



## **CAO Admissions Office**

### **Policy – Other School Leaving Examinations (Category B)**

#### **Application through the Central Applications Office, Galway**

The admissions policies of SETU are laid down by Academic Council and are implemented by the Office of the Registrar. The University reserves the right to modify, suspend or cancel admissions policies at any time.

#### **Applicants**

It is the applicant's responsibility to acquaint himself/herself with the requirements for each course applied for at [www.setu.ie](http://www.setu.ie)

It is also the applicant's responsibility to acquaint himself/herself with the application process at [www.cao.ie](http://www.cao.ie)

#### **NOTE: Other School Leaving Exams**

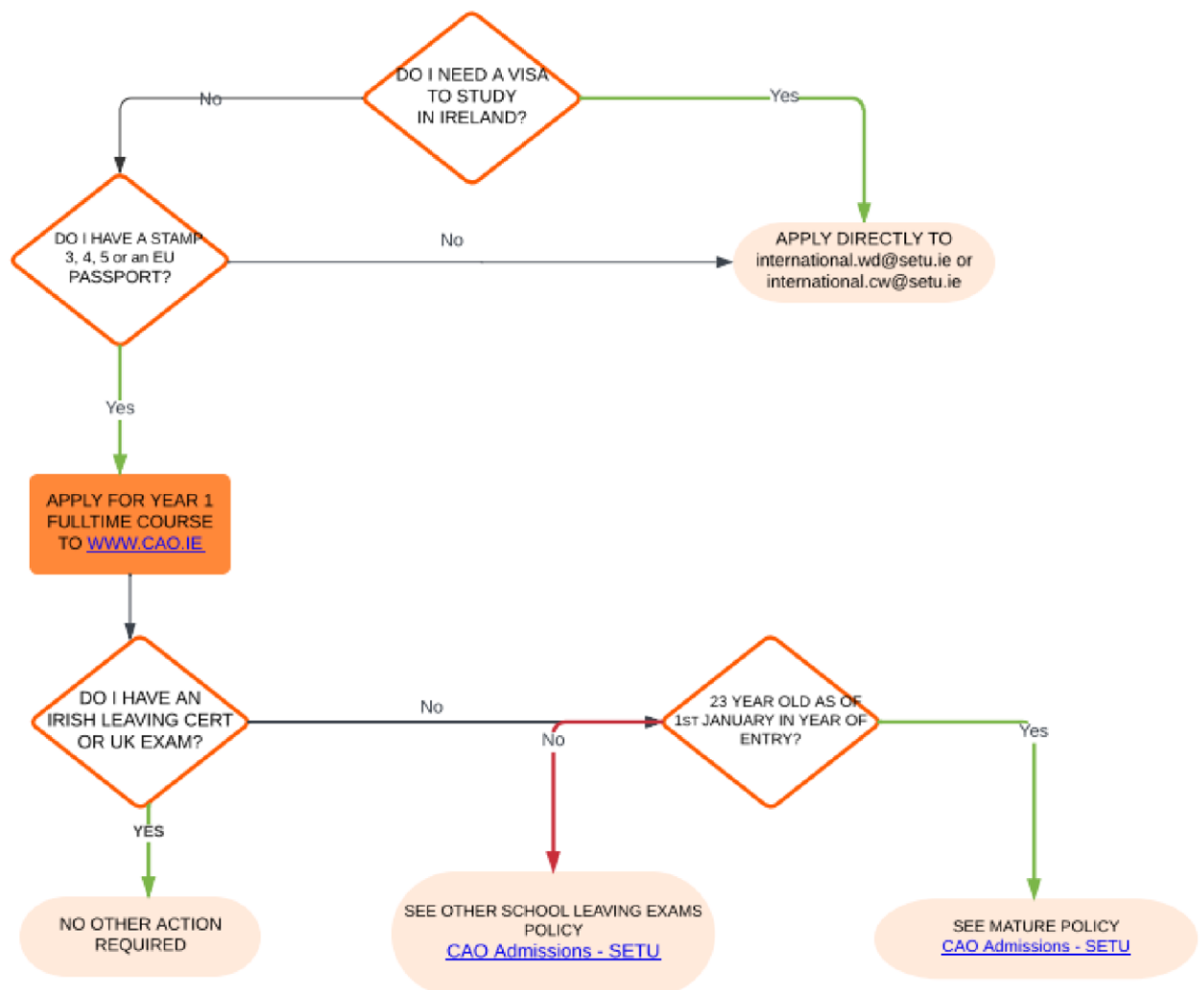
Applicants presenting "Other School Leaving Exams" are referred to as "Category B" applicants for the purpose of processing. Ordinarily, those applying to the CAO under this category have **EU status**.

#### **To assist you in understanding if you have EU status, please refer to the "CAO Admissions Office EU/Non-EU Status Flow Chart Checker" below**

The EU/Non-EU Flow Chart Checker will help you determine whether you apply as an EU or Non-EU applicant. EU apply to [www.cao.ie](http://www.cao.ie)

Non-EU status applicants apply directly to the International Office to [international.wd@setu.ie](mailto:international.wd@setu.ie) or [international.cw@setu.ie](mailto:international.cw@setu.ie)

## CAO Admissions Office EU/Non-EU Status Flow Chart Checker



## **Central Applications Office**

The purpose of the Central Applications Office (CAO) is to process centrally applications for undergraduate courses to Irish Higher Education Institutions (HEIs) and to deal with them in an efficient and fair manner. SETU retains the function of making decisions on admissions via the CAO. It is the responsibility of the applicant to ensure that he is applying through the correct route.

