



# PART FOUR

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



# MAKING YOUR APPLICATION

## Ag cur d'iarratas le chéile

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

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

When filling the CAO form, remember that it's very important to **list your course choices in genuine order of preference**.

Make sure the courses that most interest you are at the top of your CAO preference list. Take careful note of deadlines. These are highlighted in bold throughout the text.

When you've submitted your CAO application, consider applying for financial support. Check your eligibility on [www.studentfinance.ie](http://www.studentfinance.ie). Apply for financial support as early as possible. Don't wait for exam results or college offers. See [www.susi.ie](http://www.susi.ie).

## FEES · TÁILLÍ

Information on the cost of higher education can change quickly. Following the Publication of the Report of the Expert Group on the Funding of Higher Education (Commonly referred to as the Cassells Report), at the time of going to press, the Government were reviewing the way in which higher education is to be funded. The outcome of this was unknown at the time of going to press.

The HEA (Higher Education Authority) has set up a helpful website, [www.studentfinance.ie](http://www.studentfinance.ie)

It provides a lot of useful information on fees and grants. You are advised to check this.

You can scan the QR code below with your smartphone to go directly to this website.



### Who deals with fees and grants?

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

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

### What fees are likely to apply?

There are 3 types of fee:

#### 1. Application fees

The CAO charge a fee for year 1 applications. Details are available in the CAO Handbook and on their website, [www.cao.ie](http://www.cao.ie). LYIT does not charge for advanced entry applications.

#### 2. Student Contribution Charge

If you get a maintenance grant the Grant Authority will normally pay the student contribution fee for you. If you don't qualify for a grant, you will have to pay the student contribution fee from your own resources.

You will also have to pay the student contribution fee from your own resources if your grant has not been confirmed at the time of registration. To avoid this please make sure that you apply for support early, that your application is correct and complete, that it includes all the information requested of you, and that you respond promptly to any communication from SUSI.

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

#### 3. Tuition fees

At the time of writing most students at LYIT did not have to pay any tuition fees. However, tuition fees are payable in some cases. The status of the student, e.g. their nationality and whether they are a first time student or repeating 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 2) can be arranged via Registry.

## Late Registration Penalty

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

## GRANTS AND SCHOLARSHIPS .

## DEONTAIS AGUS SCOLÁIREACHTAÍ

Please consult the Student Finance website, [www.studentfinance.ie](http://www.studentfinance.ie), for the most up-to-date information.

## European Social Fund (ESF) grants

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

## Where can I apply for a student grant?

### New grant applications

All new applications for 2017-18, including students changing their courses or progressing to new courses (be they add-on courses or otherwise), will be made online through Student Universal Support Ireland (SUSI), [www.susi.ie](http://www.susi.ie). SUSI pays students directly in to their nominated bank accounts. All payments (Levels 6/7/8) under this scheme will be paid directly into your bank account on a monthly basis. Please contact SUSI for a detailed payment schedule.

### Renewal SUSI applications

Students awarded by SUSI previously must renew their application online annually. SUSI will notify them by email when this facility is available.

### Grant approval

Grant approval can take a long time. There are a lot of applicants and a lot of documentation to check. We strongly advise you to send in your grant application early (SUSI advertise the opening date yearly). It is not necessary to wait until you get your exam results or CAO offer. Make sure that you supply any supporting documents that are required, e.g. evidence of income, residency, tax status, etc.

If you apply late, or if you fail to provide information or documents that have been requested, it's likely that the first payment of your grant will be delayed.

### Bring Evidence of Grant to Registration

If you qualify for a grant, please bring evidence of this with you to Registration. If you don't have any evidence you will have

to pay the fees yourself. However you can claim a refund later if a grant is eventually approved.

## How is the Grant Paid?

The grant is paid directly into your bank account by electronic fund transfer, provided you meet the following conditions:

**1. You have told the grant authority which course you accepted.**

Usually this is done by sending them a form called the Final Course Acceptance Schedule.

**2. SUSI have received confirmation of your registration and continued attendance from LYIT.**

SUSI will not request this from the college until you have confirmed which course you are doing.

**3. You have provided accurate details of your bank account to the Grant office.**

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

## Continuation of grant payments

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

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

Repeating a year can be very expensive. It is best avoided. The maximum duration of ESF funding is normally four years. Continued payment of the grant is subject to satisfactory attendance, performance and progression. Therefore if you don't progress you 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 fees.

## Long-term unemployed

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

## Springboard

Springboard is a Government initiative for the unemployed offering access to a wide range of part-time courses. The courses on offer tend to be in areas in which there are lots of jobs and an identified skills shortage, including:

- information and communications technology (ICT);
- digital marketing;
- international financial services;
- project management;
- innovation, enterprise/entrepreneurship,

The courses lead to awards such as Certificate, Degree, Higher Diploma and Masters level awards.

Springboard courses are usually offered in part-time mode, enabling students to keep social protection supports. For more on Springboard see [www.springboardcourses.ie](http://www.springboardcourses.ie) or contact (074) 918 6177.

