TUS

Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre, An tIarthar Láir

Technological University of the Shannon:
Midlands Midwest

TUS Admissions, Transfer and Progression Policy for Taught Undergraduate and Postgraduate Programmes 2025 - 2028

Document Control Record Template

Academic Quality Assurance and Enhancement Handbook Volume 5: No 1	
Document Title	TUS Admissions, Transfer and Progression Policy for Taught Undergraduate and Postgraduate Programmes 2025-2028
Document Entrust	Academic Council Subcommittee: Admissions, Transfer and Progression
Document Status	Vol 1.0 Approved by Academic Council (19/05/2025) Vol 1.0 Approved by Governing Body (23/09/2025)
Revision No	1.1
Pages	Page 1 of 26
Approval Body	Academic Council Governing Body
Next Revision	2028

Revision History	
Revision No	**Comments/Summary of Changes**
1.0	Approved by Academic Council (19/05/2025) Approved by Governing Body (23/09/2025)
1.1	Addition of Section titled Discretion to Refuse Admission (Approved by Academic Council on 08/05/2026 and Governing Body 21/09/2026)

Table of Contents

1 Overview 5

1.1 Purpose 5

1.2 Scope 5

1.3 Principles 5

1.4 Roles and Responsibilities 6

1.4.1 Applicant Responsibilities 6

1.4.2 TUS Admissions Office 6

1.4.3 TUS Global 6

1.4.4 Graduate School 6

1.4.5 Flexible Learning, Continuing, Online Professional and Lifelong 7

1.4.6 Access Office 7

2 Admission to Taught Programmes 7

2.1 CAO Applications 7

2.1.1 CAO Application Process 7

2.1.2 Categories of Applications 7

2.1.3 Entry Requirements, Minimum Entry Standards and Calculation of Points 8

2.1.4 Admission of Students under 18 10

2.2 Direct Entry 11

2.2.1 Direct Entry to an Undergraduate Programme 11

2.2.2 Undergraduate Direct Entry Timeline and Processes 11

2.2.3 Direct Entry to a Postgraduate Programme 11

2.2.4 Postgraduate Direct Entry Timeline and Processes 12

2.3 Advanced Entry 12

2.3.1 Advanced Entry to an Undergraduate Programme 12

2.3.2 Advanced Entry Timeline and Processes 13

2.4 Assessment of EU school leaving qualifications for entry to Undergraduate programmes 13

2.4.1 Application process 13

2.4.2 Documentation to be submitted 13

2.4.3 Assessment of EU Applicants 14

2.4.4 EU Qualifications Sectoral Approach 14

2.5 English Language Proficiency 14

2.6 Recognition of Prior Learning 15

2.7 Apprenticeship Programmes 15

2.8 International Applicants 15

2.9 Applicants with Criminal Convictions 16

2.10 Applicants with a Disability 16
2.11 Access routes to University 16
2.11.1 TUS Access Programme and Transition to Higher Education Certificate 16
2.11.2 HEAR and DARE Schemes 17
2.12 Scholarships 18
3 Transfer 18
3.1 Internal transfer 18
3.1.1 First Year Change of Course 18
3.1.2 Internal Transfer for non-first year students 19
3.2 Other Higher Education Institutions 20
3.3 Other Recognised Transfers – FE Courses 20
4 Deferral 20
4.1 Deferred Entry 20
4.1.1 CAO Undergraduate Applicants 20
4.1.2 Direct Entry and Advanced Entry Applicants 21
4.1.3 Conditions of deferred entry 22
4.1.4 Funded programmes 22
4.2 Non First Year Deferral of Studies 22
4.2.1 Duration of Leave 22
4.2.2 Applying for a Deferral of Studies 23
4.3 Compassionate Deferral 23
5 Withdrawal 23
5.1 Withdrawal Process 24
5.2 Implications of Withdrawing 24
5.2.1 Implications of withdrawing on Registration 24
5.2.2 Implications of withdrawing on Fees 24
5.3 Compassionate Withdrawal 25
5.4 University Led Withdrawal 25
6 Progression 25
7 Discretion to Refuse Admission 25
8 Appeals 26

1 Overview

1.1 Purpose

This policy sets out how the Technological University of the Shannon: Midlands Midwest (TUS) admits, transfers and progresses students and where the authority to admit is vested. The overarching general principles adopted by TUS are contained within and underpin all policies and procedures relevant to the admission of applicants to taught undergraduate and postgraduate programmes and their continued registration.

1.2 Scope

TUS admits, transfers and progresses students to and across accredited programmes from NFQ Level 6-10 as well as Minor and Special Purpose Awards. This policy applies to applicants and staff involved in admission to and progression on taught programmes and modules, including minor and special purpose awards. This policy does not apply to applicants to research programmes.

