Access, Transfer and Progression Policy

Document Reference and Version Number	ATPPol25/V3.0 2025
Purpose	Provides an overview of access, transfer and progression policy.
Policy Author	Assistant Registrar and Admissions Office
Policy Owner	Office of the Registrar
Intended Audience	All applicants, students and staff
Approved by Academic Council	7 April 2025
Commencement Date	1 May 2025
Related Forms	N/A
Related Documents	- Student Handbook - Learner Charter - Recognition of Prior Learning Policy - Deferral Procedure - Student Fees and Charges Policy - IADT Procedure for Programme Development + Approval (including Micro-credentials) - Programmatic Review Policy - Protection of Children and Vulnerable Adults Policy - Procedure to Support & Determine a Student's Fitness to Continue in Study

Document Version History

Previous Version	Notes	Replaced by
Version 1 2013		Version 2 2018
Version 2 2018		Version 3 2025

Version 3 2025	• Updating the format and structure of the document and addition of Document Version History
	• The revised policy refers to and includes detail regarding the admissions for EU applicants on Postgraduate, Certificate, SpringBoard+ and HCI programmes, along with Non-EU applicants applying for undergraduate and postgraduate IADT programmes.
	• **Structural and Policy Updates**
	   ○ The new policy is more structured, detailed, and aligned with current legislation and national frameworks (e.g., QQI, HEA National Access Plan 2022-2028).
	   ○ Expanded scope to include micro-credentials, tertiary degree routes, and workforce development programs (e.g., Springboard+).
	   ○ Greater clarity in defining the roles and responsibilities of different IADT departments in admissions, progression, and appeals.
	• **Admissions and Entry Requirements**
	Clearer entry requirements for all programmes, including:
	   ○ Minimum age criteria: Differentiation between EU and NON-EU applicants.
	   ○ Recognition of Prior Learning (RPL): More structured RPL process for both undergraduate and postgraduate admissions.
	   ○ Micro-credentials: Inclusion of specific entry pathways and requirements.
	   ○ More transparency in national and international entry requirements, admission decisions, including clear definitions of refusals and appeals.
	   ○ Stronger provisions for international students, including visa requirements and guardianship rules for underage applicants.
	• **Equity and Access Improvements**
	Enhanced commitment to equity, diversity, and inclusion, with emphasis on:
	   ○ DARE/HEAR schemes: Minimum of 10% of places reserved for these applicants.
	   ○ Access IADT initiative: Supporting first-generation college students, DEIS school applicants, and disadvantaged backgrounds.
	   ○ Additional supports for mature students (individual assessments based on work/life experience).
	   ○ More detailed appeals process for applicants whose qualifications are not recognised.
	Transfer & Progression Enhancements
	Advanced Entry pathways expanded:
	   ○ Tertiary Degree Routes: Collaboration with Education & Training Boards (ETBs).
	   ○ Specific QQI-FET Level 6 pathways to advanced entry.
	   ○ Erasmus+ mobility procedures clarified, including formal Learning Agreements.
	   ○ Explicit guidelines for deferrals, leave of absence, withdrawal, and re-admission, ensuring students are aware of their options.
	Accountability and Data Monitoring
	   ○ New monitoring mechanisms for student progression and completion rates, aligning with HEA Graduate Outcomes Survey.
	   ○ Clearer record-keeping policies for admissions, appeals, and deferrals, ensuring compliance with data retention requirements.	

Note: All links included in the document are correct at time of publishing. For most up to date information, refer to the IADT website

Contents

1. Purpose

Section 84(15) of the Qualifications and Quality Assurance (Education and Training) Act 2012 requires higher education providers to establish procedures for access, transfer and progression of learners in accordance with the procedures established by the National Qualifications Authority of Ireland (NQAI) under section 8(2)(d) of the Act of 1999. Thus, Quality and Qualifications Ireland (QQI) requires that education providers must ensure that:

- entry arrangements are clear, decisions on allocation of places on programmes are transparent, and all applicants are treated in a fair, equal and consistent manner,
- appropriate arrangements are made for an appeals process,
- for every programme, prospective learners have available statements of the knowledge, skill and competence needed as a basis for successful participation, and there is comparability in the factors defined for similar programmes, and
- for each programme, there is clear definition of the awards in the framework that are recognised as demonstrating eligibility for entry and, where relevant, the attainments required in these awards.

