Admission and Transfer Policy

1. **Context**
   Trinity College Dublin, the University of Dublin, herein referred to as Trinity, seeks to register students with a broad range of talents and the ability to engage with and benefit from the distinctive Trinity education.

   This policy should be read in conjunction with (and is subject to) the relevant provisions of the [University Calendar](#) and [the 2010 Consolidated Statutes of Trinity College Dublin and the University of Dublin](#).

   Trinity as a designated awarding body has responsibilities to assure that its linked providers have their own policies and procedures with respect to admission, transfer and progression.

2. **Purpose**
   The purpose of this policy is to outline Trinity’s overarching framework for admission and transfer procedures.

3. **Benefits**
   3.1 This policy supports the enrolment of suitably qualified students and the creation of a diverse student body.

   3.2 This policy promotes lifelong learning and facilitates student mobility.

4. **Scope**
   4.1 This policy applies to all programmes delivered in Trinity.

   4.2 It applies to programmes and standalone modules that carry academic credit.

   4.3 It does not apply to programmes delivered by linked providers as admission regulations for programmes validated by Trinity and delivered by linked providers are approved through the Trinity Programme Design and Approval Process and linked providers are responsible for their own transfer arrangements.

   4.4 The procedures for admission, transfer and progression for programmes delivered collaboratively with other institutions are specified in the relevant collaborative agreement.
5. **Principles**

5.1 All higher education programmes at Trinity are aligned to the appropriate level of the [National Framework of Qualifications (NFQ)](https://www.nfqc.ie) and use the European Credit Transfer System.

5.2 Procedures for admission and transfer are in line with the national legislation and support Trinity’s strategic plans.

5.3 Trinity is committed to non-discrimination, diversity in its student body, and the protection of the dignity of the student at all stages in the student lifecycle from application to graduation.

5.4 Trinity is committed to the highest academic standards in its academic programmes.

6. **Policy**

   **Admission**

6.1 Trinity welcomes and supports applications from all appropriately qualified students irrespective of social, cultural and educational backgrounds.

6.2 As part of a broader commitment to widening participation, Trinity is supportive of alternative access routes, e.g. Mature students.

6.3 Trinity recognises formal, informal and non-formal prior learning as relevant for admission to undergraduate programmes (level 7 and 8) and to postgraduate programmes (level 9). (Ref. [Recognition of Prior Learning Policy](https://www.nfqc.ie)).

6.4 The majority of undergraduate applications are processed centrally through the [Central Applications Office (CAO)](https://www.caao.ie).

6.5 In relation to the admission of undergraduate students via direct application, Trinity recognises the competitive nature of entry to programmes at any given intake. Applicants are admitted on the basis of their individual merits, abilities and aptitudes and the extent to which they can make a meaningful contribution to the programme of study.

6.6 Applications for admission to postgraduate taught (PGT) and postgraduate research (PGR) programmes are processed fairly and impartially, and in a consistent and transparent manner.

6.7 Trinity recognises that it is not in the interest of an applicant to be admitted into a programme of study on which s/he is unlikely to be successful because of lack of English language competency or lack of necessary skillset, or in the case of a research programme, where there is no academic supervisor available to supervise the student.

6.8 Students on programmes with clinical or other professional placements will be subject to Garda vetting under the provisions of the [National Vetting Bureau](https://www.nationalvettingbureau.ie).
(Children and Vulnerable Persons) Act 2012, prior to commencing placements (Ref. Calendar Part II, Section II and Part III, Section I). Offers of admission to applicants onto specific programmes are made subject to certain vaccination requirements and/or certain negative blood test results (Ref. Calendar Part II, Section II and Part III, Section I).

Deferral - Undergraduate

6.9 Trinity permits applicants who are offered a place on an undergraduate programme to seek to defer their place for one year (Ref. Calendar Part II, Section I). However, permission to defer is not guaranteed.

6.10 Decisions on deferral requests are made centrally in the Academic Registry, except for deferral requests from Mature students where the relevant School/Department is consulted.

6.11 A deferral is not granted to an applicant who wishes to register in another third-level institution.

6.12 A deferral is not granted to an applicant who wishes to repeat the Leaving Certificate with the intention of applying for a different third-level programme.

Deferral - Postgraduate

6.13 The course co-ordinator has discretion to permit students on postgraduate taught/research programmes to defer to the next session. Where a request to defer is granted this decision is communicated by the course co-ordinator to the Academic Registry.

Transfer - Undergraduate

6.14 Procedures are in place to consider and, where appropriate, to approve requests from students to transfer out of one programme into another (Ref. Calendar Part II, Section II).

Transfer - Postgraduate

6.15 Trinity does not permit postgraduate taught students to transfer to another postgraduate programme.

6.16 Trinity seeks to make reasonable accommodation in the case of postgraduate research students who request a transfer.
7. **Responsibility**

7.1 The responsibility for this policy lies with the Senior Lecturer/Dean of Undergraduate Studies and the Dean of Graduate Studies, as appropriate.

7.2 Prospective students are responsible for ensuring that their application fulfils all admission requirements. This includes, but is not limited to: attendance for entrance examinations, interviews, auditions and providing supporting materials, such as research proposals and certification of previous educational achievements, as relevant.

8. **Related Documents**

8.1 The University Calendar, Parts II and III

8.2 The 2010 Consolidated Statutes of Trinity College Dublin and the University of Dublin

8.3 Trinity website

8.4 Policy and Criteria for Access, Transfer and Progression in Relation to Learners for Providers of Further and Higher Education and Training (QQI Policy Restatement 2015)

8.5 Recognition of Prior Learning Policy

8.6 Non-EU Collaborative and Transnational Educational Partnerships Policy

8.7 Assessment and Academic Progression Policy

8.8 Academic Awards Policy

8.9 National Vetting Bureau (Children and Vulnerable Persons) Act 2012

9. **Document Control**

9.1 Date policy approved: October 2016

9.2 Date of next policy review: Academic year 2019/20