Categories of Applicants

- School leavers with an Irish Leaving Certificate
- School leavers with UK, EU or EFTA qualifications
- Further Education and Training (QQI-FET) award-holders
- Mature new entrants
- Access programme graduates
- Undergraduate qualification holders
- Non-EU applicants presenting an EU qualification or applying from an address within the EU
- (Such candidates should contact admissions.midwest@tus.ie or admissions.midlands@tus.ie to determine the appropriate application route.)

Note the timeline and processes below apply to CAO and Full-Time Programmes. The Faculty of Continuing, Online and Professional Learning and Faculty of Flexible & Work Based Learning manage Entry, Direct Entry and Advanced Entry onto flexible learning undergraduate programmes in those faculties.

1.3 Principles

a) The following principles underlie the admissions, transfer and progression policy of TUS:
b) TUS is committed to offering a fair and transparent means for admission, transfer and progression to all applicants and students

c) Admission to programmes of study is subject to availability of places
d) Places will be offered on a competitive basis
e) Any applicant failing to meet the minimum defined entry requirements, as outlined in the validated programme documents, will not be admitted
f) The information contained in the TUS website and prospectus website is intended as a guide for persons seeking admission and is an expression of the University's intentions only.

1.4 Roles and Responsibilities

1.4.1 Applicant Responsibilities

The applicant is responsible for checking current entry criteria and for the provision of complete and accurate information to TUS for the purpose of assessing their eligibility for entry to a programme.

1.4.2 TUS Admissions Office

This office has responsibility for the admission of students to the University pursuant to published entry criteria. The office is responsible for the management of initial eligibility determination, offers allocation process, implementing academic decisions on application on the basis of approved and published entry criteria and the academic records of incoming students. The office provides comprehensive, accurate and accessible information and advice to applicants and other stakeholders in the admissions process. The Admissions Office supports prospective students from initial enquiry stage, through to application, registration and induction.

1.4.3 TUS Global

TUS Global International Admissions Policy guides the admission of Non-EU undergraduate and postgraduate taught and research students. Applications are evaluated and a decision is made based on individual assessment of each application. The TUS Global office supports applicants from enquiry, to application, immigration, arrival, registration and induction. TUS Global is also responsible for student mobility programmes such as Erasmus.

1.4.4 Graduate School

The Graduate School manages the admission of postgraduate research students. It supports applicants from initial enquiry stage, through to application, and registration. Full details are available in TUS Postgraduate Research Regulations 2024 – 2025

1.4.5 Flexible Learning, Continuing, Online Professional and Lifelong

The Faculty of Continuing, Online and Professional Learning (Midlands) and Faculty of Flexible & Work Based Learning (Midwest) manage the admission of students onto the programmes in those faculties. They support applicants from initial enquiry stage, through to application, registration and orientation.

1.4.6 Access Office

The Midlands and Midwest Access Offices manage the admissions of students to the Access Programme (Midlands) and Transition to Higher Education Certificate (Midwest) respectively. They support applicants from initial enquiry stage, through to application, registration and orientation.

2 Admission to Taught Programmes

2.1 CAO Applications

The Central Applications Office (CAO) provides a comprehensive application and offer processing service for entry to first year, full-time Level 6, Level 7 and Level 8 programmes, excluding designated direct entry programmes.

The University has sole responsibility for the selection of applicants, offer recommendations, entry requirements or qualifications and establishing cut-off points for entry. Offers are made and waitlists are managed via the CAO and the procedure is set out in detail in the CAO handbook. Regulations for admission as outlined in CAO published documentation apply.

2.1.1 CAO Application Process

All applications for admission via CAO: www.cao.ie are in accordance with published annual deadlines.

2.1.2 Categories of Applications

Applications are categorised by the University as follows:

Standard

All applicants aged under 23 on 1st January in the year of entry presenting school Leaving Certificate, other EU school leaving award or QQI or equivalent Further Education Award.

The closing date for receipt of applications is 1st February in the year of entry. Late applications for non-restricted programmes are accepted up to 1 May in the year of entry.

Mature

Applicants aged 23 or over, on 1st January, in the year of application, are classified as 'mature applicants'.

The closing date for receipt of applications for consideration in this category is 1st February in the year of entry. In addition, programmes cannot be introduced as new choices for consideration after that date through the CAO change of mind process.

Where shortlisting and additional assessment of applicants is necessary, late mature applications may not be considered.

Non-EU

Standard and Mature Non-EU applicants presenting an EU qualification or applying from an address within the EU should contact admissions.midwest@tus.ie or admissions.midlands@tus.ie to determine the appropriate application route. Non-EU application assessment may be referred to the International Office.

