DCU

Application for Exemptions/Direct Entry BSc Programmes

Information Sheet

There are two types of exemptions on the Bachelor of Science Programmes:

- Individual module exemptions
- Direct entry

Students who wish to apply for exemptions/direct entry should first familiarise themselves with the structure and syllabi of the Bachelor of Science programmes:

BSc in Information Technology available from the following website – https://www4.dcu.ie/courses/Undergraduate/openeducation/Information-Technology.shtml#STRUCTURE

BSc in Management of Information Technology and Information Systems available from the following website - https://www4.dcu.ie/courses/Undergraduate/openeducation/Management-Information-TechnologyInformation-Systems.shtml

Applications for exemptions will be considered on a case-by-case basis in accordance with approved university procedures and subject to the minimums indicated in the Exemption/Direct Entry Application Form. The evaluation of prior learning, whether in the form of experiential learning or of ECTS (European Credit Transfer System) credits awarded, will be carried out in accordance with approved university entry mechanisms for the awards concerned.

Each request for exemption is considered on its merits. Notwithstanding any exemptions granted, in order to qualify for the award of degree a student must successfully complete 120 ECTS credits at degree level at DCU. For the award of diploma a student must successfully complete at least 50% of the award credits at DCU. This must include three, Level 2 modules.

INDIVIDUAL MODULE EXEMPTIONS
(LEVEL 1 AND LEVEL 2 MODULES ONLY)

Applicants may apply to be exempted from the requirement to complete some Level 1 or Level 2 modules on the BSc programme, **up to a maximum of four modules**. The criterion for exemption from studying a specific module is that a student has engaged in prior learning, in the form of ECTS credits, which is equivalent in NFQ (National Framework of Qualifications – www.nfq.ie) award level, subject matter, content, standard and learning outcomes to the modules on the programme.

A student may not present the same ECTS credits as qualification for more than one DCU award. Similarly, a student may not claim exemption for ECTS credits towards one award that have already been presented as qualification for another award **at the same level**. For example, a student may not seek an exemption for a Computing module on the basis that they studied Computing as part of a level 8 honours degree **that they were awarded**, as those credits went towards that previously attained degree. However, students may apply for exemptions based on incomplete awards, i.e. where they successfully completed some, but not all, modules for a particular award.

DIRECT ENTRY TO DEGREE LEVEL MODULES
BSc in 2 – 4 YEARS

Direct Entry means that students are required to complete just six modules in order to be eligible for the award of BSc degree.

Candidates for direct entry to the degree level modules must have an academic qualification e.g. a National Diploma/Ordinary Degree (NFQ Level 7), normally with credit or distinction, **or equivalent** (for example part completion of a level 8 award) in a cognate area, for example Computing or Electronics.

Direct Entry is only granted where an award at the same level as the BSc in Information Technology (Level 8 on NFQ) has **NOT** been conferred on the applicant by another institution on foot of those credits.

Direct entry to the Degree level modules may involve restriction in the selection of modules - some modules may be barred to applicants as they have already covered the material or they may not have completed prerequisite study enabling them to take specific modules. If those admitted directly wish to take specific modules they may, at first, be required to complete prerequisite modules at Levels 1 and/or 2.

The Direct Entry application form is the same form as the Exemption Application form

Students may be required to attend an interview before direct admission is granted.

GENERAL INFORMATION REGARDING EXEMPTIONS

The granting of Exemptions/Direct Entry will depend on the exact nature and content of any previous award, learning outcomes achieved, the date obtained and, in certain circumstances, post-qualification work experience. The date of the previous award is particularly important. Given how quickly knowledge is evolving in the IT area, dated awards give rise to questions as to the currency of the applicant's knowledge. Therefore, the Exemption Board will pay particular attention to the content studied and learning outcomes achieved in dated awards. Normally, awards greater than seven years old will not be considered as a basis for Exemptions/Direct Entry. If a student has an award greater than seven years then he or she can boost the likelihood of getting Exemptions/Direct Entry by providing documented evidence of having kept their knowledge and skills up-to-date. The documented evidence should (a) cover the period since the time of achieving the award and (b) detail relevant work-related experience and any training courses undertaken. Ideally, this documented evidence should be 'triangulated' i.e. it should include testimonials from employers/supervisors; colleagues and clients/customers.

