



TRINITY COLLEGE DUBLIN
COLÁISTE NA TRÍONÓIDE, BAILE ÁTHA CLIATH

THE
UNIVERSITY
OF DUBLIN



www.tcd.ie

MATURE STUDENTS
GUIDELINES
2012

It is the practice of the University to destroy all documents relating to unsuccessful applications to undergraduate programmes at the end of December, year of application. Unsuccessful applicants who wish to receive feedback on their application are required to make a written request to the University prior to this date.

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For further information please contact the Mature Student Officer at mature.student.officer@tcd.ie

WHO QUALIFIES AS A MATURE STUDENT?

In order to qualify for consideration as a mature student applicant you must:

- be 23 years of age or over by the 1st January of the year in which you wish to begin study
- and**
- qualify as an EU applicant

An EU applicant is a person:

1. who is ordinarily resident in the EU* (see note 1 below)

AND

- who will have received full-time post primary education

AND/OR

- who has worked fulltime in the EU (see note 2 below)

for three of the five years immediately preceding admission to Trinity College

OR

2. who holds a passport from an EU state and has received all full-time post primary education in the EU

OR

3. who has official refugee status (see note 3 below)

OR

been granted humanitarian leave to remain in the State

and who has been ordinarily resident in the EU for three of the five years immediately preceding admission to Trinity College

Notes:

1. EU or EEA countries (Norway, Iceland and Lichtenstein) or Switzerland.
2. Where an applicant can show that they have been in receipt of social welfare payments this may be taken in lieu of fulltime employment.
3. Applicants who have written confirmation that they have been allowed to come to Ireland as part of the family reunification scheme may also be eligible.

The Admissions Office may contact some applicants in order to seek supporting documentation regarding their status.

All other applications are considered to be non-EU Applications.

Mature student applicants are not required to meet the University's matriculation requirements or the competitive entry requirements (i.e. points) for undergraduate degree courses. Some programmes do have specific requirements, details of which may be found on page 5.

COLLEGE FEES

Students who accept an offer of a place will be contacted by the College Fees Office with regard to payment of fees due.

Full information on fees can be found at www.tcd.ie/admissions/undergraduate/fees.

* Residency: If an applicant is over 23 years of age on the start date of the course then the principal residence for the purpose of taxation of the applicant will be examined. A P21 form will be required.

RESEARCHING COURSE OPTIONS

It is essential that you devote considerable time and thought to investigating and researching the course(s) you wish to pursue. One of the reasons most frequently cited by students who drop out of college is that they chose the wrong course. It may be that the course did not live up to expectations, that the student was inadequately prepared or that the time and/or financial demands were too great. It is, therefore, important that your decision is made based on facts rather than on impressions.

INFORMATION SOURCES

General information on all undergraduate courses is available in the current undergraduate Prospectus and on the TCD website: <http://www.tcd.ie/Admissions>. When you have identified your choices you will be able to get more detailed information from the following:

- *The College Open days will take place on Friday the 2nd and Saturday the 3rd of December 2011* – activities include mini lectures, demonstrations, tours of laboratories, information stands for all courses as well as informal discussions with students and staff. The full programme will be available on www.tcd.ie/Admissions/undergraduate in late November. The Mature Student Officer will also give presentations on the application process.
- *Mature Student Information Evening* – A seminar providing advice and information on making an application to TCD for prospective mature students will take place on Thursday the 12th of January 2012 from 5 pm to 6 pm. This seminar will be repeated from 6 pm to 7 pm. Please visit our website in December 2011 for more information: www.tcd.ie/maturestudents.
- *Course Handbooks* – you will find departmental guidelines, assignments, timetables, reading lists, etc. in the handbook. Please contact the relevant department directly for more information.
- *Offprints of the College Calendar* – these give an outline of the course curriculum for each year of study and are available from the Enquiries Office, West Theatre, Trinity College.
- *Mature Student Website* – For up-to-date information on the Mature Student Office and events please visit: www.tcd.ie/maturestudents



The poster for Trinity College Dublin Open Days 2011 features a blue and white color scheme. At the top, the college's name is written in both English and Irish, accompanied by its crest. The main title 'OPEN DAYS 2011' is prominently displayed in large white letters. Below this is a photograph of the college's main building at night. The dates 'Friday 2nd and Saturday 3rd December 2011' are listed in a white box. A list of activities is provided in a white box, including course presentations, individual stands, demonstrations, student sports presentations, sessions for mature students and parents, and campus tours. A small inset photo shows three students sitting together. At the bottom, contact information and a closing statement are provided.

