Mature Students Guidelines 2014
WELCOME FROM THE MATURE STUDENT OFFICER

This is an exciting time as you consider your options and research and identify the many opportunities that Trinity College has to offer you.

Trinity College places great value in having a diverse student population. The Mature Student Office is part of the Trinity Access Programmes (TAP). TAP was established in 1993 and its mission is to work in partnership across the education sector and with students, teachers, families, communities and businesses to widen access and participation at third level of under-represented groups.

As the Mature Student Officer, my role is to offer advice and guidance to prospective mature applicants while supporting the integration and success of mature students in College. Trinity College has a great history and tradition of encouraging and welcoming mature students to become part of our College community. Currently there are up to 1000 mature students studying across all undergraduate courses in College.

I invite you to attend our annual Trinity Open Day on Saturday the 7th of December 2013 and our Information Evening for Mature Students on the 9th of January 2014 to learn more about our courses and to meet both our staff and students as you make the important decision about taking up full-time study in the future.

I look forward to meeting you at our upcoming events.

Clodagh Byrne

Clodagh Byrne
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</tr>
</tbody>
</table>
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.

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* 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.
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 6.

COLLEGE FEES

Students who accept an offer of a place will be contacted via the web portal my.tcd.ie with regard to the payment of fees due.

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

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 Trinity College 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 Day will take place on Saturday the 7th of December 2013** – 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 Trinity College for prospective mature students will take place on Thursday the 9th of January 2014 from 5 pm to 6 pm. This seminar will be repeated from 6 pm to 7 pm. Please visit our website 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.

- **Mature Student Website** – For up-to-date information on the Mature Student Office and events please visit: www.tcd.ie/maturestudents.
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, and parents
- Campus tours and tours of College facilities, including the sports centre

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

WE LOOK FORWARD TO MEETING YOU AT OUR OPEN DAY!
THE APPLICATION PROCESS

APPLICATION FORMS

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

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

   **AND**

2. The Trinity College Mature Student Supplementary Online Application Form\(^2\)

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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>APPLY TO</th>
<th>APPLICATION DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>B.Sc. in Nursing</strong></td>
<td>CAO only</td>
<td>1st February</td>
</tr>
<tr>
<td>(General, Psychiatric, Intellectual Disability, Integrated Children’s &amp; General Nursing, Midwifery) TR092, TR094, TR096, TR098, TR912, TR914</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Bachelor in Education – Church of Ireland College of Education/ Marino Institute of Education</strong></td>
<td>Direct to training college</td>
<td>April 2014, contact College directly for more details</td>
</tr>
<tr>
<td><strong>B.Sc. Human Nutrition and Dietetics</strong> DT223</td>
<td>CAO only. This course is taught jointly by Trinity College and D.I.T. Application is to D.I.T.</td>
<td>1st February</td>
</tr>
</tbody>
</table>

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

- The Trinity College Mature Student Supplementary Online 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.

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\(^1\) CAO application forms should be completed online at [http://www.cao.ie](http://www.cao.ie).

\(^2\) The Trinity College Mature Student Supplementary Online Application Form should be submitted by selecting the appropriate course choice from the full list of courses available at [www.tcd.ie/courses](http://www.tcd.ie/courses). When you have identified your course please select the “Mature Student – Supplementary Application Form” option to make your application.
## SPECIFIC REQUIREMENTS

<table>
<thead>
<tr>
<th>COURSE/SUBJECT</th>
<th>ASSESSMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Science, Engineering and MSISS</td>
<td>To be eligible for consideration for entry to Engineering (TR032), Computer Science (TR033), MSISS (TR034), Computer science and language (TR039) 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.</td>
</tr>
<tr>
<td>Medicine</td>
<td>Please visit <a href="http://www.tcd.ie/maturestudents">www.tcd.ie/maturestudents</a> for up-to-date information on the entry criteria for Medicine.</td>
</tr>
</tbody>
</table>

## 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.

<table>
<thead>
<tr>
<th>COURSE/SUBJECT</th>
<th>ASSESSMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music and Music Education</td>
<td>All applicants must sit a Music Entrance Examination administered by the University.</td>
</tr>
<tr>
<td>Drama Studies</td>
<td>Applicants will be required to complete a questionnaire and then may be called to attend a workshop/interview.</td>
</tr>
<tr>
<td>Psychology</td>
<td>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).</td>
</tr>
<tr>
<td>Medicine</td>
<td>All applicants must sit the HPAT-Ireland admissions test which will take place on 1st March 2014. For more details on this test please visit: <a href="http://www.hpat-ireland.acer.edu.au">www.hpat-ireland.acer.edu.au</a>.</td>
</tr>
</tbody>
</table>
### Applicants shortlisted for interview

