



PART THREE

Once you've selected your preferred course(s) of study, it's time to make your application.

MAKING YOUR APPLICATION

Ag Cur d'Iarratas le chéile

It's important to get the application right. Read through the information in this section thoroughly. Identify the details that are relevant to your situation.

Ask your Guidance Counsellor about anything you don't understand, or contact LYIT directly.

When filling the CAO form, remember that it's very important to **list your course choices in genuine order of preference**. Make sure the courses that most interest you are at the top of your CAO preference list. Take careful note of deadlines. These are highlighted in bold throughout the text.

When you've submitted your CAO application, consider applying for financial support. Check your eligibility on www.studentfinance.ie. Apply as early as possible. Don't wait for exam results or college offers.

FEES · TÁILLÍ

Information on the cost of higher education can change quickly. The information here was correct at the time we went to print. However changes can occur at any time. The HEA (Higher Education Authority) has set up a helpful web-site, www.studentfinance.ie. It provides a lot of useful information on fees and grants. You are advised to check this.

Who deals with Fees & Grants?

Registry, (074) 918 6125, deals with all matters related to fees & grants. The office is located behind Reception, on the ground floor of the main building.

Registry will notify you of any fees due. Invoices or queries from Registry should be dealt with promptly. Failure to pay due fees may result in sanctions. These could include withdrawal of services or exclusion from college.

What fees are likely to apply?

There are 3 types of fee:

1. Application fees

The CAO charge a fee for year 1 applications. Details are available in the CAO Handbook and on their website. LYIT does not charge for advanced entry applications.

2. Registration Fees

This fee is set the Department of Education, not by the college. It is usually announced by August. In 2011 the registration fee was €2,000. The registration fee covers the costs of examination entry fees. It also covers the cost of providing various student services. These include, insurance, the medical centre and support of the Students' Union clubs and societies.

If you get a maintenance grant the Grant Authority will normally pay the registration fee for you. If you don't qualify for a grant, you will have to pay the registration fee yourself.

You will also have to pay the registration fee yourself if your grant has not been confirmed at the time of registration. In this case, if confirmation of your grant comes in after you've paid, you will get a refund.

3. Tuition fees

At the time of writing, most students at LYIT did not have to pay any tuition fees. However, tuition fees **are** payable in some cases. The status of the student, e.g. their nationality and whether they are a first time student or repeating has an impact on fees. The type and level of course also affects fees.

What fees do I need to pay to Register?

It is not possible to give a general answer to this question here. Fees can vary with personal circumstances. If you receive an offer we'll write telling you what you need to pay and how to pay it. We'll also send a bank giro form to make payment more convenient.

Late Registration Penalty

Late registration hinders the efficient start of the academic year. To discourage this, there is a Late Registration Penalty. This will be payable on top of any other fees that apply. Registration usually takes place in early September. It is immediately followed by Induction. This is an important period for new students. You should avoid any holidays or work that would make it difficult to register on-time.

GRANTS AND SCHOLARSHIPS

DEONTAIS & SCOLÁIREACHTAÍ

Please consult the Student Finance website, www.studentfinance.ie, for the most up-to-date information.

European Social Fund (ESF) Grants

The grant authorities, not the colleges, decide who is eligible for ESF grants and how also much they will get. You should find all the information you need on www.studentfinance.ie. If you still have questions after reading that, please contact your Grant Authority.

Where can I apply for a Student Grant?

The City of Dublin Vocational Education Committee (CDVEC) has been selected as the single, centralized grant awarding authority. It will replace the 66 VECs and local authorities that processed grants up to 2011. The transition to the CDVEC will start in 2012. Online applications will become the norm. Payments will be made via electronic fund transfer.

Grant approval can take a long time. There are a lot of applicants and a lot of documents to check. **We strongly advise you to send in your grant application early, e.g. by June.** It is not necessary to wait until you get your exam results or CAO offer. **Make sure that you supply any supporting documents that are required, e.g. tax certificates.** If you apply late, or if you forget to provide information or documents that have been requested, it's likely that the first payment of your grant will be delayed.

If you qualify for a grant, please bring evidence of this with you to Registration. If you don't have any evidence you will have to pay the fees yourself. However you can claim a refund later if a grant is eventually approved.

How is the Grant Paid?

Up to 2011 we made payments in instalments, at the end of each month. The grant was paid directly into your bank account, provided you had met the following conditions:

- 1. You have told the grant authority which course you accepted.**
Usually this is done by sending them a form called the Final Course Acceptance Schedule.
- 2. The college have received written confirmation of your eligibility from the grant authority.**
They will not send this until you have confirmed which course you are doing.
- 3. You have given Registry at LYIT accurate details of your bank account.**

At the time of writing it was not clear whether, after the change over to CDVEC, payments to students would be made by directly by CDVEC or by the college. Either way, it is likely that in order to receive payment you will have to confirm which course you've accepted and provide a bank account details.

We record attendance. To make sure your grant is paid you must maintain a good attendance record. You'll need written approval from the Head of Department or a medical certificate if you miss class. If you are absent and don't supply these, your grant payments may be reduced or stopped.

Continuation of Grant Payments

Generally, ESF funding is available for the approved duration of one course only, and for a maximum of four years. However, there are exceptions, for instance, if you successfully complete a course, you may be eligible for additional funding to continue your studies at the next level.

What happens to my grant if I have to repeat a year?

Repeating a year can be very expensive. It is best avoided. The maximum duration of ESF funding is normally four years. Continued payment of the grant is subject to satisfactory attendance, performance *and progression*. Therefore if you don't progress you'll lose your grant. (The grant authority has discretion to waive this in exceptional circumstances, such as serious illness.) In addition to losing the grant, you will also have to pay your own tuition and registration fees.

Long-term unemployed

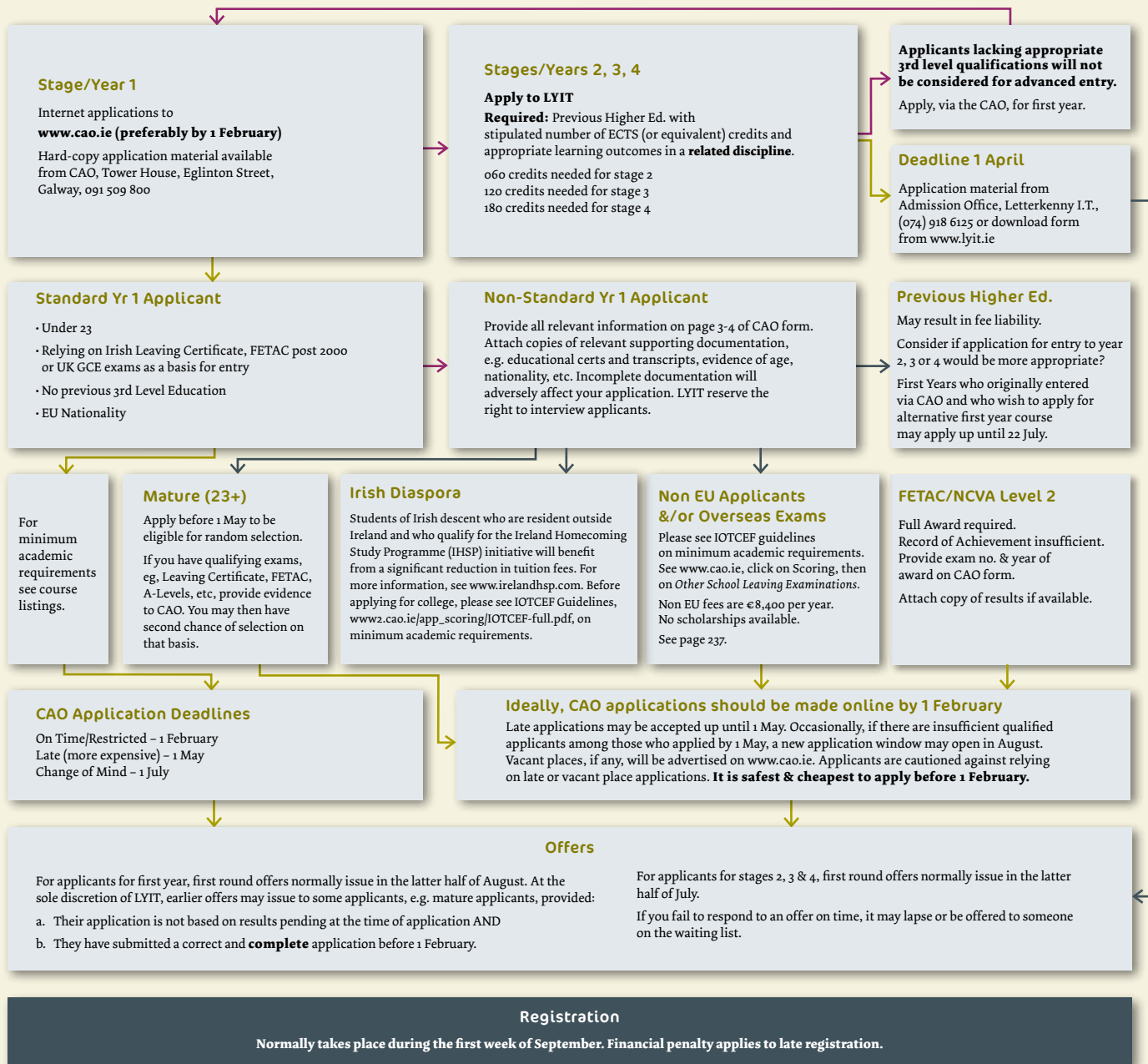
If you are long-term unemployed and 21 or older before the date your college course starts, you may be eligible to claim a **Back to Education Allowance** from Social Welfare. Contact your local Social Welfare office for further information on this scheme.