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THE UNIVERSITY OF DUBLIN

OPEN DAYS 2011

Friday 2nd and Saturday 3rd December 2011

The exciting and Informative programme of events will include:

- Course specific presentations
- Individual stands for each course, where you can meet our academic staff and current students to obtain detailed course information
- Demonstrations and laboratory tours
- Presentations about student sports, societies and the Students' Union
- Specific sessions for mature students, access students, parents, and guidance counsellors
- Campus tours and tours of College facilities, including the sports centre

Full details will be available at www.tcd.ie/Admissions/undergraduate in late November.

WE LOOK FORWARD TO MEETING YOU AT OUR OPEN DAYS!

THE APPLICATION PROCESS

APPLICATION FORMS

In order to apply to Trinity College as a mature applicant **you must submit TWO application forms**:

1. to the Central Applications Office (CAO)¹ by 1 February

AND

2. to the Admissions Office, Trinity College (TCD)² by 1 February

The Mature Student Supplementary Application Form for Trinity must be completed for entry to all full-time undergraduate degree, diploma and certificate courses **with the following exceptions**:

COURSE	APPLY TO	APPLICATION DEADLINE
B.Sc. in Nursing (General, Psychiatric, Intellectual Disability, Integrated Children's & General Nursing, Midwifery) <i>TR092, TR094, TR096, TR098, TR912, TR914</i>	CAO only	1st February
Bachelor in Education - Church of Ireland College of Education	Direct to training college	2nd April
B.Sc. Human Nutrition and Dietetics <i>DT223</i>	CAO only. <i>This course is taught jointly by Trinity College and D.I.T. Application is to D.I.T.</i>	1st February

It is important to note the following when completing the two application forms:

- The Trinity College Mature Student Supplementary Application Form and the CAO Application Form must state the **same** Trinity College course choices.
- Additional or different Trinity College course choices stated on the CAO application but not included on the TCD application will **not** be considered.
- Mature students applying to Trinity College cannot use the CAO 'Change of Mind' facility to introduce a new course or subject.
- Late applications will not be accepted.

¹ CAO application forms may be completed on-line at <http://www.cao.ie>. Alternatively a paper copy may be obtained from the CAO, Tower House, Eglinton Street, Galway. Tel: 091 509 800. CAO applications for Medicine must be made online.

² TCD application forms may be obtained from the Admissions Office, Trinity College, Dublin 2. Tel: 01 896 4444 or download from the TCD website at www.tcd.ie/Admissions.

SPECIFIC ASSESSMENT

Applicants for the courses/subjects below will be required to undergo assessment after submission of the application forms. In some cases all applicants will be called to the assessment and in others only those applicants shortlisted for interview will be subject to the assessment.

COURSE/SUBJECT	ASSESSMENT
Music and Music Education	All applicants must sit a Music Entrance Examination administered by the University.
Drama Studies	Applicants will be required to complete a questionnaire and then may be called to attend a workshop/interview.
Psychology	Applicants will be required to sit one or more aptitude tests in February. The test is not a test of general knowledge and most questions are multiple choice. Selection for interview will depend upon performance on the aptitude test(s).
Computer Science, Engineering and MSISS	To be eligible for consideration for entry to Engineering (TR032), Computer Science (TR033), Computer Science, Linguistics and a Language (TR010, TR011, TR013), MSISS (TR034) or Engineering with Management (TR038), mature student applicants are required to have grade C or better in mathematics on the higher Leaving Certificate paper or equivalent examination.
Medicine	All applicants must sit the HPAT-Ireland admissions test which will take place on 25th February, 2012. For more details on this test please visit: www.hpat-ireland.acer.edu.au . CAO applications for Medicine must be made online. Please visit www.tcd.ie/maturestudents for up-to-date information on the entry criteria for Medicine.

