



Admissions Policy

Policy owner UCD Registry – Admissions **Approval date and body** UPB 11 April 2019
www.ucd.ie/admissions

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1 Purpose

University College Dublin admits students to accredited programmes from NQF level 6 to level 10 and at various stages within these programmes. This is a broad framework policy which sets out how the University admits students and where the authority to do so is vested. The Policy covers the overarching general principles adopted by the University and underpins other policies and procedures relevant to the Admissions process¹.

2 Scope

The Policy applies to applicants and UCD staff involved in the admissions process for UCD programmes. This Policy does not apply to UCD recognised Colleges.

3 Principles

- The University is committed to fair, transparent and consistent admissions practices and procedures,
- The University aims to attract and retain an excellent and diverse cohort of students. It upholds UCD's strategic commitment to Equality, Diversity and Inclusion (EDI), supporting the pursuit of inclusivity strategies and alternative access routes.
- Admission is subject to meeting minimum entry requirements and the availability of places.
- Offers are subject to the University's published [Terms and Conditions of Offer](#).

3.1 Selection and Communication of Decisions

General Criteria

Specific programme requirements are published as follows:

- The [UCD Admissions](#), [UCD Student Recruitment](#) and [UCD Global](#) websites
- Prospectuses for [Undergraduate](#) and [Graduate programmes](#).

As printed materials are produced well in advance of commencement of the programme, the website should be referred to for updated information about programme content and application criteria. The University will give adequate notice of changes to programme entry requirements.

In addition, the following apply to all applicants

Age Requirements

Students admitted to UCD must normally be seventeen years of age by 15 January following entry. However, the Registrar may grant dispensation for younger students to be admitted.

Under-18 international students (i.e. non-EU) are required to provide proof of guardianship in advance of registration.

¹ See Section 5 Related Documents and www.ucd.ie/admissions

English Language Requirements

As English is the teaching language of the University applicants whose first language is not English are required to produce evidence of proficiency in accordance with the [UCD English Language Requirements](#).

Assessment of Applicants

Admission is at the discretion of the relevant admitting authority in accordance with approved entry criteria; primarily on academic merit but may incorporate other factors. These may include, but are not limited to:

- References
- An interview;
- Submission of a curriculum vitae or résumé;
- Submission of a portfolio of work; or
- An additional external test score (e.g. GAMSAT/HPAT)

Applying for a place does not guarantee that an offer will be made. Where there are restrictions on the number of places that the University can make available, competition can often be extremely high.

The University cannot fairly and consistently take account of any special circumstance affecting an applicant's performance in pre-entry qualifications. Such circumstance should be made known to the relevant examination body.

Offers for taught programmes will not be made after the third week of a trimester. Where results are received later than this due to circumstances beyond the applicant's control, a deferred offer may be issued.

Notification of Decisions

Applicants will be notified of the outcome of their application promptly after the decision is made. Offers are made with a specific timeline for acceptance. Offers which are not accepted or [deferred](#) by the acceptance date will lapse and may no longer be available to the applicant.

Unsuccessful applicants have a right to receive feedback on their application from the School, College or Unit responsible for the admissions decision. However, it may not always be possible to provide highly specific or tailored advice.

Communication specific to an application will be conducted in line with our [published privacy statement](#).

Discretion to Refuse Admission

In addition to the policies listed in the appendix, the University, in its absolute discretion, may refuse admission to an applicant where it believes that the applicant:

- has previously been excluded from the University for any reason;
- is currently indebted to the University;
- has been excluded or had their enrolment cancelled at another Higher Education Institution (HEI);
- is deemed a non-genuine temporary entrant;
- may prejudice the reputation, management, governance or discipline of the University;
- has engaged in dishonest and/or deceitful behaviour in the process of applying for admission to the University or any other HEI;
- 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;

An applicant may also be refused admission following a risk assessment under the University's Relevant Offence Risk Assessment policy.

3.2 Interaction between the University and the Applicant

The University is committed to ensuring that any interaction with an applicant, or any enquirer, is conducted in a professional, courteous and respectful manner. The University will support staff in managing situations where this is not reciprocated.

Complaints and Appeals

UCD aims to provide a high standard and quality of service for applicants. Applicants are entitled to make a [complaint](#) if they are not satisfied with the service they have received.

An applicant is entitled to [appeal](#) an admission decision, if they can demonstrate that the assessment of the application was based on incorrect process or/and where the decision was based on misinterpretation of information provided as part of the application process.

4 Roles and Responsibilities

4.1 Governance

UCD is a constituent university of the National University of Ireland. The Senate of the National University of Ireland determines the basic matriculation requirements for the constituent universities but UCD may prescribe additional requirements either for all or specific UCD programmes².

Academic Council and its relevant committees oversee selection, admissions and exclusion of students². Academic Council delegates this authority to relevant committees and staff.

UCD Registry Admissions has overall responsibility for managing the admissions processes.

4.2 UCD Registry

Admissions has overall responsibility, acting under delegated authority from Academic Council, for the admission of students to the University and for ensuring compliance with published entry criteria and enrolment plans. Admissions audits application decisions on the basis of approved and published entry criteria and manages the verification of the academic records of incoming students.

Registry provides comprehensive, accurate and accessible information and advice to applicants and other stakeholders in the admissions process.

UCD Registry is responsible for the assessment of [fee status](#) for an applicant which determines the application process to be followed. In some cases, a change in fee status may make the original application invalid.

4.3 UCD Global

UCD Global manages non-EU admissions to UCD undergraduate and selected graduate taught programmes, under delegated authority.

4.4 UCD Colleges and Schools

EU applicants for graduate taught programmes³ and applicants for research programmes are processed by the relevant School under delegated authority.

4.5 Applicant

The applicant is responsible for

- Checking current entry criteria.
- Provision of full and accurate information in the application
- Updating the application with additional information or corrections as necessary.

² Universities Act 1997, Section 27

³ For some programmes non-EU applicants are also assessed by the School rather than UCD Global.

UCD reserves the right to verify information provided. If documents are found to have been falsified, the awarding body will be notified and, if an offer has issued, it may be withdrawn in line with [UCD Terms & Conditions of Offer](#).

5 Related Documents

| Policy | Related procedures |
|---|---|
| Academic Regulations | |
| <u>Admissions Privacy statement</u> | |
| <u>Applicant Appeals</u> | |
| <u>Asylum seekers and Refugees</u> | <u>(related procedures)</u> |
| <u>Recognition of Prior Learning</u> | |
| Relevant Offence Risk Assessment policy | |
| <u>Student (Garda) Vetting</u> | <u>(related procedures)</u> |
| <u>Student Fitness to Practice Policy</u> | |
| <u>Transfer Policy</u> | <u>(Related procedures)</u> |
| <u>UCD's Child Protection Policy and Guidelines</u> | |

| Procedures |
|---|
| <u>CAO Selection</u> |
| UCD Applications: <u>For staff</u> <u>For Applicants</u> |
| <u>Deferral</u> |
| <u>International Qualifications</u> |
| <u>Applicant Complaints procedures</u> |
| <u>Undergraduate Admissions</u> |
| <u>Direct Applications</u> |

Other procedures are linked from www.ucd.ie/admissions