Student Assistance Fund

This limited fund is available to registered students who are experiencing financial hardship. It is advertised on the student notice boards. If you think you may qualify, you must complete an application form. You will be interviewed by the Access Officer, the Chaplain and the Student Welfare Office. You will be required to produce receipts. Since you have to be a paid up-registered student to be eligible for SAF, SAF funding will not be made available to assist with any fees due.

Overview Admissions Procedures

→ YES → NO



APPLICATION PROCEDURES · CEAD ISTEACH

Awards

We offer courses at Levels 6 to 10 of the National Framework of Qualifications:

Undergraduate courses

Level 6	Higher Certificate	2 years
Level 7	Ordinary Bachelor Degree	3 years
Level 8	Honours Bachelor Degree	4 years

Postgraduate Awards

Level 9	Masters Degree
Level 10	Doctoral Degree

The framework provides a 'ladder of opportunity'. When you achieve an award at one level, you can progress to the next level, either at LYIT or through another college or university.

Level 6: Higher Certificate

To be eligible to enter at Level 6, you will need:

- **Five** subjects at OD3 or better in the Irish Leaving Certificate.
 - These must include either English or Irish
 - In general, Maths will also be required, *or*
- A relevant FETAC qualification (See Table page 228), *or*
- An international qualification that we deem to be equivalent. (See <http://www.cao.ie/index.php?page=scoring&s=iotcef>)

To qualify for a Level 6 award you normally need to accumulate 120 ECTS credits. This usually takes two years of full-time study.

Level 7: Bachelor Degree

To enter at first year (*ab initio* mode), you will need:

- **Five** subjects at OD3 or better in the Irish Leaving Certificate.
 - These must include either English or Irish.
 - In most cases Maths will also be required.
- A minimum of 140 points, *or*
- A relevant FETAC qualification (See Table page 228), *or*
- An international qualification that we deem to be equivalent. (See www.cao.ie/index.php?page=scoring&s=iotcef)

To enter post first year (add-on mode), you will normally need to have successfully completed the directly related Level 6 Higher Certificate.

or

If you have not completed a related Higher Certificate, an alternative higher education course may be considered. You should submit a detailed syllabus of the course you wish to have considered and your results. The content, learning outcomes, and grades must be appropriate. Bridging studies may be necessary in some cases.

To qualify for a Level 7 award you normally need to accumulate 180 ECTS credits. This usually takes three years of full-time study.

Level 8: Bachelor Degree (Hons)

To enter at first year (*ab initio* mode), you will need:

- At least two subjects at HC3 and four subjects at OD3 or better in the Irish Leaving Certificate.
 - These must include either English or Irish.
 - In most cases Maths will also be required, *or*
- A relevant FETAC qualification in a related area. (See Table page 228.) *or*
- An international qualification that we deem to be equivalent. (See www.cao.ie/index.php?page=scoring&s=iotcef)

To enter in add-on mode, you will normally need to have successfully completed the directly related Level 7 Bachelor Degree.

If you have not completed a related Level 7 Bachelor Degree, an alternative higher education course may be considered. You should submit a detailed syllabus of the course you wish to have considered and your results. The content, learning outcomes, and grades must be appropriate. Bridging studies may be necessary in some cases

To qualify for a Level 8 award you normally need to accumulate 240 ECTS credits. This usually takes four years of full-time study.

Level 9: Masters Degree

To enter a Masters course you must have successfully completed of an appropriate undergraduate course. Normally this will be a Level 8 Honours Degree in a related area.

Minimum Entry Requirements

Minimum entry standards are usually based on the Irish Leaving Certificate or FETAC awards. The *general* minimum requirements are summarized below. Occasionally a standard higher than the minimum outlined below may apply. For instance an additional subject (module) or particular grade may be required. Any such requirements will be clearly highlighted on the relevant course pages.

Number of Subjects

You must present 5 different subjects for a level 6/7 course and 6 different subjects for a level 8 course.

English/Irish

You will need OD3 or better in either English or Irish in the Irish Leaving Certificate (or equivalent) for all courses.

If English/Irish is not your first language, you will need internationally recognised qualifications in English. A list of acceptable English awards is listed in the IoTCEF booklet. This book can be downloaded via the CAO website, or directly from www.cao.ie/index.php?page=scoring&s=iotcef

Results from Bunleibhéal Gaeilge do not meet the entry requirements.

Maths

Maths is needed for all courses, with the exception of:

LY326	Hospitality Studies
LY336	Bar Supervision
LY346	Culinary Arts
LY408	Visual Communication
LY427	Creative Digital Media
GY108	Riarachán Gnó

For all courses, including Nursing and Engineering, the maths requirement can be met by achieving OD3 (or better) in Leaving Certificate Maths.

HIGHER MATHS BONUS POINTS

% Range	LC Grade	Points for Higher Maths	Points for Ordinary Maths
90 - 100	A1	125	60
85 - 89.99	A2	115	50
80 - 84.99	B1	110	45
75 - 79.99	B2	105	40
70 - 74.99	B3	100	35
65 - 69.99	C1	95	30
60 - 64.99	C2	90	25
55 - 59.99	C3	85	20
50 - 54.99	D1	80	15
45 - 49.99	D2	75	10
40 - 44.99	D3	70	5

Applicants should avoid submitting an application close to a Closing Date. No extension to the closing date will be allowed.

For courses other than *ab initio* Level 8 and Engineering the following will also meet the maths requirement:

- B2 or higher in Foundation Maths
- HE (or better) in Higher Maths

Foundation Level Mathematics

Foundation Maths at and above grade B2 (80%) will meet the minimum requirements for courses other than Engineering courses and *ab initio* Level 8 Degrees.

Foundation maths will be awarded points as follows:

A1 = 20 points; A2 = 15 points;
B1 = 10 points; B2 = 5 points.

Bonus Points for Honours Maths

A number of studies have shown that Higher Maths is the most time-consuming subject in the Leaving Cert. As a result, fewer students attempt the Higher Maths paper. Each year about 2,000 students who start out with the intention of taking the higher paper drop to the ordinary paper before the exam.

Government and business interests want to encourage the study of maths, science and technology subjects. To give students an incentive to take and stick with Higher Maths, bonus points will be awarded on a pilot basis in 2012. Students who achieve grade D3 or better in the Higher (Honours) Maths exam will receive 25 additional points. This is a flat bonus scheme, ie, the same bonus will apply whether the student gets a D3 or an A1 in the Honours Maths exam. The bonus points will also apply to Honours Maths exams taken before 2012.

Qualifications other than Irish Leaving Cert./FETAC

If you plan to present qualifications other than the Irish Leaving Certificate or FETAC Awards as a basis for entry, you should consult the IoTCEF booklet. This is available via http://www2.cao.ie/app_scoring/IOTCEFfull.Pdf.

First Year Applicants • FAQ

When can I start?

In most cases, the academic year begins in September. The IT Support course is an exception; it has two intakes per year, in January and June.

How do I apply for first year?

In most cases those entering first year must apply via the CAO, Central Applications Office, www.cao.ie. It is best to apply before **1 February**.

Exceptions apply in the case of graduates from LYIT's Access 21 Foundation Course and those applying for the IT Support courses. These groups apply directly to LYIT. Contact Registry (074 918 6125) for details.

Applicants for courses under the Springboard initiative should apply via www.bluebrick.ie/springboard.

WHAT DOES A CAO APPLICATION COST?

Type of Application	Cost	Deadline
Normal application (online or paper)	€40	1 February (5.15pm)
Online discounted rate	€30	20 January (5.15pm)
Late online application	€60	1 May (5.15pm)
Late paper application	€80	1 May (5.15pm)
Change of Mind	Nil	1 July (5.15pm)
Applicants <i>already</i> in higher education who entered their current course via the CAO and now wish to change course		22 July (5.15pm)

Applicants should avoid submitting an application close to a Closing Date. No extension to the closing date will be allowed.

How do I make a CAO Application?

You can make a CAO application via the internet or by post. We strongly recommend that you apply via the internet, www.cao.ie. It is cheaper, faster and easier.

The CAO's paper application form is in the CAO Handbook. This is available through secondary schools, or directly from:

CAO,
Tower House,
Eglinton Street,
Galway
Tel: (091) 509 800
Fax: (091) 562 344

Whether you apply on line or using a paper form, we suggest you send in your application well before the deadline. Do not wait until the last minute. Once you get the form in on time, you can amend it or change your mind later on if you need to (up to 1 July).