In accordance with these requirements, in establishing its policy and procedures for access, admission, transfer and progression, IADT commits to:

- treating all applicants in an equitable and fair way,
- adhering to published policies and procedures,
- managing and retaining records in line with its Admissions Data Retention Policy, and
- responding to applicants' queries in a timely manner.

Equity of access to higher education is a fundamental principle of Irish education policy. The fourth National Access Plan: A Strategic Action Plan for Equity of Access, Participation and Success in Higher Education 2022-2028 (HEA, 2022) sets out two key objectives as follows:

- that the higher education student body, at all levels and across all programmes,
- reflects the diversity and social mix of Ireland's population, and
- that our higher education institutions are inclusive, universally designed environments which support student success and outcomes, equity and diversity.

Definitions

- **CAO**: Central Applications Office www.cao.ie
- **DARE**: Disability Access Route to Education
- **EFTA**: European Free Trade Association
- **EEA**: European Economic Area
- **FET**: Further Education and Training
- **HEAR**: Higher Education Access Route
- **Mature Applicant**: Aged 23 years or over on 1 January of year of entry
- **NARIC**: National Academic Recognition Information Centre; provides advice on the academic recognition of a foreign qualification by comparing it, where possible, to a major award type and level on the Irish National Framework of Qualifications (NFQ)
- **NFQ**: National Framework of Qualifications
- **Non-EU**: Applicant/student from outside of EEA and Switzerland
- **QQI**: Quality and Qualifications Ireland (formerly FETAC/HETAC)
- **RPL**: Recognition of Prior Learning

2. Introduction + Scope

This policy applies to applicants for all programmes (leading to major, minor and special purpose awards, including micro-credentials) offered by IADT, registered students of IADT and IADT staff involved in the admission, transfer and progression of students enrolled on IADT programmes of study.
This includes individuals who are:

- School Leavers (Irish Leaving Certificate, UK/EU/EFTA qualifications)
- QQI-FET Award Holders

- Mature Students
- International Applicants (Non-EU)
- Current and Returning Students

It also applies to current and previously registered students of IADT, as well as others who wish to avail themselves of progression and transfer routes into and onwards from all IADT programmes leading to awards on the National Framework of Qualifications (NFQ), for the purposes of personal and professional development. The policy applies to all modes and formats of delivery: full-time, part-time, on-campus, blended (hybrid) and fully online.

While facilitating access to higher education for a diverse body of learners is enshrined in this policy, and while the entry routes/pathways which IADT provides for access to higher education are outlined here, the academic, social and financial supports required to enable all students - and especially those who come from groups which have traditionally been underrepresented in higher education - to commence, enjoy fully, progress and complete their programmes are beyond the scope of this policy.

3. Policy

The general principles informing access, admission, transfer, and progression at IADT are as follows:
- Clear and accurate information on entry requirements, application procedures, admissions processes and transfer and progression routes for all programmes will be published on IADT's website and in programme prospectuses.
- All programmes offered by IADT will clearly indicate their level on the National Framework for Qualifications (NFQ), the ECTS attached, and state the NFQ award and performance level in the award required for entry.
- All applicants to IADT will be treated in a fair, equal and consistent manner. Decisions on the allocation of places on programmes will be transparent, and applicants will have the right to appeal any decision made (except for decisions made by the Central Applications Office (CAO)).
- IADT is committed to providing equity of access regardless of gender, civil status, family status, sexual orientation, religion, age, disability, race (which includes colour, nationality or ethnic or national origins), membership of the Traveller community, or the socio-economic background of an applicant.
- In addition to standard entry-routes, IADT is committed to providing supplementary entry-routes to facilitate student access, transfer, and progression onto its programmes for those groups/communities who have traditionally been underrepresented in higher education.
- IADT will recruit international students in a transparent and ethical manner. IADT will ensure that information provided to potential international students about the Institute and its provision is clear, accurate, transparent, accessible, relevant and up to date.
- Arrangements available for Recognition of Prior Learning (RPL) for entry to each of IADT's programmes, and for access to an award will be published in programme prospectuses, webpages and other promotional materials.
- IADT will endeavour to inform applicants of programmes which involve direct application to the Institute (non-CAO applications) at least four weeks prior to its commencement/or in accordance with the details published on the programme webpage whether they have been accepted onto the programme. In instances where commencement is contingent on minimum numbers, IADT will endeavour to inform applicants well in advance of the proposed commencement date whether the programme will commence.
- The Institute reserves the right to refuse admission to any applicant who fails to meet the entry criteria.
- The Institute reserves the right to cancel or modify its programmes at any time.
- To become a student of IADT individuals must be fully registered on a programme.
- Applicants are not considered to be a student on the basis of an offer and/or acceptance of an offer.

