



TUS

**Technological University of the Shannon:
Midlands Midwest**

Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre Iarthar Láir

www.tus.ie

TUS Global Admissions Policy 2025 - 2028



Document Control Record Template

Academic Quality Assurance and Enhancement Handbook	
Volume 8: No 1	
Document Title	TUS Global Admissions Policy 2025 - 2028
Document Entrust	Academic Council Subcommittee: International and RUN-EU
Document Status	Approved
Revision No	1.0
Pages	Page 2 of 11
Approval Body	Academic Council
Date of Approval	28/03/2025
Next Revision	2029

Revision History	
Revision No	Comments/Summary of Changes
1.0	Approved by Academic Council (28/03/2025)

Contents

1.0 Purpose of the Policy	4
2.0 Definitions of an International Learner	4
3.0 Scope of the Policy	5
4.0 Guidance for Applicants	5
5.0 Entry Requirements	6
5.1 Establishing General Entry Requirements	6
5.2 English Language Proficiency	6
5.3 Other Entry Requirements	6
5.4 Communication of Requirements	7
5.5 Effectiveness Monitoring	7
6.0 Recognition of International Qualifications & Higher Education Systems	7
6.1 Lisbon Recognition Convention (LRC)	7
7.0 Application Process	7
7.1 Applicant Responsibility	8
7.2 Application Submission Procedure	8
8.0 Deferrals	10
8.1 Deferring a Place on the First Year of a Programme	10
8.1 Deferring a Place in Subsequent Years	10
9.0 Data Protection	10
10.0. References	11

1.0 Purpose of the Policy

The purpose of this policy is to establish clear, transparent, and consistent guidelines for the admission of international learners to the Technological University of the Shannon Global Office (hereafter referred to as TUS Global). It aims to ensure that TUS Global's admissions process is fair, equitable, and aligned with the [TUS Strategic Plan 2023-2026](#).

This policy aims to:

- a) **Outline Admission Criteria:** Define the academic, language, and documentation requirements for international applicants.
- b) **Ensure Fairness and Transparency:** Promote a transparent international admissions process that ensures equal treatment of all international applicants and clarity in the decision-making process.
- c) **Compliance with Legal and Regulatory Standards:** Ensure that TUS Global complies with national and international laws, including immigration policies, student visa requirements, and other regulatory guidelines applicable to international students.
- d) **Enhance Student Experience:** Provide clear guidance and support to international students throughout the application process, ensuring that they have the necessary information and resources to make informed decisions about their education.
- e) **Promote Academic Excellence:** Ensure that international students admitted to the University meet the required academic standards and are well-prepared to succeed in their chosen programs.

2.0 Definitions of an International Learner

- a) **International Learner:** Section 2(1) of the Qualifications and Quality Assurance (Education and Training) Act, 2012, as amended ^[1], defines an international learner *'as a person who is not an Irish citizen but is lawfully in the state primarily to receive education and training'*. In relation to the establishment of codes of practice for the purpose of QQI authorising providers to use the international education mark Section 60(1) of the Act further defines an international learner as one who:
 - is in the state enrolled on a programme leading to an award included within the NFQ;

or

- is in the state enrolled on an English language programme;

or

- is a learner outside the state enrolled on a programme leading to an award included within the NFQ.

For the purposes of establishing QQI's role in authorising Higher Education Providers to use the IEM, the *QQI Policy on Authorisation to use the International Education Mark* ^[2] sets out the categories of learners that these definitions include, as follows:

- EU/EEA students in the state undertaking programmes that lead to major or non-major awards that are included within the NFQ;
- Non-EU/EEA students in the state undertaking programmes leading to major or non-major awards that are included within the NFQ;
- learners outside the state enrolled on programmes that lead to major or non-major awards included within the NFQ, whether offered in transnational education settings and/or through remote, fully online modes of learning.

b) **Agent/Recruitment Partner:** Individuals or organisations that assist TUS Global in recruiting international learners.

c) **Approved University/Education Partner:** Universities or education institutions who have a valid Memorandum of Understanding (MOU) and/or Articulation Agreement with TUS Global.

