



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](#), [the 2010 Consolidated Statutes of Trinity, College Dublin and the University of Dublin](#), and the [Lisbon Convention on the Recognition of Qualifications](#).

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

Trinity operates within the national HEI infrastructure under the umbrella group of the Irish Universities Association (IUA). Trinity is a member of the [IUA Admissions Officers' Group](#).

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 across different levels of the National Framework of Qualifications (NFQ), the European Qualifications Framework and their equivalent frameworks in other jurisdictions.

4. Scope

4.1 This policy applies to all programmes delivered in Trinity.

4.2 The policy applies to programmes and modules that carry academic credit.

4.3 The policy 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. Linked providers are responsible for their own transfer arrangements.

4.4 Procedures on admissions and transfers, 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) and use the European Credit Transfer System.
- 5.2 Procedures for admission and transfer are in line with national legislation and support Trinity's strategic plans.
- 5.3 Trinity is committed to widening participation, non-discrimination and 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.
- 5.5 Trinity is committed to fair, transparent and consistent admissions practices and procedures.
- 5.6 Requests for the recognition of foreign qualifications will be processed in a fair and timely manner, as required under the European Standards and Guidelines and the Lisbon Recognition Convention.

6. Policy

Admission

- 6.1 Trinity welcomes and supports applications from all appropriately qualified students irrespective of disability, social, cultural and educational backgrounds.
- 6.2 As part of a broader commitment to widening participation, Trinity is supportive of alternative access routes. (Refer to Appendix for schedule of current alternative pathways for entry).
- 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](#)).
- 6.4 The majority of EU undergraduate applications are processed centrally through the [Central Applications Office \(CAO\)](#).
- 6.5 Applicants are admitted on the basis of meeting the published admission requirements as well as their individual merits, abilities and aptitudes and the extent to which they can make a meaningful contribution to the programme of study. Full details of admission requirements per country are published on the [Trinity website](#).
- 6.6 Applications for admission to postgraduate taught (PGT) programmes are assessed by members of the academic community, usually course Directors/Co-ordinators, for academic suitability to a programme. Academic recommendations on applications are then quality assured by the Academic Registry to ensure that offers are being made to applicants that meet the entry requirements for that programme.
- 6.7 Applications for admission to postgraduate research (PGR) programmes are assessed by Postgraduate Research supervisors and/or Directors of Postgraduate Teaching and



Learning for academic suitability to a programme. Academic recommendations on applications are then quality assured by the Academic Registry to ensure that offers are being made to applicants that meet the entry requirements for that programme.

- 6.8 In relation to the admission of undergraduate and postgraduate students seeking admission on the basis of foreign qualifications, Trinity will assess and verify that the qualifications are from suitably quality assured institutions by drawing on NARIC (National Academic Recognition Information Centre) databases (Ireland, UK and others as required).
- 6.9 The University has set KPI's that monitor turnaround times for all EU and nonEU applications and these are reported and published on a monthly basis.
- 6.10 The University, in its absolute discretion, may refuse admission to an otherwise qualified applicant. This may include but is not limited to where the applicant:
- i. has for any reason been excluded from the University;
 - ii. is currently indebted to the University;
 - iii. has been excluded or had their enrolment cancelled at another Higher Education Institution (HEI);
 - iv. is deemed a non-genuine temporary entrant;
 - v. may prejudice the reputation, management, governance or discipline of the University;
 - vi. has engaged in dishonest and/or deceitful behaviour in the process of applying for admission to the University or any other HEI;
 - vii. would not be able to lawfully enter University premises for all or part of the duration of a programme by reason of a court order.
- 6.11 Trinity recognises that it is not in the interest of an applicant to be admitted into a programme of study on which they are 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.
- 6.12 Students on programmes with clinical or other professional placements will be subject to Garda vetting under the provisions of the National Vetting Bureau (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

- 6.13 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.
- 6.14 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.
- 6.15 A deferral is not granted to an applicant who wishes to register in another third-level / HEI institution.
- 6.16 A deferral is not granted to an applicant who wishes to repeat the Leaving Certificate or equivalent with the intention of applying for a different third-level / HEI programme.

Deferral - Postgraduate

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

Transfer within Trinity - Undergraduate

- 6.18 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 within Trinity - Postgraduate

- 6.19 Trinity does not permit postgraduate taught students to transfer to another postgraduate programme.
- 6.20 Trinity may consider requests on a case by case basis from postgraduate research students who request a transfer.

Transfer from another University

- 6.21 Trinity has procedures that permit advanced entry by students who wish to transfer into Trinity from another HEI in Ireland via the Recognition of Prior Learning Policy.