<table>
<thead>
<tr>
<th>COURSE/SUBJECT</th>
<th>ASSESSMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>Essay (title given at interview) to be returned within approximately five days.</td>
</tr>
</tbody>
</table>
| 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.|
| Dental Science       | Students will be short listed based on their application form. Shortlisted candidates will attend for Multiple Mini Interview (MMI) in the Dublin Dental University Hospital. Further details of the MMI process can be found online: www.dentalhospital.ie/education/undergraduate-students/dental-science/mature-students/ |
| Dental Technology    | Students will be shortlisted based on their application form. Short listed candidates will attend for interview and manual dexterity tests in the Dublin Dental University Hospital. Further details of the selection process can be found online: www.dentalhospital.ie/education/undergraduate-students/dental-technology/mature-students/ |

### 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 available online with new entrant orientation information 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.

<table>
<thead>
<tr>
<th>EXAMINATION</th>
<th>REQUIRED GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOEFL</td>
<td>• Paper-based 570 (with a TWE score of 4.5)</td>
</tr>
<tr>
<td></td>
<td>• Computer-based 233 (with a score of 4.5 in essay)</td>
</tr>
<tr>
<td></td>
<td>• Internet-based 90 (with a written score of 21)</td>
</tr>
<tr>
<td>Cambridge Proficiency</td>
<td>Grade C or higher</td>
</tr>
<tr>
<td>Cambridge Advanced</td>
<td>Grade A or higher</td>
</tr>
<tr>
<td>IELTS (Academic Version)</td>
<td>6.5 (no individual band below 6).</td>
</tr>
<tr>
<td></td>
<td>For Dental courses: IELTS (academic version) 7 (no individual band below 7)</td>
</tr>
<tr>
<td>Pearson Test of English</td>
<td>PTE Academic: a minimum score of 63 (with no section score below 59)</td>
</tr>
<tr>
<td>(Academic)</td>
<td></td>
</tr>
</tbody>
</table>

Please note that examination results are only valid for 2 years.
SHORTLISTING FOR INTERVIEW
Applicants are assessed in the first instance on the information provided on the Trinity College Mature Student Supplementary Online Application 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 the end of 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 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.
Mature Students Guidelines

COMPLETING THE TRINITY COLLEGE MATURE STUDENT SUPPLEMENTARY ONLINE APPLICATION FORM

GENERAL INFORMATION

As a mature applicant you can apply for up to three courses in Trinity College. A full list of available undergraduate courses can be accessed at www.tcd.ie/courses. Mature student applications to Trinity College may only be made online.

Important note:

Mature applicants to Nursing and Midwifery courses are not required to complete the Trinity College Mature Student Supplementary Online Application Form.

In order to apply to Trinity College online you will be required to:

- Make an application to the CAO
- Hold a valid CAO number
- Create a TCD applicant account

As this is a highly competitive process, please ensure that you devote the time necessary to completing your application form to the highest standard possible.

Once you have submitted your Trinity College online application you will be able to log into your account at my.tcd.ie to view the progress of your application.

All updates on the progress of your application will be via email. Therefore it is important to check your email account regularly.

The following is an outline of the key information you will be required to enter as part of your application. Please take a few minutes to read through the below details which will assist you in preparing to complete your application.

Please note that the following application form is for guidance purposes only and may be subject to change.
PERSONAL DETAILS
Fields marked with an asterisk (*) are mandatory and must be completed in order to submit your application.

Enter your full name as it appears on your passport/drivers licence.
Enter your full address.
Enter a home and mobile telephone number.
Enter your email address.

EU Status
Please select the statement that relates to your current status (see page 2 for more information). Please note that you may be required to provide additional supporting documentation (p60, p45, p21 etc.) to confirm your status.

Further Details
Please enter the following: country of birth; country of residence; nationality; PPS number.
Please indicate that you are a current CAO applicant and enter your CAO number.
Please indicate if you have a disability/specific learning difficulty.

When complete select [Save and Close] or [Save and Proceed].

