Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

Mature Student Guidelines

2021

The Berkeley Library

www.tcd.ie/maturestudents

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 has to offer you.

The University 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 Trinity. The University has a great history and tradition of encouraging and welcoming mature students to become part of our community and mature students represent an important and valued cohort in the University.

I invite you to attend our College Awareness Week activities running 22 to 28 November 2020; our Virtual Open Day on Saturday 7 November 2020; and our Information Evening for Mature Students on 7 January 2021 to learn more about our courses and to meet our staff and students as you make the important decision about taking up full-time study in the future. Please consult our website for up to date information on all events.

I look forward to meeting you at our upcoming events.

Clodagh Byrne

Clodagh Byrne

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Website: www.tcd.ie/maturestudents

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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)

<u>**AND**</u>

- who will have received full-time post primary education

<u>**AND/OR**</u>

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

for three of the five years immediately preceding admission to Trinity

<u>**OR**</u>

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

<u>**OR**</u>

been granted humanitarian leave to remain in the State

<u>**AND**</u>

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

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.

Children of emigrants may be assessed as EU applicants if they can provide documentary evidence of having completed 5+ years of primary and\or secondary education in the EU/EEA/Swiss Confederation and have no previous third-level attendance.

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 **http://www.tcd.ie/academicregistry/fees-payments/course-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 withdraw from 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 website: **www.tcd.ie/study**. When you have identified your choices you will be able to get more detailed information from the following:

- *The College Virtual Open Day will take place on Saturday 7 November 2020* – activities include virtual tours and course information as well as informal discussions with staff. The full programme will be available on **www.tcd.ie/study** in late October. 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 for prospective mature students will take place on 7 January 2021. 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**.

Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

Virtual ▸ Open Day 2020
Saturday 7th November
www.tcd.ie/openday

INSPIRING GENERATIONS

Welcome to our **BIGGEST** and **BEST** day of the year!

Bring Trinity to you!

Find out more at
www.tcd.ie/openday

❯ **Hear all about the Trinity experience, course choices and student life**

❯ **Course presentations**

❯ **Clubs and societies**

❯ **Q&A sessions with Professors, Students and Staff**

THE APPLICATION PROCESS

APPLICATION FORMS

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

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

  AND

2. The Trinity Mature Student Supplementary Online Application Form[2] by the 1st of February

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

COURSE	APPLY TO	APPLICATION DEADLINE
B.Sc. in Nursing (General, Psychiatric, Intellectual Disability, Integrated Children's & General Nursing, Midwifery) *TR091, TR093, TR095, TR097, TR911, TR913*	CAO only You will be invited to attend a written assessment by the Nursing Careers Centre	1st February
B.Sc. Human Nutrition and Dietetics *DT223*	CAO only. *This course is taught jointly by Trinity and D.I.T. Application is to D.I.T.*	1st February

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

- The Trinity Mature Student Supplementary Online Application Form and the CAO Application Form must state the **same** Trinity course choices.
- Additional or different Trinity course choices stated on the CAO application but not included on the Trinity application will **not** be considered.
- Mature students applying to Trinity 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**.

2   The Trinity 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**. When you have identified your course please select the "Mature Student – Supplementary Application Form" option to make your application.

SPECIFIC REQUIREMENTS

COURSE/SUBJECT	ASSESSMENT
Computer Science, Engineering and MSISS	To be eligible for consideration for entry to Engineering (TR032), Computer Science (TR033), MSISS (TR034), Engineering with Management (TR038), Computer Science, Linguistics and a Language (TR039) or Computer Science and Business (TR118) mature student applicants are required to have grade H4 or better in mathematics in the Leaving Certificate or the required grade in Maths for STEM (5S2246/5N0556).
Medicine	Medicine Applicants must present a H3 or better in Biology AND a H4 or better in either Chemistry or Physics (Grade B and Grade C in higher level Leaving Certificate 1992-2016), or equivalent exams. All applicants must sit the HPAT-Ireland admissions test. Applicants to Medicine are required to upload a current CV. Once your application is submitted you can log into your portal and add your CV.

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 March/April 2021. 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).
Medicine	Medicine; change HPAT section to: All applicants must sit the HPAT-Ireland admissions test. Please see **www.hpat-ireland.acer.edu.au** for more details.