What is the CAO application deadline?

1 February at 5.15 pm.

What if I miss the deadline?

In *some* cases, you can submit a late application up to a final deadline of **1 May**. But be warned, this does not apply to all applicants or to all courses (see Restricted Applications below). Besides, if you apply after **1 February**, it will cost up to twice as much as an on-time application.

What is Restricted Application?

This means that you **must** apply by **1 February**. If you apply after that, your application may be disregarded. This restriction usually applies when applicants need to attend an interview or some other form of assessment, e.g. applicants for the Mature Nursing codes. It may also apply to those presenting non-standard exams – for example, to non-EU applicants who are presenting overseas exams.

Can I apply for first year after 1 May?

Not usually. There are two circumstances in which first time applicants can apply after

1 May:

1. If a new course is approved after the **1 May** deadline.
2. If there are not enough qualified applicants to fill a course.

In these circumstances colleges post a Vacant Place notice on the CAO website.

If you miss the **1 February** and **1 May** deadlines, keep an eye on the CAO website for these listings, especially from mid-August onward. After round 1, any Vacant Places may be filled by qualified applicants on a first come, first served basis.

If you are already in higher education but wish to start over in a different first year course you may be able to apply up to **22 July** – see page 5 of the CAO handbook.

What if I change my mind?

Provided your initial application reaches the CAO before **1 May**, it is possible, pre-entry, to change your mind about what you want to do. Provided your application is registered on time, you can change or re-order your course choices as often as you wish up to **1 July**.

Can I change course post registration?

No, not usually. A change post registration would require re-application via the CAO. This would almost certainly mean waiting until the following year. Our advice is to **finalise your options by 1 July**. Very occasionally it might be possible to make the switch in the current year. However, three conditions would have to be fulfilled:

1. There would have to be places available on the course to which you wish to transfer.
2. There could not be any qualified applicants on the waiting list for that course.
3. You would have to re-apply via the CAO and meet the entry and points requirements for the new course.

What is the Points System?

There is competition for places. Colleges have limited spaces and will select students with the highest qualifications first. Points are assigned to each exam grade in the Leaving Certificate, GSE, O-Levels, A-Levels, etc. These points are used to rank applicants. Applicants with higher points/ranking will be selected first.

Qualifying for college entry is a two-phase process. First you must meet certain minimum entry requirements to establish your general eligibility. Then you must be ranked on points.

The minimum entry requirements can be accumulated over several sittings of an exam. Note that we don't start to count points unless you first meet the minimum entry requirements.

We'll only move to phase two, counting points, if you first achieved minimum entry requirements. Then the higher your grades, the more points you'll get and the higher your ranking will be. Highly ranked students have a better chance of getting into the course they want.

The points assigned to each grade achieved in the Leaving Certificate are shown in the Table.

POINTS TABLE

Leaving Cert. Grade	Higher Maths	Other Higher Level Subjects	Ordinary Level Subjects
A1	125	100	60
A2	115	90	50
B1	110	85	45
B2	105	80	40
B3	100	75	35
C1	95	70	30
C2	90	65	25
C3	85	60	20
D1	80	55	15
D2	75	50	10
D3	70	45	5

Bonus Points for Higher Maths

25 bonus points are awarded for any grade at HD3 or better in the Higher (Honours) Maths exam.

Total Points

Your points will be calculated from your best 6 grades from a **single sitting** of the exam. **You cannot accumulate points over multiple sittings.** Since the introduction of 25 bonus points for Higher Maths, the maximum number of points available in the Leaving Certificate is 625. You would need 6A1s, including A1 in Honours Maths, to achieve 625 points

Can you predict points?

We can say that the *minimum* points for a Level 7 or Level 8 course will be 140. However, entry is competitive. Since we can't predict the level of competition, we cannot predict the actual cut-off point.

The actual number of points required may rise or fall from one year to the next, depending on competition. If a course is very much in demand, the points will rise. If demand declines, or space increases, there may be a drop in the number of points needed. The best you can do is look at the trend of points in recent years. You'll find an archive showing points for all courses, in each year, on the CAO website: www.cao.ie/index.php?page=points

However, things change. Don't assume that the number of points required this year will be the same as in previous years.

What is the relevance of cut-off points?

The cut-off point does not tell you anything about

- the difficulty/ease of a course
- the average ability of those taking that course.

The cut-off point may vary from year to year, without the course content having changed. Also, please remember that the published cut-off shows the points achieved by the **last** person who qualified for that course. The **average** points in any class group may be considerably higher than this.

FETAC Applicants

Entry Based on FETAC (Level 5) Qualifications (formerly NCVA)

FETAC is currently moving all exiting awards to the new Common Award System. This changeover was not complete at the time of going to print. As the new system is rolled out, any updates will be posted on our web site.

Applicants must present a full major award. A record of achievement, a minor award or a component award will not meet the minimum entry requirement. Additional specific requirements may apply to some courses. These are shown in the table on pages 228-229.

Originally a FETAC level 5/6 major award (formerly NCVA level 3) normally consisted of 8 modules. From 2011 a major award may consist of varying numbers of components, totalling 120 credits. The new awards will have compulsory and elective components. The components (modules) making up a major award may be accumulated over more than one academic year. Applicants will not become eligible for LYIT and no points will be calculated until all the requirements for the major award, and any other requirements specific to certain courses, are met.

Entry is competitive. Not everyone who meets the minimum standard is guaranteed a place. Where there are more qualified applicants than places available, selection on merit will occur. Those with the highest results/grades will be selected before those with lower grades.

Quotas

Please take note that several courses have quite a limited quota of places available for FETAC applicants. Where these quotas apply, the number is noted in the table. For courses having a specific FETAC quota the FETAC results are considered on round zero only. If you also have other results, such as the Leaving Certificate, you may compete, using those other results, for non-quota places on round 1. Please note that the competitions for quota and non-quota places are entirely separate and based on different exams.

Random Selection

Where there are limited quotas, it is likely that random selection from among equally qualified candidates may apply. This will usually take place on round zero.

For courses where no specific quota applies, FETAC scores are included in the order of merit list of all applicants presenting school leaving examinations, and initial offers are issued on Round 1.

FETAC results will not be added to Leaving Certificate results. If you have taken both exams, the exam in which you achieved the highest points will be used to rank you for non-quota places.

Filling the CAO Form

When filing the CAO form you may need to check different boxes depending on when you did your FETAC Exam. Please read the form carefully and make sure you tick the correct box.

If you tick box C on page 3, you will also need to forward a copy of your results, showing the grade point average, to the CAO. If you don't provide CAO with results, it may not be possible to work out your points. If we can't work out your points you won't get an offer. Make sure your name and CAO number is clearly marked on any material you send to the CAO.

SCORING FOR FETAC COMMON AWARD

The best 8 modules will be considered and will be assigned points as follows:

Module Credit value	Distinction			Merit			Pass		
	Level 1	Level 2	Level 3	Level 1	Level 2	Level 3	Level 1	Level 2	Level 3
0.5	12.5	25	31.3	8.8	17.5	21.9	5	10	12.5
1.0	25	50	62.5	17.5	35	43.8	10	20	25
1.5	37.5	75	93.8	26.3	52.5	65.6	15	30	37.5
2.0	50	100	125	35	70	87.5	20	40	50

There will be no change in the way CAO points are allocated to FETAC graduates for entry into Institutes of Technology in September 2012. However, for entry into Institutes of Technology from September 2013, all FETAC level 5 and FETAC level 6 awards will be scored to deliver a maximum of 400 CAO points.

Scoring for 2012 Entry

Points will be based on a maximum of 120 contributing credits. The best 120 credits will be considered for scoring purposes. A maximum of 400 points will be achievable.

Grade	Grade Value
Pass	1
Merit	2
Distinction	3

Point will be calculated using the formula
 $\text{Credit Value} \times \text{Grade Value} \times 1.111111$

EXAMPLES OF POINTS CALCULATION FOR FETAC COMMON AWARDS

Component	Credit Value	Grade	Grade Value	Adjustment Factor	Points	Cumulative Credits
1	15	D	3	1.111111	50	15
2	15	D	3	1.111111	50	30
3	15	D	3	1.111111	50	45
4	15	D	3	1.111111	50	60
5	15	D	3	1.111111	50	75
6	15	D	3	1.111111	50	90
7	15	D	3	1.111111	50	105
8	15	D	3	1.111111	50	120
9	15	D	3	1.111111	50	140*
Total points based on best credits (to max of 120 credits)					400	
1	15	D	3	1.111111	50	15
2	15	D	3	1.111111	50	30
3	15	D	3	1.111111	50	45
4	15	D	3	1.111111	50	60
5	15	M	2	1.111111	33	75
6	15	M	2	1.111111	33	90
7	10	M	2	1.111111	22	100
8	10	M	2	1.111111	22	110
9	15	P	1	1.111111	17	125 *
Total points based on best credits (to max of 120 credits)					311	

* Since a maximum of 120 credits are counted for points, the 9th component in each example above is not included in the calculation of total points.