### **CAO Application**

All applicants to the CAO will be brought to the “Qualifications and Assessments” screen where they are asked to provide additional information about the Qualifications and Assessments sections(s) that they select when they register on the CAO system.

Applicants aged 23 and over on the 1<sup>st</sup> January of the year in which they seek admission and who are also presenting Leaving Certificate equivalent qualifications (from outside of Ireland and the UK) will be assessed as a Mature Applicant only for SETU unless the applicant indicates otherwise in writing to the CAO Admissions Office by the 1<sup>st</sup> May.

The purpose of this policy is to provide applicants with a score which equates with their achievement in the school-leaving examinations of the country they sit “School-Leaving Examinations”.

All applicants must meet the minimum entry requirements in order to be considered for entry to any course. Only subjects which are normally recognised for purposes of admission to SETU will be considered.

Eligible and scored applicants will compete for third-level places in Round One. Round One offers issue approximately in September. It is not possible to forecast how many points will be required for any course until the current year’s examination results are known. The Assessor’s decision in the calculation and scoring of results is final.

The scoring of applicants by SETU does not guarantee an offer of a place, nor does it confer any rights on an individual applicant.

The Change of Mind facility becomes available after 1<sup>st</sup> May and the closing date is 1<sup>st</sup> July. The Change of Mind Facility affords applicants an opportunity, if they wish, to change the order of preference only of their course choices. If applicants introduce a new programme to their list of choices by way of Change of Mind, it is not possible to assign the score to programmes introduced on a Change of Mind.

### **Presentation of Documentation (qualifications)**

When applicants apply to CAO online, instructions about the submission of any additional documentation will appear on screen. Such documents must arrive in CAO, by post, within 10 days of applying online to CAO. SETU access and print documentation for those who apply by the 1<sup>st</sup> February deadline only. When sending supporting documents to CAO, applicants must ensure to number each page and write their CAO application number and the date on the front of each page. The CAO do not check that the documents supplied meet the requirements of SETU. Faxed or scanned documents are not considered by CAO. The Documentation must include:

- Certified English translations is required in the case of qualifications not issued originally in English.
- Documentation presented by an applicant in a different name, either by marriage or deed poll must include a certified copy of their marriage certificate or deed poll.

SETU is not responsible for any original certification submitted and will not guarantee that original documentation will be returned to the applicant.

In order for SETU to assess an application, the requirements are as follows:

- A. Completed the Other School Leaving Examinations section on the CAO by the date specified or indicated to the CAO that School Leaving Exams results are pending (to be submitted are results are issued to applicants)
- B. A certified English translation in the case of qualifications not issued originally in English.

### Quality and Qualifications Ireland (QQI)

Applicants may wish to visit **Quality and Qualifications Ireland (QQI)** website [www.qqi.ie](http://www.qqi.ie) which provides learners with advice on the academic recognition of a foreign qualification by comparing it, where possible, to a major award (eg the Irish Leaving Certificate Examination) at a certain level on the Irish National Framework of Qualifications (NFQ). The link is <http://qsearch.qqi.ie/WebPart/Search?searchtype=recognitions>

*NOTE: The information contained in the Guideline Entry Requirements for EU/EFTA Applicants (European) available on [www.cao.ie](http://www.cao.ie) is for guideline purposes only.*

### Applicants whose first language is not English

However, applicants must first meet the English Language requirement of the University before any assessment of the school-leaving examination can be made. It is also important to note that for all proficiency tests, the results must normally have been issued within two years prior to the start of a programme.

Instruction in SETU is through English. English language proficiency is required for all undergraduate programmes at the University. If English is not an applicant's first language, such applicants must present one of the English Language qualifications listed below as evidence of competence.

Undergraduate Entry	Minimum standard
IELTS	5.5 IELTS (min of 5 IELTS in each component)
TOEFL – Computer Based Test	196 (min score of 15 in each component)
TOEFL – Internet Based Test	70 (min score of 15 in each component)
TOEFL – Paper Based Test	550
GCE O-Level English Language	Grade C
GCSE English	Grade C
TIE	B2+
TOEIC	605
Trinity College London	Trinity GESE 8 or ISE II

<b>Cambridge Exams</b>	FCE (High Grade C)
<b>Cambridge Certificate in Advanced English</b>	Grade C
<b>Undergraduate Entry</b>	<b>Minimum standard</b>
<b>South East Technological University (Certificate in English for Academic Study or the Certificate in Academic English)</b>	Overall Pass
<b>CEFR</b>	B2
<b>ETAPP</b>	B2+
<b>PTE (Academic)</b>	50
<b>QQI FET</b>	Pass
<b>Duolingo English Test</b>	90
<b>Oxford Test of English</b>	111 (with a min of 100 in each component)
<b>Irish Leaving Certificate</b>	Ordinary Level O6

**Please note: Other examinations and qualifications may be deemed equivalent and are considered on a case-by-case basis.**

If an applicant/student has completed a qualifying major award (e.g. Level 8 or Masters) in a country where the principal language is English, then they do not need to meet the English language requirements outlined above.

**Please refer to the latest version of the English Language Requirements for SETU on [English Language Requirements - South East Technological University](#)**