4.   General Entry Requirements

4.1   Minimum Age for Entry
The minimum age for entry to all undergraduate programmes of study at IADT is 17 years on September 1st of the year of entry.

4.2   Minimum and Additional Academic Entry Requirements

Academic Council establishes the minimum entry requirements for all IADT programmes of study as part of the validation process. Additional entry requirements may be proposed by a programmatic review panel or the relevant Programme Board and are subject to approval by Academic Council.

Any additional entry requirements in place for IADT programmes will be clearly outlined in the Institute's programme prospectuses and on the programme webpage.

4.3   English Language Requirements
Teaching in IADT is through the medium of English; therefore, all applicants are required to demonstrate a high level of competence in the English Language. Applicants presenting with qualifications attained in languages other than the English language are expected to produce evidence of English language proficiency in accordance with the IADT English Language Requirements on the **IADT Admissions webpage**. Local derogation of this policy may apply to specific programmes. These derogations should be contained in programme validation documents, published to the web and implemented only at the start of the recruitment cycle.

4.4   Recognition of Foreign Qualifications at IADT

For undergraduate qualifications, the IADT Admissions Office follows the guidelines in the **Entry requirements criteria for EU/EFTA/UK Applicants** document, published annually on the CAO website, outlining the entry requirements for EU/EFTA/UK applicants. This document provides a framework for comparing EU/EFTA/UK qualifications for entry into undergraduate degree programmes at Irish higher education institutions, including IADT.

For undergraduate direct applications, IADT Admissions refers to the *International Overseas Qualifications Database*, which is specifically designed for recognition of international undergraduate qualifications in Ireland and is shared across all Irish Higher Education Institutions (HEIs). For postgraduate direct applications, IADT uses the NARIC Ireland database to assess and compare international higher education qualifications against our published admission criteria. These tools ensure that applicants meet the necessary academic standards as well as any additional requirements set by relevant professional bodies for specific programmes or disciplines.

4.5   Registration
An applicant is not considered to be a student solely on the basis of an offer of a place in IADT and/or acceptance of such an offer. Post acceptance of an offer from IADT, applicants will be required to complete the registration process in order to formally become a student.

The registration process requires the applicant to fully complete and submit the online registration form, together with payment of fees (where applicable).

It is the responsibility of the applicant/student to ensure their registration is complete/up to date. An unregistered applicant is not entitled to avail of any of IADT's facilities and may not sit examinations/assessments.

Only fully registered students may attend class, access online learning resources and enter the assessment and examination processes.

4.6   Assessment of Applicants

Admission is at the discretion of the relevant admitting authority in accordance with approved entry criteria; primarily on academic merit but may incorporate other factors. These may include, but are not limited to:

- References
- An interview
- Submission of a curriculum vitae or résumé
- Submission of a portfolio of work
- RPL Dossier of work

4.7   Decision to Admit

Irrespective of the access, transfer or progression routes, the decision to admit an applicant for a programme of study is made by the Admissions Office. Where academic judgement is required on an application, the Admissions Office will seek advice from the relevant Head of Faculty/Head of Department/Programme Chair.

4.8   Discretion to Refuse Admission

IADT, in its absolute discretion, may refuse admission to an applicant where it believes that the applicant:

- has previously been excluded from IADT or its legacy institutions for any reason,
- is currently indebted to IADT,
- has engaged in dishonest and/or deceitful behaviour in the process of applying for admission to IADT or any other Higher Education Institution (HEI),
- may prejudice the reputation, management, governance, safety or discipline of IADT,
- would not be able to lawfully enter the Institute premises for all or part of the duration of a programme by reason of a court order.
- IADT reserves the right to rescind an offer of admission if it found at any stage during the admissions process, including after registration, that the applicant has presented falsified documents.

5. Standard Entry to Year 1 Undergraduate Programmes

5.1   Leaving Certificate

Applicants must achieve a pass in the Leaving Certificate, and meet minimum entry criteria as follows:

- 6 Leaving Certificate subjects.
- A minimum of two subjects at grade H5 or better.
- Remaining subjects at O6/H7 or better.
- Subjects must include English.
- Mathematics is a required subject in some cases. However, there are a few programmes for which Mathematics in not an entry requirement and some programmes where a higher grade in mathematics is required. Foundation Level Mathematics is accepted for the purposes of entry requirements in the case of any programme where Higher or Ordinary Level Mathematics is not a requirement.
- Where applicable, a pass score in their portfolio / interview / audition

5.2   Leaving Certificate Vocational Programme

As well as the Leaving Certificate Established (LC) programme, IADT recognises the Leaving Certificate Vocational Programme (LCVP) for admission purposes.
The Link Modules can be used as one of the six subjects for overall points calculation and may also be considered as a subject for the purposes of minimum entry requirements, depending on the programme requirements.