TABLE OF ACCEPTABLE COURSES

NCVA/FETAC

Page	CAO CODE	Course Title	Required NCVA Components	Required NCVA Awards
BUSINESS STUDIES				
48	LY107	Bachelor of Business in Management	B20001 or C20139 (or LC maths)	Any Full Award
52	LY117	Administrative Management	No required components	Any Full Award
38	LY127	Bachelor of Business in Marketing	B20001 or C20139 (or LC maths)	Any Full Award
56	LY137	Sports Development & Coaching 5 FETAC places	No required components	DOREC Outdoor Recreation DSRXX Sports & Recreation
44	LY108	Bachelor of Business (Hons.) in Accounting	B20001 or C20139 (or LC maths)	Any Full Award
BUSINESS - LAW & HUMANITIES				
68	LY207	Law	No required components	Any Full Award
72	LY217	International Business and Languages	E20106 or E20107 or E20108	Any Full Award
76	GY108	B.A. (Riarachán Gno)	No required components	Any Full Award
DESIGN & CREATIVE MEDIA				
82	LY408	Visual Communication	No components specified, but distinctions in at least 3 components required	AACDX Art, Craft, Design AAXXX Art ACADXX Computer Aided Design ADESX Design AGDXX Graphic Design EMMPX Multimedia Production EMPXX Media Production
80	LY417	Product Design	No required components	Any of the awards listed above for Visual Communication or AIDXX Interior Design ACXXX Creative Craft AFURX Furniture Design 5M2012 Furniture Design & Making
86	LY427	Creative Digital Media	No required components	Any of the awards listed above for Visual Communication or ECMXX Creative Media ETFPX TV & Film Production
HOSPITALITY & TOURISM				
96	LY306	Higher Cert in Front Office Management	No required components	Any Full Award
98	LY316	Higher Cert in Business – Tourism	No required components	Any Full Award
100	LY326	Higher Cert in Arts – Hospitality Studies	No required components	Any Full Award
102	LY336	Higher Cert in Arts – Bar Supervision	No required components	Any Full Award
104	LY307	Bachelor of Business in International Tourism & Hospitality Enterprise	No required components	Any Full Award
GASTRONOMY & CULINARY ARTS				
112	LY346	Higher Cert in Culinary Arts	No required components	Any Full Award
118	LY317	Bachelor of Business in International Culinary Enterprise	No required components	Any Full Award
ENGINEERING, CIVIL & CONSTRUCTION				
130	LY507	Quantity Surveying	C20174 or C20139 or C20175 (or LC maths)	Any Full Award
128	LY517	Building Energy, Services & Design	C20174 or C20139 or C20175 (or LC maths)	Any Full Award
126	LY527	Civil Engineering	C20174 or C20139 or C20175 (or LC maths)	Any Full Award
134	LY537	Construction & Fire Technology	C20174 or C20139 or C20175 (or LC maths)	Any Full Award
132	LY547	Architectural Technology	C20174 or C20139 or C20175 (or LC maths)	Any Full Award

Page	CAO CODE	Course Title	Required NCVA Modules	Required NCVA Awards
ENGINEERING, ELECTRONIC & MECHANICAL				
140	LY607	Electronic Engineering	C20174 or C20139 or C20175 (or LC maths)	Any Full Award
142	LY617	Mechanical Engineering	C20174 or C20139 or C20175 (or LC maths)	Any Full Award
146	LY627	Computer Engineering	C20174 or C20139 or C20175 (or LC maths)	Any Full Award
COMPUTING				
166	LY707	Computer Games Development	No required components	Any Full Award
156	LY717	Computing with Business Applications	No required components	Any Full Award
160	LY737	Computer Security and Digital Forensics	No required components	Any Full Award
164	LY747	Multimedia and Digital Entertainment Technology	No required components	Any Full Award
154	LY708	Applied Computing	No components specified, but distinctions in at least 3 components required	BEBXX E-Business BIPXX Information Processing EMMPX Multimedia Production or CITXX Information Technology CELTXX Electronic Technology CCNMXX Computer Network & Maintenance
SCIENCE				
212	LY806	Pharmacy Technician	No progression from NCVA/FETAC	
198	LY817	Bioscience	No required components	Any Full Award
202	LY827	Analytical & Forensic Science	No required components	Any Full Award
206	LY837	Food Science & Nutrition	No required components	Any Full Award
210	LY847	Veterinary Nursing 2 FETAC places	Distinctions in 3 components to include: — C20006 Biology and at least 2 distinctions from these 3 components — C20153 Animal Anatomy & Physiology — C20152 Animal Welfare — G20001 Communications	CASAC Animal Care
NURSING				
190	LY917	Health and Social Studies 1 FETAC place	At least 3 Distinctions to include any of the following — D20003 Care Provision and Practice — D20032 Human Growth & Development — D20165 Safety and Health at Work — G20001 Communications	DCHCC Community Care
			At least 3 distinctions to include any of the following — D20163 Care Skills — D20164 Care Support — D20165 Safety and Health at Work — G20001 Communications	DHSXX Healthcare Support
182	LY908	General Nursing 2 FETAC places	At least 5 distinctions including distinctions in — D20001 and — D20012 and either — D20032 or D200006	DCHSN Nursing Studies or DCHSX Community Health Services DHSXX Healthcare Support
184	LY918	Psychiatric Nursing 1 FETAC place	At least 5 distinction including distinctions in — D20001 and — D20012 and either — D20032 or D200006	DCHSN Nursing Studies or DCHSX Community Health Services DHSXX Healthcare Support
186	LY928	Intellectual Disability Nursing 1 FETAC place	At least 5 distinction including distinctions in — D20001 Anatomy and Physiology, and — D20012 Introduction to Nursing, and either — D20032 Human Growth and Development or D200006	DCHSN Nursing Studies or DCHSX Community Health Services DHSXX Healthcare Support
188	LY968	Early Childhood Care, Health and Education 2 FETAC places	At least 3 distinctions in any of the following components — D20153 Working in Childcare — D20159 Caring for Children — D20005 Child Development — D20007 Early Childhood Education	DCHSC Childcare – level 5 (Entry into Year 1)
			No required components	DCXXX Childcare – level 6 (Entry into Year 2)

Mature Students

If you are applying for first year and will be 23 years of age (or older) by the 1 January in the proposed year of entry you are defined as a “Mature Student”. The term “Mature Student” is not used for those applying for entry to year 2 or higher.

Do Mature Student have any advantages?

Yes. Some Mature candidates may be exempted from the standard minimum academic entry requirements. A limited quota of places is reserved specifically for Mature Students on all first year courses. Some mature students will be randomly selected for admission under this quota system, regardless of whether or not they hold any qualifying exam results. Mature students who have a Leaving Cert., or other qualifications, can, *in addition*, compete for all non-quota places based on their qualifications.

Will I have to start at the Bottom?

Not necessarily. Some mature applicants opt to start at year 1 and to study in full-time mode. If this is your preference you should apply for first year via the CAO, see below.

What exemptions might be available?

If you already have some form of Certified/Accredited Higher Education, you may be able to gain some exemptions. If you have already successfully completed at least one year of Higher Education, in a course closely related to the one for which you are applying, you may even be eligible Advanced Entry. Apply directly to LYIT if you wish to be considered for Advanced Entry.

Even if you have no formal qualifications, you may be able to gain some exemptions. If you can clearly demonstrate that you have already achieved some of our required learning outcomes, say through work, self-study or even via a hobby, you can get credit for this via the RPL system. This would reduce your workload on registration. See RPL page 232.

How do I apply as a Mature Applicant for first year?

Mature applicants for first year should apply via the CAO before 1 February. You can apply via the internet, www.cao.ie, or you can make a paper-based application. Internet application is the recommended option. It is cheaper, faster and less error prone.

Attachments to the CAO Application

- **Evidence of Age:** (Do not send the original Birth Certificates, send copies).
- **Evidence of educational qualifications, examination results.** Mature applicants who did a Leaving Certificate examination in any year since 1985 should indicate the year and the exam number (if known) in the appropriate place on page 1 of the CAO application form. If you took the Leaving Cert before 1985 attach a copy of the Certificate.

- **Evidence of Work History, Training Courses, etc.,** that are relevant to the course(s) for which you are applying. If you apply online send any supporting documentation by post to the CAO, Tower House, Eglinton Street, Galway. The CAO receive over 60,000 applications each year. To make sure your supporting certificates are correctly linked to your application, please remember to write your name and CAO application number on all documentation submitted.

What is the closing date for mature applicants?

Standard CAO closing dates apply:

- **On Time – 1 February at 5.15pm**
This is the final date for applicants for any restricted courses, including the mature nursing codes.
- **Late – 1 May at 5.15pm**
It is more expensive to apply as a late applicant. Applicants for any restricted codes, which include the mature nursing codes, may not avail of this late date.
- **Change of Mind – 1 July at 5.15pm**
You can modify your course choices up to this point. However, you won't be allowed to add codes for any restricted courses, e.g. nursing, after 1 February.