Please note that, at present, Exemptions/Direct Entry are not awarded on the sole basis of work experience or 'in-house' training.

Whenever possible, decisions of the Exemptions Board are based on achievement of, or deficiencies in, requisite learning outcomes. Only the Exemptions Board has the authority to grant Exemptions. It is each applicant's responsibility to ensure that they have submitted complete and comprehensive documentation with their application for exemptions. The Exemptions Board can only make decisions on the basis of the documentation submitted. Decisions of the Exemptions Board are final

The policy on exemptions operates in line with DCU Marks and Standards
https://www.dcu.ie/sites/default/files/registry/pdfs/marks_and_standards_2017_final.pdf

Your submission will be treated as strictly confidential.

Dublin City University is not responsible and shall not be bound by errors in or omissions from this publication; the University reserves the right to revise, amend, alter or delete programmes of study and academic regulations at any time by giving such notice as may be determined by Academic Council in relation to any such change.

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DUBLIN CITY UNIVERSITY

NATIONAL INSTITUTE FOR DIGITAL LEARNING
OPEN EDUCATION

EXEMPTION/DIRECT ENTRY APPLICATION FORM
BACHELOR OF SCIENCE (HONS) IN
INFORMATION TECHNOLOGY

(Prior to completing this form please read the Exemptions Information Sheet)

SELECT THE TYPE OF APPLICATION YOU ARE MAKING:

1. **APPLICATION FOR DIRECT ADMISSION TO DEGREE LEVEL OF THE BSc IN INFORMATION TECHNOLOGY** ☐

2. **APPLICATION FOR EXEMPTION FROM SPECIFIC LEVEL 1/LEVEL 2 MODULE(S) OF THE BSc IN INFORMATION TECHNOLOGY** ☐

3. **SPRINGBOARD+/ICT SKILLS CONVERSION** ☐

1. **Direct Entry (BSc in 2-4 years):** In the case of candidates for direct admission, prior learning in the form of ECTS credits achieved, where such learning supports the desired learning outcomes of the award concerned, and where a major award at level 8 has not been conferred on the applicant by another institution on foot of those credits, will be recognised. Students complete 180 ECTS CREDITS AT THE LEVEL OF THE AWARD at DCU. A relevant academic qualification e.g. a National Diploma/Ordinary Degree -QQI Level 7, **or equivalent**, in a cognate area, for example, Computing or Electronics, usually with credit or distinction, is normally required for Direct Entry. The qualification on which the exemption application is based should be no more than seven years old (see information sheet).

2. **Level 1/Level 2 Module Exemption(s):** Applicants with suitable prior certified learning, normally at level 6 or higher on the QQI, may apply to be exempted from level 1 and/or level 2 modules. The criterion for exemption from studying a specific module is that a student has successfully completed a recognised course of study which is equivalent in subject matter, content, standard and learning outcomes to the module(s) from which the exemption is sought. Normally the prior certified learning on which the exemption application is based should be no more than seven years old (see information sheet). Notwithstanding any exemptions granted, a student must successfully complete at least 50% of the award credits at DCU. In order to exit with the award of diploma a student must successfully complete at least three Level 2 modules.

