

Applying for a place at ITT Dublin

Application for entry to the first year of any Higher Certificate, Bachelor Degree and Honours Bachelor Degree programmes must be made through the Central Applications Office (CAO) mechanism. www.cao.ie

Applications for FETAC Programmes are indicated in the Department of Humanities section.

Standard Applicants to Higher Certificate and Bachelor Degree Programmes – Level 6 and 7

To be eligible for entry to any of the Higher Certificate and Ab-Initio Bachelor Degree programmes you must obtain at least grade D3 in five subjects in the Leaving Certificate at ordinary level including English or Irish and Mathematics.

For the purpose of meeting minimum entry requirements only, results from any number of sittings of the Irish Leaving Certificate may be combined, see special Maths requirement for Bachelor Degrees in Engineering. Results from comparable examinations in other EU Countries are also accepted. Instruction is through English and applicants who do not have Leaving certificate English will have to provide evidence of equivalent competence.

Foundation Level Mathematics

A pass in Foundation Level Mathematics at A2 level or higher will be considered as meeting the minimum entry requirements for courses which currently require a minimum entry level D3 in Ordinary Leaving Certificate Mathematics. Students with Foundation level Mathematics at A2

level or higher must have passed five other subjects with a minimum grade of OD3. A pass in Foundation Level Mathematics at B3 will be considered as meeting the entry requirements for TA 022 (Hons) Bachelor in Arts – Creative Digital Media.

Foundation Level Mathematics may be used for the purpose of determining Leaving Certificate points and where it is so used the following scale will apply:

A1	A2	B1	B2
20	15	10	5

A Higher Level E may be used to satisfy the entry requirement in Mathematics but will not receive points. Students with a HE in Mathematics must have passed five other subjects with a minimum grade of OD 3. A grade B3 in Foundation Level Irish is acceptable for meeting the minimum entrance requirements for all Higher Certificate Programmes. Students with a B3 in foundation Level Irish must have passed five other subjects with a minimum grade of OD3 including maths.

Standard Applicants for Honours Degree Programmes – Level 8

These programmes allow for direct Leaving Certificate entry. The minimum entry requirement

Mature Applicants will be considered on their merits, taking into account their work and life experience.



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for an Ab-Initio Level 8 Honours Degree programme is normally Grade C3 in two Higher Level papers, together with Grade D3 in four other subjects of the Leaving Certificate Examination. Other programme specific admission criteria may also apply. For further details please refer to the programme information.

Selection of Applicants

For Standard Applicants, selection is based on points. Points are calculated by adding together the points scored in the best six subjects in a single sitting of the Leaving Certificate Examination.

Higher Education Links Scheme FETAC (NCVA) applicants

ITT Dublin participates in the links scheme which facilitates entry of FETAC (NCVA) Level 5 graduates. Recognised Level 5 programmes and ITT Dublin programmes they articulate with are included in the summary page for each programme which has a Links connection. See also pages 192-194. The Institute reserves a number of places on each programme for qualified applicants. Entry is possible through the CAO mechanism. Applicants are judged solely on their Level 5 Certificate performance and are treated separately by the CAO. Entry is competitive – the highest scoring candidates are offered places until the quota is exhausted. Applicants should indicate on their CAO Application Form whether they wish to be considered for this entry route. Applicants should also indicate on their CAO Application Form the

programme or programmes for which they are applying, the FETAC code for the course they are following and whether they have a previous record of achievement or a full award. A record of achievement does not meet the minimum entry requirements. Contact the Registrars office for details.

For approved FETAC links go to the back section of this prospectus.

Mature and Non Standard Applications

The Institute encourages applications from Mature and Non Standard applicants. Such applicants must apply through the CAO system and must clearly state all relevant details on the CAO Application Form. They should include all relevant supporting documentation including, where appropriate, testimonials from employers, when applying. Certified transcripts and English translations of qualifications not issued in English must also be furnished with the application. In a number of cases applicants for mature or non standard entry may be required to attend an interview and/or assessment.