Will there be an interview or other form of assessment?

Applicants for the Mature Nursing codes will have an aptitude test organized by the Nursing Board. This normally takes place in April/May. For more information about the content of this test and how to prepare for it please visit www.nursingcareers.ie.

All other courses will have a limited quota of places reserved for applicants who are admitted on the basis of maturity only. Random selection for the mature quota will take place on Round A and Round Zero. It will be based on random rankings assigned by the CAO. All mature applicants will have an equal chance of selection on these rounds, regardless of whether or not they have qualifying exam results.

Mature applicants who are not selected at random for the quota, but who have qualifying exam results, will also be eligible to enter a *separate* competition on Round 1 and subsequent rounds.

Selection at Rounds 1 and later is competitive and based on points from qualifying exam results. It is important to provide the CAO with copies of any results you wish to have taken into consideration.

What if I miss the Application Deadline?

After Round 1, if there are Available Places remaining on any course, a new application window will open. In general Available Places are only open to applicants with qualifying exam results. These will get offers automatically and may quickly fill any Available Places. However, depending on demand, additional mature applicants may be considered for Available Places. Mature applicants are strongly advised to stick to normal application deadlines rather than to depend on Available Places.

When will I know if my Application has been Successful?

The earliest offers to mature applicants will issue on Round A, in July. There are several rounds of offers. If a quota/course is not filled on one round, then further offers will issue on subsequent rounds until the quota/course is full. Those presenting qualifying exam results who do not receive an offer in July should not panic. They may well receive an offer at a later date. However if you have not presented qualifying results and do not receive an offer on Rounds A or Zero, then you are unlikely to receive an offer.

The vast majority of offers issue on Round 1. This usually takes place when the Leaving Certificate results are out and ranking is completed – around Aug 20th. After Round 1 if you have not received any offer, you can contact admissions to find out your place on the waiting list.

The Learning Support Unit and Mature Students

Over 20% of students at LYIT are mature students. The Learning Support Unit provides some special services to mature students. Contact them at 074 918 6172 for more information.

Recognition of Prior Learning (RPL)

What is RPL

RPL means Recognition of Prior Learning. Colleges have various ways to recognize learning that occurred prior to admission. A learner may be admitted to a course, given credits, exemptions, or even an award for their prior learning. The prior learning can be either certified or experiential (non-certified).

Recognition for Prior Certified Learning (RPCL)

Prior certified learning is where an applicant has already been awarded a qualification for a formal course taken at an institution or training organisation. This prior learning can be **recognised** on the National Framework of Qualifications and may entitle the applicant to:

- Admission to a course or course of study.
- The award of exemptions from some parts of a course.
- The award of advanced academic standing.

Where prior certificated learning is the basis for RPL, the applicant is required to provide the both the relevant syllabus and the Certificate or transcript of results. The prior certified learning must be:

- Similar in nature to the module(s) from which the learner is seeking exemptions.
- Achieved in a relatively recent time frame.
- At the same or higher level in the National Framework of Qualifications to the module(s) in which the learner is seeking the exemption.

Recognition of Prior Experiential Learning (RPEL)

This involves the awarding of credit for learning achieved outside a formal course. As a general principle, credit is given for the **learning**, not for experience *per se*. If you apply for RPEL you will be usually asked to prepare a **Portfolio of Evidence** to show that certain learning outcomes have been achieved. In some instances you may also be asked to undertake a different (or additional) method of assessment, eg, to undertake a project or sit an examination of some sort. You may be interviewed by an assessor. If you are asked to prepare a portfolio you will need to demonstrate

very clearly that the knowledge, skills and competencies you gained from experience match those that are achieved on a related LYIT course. Guidelines on how to prepare the portfolio and some support in developing it will be available via the RPL Facilitator.

Procedures for applying for RPL

1. For Applicants already registered at LYIT (Full Time, Part Time and ACCS learners)

- Submit an RPL application form (available from RPL Facilitator) to the relevant Head of Department.
- The Head of Department will decide what evidence you need to submit to support your application, eg, portfolio or copies of certificates.
- Prepare this and submit it to the Head of Department.
- The Head of Department will appoint an assessor to assess your RPL evidence.
- A decision is made on whether your RPL application is successful or not.
- You will be notified of the outcome.

Summary of terms and conditions associated with RPL

	Full Time Registered learners	ACCS / Part Time learners
Cost associated with RPL	Please contact the RPL Facilitator	Please contact the RPL Facilitator
Closing date for RPL application and evidence submission	Please contact the RPL Facilitator	Please contact the RPL Facilitator
Maximum credits / exemptions allowed for RPL in Non Award Year	50%	50%
Maximum credits / exemptions allowed for RPL in Award Year	35%	35%

For more information on RPL, please contact the RPL Facilitator Mr. Oran Doherty on 074 9186707 or email oran.doherty@lyit.ie

2. For individuals NOT currently registered at LYIT

Contact the RPL Facilitator at 074 918 6707. In some instances, experiential learning may be accredited with a third level qualification (eg, a single module certificate in Management or single module certificate in Customer Care). Here applicants are expected to complete a portfolio of evidence, an examination, assignment or interview to demonstrate their learning. If the applicant is successful, he/she will receive a single module certificate and may be entitled to exemptions should they decide to complete the remainder of the course.

Applicants here may apply at any time throughout the year. Certificates are issued once a year.

What if my RPL Application is not successful?

You will receive feedback from the assessor and you may apply for re-assessment. There is a charge associated with re-assessment.

Terms and conditions

Recognition / accreditation will be granted for:

- Complete modules only, not for part of a module.
- A maximum of 50% of total credits from non-award years.
- A maximum of 35% of credits from any award year.

ACCS

(Accumulation of Credits and Certification of Subjects)

What is ACCS?

ACCS (pronounced “access”) stands for Accumulation of Credits and Certification of Subjects. The ACCS scheme allows you to study a portion of a full-time course in a part-time mode. You can gain credits for each module successfully completed. You can accumulate credits, over time, towards a nationally recognised award, such as a single Subject Certificate, a Higher Certificate or even a Degree.

Who does ACCS suit?

ACCS will suit anyone who wishes to study part-time, by day, for example:

- **Workers** who want to up-skill in just one or a few of the modules from a full-time course.
- **Successful RPL Applicants** who now wish to study for remaining credits to achieve an award.
- **Anyone who cannot commit to full-time study.**

Does LYIT have many ACCS students?

Yes. The backgrounds and motivations of our part-time students are as varied as the courses we offer.

Do ACCS students get some form of Certificate?

Yes. Each time you successfully complete a module you receive a Subject Certificate. If you accumulate an appropriate mix of Subject Certificates you may be able to cash them in for an award such as a Degree.

Are ACCS awards recognised nationally?

Yes.

How is ACCS timetabled?

In general, you will attend classes during the day and alongside the full-time students. We are anxious to accommodate ACCS students as far as possible in the timetabling arrangements. *If you need to coordinate timetables with work schedules, please contact the relevant Head of School during the summer - before timetables are set.* We make particular efforts to try to accommodate groups of ACCS learners. It may be more difficult to accommodate individuals.

How to Apply for ACCS

1. Check out our prospectus or website, to see the courses/modules we offer.
2. Contact the relevant Head of Department and make an appointment to discuss your plans informally.

3. Submit a formal application to the Registry at LYIT. Email cathy.mcgowan@lyit.ie or call 074 918 6125 to get the two forms you'll need:

- The standard Direct Entry Application Form and
- A more specific form showing your particular selection of modules/ subjects. As all applicants may wish to enter different stages this form must be tailored to each individual.

4. Complete both forms and include any supporting documentation, eg, employer references, examination results or qualifications that are relevant to the course for which you are applying. Return them to the Registry at LYIT by **1 April.**

WHAT DOES IT COST?

Application Fee

No application fee for ACCS students

Tuition & Registration

Tuition costs are based on the total number of credits you take. A full-time course consists of 60 credits per year. Therefore, ACCS students pay one sixtieth of the full-time fee for each credit taken. If you take 10 credits via ACCS you will pay 10 sixtieths of the full-time fee. If you take 20 credits, you will pay twenty sixtieths ($\frac{1}{3}$) of the full-time fee, and so on.

Fees vary from course to course. The fees for full-time students are set by the Department of Education, usually in August. We post updates on our web site as soon as they become available. When we make you a formal offer we will let you know what fees apply.

As well as tuition, ACCS students have to pay an annual registration fee. The minimum registration fee for ACCS students is €100. Subject to this minimum, the Registration fee is also calculated on a per credit basis, with one sixtieth of the full-time Registration Fee being charged per credit taken.

Contact the Registry, (074) 918 6125, with specific fee queries.