2.1.3 Entry Requirements, Minimum Entry Standards and Calculation of Points

Leaving Certificate Examination Results

The minimum entry standard for applicants to Level 6 and 7 programmes is grade H7 (Higher level) or O6 (Ordinary Level) or higher in five subjects, including either English or Irish.

The minimum entry standard for applicants to Level 8 programmes is grade H5 (Higher Level) or higher in two subjects, plus four subjects at H7 (Higher level) or O6 (Ordinary Level) or higher, including either English or Irish.

The majority of Level 6, 7 and 8 programmes require a minimum grade of H7 (Higher level) or O6 (Ordinary Level) in Mathematics. For some programmes a grade of F2 (foundation level) in mathematics is sufficient. Additional requirements in individual subjects above the minimum entry requirements may be specified for some programmes. This is documented in the TUS Undergraduate prospectus and course page of the TUS website.

The University may offer a qualifier examination in Mathematics to provide applicants with an additional opportunity to meet the Mathematics Entry Requirements for some programmes.

Calculation of Points

The results of more than one sitting of the Leaving Certificate examination may be counted towards meeting the minimum entry standard. However, CAO points will be determined over a maximum of six subjects taken in one individual sitting of the Leaving Certificate examination. The allocation of points by Leaving Cert grade is determined by the CAO.

QQI FET (FETAC) Examination Results.

The minimum entry standard for applicants to level 6 and level 7 programmes is a full QQI FET (FETAC) level 5 award. The minimum entry standard for applicants to level 8 programmes is a full QQI FET (FETAC) level 5 award including a Distinction Grade in at least 3 modules. Additional requirements for individual programmes above the minimum entry requirements are specified for some programmes as documented in the TUS Undergraduate prospectus and course page of the TUS website.

Entry is granted on the basis of achieving a QQI FET (FETAC) Level 5 or 6 major award, with a minimum credit value of 120. Component awards, or achievement of less than 120 credits, are insufficient for entry. Where a full award is accumulated over more than one academic year it is the responsibility of the applicant to apply to QQI for a full award.

Calculation of Points

A major award may be achieved over more than one year. CAO points will be allocated to subjects as published by the CAO. The maximum number of points that can be obtained is 390. QQI FET results cannot be added to Leaving Certificate points. Where applicants present results from both examinations, the results of the examination giving the higher points will be considered for entry purposes.

Certificate Vocational Programme (LCVP Link Module)

The Leaving Certificate Vocational Programme (LCVP) is designed to enhance the vocational dimension of the Leaving Certificate. The university treats the link modules

as a single subject, contributing to the number of subjects required for entry and awards points as follows:

Distinction	66 pts
Merit	46 pts
Pass	28 pts

Link modules will not substitute an Honour where one or more is required.

Leaving Certificate Applied Programme (LCAP)

The Leaving Certificate Applied Programme is not intended for direct transfer into third level. Applicants with the LCAP who have completed a QQI Award, or who meet the criteria to be considered as a mature applicant may be considered for entry.

Other EU/Non-EU School Leaving Qualifications

Applicants presenting with European/non-European School leaving qualifications are evaluated as outlined in section 2.4.

Entry to Year 1 of Full-Time Programmes by 'Mature' Applicants

Mature applicants are allocated places by the admissions office based on its mature applicant selection process.

A number of places are reserved each year on high demand programmes for mature applicants and these places are filled on a competitive basis. Applicants are required to provide evidence of claims made in the application including, prior awards obtained, references etc.

Mature applicants who are unsuccessful in attaining a place through the mature route may still compete for a place based on Leaving Certificate or QQI points.

2.1.4 Admission of Students under 18

TUS expects all students to take responsibility for their learning and their progression while in the university. This level of maturity is a prerequisite for success in their studies and development. TUS respects the right to privacy and confidentiality of every student and also endeavours to balance the complementary rights of parents and students.

If a student is under 18 years of age when registering at TUS, the student is required to notify the Admissions Office and confirm Parental/Guardian consent prior to the commencement of the programme.

2.2 Direct Entry

The application, selection and offer process for direct entry admissions is administered solely by TUS.

The direct entry admissions process is relevant for the following programmes:

a) New programmes that are validated post the publication of the CAO listing.
b) A Level 6 programme that is an embedded programme on an equivalent Level 7 and/or Level 8 programme on the CAO listing.
c) Programmes not available for application via CAO, including postgraduate programmes.
d) Programmes offered by the Faculty of Continuing, Online and Professional Learning and Faculty of Flexible & Work Based Learning.

