



PART FOUR

Making Your Application

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 the Admissions office at 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** and **www.susi.ie**. Apply for financial support as early as possible. Don't wait for exam results or college offers.

FEES · TÁILLÍ

Rules on fees and grants are subject to change. You are advised to check the websites of HEA (Higher Education Authority) and SUSI for the most up-to-date information on the criteria for determining liability for fees and/or eligibility for grants. See www.studentfinance.ie, www.susi.ie.

Who deals with fees and grants?

Registry, (074) 918 6125, deals with all matters related to fees and grants.

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, exclusion from college, or withholding of results.

What fees are likely to apply?

There are two types of fee:

1. Student Contribution Charge

This is set by government and is subject to change. At the time of writing it was €3,000 per annum. If you get a maintenance grant the Grant Authority (SUSI) will normally pay the student contribution fee on your behalf.

At registration you will have to pay the student contribution fee from your own resources if:

- you have not applied for a grant
- your eligibility for a grant has not been confirmed at the time of registration
- you have been informed that you don't qualify for a grant.

To avoid having to pay this fee to register, please make sure that you apply for support and establish your eligibility early.

If confirmation of eligibility for a grant to cover this charge comes in after you have paid the fee from your own resources, you will get a refund.

2. Tuition fees

At the time of writing most undergraduate 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 a particular stage has an impact on tuition fees. The type and level of course also affects the tuition fee (if any) payable.

What fees do I need to pay in order to register?

Fees can vary with personal circumstances. If you receive an offer we will write telling you what you need to pay and how to pay it. Normally you will pay your fees online. A facility to pay in instalments (normally two) can be arranged via Registry.

Late registration

Late registration hinders the efficient start of the academic year. 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 commitments that would make it difficult to register on time.

If, for any reason, you are unable to register at the specified time you must contact us to let us know. Failure to notify us and to make alternative arrangements may result in your place being forfeit and offered to someone else.

GRANTS · DEONTAIS

Please consult the SUSI website, www.susi.ie, for the most up-to-date information.

Bring evidence of grant to registration

If you qualify for a SUSI 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.

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 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 will 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 fee.



Overview of Admissions Procedures

Léargas Ginearálta ar Nósanna Imeachta Iontrála

Yes ▶ No ▶

Stage/Year 1

Internet applications to www.cao.ie (preferably by 1 February at 5.15 pm)

Hard-copy application material available from CAO, Tower House, Eglinton Street, Galway, (091) 509 800

Standard Yr 1 Applicant

- Under 23
- Relying on Irish Leaving Certificate, QQI/FET post 2000 or UK GCE exams as a basis for entry
- No previous 3rd Level Education

For minimum academic requirements see course listings.

Mature (23+)

Apply before 1 May 17.15 to be eligible for random selection.

If you have qualifying exams, e.g. Leaving Certificate, QQI, FET Award, A-Levels, etc., provide evidence to CAO. You may then have second chance of selection on that basis.

Irish Diaspora

Students of Irish descent who are resident outside Ireland and who qualify for the Ireland Homecoming Study Programme (IHSP) initiative will benefit from a significant reduction in tuition fees. For more information, see www.thea.ie/ireland-homecoming-study-programme. See www2.cao.ie/downloads/documents/Guidelines-EU-EFTA.pdf for guideline entry requirements for various EU/EFTA countries.

CAO Application Deadlines

On Time/Restricted – 1 February at 5.15 pm
 Late (more expensive) – 1 May at 5.15 pm
 Change of Mind – 1 July at 5.15 pm

Exception to Deadline

Students who are currently registered in Higher Education in Ireland, and who entered their current course via CAO, may apply up until 22 July at 5.15 pm. Please see CAO handbook.

Ideally, CAO applications should be made online by 1 February. Late applications may be accepted up until 1 May.

Occasionally, if there are insufficient qualified applicants among those who applied by 1 May 5.15 pm, a new application window may open. Available Places, if any, may be advertised on www.cao.ie from mid-July and are subject to change. Since availability under this scheme, if any, is likely to be quite restricted, applicants are cautioned against relying on late or available place applications. It is safest and cheapest to apply before 1 February.

Registration

Normally takes place during the first week or fortnight of September.

Failure to register at the appointed time could result in forfeiture of your place to a person on the waiting list.



Stages/Years 2, 3, 4

Apply to LYIT

Required: Previous Higher Ed. with stipulated number of ECTS (or equivalent) credits and appropriate learning outcomes in a related discipline.

60 credits needed for stage 2

120 credits needed for stage 3

180 credits needed for stage 4

Applicants lacking appropriate 3rd level qualifications will not be considered for advanced entry.

Apply, via the CAO, for first year.

Deadline 1 April

Application forms/documents are available from the Admission Office, (074) 918 6125 or can be downloaded from www.lyit.ie.

Non-standard Yr 1 Applicant

When applying to CAO provide adequate information on any exams you expect to be considered. Submit certified A4 copies of relevant educational certificates so as to arrive with CAO within 10 days of your on-line application, e.g.

- educational certs and transcripts *in the original language*
- notarised translations for documents not in English
- evidence of age,
- evidence of nationality, etc.

See the CAO handbook for information on supplying supporting documentation.

Incomplete documentation will adversely affect your application.

Assessment is normally based on documentation supplied, but LYIT reserve the right to interview applicants.

Previous Higher Ed.

May result in fee liability.

Consider if application for entry to year 2, 3 or 4 would be more appropriate?

First Years who originally entered via CAO and who wish to apply for alternative first year course may apply up until 22 July at 5.15 pm.

QQI or other Further Education applicants

Full level 5 Award required, e.g. 120 credits - a Record of Achievement or Component Certificate is insufficient.

Provide FE exam no. and year of award on CAO form.

Attach copy of results if available.

Applicants are cautioned that some courses in the Departments of Science and Nursing have *very limited places* for applicants applying on the basis of QQI/FET, BTEC or similar vocational awards.

Non-EU Applicants applying on basis of exam from outside EU

Apply via LYIT's International Office, not via CAO.

Contact Jill Murphy, international@lyit.ie

The application portal is <https://noneuapply.lyit.ie/>

Provide Transcripts of terminal exams from upper second level (year 12) in the original language.

Notarised translations should also be supplied.

Non-EU fees are €10,000 per year.

No scholarships available.

Offers

For most applicants for first year, first round offers normally issue around mid-August. At the sole discretion of LYIT, earlier offers may issue to some applicants, e.g. mature applicants, if

- a. Their application is not based on results pending at the time of application AND
- b. They have submitted a correct and complete application before 1 February at 5.15 pm.

For applicants for stages 2, 3 & 4, first round offers normally issue in the latter half of July.

If you fail to respond to an offer on time, it may lapse or be offered to someone on the waiting list.