## Student Assistance Fund

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

## APPLICATION PROCEDURES ·

## NÓSANNA IMEACHTA IARRATAIS

### Awards

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

#### Undergraduate courses

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

#### Postgraduate Awards

Level 9	Master's Degree
Level 10	Doctoral Degree

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

## Level 6: Higher Certificate

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

An Irish Leaving Cert with at least five subjects at grade O6/H7 or better.

The five subjects must include:

- English or Irish
- Maths is also required in most cases (see page 247 for exceptions)

OR

A relevant QQI Level 5 qualification

(See Table page 254-258),

OR

An international qualification that we deem equivalent.

To qualify for a Level 6 award you normally need to accumulate 120 European Credit Transfer and Accumulation System (ECTS) credits. This usually takes two years of full-time study.

## Level 7: Bachelor Degree

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

Five subjects at O6/H7 or better in the Irish Leaving Certificate. These must include

- English or Irish.
- Maths will also be required in most cases
- A minimum of 160 points,

OR

A relevant QQI level 5 qualification (See Table page 254-258)

OR

An international qualification that we deem to be equivalent.\*\*

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

OR

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

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

\*\* Acceptable overseas exams 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](http://www.cao.ie) and search for EU/ETFA guidelines.

## Level 8: Bachelor Degree (Hons)

To enter at first year (*ab initio* mode), you will need an Irish Leaving Cert with at least six subjects, to include

- two subjects at H5 and
- four subjects at O6/H7

These must include

- English or Irish.
- Maths will also be required in most cases

OR

- A relevant QQI level 5 qualification in a related area. (See Table page 254-258)

OR

- An international qualification that we deem to be equivalent. \*\* (See explanatory note above).

To enter in add-on mode, you will normally need to have successfully completed the directly related Level 7 Bachelor Degree. If you have not completed a related Level 7 Bachelor Degree, an alternative higher education course may be considered. You should submit a detailed syllabus for the course you wish to have considered and evidence of the results you have achieved.

The content, learning outcomes, and grades achieved must be appropriate. Bridging studies may be necessary in some cases.

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

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

2017	2016 (and earlier)
O6/H7	OD3
H5	HC3

## Level 9: Masters Degree

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

### Minimum Entry Requirements

Minimum entry standards are usually based on the Irish Leaving Certificate or QQI level 5 awards. The general minimum requirements are summarised below. Occasionally a standard higher than the minimum outlined below may apply. For instance an additional subject (module) or particular grade may be required. Any such requirements will be clearly highlighted on the relevant course pages.

### Number of subjects

You must present

- 5 different subjects for a level 6/7 course and
- 6 different subjects for a level 8 course.

### English/Irish

You will need 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:

LY336	Bar and Restaurant Supervision
LY346	Culinary Arts
LY317	Culinary Arts
LY327	Hospitality and Tourism with degree award options: Hotel, Restaurant and Resort Management, Front Office Management or Destination Marketing
LY427	Digital Media Design
LY437	Animation
LY408	Visual Communication
LY447	Fashion with Promotion
LY406	Photography

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

## Foundation Maths

For courses other than *ab initio* Level 8 and Engineering, F2 or higher in Foundation maths will also meet the maths requirement:

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

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 Letterkenny Institute of Technology (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 development of this course in Mathematics is designed to give young people a second chance to succeed in Mathematics and thus, achieve the entry requirements to enter a wide range of courses at LYIT.

Upon completion and passing of this two-week course, students who are otherwise eligible but lack a pass in ordinary level Maths, can apply for a place on a course at LYIT. In all cases, applicants must meet the minimum entry requirements (see [www.lyit.ie/full-timecourses](http://www.lyit.ie/full-timecourses) for details) and the current CAO points for the relevant programme.

The course commences at Letterkenny Institute of Technology for two weeks on Monday 28th August until Friday 8th September 2017. 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.

## 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](http://www.cao.ie/index.php?page=scoring&s=gce)
- For other exams in the EU/EFTA area see [www.cao.ie/index.php?page=scoring&bb=studentresources](http://www.cao.ie/index.php?page=scoring&bb=studentresources)

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 may also be required. If you are unsure of your eligibility to meet the minimum requirements, check with LYIT before submitting an application.

## First Year Applicants FAQ

### When can I start?

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

### How do I apply for first year?

The vast majority of first year applicants, both school-leavers and mature, must apply via the CAO, the Central Applications Office. The system opens in November and it is advised to apply on-line, as early as possible, ideally before **1 February at 5.15 pm**. Later applications are possible in some cases, up

until **1 May at 5.15 pm** but some restrictions apply.

That said, there are 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 (Access Course)
- International Students presenting exams from outside the EU/EFTA as a basis for entry.
- Applicants for the IT course.

These groups apply directly to LYIT. Contact Registry for details.

Applicants for courses under the Springboard initiative should apply via [www.springboardcourses.ie](http://www.springboardcourses.ie)

For Information on Springboard Contact (074) 918 6177.

