

POLICY TITLE	EU UNDERGRADUATE ASSESSMENT PROCESS
POLICY OWNER	DIRECTOR OF RECRUITMENT AND ADMISSIONS
POLICY OPERATOR	UNDERGRADUATE ADMISSIONS OFFICE

PURPOSE

To ensure robust governance and transparency of the EU Assessments Process. This policy will help to clarify the operations as well as ensure consistency of assessments. EU Assessment Process and Criteria are decided at a sectoral level with all Higher Education Institutions and the CAO and are ensuring a fair, just and equitable distribution of places to eligible UG applicants from outside the Republic of Ireland (EU/EFTA).

DEFINITIONS

1. EU Assessment

The manual assessment of all applicants through the CAO to UCC from outside of the Republic of Ireland but considered EU for fees purposes.

2. IPS

Indicative Points Score. Points equivalences are indicative only as it is not possible to include every result when pre-assessing.

SCOPE OF THIS POLICY

This policy covers the process for assessing EU (non-Irish) applicants for admission to undergraduate programmes in UCC as one of the participating Higher Education Institutions (HEI's) to the agreed sectoral approach¹. Unless otherwise specified, this sectoral approach covers examination systems currently in operation. Applicants presenting older examinations or qualifications not listed should contact the Admissions Office in advance of making an application. It is not possible to review new documentation supporting an application the issue of offers

¹ [CAO EU EFTA](#)

RELATED PROCEDURE

Application process

Applicants must apply through the Central Applications System (CAO). Complete information on the CAO system is available in the CAO Handbook and is also available on the CAO website at www.cao.ie. Each application must be accompanied by appropriate documentation as outlined in the CAO Handbook.

Documentation to be submitted with CAO Application Form

When submitting an application to the CAO it must be accompanied by the following documentation (or followed by the documentation if applying on-line):

- Certified true copy of official transcripts of academic results
- In some cases, the final school report is also required (to show the full range of subjects taken)
- A certified English translation is required in the case of qualifications not issued originally in English or Irish, in addition to the certified A4 photocopies of the documents themselves.

In the absence of these documents and translations, the application may not be processed. Applicants who are awaiting current year examination results must forward their results as soon as they become available to the CAO. For applicants who are successful in their application, the HEI will require that the original documentation be presented at registration for verification. Offers of places are provisional until such time as all Registration formalities have been completed within the University.

A-Level Applicants

UK-Based A-Level exam results are assessed centrally by the CAO in accordance with the same scoring as the Irish Leaving Certificate².

Documentation Verification

Students presenting EU qualifications or examination types other than the Irish Leaving Certificate and UK-based A-Levels, who are successful in receiving an offer, must produce their official, original transcripts and documentation to the Admissions Office once they have been registered.

Assessments

Entry to third level is very competitive. Firstly, applicants must meet the minimum entry requirements (matriculation). For each institution there is an overall minimum requirement, (e.g. 2 H5 and 4 O6 including Maths and English). In addition, there may be specific requirements for individual courses. All applicants who meet minimum requirements compete based on their overall points score which is attained from their six best subjects, or equivalent thereof. If Higher Level Mathematics is counted among the subjects, 25 bonus points are awarded; the maximum point score available is 625 points.

As points for Irish school-leavers are calculated based on a single sitting, EU (Non-Irish) qualifications are assessed on this basis. If this is not feasible within the structure of the exam, what is acceptable is explained.

² [CAO EU EFTA](#)

The evaluation process involves assessing an application for Minimum Entry Requirements/Matriculation and specific subject requirements of the programme(s) to which the applicant has applied. The second stage of the evaluation process involves calculating an applicant's IPS from the exam results provided in the application. All EU applicants are assessed on equivalences as outlined in the tables available on the UCC website here: [EU Requirements by Country | University College Cork](#). It should be noted that where subjects are being presented to meet course or matriculation requirements, then only those subjects which have an appropriate weighting in the relevant examination and are recognised for matriculation/entry purposes by UCC.

English Language Requirements

Teaching in Irish Higher Education Institutions (HEIs) is normally through the medium of English; therefore, all applicants are required to demonstrate a high level of competence in the English Language.

Applicants whose first language is not English must provide evidence of equivalent competence in English Language, through their school leaving examination or matriculation examination or by achieving the minimum standard (there may be higher levels for matriculation and/or particular programmes in individual institutions) in a recognised English language test. A policy for the recognised test exists here: <https://www.ucc.ie/en/academicgov/policies/admissions-policies/>

EU QUALIFICATIONS SECTORAL APPROACH

The formalised sectoral approach between the CAO and the HEI's is outlined in the ***Entry requirements criteria for EU/EFTA Applicants (other than Irish Leaving Certificate) for entry, Joint document of THEA, IUA and RCSI***. This document is revised annually by all participating bodies. Each annual iteration is to be applied for the year it is drafted. For future years, it will, therefore, act as a guideline only.

This document is the agreed criteria of the participating institutions. If institutions differ from the agreed criteria, this will be noted on the page for that country. It is planned to review and refine the document at the end of each CAO season, with a view to publishing the scheme for the following year's entry.

Adjustments to the scoring may be required where changes occur in educational systems, or in trends in grades awarded, in any of the countries described in the document. With reference to recognised educational comparison database sources such as NARIC UK, NUFFIC and NARIC Ireland, changes can take place to ensure fairness and a consistent approach across all assessments. These sources are also consulted throughout the assessment process to ensure strict and correct adherence to grade and IPS calculation.