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**Policy for Student**

**Vetting**

**Appendix 1**

**Appendix 1 – Sample of letters to be sent to students**

**Letter type A**

**Sample of letter to student where previous conviction(s) are recorded, and the University does not recommend registration/approval for placement.**

**Note:** This letter will be sent by registered post to the student to his/her home address.

Dear <name>

I refer you to the University Policy on Student Vetting. The University Student Vetting Committee has met and has considered information provided by you and by the National Vetting Bureau. The result of the vetting process presented the following results:

<Offence date> <Offence type> <Court> <Result>

Following consideration of the nature and type of issues identified, the decision of the University Student Vetting Committee is that for Programme Name, your registration is not confirmed and that you are withdrawn from the programme with immediate effect.

Please note you have the right to appeal the decision of the University Student Vetting Committee within 14 days from the date of this letter. Please refer to Section 10 of the Vetting Policy. If you require any additional information on the Appeals process, please contact the undersigned at 01 700 5564.

Student Vetting Liaison Person

**Letter type B**

**Sample of letter to student where a student applied for Garda vetting but has a case pending.**

Note: This letter will be sent by registered post to the student to his/her home address.

Dear <name>

I refer you to the University Policy on Student Vetting. The University Student Vetting Committee has met has considered information provided by you and by the National Vetting Bureau. The result of the vetting process presented the following results:

<Offence date> <Offence type> <Court> <Result>

As you currently have a case pending, it is not possible to complete your vetting application at this time. Please re-apply for vetting when this court case is completed.

In the meantime, please be advised that you are not permitted to engage in environments with children and vulnerable persons as part of any University academic programme. Please note you have the right to appeal the decision of the University Student Vetting Committee within 14 days from the date of this letter. Please refer to Section 10 of the Vetting Policy. If you require any additional information on the Appeals process, please contact the undersigned at 01 700 5564.

Student Vetting Liaison Person

**Letter type C**

Sample of letter to applicants where previous conviction(s) are recorded or has a case pending and the University does not recommend registration/approval for placement:

Note: This letter will be sent by registered post to the applicant’s home address.

Dear <name>

I refer you to the University Policy on Student Vetting. The University Student Vetting Committee has met has considered information provided by you and by the National Vetting Bureau. The result of the vetting process presented the following results:

<Offence date> <Offence type> <Court> <Result>

Following consideration of the nature and type of issues identified, the decision of the University Student Vetting Committee is that for Programme Name, you are not permitted to register for this programme at this time.

Please note you have the right to appeal the decision of the University Student Vetting Committee within 14 days from the date of this letter. Please refer to Section 10 of the Vetting Policy. If you require any additional information on the Appeals process, please contact the undersigned at 01 700 5564.

Student Vetting Liaison Person