5.3   Leaving Certificate Applied Programme

The Leaving Certificate Applied Programme is not accepted by IADT for admission to CAO-entry programmes.

5.4   QQI / FETAC Applicants

Students who successfully complete *any* full FET NFQ level 5/6 award are eligible to apply for admission to stage 1 of undergraduate programmes.

For QQI FET applicants, a component certificate will not suffice, the applicant must hold a full major award. Normally, a major award (encompassing eight modules) may be accumulated over more than one academic year, but there are some programmes which require the award to be taken in one year only.

Applications are made through the CAO. For applicants applying for an NFQ level 8 programme, normally, applicants must have achieved a minimum of 3 distinctions in their QQI/FET award. Where entry to a programme requires specific subjects/grades are required for entry, this will be specified on the course page and the programme prospectus.

Most IADT programmes have a QQI quota of places reserved (10%) for QQI applicants, thus applications to QQI quota programmes will be considered in CAO Round Zero.

5.5   Tertiary Degree Route

IADT offers Tertiary Degrees which provide seamless transitioning pathways from Further Education to Higher Education, with year one and year two of the degree delivered in Further Education and Training (FET) Colleges, and subsequent years delivered on IADT campus.

Tertiary Degree programmes at IADT are co-designed and are co-delivered with Education and Training Boards (ETBs).

The minimum entry requirements for all Tertiary Degree Programmes are as follows:
- Leaving Certificate – Grade O6/H7 or better in five Leaving Certificate subjects. Leaving Certificate must include English or Mathematics. Maths at F2 is acceptable to meet the minimum Maths entry requirement.
- A full NFQ level 5/6 QQI award, or
- Mature applicants – (aged 23 on or before 1st January of the course commencement year). These applicants do not have to meet the minimum entry requirements listed here and are considered on an individual basis (previous education, work experience, and demonstration of competence to undertake the programme), or
- An applicant who is a minimum of 19 years of age with at least 2 years post Junior Certificate relevant experience.

Applications for Tertiary Degree Programmes are made online via the *Further Education & Training Course Hub (FETCH)*.

For the initial year(s) when the programme is delivered at the FET college, applicants who are offered a place on a Tertiary Degree Programme are required to register with both IADT and with the FET College.

5.6   United Kingdom (UK)/European Union (EU)/European Free Trade Association (EFTA) Applicants

For stage 1 undergraduate programmes, all applicants with EU/EFTA/UK fee-status must apply through the Central Applications System (CAO).

Applicants seeking entry to stage 1 of undergraduate programmes are required to hold school-leaving awards that are approximately equivalent to the Irish Leaving Certificate or NFQ Level 5 awards. Acceptable exams are normally State/National exams taken at the end of the upper cycle at second level.

For entry to NFQ Level 8 Programmes, six different GSSE/GCE subjects are required, which meet the following criteria:
- Must include either English or Irish at GCSE grade C or better,
- Include 2 subjects at GCE A - Level grade C or better,
- Other four 4 subjects at GCSE Level Grade C

IADT will also consider awards at UK Framework Level 3 or higher, BTECs, AVCs, GNVQs, etc. Applicants presenting EU/EFTA school leaving qualifications for entry onto IADT programmes apply through the CAO and are assessed for minimum entry and additional requirements using the information, and the equivalent Leaving Certificate points tables provided in the current agreed guidance document Entry requirements criteria for EU/EFTA/UK Applicants.

5.7 Non-EU Applicants

International applicants from outside EU/EFTA must be at least 17 years of age at the time of registration on an IADT academic programme. If an applicant is made an offer and will be 17 years of age when our programme commences, then they must satisfy the Department of Justice requirements for Non-EU minors in Ireland (https://www.irishimmigration.ie/coming-to-study-in-ireland/policy-on-non-eea-nationals/)

Non-EU applicants to undergraduate programmes apply directly to IADT using an online application form. Applicants seeking entry to stage 1 of undergraduate programmes are required to hold school-leaving awards that are approximately equivalent to the Irish Leaving Certificate or NFQ Level 5 awards. Acceptable exams are normally State/National exams taken at the end of the upper cycle at second level.

