Admissions Policy and Procedure (ED-Pol-051)

Document Title	Admissions Policy and Procedure
Document Number	ED-Pol-051
Version	2
Department	Education Delivery
Owner/Responsible for Implementation	Education Delivery Manager
Approving Body	Academic Board
Effective date:	February 2021
Next Review date:	February 2027
Related Documents	ED-Pol-052 – Deferral Policy and Procedure ED- SOP-048 – Recognition of Prior Learning Procedure ED-Pol-071 – Appeals Policy ED-SOP-072 – Appeals Procedure ED-SOP-047 – Access, Transfer and Progression Procedure DP-Pol-090 – Data Protection Policy

1.   Purpose

The purpose of this policy is to inform the procedures used by RCPI for the admission of learners to all programmes.

This policy is complemented by the Recognition of Prior Learning Procedure (ED-SOP-048)

2.   Scope

This policy applies to applicants to all Education Programmes offered by RCPI.

3.   Responsibilities

The Education Delivery Manager is responsible for the implementation of this policy.

4.   Principles

4.1   RCPI welcomes applications from all appropriately qualified applicants irrespective of social, cultural, ethnic, and educational backgrounds. Applicants are assessed on the attainment of the entry criteria only.

4.2   RCPI commits to providing clear entry criteria for all programmes and that information related to a programme is accurate and available to prospective applicants.

4.3   RCPI's admissions procedure is fair and based solely on the entry criteria for the programme.

4.4   Applicants are offered places where, based on the outcome of the admissions procedure, there is a reasonable expectation that they may successfully complete the programme.

4.5   RCPI expects applicants to be informed about the programme, programme entry criteria, the workload and commitment required to complete the programme and any fees or costs associated with the programme.

4.6   All applicants are responsible for providing verifiable evidence that they meet all the entry criteria and for making themselves available to participate in any admissions procedure requirements.

4.7   Applicants must confirm their commitment to maintaining good standing with RCPI which includes complying with relevant policies and procedures and staying in good financial standing.

4.8   Applicants may apply to a programme, once per intake.

4.9   All admissions data is managed in accordance with the Data Protection Policy DP-Pol-090.

5. Application Process

5.1 Applicants can apply directly to RCPI by selecting their choice of programme on the RCPI website.

5.2 Applicants must provide evidence of their eligibility against the entry criteria, as detailed in the programme handbook. Evidence must be submitted with the application form.

5.3 Received applications are processed by the Programme Coordinator and checked for eligibility. If further information or evidence is sought, the Programme Coordinator will contact the applicant.

5.4 If the applicant satisfies all entry requirements, they are notified of the admissions decision (see below).

6. Waitlist

6.1 Applications for admission to a programme may be subject to a quota of learners defined by the Programme Board. If a programme's quota of learners has been reached, potential learners will be added to a waitlist, pre-application.

6.2 When the programme commences or, places on the programme become available, RCPI will inform all potential learners on the waitlist when the next programme is opening for registration and invite them to submit an application or withdraw from the waitlist.

7. Selection

7.1 Where a programme uses selection methods such as interviews as part of the admissions process, a selection panel will be formed by a minimum of two suitable programme faculty and a member of RCPI staff. The panel is selected with the aim of ensuring the following criteria:

- Competence: determined by professional practice and work experience
- Independence: required to declare any conflicts of interest and are re-assigned as required
- Gender balance: to the extent that this is possible

7.2 Where an interview is used for admissions purposes, the Programme Coordinator will include any logistical and practical information about the interview in the invitation.

7.3 When an applicant refuses an invitation to interview, and reasonable attempts have been made to accommodate applicant requests, their application will be refused.

7.4 When an applicant has a non-excused absence from their scheduled interview, their application will be refused.

7.5 After selection, the panel notifies the Programme Coordinator of the outcomes of all applications.

8. Notification of Admissions Decisions

8.1   The Programme Coordinator issues notifications of admissions decision to all applicants in writing.

8.2   Offers may be unconditional, conditional (applicant must meet certain specified criteria within a specified timeframe to be awarded a place) or refused where the applicant is not offered a place on the programme. Successful applicants can accept the offer by paying fees and enrolling on the programme in accordance with Fees Policy (EDEL-Pol-042).

9. Deferral of offer

9.1   RCPI permits applicants who are offered a place on a programme to seek deferral to the next intake of the programme. Permission to defer is not guaranteed. Please see Deferrals Policy and Procedure (ED-Pol-052) for further information.

9.2   Deferrals may be granted on financial, *ad misericordiam* or medical grounds and will only be granted in advance of commencement of a programme.

10. Appeals

10.1   Applicants have a right to appeal the admission decision within 10 working days of the decision. The applicant may appeal the decision under the Appeals Policy (ED-Pol-071).

11. References

ENQA (2015) Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)

https://enqa.eu/wp-content/uploads/2015/11/ESG_2015.pdf

Quality Qualifications Ireland (2013) Protection of Enrolled Learners (PEL): Protocols for the Implementation of Part 6 of the 2012 Act – Guidelines for Providers

https://www.qqi.ie/Publications/Publications/Protection%20of%20Enrolled%20Learners,%20Protocols%20for%20the%20Implementation%20of%20Part%206%20of%20the%202012%20Act%20Guidelines%20for%20Providers.pdf

Quality Qualifications Ireland (2015) Policy & Criteria for Access, Transfer & Progression in Relation to Learners for Providers of Further & Higher Education & Training

https://www.qqi.ie/Downloads/ATP%20Policy%20Restatement%20FINAL%202018.pdf

Quality Qualifications Ireland (2016) Core Statutory Quality Assurance Guidelines

https://www.qqi.ie/Downloads/Core%20Statutory%20Quality%20Assurance%20Guidelines.pdf