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.
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: **http://www.tcd.ie/dental/undergraduate/degree/dental-science/**
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: **https://www.dentalhospital.ie/education/undergraduate-programmes/dental-technology**

[3] Details of the essay will be forwarded to applicants before being called for 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 (including different states) or countries in which they resided.

Students who accept an offer will be informed of the procedures to be followed to complete the vetting process (as part of the student orientation information).

Health Screening

Offers of admission to the following courses are made subject to certain vaccination requirements and/or certain negative test results.

- Clinical Speech and Language Studies
- Orthodontic Therapy, Dental Science, Dental Hygiene, Dental Nursing, and Dental Technology
- Medicine
- Nursing and Midwifery
- Occupational Therapy
- Pharmacy
- Physiotherapy
- Radiation Therapy
- Social Studies (Social work)

Full details are available at: **www.tcd.ie/study/apply/admissionrequirements/undergraduate/index.php**

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. If offered a place, relevant documents must be submitted before 30th June.

	EXAMINATION	REQUIRED GRADE
1.	Irish Leaving Certificate	Grade 6 or better in Ordinary level English.
2.	GCSE	Grade C/Grade 5 or better in English Language.
3.	US High School	Grade C or better in English taken in final year.
4.	TOEFL	1. Paper based 570 (with a TWE score of 4.5). 2. Computer-based 233 (with a score of 4.5 in essay). 3. Internet based 90 (with a written score of 21).
5.	University of Cambridge	Cambridge Proficiency: Grade C Cambridge Advanced: Grade A
6.	IELTS (Academic version)	6.5 (no individual band below 6). For Dental courses and Clinical Speech and Language Studies: IELTS (academic version) 7 (no individual band below 7).
7.	Pearson Test of English (Academic) – PTE Academic	A minimum score of 63 (with no Communication Skills section score below 59).
8.	International Baccalaureate	English A1, A2 or B: 5 at Higher Level (4 at Standard Level if presenting IB through English).
9.	QQI/FETAC	A pass in Communications module (5N0690).

Please note: Examination results are only valid for two years

SHORTLISTING FOR INTERVIEW

Applicants are assessed in the first instance on the information provided on the Trinity 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.

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* With the exception on Medicine. Applicants to Medicine are asked to attach a current CV.

COMPLETING THE TRINITY MATURE STUDENT SUPPLEMENTARY ONLINE APPLICATION FORM

GENERAL INFORMATION

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

Important note:

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

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

- Make an application to the CAO
- Hold a valid CAO number
- Create a Trinity 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 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 details below, 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.

It is recommended that you save your application regularly to avoid timing out issues and potential loss of content.

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

* Country	IRELAND
House Name	Sample House
* Address line 1	SAMPLE ADDRESS 1
* Address line 2	SAMPLE ADDRESS 2
Address line 3	
County	Co Dublin
Postcode/Zip Code	
* Home Telephone Number	123456

* Mobile Number	123456
* Email Address	victorhugo@nomail.com
Please click here if your Correspondence Address is the same as your Home Address	☑

Contact details - Correspondence address

* Country	IRELAND
House Name	Sample House
* Address line 1	SAMPLE ADDRESS 1
* Address line 2	SAMPLE ADDRESS 2
Address line 3	
County	Co Dublin
Postcode/Zip code	
Correspondence Telephone Number	123456
Mobile Number	123456

Applicant Status

* EU Status: Please select ONE of the following categories
Please be advised that you may be required to provide additional supporting documentation (P60, P45, P21 etc) to confirm your status.) For further information please click here

1.	○ 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.
2.	⦿ 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.
3.	○ Do you hold a passport from an EU State and have you received all full-time post primary education in the EU.
4.	○ 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.
5.	○ 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/QQI/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 8.

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

Second Level Examinations ⑦

Please enter the results for your final or current year subjects. You can enter more than one type of qualification by clicking the + sign on the bottom right corner of this table.

* Qualification	Irish Leaving Certificate post 1999 -Higher Level ▾			
* Subject	* Level	* Grade/Mark	* Date of exam ⑦	Add
ENGLISH ▾	HIGHER or ADVANCED ▾	A1 ▾	01/Jun/2012 🗓	
BIOLOGY ▾	STANDARD ▾	A2 ▾	06/Jun/2012 🗓	
ITALIAN ▾	STANDARD ▾	C1 ▾	18/Jun/2012 🗓	

Highest 3rd Level Qualification or equivalent (Degree, Masters etc)

Please enter the full details of your highest qualification that you are either currently studying for or have obtained.