Applicants shortlisted for interview

COURSE/SUBJECT	ASSESSMENT
English	Essay (title given at interview) to be returned within approximately five days.
European Studies	(i) 1500 word essay to be submitted prior to the interview on EITHER a contemporary (social or political) issue OR a historical question of interest. ³ (ii) Your foreign language skills will be tested at the interview.

Garda Vetting

Students on courses with clinical or other professional placements may be required to undergo Garda vetting procedures prior to commencing placements.

If, as a result of the outcome of the Garda vetting procedures, a student is deemed unsuitable to attend clinical or other professional placement, he/she may be required to withdraw from his/her course. Students who have resided outside Ireland for a consecutive period of 6 months or more will be required to provide police clearance documentation from the country in which they resided.

Garda vetting forms will be distributed (as part of the student orientation pack) to students who have accepted a place in Trinity.

³ Details of the essay will be forwarded to applicants before being called for interview.

PROFICIENCY IN ENGLISH LANGUAGE

If English is not your first language or you have not been educated through English, you are required to submit one of the following qualifications or notice of your test date with your application before you can be considered for interview. Results of your test must be submitted before 30th June.

EXAMINATION	REQUIRED GRADE
TOEFL	<ul style="list-style-type: none">• Paper-based 570 (with a TWE score of 4.5)• Computer-based 233 (with a score of 4.5 in essay)• Internet-based 90 (with a written score of 21)
Cambridge Proficiency	Grade C or higher
Cambridge Advanced	Grade A or higher
IELTS (Academic Version)	6.5 (no individual band below 6)
Pearson Test of English (Academic)	PTE Academic: a minimum score of 63 (with no section score below 59)

If all of your education at secondary level was through the medium of English this may be considered equivalent to a formal qualification in English. Please note that examination results are only valid for 2 years.

SHORTLISTING FOR INTERVIEW

A copy of your application form and the results of additional assessments (where applicable) are forwarded to each of the departments to which you have applied. Applicants are assessed in the first instance on the information provided on the TCD Mature Student Supplementary Form only – **no additional documentation will be passed to departments for consideration.**

Following consideration of all applications a department will make one of the following recommendations:

- That you are to be called for interview.
- That you are to be offered a place.
- That your name is to be put on a waiting list.
- That your application has been unsuccessful.

Due to the time required to assess each application it may be several weeks from the time of application before you are notified of a decision.

INTERVIEW

It is important that you are available throughout the interview period.

Interviews normally take place between mid-March and mid-May. A very high number of applicants are interviewed each year and, because of this, **alternative interview dates cannot be arranged.**

NOTIFICATION OF OUTCOME OF APPLICATION

All applicants will be notified of the outcome of their application **by the end of May**. Applicants who are being offered a place will be requested to confirm their acceptance in writing and to provide documentation, e.g. copies of educational qualifications, documentation in support of EU status, etc. as appropriate.

A formal offer notice will be issued through the CAO in early July. This offer must be accepted in line with the CAO regulations to secure your place.

Please be aware that the mature student application process is a competitive one and that interviews and/or offers are not guaranteed.

COMPLETING THE TRINITY COLLEGE MATURE STUDENT SUPPLEMENTARY APPLICATION FORM

GENERAL INFORMATION

The application form is lengthy. This is to ensure that each applicant can provide departments with the information most pertinent to their assessment.

There are over 60 full-time undergraduate degree courses in Trinity College and the requirements for these vary greatly. For example, the Department of Social Studies is interested in finding out about relevant work/voluntary experience, the language departments need to know the level of an applicant's foreign language skills, while you are required to have Leaving Certificate mathematics for all engineering and computer science courses.

You should concentrate on the sections of the application form that are relevant to the subject/course(s) you wish to pursue. You may find that one or more sections are not applicable to you. In this case just enter N/A (not applicable) in the space provided.

SECTION 1: PERSONAL DETAILS

1.1 Contact Details

Enter your full name; avoid using shortened versions of your first name (e.g. Liz).

Enter your address in block capitals. If your address changes at any time during the application process please notify the Admissions Office and the CAO immediately.

Enter your PPS number.

Enter your CAO number if available. If not available you should forward it to the Admissions Office as soon as you receive it.