Applicants are required to provide evidence of competency in the English language and to meet the equivalent minimum requirements outlined on the IADT International Admissions webpage. The qualifications for international applicants for entry or transfer to postgraduate programmes will be assessed for comparability against the NARIC Ireland database.

Final admissions decisions for international applicants are the responsibility of the Admissions Office and Relevant Head of Department and Head of Faculty.

6. Admissions and Access

6.1 Disability Access Route to Education (DARE) Applicants
DARE is an alternative admissions scheme for school-leavers whose disabilities have had a negative impact on their second level education. DARE offers reduced points places to school leavers who, as a result of having a disability, have experienced additional educational challenges in second level education. Applicants deemed eligible for the DARE scheme and who meet the academic entry requirements in terms of their school-leaving examinations, are considered for admission to all NFQ level 8 undergraduate programmes at IADT with a reduced points offer, in accordance with the following criteria:
- Applicants must have met all the entry requirements for the programme.
- Applicants must have achieved the minimum passing portfolio / interview / audition score (where applicable)

Priority is given to applicants with physical and sensory disabilities and those who are both DARE and HEAR eligible. DARE places are allocated on merit, based on LC points obtained by applicants.

At IADT, for every undergraduate programme, a minimum of 10% of places will be reserved for DARE applicants.

6.2 Higher Education Access Route (HEAR) Applicants
The Higher Education Access Route (HEAR) is a higher education admissions scheme for Leaving Certificate students (under 23) whose economic or social background are underrepresented in higher education. Students deemed eligible for the HEAR scheme and who meet entry requirements in terms of their school-leaving examinations, are considered for admission to all NFQ level 6/7/8 undergraduate programmes at

IADT, with a reduced points offer in accordance with the following criteria:
- applicants must have met all the entry requirements for the programme.
- applicants must have achieved the minimum passing portfolio / interview / audition score (where applicable)

Priority is given to applicants with physical and sensory disabilities and those who are both DARE and HEAR eligible. HEAR places are allocated on merit, based on LC points obtained by applicants.
At IADT, for every undergraduate programme, a minimum of 10% of places will be reserved for HEAR applicants.

6.3   Mature Student Applicants

Mature applicants should be 23 years old on or before 1st January in the year in which they are making an application for undergraduate entry, and they must apply through the CAO by the specified date.
Mature category applicants do not have to meet the Leaving Certificate entry requirements. Applicants will be assessed on previous qualifications, experiential learning, work experience or on their personal statement. Some programmes may require applicants to submit a portfolio and/or attend for interview. Candidates are ranked in order of merit, where the number of applications exceed the allocation of places. Mature applicants will be offered places in Round A of the CAO.

At IADT, for every undergraduate programme, a minimum of 10% of places will be reserved for mature applicants.

6.4   ACCESS IADT

IADT is committed to widening participation in higher education through the Access IADT Entry Route, designed to support students from underrepresented backgrounds, including:
- Socio-economically disadvantaged applicants.
- First-generation higher education students.
- Applicants from DEIS schools.
- Eligible applicants may receive a reduced points offer for undergraduate programmes. To apply, candidates must:
- Meet the minimum entry requirements (academic and portfolio / interview / audition, where applicable) for their chosen course.
- Complete the Access IADT Supplementary Information Form as part of the CAO application.

7.   Advanced Entry to Undergraduate Programmes

7.1   Advanced Entry using a FET NFQ Level 6 Award or equivalent

An Advanced Entry application can be used by an applicant to apply for entry to stage 2 of a programme at IADT, following completion of a FET NFQ Level 6 award. Applicants will be required to present a full NFQ Level 6 QQI FET award which is in the same/cognate field of study to the programme for which advanced entry is sought and meet the entry requirements of the programme, such as an appropriate and successful portfolio / interview / audition.

7.2   Non-EU

International applicants for advanced entry to undergraduate programmes apply directly to IADT using an online application form. Applicants must present documentation and details of qualification level from the higher education institution where they studied. Qualifications will be assessed for comparability with the **International Student Qualifications Database** which is retained in the Admissions Office and/or the NARIC Ireland database.

Applicants must also meet minimum English language requirements as outlined on the IADT International Admissions webpage. Applications are made directly to IADT.