APPLICATION PROCEDURES · NÓSANNA IMEACHTA IARRATAIS

Awards

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

Generic Entry Requirements

The entry requirements are different depending on the level of the course for which you apply. There are some entry requirements that apply across all, or most, courses. For instance, you will always need to present either Irish or English and, for most courses, you will also need to present maths. The more generic requirements are listed below. However, requirements can vary from course to course. You are therefore advised to pay close attention to the specific requirements listed on individual course description pages. Contact registry if you are in any doubt.

Level 6 Higher Certificate 2 years

Minimum Five Subjects at grades O6/H7 or higher to include:

English or Irish O6/H7
Maths at grade O6/H7 (in most cases, see Page 37 for exceptions)
Or
A relevant QQI Level 5 qualification (See table Page 268)
Or
An international School Leaving Award that LYIT deems to be equivalent*

Level 7 Bachelor Degree 3 years

Minimum Five Subjects at O6/H7 or higher to include:

English or Irish O6/H7
Maths at O6/H7 (in most cases, see Page 37 for exceptions)
Grades that add up to a minimum of 160 points
Or
A relevant QQI Level 5 qualification (See table Page 268)
Or
An international School Leaving Award that LYIT deems to be equivalent*

Level 8 Honours Degree 3 or 4 years

Minimum Six Subjects to include:

At least two subjects at grade H5 or higher
4 subjects at O 6/H7 or higher
English or Irish O6/H7
Maths at O6/H7 (in most cases, see Page 37 for exceptions)
Or
A relevant QQI Level 5 qualification (See table on Page 268)
Or
An International qualification that LYIT deem to be equivalent*

* An acceptable overseas exam will normally be a State exam taken at the end of the upper cycle at second level. For exams in the EU/EFTA area, log on to www.cao.ie and click on Student Resources/Applicant Scoring /EU/ETFA guideline.

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

Postgraduate Awards

Level 9	Master's Degree
Level 10	Doctoral Degree

Comparing Old & New Leaving Certificate

The Leaving Cert grading system changed in 2017; for those presenting Leaving Certs from previous years the equivalent minimum grades are:

2017 Onward	2016 and Earlier
O6/H7	OD3
H5	HC3

English/Irish

You will need O6/H7 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 also need an internationally recognised qualification in English, e.g. IELTS Level 6 or similar. The college reserves the right to test oral English ability and/or to require applicants to provide TSE scores. Registration may be refused or rescinded if the required standard is not met.

Results from Bunleibhéal Gaeilge do not meet the entry requirements.

Maths

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

LY207	Law
LY208	Law with Criminal Justice or a Language
LY346	Culinary Arts
LY327	Hospitality and Tourism
LY427	Digital Film & Video

LY437	Animation
LY447	Fashion with Promotion
LY457	Graphic & Digital Design
LY408	Design, Common Entry

For all courses where maths is required, including Nursing and Engineering, the maths requirement can be met by achieving O6/H7 (or better) in Leaving Certificate maths.

Foundation Maths

Foundation maths at and above grade F2 (80%) will meet the minimum requirements for courses other than Engineering courses and *ab initio* Level 8 Degrees.

Where accepted, points for qualifying Foundation maths are:

F1	20 points
F2	12 points

Bonus points for Honours Maths

Students who achieve grade H6 or better in the Higher (Honours) maths exam will receive 25 additional points. Bonus points will also apply to Honours maths results from previous years. For maths results from 2016 and earlier, applicants will need to have achieved a grade of HD3 or better to qualify for bonus points.

Enabling Maths Initiative

The Donegal Education and Training Board (DETB) and LYIT have launched the "Enabling Maths Initiative" arising from the signing of a formal memorandum of understanding between LYIT and DETB in January 2016. This course is intended for applicants who are otherwise eligible but lack a pass in ordinary level Maths. The course is usually held in late August/early September. No course fees will be applied. The final examination will be of an equivalent standard to the current Leaving Certificate ordinary mathematics paper and will be set and assessed by mathematics teachers nominated by DETB. Passing this course will compensate for failure to





matriculate in maths via the Leaving Cert. In all cases applicants must meet the other minimum entry requirements and the current points for the relevant programme.

Qualifications other than Irish Leaving Certificate or QQI Level 5

Some information on acceptable non-Irish exams can be found on the CAO website under Student Resources/Applicants Scoring.

- For GCSE/GCE exam see www.cao.ie/index.php?page=scoring&s=gce
- For other exams in the EU/EFTA area www2.cao.ie/downloads/documents/Guidelines-EU-EFTA.pdf

For year 1 entry we look for awards at a level roughly equivalent to Irish NFQ level 5, e.g. UK framework level 3 or EQF level 4. Specific subjects and/or grades may also be required. If you are unsure of your eligibility to meet the minimum requirements, check with LYIT before submitting an application.

HEAR/DARE

HEAR/DARE are access schemes that target under-represented groups, and facilitate access on reduced points and with specific supports for eligible applicants. LYIT encourages applications from groups currently under-represented in higher education, including those with disabilities/specific learning difficulties or from socio-economically deprived backgrounds. We aim to ensure that as wide a cohort as possible are offered an opportunity to enter third level education and to complete their studies successfully. LYIT will reserve a quota of places on each course on up to 30 reduced points for which eligible matriculated HEAR/DARE applicants can compete. (Note that the allowance of a 30 point reduction is subject to first meeting the minimum entry requirements for the course. In the case of level 7 programmes, minimum entry requirements include the necessity to achieve a minimum of 160 points. Applicants with fewer than 160 points will not be admitted to Level 7 programmes. However, where the standard cut-off for a Level 7 programme is 300 points, eligible HEAR/DARE applicants may be admitted on 270 points.) Students who gain a college or university place through HEAR also get a range of personal, academic and social supports while they are studying at third level.

Those who feel they would benefit from these schemes should apply as normal via the Central Applications Office (CAO) and indicate on the application form which scheme(s) they feel apply to their specific circumstances.

DARE is an access admissions scheme for school leavers with a disability or specific learning difficulty who have completed the Irish Leaving Certificate.

Applicants applying for DARE must:

1. Be under the age of 23 as of 1 January in the year of entry.
2. Apply to CAO by 5.15 p.m. on 1 February
3. No later than 5.15 p.m. on 15 March of year of entry, disclose their disability

and/ or specific learning difficulty in their CAO application and fully and correctly complete Section A of the Supplementary Information Form (SIF).

4. Download Section B of the SIF (Educational Impact Statement), have it completed by your school and returned to CAO to arrive by 5.15 p.m. on 15 March of year of entry.
5. Download Section C of the SIF (Evidence of Disability), have it completed by the appropriate medical professional (only if you do not already have a report verifying your disability) and returned to CAO to arrive by 5.15 p.m. on 15 March of year of entry. In place of Section C, applicants with a specific learning difficulty or dyspraxia are asked to provide a full psychoeducational assessment completed by an appropriately qualified psychologist. In addition, applicants with dyspraxia must provide documentation from an occupational therapist, neurologist or physiotherapist.

Notes: DARE has specific requirements for Section C (Evidence of Disability) in relation to the Medical Consultant/ Specialist who must verify your disability, the age limit on reports and the documentation required.