3.0 Scope of the Policy

This policy applies to the following category of learners as outlined in section 2.0, (a):

- Non-EU/EEA students in the state undertaking programmes leading to major or non-major awards that are included within the NFQ;

Additionally, this policy applies to Non-EU/EEA students who have applied to and been admitted to TUS via [TUS Global](#).

EU students who have applied/gained entry to TUS via the Central Applications Office (CAO) and the [TUS General Admissions Office](#) are exempt from this policy.

4.0 Guidance for Applicants

All non-EU applicants are assessed via [TUS Global](#) (global@tus.ie).

All EU applicants are assessed via the [TUS General Admissions Office](#). (admissions.midwest@tus.ie or admissions.midwest@tus.ie)

5.0 Entry Requirements

5.1 Establishing General Entry Requirements

TUS Global adheres to rigorous standards in setting entry requirements for international students, ensuring they are aligned with the academic and professional demands of TUS's programmes. The entry criteria for non-EU students are determined by the level of study, discipline, and specific academic requirements, taking into consideration global educational frameworks and the quality assurance requirements set by relevant accrediting bodies.

For non-EU applicants, TUS Global aligns to the standard QQI entry requirements as available [here](#).

All country specific entry requirements can be found on the [TUS Global Entry Requirements webpage](#).

5.2 English Language Proficiency

TUS Global requires international learners to meet certain minimum requirements in English language proficiency to ensure successful participation in its programmes.

Applicants who are citizens of a country where the first language is not English must provide evidence of equivalent competence in English Language through their school leaving examination or matriculation examination or by achieving the minimum standard (there may be higher levels for matriculation and/or particular programmes) in a recognised English language test. TUS Global will also accept English tests recognised by the Irish Immigration Authorities

Further details on English Language Proficiency are available in the [TUS English Language Policy 2024-2029](#).

Full details of English Language requirements can be found on the [TUS Global Entry Requirements webpage](#).

5.3 Other Entry Requirements

In addition to English language proficiency, non-EU applicants need to meet specific academic requirements, such as a minimum grade point average (GPA) or relevant subject

prerequisites. Additional documentation such as academic transcripts, letters of recommendation, and personal statements must be submitted to support the non-EU student's application. These entry requirements are clearly communicated through the [TUS Global Entry Requirements webpage](#), programme brochures, and direct correspondence with potential applicants.

5.4 Communication of Requirements

All entry requirements are made available on the [TUS Global Entry Requirements webpage](#) including academic requirement, English language proficiency standards, and other relevant entry criteria. TUS Global actively engages with partner universities, international education recruitment partners and representatives to ensure that information is accessible to applicants worldwide. Additionally, the TUS Global Admissions team (global@tus.ie) is available to provide personalised support to applicants in understanding and meeting the entry requirements.

5.5 Effectiveness Monitoring

To ensure the effectiveness of global entry requirements, TUS Global conducts regular reviews of the global admissions process, including feedback from both staff and international students. This feedback is used to refine and improve the Global admissions processes, ensuring that TUS Global continues to support the success of international learners. TUS Global tracks the progression and performance of international students throughout their academic journey and then uses this data to inform adjustments to entry requirements where necessary.

6.0 Recognition of International Qualifications & Higher Education Systems

6.1 Lisbon Recognition Convention (LRC)

TUS Global follows a transparent process for recognising qualifications, ensuring clarity and accessibility and in line with the principles of the Lisbon Recognition Convention (LRC). TUS Global aligns entry requirements and awards with the European Qualifications Framework (EQF) and the Irish National Framework of Qualifications (NFQ), ensuring comparability and transparency in recognition procedures.

7.0 Application Process

7.1 Applicant Responsibility

It is the responsibility of the applicant to provide full and accurate information in the application and to notify TUS Global of any changes or corrections made to the original application. Applicants must provide copies of both the official (untranslated) document and a translation where the official document is not issued in English. TUS Global may request verification from the issuing authority of any or all details on documentation presented. If any documents are found to be falsified, the awarding body will be informed. Based on new information not available at the time of selection, the offer may be revised or, in exceptional cases, withdrawn. TUS Global also reserves the right to correct any errors in the communication of decisions and offers.

