

IOB Admissions Policy¹

1. Purpose

IOB admits students to accredited programmes at NFQ level 7 to level 9 and at various stages within these programmes. This is a broad framework policy which sets out how IOB admits students and where the authority to do so is vested. The Policy covers the overarching general principles adopted by IOB and underpins other policies and procedures relevant to the Admissions process.

2. Scope

The Policy applies to applicants and IOB staff involved in the admissions process for IOB academic programmes.

3. Principles

- IOB is committed to fair, transparent and consistent admissions practices and procedures.
- IOB aims to attract and retain an excellent and diverse cohort of students. It upholds IOB's strategic commitment to Equality, Diversity and Inclusion (EDI), supporting the pursuit of inclusivity strategies and alternative access routes.
- Admission is subject to meeting minimum entry requirements and the availability of places.
- Students registering to programmes are bound by the terms and conditions of IOB as published on www.iob.ie.

¹ IOB's Admissions policy closely mirrors that of UCD, approved by the University Programme Board (UPB) Feb 16, 2023, and ACEC March 1, 2023

4. Entry requirements and selection

General Criteria Specific programme requirements are published as follows:

- IOB Admissions (www.iob.ie/programmes)
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- IOB prospectuses, published annually, well in advance of the commencement of the programme

As printed materials are produced well in advance of commencement of each programme, the website should be referred to for updated information about programme content and application criteria. IOB will give adequate notice of changes to programme entry requirements.

In addition, the following apply to all applicants

- It is an IOB requirement that students admitted to complete UCD accredited programmes are members of IOB. Evidence of membership must be available prior to module registration. Should a student be exempt from this requirement, which is on a programme basis, this information is included in the published student admission requirements.
- IOB programmes are delivered through English and students are expected to be proficient in English. For further details please refer to IOB's English Language Policy Statement. Further information is available from Registry or info@iob.ie
- Assessment of Applicants Admission is at the discretion of the IOB-UCD Programme Board in accordance with approved entry criteria; primarily on academic merit but may incorporate other factors. In certain circumstances, applicants may be admitted to a programme based on their prior or "experiential learning"². For such admissions, applicants' assessment may require, but are not limited to:
 - o Provision of References – Employment/Academic
 - o Participation in an interview
 - o Submission of a curriculum vitae (CV) or résumé.
 - o Review of NARIC equivalence of an overseas qualification
 - o An additional external test/score (e.g. IELTS)

² Refer to IOB Policy on Recognition of Prior and Concurrent Learning (RPL).

- Applying for a place does not guarantee that an offer will be made. Where there are restrictions on the number of places that IOB can make available, competition can be very high. IOB cannot fairly and consistently take account of any special circumstance affecting an applicant's performance in pre-entry qualifications. Such circumstances should be made known to the relevant IOB Programme Director/Manager.
- Students will not be permitted to commence their study later than week 3 of a 12-week trimester. Should results of the application process be unavailable prior to week 4, due to circumstances beyond the applicant's control, a student may be permitted to commence the programme of study, pending the admissions process outcome. In cases where the applicant does not meet the required admission criteria, the applicant will be withdrawn from the programme.
- All programmes are subject to minimum numbers and IOB reserves the right to cancel a programme if there are insufficient numbers. In such cases, students will be informed at the earliest opportunity and any fees paid will be refunded.
- Candidates should only apply for one programme at a time. Should a candidate wish to change to another programme, they will be required to withdraw their initial application. IOB reserves the right to verify any information provided as part of an application. If documents are found to have been falsified, the awarding body will be notified and, if an offer has issued, it may be withdrawn.

Discretion to Refuse Admission:

In addition to the policies listed in the appendix, IOB, in its absolute discretion, may refuse admission to an applicant where it believes that the applicant:

- o has previously been excluded from IOB for any reason.
- o is currently indebted to IOB.
- o has been excluded or had their enrolment cancelled at another Higher Education Institution (HEI).
- o is deemed a non-genuine temporary entrant.
- o may prejudice the reputation, management, governance or discipline of IOB.
- o has engaged in dishonest and/or deceitful behaviour in the process of applying for admission to IOB or any other HEI.
- o would not be able to lawfully enter IOB premises for all or part of the duration of a programme by reason of a court order.

5. Communication of Decisions

Applicants will be notified of the outcome of their application promptly after the decision is made. Successful applicants are enrolled onto a programme and are required to register for their modules in order to accept their place. Where applicants do not proceed with the registration before the acceptance date (i.e. closing date for module registration), the offer will lapse and their enrolment to a programme will be cancelled.