7.3 Recognition of Prior Learning (RPL) Applicants

IADT recognises that knowledge and skills can be acquired from a range of learning experiences, including formal (certified), non-formal and informal (experiential). RPL allows students to gain entry/advanced entry to an undergraduate programme of study (with the exception of year one of full-time undergraduate programme as such applications are made to and processed by CAO) or to gain exemptions/credit from some parts of a programme, based on their prior learning. Our Recognition of Prior Learning (RPL) Policy, available on the RPL page of the IADT Website, ensures that assessment of prior learning at IADT is approached and facilitated in a manner which is fair, equitable and transparent; and upholds the academic integrity of all programmes of study and awards provided by the Institute.

8. Entry and Admission to Postgraduate Programmes

8.1 General requirements

All applications to postgraduate programmes are made directly to IADT, (except for funded/subsidised labour market activation/workforce development programmes, e.g. Springboard+ or Human Capital Initiatives). Offers of places are made in accordance with published entry criteria for each programme. As applications are generally assessed on a rolling basis, applicants are not necessarily ranked relative to one another.

The RPL process allows students to gain entry to a postgraduate programme of study or to gain exemptions/credit from some parts of a programme, based on their prior learning, in accordance with the IADT Recognition of Prior Learning (RPL) Policy, available on the RPL page of the IADT Website.

International applicants for ILEP-Listed IADT full-time, add-on and postgraduate programmes are required to apply to IADT directly. All information for international applicants is available on the IADT International Admissions webpage.

Determinations on candidate qualifications and the availability of places are made by the Head of Faculty/Head of Department concerned, and the Head of Faculty/Head of Department may be consulted on the eligibility of candidates.

8.2 Taught Post-Graduate Programmes and Structured Masters

The normal minimum entry requirement for a taught post-graduate programme minimum of a 2.2 Honours Bachelor Degree (NFQ Level 8) in a relevant discipline. Other entry requirements may be specified and approved when the programme is validated and will be listed in the prospectus/website.

8.3 Master's Degree (Research)

The normal entry requirement for entry to Master's Degree (Research) is a minimum of a 2.2 Honours Bachelor Degree (NFQ Level 8) in a relevant discipline.

8.4 International applicants

The qualifications for international applicants for entry or transfer to postgraduate programmes will be assessed for comparability with the NARIC Ireland database.

International applicants are required to show equivalent competency in English by achieving the minimum standard in a recognised English language test, as outlined on the IADT International Admissions webpage.

9. Admission to Certificate and Micro-credential programmes

IADT is committed to offering a broad range of online, flexible Certificate and Micro-credential programmes, in line with our strategic objective and commitment to lifelong and life-wide learning and to ensuring progression and professional development opportunities for graduates.

Delivery formats (e.g. on-campus, blended, online) and timeframes will ensure that learning takes place at a time and pace which facilitates balance between life and work commitments for the student.

All applications to Certificate and Micro-credential programmes are made directly to IADT, apart from externally funded/subsidised labour market activation/workforce development programmes (e.g. Springboard+, HCI Pillar 1).

Final admission decisions on all applications are the responsibility of the Head of Department and / or the Admissions Office.

9.1 General entry requirements to Certificates and Micro-credentials

For all Certificate and Micro-credentials programmes, there are specific entry requirements which applicants must meet in order to be accepted onto the programme. Depending upon the level, in addition to minimum entry requirements, certain subjects or industry experience may be needed to gain admission. Full details on the entry requirements for all Certificate and Micro-credentials programmes are available on the programme webpage on the IADT website.

10. Admission to Externally Funded Labour Market Activation/Workforce Development Programmes

IADT participates in a number of Government funded initiatives designed to support people back into employment, improve the skills of those in employment, and to build the supply of skilled graduates to meet current and future skill needs, by providing significantly subsidised Certificate and Micro-Credential programmes, at NFQ levels 8 - 9.

Applications to government funded/subsided labour market activation programmes of this nature are made on the relevant website (for example, applications for Springboard+ are made via https://springboardcourses.ie/about). Offers of places are made in accordance with the published entry requirements and eligibility criteria which are determined by the funding body.

11. Erasmus+

Erasmus+ offers the opportunity for IADT to host incoming students and staff from higher education institutions with which we have signed inter-institutional agreements.

The study activities offered to incoming students must be part of the student's study programme. As a 'receiving organisation', IADT (as well as the student), must sign a *Learning Agreement* before the start of the activities, outlining:
- the educational components to be carried out by the student at the receiving institution,
- the educational components to be replaced in the student's degree at the Sending Institution upon successful completion of the study programme abroad, and
- the rights and obligations of the various parties.