Mature Students

A person who, by 1 January of the year he/she seeks admission, has reached the age of 23 years, will be regarded as a Mature Applicant. Mature Applicants may not be required to meet the minimum entry requirements specified for standard applicants. Mature Applicants will be considered on their merits, taking into account

their work and life experience. Knowledge and skills gained through experiential learning may be considered, in the context of the curriculum of the programme for which they have applied. Particular consideration will be paid to applicants who demonstrate a special interest in a relevant subject area or who have demonstrated their commitment by undertaking some preparatory programme work and/or examinations. Candidates are judged on their individual merits. With increasing applications from mature candidates it is necessary to rank applicants for available places. It is important therefore, that full use is made of the CAO Application Form to ensure that all relevant information and documentation on achievements are included. Mature applicants may be invited for interview.

Non Standard Applicants

These are applicants who are not of mature years but who wish to have taken into account qualifications and/or achievements additional to, or alternative to, the Leaving Certificate. Such qualifications may have been gained from other full or part-time study.

International Students

The Institute encourages applications from international students. Applicants interested in joining year one of an undergraduate programme should apply directly to the Central Applications Office, Tower House, Eglinton Street, Galway, Ireland: 00353 91 509800 (See also pages ?).

Applicants interested in joining one of our undergraduate programmes at year 2 / 3 / 4 level (advanced standing) should contact the Admissions Office of the Institute directly at 00353 1 4042114.

Applicants presenting with other European/Non EU School Leaving Qualifications

ITT Dublin participates in the Institutes of Technology Central Evaluation forum (IOTCEF). The IOTCEF provides a central scoring system for applicants:

- Presenting with other European school leaving qualifications
- From the rest of the world – non EU

This system guarantees these non standard applicants an open and transparent mechanism for determining the minimum level of Leaving Certificate points which equate with their achievement in school leaving examinations in their country. Each Institute of Technology is a separate admitting authority and an individual Institution, in its absolute discretion, may alter the points and not accept the recommendations of the IOTCEF. ITT Dublin reserves the right to grant additional points based on special education and experience adduced by the applicant which is deemed by the Institute to be relevant to the programme to which the applicant has applied. The methods used to calculate CAO scores from candidates from other countries can be viewed at www.cao.ie. Instruction is normally through

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English and applicants who do not have leaving certificate English must provide evidence of equivalent competence through school leaving or matriculation examinations; achievement of a minimum standard in recognised tests of English or approved English test administered by the Institute. For details of current range of the acceptable minimum standard required in English please see the section on Competence in English or check with the Admissions Office of the Institute or www.cao.ie.

The offer of a place does not confer any legal status as an applicant. All foreign applicants who have been offered places will be required to complete all the normal legal requirements (as laid down by the Department of Justice, Equality and Law Reform and the Department of Foreign Affairs) to gain access to education in this country before acceptance and registration requirements can be brought to a conclusion.

Applicants must apply through the CAO system.

Disability/Specific Learning Difficulty

The Institute is an equal opportunities institution and welcomes and encourages applications from students with special needs. It is Institute policy to attempt to provide appropriate support for its students with physical disability or specific learning problems within the limits of available resources. The building and approaches have been carefully designed to ensure ease of access. Those with special needs should contact the

Institute's Admissions/Access/Disability Service well in advance to discuss any special requirements that they might have in the event that they are admitted. The Institute is committed to supporting students with special needs to progress through their studies. Each student has different needs. The Institute is continually working to provide adequate resources and systems including additional tuition, dedicated equipment, specific examination accommodations, sign language interpreters, readers and personal assistants.

Leaving Certificate Vocational Programme

ITT Dublin treats the links modules as a single subject and awards points as follows:

Distinction	70
Merit	50
Pass	30

This is automatically computed by the CAO and will count if it is one of your six best subjects.

Leaving Certificate Applied

The Leaving Certificate Applied (LCAP) was designed primarily to prepare students for the transition from school to working life. It is not intended for direct transfer into third level education. However students with the LCAP who have completed a FETAC level 5 award can be considered for entry.

Advanced Entry

Applicants who already possess third level qualifications may be admitted to the more advanced steps of a Higher Certificate, Ordinary Degree or Honours Degree programmes. Such applicants should have the appropriate educational background and level of achievement which is closely related/cognate with the standard of the programme for which they have applied.

Such applicants **do not apply** through CAO but should complete an Institute advanced entry form which is available on request from the Admissions Office (Ph: 01 4042114).