UK & Northern Ireland Applicants

If you have UK and Northern Irish awards please note:

- An award at **level 3** on the UK framework is the minimum entry standard.
- For Level 6 or Level 7 courses you will need 5 different recognised subjects. These must include at least **one A-level** at grade E or better. The remaining 4 may be drawn from GCSE (Grades A-C only) or AS grades A-E
- For Level 8 *ab initio* courses you will need 6 different recognised subjects. These must include at least **two A-levels** at grade C or better. The remaining 4 can be drawn from GCSE (Grades A-C only), or from A-levels or AS grades A-E
- English (or Irish) is always a required subject. The minimum acceptable grade is GCSE grade C.
- Maths is *almost* always a required subject. (See page 223 for exceptions). Where required, the minimum acceptable grade is GCSE grade C.
- It is possible to meet the minimum requirements through a combination of exams taken over more than one year.
- It is possible to meet the minimum requirements through a combination of exam types, eg, academic awards, vocational awards or a combination of both.
- Meeting the minimum requirement may not be sufficient to receive an offer. Entry is competitive and based on points.
- We will not start to calculate points unless you first meet the minimum entry requirements.

Basis for Scoring

- The maximum number of points that can be achieved is 625.

- Points will be based on a maximum of 4 different subjects at A-level and/or AS-level.
- An AS level grade is worth half an A-level grade.
- GCSE or O-level achievement can be used to meet minimum requirements but will not contribute to the points calculation.
- A subject cannot be counted twice. If the same subject is presented at two (or more) levels the highest level will count for points.
- Combining points from A-levels and AS levels is allowed as follows:
 - The best 4 A level results in a single sitting.
 - The best 3 A level results in a single sitting, plus the best AS level result from the previous or the same sitting.
 - The best 2 A level subject results in a single sitting, plus the best 2 results at AS level from the previous or the same sitting
 - The best 1 A level subject result in a single sitting, plus the best 3 results at AS level from the previous or the same sitting.
 - The best 4 AS level subject results in a single sitting

BTEC

You can use BTEC National Certificates or National Diplomas to gain entry to a Level 6 or Level 7 course in a related area. These will not provide access to *ab initio* level 8 programmes.

Module Grade	Score
Pass	1
Merit	2
Distinction	3

Where the BTEC is considered suitable, the points are worked out as follows – (Sum of Scores) / (Number of Modules x 3) x 400

APPLICANT SCORING FOR GCE/GCSE

Points Awarded to NI/UK Exams			
A Level	2010 onward	2009 and earlier	
A*	150		
A	135	A	170
B	120	B	140
C	100	C	100
D	75	D	70
E	40	E	40
AS Level			
A	65	A	85
B	60	B	70
C	50	C	50
D	35	D	35
E	20	E	20

Advanced GNVQ

Students may be admitted on this basis provide they have met matriculation requirements for English (or Irish) and maths.

The award is scored as follows:

Module Grade	Score
Pass	200
Merit	280
Distinction	340

NVQ level 3 or City & Guilds Part III Certificate

These are non-standard qualifications. Applicants presenting these must apply before February 1st and may be called to interview.

HND

HND applicants may be considered for Advanced Entry. Applicants for Advanced Entry should apply directly to LYIT by 1 April. The application form may be downloaded from www.lyit.ie. Please attach details of your HND syllabus and of your results to the application form.

If you decide, as a fall-back position, to also apply for first year, apply via the CAO. Attach HND details to the CAO form. If you apply online, post the supporting documents to the CAO later. Make sure your name and CAO number are clear marked on any documents you send.

Making your results available to colleges

If you apply via the CAO and are presenting standard academic GCSE/GCEs, your results will usually be sent from the exam board to the CAO. In this case CAO will work out your points scoring automatically.

Non Standard Applicants

You will be regarded as a non-standard applicant if you present any exams other than standard Academic A-levels. That means you will not get an automatic scoring from the CAO. You will be rated by individual colleges. To assign you a rating, colleges will need:

1. A copy of your results showing the name of the award, the level on the UK framework, and your grades.
2. A copy of the syllabus upon which the award is based.
3. A covering letter (from your school) indicating the level of the award on the UK framework of qualifications. (Unless this is already clear on the exam transcript.)

You should send any results you already have available to the CAO at the time of the initial application. If you are awaiting (further) results in the summer, state this on page 4 of the CAO application form. You should also indicate the date by which you expect to make these results available.

Please note: It is important to make sure that any results you want us to consider are available to the CAO. The sooner you make them available the sooner we can consider them. Normally, we will have reviewed non-standard applications and awarded points by about **10 August**. If your results are not available to us by then, you may not be considered at round 1. Unfortunately, by round 2, places in high demand courses, eg, nursing, may be full.

Erasmus Applicants

The Erasmus Programme encourages international educational exchange. At LYIT we are very enthusiastic about the Erasmus programme and strongly encourage this international experience for students. Erasmus students at LYIT will enjoy a productive and stimulating experience in a welcoming and friendly atmosphere. For more details visit the Erasmus section on our website – www.lyit.ie/admissions/erasmusapplicants or contact the International Officer.

Who can apply?

LYIT has signed over 50 Erasmus bilateral agreements with partner institutions throughout Europe. Overseas students from these colleges who wish to study at LYIT should apply through the International Office of their home institution.

Course/Modules

We have a wide range of courses open to Erasmus students. We recommend that you select modules from the same year and from the same course to avoid timetable clashes. Please note that we can't guarantee entry to any course or module. Access may be limited in some cases.

Languages

As classes are delivered through English, you will need to have a B1 level of English, according to the common European framework of reference for languages. Please note that you cannot register for modules in your own language.

Assessment

The academic year is divided into two semesters: September to January (semester 1) and January to May (semester 2). Students work towards 30 ECTS credits per semester. End of semester examinations are held in January and May each year. Currently the repeat examinations for both semesters take place at the end of August. (This is subject to review, in the future repeat exams for semester 1 exams may take place in May/June, directly after the summer exams). We give examination results in percentages and set the pass mark at 40%. At the end of the study period, we will send a Transcript of Records to both your home address and your home Institution, in accordance with ECTS guidelines.

For further information, please contact:

Dr Sylvie Walsh

International Coordinator

Tel: +353 74 918 6064

Fax: +353 74 918 6061

Email: sylvie.walsh@lyit.ie

Ireland Homecoming Study Programme (IHSP)

What is IHSP?

The Ireland Homecoming Study Programme (IHSP) initiative aims to encourage the children, grandchildren and great-grandchildren of Irish citizens living outside of the Euro zone to return to Ireland for their higher education studies. The scheme is also open to non-resident Irish passport holders with dual citizenship.

What is the benefit of this programme for applicants?

The IHSP will be of particular interest to members of the Irish Diaspora who reside outside of the EU. Students in this category are normally subject to fees of €8,400. Through the IHSP, qualifying students will benefit from a significant reduction in tuition fees. For more information, see www.irelandhsp.com or contact our International Officer, sylvie.walsh@lyit.ie, on +353 74 918 6247.

Non-EU Applicants

Non-EU Applicants (First Year)

Applicants who are not entering via Erasmus or IHSP should apply through the CAO system before **1 February**. See the CAO Handbook and www.cao.ie for full details. In general you will be expected to have successfully completed **upper** second level schooling. You will need to present final exams that are considered equivalent to the Irish Leaving Certificate examination.

Do I need to submit anything besides the CAO form?

Yes. CAO charge an application fee. In addition you must send certified copies of second level terminal examinations, matriculation or college selection exams. Any higher education examination transcripts may also be attached. If applying online, send these documents to the CAO by registered post. Mark all documents with your name and CAO application number.

- Exam Transcripts must be supplied in the **original language**.
- For any documents not in English, you must **also** provide notarised English translations.

What overseas second level exams are acceptable?

The Institute of Technology Common Evaluation Forum (IOTCEF) publishes guidelines as to which overseas exams meet the minimum entry requirements and indicates how these exams are scored.

This booklet may be downloaded at http://www2.cao.ie/app_scoring/IOTCEFfull.pdf.

Are Non-EU applicants considered for all courses?

Non-EU applicants for courses requiring Garda Vetting will only be considered if we fail to fill available places from the pool of qualified EU applicants.

For all other courses we offer places in order of merit, based on points achieved in terminal second level exams.

What is the requirement for English?

English is the language of instruction and the language in which examinations are conducted. Applicants who do not have a high standard of both oral and written English would be unlikely to be successful.

If English is not your first language, you need an internationally recognised certificate of competence in English. Please consult the IOTCEF booklet for a list of acceptable EFL certificates.

Immigration & student visas

Non-EU applicants must satisfy immigration requirements. An offer of a place in college does not guarantee a non-EU applicant the right to enter or remain in the state. We have no influence over the granting of visas and cannot offer assistance in these matters.

In general, students from visa required countries will be required to produce the following when applying for a student visa:

- An official letter of offer from a college for a full time course requiring at least 15 hours per week.
- A college receipt showing you have paid your fees in full.

- Immediate access to at least €7,000. This is the estimated cost of living in Ireland as a student for 1 year.
- Bank statements showing sufficient private funds to live in Ireland and support yourself for the duration to your course. The expectation of any earnings from casual employment will not be taken into account.
- Private medical insurance.