1.2 Date Of Birth

In this section you are asked to give your date of birth. This is to establish your eligibility to apply. All applicants **MUST** be 23 years or older on 1st January before starting a course of study. A copy of your birth certificate, passport or driver's licence may be requested if you are offered a place. There is no upper age limit.

1.3 EU Status

In order for an applicant to be eligible for consideration as a mature applicant he or she **MUST** have EU Status. For details of the criteria determining EU status see page 2.

If you do not have EU Status⁴ you should apply to:

International Office⁵

East Theatre, Trinity College, Dublin 2

Tel: 353 1 896 3150

Email: international@tcd.ie

Website: www.tcd.ie/international

⁴ Non-EU applications are considered **solely** on the basis of academic merit and applicants are required to meet the University's matriculation requirements and the competitive entry standard regardless of age.

⁵ For all courses except Medicine & Dental Science. For Medicine & Dental Science applications please contact the Admissions Office.

SECTION 2: COURSES

2.1 Course Choices

List the course(s) for which you wish to be considered (see example below). You are invited to apply for one, two or three courses. When completing this section please note:

- You cannot enter more than three choices.
- You must enter both the course code and title. Please refer to the current CAO Handbook or Trinity Prospectus for course codes and titles.
- If you are applying for a two-subject moderatorship (TSM) combination you must enter the **specific code** for the TSM combination. Please refer to the current CAO Handbook or Trinity Prospectus for permitted combinations of subjects and combination codes.

EXAMPLE

2.1 Course Choices:

List the courses, in order of preference, for which you wish to be considered. If you are applying for two-subject moderatorship (TSM) combination, under Course Title you must enter **both subjects** on the same line.

COURSE CODE	COURSE TITLE
TR 327	TSM: Mathematics and Geography
TR 071	Science
TR 033	Computer Science

2.2 The Trinity College Form and the CAO Form

When completing this section, please note the following with regard to your CAO application:

- The Trinity College Mature Student Supplementary Application Form and the CAO Application Form must state the **same** Trinity College course choices.
- Additional or different Trinity College course choices stated on the CAO application but not included on the TCD application will **not** be considered.
- Mature students applying to Trinity College **cannot** use the CAO Change of Mind facility to introduce a new course or subject because assessment begins as soon as the Trinity College Mature Student Supplementary Application Form is received.

SECTIONS 3, 4 AND 5

Introduction

The greatest advantage of being a mature student is the wealth of experience that you have gathered over the years. The biggest challenge as an applicant is to document the extent and value of this experience.

In the case of Section 3 (Education) it is relatively straightforward as you can note grades, certificates, etc. awarded.

Completion of Section 4 (Employment) and Section 5 (Other Activities) may be less straightforward. In these sections you should record experiences relevant to the courses to which you are applying. You should also focus on what these experiences mean to you in terms of your learning and development.

SECTION 3: EDUCATION

3.1 Secondary Education

This section is solely for information on the secondary education you completed. Give details of the last secondary school qualification you were awarded including the name of the exam, the subjects taken, level of examination and grades achieved.

If you attended secondary school but do not have a secondary qualification enter details of the school and the years attended.

If you did not attend a secondary school, write N/A (not applicable).

3.2 Post Second Level Education: Certificate(s), Diploma(s) or Degree(s)

Enter information on certified courses you have **completed** since leaving the secondary school noted in Section 3.1. These courses may range from FETAC/Access course and/or Leaving Certificate to NCVA, City & Guilds, NCEA Diploma, Degree, etc. Indicate final grade achieved.

3.3 Current Studies: Certificate, Diploma or Degree Courses

Enter information on certificate, diploma or degree courses (FETAC/Access course, NCVA, City & Guilds, Leaving Certificate, NCEA Diploma, Degree, etc.) you are currently studying but have **not yet completed**. You should indicate how your studies are progressing by giving an average result for each subject you are studying.

EXAMPLE			
COURSE TITLE	SUBJECT (INCLUDE LEVEL IF APPLICABLE)	NUMBER OF ASSIGNMENTS COMPLETED	AVERAGE RESULT
UNIVERSITY ACCESS COURSE	SOCIOLOGY	4	59%
NAME AND ADDRESS OF INSTITUTION ADULT EDUCATION CENTRE JAMES ROAD DUBLIN	HISTORY	5	63%
	HEALTH EDUCATION	3	72%
DATES: FROM - TO: SEPT 2011 - JUNE 2012			

SECTION 4: EMPLOYMENT

Enter, in chronological order, the most **relevant** posts you have held to date. Ensure that you enter the full title of the position along with the full name of the company/organisation.