The onus is on the applicant to check entry criteria for the programmes for which they are applying. Please note, criteria can change from year to year.

It is the applicant's responsibility to regularly check their emails for correspondence from TUS Global and must also ensure they read and fully understand all information received.

7.2 Application Submission Procedure

All non-EU applications to study at TUS through TUS Global are submitted and processed through the online application system – [Prospect](#).

The non-EU applicant can apply to study at TUS through TUS Global via the following channels:

- a) Directly
- b) Via an Agent/Recruitment Partner
- c) Via an approved University/Education Partner

TUS Global reviews and assesses the application based on approved entry requirements and where necessary, works with the relevant Head of Department to determine if the applicant is successful or unsuccessful.

Some application routes may incur a processing fee. Please refer to the *TUS Global Non-EU Fee & Scholarship Policy* for more information.

Prospective applicants can contact global@tus.ie for more information on the application submission process.

Communication of application decisions is also by TUS Global via the Prospect system, as follows:

- a) For applications submitted to TUS Global directly, the student will receive direct notification of the application decision.
- b) For applications submitted to TUS Global via an Agent/Recruitment Partner, both the student and Agent/Recruitment Partner will receive direct notification of the application decision.
- c) For applications submitted to TUS Global via an approved University/Education Partner, both the student and the relevant contact will receive direct notification of the application decision.

Receipt of a successful applicant's deposit payment (as outlined in their offer letter) will be recorded as formal acceptance of the offer.

TUS Global reserves the right to correct any errors in the communication of decisions and offers.

TUS Global strives to respond to applications within ten working days. However, during periods of high volume or increased demand, response times may be longer.

Non-successful applicants will be notified in writing via email of their refused entry by TUS Global within 10 working days. This notification will also include the reasons for refusing entry and at this time, the applicant has the option to appeal this decision if necessary.

Appeals received will be reviewed by the Senior TUS Global Admissions Officer or designated nominee, who will, if necessary, collaborate with the relevant Head of Department to determine the outcome for the applicant.

All correspondence on applications is issued through Prospect and via email from global@tus.ie.

8.0 Deferrals

8.1 Deferring a Place on the First Year of a Programme

TUS Global will consider deferral requests from non-EU applicants who have successfully gained a place but are unable to commence their studies in the first academic year due to a change in circumstances.

Granting of a deferral is not guaranteed and is at the discretion of TUS Global. Deferrals are conditional on the programme continuing in the subsequent year. Once granted, the deferral (and relevant fee point as outlined on the TUS Global offer letter) is valid for one year only and only for the programme deferred. If the deferred programme is discontinued, the applicant will not automatically be entitled to a place on any other programme. TUS Global does not permit a non-EU applicant to hold more than one deferral.

Non-EU students who have received their Full Offer Letter from TUS Global and wish to defer their place, must contact global@tus.ie before the academic year begins to request a deferral. If a deferral is granted, fees that have been paid by the student are non-refundable and are retained for the next Academic Year.

The non-EU student is required to contact global@tus.ie before 30th November in the succeeding academic year, confirming their intention to take up the deferred place.

8.1 Deferring a Place in Subsequent Years

Non-EU students who defer their place in subsequent years of study must contact global@tus.ie to discuss the next steps in the deferral process. Deferring a place as a non-EU student may result in visa implications. As outlined by Immigration Service Delivery, '*providers must inform the ILEP (Interim List of Eligible Programmes) unit of any change to student status*'.^[3] In line with this, TUS Global will notify Immigration Service Delivery (ISD) of the Department of Justice when a student has deferred their place on their programme of study.

9.0 Data Protection

TUS Global complies with the requirements relating to the protection of Personal Data as outlined in the [TUS Data Protection Policy](#).

10.0. References

1. [Qualifications and Quality Assurance \(Education and Training\) Act, 2012 \(as amended\)](#)
2. [QQI Policy on Authorisation to use the International Education Mark](#)
3. [Interim List of Eligible Programmes \(ILEP\) - Immigration Service Delivery](#)