Being eligible for DARE does not guarantee you a reduced points place.

There is a limited quota of reduced point places available. If there are more eligible DARE/HEAR applicants than there are quota places available, LYIT will prioritise applicants who are eligible for both DARE and HEAR entry routes and have met all the above criteria.

More Information on DARE is available from your school guidance counsellor or LYIT's Disability Support Service Coordinator, Roisin McCormack, roisin.mccormack@lyit.ie

Information can also be found on: www.accesscollege.ie and www.cao.ie.

HEAR is an access admissions scheme for school leavers from socio-economically disadvantaged backgrounds who have completed the Irish Leaving Certificate.

Applicants applying for HEAR must:

1. Be school leavers under the age of 23 as of 1 January of year of entry to college who are resident in the Republic of Ireland.
2. Apply online through the CAO before February 1st.
3. Meet a range of financial, social and cultural indicators to be considered for a reduced points place and extra college support.

LYIT's Entry Requirements for a reduced points place:

- Be eligible for HEAR,
- Meet LYIT's standard minimum entry (matriculation) requirements,
- Meet any specific entry requirements for the course you are applying for,
- Achieve the points that is at or above the minimum acceptable score (a minimum of 160 points is required for level 7) and that is within 30 points of the cut-off for the course to which they seek entry.

Important Notes

- Being eligible for HEAR does not guarantee you a reduced points place. There is a limited quota of reduced point places available. If there are more eligible HEAR/DARE applicant than there are quota places available, LYIT will prioritise applicants who are eligible for both DARE and HEAR entry routes and have met all the above criteria.
- Where applicable professional fitness to practice policies and Garda vetting will also apply.

Response to your application

In the last week of June, the CAO will email you directly to let you know if you are eligible for HEAR. There is a Recheck facility if you feel there was an administrative error. You will receive details of the Recheck in late June of the year of your application. If your application is successful, the LYIT Access Office will be in contact with you by email after you have accepted your CAO offer with details of your compulsory HEAR orientation.



To find out more information about the HEAR scheme, please visit: www.accesscollege.ie/hear or contact Access Officer, brian.mcgonagle@lyit.ie.

The HEAR/DARE offer process

A limited number of places is reserved on each course for HEAR/DARE applicants. Applicants who are on or above the entry points are deemed to be merit candidates and automatically receive offers – this does not affect the quota for reduced points places.

Supports available to both HEAR/DARE students

The Curve (Access Office) will endeavour to provide the following specific supports to HEAR/DARE entrants.

Maths Learning Centre:

- Small group tuition in maths

Communications Learning Centre:

- Exam Preparation
- Study Skills
- Revision Techniques
- Reading/Writing Skills
- Referencing

Skills 4 Study Campus

Dedicated Computer Labs

Support Available to DARE Students

The following disabilities are eligible for consideration under DARE:

- Asperger's Syndrome / Autism
- Attention Deficit Disorder/Attention Deficit Hyperactivity Disorder
- Blind/Vision Impaired
- Deaf/Hearing Impaired
- DCD Dyspraxia/Dyspraxia
- Mental Health Condition
- Neurological Conditions (incl. Brain Injury, Speech and Language Disabilities)
- Ongoing Medical Condition (incl. Epilepsy, Diabetes, Crohn's Disease)
- Physical Disability

- Specific Learning Difficulty (incl. Dyslexia and Dyscalculia)

Supports available dependant, on disability and production of relevant report, include:

- Academic Skills support/Learning support tuition
- Access to Assistive Technology and Software
- Drop in centre for support
- Provision of quiet spaces for students with Autism
- Personal Assistants
- Transport
- Exam Accommodations
- Classroom Accommodations

Support Available to HEAR Students

- Scholarships
- Students' Assistance Fund
- Assistance with financial appeals

In addition, you should apply separately for the Higher Education Maintenance Grant through SUSI, www.susi.ie

FIRST YEAR APPLICANTS FAQ

When can I start?

The academic year begins in September. The application process begins up to 10 months in advance.

How do I apply for first year?

The vast majority of first year applicants, both school-leavers and mature applicants, must apply via the CAO. Key deadlines are outlined on the CAO website, www.cao.ie, and applications are submitted online via the same address.

There are however, a few categories of applicants who may apply directly to LYIT. These are:

- Graduates of LYIT's own Certificate in Preparatory Studies for Higher Education



or Certificate in Access Studies (Access Courses)

- International Students presenting exams from outside the EU/EFTA as a basis for entry should apply via our international office and not via CAO.

It is safer (and cheaper) to submit your initial CAO application early in the year. Ideally you should apply before **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 at 5.15 pm**. But be warned, this does not apply to all applicants or to all courses (see Restricted Applications below). Besides, if you submit a CAO application after **1 February at 5.15 pm**, it will cost more.

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**:

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

In these circumstances colleges post an Available 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. Some Available Place listings can appear as early as July, but most appear from mid-August onward. After round 1, any Available Places may be filled by qualified applicants on a first-come, first-served basis.

Can I change course post registration?

Changing course after registration can sometimes be accommodated but is by no means automatic. No assumption should be made that such a request will be facilitated.

To change courses between Registration and the close of the CAO season, you will be required to re-apply via CAO. This will only be possible if:

1. There are places available on the course into which you wish to transfer.
2. There are no other qualified applicants on the waiting list for that course.

Transfer after the CAO closes may sometimes be accommodated, but is subject to strict terms and conditions as outlined in LYIT's Internal Transfer Policy. See LYIT website for more information.

What is the points system?

Qualifying for college entry is a two-phase process.

1. First you must meet certain minimum entry requirements to matriculate and establish your general eligibility. For the majority of courses the minimum entry requirements can be accumulated over several sittings of an exam.
2. Note we'll only move to phase two, counting points, after you have first achieved minimum entry requirements. Provided you have first matriculated, the higher your grades, the more points you will 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 overleaf.



Leaving Certificate Points Table

New Leaving Cert. Grade	Higher Maths Points	Other Higher Level Subject Points	Leaving Cert Grade	Ordinary Level Subject Points
H1	125	100	O1	56
H2	113	88	O2	46
H3	102	77	O3	37
H4	91	66	O4	28
H5	81	56	O5	20
H6	71	46	O6	12
H7	37	37	O7	0
H8	0	0	O8	0

Note that LCE grades from 2016 and earlier will be converted to the above scale. To see what points will apply to Leaving Cert. exams taken between 1992-2016 or pre 1992, please see www.cao.ie/index.php?page=points_calc

How are points calculated for LCVP?

The LCVP link units are considered as a single subject that may be counted towards matriculation and points are awarded as follows:

LCVP Grade	Points from 2017 onward
Distinction	66
Merit	46
Pass	28

How are total points calculated?

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 six H1s, including H1 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 160. However, as entry is competitive, you may need more than 160 points. Points required may rise or fall from one year to the next, depending on competition. You will find an archive showing points for all courses, for each year, on the CAO website: www.cao.ie/index.php?page=points&bb=studentresources.