Please note, that direct entry and exemptions are only granted where an award at the same level as the BSc (Level 8 on QQI) has NOT been conferred on the applicant by an institution on foot of those credits. QQI is the agency for Quality and Qualifications Ireland – information on the QQI is available at: www.qqi.ie

EXEMPTION/DIRECT ENTRY APPLICATON FORM

This form must be completed **in full** and accompanied by:
- Official copy of the full details of syllabi studied, preferably using Learning Outcomes
- Official copy of transcript of results
- Proof of qualification (if applicable)
- Certified translations of relevant documentation if the originals are not in English
- The appropriate administration fee as follows:
  - Direct Entry €85 (waived for Springboard+ applicants).
  - Module Exemption €55 per module (waived for Springboard + applicants).
  - Please note: **Exemption application fees are non-refundable.**

- The appropriate, non-refundable, administration fee as indicated on the form of **€55 per module** should be transferred to:
  Bank Name: BOI, 40 Mespil Road, Dublin 4
  Bank Account No. 23614347
  Sort Code: 906750
  IBAN: IE04BOF190675023614347

On the lodgment slip please include the **Open Education Budget Code of D02500/10117, your name and student id number.**

IT IS THE APPLICANT'S RESPONSIBILITY TO ENSURE EACH APPLICATION IS COMPLETE. It will not be possible to determine exemption(s)/direct entry if the application is incomplete. Please send your completed application to: ict.openeducation@dcu.ie or BSc. Exemptions, Open Education, NIDL, Bea Orpen Building, Dublin City University, Dublin 9 by September 2nd.

_____

STUDENT NUMBER:

Applicants receive a student number once they have applied for and received an offer of a place on the BSc in IT programme. If you do not have a student ID number please log on to PAC (pac.ie) and apply. PAC code DC343.

NAME: _____

ADDRESS (for correspondence): _____
_____

Tel (day): _____ Tel (evening): _____

Email: _____

Is this your first time to seek an exemption?   Yes ☐   No ☐

If No, please provide the:

Date of previous application _____

Result of previous application_____

QUALIFICATION(S)

Please list qualification(s) on which direct entry/module exemption request is based. Evidence must be provided that qualifications/credits have been obtained. It is important to complete this section is full. Use a separate sheet if necessary but make sure to include your name and ID number on it.

Title of Award (e.g. Cert. in IT.) (Provide even if award was not achieved)	Subjects	QQI Level (e.g. level 7) (Provide even if award was not achieved)	*ECTS credits achieved	Awarding Body (e.g. HETAC, Trinity, UCD)	Year (Award obtained or study completed)	Classification (e.g. Pass, Honours)

* ECTS = European Credit Transfer System

OTHER RELEVANT INFORMATION

If this application for Direct Entry/Exemptions is based on prior certified learning that is more than seven years old, please provide documented evidence of how your knowledge and skills have been kept up-to-date. The documented evidence should:

(a) cover the period since the prior certified learning/award was successfully completed
(b) detail relevant work-related experience and any courses/continued professional development undertaken.

This evidence should be submitted in an attached, type written, document and include testimonials from employers/supervisors, colleagues and clients/customers where possible. Use a separate sheet if necessary, and make sure to include your name and ID number on all documents.

Applicants may be required to attend for interview before exemptions/direct entry is granted.

LEVEL 1/LEVEL2 MODULE EXEMPTION(S)

MODULES
(*Please tick (√) boxes relating to the modules you wish to be exempted from*).

C1	C2	CT1	CT2	HS1	HS2	MS1	MS2
☐	☐	☐	☐	☐	☐	☐	☐

Please refer to the module syllabi online at:
https://www4.dcu.ie/courses/Undergraduate/openeducation/Information-Technology.shtml#tab2

For Office Use Only:

DIRECT ENTRY
2 – 4 year Direct Admission Granted: ☐   *2 – 4 year Direct Admission <u>not</u> Granted:* ☐

Reasons:
_____
_____

2. LEVEL1/LEVEL2 MODULE EXEMPTION

MODULES
E*xemption granted.*

C1	C2	CT1	CT2	HS1	HS2	MS1	MS2
☐	☐	☐	☐	☐	☐	☐	☐

MODULES
E*xemption NOT granted.*

C1	C2	CT1	CT2	HS1	HS2	MS1	MS2
☐	☐	☐	☐	☐	☐	☐	☐

Reasons:
_____
_____

Examined by: _____ *Date:* _____

              _____   _____

              _____   _____