You will not be permitted to proceed if you have left a mandatory field incomplete.
### Contact details - Home address

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Country</td>
<td>IRELAND</td>
</tr>
<tr>
<td>House Name</td>
<td>Sample House</td>
</tr>
<tr>
<td>* Address line 1</td>
<td>SAMPLE ADDRESS 1</td>
</tr>
<tr>
<td>* Address line 2</td>
<td>SAMPLE ADDRESS 2</td>
</tr>
<tr>
<td>Address line 3</td>
<td></td>
</tr>
<tr>
<td>County</td>
<td>Co Dublin</td>
</tr>
<tr>
<td>Postcode/Zip Code</td>
<td></td>
</tr>
<tr>
<td>* Home Telephone Number</td>
<td>123456</td>
</tr>
</tbody>
</table>

**Please click here if your Correspondence Address is the same as your Home Address**

### Contact details - Correspondence address

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Country</td>
<td>IRELAND</td>
</tr>
<tr>
<td>House Name</td>
<td>Sample House</td>
</tr>
<tr>
<td>* Address line 1</td>
<td>SAMPLE ADDRESS 1</td>
</tr>
<tr>
<td>* Address line 2</td>
<td>SAMPLE ADDRESS 2</td>
</tr>
<tr>
<td>Address line 3</td>
<td></td>
</tr>
<tr>
<td>County</td>
<td>Co Dublin</td>
</tr>
<tr>
<td>Postcode/Zip code</td>
<td></td>
</tr>
<tr>
<td>Correspondence Telephone Number</td>
<td>123456</td>
</tr>
<tr>
<td>Mobile Number</td>
<td>123456</td>
</tr>
</tbody>
</table>

### Applicant Status

**EU Status: Please select ONE of the following categories**

- Are you ordinarily resident in the EU and have you received full-time primary education in the EU for three of the five years immediately preceding admission to Trinity College Dublin.
- Are you ordinarily resident in the EU and have you worked full-time in the EU for three of the five years immediately preceding admission to Trinity College.
- Do you hold a passport from an EU State and have you received all full-time post primary education in the EU.
- Do you have official refugee status or have you been granted humanitarian leave to remain in the state and have you been ordinarily resident in the EU for three of the five years immediately preceding admission to Trinity College Dublin.
- I do not fall under any of the categories outlined above.
EDUCATION AND QUALIFICATIONS

Second Level Education
Provide the details of the schools you have attended. If you have not attended any second level school you may choose the N/A options from the drop down menus in order to proceed.

Please insert dates you attended school. If you do not know the day then select the 1st of the month.

Second Level Examinations
Please enter the results for your final year subjects.
Select qualifications.
Select subject.
Select level.
Select grade.
Select date of exam.

You can enter more than one type of qualification by clicking on the [+] sign on the bottom right corner of the table. If you have not completed any second level examinations please choose the option of N/A from the drop down menus in order to proceed.
**Highest 3rd Level Qualification or Equivalent**
Insert the period you attended 3rd level from and to.
Select the name of the institution.
Select course title.
Select results/level/class of award.
Select main subject studied.

**Additional Relevant Qualifications**
Enter information on the certified courses you have completed. These courses may range from FETAC/Access course to NCVA, City & Guilds, etc. You may also include your current studies here. You can enter more than one type of qualification by clicking on the [+] sign on the bottom right corner of the table. It is important that you list all certified courses that are relevant to your application.

**Any other relevant Education**
In this section please include information on non-certified courses particularly if they are relevant to your application.

**English Language Proficiency**
Please indicate whether or not English is your first language.

For more information please see page 7.

When complete select [Save and Close] or [Save and Proceed].
EXPERIENCE

Employment History/Work Experience

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 Position held, 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.

Voluntary Work

Enter, in chronological order, any voluntary work you have engaged in outside the formal sectors of work and education. Applicants who are considering a professional 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.
ADDITIONAL INFORMATION

Please indicate where you first heard about this course/programme.

When complete select [Save and Close] or [Save and Proceed].
PERSONAL STATEMENT
If you wish to prepare your personal statement etc., and then cut and paste it into the relevant text boxes on this page then you may do so. You are advised to use a plain text editor such as Notepad.

Additional information (maximum 500 words)
Use this section to include any additional information that you wish the assessment committee to consider.

Personal Statement: Which aspects of the course interest you the most? (maximum 700 words)
In this section you are asked to state what specifically interests you about the subject/course that you are applying for. This should be unique to each course application. Before completing this section it is important that you have undertaken significant research into the course. For suggestions on how to best research your options see page 3.

Explain the relevance of your life and/or educational experience to this subject/course (maximum 700 words)
You are also invited to highlight the relevance of your educational, work and life experience, as outlined in previous section of the application for to the subject/course you are applying for. For example, your interest in a course could have arisen as a result of your having just completed a related FETAC course or Leaving Certificate subject; family circumstances such as fostering; or your experience of working in another country.

When complete select [Save and Close] or [Save and Proceed].

Important note:
Mature applicants are not required to submit any references or supporting documentation.
DECLARATION
When your application is complete please complete the declaration and submit.

CONFIRMATION
Once your application is submitted you will receive confirmation by email.
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.