Erasmus+ students are registered students of IADT for the duration of their placement and accumulate ECTS credits for modules undertaken at IADT.

Applications for an Erasmus mobility to undergraduate and post-graduate programmes are made directly to the international office at IADT.

12. Transfer

The Institute anticipates that students embark on programmes with a view to fulfilling the requirements of that programme and obtaining the requisite award. However, we recognize that there are instances where students will wish to transfer to an alternative programme of study.

To facilitate transfer in such instances we will:

- provide continuing students (stage 2 onwards) an opportunity to transfer to another cognate IADT programme, where spaces are available and Module Learning Outcomes for stage 1 are met,
- consider applications from students of another HEI onto a programme, and
- provide access to support services to help students evaluate their options.

A record of all applications, reasons for transfer and the outcome must be recorded in writing and the record maintained by the Admissions Office.

13.   Deferral of Entry, Leave of Absence, Withdrawal and Exit Awards

13.1   Deferral of Entry: CAO Applicants

An applicant with an offer of a CAO place may apply to defer uptake of the place to the following year. Deferral requests are considered on a case-by-case basis and a range of factors will be taken into consideration including demand for the programme, nature of the offer and reasons set out by the applicant. Applicants will be required to provide the reason for their request.
Deferrals may be granted on the basis of certified illness, family bereavement or similarly serious grounds. Formal documentation from appropriately certified professionals must be provided. In order to ensure adequate places for the following year's applicants, there is a limit, normally 5% of places, on the number of deferrals which can be granted on each programme.

Applicants who are given permission to defer entry in the intervening year must not:
- Attend a Higher Education Institution (this does not include 1-year QQI-FET courses at Further Education Institutions), or
- Repeat the Leaving Certificate examination with the intention of applying for a different higher education programme.

To do so will mean deferral lapses and the applicant must compete for a place in the normal way.

If an applicant accepts/defers a later offer through CAO, the deferral is automatically cancelled.

Deferral requests must be made to the Admissions Office well in advance of the reply date on the CAO offer. If the offer is not accepted or deferred by the reply date, the offer is no longer valid and cannot be deferred.

13.2   Leave of Absence (LOA) (For Registered Students)

During their studies, a student may encounter a change in their personal or financial circumstances that requires them to take a break from their studies. In such instances a student can apply to defer their programme and take a leave of absence until the next academic year.
The expectation is that a student will return to their programme within a twelve-month period.
A student should complete their LOA form no later than the date specified on the website: Leave of Absence or Deferral of Assessment - IADT

13.3   Withdrawal

IADT recognises that occasionally students may decide to leave the institute without completing their programme (withdrawal).

IADT endeavour to provide support to assist students to make an informed decision. Students will be offered support and guidance which may allow the student to continue their studies (where feasible and/or desirable) and provide the student with the option to defer. In all cases it is the policy of the Institute to provide guidance and support to students so that they are aware of all their options should they want to return to higher education at a later stage.

It is the student's responsibility to ensure that if they decide to leave their programme, they formally inform the Institute by completing and submitting the withdrawal form that can be found here: Leaving or Withdrawing from IADT - IADT

When a student notifies IADT that they are exiting from their programme of study, their registration is terminated, and they are no longer a student at IADT (effective from the date on which they formally submit the withdrawal notification to their Faculty Office).

13.4 Exit Awards

A student who does not complete the requirements of the programme for which they are, or were registered, but who has gained the credits and achieved the learning outcomes specified for an embedded award can apply to exit with the embedded award.

As a minimum, a student who successfully completes a module/s may apply to be awarded a certificate for those modules which they have successfully completed.

A student seeking an exit award must formally apply for same. Decisions in respect of the granting of exit awards are made by an Examination Board on a case-by-case basis.

Full-time students registered on either an ab initio ordinary Bachelor Degree programme or ab initio Honours Bachelor Degree programme, who do not continue their studies, may apply to have a Higher Certificate or Ordinary Bachelor Degree awarded respectively as appropriate, provided they:
- meet the learning outcomes of the award,
- have earned sufficient ECTS credits, and
- such an embedded or exit award has been approved by the Academic Council.

14.   Re-admission to a Programme

Re-admission to a programme is possible after an absence. However, it may be the case that if a learner returns to a programme after a long period of absence, that previous successful learning may have become outdated and/or programme and/or module learning outcomes may have changed, or the programme may no longer exist.