Decisions to permit individual student advanced entry from outside Ireland are based on the Recognition of Prior Learning policy.



Disability

- 6.22 Trinity welcomes applications from prospective students with disabilities and is committed to making Reasonable Accommodations to enable students to fully participate in student life. Students with disabilities are encouraged to disclose their disability to the Trinity Disability Service. Trinity has a legal obligation to make reasonable accommodations for students with disabilities when applying to and studying in Trinity.

7. Recognition of Foreign Qualifications

- 7.1 The IUA Admissions Officers' Group publishes a document annually that details the [entry requirements criteria for EU/EFTA applicants](#). The document sets out the framework for comparisons of EU/EFTA qualifications for entry to undergraduate degree programmes in Irish Universities.
- 7.2 For undergraduate and postgraduate direct applications, the Academic Registry will use NARIC databases to compare foreign qualifications against the published admission criteria, including the requirements of relevant professional bodies that apply to the specific programme and/or discipline. Any recommendations for changes to the recognition of foreign qualifications, including the requirements of relevant professional bodies, are to be submitted to the Senior Lecturer / Dean of Undergraduate Studies, or the Dean of Graduate Studies (as appropriate) for consideration (the Academic Officers with direct responsibility for undergraduate and postgraduate admissions respectively) who submit them to the Undergraduate/Graduate Studies Committee (as appropriate), and University Council for final approval.
- 7.3 All direct applicants must complete a mandatory declaration providing authorisation for their qualifications to be verified from the institution(s) they attended.

8. Appeals

- 8.1 An applicant can appeal a decision where the qualification they are presenting for admissions purposes is not recognised by the University. The appeal should be submitted to the Admissions Officer in the first instance and that outcome of the appeal can be escalated, if required, to the Senior Lecturer/Dean of Undergraduate Studies or the Dean of Graduate Studies, whichever is appropriate (Ref. Admissions Appeal Process).

9. Responsibility

- 9.1 The responsibility for this policy lies with the Senior Lecturer/Dean of Undergraduate Studies and the Dean of Graduate Studies, as appropriate.
- 9.2 The Academic Registry has delegated responsibility for the assessment and administering of



all undergraduate direct applications to the University from the Senior Lecturer/Dean of Undergraduate Studies.

- 9.3 The Academic Registry has delegated responsibility for administering and quality assuring recommendations on all postgraduate applications from the Dean of Graduate Studies.
- 9.4 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 (verifiable and authentic) of previous educational achievements, as relevant.

10. Related Documents

- 10.1 The University Calendar, Parts [II](#) and [III](#)
- 10.2 [The 2010 Consolidated Statutes of Trinity College Dublin and the University of Dublin](#)
- 10.3 [Trinity website](#)
- 10.4 [Policy and Criteria for Access, Transfer and Progression in Relation to Learners for Providers of Further and Higher Education and Training \(QQI Policy Restatement 2015\)](#)
- 10.5 [Recognition of Prior Learning Policy](#)
- 10.6 [Non-EU Collaborative and Transnational Educational Partnerships Policy](#)
- 10.7 [Assessment and Academic Progression Policy](#)
- 10.8 [Academic Awards Policy](#)
- 10.9 [National Vetting Bureau \(Children and Vulnerable Persons\) Act 2012](#)
- 10.10 Procedure for Recognition of Foreign Qualifications
- 10.11 Schedule for Alternative Entry Routes
- 10.12 Trinity's Admissions Matrix
- 10.13 [CAO website](#)

11. Document Control

- 11.1 Date policy approved: October 2016
- 11.2 Date of policy review approval: April 2020
- 11.3 Date of next policy review: Academic year 2023/24



Schedule 1: Schedule of Alternative Entry Routes

Trinity aims to provide students from all backgrounds a pathway to higher education through the alternative entry routes below.

- HEAR – Higher Education Access Route
- DARE – Disability Access Route to Education
- QQI / FE Entry Route
- TAP – Trinity Access Programme, Foundation Course for Young Adults
- TAP – Trinity Access Programme, Foundation Course for Mature Students
- Mature Entry Route
- Advanced Entry Route
- ASAP Scholarship – Asylum Seekers Access Provision Scholarships
- Recognition of Prior Learning
- Springboard Programmes through Tangent
- International Foundation Programme
- Leaving Certificate Feasibility Study
- Feasibility Study for A-Levels
- Education Recruitment Agents
- Study Abroad Providers
- Transnational Education Partner arrangements such as Articulation arrangement, Dual and Joint Awards