2.2.1 Direct Entry to an Undergraduate Programme

In the context of the above, direct entry to undergraduate programme will be subject to a number of conditions including:

- Direct entry students must meet the entry requirements for the programme and any other relevant entry criteria determined (e.g. presentation of a portfolio) for the particular programme.
- The availability of a place on the stage of the programme they seek to enter and/or student quotas applying in that stage for directed learning activities (e.g. laboratory work)

2.2.2 Undergraduate Direct Entry Timeline and Processes

Online application opens mid-July. Applications and supporting documentation are accepted by the TUS Admissions Office. Supporting documentation must be provided before the application can be assessed. Offers are issued to students who meet the published entry criteria and referred to the academic department where necessary.
Applicants presenting with European/non-European School leaving qualifications are evaluated as outlined in section 2.4.
Direct Entry Programmes are closed to applicants once the quota of places is filled or by 1st October deadline. Late applications cannot be considered.

2.2.3 Direct Entry to a Postgraduate Programme

Direct entry to full-time or part-time taught postgraduate programme will be subject to a number of conditions including:

- Students must meet the entry requirements for the programme and any other relevant entry criteria determined for the particular programme.
- The availability of a place on the stage of the programme they seek to enter and/or student quotas applying in that stage for directed learning activities

2.2.4 Postgraduate Direct Entry Timeline and Processes

Online application opens between mid-January and 1st February. Applications and supporting documentation are accepted by the TUS Admissions Office. Supporting documentation must be provided before the application can be assessed. Offers are issued to students who meet the published entry criteria and referred to the academic department where necessary.

TUS recognises qualifications in line with the principles of the Lisbon Recognition Convention (LRC). TUS aligns entry requirements with the European Qualifications Framework (EQF) and the Irish National Framework of Qualifications (NFQ), ensuring comparability and transparency in recognition procedures. Recognised qualifications from signatory countries will receive the same treatment as those from Irish higher education institutions. Where the home country of a student falls outside of this group, TUS relies on information provided by QQI through the NARIC Ireland database, as well as the UK ECCTIS International comparison database to guide decision making.

The closing date for applications is 1st June. Late applications may be accepted where the programme has not been filled, or additional capacity becomes available. Where relevant this will be published on the TUS website.

2.3 Advanced Entry

Advanced Entry is entry to a year beyond first year of a TUS programme. Advanced Entry application is made through the Admissions Office.

2.3.1 Advanced Entry to an Undergraduate Programme

To be considered for Advanced Entry all of the following criteria must be met:

- Academic Performance - Applicants must pass all modules in their current programme
- Apply to a programme in a cognate discipline
- The applicant must supply a transcript of results and evidence of awards conferred.
- There must be a vacancy in the course for which the student has applied.

Due to specific programmes requirements, rules of accreditation and limited availability of Advanced Entry places, some programmes may not open for application.

2.3.2 Advanced Entry Timeline and Processes

Online application opens between mid-January and 1st February. Applications and supporting documentation are accepted by the TUS Admissions Office. Supporting documentation must be provided before the application can be assessed. Offers are issued to students who meet the published entry criteria and referred to the academic department where necessary.

Advanced Entry to programmes is closed to applicants once the quota of places is filled or by the end of semester 1st October. Late applications cannot be considered.

2.4 Assessment of EU school leaving qualifications for entry to Undergraduate programmes

The assessment of EU school leaving qualifications is as agreed with the CAO from time to time. In summary:

EU Assessment Process and Criteria are decided at a sectoral level with all Higher Education Institutions and the CAO. As a participating institution, TUS follows this agreed sectoral approach as outlined in the *Entry requirements criteria for EU/EFTA Applicants (other than Irish Leaving Certificate) for entry, Joint document of THEA, IUA and RCSI.*

2.4.1 Application process

Applicants must apply through the Central Applications System (CAO) or directly to TUS for Direct Entry programmes.

2.4.2 Documentation to be submitted

Applications must be accompanied by the following documentation (or followed by the documentation if applying on-line):

- Certified true copy of official transcripts of academic results
- In some cases, the final school report is also required (to show the full range of subjects taken)
- A certified English translation is required in the case of qualifications not issued originally in English or Irish, in addition to the certified A4 photocopies of the documents themselves.
- Proof of English language proficiency as outlined in Section 2.5

In the absence of these documents and translations, the application will not be processed. Applicants who are awaiting current year examination results must forward their results as soon as they become available.

2.4.3 Assessment of EU Applicants

EU applicants are assessed on their results in one sitting insofar as this is possible with the relevant examination system. If applicants present examinations from two different examination systems, these will be evaluated separately, and the better score used.

The first stage of the evaluation process requires an applicant's results to meet the Minimum Entry Requirements and specific subject requirements of a programme.