What is the relevance of cut-off points?

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 the cut-off.

Can dual awards be used to calculate points?

Please note that the competitions for academic and vocational quotas are entirely separate and based on different exams. QQI results will not be added to Leaving Certificate results. Similarly, BTEC results are not added to A-Level results. If you present both academic and vocational awards, the award in which you achieved the highest points will be used to rank you on the waiting list for non-quota places on round 1 and subsequent rounds.

Are there quotas for QQI FET & BTEC entrants?

Yes, quotas apply to those applying on the basis of vocational awards. For high-demand courses and low intake courses (mainly medical and paramedical courses) these vocational quotas tend to be very limited, with as few as just one or two places available. For other course the quota are more generous and flexible. Scores based on QQI/BTEC or other vocational awards are considered for the vocational quotas only.

The main offers for the vocational quota will issue on round zero. Those presenting vocational awards who are not offered quota places on round zero will remain on the waiting list for quota places. If all the places originally offered on round zero are not accepted, additional vocational quota offers may be made on subsequent rounds.

What is Random Selection?

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

How are QQI Common Award scored?

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

Can I calculate points based on QQI FET awards?

You must have at least 120 QQI FET credits to matriculate.

For some courses we accept any QQI award and do not specify any modules. For other LYIT courses specific awards and/or modules are required. It is important to check the specific requirements of any course in which you are interested. See table on pages 268 - 272. Where particular awards and/or modules are specified no points will be awarded unless these are presented.

To calculate your score

First make sure you have the correct QQI FET award and modules for the LYIT course that interests you.

Next check that you have at least 120 credits. Ignore any credits above 120.

For the credits you are including:

Multiply the credit value by the grade weighting, example

Are QQI FET Level 5 Awards (formerly FETAC) accepted for entry?

Applicants must present a full major award at level 5. A record achievement, a minor award or a component award will not meet the minimum entry requirement. Additional specific requirements apply to some courses. These are shown in the table on pages 268 - 272.

- multiply by 3 for Distinctions
- multiply by 2 for Credits
- do not multiply for a Pass.

Add these up. This is your raw score. It should not exceed 360, e.g. 120 credits all at distinction is $120 \times 3 = 360$.

Multiply the raw score by 13 and divide the result by 12. These are the CAO points for your QQI FET award. Since 2017 the maximum CAO points for a QQI FET award has been 390 points.

Points based on QQI/FET results will be used when assigning places for the vocational quota only. Most offers for the vocational quota issue on round zero. If the vocational quota for any course remains unfilled after round zero additional offers for this quota may be made on subsequent rounds.

For more information regarding entry via QQI awards, including any information regarding new LYIT courses or changes to requirements that may occur post publication of this prospectus, please see the Student Resources section and video guide at www.cao.ie



TABLE OF ACCEPTABLE COURSES •

Tábla na gCúrsaí Inghlactha

The minimum matriculation requirement for year 1 entry is a relevant major award at level 5.

Those holding QQI level 6 awards may be eligible for advanced entry into a related area.

Those seeking advanced entry should apply directly to LYIT.

QQI FET

Business Studies

CAO Code	Course Title	Level	Essential Major awards	Essential component awards
LY108	Bachelor of Business (Hons) in Accounting	8	Any of the following Awards: BBSXX, 5M2102, BBSIT, 5M2111, BMXXX, 5M2069, BIXXX 6M4587, 6M4985, 5M2468	3 Distinctions and a pass in C20139 or 5N1348, 5N1833 or 5N1354 or LC Maths
LY118	Bachelor of Business (Hons)	8	Any of the following Awards: BBMSX, 6M4985, BBMXX, BMANX, 6M4587, BSCRM, BSMSX, 6M4978, 5M2102, 5M2069, 5M2111, 6M5012, 6M4386, 5M2105, 5M2468	3 Distinctions and a pass in C20139 or 5N1348, 5N1833 or 5N1354 or LC Math
LY128	Bachelor of Business (Hons) in Marketing/ Marketing Practice with Online Technologies	8	Any of the following Awards: BBMSX, 6M4985, BBMXX, BMANX, 6M4587, BSCRM, BSMSX, 6M4978, 5M2102, 5M2069, 5M2111, 6M5012, 6M4386, 5M2105, 5M2468	3 Distinctions and a pass in C20139 or 5N1348, 5N1833 or 5N1354 or LC Math
LY107	Bachelor of Business (Common Entry) with degree award options: Accounting or Management or Marketing	7	Any	C20139 or 5N1348 or 5N1833 or LC Maths
LY116	Higher Certificate in Business in Administration, IT & Customer Service	6	Any	None

Law & Humanities

CAO Code	Course Title	Level	Essential Major awards	Essential component awards
LY208	Bachelor of Arts (Hons) in Law (LLB)	8	Any	5 Distinctions
LY218	Bachelor of Business (Hons)- with Spanish/Irish	8	Any	None
LY228	Bachelor of Science (Hons) in Sports & Exercise with degree award options: Performance or Physical Education	8	Any	5 Distinctions
LY207	Bachelor of Arts in Law with Criminal Justice/Spanish/Irish	7	Any	None
LY206	Higher Certificate in Sports Studies	6	Any	None

Hospitality, Tourism & Culinary Arts

CAO Code	Course Title	Level	Essential Major awards	Essential component awards
LY317	Bachelor of Arts in Culinary Arts (Killybegs)	7	Any	None
LY327	Bachelor of Arts in Hospitality & Tourism (Common Entry) (Killybegs)	7	Any	None

Design & Creative Media

CAO Code	Course Title	Level	Essential Major awards	Essential component awards
LY408	Bachelor of Arts (Hons) (Common Entry) with degree award options: Animation or Graphic & Digital Design or Fashion with Promotion or Digital Film & Video	8	Any	Three Distinctions
LY427	Bachelor of Arts in Digital Media Design	7	Any	None
LY437	Bachelor of Arts in Animation	7	Any	None
LY447	Bachelor of Arts in Fashion with Promotion	7	Any	None
LY457	Bachelor of Arts in Graphic & Digital Design	7	Any	None



Civil Engineering & Construction

CAO Code	Course Title	Level	Essential Major awards	Essential component awards
LY508	Bachelor of Engineering (Hons) Fire Safety Engineering	8	Any	3 Distinctions and a pass in C20139 or 5N1833 or C20174 or C20175 or LC Maths
LY518	Bachelor of Science (Hons) Quantity Surveying	8	Any	3 Distinctions and a pass in C20139 or 5N1833 or C20174 or C20175 or LC Maths
LY528	Bachelor of Science (Hons) in Construction Management	8	Any	3 Distinctions and a pass in C20139 or 5N1833 or C20174 or C20175 or LC Maths
LY538	Bachelor of Science (Hons) in Architectural Technology	8	Any	3 Distinctions and a pass in C20139 or 5N1833 or C20174 or C20175 or LC Maths
LY507	Bachelor of Science in Quantity Surveying	7	Any	C20139 or 5N1833 or C20174 or C20175 or LC Maths
LY527	Bachelor of Engineering in Civil Engineering	7	Any	C20139 or 5N1833 or C20174 or C20175 or LC Maths

