

**Application for Exemptions**

**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 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://www101.dcu.ie/prospective/deginfo.php?classname=IT&degree_description=Diploma%2520/%2520B.Sc.%2520in%2520Information%2520Technology#STRUCTURE>

BSc in Management of Information Technology and Information Systems available from the following website - <http://connected.dcu.ie/diplomadegree-bsc-management-information-technologyinformation-systems>

Each request for exemption is considered on its merits. Notwithstanding any exemptions granted, in order to qualify for an award a student must successfully complete at least 50% of the award credits at DCU. For the award of diploma a student must successfully complete at least three Level 2 modules at DCU. Currently there are no exemptions awarded for degree level modules.

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| **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 (European Credit Transfer System) credits, which is equivalent in NFQ (National Framework of Qualifications – [www.nfq.ie](http://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.

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| **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.

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| **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.

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

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 the full documentation submitted 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

***Students seeking exemptions/direct entry will be required to submit ALL of the following:***

* Exemption Application Form, duly completed
* Official copy of the full details of syllabi studied, preferably using Learning Outcomes
* Official copy of transcript of results
* Proof of qualification (if applicable)
* NFQ Level
* Award Types (if applicable) e.g. certificate, diploma, degree etc.
* Year of Award
* Number of ECTS credits successfully completed
* Awarding body e.g. HETAC, NUI etc.
* The appropriate administration fee as indicated on the form (Cheque or Postal Order made out to: IT Exemptions, Open Education, DCU.)
* Certified translations of relevant documentation if the originals are not in English

The policy on exemptions operates in line with DCU Marks and Standards (<https://www4.dcu.ie/sites/default/files/registry/pdfs/M%26S_version%202012.1.1.pdf>)

Your submission will be treated as strictly confidential.

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