For example, under **Job Title**, write Support Worker for Victims of Drug Abuse rather than simply Support Worker. You are invited to outline your responsibilities, the skills and knowledge you gained while in each position. You should draw particular attention to anything you feel may be relevant to the subjects/course(s) for which you are applying.

If you do not have any experience in this area, write N/A (not applicable).

SECTION 5: ACTIVITIES OTHER THAN EDUCATION OR EMPLOYMENT

You are invited to detail the experiences you have gained outside the formal sectors of work and education. Such experiences may take the form of voluntary work (e.g. a youth group or a parents' committee) or be as a result of a hobby or personal interest. Applicants who are considering a vocational degree course, for example, Social Studies or Occupational Therapy, should note that it is particularly important to mention activities and experiences that are relevant to these degree programmes.

If you do not have any experience in this area, write N/A (not applicable).

SECTION 6: SUBJECT/COURSE

You must complete a separate page for **each subject/course** for which you wish to be considered. If you are applying for

- **Two-subject moderatorship (TSM) combination** you must complete a separate page for each subject.
- **Single Honors and TSM in the same subject** you need only complete one page, e.g. (TR023) English studies and TSM English literature with one other subject: submit only one page for English.
- **An undergraduate programme that specifically includes a language**, e.g. (TR085) Business Studies and French, you must complete one page for business studies and another for French.
- **Computer Science, Linguistics and a Language** you must complete a page for each of the three subjects.

On each page you are asked to state what specifically interests you about the subject/course. Before responding, it is important to ensure that you are aware of what the subject/course entails (for suggestions on how to best research your options see page 3).

You are also invited to highlight the relevance of your educational, work and life experience, as outlined in SECTIONS 3, 4 and 5, to the subject/course. For example, your interest in a course could have arisen as a result of your having just completed a related Leaving Certificate subject, family circumstances such as fostering, or your experience of working in another country.

It is important that each of these pages is filled out fully and to the best of your ability as departments pay particular attention to this information when assessing applications. If you find that you do not have enough space to answer any of the questions on this page, you may continue your answer on an additional A4 page.

SECTION 7: ADDITIONAL INFORMATION

Use this section to include any additional information that you wish the assessment committee to consider.

SECTION 8: CERTIFICATION

Read this part carefully, ensure that you have completed the checklist and understand and accept the statement before signing.

SECTION 9: CHECKLIST

Copies of Application Form

Your original Application Form is held in the Admissions Office and the photocopies are forwarded to each of the departments to which you are applying.

In addition to returning the original form you must submit a photocopy of the **full application form for each subject/course** to which you applied. **The number of photocopies included with your application should be the same as the number of pages you completed in SECTION 6.** If you are applying for only one course you are required to return the original application form **and** to provide one photocopy.

You are also advised to make a copy of your application form for your own reference.

Additional Documentation

- If English is not your first language, you are required to submit one of the recognised qualifications or notice of your test date (see page 6).
- **DO NOT include** CV, certificates, references, etc. These will not be used in the first stage of the assessment of your application.
- You may be requested to bring original certificates to your interview or to supply copies of these if you are offered a place.

CLOSING DATE

1st February 5.00pm

Applicants should note that when the 1st February falls on a Saturday or a Sunday that hand delivered applications will be accepted up to 5.00pm on the preceding Friday. Applications arriving by first post on the following Monday will be treated as having arrived on time.

RETURN ADDRESS

Forward your completed application form together with the appropriate number of photocopies to:

Admissions Office

Trinity College
Dublin 2

The information set on these pages is intended as a guide only and shall not be deemed to form a contract between the College and an applicant or any third party.

Trinity College Dublin

**Admissions Office,
Trinity College, Dublin 2**

**Telephone: 353 1 896 4444 Fax: 353 1 872 2853
Email: admissions@tcd.ie Website: www.tcd.ie/Admissions**