Can I work if I have a student visa?

Non-EU Students may undertake casual work for up to 20 hours part-time per week during the academic year or full time work during normal college vacation periods. The course you intend to study must be listed on the internationalisation register. You will be in breach of student visa conditions if you are in full-time employment, other than during vacation periods.

Can I work in Ireland as a non EU graduate?

Non EU graduates who wish to continue in employment here will need a work permit. Visa required nationals will normally have to return home while the work permit is being processed, and to apply for an employment visa in order to return to the state. An exception may apply where the prospective employment is directly related to the course of studies recently completed.

For further information on immigration & visas see:

www.educationireland.ie
www.inis.gov.ie
www.citizensinformation.ie

The Offer Process

When are First Year offers issued?

The vast majority of offers for First Year are issued, via the CAO, in mid- to late August, after the Irish Leaving Certificate results become available. If all first round offers are not taken up, further offers may be issued on subsequent rounds in September/October.

At our discretion we may make limited offers at an earlier date. In general early offers will only issue where a specific quota applies, e.g. to mature applicants who are selected at random for the mature quota or to FETAC applicants for courses where there is a limited FEATC quota. We may also make early offers to visa required overseas nationals to facilitate travel and visa arrangements. This will only be possible if we are in a position to make early decisions. That is if:

1. A complete application, including all the necessary supporting documentation has reached the CAO by 1 February.
2. The application is not based on current year exams, the results of which are still pending at the time of application.

This is a discretionary service. No undertaking that any offers will issue before August should be inferred from this statement.

What must I do to accept an offer?

If you receive an offer, you will also receive instruction as to how to accept it, and the deadline that applies. You must follow these instructions carefully. If you fail to respond to an offer correctly or on time, the offer may lapse and the place may be offered to someone on the waiting list. We advise you to be at the mailing address registered with the CAO during the offer period. If, for any reason, you are not at this address, you should authorise someone to open your mail and respond on your behalf.

What happens if I get two offers on a particular round?

Choose which one to accept. You can only hold one valid acceptance at a time, so you cannot accept both. The last acceptance received becomes the valid acceptance.

What happens if I accept one offer and get another one later on?

You have a choice. You may choose to accept the later offer or to ignore it. Think carefully before making this decision. If you accept a later offer, the original offer will lapse. Once the original offer lapses, that place may then be offered to another candidate and may no longer be available to you should you change your mind again.

What happens if I accept an offer and then change my mind?

If you change your mind because you have received a later alternative offer, see above.

If you change your mind because you have decided not to go to college, then there are two choices:

1. Seek to defer entering college until the next year (see next column).
2. If you are simply changing your mind about going to college, it would be helpful if you notified the college that you do not plan to attend after all. This will enable them to offer the place to someone else as soon as possible. In any case, whether you notify the college or not, if you fail to register as instructed, you will be deemed to have lost interest and the place may be offered to someone else.

Deferred Entry

What is Deferred Entry?

If you are offered a place through the CAO and find that you are unable to take it up in the current year, it may be possible to reserve your place until the following year. See the CAO handbook for details.

How do I apply for a Deferral?

Do not accept the offer. Time is of the essence so write *immediately* to the Registrar at LYIT. This letter must arrive with us *at least* two days before the Reply Date shown on your Offer Notice. To make sure it is not overlooked, mark both the envelope and the letter clearly with the words “Deferral Application”. Make sure the letter includes:

- Your name
- Your CAO Application number
- The code of the course that you wish to defer
- The reason(s) why you are seeking a deferral (see below).

How do I qualify for Deferred Entry at LYIT?

In general, LYIT only agrees to deferrals on certified medical or other similarly serious grounds. If you apply for a deferral on the grounds that you wish to take a year out, repeat the Leaving Certificate or undertake another course of study, we would not normally grant it. If a deferral is not granted you may still take up the place offered in the current year, provided you have left sufficient time to meet acceptance deadlines.

Are there conditions related to Deferrals?

Yes. If a deferral is granted it is valid for one year only, and only for the course deferred. If, for any reason, that course should be discontinued, the applicant will not, automatically, be entitled to a place on any other course.

If I have a Deferral do I need to re-apply?

Yes! Those holding deferrals often change their minds. So, if you have a deferral, you must show your continued interest by re-applying, via the CAO, the following year. The deferred place must be the **only** course listed on your reapplication. If you fail to re-apply you will lose your deferred place. If you list additional courses, we will assume you are no longer certain about the one you deferred and that you have opted to enter a new competition. You will be treated as a new applicant. You *may* be re-offered the deferred course, or you may not, depending on how your new application goes.

Applicants for Advanced Entry

Years 2, 3, 4 and 5

Who is eligible for Advanced Entry?

If you have successfully completed a relevant higher education course, to a suitable level, you are eligible to be considered for advanced entry. If your education ended at second level, you are not eligible for advanced entry.

Standard Advanced Entry

Standard applicants for advanced entry will have successfully completed a directly related course at the preceding level on the National Framework. For instance, if you have successfully completed a three-year Level 7 course, you will be eligible to enter year four of a related Level 8 course.

Non-standard and non-EU Advanced Entry

Non-standard applicants are those presenting foreign qualifications or any qualification other than a directly related National Framework of Qualifications award. You must have completed at least one year of higher education. Your previous study/qualification must be in a similar area to the course for which you are applying. The learning outcomes achieved must be similar to the learning outcomes achieved by students entering by standard progression from an LYIT course. Offers and exemptions, if any, will depend on how well the learning outcomes of the non-standard course fit with the requirements of the course to which you are applying. This will be usually assessed from details in the supporting documentation supplied. However, LYIT reserves the right to interview or otherwise assess applicants if necessary.

How do I apply for Advanced Entry (years 2, 3, 4)?

Advanced Entry applications should be made directly to the Admissions Office at LYIT. The appropriate form may be downloaded from www.lyit.ie and is also available by email from cathy.mcgowan@lyit.ie or from:

The Admissions Office

Letterkenny Institute of Technology
Port Road
Letterkenny
Tel: (074) 918 6125

What documentation do I need to submit?

1. LYIT Direct Entry application form, correctly completed.
2. Certified copies of relevant higher education examination transcripts in the original language.
3. Copies of the syllabus leading to those exams.
4. Notarised translations for any documents that are not in English.

In the absence of appropriate documents and translations, it will not be possible to process an application. We are not responsible for any original certification submitted and won't be able to return documents.

Is there a Fee for Advanced Entry application?

No.

What is the Closing Date for Advanced Entry application?

1 April.

When will I know if my Advanced Entry application has been successful?

First round offers are issued in **July**. If all first round offers are not taken up, there may be further rounds of offers in August. All successful applicants will be notified in writing. You must respond appropriately. Please ensure that you are at the correspondence address listed on your application form during the offer period. If, for any reason, you are away from this address, authorise someone to forward your mail or to open it and respond on your behalf. If you fail to respond appropriately or on time, your offer will expire and the place may be offered to someone on the waiting list.

When do I register?

Once you have formally accepted an offer, you will be told, in writing, of the arrangements for registration. Registration normally takes place during the first week of September.

Late registration

If you fail to register on time you will be subject to a financial penalty. If the programme is in high demand and you have not notified us of your intention to register late, you may even lose the place. See page 218.

Contact us

Website: www.lyit.ie

Email: forename.surname@lyit.ie

(eg, to email John O'Raw use
john.oraw@lyit.ie)

Main Switch

Calls within Ireland:

074 918 6000

Calls from outside Ireland:

+ 353 74 918 6000

Main fax:

074 918 6005 / +353 74 918 6005

Direct dial numbers:

Dial: (074) 918 + extension

Offices

	Extn.		Extn.
President's Secretary	6012	Medical Centre Nurse	6850
Registrar's Secretary	6102	Medical Centre Fax	6851
Head of Development	6060	Medical Centre Doctor	6852
Admissions/Registry	6120/6125	Chaplin	6830
Examinations	6124	Student Counsellor	6817
Student Services	6810	Students' Union Office	6820
Access Office	6170	SU Fax	6821
International Office	6064	SU President	6822
Careers Office	6812	SU Administrator	6823
APL Co-ordinator	6707	Security	6999
Dyslexia Support Service	6172	Estates Manager	6110
Sports Office	6811	Caretakers	6900

Academic Schools & Departments

School/Department	Position	Extn.
Business	Administrator	6210
Business	Head of Department	6202
Design & Creative Media	Head of Department	6203
Law & Humanities	Head of Department	6204
Engineering	Administrator	6410
Electronic & Mechanical	Head of Department	6401
Civil & Construction	Head of Department	6403
Science	Administrator	6310
Science	Head of Department	6302
Nursing & Health Studies	Head of Department	6303
Computing	Head of Department	6304
Tourism	Administrator	6612
Hospitality & Tourism	Head of Department	6603
Gastronomy & Culinary Arts	Head of Department	6604

