



LIT
LIMERICK
INSTITUTE OF
TECHNOLOGY

Website: www.lit.ie
E-Mail: admissions@lit.ie

UNDERGRADUATE ADVANCED ENTRY APPLICATION FORM 2020

(Form to be used by applicants seeking admission to 2nd year or subsequent years of full-time programmes)

Please refer to *Application Guidelines* at the back of this form, applicants applying for year 3 and year 4 Social Care work Level 7 and Level 8 please pay attention to guideline no. 2 before completing form.

Section 1: Student Identification			
If you have previously been registered for a course in LIT, please insert your Student Identification Number here:			
Section 2: Personal Details			
*Surname		*First Name	
*Permanent Address (including Eircode)			
Home Phone Number		*Mobile Number	
*Email Address		*PPS Number	
*Date of Birth		*Gender	
*Country of Birth		*Citizenship	
*Next of Kin Name		*Next of Kin Relationship	
*Next of Kin Address		*Next of Kin Phone Number	
*Mandatory Fields – I authorize the Institute to contact me via SMS messaging to my mobile phone or email address provided above for Institute related business. (Form will be returned to Applicant if any of the above fields are incomplete).			
Section 3: Programme Choice			
(See prospectus or www.lit.ie) – Application may be submitted for up to two programmes only			
Pref. No.	Level (i.e. 6,7,8)	Course / Programme Title	Year of Programme Applied for (i.e. 2,3,4)
1			
2			
Do you plan to study part time by day? (See Section 6) (Yes or No) –			

Section 4: Details of Previous Third Level Study

(Details of study at Institutes of Technology, Universities, Colleges of Further Education, SOLAS Apprenticeship, Etc.).

1. Transcripts of qualifications obtained prior to the current year **MUST** be submitted with this application form.
2. Applicants taking current year examinations should write pending in the results section, submit a list of examination subjects being taken and must arrange to have these results forwarded to this Institute by 19th June 2020.

Name & Address of College/s	Full Title of Programme Studied (e.g. Higher Certificate in Business in Accounting & Finance)		Result (if known)
Dates of Attendance	From		To

Section 5: Relevant Work Experience

Documentary evidence of work experience relevant to your application should accompany this application form. Official reference letters should be submitted with this application for all relevant work experience, indicating the dates and duration of employment and the duties undertaken.

Name, Address & Tel. No. of Employer (Most Recent)	Position Held	Brief Description of Duties	
Dates of Employment	From		To

If you have applied for courses at LIT Limerick
Tel: +353 61 293853 Fax: +353 61 293001, Email: admissions@lit.ie

Or

Student Administration Office, LIT Tipperary, Nenagh Road, Thurles
If you have applied for courses at LIT Tipperary
Tel: +353 504 28072 Fax: +353 504 28001, Email: tippdmissions@lit.ie

Closing Date: 1st May, 2020

All application forms together with any attachments must arrive at LIT on or before 1st May, 2020
E-mailed applications will be accepted.

Section 6: Part Time Study Option

If you wish to pursue a day programme on a part-time basis please note that you will be liable for both Student Contribution and Tuition Fees on a per credit basis for the subjects you select to study. The breakdown of the credits attached to each subject is outlined in the programme's approved course schedule. (Please refer to the relevant policy on part-time study at www.lit.ie/Admissions/pages/ACCS.aspx)

Do you wish to apply to study part-time during the day via ACCS? Yes/No

Section 7: Recognition of Prior Learning (RPL)

You may apply to be considered for subject exemptions based on your history of certified learning and/or your experiential learning. If you select to have your prior learning considered you will subsequently be issued with an RPL Application Form (F008A). You must submit a complete syllabus and a transcript of prior results and a portfolio for any experiential learning to be evaluated.

Do you wish to have your prior learning considered as part of your application? Yes/No

Section 8: Special Needs / Medical Conditions

Are there any special circumstances, disability or medical condition you would like the Institute to know about. If yes please give brief details below and attach relevant documentation obtained within the last three years. Yes/No

Section 9: English Language

If your first language is not English, you are required to provide certification of competence in English.

Section 10: Verification

I certify all the above to be accurate and I agree to be bound by all Institute Regulations, Computer Use Policy and Examination Regulations. I hereby agree that the Institute may provide data on me to employers or professional bodies and other third parties and may use my photograph in publications of the Institute where they judge this to be in the best interest of either myself or the Institute. I authorize the Institute to provide such information contained on this form to HETAC, the DOES, HEA and other relevant authorities. The Institute is a Data Controller and will comply with its obligations under existing or future GDPR and Freedom of Information legislation with regard to the dissemination of personal information to any third party.

