar with the academic content and demands of the programme.
    ii.   Familiarity with and motivation to join a profession: where professional registration is a goal of a programme, applicants have researched current issues and developments in the relevant profession. They are motivated to become a member of the profession.
    iii.   Other competencies: applicants may have to demonstrate competencies specified in the entry criteria, interview details and so on.

c. *Good standing*

Applicants must commit to staying in good standing with the College, which means ongoing compliance with the policies and procedures that apply to students.

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4   Document Control

Document Title	Policy for Admission		
Author	QA Officer		
Version	V.1	Adoption Date	28/06/2018
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Related Policies	Policy for Access, Transfer and Progression Policy for Public Information, Promotion and Recruitment of Students		
Related Procedures	Procedure for Admission Interviews Procedure for Offers		
Related Resources			