Electronic & Mechanical Engineering

CAO Code	Course Title	Level	Essential Major awards	Essential component awards
LY608	Bachelor of Engineering (Hons) in Mechanical Engineering	8	Any	C20139 or 5N1833 or C20174 or C20175 or LC Maths
LY618	Bachelor of Engineering (Hons) in Electronic Engineering	8	Any	C20139 or 5N1833 or C20174 or C20175 or LC Maths
LY628	Bachelor of Engineering (Hons) in Biomedical Engineering	8	Any	C20139 or 5N1833 or C20174 or C20175 or LC Maths
LY607	Bachelor of Engineering in Electronic Engineering	7	Any	C20139 or 5N1833 or C20174 or C20175 or LC Maths
LY617	Bachelor of Engineering in Mechanical Engineering	7	Any	C20139 or 5N1833 or C20174 or C20175 or LC Maths

Computing

CAO Code	Course Title	Level	Essential Major awards	Essential component awards
LY708	Bachelor of Science (Hons) in Applied Computing	8	Any	None
LY738	Bachelor of Science (Hons) in Data Science and Artificial Intelligence	8	Any	None
LY748	Bachelor of Science (Hons) in Computer Science	8	Any	None
LY707	Bachelor of Science in Computer Games Development	7	Any	None
LY717	Bachelor of Science in Computing	7	Any	None
LY737	Bachelor of Science in Computer Security and Digital Forensics	7	Any	None

Science

CAO Code	Course Title	Level	Essential Major awards	Essential component awards
LY818	Bachelor of Science (Hons) (Common Entry) with degree award options: Bioanalytical Science or Food Science & Nutrition or Pharmaceutical & Medicinal	8	Any	Three Distinctions
LY828	Bachelor of Science in Agriculture (Hons) (Common Entry) with degree award options: Animal & Crop Science or Environmental Management	8	Any	Three Distinctions
LY817	Bachelor of Science in Bioscience	7	Any	None
LY837	Bachelor of Science in Food Science and Nutrition	7	Any	None
LY867	Bachelor of Science in Pharmaceutical & Medicinal Science	7	Any	None
LY847	Bachelor of Science in Veterinary Nursing	7	CASAC 5M2768	Three Distinctions to include: C20006 or 5N2746 Plus At least two from the following three: C20152 or 5N0753 C20153 or 5N0750 G20001 or 5N0690 2 places
LY877	Bachelor of Science in Agriculture	7	Any	None 2 places
LY806	Higher Certificate in Science in Pharmacy Technician	6	Any	None 1 place
LY816	Higher Certificate in Science in Dental Nursing	6	Any	None 1 place
LY826	Higher Certificate in Science in Health Science with Physiotherapy Studies	6	5M3782	Five distinctions to include: 5N3770 or 5N3771 5N0749 or 5N0690 1 Place
LY836	Higher Certificate in Science in Health Science with Occupational Therapy Studies	6	5M3782	Five distinctions to include: 5N3765 or 5N3766 5N0749 or 5N0690 1 Place
LY846	Higher Certificate in Science in Health Science with Dietetics Studies	6	5M5267	Five distinctions to include: 5N2746 or 5N0690 5N2748 or 5N2006 1 Place

Nursing & Health Studies

CAO Code	Course Title	Level	Essential Major awards	Essential component awards
LY908	Bachelor of Science (Hons) in General Nursing	8	DCHSN 5M4349 DCHSX 5M4468 DHSXX 5M4339	Must possess distinctions in 5 modules in the QQI FET level 5/6 qualification which must include: D20001 or 5N0749; D20012 or 5N4325; D20032 or 5N1279 or C20006 or 5N2746. 3 places
LY918	Bachelor of Science (Hons) in Psychiatric Nursing	8	DCHSN 5M4349 DCHSX 5M4468 DHSXX 5M4339	Must possess distinctions in 5 modules in the QQI FET level 5/6 qualification which must include: D20001 or 5N0749; D20012 or 5N4325; D20032 or 5N1279 or C20006 or 5N2746 3 places
LY928	Bachelor of Science (Hons) in Intellectual Disability Nursing	8	DCHSN 5M4349 DCHSX 5M4468 DHSXX 5M4339	Must possess distinctions in 5 modules in the QQI FET level 5/6 qualification which must include: <ul style="list-style-type: none"> • D20001 or 5N0749 • D20012 or 5N4325 • D20032 or 5N1279 or C20006 or 5N2746 3 places
LY968	Bachelor of Science (Hons) in Early Childhood Care, Health & Education	8	DCHSC 5M2009 DCXXX DCHSC 5M2009	Must have 3 distinctions from the following list: D20005 or 5N1764; D20007 or 5N1773; D20153 or 5N1770; D20159 or 5N1765 DCXXX - no specific modules required. 4 places
LY978	Bachelor of Science (Hons) in Health & Social Care	8	DHSXX 5M4339 DCHCC 5M2786 5M2181	Three Distinctions which must include one of the following: D20003 or 5N2705; D20032 or 5N1279; D20163 or 5N2770; D20164 or 5N0758; D20165 or 5N1794; G20001 or 5N0690 4 places
LY906	Higher Certificate in Science in Early Childhood Care, Health & Education	6	DCHSC 5M2009	Three Distinctions from the following list: D20153 or 5N1770; D20159 or 5N1765; D20005 or 5N1764; D20007 or 5N1773. 4 places
LY916	Higher Certificate in Science in Health & Social Care	6	5M2786 DCHCC 5M2009 DCHSC DHSXX 5M4339 5M2181	Three Distinctions which must include one of the following: D20003 or 5N2705; D20032 or 5N1279; D20163 or 5N2770; D20164 or 5N0758; D20165 or 5N1794; G20001 or 5N0690. 4 places

MATURE STUDENTS • MIC LÉINN LÁNFHÁSTA

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

Do mature applicants 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 applicants on all first year courses. Some mature applicants will be randomly selected for admission under this quota system, regardless of whether or not they hold any qualifying exam results.

Mature applicants who have a Leaving Cert. or other qualifications, can, in addition, compete for all non-quota places based on their qualifications. So, if you have relevant exam results, such as a school Leaving Certificate (or higher), even if they are quite old results, it is worth listing these on your CAO application and sending copies of certificates, where applicable.

Will I have to start at the bottom?

Not necessarily. Most mature applicants, particularly those embarking on new area of study, 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, preferably before **1 February at 5.15 pm**.

What exemptions might be available?

If you already have some form of certified/ accredited higher education that is relevant to the course for which you are applying, 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 for

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 274.

How do I apply as a mature applicant for first year?

Mature applicants for first year should apply via the CAO before **1 May at 5.15 pm**. You can apply online, 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.

What is the closing date for mature applicants?