The second stage of the evaluation process involves calculating an applicant's Indicative Points Score from the exam results provided in the application. All EU applicants will compete on equivalences as outlined in the *Entry requirements criteria for EU/EFTA Applicants (other than Irish Leaving Certificate) for entry.*

It should be noted that where subjects are being presented to meet course or matriculation requirements, then only those subjects which have an appropriate weighting in the relevant examination and are recognised for matriculation/entry purposes by TUS, will be considered.

2.4.4 EU Qualifications Sectoral Approach

The formalised sectoral approach between the CAO and the HEI's is outlined in the Entry requirements criteria for *EU/EFTA Applicants (other than Irish Leaving Certificate) for entry, Joint document of THEA, IUA and RCSI*. This document is revised annually by all participating bodies. Each annual iteration is to be applied for the year it is drafted. For future years, it will, therefore, act as a guideline only.

Adjustments to the scoring may be required where changes occur in educational systems, or in trends in grades awarded, in any of the countries described in the document.

2.5 English Language Proficiency

TUS English language policy principles and the outline of the assessment of English language proficiency of international learners applying for admission to TUS are set forth in the TUS English Language Policy.

Applicants whose first language is not English are required to present evidence of English Language proficiency. This may be via their school leaving examination or a recognised English language test.

Proficiency tests are used to meet entry requirements only. They do not contribute to points scores. For all proficiency tests the results must normally have been issued within two years prior to the start of your course (i.e., for entry in September 2024, only results attained since 1 February 2022 will be accepted).

Where an applicant shows evidence of hearing impairment which meets the requirements for access, the English language requirements can be met without the hearing and speaking components

The specified tests which may be presented are outlined in the EU/EFTA Applicants (other than Irish Leaving Certificate) for entry, Joint document of THEA, IUA and RCSI.

2.6 Recognition of Prior Learning

Where applicants do not meet the specified entry requirements but can demonstrate sufficient learning gained in a relevant work-based context or prior qualification or award, Recognition of Prior Learning (RPL) procedures may apply. RPL is governed by the TUS RPL policy.

2.7 Apprenticeship Programmes

SOLAS, the state agency, under the auspices of the Department of Further and Higher Education, Research, Innovation and Science, is responsible for the registration of apprentices on the standards-based apprenticeship scheme. Prospective apprentices should contact their local Education and Training Board (ETB) for information.
The TUS Access to Apprenticeship programme supports the transition from disadvantaged backgrounds into an apprenticeship scheme. It is a 12-week full-time programme delivered by the Dept. of Built Environment on the TUS Moylish campus, Limerick (Midwest) and by the Dept. of Civil Engineering and Trades on the TUS Athlone Campus, Athlone, Co. Westmeath (Midlands). Application is made directly to the respective campus department.

2.8 International Applicants

Non-EU applicants are required to apply directly to TUS Global. Non-EU applicants presenting an EU qualification or applying from an address within the EU should

contact admissions.midwest@tus.ie or admissions.midlands@tus.ie to determine the appropriate application route or to refer the application to the International Office for assessment.
Application to TUS Global is governed by the TUS Global Admissions Policy.

Non-EU applicants are liable for the full fee associated with the programme. This fee is outlined in the Schedule of Fees, published annually. Non-EU applicants may be eligible for EU fees if they meet specified residency or citizenship requirements.

If the student is eligible to be assessed as EU, they are directed back through the CAO.

2.9 Applicants with Criminal Convictions

Students who are registered on TUS programmes who undertake relevant work or activities (including Placement) relating to children and/or vulnerable persons will require National Garda Vetting. The requirement for students to undergo Garda Vetting arises if the programme is designated as having Garda Vetting as an Entry Requirement (for example, associated with a mandatory Placement) or for students who are engaged in programmes of study, that may, as part of their programme, have an opportunity to engage in 'relevant work or activities' with children or vulnerable persons. In these programmes, the student will not be offered clinical or work placement opportunities until National Garda Vetting has been received. The TUS approach to fulfilling its requirements with respect to National Garda Vetting is outlined in the TUS Student Garda Vetting Policy and Procedure document.

It is the Policy of TUS that the relevant programme admission criteria and all relevant marketing materials clearly stipulate the requirement for Garda Vetting to any prospective programme applicants.

2.10 Applicants with a Disability

TUS is committed to providing equal opportunities for people with disabilities, including equality of opportunity with regard to admission.

2.11 Access routes to University

2.11.1 TUS Access Programme and Transition to Higher Education Certificate

Graduates of the Access Programme (Midlands) and Transition to Higher Education Certificate (Midwest) are offered an opportunity to gain entry to TUS programmes.

Application for these programmes is made via the TUS Midlands and Midwest Access Offices.

Successful completion of either programme offers students entry to any Level 6 or 7 programme (excluding BSc Veterinary Nursing) at TUS.