## What does a CAO application cost?

Type of Application	Cost	Deadline
Early bird discounted rate	€25	20 January (5.15pm)
Normal application	€40	1 February (5.15pm)
Late application	€50	1 May (5.15pm)
Change of Mind	Nil	1 July (5.15pm)

## Exception to standard CAO deadlines

Applicants already in higher education who entered their current course via the CAO and now wish to change course may re-apply up until **22 July (5.15 pm)**.

## How do I make a CAO application?

We strongly recommend that you apply on-line at [www.cao.ie](http://www.cao.ie). The process is outlined in the CAO handbook available here, [www.cao.ie/handbook.php](http://www.cao.ie/handbook.php)

We suggest you submit your application well before the deadline. Provided you get the basic application submitted before

**1 May at 5.15 pm**, you can amend it later on if necessary, adding, re-ordering or deleting course choices - or other details - up to **1 July at 5.15 pm**. Some restriction apply, to amendments, for instance you will not be able to add restricted courses after the **1 February** deadline.

For standard exams, such as Irish Leaving Certificate, QQI FET (Formerly FETAC) and current year GCEs, CAO can normally receive results directly from exam boards.

For any other exams it will be necessary for you to submit copies of exam certificates in support of your on-line application. Supporting documents should be posted so as to reach the CAO within 10 days of submitting the on-line application.

Where you are taking an exam (other than Leaving Cert., QQI level 5, or GCEs) in the current year and have not achieved certification at the time of application, you should indicate the name/type of the award for which results are pending and the date by which you expect to submit the certification.

## What is the CAO application deadline?

**1 February at 5.15 pm.**

## What if I miss the deadline?

In some cases, you can submit a late application up to a final deadline of **1 May 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 apply after **1 February at 5.15 pm**, it will cost more.

## What is Restricted Application?

This means that you must apply by **1 February at 5.15 pm**. If you apply after that, your application may be disregarded. This restriction usually applies when applicants need to attend an interview or some other form of assessment, e.g. applicants for the Mature Nursing quota. It may also apply to those presenting non-standard exams – for example, to non-EU applicants who are presenting overseas exams.

## Can I apply for first year after 1 May?

Not usually. There are two circumstances in which first time applicants can apply after **1 May**:

- 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.

## What if I change my mind?

Provided your initial application reaches the CAO before **1 May at 5.15 pm**, it is possible, pre-entry, to change your mind about what you want to do. Provided your initial application is registered on time, you can change or re-order your course choices as often as you wish up to **1 July at 5.15 pm**.

## Can I change course post registration?

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

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

## What is the Points System?

There is competition for places. Colleges have limited spaces and will select students with the highest qualifications first. Points are assigned to each exam grade in the Leaving Certificate, GSE, A-Levels, etc. These points

are used to rank applicants. Applicants with higher points/ranking will be selected ahead of those with lower points.

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. The minimum entry requirements can be accumulated over several sittings of an exam.
2. Thereafter, matriculated candidates are ranked on points. Note that we don't start to count points unless you first meet the minimum entry requirements. We'll only move to phase two, counting points, if you first achieved minimum entry requirements. Then the higher your grades, the more points you 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.

## New Points Table

New Leaving Cert. Grade	Higher Maths Points	New Leaving Cert. Grade	Other Higher Level Subject Points	New Leaving Cert. Grade	Ordinary Level Subject Points
H1	125	H1	100	O1	56
H2	113	H2	88	O2	46
H3	102	H3	77	O3	37
H4	91	H4	66	O4	28
H5	81	H5	56	O5	20
H6	71	H6	46	O6	12
H7	37	H7	37	O7	0
H8	0	H8	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 [www2.cao.ie/downloads/documents/NewCommonPointsScale2017.pdf](http://www2.cao.ie/downloads/documents/NewCommonPointsScale2017.pdf)

## LCVP Leaving Certificate Vocational Programme

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

### Bonus points for Higher Maths

25 bonus points are awarded grade at H6 or better in the Higher (Honours) maths exam.

### Total points

Your points will be calculated from your best 6 grades from a single sitting of the exam. You cannot accumulate points over multiple sittings. Since the introduction of 25 bonus points for Higher maths, the maximum number of points available in the Leaving Certificate is 625. You would need 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, entry is competitive. Since we can't predict the level of competition, we cannot predict the actual cut-off point.

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

However, things change. The Leaving Cert. grading scheme changes in 2017 resulting in a Revised Common Points scale. Thus,

points up to 2016 cannot be compared to points from 2017 onward.

What is the relevance of cut-off points?

The cut-off point does not tell you anything about

- the difficulty/ease of a course
- the average ability of those taking that course.
- your potential earning power on graduation.

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

Choose your courses and order of preference based on your aptitudes and genuine interests. Points requirements cannot be predicted. It is a mistake to choose courses based on assumptions about what points may be required.