Mature applicants for nursing who will rely on the results of the PAS exam are restricted applicants and should apply to CAO by **1 February**.

For all other courses see standard CAO closing dates on page 288. The same CAO deadline applies to mature applicants.

Is there an interview or other form of assessment for mature applicants?

In general for most courses at LYIT there is no interview or other additional form of assessment for mature applicants.

PAS test for Mature Nursing Applicants

However, mature applicants for nursing who will rely on the results of the PAS exam should apply to CAO by **1 February**. After they have received a CAO number, mature applicants for nursing must also register with PAS and apply separately for the PAS exam. See www.careerservices.ie/nursing/the-assessment-test. This test normally takes place in April. In order to register with PAS



you need to have a CAO number. Therefore, **PAS** registration does not normally open until sometime after the initial CAO deadline, **1 February**. Please note that registration with **PAS** and application for the test are two distinct steps. Applicants must complete both steps.

Mature Entry based on Random Selection

All other courses will have a limited quota of places reserved for applicants who are admitted on the basis of maturity only. This quota is filled by Random Selection. Those who wish to be considered for the Random Selection quota must have listed their course choices by **1 May at 5.15 pm**. Change of Mind choices entered after **1 May** will not be considered for the Random Selection allocation. Selection for this quota will take place on Rounds A and 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 Entry Based on School-Leaving results

Mature applicants who are not selected at random for the quota, but who have qualifying school-leaving 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 only. It is important to provide the CAO with copies of any results you wish to have taken into consideration.

Mature Applicants who have a Leaving Certificate, no matter how old it is, should be sure to tell the CAO about it. Mature applicants who are happy to rely on school-leaving exam results as a basis for selection can apply up to **1 May at 5.15 pm** and can change their minds about course choices up to **1 July at 5.15 pm**.

What if I miss the CAO application deadline?

In some cases, you can submit a late application up to a final deadline of **1 May at 5.15 pm**.

When will I know if my CAO 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.

Mature applicants who have not presented qualifying results and do not receive an offer on Rounds A or Zero, are unlikely to receive an offer.

Those presenting qualifying school-leaving exam results who do not receive an offer in July should not panic. They may well receive an offer at a later date.

The vast majority of offers issue on Round 1. This usually takes place shortly after the Leaving Certificate results are out and ranking is completed – around mid August.

After Round 1 if you have not received any offer, you can contact admissions to find out your place on the waiting list.

RECOGNITION OF PRIOR LEARNING (RPL) •

AITHEANTAS RÉAMHFHOGLAMA (RPL)

What is RPL?

Recognition of Prior Learning (RPL) is the generic term for learning assessment mechanisms such as Accreditation of Prior Learning (APL) or Advanced Academic Standing, which are used within higher education to describe the awarding of credit/exemptions to applicants on the basis of demonstrated learning that has occurred prior to admission.

RPL involves awarding the applicant recognition in the form of initial or advanced admission to a programme, credits within a programme, exemption(s) from element(s) of a programme, or a full award. The prior learning can be certified or experiential (non certified).

Recognition for Prior Certified Learning (RPCL)

Prior Certified Learning is learning that has already been accredited by an awarding body such as Quality and Qualifications Ireland (QQI) or other state recognised universities, colleges/institutes. Prior certified learning can also include qualifications achieved abroad.

This prior learning can be recognised on the National Framework of Qualifications and may entitle the applicant to:

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

Where prior certificated learning is the basis for RPL, the applicant is required to provide 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 on 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 from experience. In this case, the candidate must demonstrate that the required equivalent learning has been achieved by e.g. producing a portfolio of evidence to support the claim for access or credit. Other assessment tools such as exam, assignment, interview or observation can also be used to assess prior experiential learning. As a

general principle, credit is given for learning, not for experience *per se*. The portfolio of evidence must be written in such a way that the matching of the knowledge, skills and competencies of the module learning outcomes to the prior learning is clearly demonstrated.

RPL enquiries

Please contact Fiona Kelly, Schools Engagement and RPL Officer at fiona.kelly@lyit.ie

ACCUMULATION OF CREDITS AND CERTIFICATION OF SUBJECTS (ACCS) • CNUASACH CREIDIÚNA AGUS DEIMHNIÚCHÁN ÁBHRAR (ACCS)

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 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.



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 rory.mcmorrow@lyit.ie or call 074 918 6125 to get the two forms you will 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, e.g. employer references, examination results or qualifications that are relevant to the course for which you are applying.
5. Return them to the Registry at LYIT by **1 April**.

- These must include at least one GCE A-Level at grade E or better.
- The remaining four may be drawn from GCSE (Grades A-C only) or AS grades A-E.
- Your subject must include either English or Irish GCSE – min. grade C or higher
- In most cases you will be required to present maths *
- In the case of some Science courses you will require a laboratory science subject – min. grade C or higher.

For Level 8 *ab initio* courses you will need:

- **Six** 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.
- Applied A-Level subjects may be used to meet the minimum requirements for most courses at LYIT.
- 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 37 for exceptions). Where required, the minimum acceptable grade is GCSE grade C.

The above are generic minimum requirements. Occasionally, a particular course may specify subjects and/or grades in addition to the above. For instance, Art may be required for some Design courses and Science is required for Nursing.

Check individual course pages for specific requirements.

It is possible to meet the minimum matriculation requirements through a combination of exams taken over more than one year.

It is possible to meet the minimum matriculation requirements through a combination of exam types, e.g. academic awards, vocational awards or a combination of both.

Meeting the minimum requirements outlined may not be sufficient to guarantee selection. Entry is competitive and ranking is based on points.

UK AND NORTHERN IRELAND APPLICANTS •

IARRATASÓIRÍ ÓN R.A. AGUS TUAISCEART ÉIREANN

Basic matriculation - minimum requirements

An award at level 3 on the UK framework is the minimum entry standard for year one.

Standard applicants

Standard applicants are those presenting a combination of GCSE/GCE only. This is the most clear-cut entry pathway. The more general entry requirements are outlined below but it is necessary to consult individual programme description pages for full details.

For Level 6 or Level 7 courses you will need:

- **Five** different recognised GCSE/GCE subjects.

Basis for scoring/ranking

Selection is a two-step process. First you must matriculate or meet the minimum requirements outlined for the course. Only then will we move to step 2, calculation of points. We will not calculate any points where the minimum matriculation has not been met.

GCSEs count toward matriculation but are not awarded any points. Centralised and automated scoring via CAO is based on A-levels and (where applicable) AS-level results only.

Grade	First 3 A-Levels	AS Levels (and 4th A Level where presented)
A*	185	74
A	156	62
B	131	52
C	106	42
D	84	34
E	63	25

Applicants are scored on the basis of a maximum of 4 different recognised subject results at A and/or AS-Level.

For scoring purposes, the following combination of A-Levels and AS-Levels are permitted:

1. The best 4 A-Level subject results in a single sitting.
2. The best 3 A-Level subject results in a single sitting, plus the best AS level result from the previous or the same sitting.
3. 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.
4. 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.
5. The best 4 AS-Level subject results in a single sitting.