Period of attendance From ⑦	07/Jun/2012 🗓	Period of attendance To ⑦	12/Sep/2012 🗓
Name of institution attended	Dublin City University ▾	If other please specify	
Qualification	Honors Bachelor Degree ▾	If other please specify	
Course title	English Literature		
Result/Level/Class of award	II.1 ▾	If other please specify	
Name of awarding body	Dublin City Unversity ▾	If other please specify	
Main subject studied	ENGLISH LITERATURE ▾	If other please specify	
Have you completed the program	Yes ▾	If no, Date on which Final results will be available ⑦	🗓
Full Time/Part Time	Part Time ▾	Date of Graduation ⑦	14/Sep/2012 🗓

Any other relevant Education

Please enter the details of any other courses you have undertaken that may be relevant to your application

Title of the course you have undertaken			
Location		Year taken	Please Select ▾
Duration of course (months)		Certificate Awarded	
Subjects			
Level		Result	
			⊞

English Language Proficiency

* Is English your first language?	Yes ▾	(For further information please click here)

Previous   Save and Close   Save and Proceed

EXPERIENCE

Employment History/Work Experience

Enter, in chronological order, the most **recent and 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.

Voluntary Work

Give details in chronological order of any voluntary (unpaid) work you have carried out

Date from	01/Jul/2011	Date to	07/Sep/2012
Name and Address of Organisation	Concern		
Job Title	Volunteer Fund Raiser		

In the space below outline your involvement and how you benefited from your experience.

I worked as a fund raiser.

[+]

Previous | Save and Close | Save and Proceed

ADDITIONAL INFORMATION

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

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

Application Guidance

Fields marked with an asterisk (*) are mandatory and must be completed in order to submit your application.
You can navigate through the application form using the above tabs or the proceed and previous buttons below.
A red dot on the above tabs indicates incomplete information on the related page and a green dot indicates that the related page is complete.
Pressing the proceed button will highlight if there are any mandatory questions that have not been answered.

Where did you hear about this course/programme

* Where did you first hear about this course/programme?	Mature Student Office ▼

Funding / Financial Support

* How do you intend to fund your studies? (please tick all that apply)	Self funding ☐ Parent / Guardian ☐ Employer funding ☐ Scholarship funding ☑ Other funding ☐
If you have already been awarded a Scholarship please select	Other ▼
Other Scholarship	SUSI Grant

Previous | Save and Close | Save and Proceed

PERSONAL STATEMENT

It is recommended that you prepare your personal statement outside the application form in a plain text editor such as Notepad. You can then cut and paste your statement into the application form once it is complete.

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 best to 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 sections of the application, 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 QQI 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. Applicants to Medicine are asked to attach a current CV.

DECLARATION

When your application is complete please complete the declaration and submit.

Privacy and Protection of Data

The data collected on this form are being obtained by the University of Dublin, Trinity College Dublin, for the purposes of application to a course of study at the University of Dublin, Trinity College Dublin and the related administrative and record-keeping purposes.

Personal data will not be processed, other than as permitted by law. Those providing personal data have the right to access those data and the right to rectify them. Personal data will be processed by the University of Dublin, Trinity College Dublin, in accordance with the Data Protection Acts 1988 and 2003.

Declaration

I certify that the information given in this course application is complete and accurate to the best of my knowledge and understand that any misrepresentation may render my application void.

I understand that this application is an expression of interest in the under/postgraduate course for which I have applied. It does not constitute a contract between I, the applicant, and the University of Dublin, Trinity College Dublin.

I understand that this application and any required supporting documentation become the confidential property of University of Dublin, Trinity College Dublin and will not be released to another party except in the case of jointly taught programs delivered by the University of Dublin, Trinity College Dublin and (an)other education institution(s), or where required to do by law.

I understand that the information supplied as part of the application process may be used for compiling general statistical reports and will not identify any individual applicant.

☐

Previous | Save and Close | Save and Proceed

CONFIRMATION

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

TECHNICAL DIFFICULTIES

If you experience technical difficulties while completing the application form please contact **asksusu@tcd.ie** for assistance.

NOTES