### QQI FET Level 5 Awards

(Formerly FETAC)

Applicants must present a full major award. A record of achievement, a minor award or a component award will not meet the minimum entry requirement. Additional specific requirements may apply to some courses. These are shown in the table on pages 254-258.

Since 2011 a major QQI award may consist of a varying numbers of components, totalling 120 credits. QQI awards have compulsory and elective components. The components (modules) making up a major award may be accumulated over more than one academic year. However, applicants will not become eligible for LYIT and no points will be calculated until all the requirements for the major award, and any requirements specific to certain courses, are met.

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

## Quotas

Please take note that several courses have a very limited quota of places available for entry based on vocational awards such as QQI FET and BTEC awards. Where these quotas apply, the number of available places is noted in the table. For courses having a specific vocational quota the QQI/BTEC results are considered on round zero only. Where a vocational quota applies, the QQI/BTEC results are not considered on round 1 or on any subsequent round.

If you also have other results, such as the Leaving Certificate, (or A-levels) you may compete, using those other results, for non-quota places on round 1.

Please note that the competitions for academic and vocational quotas are entirely separate and based on different exams.

## 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.

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

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

## Filling the CAO form

When filling the CAO form you may need to check different boxes depending on when you did your QQI (FET) Exam. Please read the form carefully and make sure you tick the correct box.

If you tick box C on page 3, you will also need to forward a copy of your results, showing the grade point average, to the CAO.

Make sure your name and CAO number is clearly marked on any material you send to the CAO. If you don't provide CAO with results, it may not be possible to work out your points. If we can't work out your points you won't get an offer.

## Scoring for QQI Common Award

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

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

## Points based on QQI FET awards

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

For some course 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 specific requirement of any course in which you are interested. See table on pages 254-258. Where particular awards and/or module 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, e.g

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. The maximum CAO points for a QQI FET award from 2017 will be 390 points.

For LYIT courses that have a limited vocational quota, QQI FET points will apply on round zero only.

For all other LYIT course QQI FET points can be used on rounds 1 and later rounds.

For more information regarding entry via QQI awards, including any information regarding new LYIT course 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](http://www.cao.ie).

## TABLE OF ACCEPTABLE COURSES •

### Tábla na gCúrsaí Inghlactha

## QQI FET / CAS

### 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	3 Distinctions and a pass in C20139 or 5N1348 or 5N1833 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	3 Distinctions and a pass in C20139 or 5N1348 or 5N1833 or LC Maths
LY107	Bachelor of Business in Management	7	Any	C20139 or 5N1348 or 5N1833 or LC Maths
LY117	Bachelor of Arts in Administration & Information Technology	7	Any	C20139 or 5N1348 or 5N1833 or LC Maths
LY127	Bachelor of Business in Marketing	7	Any	C20139 or 5N1348 or 5N1833 or LC Maths
LY106	Higher Certificate in Business - Accounting & Administration	6	Any	None

### Law & Humanities

CAO Code	Course Title	Level	Essential Major awards	Essential component awards
LY208	Bachelor of Arts (Hons) in Law	8	Any	5 Distinctions
LY218	Bachelor of Business (Hons)- with French/Spanish/German/Irish	8	Any	None
LY228	Bachelor of Science (Hons) in Sports Coaching and Performance	8	Any	5 Distinctions
LY207	Bachelor of Arts in Law with Criminal Justice/Irish/French/German/Spanish	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
LY337	Bachelor of Science in Culinary Science (Common Entry) (Killybegs)	7	Any	None
LY336	Higher Certificate in Arts in Bar and Restaurant Supervision (Killybegs)	6	Any	None
LY346	Higher Certificate in Arts in Culinary Arts (Killybegs)	6	Any	None

## Design & Creative Media

CAO Code	Course Title	Level	Essential Major awards	Essential component awards
LY408	Bachelor of Arts (Hons) in Visual Communication & Graphic Design	8	5M1984, 5M1985, 5M1940, 5M2208, 5M1995, 5M2094, 5M5054, 5M1981, 5M5048, 5M5158, 5M2146, EMMWD	Three Distinctions
LY427	Bachelor of Arts in Digital Media Design	7	5M1984, 5M1985, 5M1940, 5M2208, 5M1995, 5M2094, 5M5054, 5M1981, 5M5048, 5M5158, 5M2146, EMMWD	None
LY437	Bachelor of Arts in Animation	7	5M1984, 5M1985, 5M1940, 5M2208, 5M1995, 5M2094, 5M5054, 5M1981, 5M5048, 5M5158, 5M2146, EMMWD	None
LY447	Bachelor of Arts in Fashion with Promotion	7	5M1984, 5M1985, 5M1940, 5M2208, 5M1995, 5M2094, 5M5054, 5M1981, 5M5048, 5M5158, 5M2146, EMMWD, 5M2105	None
LY406	Higher Certificate in Arts in Photography	6	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
LY507	Bachelor of Science in Quantity Surveying	7	Any	C20139 or 5N1833 or C20174 or C20175 or LC Maths
LY517	Bachelor of Engineering in Building Services and Renewable Energy	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
LY547	Bachelor of Science in Architectural Technology	7	Any	C20139 or 5N1833 or C20174 or C20175 or LC Maths
LY506	Higher Certificate in Science in Construction Technology with BIM	6	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
LY607	Bachelor of Engineering in Electronic/Computer 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 Computing in Applied Computing/ Cloud and Green IT	8	Any	Three Distinctions
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)	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