TABLE OF HISTORIC CAO POINTS REQUIREMENTS

Code	Course name	2008 Entry		2009 Entry		2010 Entry		2011 Entry
		Final	Median	Final	Median	Final	Median	Round 1
LY127	Business – Marketing	AQA	305	85	285	140	300	155
LY108	Business – Accounting	N/A	N/A	N/A	N/A	140	300	270
LY107	Business – Management	AQA	305	85	285	140	300	145
LY117	Administrative Management	115	250	AQA	235	AQA	200	165
LY137	Sports Development & Coaching	255	310	260	305	295	330	280
LY207	Law	AQA	325	95	295	145	305	140
LY217	International Business & Languages	190	414	220	330	220	385	220
GY108	Riarachán Gnó at Gaoth Dobhair	260	390	240	360	235	295	n/a
LY306	Front Office Management at Killybegs	135	235	120	215	N/A	N/A	165
LY316	Tourism at Killybegs	N/A	N/A	N/A	N/A	N/A	N/A	130
LY326	Hospitality Studies at Killybegs	N/A	N/A	N/A	N/A	N/A	N/A	115
LY336	Bar Supervision at Killybegs	N/A	N/A	N/A	N/A	105	170	AQA
LY307	International Tourism & Hospitality at Killybegs	160	265	AQA	195	115	235	145
LY346	Culinary Arts at Killybegs	N/A	N/A	N/A	N/A	AQA	200	AQA
LY317	International Culinary Enterprise at Killybegs	160	260	115	255	110	300	N/A
LY417	Product Design	AQA	270	155	260	120	280	145
LY408	Visual Communication	N/A	N/A	N/A	N/A	N/A	N/A	N/A
LY427	Creative Digital Media	100	270	110	245	210	265	260
LY527	Civil Engineering	165	295	95	250	AQA	235	215
LY517	Building Energy, Services & Design	N/A	N/A	AQA	240	115	235	150
LY507	Quantity Surveying	200	302	115	250	135	265	200
LY547	Architectural Technology	100	285	125	275	120	275	245
LY537	Construction & Fire Technology	AQA	250	105	275	130	245	N/A
LY607	Electronic Engineering	AQA	250	105	235	AQA	240	175
LY617	Mechanical Engineering	AQA	280	AQA	225	205	305	140
LY627	Computer Engineering	AQA	225	AQA	205	AQA	255	140
LY708	Applied Computing	235	354	200	315	230	300	250
LY717	Computing with Business Applications	105	255	120	210	N/A	N/A	150
LY737	Computer Security & Digital Forensics	115	245	AQA	275	155	265	145
LY747	Multimedia & Digital Entertainment Technology	N/A	N/A	N/A	N/A	AQA	230	150
LY707	Computer Games Development	AQA	270	AQA	250	140	270	200
LY817	Bioscience	110	285	AQA	285	220	340	235
LY827	Analytical & Forensic Science	AQA	330	AQA	275	200	305	230
LY837	Food Science & Nutrition	100	315	115	325	200	325	235
LY847	Veterinary Nursing	185	345	330	370	350	380	365
LY806	Pharmacy Technician	N/A	N/A	N/A	N/A	105	270	230
LY908	General Nursing	340	355	380	385	390	415	400
LY918	Psychiatric Nursing	300	325	335*	350	340	355	365
LY928	I.D. Nursing	290	315	330*	350	350	370	350
LY938	General Nursing (Mature)	#169	#176	#176	#188	#177	190	#221
LY948	Psychiatric Nursing (Mature)	#155	#164	#166	#171	#172*	175	#222
LY958	I.D. Nursing (Mature)	#130	#160	#164	#167	#169	171	#219
LY968	Early Childhood Care, Health & Education	N/A	N/A	N/A	N/A	300	360	315
LY917	Health & Social Studies	210	305	285*	335	300*	325	320

NOTES

AQA – All qualified applicants.

N/A – Course was not offered/did not exist in that particular year.

* – Not all on this points score were offered places.

– Test / Interview.



Unit 6 Microbiology Summary

1. 1000 (1000)

2. 1000 (1000)

3. 1000 (1000)

4. 1000 (1000)



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REVIEW SHEET

(p1)

We would be very grateful to receive any feedback you care to provide on this prospectus. An on-line feedback form is available at <http://www.surveymonkey.com/s.asp?u=600652303812>. Ideally, we would prefer that you provide your feedback on-line, as it makes collection and analysis of the data easier. (It will also save you postage.) However if you do not have access to the web, or do not like using the web, you may prefer to complete this page and return it by post to: Irene Heavey, Registry, LYIT, Port Road, Letterkenny.

Thank you.

General Appeal	Poor	Fair	Good	Very Good	Excellent
Cover Design					
Size/Shape of Book					
Page Layout					
Print Size					
Language/Readability					
Illustrations					

General Information

Admissions					
Grants/Fees					
College Life					
Study Facilities					
Welfare					
Transport					
Accommodation					
Town/Region					

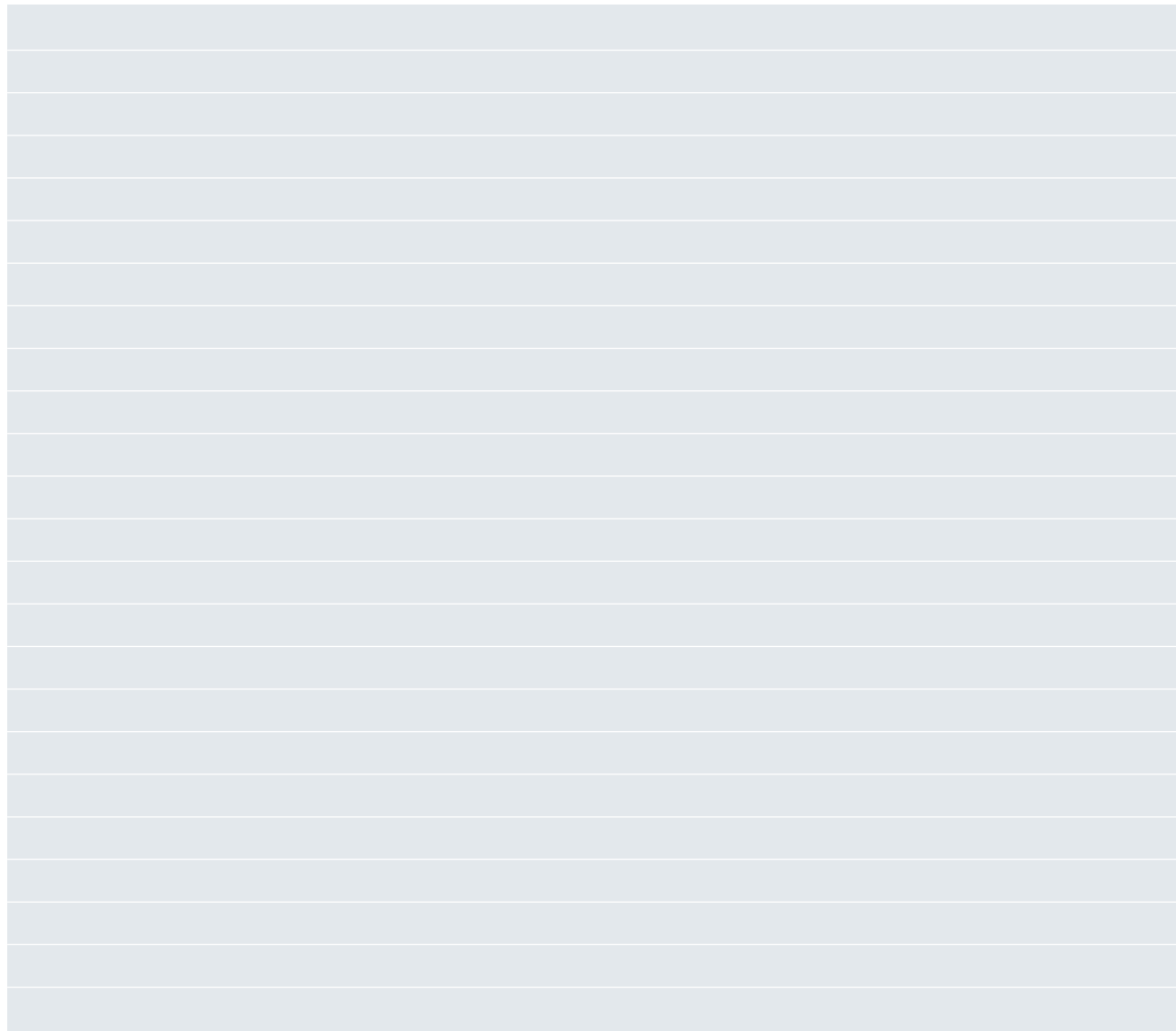
Course Information

Summary Tables					
Course Requirements					
Study Progression					
Career Opportunities					
Layout of Information					

REVIEW SHEET

(p2)

We welcome your open comments on our prospectus on this page.
Please let us know how we can improve it. Thank you.

A large rectangular area with horizontal lines, intended for writing comments. The lines are evenly spaced and cover the entire width of the page, providing a structured space for text input.