Policy Identifier: Course Application Procedures (Non-CAO Courses)

Policy Title:	Course Application Procedures (Non-CAO Courses)
Description:	These procedures ensure a consistent, fair and transparent treatment of applicants to non-CAO undergraduate and postgraduate courses in MIE.
Author (Position):	Vice President (Academic Affairs) and Registrar
Version:	2
Approved By:	MIE Governing Body
Policy Re-approval Date:	June 2023
Date of Next Policy Review:	June 2027 (or as necessary)

Course Application Procedures (Non-CAO Courses)

1 Context

Courses offered by Marino Institute of Education (MIE) are validated by Trinity College Dublin, the University of Dublin (hereafter referred to as Trinity) as the Designated Awarding Body. Along with other higher education institutions in the Republic of Ireland, MIE has delegated to the Central Applications Office (CAO) the task of processing centrally applications to first year undergraduate courses. Admissions[1] to other courses are generally made through MIE's bespoke records management system, MAESTRO.

2 Purpose

The purpose of these procedures are to ensure a consistent, fair and transparent treatment of applicants to courses in MIE. The application process has been approved for all undergraduate and postgraduate courses for which CAO applications are not possible.

3 Benefits

The benefits are stated as follows;

- Clearly documenting the application procedures for courses means that the application process can run smoothly.

- Specifying the application route for different kinds of courses means that applicants will have clarity about how to apply for a specific course and applications will largely follow a consistent format.

- The MAESTRO portal prompts students to submit the necessary documents, which minimizes the likelihood of incomplete applications, which in turn reduces time spent on following up incomplete applications.

4 Scope

Prospective students are required to apply for places on MIE courses either through the CAO or directly through MAESTRO, the online MIE Records system[2], depending on the course to which they are applying. Undergraduate, full-time degree courses (e.g. Bachelor in Education, Bachelor in Science and Baitsiléir san Oideachas) may be applied for only through the CAO. Postgraduate and Foundation courses (e.g. Professional Master in Education – Primary Teaching, Master in Education Studies courses, Professional Diploma in Education –

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[1] See Admission, Access and Transfer Policy
[2] See Record Management Policy and MIE Records Retention Schedule

Further Education and the Trinity International Foundation Programme) may only be applied for directly using MAESTRO. Information about which route to use is contained in the Institute Prospectus which is produced annually and published on www.mie.ie. Additional information about admission[3] routes is available through direct queries to the Registrar's Office (admissions@mie.ie).

5 Requirements

5.1 For all courses students need to demonstrate English Language Proficiency. For most direct-application courses this is set at International English Language Testing System (ITELS) level 6.5 or equivalent. The exception is the Trinity International Foundation Programme where the minimum requirement is IELTS level 5.0 overall (5.0 in writing with no element below 4.5) or equivalent.

5.2 Where evidence of important documents (e.g. identification, degree parchments or transcripts etc.) must be submitted, a copy must be verified by a competent authority (e.g. Solicitor, Commissioner for Oaths, medical doctor). The Institute reserves the right to request candidates to present original documents if required.

5.3 Applications are welcomed from candidates with a disability and supports for such candidates who are successful will be provided by the Trinity Disability Service with whom the Institute has a service level agreement[4].

5.4 Applications are welcome from candidates who come from groups traditionally under-represented in higher education, including but not limited to lone parents, people from regions associated with social and economic disadvantage, members of the travelling community, and mature students[5].

5.5 Successful applicants to some courses may be required to undergo Garda Vetting[6] or to submit a Police Clearance Certificate prior to full registration on the course.

5.6 Where appropriate, candidates will be offered opportunities to provide details of prior learning[7] in support of their application for a place on a course.

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[3] See Admission, Access and Transfer Policy
[4] See Code of Practice for Students with Disabilities
[5] See MIE's Dignity and Respect Policy, Access Programme, Tobar Programme and Mature Student Entry details
[6] See Garda Vetting for Students Procedure
[7] See Recognition of Prior Learning Policy

6 Definitions

CAO: The CAO is the organisation responsible for administering applications to higher education institutions in the Republic of Ireland.

Designated Awarding Body: An established university, such as Trinity.

Linked Provider: A provider of programmes that is not a designated awarding body but enters into an arrangement with a designated awarding body and provides a programme of education that satisfies the prerequisites for an award of the designated awarding body. MIE is a linked provider of Trinity.

7 Procedure

7.1 All applications for courses in MIE are received in the Registrar's Office and communication with students takes place through the Registrar's Office exclusively until students have been informed of the outcome of their application

7.2. Where student queries about courses cannot be answered by the Registrar's Office, information is sought from the relevant Course Leader or the student is directed to the relevant Course Leader.

7.3. A closing date for applications is established by the Registrar's Office in conjunction with Course Leaders or Deans. This will generally be the same date for similar courses (e.g. Master in Education Studies) or for courses with the same start date. Candidates who have applied by the original closing date will be interviewed as soon as possible after that date or candidates will be informed in advance of the likely date(s) of interviews.