The same subject may not be scored twice. Where a subject has been taken at both AS and A-Level, only the A-Level result will be scored.

Important information

- Remember to supply CAO with evidence of GCSE/GCE examinations that you wish to have counted towards matriculation.
- CAO can generally get **current year** results directly from Exam Boards, provided you have given them appropriate information about your exam centre, exam number, etc.
- Applicants must also advise CAO of any previous GSCEs, AS and A-Level awards and provide certified photocopies of certificates or statements of results produced by an examining board to support their application.
- Results sent to CAO must be official certificates supplied by Examining Boards. School transcripts will not be accepted.
- When sending photocopies of Exam Board certificates these must be certified by your school (or by a notary public) as true and unaltered copies of the originals.
- Normally supporting documentation should arrive with CAO within 10 days of submitting an online application. If results are still pending you should state this and indicate the date by which they will arrive with CAO. Verified result must be supplied to CAO well in advance of Round One offers. The final deadline for receipt of results that you expect to be considered for round 1 is **7 August**.
- CAO advises GCE applicants to discuss their AS-Level certification process with their school. AS-Level results are frequently cashed in along with A2 Level results in the final year. As a result, candidates often will not have evidence of their AS-Level results until the release of their A2 Level results in August. In this instance, CAO will expect to receive electronic notification of the AS Level results - provided that the applicant has supplied their correct Exam Board number and candidate number for all subjects that will be cashed in.



- If an applicant cashes in AS-Level results in the same year as A-Level results, applicants must enter the remaining AS Level subject carried forward on their CAO application – applicants must use the space provided for ‘Examinations to be taken’ in the Qualifications and Assessments section.
- CAO must be informed if the candidate sat any AS or A2 Level examinations at a different school.

Non-standard applicants

Awards other than GCE/GCSE combination are regarded as non-standard and are not included in CAO centralised automated processing. Individual colleges assess any such awards independently.

If you are including non-standard awards as part of your application make this clear in your application. Details of the qualification should be supplied when applying to CAO (if applying for entry to first year) or on the college application form (if applying for exemptions or for advanced entry, i.e. to years 2, 3, or 4).

Each Higher Education Institution (HEI) is an independent admitting institution and various

HEIs may take different approaches to non-standard awards.

Whether or not a non-standard award will be recognised, and to what degree, will depend on the learning outcomes achieved and on how those learning outcomes fit in with the pre-requisites of the course for which application is being made.

To enable the admitting college to judge this, the applicant should attach both of the following:

- the transcript of results
- a copy of the syllabus of the course on which those results are based.

BTEC – Matriculation QCF BTEC Awards

LYIT will give consideration to awards at UK Framework Level 3 or higher, including BTECs, AVCs, GNVQs etc.

Aside from copies of pre-existing GCSE certificates, please do not include copies of other certificates or awards at UK level 2 or lower in the supporting documents sent to CAO. Awards below UK framework level 3 do not meet our requirements and will be disregarded.

BTECs – Matriculation

BTEC Award Titles	BTEC Award Titles	Generally Meets Matriculation for	Other
(QCF)	(QCF)		
Subsidiary Diploma		Level 6/7 only	For some high – demand course there is a very limited quota of places for those presenting vocational awards, such as QQI FET and BTEC.
90 Credit Diploma			
Diploma	Certificate (pre-2010)	All L6 /L7/L8 Programmes, However conditions or restrictions or limited vocational quotas may apply for high demand courses	
Extended Diploma	Diploma (2010)		





BTEC Scoring

Extended Diploma	Diploma	90 Credit Diploma	Subsidiary Diploma	Points
D*D*D*				390
D*D*D				371
D*DD				351
DDD				332
DDM				293
DMM	D*D*			254
	D*D			234
MMM	DD			215
		D*D*		185
MMP	DM	D*D		176
		DD		156
MPP	MM	DM		137
			D*	117
PPP	MP	MM	D	98
		MP		78
	PP		M	59

For pre-2010 BTECs a National Certificate is the lowest acceptable award.

Each module is scored, pass 1, merit 2, distinction 3. The total score is then derived using the following formula (sum of scores/number of modules x 3) x 390.

High-demand courses

Note: For some high-demand courses there is a **very limited quota** of places for those presenting vocational awards, such as BTEC /QQI- FET. Applicants presenting standard academic awards such as A-level/GCSE combination or Leaving Certificate with good grades are likely to have a better chance of selection for high-demand programmes.

For information on quota places for BTEC and QQI FET qualifications, please see the relevant course page.

To be eligible for consideration for the quota you are likely to have to present an award closely allied to the course for which you are applying. Inclusion of specific modules/ subjects/grades may also be necessary.

Where restricted vocational quotas apply, results from vocational awards like BTEC/ QQI FET awards are considered on round zero initially. Once the specific vocational quota is filled the BTEC scores no longer apply and are not considered for non quota places.

When there are more qualified BTEC/ QQI FET applicants than there are quota places available, random selection from among the highest scoring applicants is likely to apply.

Academic and vocational entry routes are distinct. It is not possible to add BTEC and A-level scores, just as it is not possible to add Leaving Cert and QQI FET scores.

Supply of results - deadlines

The general expectation is that evidence of results you wish to have considered will be submitted to CAO within 10 days of submission of your online application.

If you are still undertaking the course at the time the application is submitted and do not have final results available yet, this should be stated on the application form. You should also indicate the date by which you hope to submit them to CAO. The final results must be forwarded as soon as they become available.

CAO will scan your documents and make them available to colleges online. This may take a couple of days.

Colleges begin to review non-standard applications early and will assess them on the basis of evidence to hand. If you have not submitted timely results in support of your application, i.e. within the standard 10 day period, you may be deemed ineligible. Once your application has been reviewed it will not normally be reconsidered. For this reason is it important that you contact the college directly if you submit additional supporting evidence after the standard 10-day period allowed for submission of documents has expired. If you fail to do so, late documents may be disregarded.

If you are interested in high demand programmes please ensure that all relevant results reach the CAO well in advance of the relevant round.

We can only consider results that reach us at least one week ahead of the relevant round of offers. Most offers for the vocational quota, which includes BTEC, will issue on round Zero. Round Zero normally goes out during the first week of August. This means that those wishing to be considered on Round Zero must have made results available to us by July. Where the vocational quota fills on round Zero, no subsequent vocational offers will issue. Where the vocational quota does not fill on round Zero, further offers may issue on later rounds.

Advanced GNVQ

Students may be admitted on this basis provided 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 and Guilds

Part III Certificate

These are non-standard qualifications. Applicants presenting these must apply before **1 February at 5.15 pm** and may be called to interview.

Advanced Entry, HND and other UK level 4 awards

Applicants presenting any award at level 4 or higher on the UK framework may be considered for Advanced Entry in a cognate area.

Applicants for Advanced Entry should apply directly to LYIT by **1 April** and not via the CAO. The LYIT application form may be downloaded from www.lyit.ie. Please attach details of both your HND (or other) syllabus and of your results to the completed application form.