Limerick Institute of Technology, taking into account the changing needs of the learner, society and industry, must at times change programmes, courses or modules. The Institute, being mindful of the above, and in order to ensure the efficient and effective operation of the Institute reserves the right to change any programme, course or module.

Signed		Date	
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For Office Use Only

Please tick ✓ whichever of the following is appropriate:

Request Qualification:	Request Work Experience:	Interview:
Request QQI Validation:	Request English Language Qualification:	Waiting List:
Offer Full-time:	Offer Part-Time Day (ACCS):	Do Not Offer

Programme Title: _____ Year: _____

I hereby certify that I have checked this applicant's documentation and I am satisfied that she/he meets the entry criteria for the specified course as approved by the LIT Academic Council Regulations & Procedures and QQI requirements.

Signed: _____

Date: _____

Head of Faculty/Department

Application Guidelines

Please read carefully before completing application form

1. All Admissions and Progressions are subject to availability of places on the program applied for. Applicants may not present more than one form in any one-year. Late applicants are those received after the closing date and will only be processed at the absolute discretion of LIT.
2. Applied Social Science Social Care Work Bachelor of Arts Ab Initio Level 8 Social Care Work Bachelor of Arts Level 7. Applicants wishing to transfer into 3rd or 4th year Applied Social Care Work must complete the advanced entry form along with a Placement Reference. This reference must be completed by the college tutor who supervised your placement. A total of 800 hours of appropriately supervised social care placement must be successfully passed before a student can graduate. As our students complete 400 hours in each of year 2 and year 3, this means that any student who hopes to transfer into year 3 must have already completed at least 400 hours placement in a social care context or otherwise it will not be possible to achieve minimum standards for HETAC. You can download HETAC standards for Social Care from the HETAC website also to meet our obligations under National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, registration on the above programmes is conditional on students successfully clearing the Student Vetting Process.
3. Please do not send original documents, as any documentation submitted will not be returned. The Institute reserves the right to request original documentation if deemed necessary. Transcripts of qualifications obtained prior to the current year MUST be submitted with this application form. Applicants taking current year examinations should write 'pending' in the results section and must arrange to have these results forwarded to this Institute by 19th June 2020. Transcripts received after this date will only be considered in later rounds of offers should places remain available.
4. **Ordinary Degree (Level 7) Applications:**
Applicants holding a National Certificate, Higher Certificate (or equivalent) or having passed a recognised qualifying examination, will be considered for entry into the Ordinary Degree Stage of a related LIT Course of study.
5. **Honours Degree (Level 8) Applications:**
Applicants holding a National Diploma or Ordinary Degree Level 7 (or equivalent), or having passed a recognised qualifying examination with a *40% average, will be considered for entry into a related honours degree level course. The level of exemption granted depends on the level of Award and the honours degree course applied for.
**Except in the case of Students who are progressing from the Bachelor of Science in Applied Biology Level 7 or a cognate Level 7 Programme, an overall average of 50% is required for application to the Bachelor of Science (Honours) in Bioanalysis & Biotechnology.*
6. **QQI Validation:**
If you are presenting a foreign qualification (i.e., a qualification which has been made by a recognised body outside of Ireland and the UK) you must firstly gain QQI Validation before LIT can process your application. Please contact QQI: *Quality and Qualifications Ireland, E-Mail: info@qualificationsrecognition.ie* please note that it takes 8-12 weeks for the QQI to process an application for recognition of a foreign qualification. If you are awaiting QQI Validation, you may submit your application for a place at LIT by the approved Closing Date (1st May), but it will NOT be processed until we are in receipt of your QQI Validation documentation.
7. **English Language Requirements:**
If your first language is not English, you are required to provide certification of competence in English.
8. **Offers:** Round 1 offers will be made in June. Subsequent offers will be issued in September subject to availability of places. If you have any queries regarding grants, please contact SUSI, or log onto www.studentfinance.ie
9. Any Checklist items unticked may mean that your application will not be processed and will be returned to you.

Application Checklist: Please read each question below and insert a Y in the boxes as appropriate.

Section 1. If you were previously a registered student in LIT, have you entered your student ID Number?	
Section 1. Have you entered your PPS Number and Eircode? (This information is mandatory, your application cannot be processed further without same).	
Section 4. Have you enclosed certified copies of any relevant Higher Education Qualifications, or transcript of results with your application?	
Section 4. If you are presenting Overseas Qualifications, have you enclosed QQI Validation?	
Section 5. Have you enclosed documentary evidence of Work Experience (Reference from Employer)?	
Social Care Work Applicants: Provide placement reference completed by the college tutor who supervised your placement.	