## 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. 2 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 5N27 1 place
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"> <li>• D20001 or 5N0749</li> <li>• D20012 or 5N4325</li> <li>• D20032 or 5N1279 or C20006 or 5N2746</li> </ul> 3 places
LY968	Bachelor of Science (Hons) in Early Childhood Care, Health and 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. 2 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 1 place
LY906	Higher Certificate in Early Childhood Care, Health and Education	6	DCHSC 5M2009	D20153 or 5N1770; D20159 or 5N1765; D20005 or 5N1764; D20007 or 5N1773. 2 places
LY916	Higher Certificate in Health and 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. 2 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. Some mature applicants opt to start at year 1 and to study in full-time mode. If this is your preference you should apply for first year via the CAO, preferably before **1 February at 5.15 pm**.

### What exemptions might be available?

If you already have some form of certified/ accredited higher education, you may be able to gain some exemptions. If you have

already successfully completed at least one year of higher education, in a course closely related to the one for which you are applying, you may even be eligible 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 261.

### 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](http://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.

Mature applicants for nursing must also apply, separately, for the PAS exam.

### Attachments to the CAO application

- **Evidence of Age:** Do not send the original Birth Certificates, send copies.
- **Evidence of educational qualifications, examination results.** Mature applicants who did a Leaving Certificate examination in any year since 1985 should indicate the year and the exam number (if known) in the appropriate place on the CAO application form. If you took the Leaving Cert before 1985 attach a copy of the Certificate.
- **Evidence of Work History, Training Courses, etc.,** that are relevant to the course(s) for which you are applying.

If you apply online send any supporting documentation by post to the CAO, Tower House, Eglinton Street, Galway so as to reach them with 10 days of submitting your application. The CAO receive over 70,000 applications each year. To make sure your supporting certificates are correctly linked to your application, please remember to write your name and CAO application number on all documentation submitted.

## What is the closing date for mature applicants?

Standard CAO closing dates apply:

- **On Time – 1 February at 5.15pm** This is the final date for applicants for any restricted courses. (see CAO handbook)
- **Late – 1 May at 5.15pm** It is more expensive to apply as a late applicant. Applicants for any restricted codes may not avail of this late date. Only course choices that are listed by the **1 May** deadline will be eligible for consideration in LYIT's random selection procedure.
- **Change of Mind – 1 July at 5.15pm.** You can modify your course choices up to this point. However, you won't be allowed to add codes for any restricted courses after **1 February**.

Any course choices added after **1 May** will not be eligible for inclusion in LYIT's random selection process. For any courses added after **1 May** mature applicants will be considered on the basis of qualifying academic results only.

## Is there an interview or other form of assessment for Mature Applicants?

Applicants for the Mature Nursing codes will have an aptitude test organised via the Public Appointments Service, PAS.

As well as applying via the CAO, mature nursing applicants must also register with PAS and apply via PAS for this test. 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. The test normally takes place in April/May. For more information about PAS, the content of this test and how to prepare for it please visit [www.nursingcareers.ie](http://www.nursingcareers.ie).

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

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

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

Mature applicants often neglect to tell CAO about old Leaving Cert. results.

## What if I miss the CAO application deadline?

After Round 1, if there are Available Places remaining on any course, a new application window will open. In general, Available Places are only open to applicants with qualifying exam results. However, depending

on demand, additional mature applicants may be considered for Available Places. Available Places are usually limited, and those with qualifying exams are likely to be given preference. For these reasons mature applicants are strongly advised to stick to normal application deadlines rather than to depend on the emergence of Available Places. Available Place offers issue once a week from late August onward.

### 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.

If you have not presented qualifying results and do not receive an offer on Rounds A or Zero, then you are unlikely to receive an offer.

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

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 **20 August**.

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

### The Curve and mature students

Approximately 25 percent of students at LYIT are mature students. The Curve (Learning Support Unit) provides some special services to mature students. Contact them at 074 918 6172 for more information.

## Recognition of Prior Learning (RPL) • Aitheantas Réamhfhoghlama (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.

### Procedures for applying for RPL exemptions / credits

For applicants already registered at LYIT (full time, part time and ACCS learners)

- 1 Submit an RPL application form (available from the School Administrator) to the relevant Head of Department.
- 2 The Head of Department will decide what evidence you need to submit to support your application, e.g., portfolio or copies of certificates.

- 3 Prepare this and submit it to the Head of Department.
- 4 The Head of Department will appoint an assessor to assess your RPL evidence.
- 5 A decision is made on whether your RPL application is successful or not.