Unsuccessful applicants have a right to receive feedback on their application. However, it may not always be possible to provide highly specific or tailored advice.

IOB is committed to ensuring that any interaction with an applicant, or any enquirer, is conducted in a professional, courteous and respectful manner. IOB will support staff in managing situations where this is not reciprocated.

Complaints and Appeals: IOB aims to provide a high standard and quality of service for applicants. Applicants are entitled to make a complaint if they are not satisfied with the service they have received. An applicant is entitled to appeal an admission decision, if they can demonstrate that the assessment of the application was based on incorrect process or/and where the decision was based on misinterpretation of information provided as part of the application process.

6. Roles and Responsibilities

Governance: Under the terms of reference for the IOB-UCD Programme Board³, the Board is responsible to UCD Academic Council for the design, development, regulation and quality and for overseeing the delivery of all programmes offered by IOB which lead to UCD awards. One of

³ IOB-UCD Programme Board, Terms of Reference, as included in IOB QA Handbook appendices.

IOB's key roles and responsibilities is the admission of students to programme in accordance with UCD's regulations and policies.

IOB Registry has responsibility for managing IOB's admission process and for ensuring compliance with published entry criteria and enrolment plans. IOB Registry audits application decisions on the basis of approved and published entry criteria and manage the verification of the academic records of incoming students. IOB Registry provides comprehensive, accurate and accessible information and advice to applicants and other stakeholders in the admissions process.

Applicant: The applicant is responsible for

- Checking current entry criteria.
- Provision of full and accurate information in the application
- Updating the application with additional information or corrections as necessary
- Providing required documents/electronic checking for qualification checking post admission
- Adhering to timelines of the process

IOB reserves the right to verify information provided. If documents are found to have been falsified, the awarding body will be notified and, if an offer has been issued, it may be withdrawn in line with IOB terms and conditions of the offer.

7. Appeal of a decision

Prior to making a formal appeal

Applicants with concerns about the outcome of their application, should respond to the programme manager communicating the decision outcome in the first instance to query the grounds on which the decision was based.

Formal Appeal

Following initial enquiry, the applicant is entitled to appeal a decision where they feel that the assessment has, in their individual case, not complied with the published policies and procedures. Submission of an appeal does not mean that an appeal will be granted and during the appeal process the application status remains unchanged.

Appeals may be submitted only by the applicant. Appeals submitted by a third party will not be considered. Where an appeal is deemed to be malicious or vexatious, or where false information is submitted, the appeal will not be considered, and disciplinary or legal action may be taken as appropriate.

The grounds for appeal that may be considered are:

- Incorrect process; specific evidence of irregularity in IOB's Applications assessment process.
- Specified/stated grounds where the decision was based on misinterpretation of data or information provided as part of the application process

The appeal will only be considered if one or both of these grounds is evidenced as part of the appeal.

Procedure

If an applicant chooses to appeal, the request must comply with the following:

- The appeal must be received in writing (either e-mail or hard copy) on the Application Appeals form within 20 working days of the date of the original decision stating how they consider the application to have been unfairly considered.
- The appeal form should be accompanied by any relevant supporting documentation (submitted either as e-mail attachments or as hard copy).

Appeal Assessment

The appeal will be considered impartially and, where possible, by staff who were not involved in making the original decision. The function of the appeals process is to ensure the rules are

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applied fairly. The appeals process cannot set aside the rules for applicants who appeal for special treatment.

In most cases the appeal will be assessed based on the written submission alone.

If necessary, the applicant may be contacted for further information or to clarify points already raised.

Unless exceptional circumstances arise (e.g. if requested further information/clarification has not been provided by the applicant) the decision relating to the appeal will be communicated to the applicant in writing (either e-mail or hard copy) within 20 working days of the receipt of the appeal.

If the decision reached is not to the applicant's satisfaction, a further appeal may be made, in writing, to the Registrar. The decision of the Registrar will be considered final in all cases.

8. Related Documents Policy Related procedures

Policies

UCD Academic Regulations: [Governance Document Details \(ucd.ie\)](https://www.ucd.ie/governance)

IOB Terms and Conditions [Terms and conditions | IOB](#)



UCD Recognition of Prior Learning Policy [Information | IOB students | IOB](#)

Procedures

IOB Applicant Appeals Form [Information | IOB students | IOB](#)

IOB Complaints procedures [Information | IOB students | IOB](#)

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Document	IOB Admissions Policy	 iob [®]  A recognised college of UCD
Version Reference	October 2024	
Changes	<p>First version and is based on UCD's policy.</p> <p>Policy adapted to IOB infrastructure and in line with other approved adapted policies.</p>	
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