Our ability to accommodate advanced entry will depend on several factors including:

- There being a vacancy in the advanced class group
- The “fit” between the learning outcomes you have already achieved and the course for which you are applying
- Whether or not it will be possible to make up any deficit, or missed element, including any placement requirements, etc.

Every case is different. First offers for advanced entry normally issue in late July. However, as we sometimes need to await the outcome of autumn exams to resolve any space issues, offers may issue as late as September.

Since advanced entry is not guaranteed, some advanced entry applicants may decide, as a fall-back position, to also apply for first year via the CAO. This is permissible. Whether you apply directly to LYIT and/or via the CAO it is important to include all relevant supporting documents. Make sure your name and CAO number (where applicable) are clearly marked on any documents you send to CAO.

ERASMUS+ APPLICANTS • IARRATÁSÓIRÍ ERASMUS+

The Erasmus+ Programme encourages international educational exchange. At LYIT we are very enthusiastic about the Erasmus+ programme and we strongly encourage an outbound international experience for our students.

Inbound International students at LYIT will enjoy a productive and stimulating experience in a welcoming and friendly atmosphere. For more details visit the International Student section on our website www.lyit.ie or contact the Erasmus+ Coordinator.

Who can apply?

LYIT has signed over 40 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 inbound Erasmus students. To avoid timetable clashes, modules can only be selected from the same year and from the same course. 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 inbound international students cannot register for modules in their 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 (European Credit Transfer & Accumulation System) credits per semester. End of semester examinations are held in January and May each year. The repeat examinations for both semesters take place at the end of August. 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:

Erasmus+ Office Administrator
erasmus@lyit.ie

Ontario Students

Colleges Ontario has signed a unique agreement with the Technological Higher Education Association (THEA) that allows Ontario College students to complete honours degree programmes in Ireland. The agreement allows graduates of two-year college programmes in Ontario to secure an honours degree with two further years of study in Ireland. In some cases, graduates of three-year programs will be able to secure an honours degree with one further year of study.

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 EU 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 €10,000.

Through the IHSP, qualifying students will benefit from a significant reduction in tuition fees. For more information email international@lyit.ie or see <http://www.thea.ie/ireland-homecoming-study-programme>



THE OFFER PROCESS • AN PRÓISEAS TAIRISCEANA

When are first year offers issued?

The vast majority of offers for First Year are issued, via the CAO, around mid-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.

At our discretion we may make limited offers at an earlier date. In general early offers will only issue where a specific limited quota applies, e.g.

- Mature applicants who are selected at random for the mature quota
- QQI FET/BTEC applicants for courses having a limited vocational quota.
- Visa-required overseas nationals who need to make travel and visa arrangements.

This will only be possible if we are in a position to make early decisions. That is if:

- 1 All the results the applicant wishes to have considered, and any certificates, translations or other supporting evidence connected to those results, have reached CAO at least 1 week before the relevant early round.
- 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.

When are advanced entry offers issued?

Advanced Entry offers are not usually issued until the latter half of July. If all the initial offers are not taken up, further offers may issue later on.

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 or to ensure you have access to your online CAO account. 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?

You can only hold one valid acceptance at a time, so you cannot accept both. You must choose which one to accept. Should you attempt to accept more than one offer, the last acceptance received by CAO becomes the valid acceptance. Any previous acceptance will lapse.

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 section pertaining to deferred entry.



- 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 • IONTRÁIL IARCHURTHA

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.

How do I qualify for deferred entry at LYIT?

In general, LYIT only agrees to grant Deferred Entry in the case of certified medical illness or on other similarly serious grounds. If you apply for a deferral telling us that you wish to:

- take a year out
- repeat the Leaving Certificate
- undertake another course of study
- travel
- save

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?

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

- Deferred Applicants must formally re-apply for the deferred course the following year in order to signal continued interest.

How do I apply for a deferral?

Time is of the essence. Do not accept the offer via the CAO. Instead, write immediately to the Registry at LYIT. This letter must arrive with us at least two days before the reply date shown on your CAO Offer Notice.

This is a busy time of year, so, to make sure your application 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.
- A Medical Certificate, where applicable.

If I am granted 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. In this case 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 · IARRATASÓIRÍ D'IONTRÁIL AG CÉIM CHUN CINN BLIANTA 2, 3, 4 AGUS 5

Who is eligible for advanced entry?

If you have successfully completed a relevant further or 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 of Qualifications. For instance, if you have successfully completed a three-year Level 7 course, you may 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 a relevant award at level 6 in the NFAQ or 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?

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 rory.mcmorrow@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 do not 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 the latter half of 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 information is also normally posted on our website, www.lyit.ie. If you accept an offer for LYIT keep an eye on the LYIT website for updates. Registration normally takes place during the first or second week of September. If you fail to register as instructed without notifying us, you may lose your place.



CONTACTS

TEAGMHÁLAI THE

Main LYIT Reception

T: +353 74 918 6000
E: reception@lyit.ie

Admissions Office

T: +353 74 918 6120 (CAO Entry)
T: +353 74 918 6125 (Direct/Advanced Entry)
E: admissions@lyit.ie

Examinations

T: +353 74 918 6124
E: exams@lyit.ie

Schools Engagement Officer

T: +353 74 918 6105
E: fiona.kelly@lyit.ie

Erasmus+ Officer

T: +353 74 918 6063
E: peter.dobson@lyit.ie

Student Services Reception

T: +353 74 918 6855

Access/Learning Support

T: +353 74 918 6175
E: thecurve@lyit.ie

Accommodation

T: +353 74 918 6825

Careers Office

T: +353 74 918 6812
E: careers@lyit.ie

Students' Union

T: +353 74 918 6820
E: supresident@lyit.ie

Health Service

T: +353 74 918 6850
E: health@lyit.ie

Counsellor

T: +353 74 918 6817
E: counselling@lyit.ie

Chaplaincy

T: +353 74 918 6830
E: chaplaincy@lyit.ie

School of Tourism

T: +353 74 918 6612

School of Engineering

T: +353 74 918 6410

School of Science

T: +353 74 918 6310

School of Business

T: +353 74 918 6210

IMPORTANT DATES FOR APPLICANTS

DÁTAÍ TÁBHACHTACHA D'IARRATASÓIRÍ

5 November 2020

CAO online application facility opens

19 November 2020

LYIT Virtual Open Day

13 January 2021

LYIT Virtual Open Evening

20 January 2021

(@ 5.15 pm) Closing date for CAO online application. Discounted fee of €30

1 February 2021

(@ 5.15 pm) Normal CAO Closing Date. Application fee of €45

1 May 2021

(@ 5.15 pm) Closing Date for Late Applications

6 May 2021

LYIT Open Evening

1 July 2021

(@ 5.15 pm) CAO Change of Mind Closing Date

16 August 2021

LYIT Information Day

Public health information on Covid-19 will determine if LYIT events are held on campus or online.