### Applicants seeking advanced entry based on RPL

Applicants can seek advanced entry onto programmes based on RPCL and /or RPEL. The form is available on the institute website, or from the Head of Department. In the case of RPCL, the applicant completes the direct application form and includes details of previous courses completed. In the case of RPEL, the applicant will be expected to complete a portfolio of evidence (or some other suitable assessment) as part of his/her application. The form is reviewed by the the Head of Department and relevant lecturer/ programme team who may seek the support of the RPL Facilitator in making a decision.

You will be notified of the outcome.

Summary of Terms and Conditions Associated with RPL		
	Prior Certified Learning	Prior Experiential Learning
Closing date for RPL Exemption application	Within 10 working days of module commencement	Within 10 working days of module commencement
Evidence Submission date (E.g. Portfolio / copies of certificates)	Within 10 working days of module commencement	Within 20 working days of module commencement
Maximum credits / exemptions allowed for RPL for Non Award stages	100%	100%
Maximum credits / exemptions allowed for RPL in Award Year	0%	50%

### What if my RPL application is not successful?

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

For more information please refer to our website [www.lyit.ie](http://www.lyit.ie)

## Accumulation of Credits and Certification of Subjects (ACCS) •

### Cnuasach Creidiúna agus Deimhniúchán Ábhar (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 is ACCS timetabled?

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

#### How to apply for ACCS

1. Check out our prospectus or website, to see the courses/modules we offer.
2. Contact the relevant Head of Department and make an appointment to discuss your plans informally.
3. Submit a formal application to the Registry at LYIT.  
Email [cathy.mcgowan@lyit.ie](mailto:cathy.mcgowan@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**.

## Does LYIT have many ACCS students?

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

## Do ACCS students get some form of Certificate?

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

## Are ACCS awards recognised nationally?

Yes.

What are the costs?	
Application Fee: -	No application fee for ACCS students
Tuition and Registration:-	Tuition costs are based on the total number of credits you take. A full-time course consists of 60 ECTS credits per year. Therefore, ACCS students pay one sixtieth of the full-time fee for each credit taken. If you take 10 credits via ACCS you will pay 10/60 sixtieths of the full-time fee. If you take 20 credits, you will pay 20/60 (1/3) of the full-time fee, and so on. Fees vary from course to course. The fees for full-time students are set by the Department of Education and Skills, usually in August. We post updates on our web site as soon as they become available. When we make you a formal offer we will let you know what fees apply. As well as tuition, ACCS students have to pay an annual registration fee. The minimum registration fee for ACCS students is €100. Subject to this minimum, the Registration fee is also calculated on a per credit basis, with one sixtieth of the full-time Registration Fee being charged per credit taken.
	Contact the Registry, (074) 918 6125, with specific fee queries.

## UK 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.

For Level 6 or Level 7 courses you will need 5 different recognised subjects. These must include at least one A-level at grade E or better. The remaining 4 may be drawn from GCSE (Grades A-C only) or AS grades A-E.

For Level 8 *ab initio* courses you will need 6 different recognised subjects. These must include at least two A-levels at grade C or

better. The remaining 4 can be drawn from GCSE (Grades A-C only), or from A-levels or AS grades A-E.

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 247 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.

## Basis for Scoring/Ranking

We will not calculate any points where the minimum matriculation has not been met.

GCSEs count toward matriculation but are not awarded any points. Scoring is based on A-Level and AS level results.

Grade	First 3 A-Levels	AS Levels (and 4th A Level where presented)
A*	180	
A	150	60
B	130	55
C	100	40
D	65	25
E	45	20

Applicants are scored on the basis of a maximum of 4 different 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 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 copies of the originals.
- Normally supporting documentation should arrive with CAO with 10 days of submitting an on-line 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 normal deadline for receipt of results that you expect to be considered for round 1 is **10 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 makes this clear in your application. Details of the qualification should be supplied on page 4 of the CAO application form (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.

LYIT will give consideration to awards at UK Framework Level 3 or higher, including BTECs, AVCs, GNVQs etc. Awards below UK Framework level 3 do not meet our requirements and will be disregarded.

## QCF BTEC Awards

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 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 course 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.

## Courses having a limited quota of places for BTEC and QQI FET qualifications

Code	Course Title	Level	Vocational Quota
LY908	General Nursing	8	2 places
LY918	Psychiatric Nursing	8	1 place
LY928	Intellectual Disability Nursing	8	3 places
LY968	Early Childhood Care, Health and Education	8	2 places
LY978	Health and Social Care (Hons)	8	1 place
LY906	Early Childhood Care, Health and Education	6	2 places
LY916	Health and Social Care	6	2 places
LY806	Pharmacy Technician	6	1 place
LY816	Dental Nursing	6	1 place
LY847	Veterinary Nursing	7	2 places
LY877	Agriculture	7	2 places

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 only. Once the specific vocational quota is dealt with, the BTEC scores no longer apply and are not considered on rounds 1 or later.

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

For LYIT courses that do not have a limited vocational quota, BTEC results will be considered alongside other types of results on rounds 1 and later.

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.