Entry to BSc in Veterinary Nursing or a Level 8 programme may be subject to shortlisting and further assessment.

Application to study a Level 6, 7 or 8 is made via the relevant application route e.g. CAO or direct entry to the admissions office.

2.11.2 HEAR and DARE Schemes

TUS participates in the Higher Education Access Route to Education (HEAR) and Disability Access Route to Education (DARE) schemes. HEAR is a third level alternative admissions scheme which offers places on reduced points, and extra college supports to school-leavers from socio-economically disadvantaged backgrounds. DARE is a third level alternative admissions scheme for school-leavers whose disabilities have had a negative impact on their second level education.

Students who enter via the HEAR and DARE schemes are supported by the Student Support Services.

By participating in DARE and HEAR TUS has agreed to prioritise applicants eligible for both DARE and HEAR when allocating reduced points places.

In cases where reserved places for HEAR applicants have not been filled, these places may be offered to eligible DARE applicants. Similarly, in cases where reserved places for DARE applicants have not been filled, these places may be offered to HEAR applicants.
There are a number of critical deadlines and supporting documentation required as part of the application that must be adhered to. These deadlines are outlined on www.accesscollege.ie and www.cao.ie

Higher Education Access Route to Education (HEAR) Scheme

HEAR Applicants must meet a range of financial, social and cultural indicators to be considered for a reduced-points place and extra college support. Being eligible for

HEAR does not guarantee a reduced points place. TUS reserves approximately 5% of School Leaver places for students applying under the HEAR Scheme.

Disability Access Route to Education (DARE) Scheme

This scheme is designed to compensate for difficulties posed by studying with a disability and offers applicants the opportunity to avail of TUS courses, where they may not have succeeded through the standard application process. Being eligible for DARE does not guarantee a reduced points place. TUS reserves approximately 5% of School Leaver places for students applying under the DARE Scheme.

2.12 Scholarships

TUS may offer a points waiver scheme for undergraduate degree programmes in specific disciplines up to maximum of a 50 points waiver.

Applicants must satisfy the minimum entry requirements for the programme. In addition, applicants must also satisfy specific achievements in the area of application. Further details will be available from the offering faculty or from the sports department in the case of sports scholarships.

Application to the scholarship scheme in TUS Midlands is made to the Admissions Office by the published deadline each year. Application to the scholarship scheme in TUS Midwest is made to Mona.Khan@tus.ie

3 Transfer

3.1 Internal transfer

3.1.1 First Year Change of Course

Registered first year students who accepted their place via CAO may apply to change to another first-year programme. Transfer is only granted in exceptional circumstances.

Applying to transfer to another course

Applicants are required to complete a change of course form, including information about the course they wish to transfer to, reason for the transfer request and relevant supporting documentation. The closing date for applications is 15th October in the year of entry.

Eligibility Criteria

The student must:

a) meet the entry requirements for the programme (including points and matriculation requirements)

b) have extenuating circumstances which support the need for the transfer

In addition to this, there must be an available place on the programme the student wishes to transfer to. CAO wait lists and Leaving Cert appeals are honoured until the close of the CAO season.

Processing of Application

Following submission of the request the Admissions Office will determine if the student meets the entry requirements.
The final decision is made by the Admissions Officer or the Head of Department.

CAO are advised of such transfers during the end of season reporting for the purposes of reconciliation.

3.1.2 Internal Transfer for non-first year students

This process allows a student to apply to transfer to a programme in a cognate discipline. A cognate programme refers to courses in the same or related discipline.

Applying to transfer

Student must complete an Internal Transfer Application Form, available from the Admissions Office. The Closing date for non-1st year internal transfer is 15th October and is subject to available places.
The Admissions Office will communicate the decision to the student in early July with subsequent offers being made in September subject to availability of places.

Eligibility Criteria

The student must:

a) Apply to a programme in a cognate discipline
b) Have completed pre-requisite subjects
c) Have attained the required number of ECTS to transfer to the appropriate stage of the requested programme.

The applicant may not present more than one application to transfer in an academic year. There must be an available place on the programme the student wishes to transfer to.

Processing of the Application

The 'receiving' Head of Department reviews the application and determines whether:

a) a place is available

b) the applicant has sufficient credits in pre-requisite modules for the stage they have applied to

The final decision is made by the relevant Head(s) of Department/Dean of Faculty or their nominee.

3.2 Other Higher Education Institutions

Students presenting with a major award may be considered for advanced entry to programmes in a cognate discipline. This is subject to specific programme requirements and places being available on the programme. Applicants will be ranked based on achievement if demand exceeds available places.

3.3 Other Recognised Transfers – FE Courses

Level 6 award holders may be eligible for admission to year 2 of suitable programmes. Due to specific programmes requirements and rules of accreditation some programmes may not accept transfers.