It is necessary that the currency of learning of students on IADT programmes is up to date to ensure the academic quality of the programme, and to confirm that the ultimate award is an accurate reflection of the learning achieved.

If a former student seeks to return to a programme (to accumulate credits for a final award) after an absence of five years or more, or where there has been a revision to the programme during the student's absence, the Head of Department (or nominee) with responsibility for the programme is required to verify that the learner's previous successful learning is still current.

The former student should submit an application form to the Admissions Office. If it is determined that the previous learning is still up to date, the student may re-register on the programme, if it exists. In cases where the learning for a programme is not up to date the student may be advised to re-register for a lower stage of the programme and/or undertake bridging modules.

15.   Appeals

An applicant can appeal an admission decision where the qualification/test score they are presenting for admissions purposes has been deemed not to meet the entry requirements or an RPL outcome is not satisfactory to the applicant. The appeal should be submitted to the Admissions Officer in the first instance and the outcome of the appeal can be escalated, if required, to the Vice President Academic Affairs + Registrar. The decision of the Vice President Academic Affairs + Registrar is final.

16.   Monitoring Completion and Progression

IADT will collect and return student performance, progression, and completion data via the Student Record System to the HEA on an annual basis.

IADT will participate in the Graduate Outcome Survey (GOS), an annual voluntary survey of graduates nine months after graduation. IADT will conduct the survey and return data to the HEA for publication.

17.   Responsibilities

17.1   Academic Council
Academic Council is appointed to assist Governing Body in the planning, co-ordination, development and oversight of the academic work of the Institute and to protect, maintain and develop the academic standards of Institute programmes.

17.2   Admissions Office
The Admissions Office of IADT processes all undergraduate, postgraduate, Springboard+, HCI, Certificate and Micro-Credential applications for all (EU and non-EU) applicants. This includes all applications through CAO, advanced entry, transfers, external portfolio (e.g. Springboard+ AMS) and direct entry. The Admissions Office works closely with the Registrar and Assistant Registrar, Heads of Faculty and Heads of Departments to ensure entry requirements are being met, and that we are upholding the level of academic quality. The Admissions Office also works with the Marketing Office to ensure publications and website content are accurate and up to date. The Office liaises IADT International Office to ensure every applicant is treated fairly and consistently, and with the Fees and Grants Office to assist with ensuring all students records are uploaded onto the student record system, and that records are accurate and up to date.

17.3   Academic Planning Office
The IADT Academic Planning Office, supports and guides applicants seeking RPL for entry onto a programme of study and module exemptions for registered students. For applicants seeking to avail of RPL for access/advanced entry, a member of the Academic and Planning Office will contact the applicant, discuss their prior learning experiences with them and guide the applicant through the RPL process. The Head of RPL will liaise with the Head of Department (HOD), Faculty Office, Admissions Office, and Quality Office as required throughout the application and admission processes.

17.4   Head of Department (HoD)
The Head of Department (HoD) is responsible for ensuring the academic quality and integrity of the programs within their department. The HoD works closely with the Academic Council to approve entry criteria and ensure that the department's offerings align with IADT's academic standards. They collaborate with the Admissions Office to ensure entry requirements are met and support the Academic Planning Office in guiding applicants through the Recognition of Prior Learning (RPL) process. The HoD oversees the academic progress of students and address any departmental issues related to curriculum, assessment, and progression.

17.5   Faculty Offices
The Faculty Offices support the academic and administrative functions of each faculty at IADT. They work closely with the Heads of Department to ensure the smooth delivery of programs and maintain academic standards. Faculty Offices assist with managing student records, course scheduling, assessments, and faculty-related administrative tasks.

17.6   Applicant
IADT reserves the right to verify information provided. If documents are found to have been falsified, the awarding body will be notified and, if an offer has issued, it may be withdrawn.
The applicant is responsible for:
- Checking current entry criteria.
- Provision of full and accurate information in the application
- Updating the application with additional information or corrections, as necessary

18.   Related Documents

- Student Handbook
- Learner Charter
- Recognition of Prior Learning Policy
- Deferral Procedure
- Student Fees and Charges Policy
- IADT Procedure for Programme Development + Approval (including Micro-credentials)
- Programmatic Review Policy
- Protection of Children and Vulnerable Adults Policy
- Procedure to Support & Determine a Student's Fitness to Continue in Study

All current Policies and Procedures are available from the IADT Website https://iadt.ie/about/iadt-policies-procedures/