Add on Ordinary Bachelor and Honours Degrees

Progression from Higher Certificate to Ordinary Bachelor Degree or from Ordinary Degree to Honours Degree

Places on courses are limited and are offered on as 'order of merit' basis. Applicants for admissions must be made directly to the Institute by 1st April of the year for which admission is sought. Contact the Admissions office at 01 4042114 for further details. Late applications are only considered when all other applications have been adjudicated and if there are vacant places.

Deferred Entry

If an applicant is offered a place on a programme through the CAO mechanism it is possible to defer entry for one year. An applicant wanting to avail of this facility should:

1. Refer to CAO Handbook.
2. Do NOT accept the offer in the manner shown on the offer notice. Do NOT make any payment.
3. Write immediately after receiving the offer to: The Registrar, Institute of Technology Tallaght, Tallaght, Dublin 24, stating reasons for seeking a deferral and enclosing section C of the CAO offer.
4. The Letter should be received in the Registrar's Office at least two days before the reply date shown on the CAO offer notice.
5. The Institute will communicate the decision to the applicant. If the deferral is not granted the offer may still be accepted for the current year.
6. A deferral is only granted for the programme accepted by the applicant. In the event of the programme not being available in the year that the applicant proposes to take up the place, the applicant will not automatically be entitled to a place on any other programme. An applicant to whom a deferral is granted must re-apply for the programme directly to the CAO by the 1st February of the succeeding year, placing the deferred programme as the first and only preference on the Application Form.



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7. Deferrals will generally not be granted to allow applicants repeat the Leaving Certificate or to take up other third level places.
8. Deferral is valid for one year only. Applicants who receive permission to defer entry to a programme must pay the normal CAO application fee.

Re-application/Previous Attendance in Third Level Institution

Re-application through the CAO for the same programme by registered students in ITT Dublin, or any other third level institution, will not, generally be considered. Applicants who have already attended a third level institution should be aware that this may affect their entitlement to free tuition fees and maintenance grants. Applicants who already hold a Degree may not be entitled to any grant support. Contact the Admissions Office for up to date information.

Registration

ITT Dublin will issue a registration pack to those who have accepted places on our programmes. The registration documentation must be fully completed and must be brought in person to ITT Dublin on the date indicated on the invitation to register. Where an applicant fails to register on the appointed date his/her place may become forfeit and the Institute may offer the place to the next student on the waiting list.

It is the responsibility of every person attending a programme or module in ITT Dublin or wishing to

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take a repeat examination or a qualifier examination to register for that purpose with the Institute. Final dates for registration will be published on the Institute's website and on the notice boards throughout the Institute. Registration after these dates will not normally be considered. Consideration of late registrations will be at the sole discretion of the President or his nominee. Transfer between programmes is not normally permitted. In particular circumstances a transfer request may be considered where there is a sufficiently common curriculum between the programmes involved. Prospective students should note that programmes commence in the second week in September and that if a student does not present at the appointed day and time for registration, without prior written approval from the Institute, then a late registration fee will apply.

The Institute is committed to supporting students with special needs to progress through their studies

CAO Application Dates & Fees

Please note that it is the applicant's own responsibility to ensure that the application is submitted accurately and on time. In any one year, you may not present more than one application (either online or paper).

Application Dates and Fees:

Applicants should avoid submitting an application close to a Closing Date. The Closing Date cannot be extended.

All fees are non-refundable.	FEE	CLOSING DATE
Normal application (online or paper)	€45	1 Feb 2010 (5:15 pm)
Online discounted rate	€35	15 Jan 2010 (5:15 pm)
Late online application	€70	1 May 2010 (5:15 pm)
Late paper application	€90	1 May 2010 (5:15 pm)
Change of Mind	Nil	1 July 2010 (5:15 pm)

Applications must be made to:
The Central Applications Office
Tower House
Eglinton St
Galway
Ireland

Tel: +353 91 509800
Fax: +353 91 562344
Web: www.cao.ie

Leaving Certificate Points System

	A1	A2	B1	B2	B3	C1	C2	C3	D1	D2	D3
Higher	100	90	85	80	75	70	65	60	55	50	45
Ordinary	60	50	45	40	35	30	25	20	15	10	5