4 Deferral

4.1 Deferred Entry

An applicant who is offered a place on a TUS programme may apply to defer their entry to the University for one year. Deferred Entry requests are considered on a case-by-case basis and a range of factors are considered, including programme quota, the nature of the offer and the reasons set out by the applicant. There is no guarantee that a Deferred Entry application will be approved in any circumstance.

4.1.1 CAO Undergraduate Applicants

Applicants who have been offered a place through CAO may apply to the admissions office to defer first year entry for one year. There may be a limit on the number of deferrals which are granted in any one programme.

Applying for deferred entry as a CAO applicant

a) Applicant should not accept the CAO offer
b) Applicant should complete a Deferred Entry Form, available from the Admissions Office or online, immediately and no later than two days prior to the reply date advertised on the CAO Offer Notice.

c) The information required includes: CAO Application Number, Course Code, reason for the request

Deferred entry following acceptance of offer

If an applicant has accepted the CAO offer and wishes to defer, they must inform the admissions office immediately. The admissions office will process the request and subject to approval of the request, proceed to offer the place to a candidate on the waiting list. Deferred entry applications for a student who has accepted the offer will be considered until academic week five.

Taking up a deferred entry place

In order to take up a deferred place the applicant must:

a) Re-apply through CAO before 1st Feb in the subsequent year.
b) Place the deferred course as the first and only preference and indicate they are a Deferred Applicant by ticking the indicator box.
c) Advise the Admissions Office of their new CAO application number and intention to enter the University in that academic year.
d) Accept the place when it is offered in CAO Offer Round A, early July.

4.1.2 Direct Entry and Advanced Entry Applicants

Applicants who have been offered a place through Direct or Advanced Entry may apply to the admissions office to defer first year entry for one year. There may be a limit on the number of deferrals which are granted in any one programme.

Applying for deferred entry as a direct or advanced entry applicant

a) Applicant should complete a Deferred Entry Form, available from the Admissions Office or online, once they have received the letter of offer from TUS, and prior to the registration deadline.
b) The information required includes: Course Title, reason for the request

Deferred entry following course commencement

If an applicant wishes to defer, after the course has commenced, they must inform the admissions office immediately. Deferred entry applications will be considered until 1st October, after which the application is treated as withdrawn.

Taking up a deferred direct or advanced entry place

In order to take up a deferred place the applicant must contact the Admissions Office in writing/email on or before 1st June in the succeeding year, confirming intention to take up the deferred place. Failure to confirm this intention to return will result in the cancellation of the deferred place on the chosen programme of study.

4.1.3 Conditions of deferred entry

a) Applicants must follow the outlined procedure for requesting and taking up a deferral
b) Deferred Entry places may be subject to a quota
c) The University cannot guarantee a programme will run in the subsequent academic year and reserves the right to cancel, suspend or modify a programme at any time.

4.1.4 Funded programmes

TUS cannot offer deferred entry on any Springboard, HCIF or similarly funded programme.

4.2 Non First Year Deferral of Studies

A deferral of studies is an extended period of time away from a programme of study, ordinarily for the duration of one academic year. A student may require a deferral of studies for personal, medical or academic reasons. The purpose is to enable a student to take an approved absence for a specified period of time and facilitate the student returning to complete the programme.

4.2.1 Duration of Leave

Full Year

The closing date for deferral for a period of one academic year is 31st October

Semester 2

Deferral for semester 2 can only be approved where:

a) There are no year-long modules
b) The student is in financial good standing at the end of semester 1

The closing date for deferral for semester 2 is academic week 3 of semester 2. It is important to specify the reason for deferral or withdrawal as this impact fee payment on return to studies.

4.2.2 Applying for a Deferral of Studies

The student should:

a) Seek advice and support as soon as possible if considering the need to take time off from their programme of study.
b) Discuss the implications of taking leave with their programme co-ordinator/Head of Department/Faculty Office/Student Services/Registry staff.
c) Complete a Deferral of Studies Application form and submit this to the Admissions Office. This should be completed as soon as possible and before any period of leave.
d) If relevant, TUS may need to liaise with any grant awarding authority regarding their funding.

Returning to Study

The student should:

a) Check the information provided by TUS on returning to study following a deferral
b) Advise the admissions office of their intention to return to study by completing a Return to Study Form prior to 1st June
c) If relevant, advise the grant awarding body of their return to study in order to obtain funding

If a further deferral is required, this should be discussed with the programme co-ordinator/Head of Department/Faculty Office.