For non-quota courses, where an applicant has taken both BTEC and A-level awards, the two types of award will be assessed separately. Whichever award yields the higher results will be used for ranking and for determining the order in which offers are issued on round 1 and subsequent rounds.

## 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 on-line 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 on-line. 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 it is 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 by early August. Colleges are required to have rated all applicants before round 1. The ratings and rank order of candidates eligible to be considered for round 1 are normally finalised by about **10 August**.

Any non-standard results that have not been submitted by **10 August** are unlikely to be considered for round 1. This is of particular concern to applicants who are interested in high demand courses, such as nursing and childcare, which tend to fill up quickly. When any programme fills on round 1, no

later offers will issue. Therefore any results that were not submitted on time for round 1 will not be considered.

You can speed thing up if you also send copies directly to Registry at LYIT or call Registry to let us know to look out for your late documents on the CAO system. When calling the college, applicants will need to supply the following information:

- CAO number
- Name
- Date of Birth
- Address
- Details of new information forwarded to CAO and date on which sent.

## Advanced GNVQ

Students may be admitted on this basis provide they have met matriculation requirements for English (or Irish) and maths. The award is scored as follows:

Module Grade	Score
Pass	200
Merit	280
Distinction	340

## NVQ level 3 or City and Guilds

Part III Certificate

These are non-standard qualifications. Applicants presenting these must apply before **February 1st 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](http://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 CAO.

## Erasmus Applicants • Iarratasóirí Erasmus

The Erasmus Programme encourages international educational exchange. At LYIT we are very enthusiastic about the Erasmus programme and strongly encourage this international experience for students. Erasmus students at LYIT will enjoy a productive and stimulating experience in

a welcoming and friendly atmosphere. For more details visit the Erasmus section on our website – [www.lyit.ie/admissions/erasmusapplicants](http://www.lyit.ie/admissions/erasmusapplicants) 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 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 you cannot register for modules in your own language.

### Assessment

The academic year is divided into two semesters:

- September to January (semester 1) and
- January to May (semester 2).

Students work towards 30 ECTS credits per semester. End of semester examinations are held in January and May each year. 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:**

Peter Dobson

Erasmus Office Administrator

Tel: 00353 (0)74 9186063

Email: peter.dobson@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.

For more information, go to [www.thea.ie/co](http://www.thea.ie/co)

### **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 €9,000. Through the IHSP, qualifying students will benefit from a significant reduction in tuition fees. For more information, see [www.thehead.ie](http://www.thehead.ie) or contact our Head of Development, [johnandy.bonar@lyit.ie](mailto:johnandy.bonar@lyit.ie), on +353 74 918 6060.

### **Non-EU Applicants • Iarratasóirí Neamh-AE**

#### **EU/EFTA Exams**

If you are applying for entry to year 1 and presenting school-leaving exams from the EU/EFTA area as a basis for entry you must apply via the CAO. Guidelines as to how exams from within the EU/EFTA area will be treated are available on the CAO website under Student Resources/Applicants Scoring. See [www2.cao.ie/downloads/documents/Guidelines-EU-EFTA.pdf](http://www2.cao.ie/downloads/documents/Guidelines-EU-EFTA.pdf) (Note that these guidelines are subject to annual review/change)

#### **Do I need to submit anything besides the CAO form?**

Yes. CAO charge an application fee.

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

- Exam transcripts must be supplied in the original language.
- For any documents not in English, you must also provide notarised English translations.
- If we do not receive both original language certificates and notarised translations your application will be disregarded.

## Are Non-EU applicants considered for all CAO courses?

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

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

## Exams from outside the EU / EFTA area

If you are presenting exams from outside the EU/EFTA as a basis for entry, you must apply directly to the International Office and not via the CAO.

International Office Contact:

Jill Murphy,

International Education Manager

Letterkenny Institute of Technology

Email: Jill.Murphy@lyit.ie

Telephone +353 74 918 6068

mobile number +353 87 966 9196

In general you will be expected to have successfully completed upper second level schooling (year 12). You will be required to present results for final exams that are considered equivalent to the Irish Leaving Certificate examination.

If English is not your first language, you will be required to present evidence of competence in the English language.

Applicants from the USA must supply SAT results as well as a high school transcript. A high school transcript alone will not suffice.

Note that international applicants who are not EU/EFTA citizens are subject to international fees of €9,000 and must satisfy all visa and immigration requirements.

## What is the requirement for English?

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

If English is not your first language, you need an internationally recognised certificate of competence in English, e.g.

- **Test of English as a Foreign Language (TOEFL)**

A minimum score of 600 (250 computer based, 90 Internet based) in the Test of English as a Foreign Language (TOEFL) administered by Princeton University, with Test of Written English at 475+.

- **International English Language Testing System (IELTS)**

Test Patterns A and B, with an average score of 6.5 over all components and a minimum of 6.00 in each band.