7.4. Where places are not filled after the initial competition closing dates, the closing date may be extended until all available places are filled.

7.5. Applications may only be made online through MAESTRO.

8 Review of Applications

8.1 When completed applications are submitted, the Admissions Officer or her nominee will check that the minimum entry requirements have been met and will liaise with the Finance Office to confirm that the appropriate application fee has been paid. Applications are not processed until this fee has been paid.

8.2 Course Leaders will inform the Registrar's Office of the number of places available on each course, in consultation with the President and/or Leadership Team, as appropriate.

8.3 Shortly after the initial closing date, applications will be sent to the relevant Course Leader for processing. Where the initial closing date has been extended, applications are sent to the Course Leader when they arrive or on a weekly basis depending on the number of such applications that are received.

8.4 Leaders of individual courses will decide how places will be awarded to candidates as specified in the course approval documentation that was approved by the Trinity University Council.

8.5 The Course Leader will communicate with the Registrar's Office to decide which candidates, if any, should be shortlisted for interview and if any candidates are to be eliminated from the completion. The Course Leader will then indicate suitable dates(s) on which interviews can be held.

8.6 The Registrar's Office contacts shortlisted candidates inviting them to attend for interview and notifies eliminated candidates that their applications have been unsuccessful.

9 Interview

9.1 The conduct of the interview is organised by the Course Leader.

9.2 Information about the interviews, including criteria for selection, details of appeals[8], the composition of the interview panel and other practical information will generally be sent to candidates in advance or posted on the website.

10 Offer

10.1 Following the interview process, the Course Leader informs the Admissions Officer:

    i. Who should be offered a place on the course;

    ii. Who should be put on a waiting list and in what order; and

    iii. Which candidates are unsuccessful.

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[8] See MIE's Appeals Policies; Appeals Policy (Academic Progression), Court of First Appeal Process, Court of Second Appeal Process, Postgraduate Appeals Process and Guidelines on Evidence in Support of an Ad Misericordiam Appeal

10.2 The outcome (as listed in section 10.1 above) in respect of each candidate will be conveyed to each candidate at the earliest opportunity. In some circumstances (e.g. for places on the Professional Master of Education – Primary Teaching course) a coordinated approach across Institutions may be used in informing students about the outcome of their application. In all cases, students will be informed by interviewers or on the website when they can expect to receive the outcome.

10.3 An additional 10% of places or up to 3 places (whichever is greater) over and above the actual number of places available may be offered on a course to allow for candidate attrition.

10.4 Successful candidates are required to confirm their acceptance of the place and to pay a non-refundable deposit to secure it by a specified date.

10.5 In some cases it may be possible to apply to defer taking up a place on a course, where a student has grounds for doing so (e.g. maternity leave, *ad misericordiam* grounds, finance, etc.). Such deferral, which is typically for no longer than one year, will be granted on condition that the course is offered the following year.

10.6 Transfer from one course to another may be possible in some situations, subject to passing an interview for the second course and to places being available on that course[9]. Details of this process are contained in the Admission, Access and Transfer Policy. (See Transfer Application Form in Appendix 1).

11 Responsibility

The Registrar and Vice President Academic Affairs is responsible for overseeing the implementation of these procedures.

12 Related Documents

12.1 Admission, Access and Transfer Policy

12.2 Course Handbooks

12.2.1 Bachelor in Science Early Childhood Education Handbook

12.2.2 Bachelor in Science Education Studies Handbook

12.2.3 Bachelor in Education Handbook

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[9] See Internal Transfer Policy

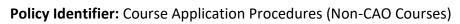## Appendix 1 – Transfer Application Form

Note:

(i)   All transfer applications should be made on this form, typically through your tutor, to the Admissions Office

(ii)   Under no circumstances may a student register for or attend a course applied for until their application to transfer has been formally approved by the Registrar and Vice President for Academic Affairs.

(iii)   All correspondence with students will be by e-mail using their MIE e-mail address (if they have one) or other e-mail address which is provided below.

(iv)   Use block capitals when completing this form.

Surname:	Other Names:
Student Number:	CAO Application Number (if applicable)
Telephone Number:	E-mail address:

CAO Points (if applicable):

Please outline the request (including details of the course to which you have been accepted and of the course you wish to join, including reasons for this application to transfer)

From when do you wish to apply to transfer?	
Why do you wish to transfer?	
Signature of Student:	Date:

This section to be completed by the Course Leader of the course being applied to transfer to:

I have interviewed the student and recommend/do not recommend (delete as appropriate) the transfer as requested			
Course Leader's Signature		Date	
Comments			

This form should be submitted to: Admissions Officer, Registrar's Office, Marino Institute of Education, Griffith Avenue, Dublin 9.