4.3 Compassionate Deferral

Late applications for a deferral of studies or deferred entry will be considered by the Registry Manager in extenuating circumstances e.g. serious illness, family bereavement. Supporting documentation must be supplied.
Compassionate deferral may include backdating the effective deferral date. That is, setting the effective deferral date to an appropriate date in the past such as the beginning of the academic year.
(See also, Compassionate Withdrawal under section 5.3).

5 Withdrawal

Withdrawal is when a student formally leaves a programme of study and ends all engagement with the university.

TUS is committed to providing guidance to students so that they are aware of their options for returning to higher education at a point in the future.
It is the responsibility of the student to advise TUS of their intention to withdraw from their programme of study by completing a withdrawal form.

5.1 Withdrawal Process

Students are encouraged to inform programme co-ordinator/Head of Department/Faculty Office/Student Services/Registry staff of their intention to withdraw.
Student should complete a Withdrawal Form outlining the reason for withdrawal, and submit the request to the Admissions Office.
For programmes which begin in September, the deadline to withdraw with no fee liability is 31st October. The deadline to withdraw with 50% fee liability is 31st January. Programmes beginning in any other month are subject to alternative deadlines. The fee liability and deadlines are outlined in the TUS fee schedule.

5.2 Implications of Withdrawing

5.2.1 Implications of withdrawing on Registration

When a student notifies the university that they are withdrawing from their programme of study, their registration is terminated, and they are no longer a student at the university (effective from the date on which they formally submit the withdrawal notification to the appropriate office).

This means that students who have withdrawn from their programme of study are not entitled to use the facilities of the campus, including Student Counselling, Student Health Services, and the Library.

5.2.2 Implications of withdrawing on Fees

In the event of withdrawal, fees will be charged, or refunded, as outlined in the TUS Schedule of Fees. Students may be liable for tuition fees when they return to Higher Education, depending on the date of their withdrawal.

Students in receipt of external funding should liaise with the grant awarding authority (e.g. SUSI) regarding their funding.

5.3 Compassionate Withdrawal

Compassionate withdrawal may be awarded to students who provide supporting documentation in extenuating circumstances. e.g. serious illness, family bereavement. Supporting documentation must be supplied.
Compassionate withdrawal may include backdating the effective withdrawal date. That is, setting the effective withdrawal date to an appropriate date in the past such as the last confirmed date of attendance or beginning of medical certificate cover.

5.4 University Led Withdrawal

Where a student has not completed registration, completed a payment plan or met other requirements of registration, TUS may deem the student to have withdrawn and note this on the student's system record.

6 Progression

TUS subscribes to the European Credit Transfer and Accumulation System (ECTS). This credit system operates on the basis that one credit equals 20-25 hours of notional time/total student participation/total expended effort (or equivalent). This participation time includes directed and self-directed learning. The TUS Academic Regulations for Taught Programmes (INSERT LINK) specify the regulations of TUS in determining student academic standing, eligibility for progression, eligibility for an award and award classification.

7 Discretion to Refuse Admission

The University reserves the right, at its sole discretion, to refuse admission of an applicant where to do so might either (a) impact on the University's obligation to maintain a positive learning environment and/or (b) impact on the University's duty of care to others. Accordingly, the University, in its absolute discretion, may refuse admission of an applicant where it believes that the applicant:

a) has previously been excluded from TUS, or its legacy institutions, for any reason;
b) does not pass an appropriate risk assessment based on other TUS policies;
c) has engaged in dishonest and/or deceitful behaviour in the process of applying for admission to TUS, or its legacy institutions previously, or any other Higher Education Institution (HEI);
d) is currently financially indebted to TUS or its legacy institutions;
e) has been excluded or had their enrolment cancelled at another Higher Education Institution (HEI);

f) is deemed a non-genuine temporary entrant;

g) may prejudice the reputation, management, governance, safety, or discipline of TUS;

h) would not be able to lawfully enter any TUS premise for all or part of the duration of a programme by reason of a court order.

TUS reserves the right to not offer, or to rescind an offer, of admission, if it is found at any stage during the admissions and/or associated registration process, that the applicant has presented falsified documents or information. Where an applicant is not permitted to register on a programme of study, that decision will be communicated to the applicant in writing. In those circumstances, the applicant will be afforded a right of response. An appeal may be made to the Chief Academic Officer in accordance with fair procedures.

8 Appeals

With regard to any of the sections of this policy, an applicant, or student, may appeal the decision of admissions staff or outcome of any process outlined here to the Registry Manager. The appellant should make the appeal in writing within ten working days of communication of the decision, with relevant documentation attached.

When all other available internal remedies have been exhausted, an Academic Council Board of Appeal may be convened to deal with an appeal by a student against an act or decision of the Technological University or of any person or persons acting on behalf of the Technological University. This process is outlined in Bylaw 2: Academic Council Board of Appeal of TUS Academic Council Documentation