- **University of Cambridge:**

Advanced Certificate, Grade B or better (CEFR Level C1 or C2) Proficiency Certificate, Grade C or better (CEFR Level C1 or C2)

- **English Test for Academic and Professional Purposes (ETAPP):**

With grade C1 or better (CEFR Level C1 or C2)

## Immigration and student visas

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

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

- An official letter of offer from a college for a full time course requiring at least 15 hours per week.
- A college receipt showing you have paid your fees in full.
- Immediate access to at least €7,000. This is the estimated cost of living in Ireland as a student for one year.
- Bank statements showing sufficient private funds to live in Ireland and support yourself for the duration to your course. The expectation of any earnings from casual employment will not be taken into account.
- Private medical insurance.

## Can I work if I have a student visa?

If you are attending a course on the Internationalisation Register [www.intregister.ie/current.html](http://www.intregister.ie/current.html) you will have stamp number 2 endorsed on your passport when you register with your local immigration officer. You will be allowed to take up casual employment of up to 20 hours part-time work per week in term time or up to 40 hours per week during normal college vacation periods. The stamp will be valid until you have finished your course of study and your entitlement to take up employment ceases when your permission to remain expires.

If you are not attending such a course, you will not be entitled to take up part-time work or engage in any business or profession. You will get stamp number 2A on your passport. This stamp gives you permission to remain until you have finished your course.

You can read information on employment rights of part-time workers Ireland here ["/en/employment/types\\_of\\_employment/part\\_time\\_employment/employment\\_rights\\_of\\_part\\_time\\_workers.html"](#)

## Can I work in Ireland as a non EU graduate?

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

For further information on immigration and visas see: [www.educationireland.ie](http://www.educationireland.ie) [www.inis.gov.ie](http://www.inis.gov.ie) [www.citizensinformation.ie](http://www.citizensinformation.ie)

## 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 **20 August**, after the Irish Leaving Certificate results become available. If all first round offers are not taken up, further offers may be issued on subsequent rounds in September/October.

At our discretion we may make limited offers at an earlier date. In general early offers will

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

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

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

## Deferred Entry • 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 or
- travel,

we would not normally grant it.

If a deferral is not granted you may still take up the place offered in the current year, provided you have left sufficient time to meet acceptance deadlines.

### Are there conditions related to deferrals?

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

### 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

### Who is eligible for Advanced Entry?

If you have successfully completed a relevant higher education course, to a suitable

level, you are eligible to be considered for advanced entry. If your education ended at second level, you are not eligible for advanced entry.

## Standard Advanced Entry

Standard applicants for advanced entry will have successfully completed a directly related course at the preceding level on the National Framework 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 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](http://www.lyit.ie) and is also available by email from [cathy.mcgowan@lyit.ie](mailto:cathy.mcgowan@lyit.ie) or from:

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

## What documentation do I need to submit?

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

In the absence of appropriate documents and translations, it will not be possible to process an application.

We are not responsible for any original certification submitted and 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 normally takes place during the first week of September.

### Late registration

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

### Historic CAO Points

An archive showing the points requirements for all courses/colleges is available via the Media and Statistics section of the CAO website, [www.cao.ie](http://www.cao.ie) or scan the QR code below with your smartphone to access this archive. Once you have opened the archive you can search by year and/or college.



# Contacts

## Teagmhálaithe



### Main LYIT Reception

T: +353 74 918 6000

W: [www.lyit.ie](http://www.lyit.ie)

### Admissions Office

T: +353 74 918 6120 (CAO Entry)

T: +353 74 918 6125 (Direct/Advanced Entry)

E: [admissions@lyit.ie](mailto:admissions@lyit.ie)

### Examinations

T: +353 74 918 6124

E: [exams@lyit.ie](mailto:exams@lyit.ie)

### School Visits Co-ordinator

T: +353 74 918 6128

### Erasmus Officer

T: +353 74 918 6063

### Student Services Reception

T: +353 74 918 6855

### Access/Learning Support

T: +353 71 918 6175

E: [thecurve@lyit.ie](mailto:thecurve@lyit.ie)

### Accommodation

T: +353 74 918 6825

### Careers Office

T: +353 74 918 6812

E: [careers@lyit.ie](mailto:careers@lyit.ie)

### Student Union

T: +353 74 918 6820

E: [supres@lyit.ie](mailto:supres@lyit.ie)

### Health Service

T: +353 74 918 6850

E: [health@lyit.ie](mailto:health@lyit.ie)

### Counsellor

T: +353 74 918 6817

E: [counselling@lyit.ie](mailto:counselling@lyit.ie)

### Chaplaincy

T: +353 74 918 6830

E: [chaplaincy@lyit.ie](mailto: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



4 November 2016

CAO online application facility opens

25 November 2016

LYIT Open Day

20 January 2017

(@ 5.15 pm) Closing date for CAO online discounted application fee of €25

1 February 2017

(@ 5.15 pm) Normal CAO Closing Date. Application fee of €40

1 May 2017

(@ 5.15 pm) Closing Date for Late Applications

1 July 2017

(@ 5.15 pm) CAO Change of Mind Closing Date