

**APPLICATION FORM**

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| **DEPARTMENT OF JUSTICE**  **IMMIGRATION SERVICE DELIVERY (ISD)**  **in association with**  **DEPARTMENT OF FURTHER AND HIGHER EDUCATION, RESEARCH, INNOVATION AND SCIENCE**  **APPLICATION TO HAVE ADDITIONAL FOUNDATION**  **PROGRAMMES INCLUDED IN THE ILEP\***  ***FOR PROVIDERS WITH PROGRAMMES ALREADY INCLUDED IN THE ILEP*\*** | |

**Contact Details**

**Name of Provider:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name and contact details of person responsible for this application:**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Details of any requested changes to the contact details on current ILEP listings:**

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**Introduction**

This application form should be read in conjunction with the criteria and guidelines contained in *“Arrangements Applying to Foundation Programmes (updated 30 August 2024)”.* A provider may have their foundation programmes considered for inclusion in the ILEPby completing this application form, including signed statements, and submitting the relevant documents by email to**:** [**internationaleducationproviders@justice.ie**](mailto:internationaleducationproviders@justice.ie)

Providers are required to **only** submit details of additional programmes for consideration; there is no need to re-apply in respect of existing programme listings.

**\*Please note**: This application form applies to providers with programmes **currently included in the ILEP.**

**The ILEP is closed to new providers.** Providers intending to recruit non-EEA students in the future must have gained authorisation from  [Quality and Qualifications Ireland (QQI)](http://www.qqi.ie) to use the [TrustED Ireland International Education Mark](https://www.qqi.ie/what-we-do/quality-assurance-of-education-and-training/what-is-trusted-ireland) Any questions should be addressed to the International Education Division at QQI - [international.education@qqi.ie](mailto:international.education@qqi.ie)

**Checklist of documents to be provided in support of application**

|  |  |  |
| --- | --- | --- |
| **Document** | **To be submitted by:** | **Included with application?** |
| A complete and accurate application form with all relevant sections signed and dated as appropriate | All providers | □ |
| Certificate(s) of validation in respect of the foundation programmes listed on the application form | All providers **except** designated awarding bodies, technological universities, institutes of technology or other bodies granted statutory power to make awards under Irish law. | **Y**□  **N/A**□ |
| MOU with higher education provider(s) where the foundation programme provider does not offer such programmes[[1]](#footnote-1) | All providers **except** designated awarding bodies, technological universities, institutes of technology or other bodies granted statutory power to make awards under Irish law. | **Y** □  **N/A**□ |

**Please note:**

* Incomplete and/or inaccurate applications will not be considered.
* All sections of the application form must be completed by a senior member of staff who is duly authorised by the provider to make such declarations.
* Providers may be requested to reconfirm information and provide additional documents / information.
* Applications and additional information may be shared with members of the ILEP Committee.

**Programme Details**

Please indicate which of the following programme(s) you wish to apply to have included in the ILEP:

□ QQI Preparation for Undergraduate Programme, leading to NFQ[[2]](#footnote-2) Level 5 Special Purpose Award  
   
□ QQI Preparation for Postgraduate Programme, leading to NFQ Level 8 Special Purpose Award

□ Equivalent award placed on the [NFQ](https://www.qqi.ie/what-we-do/the-qualifications-system/national-framework-of-qualifications) and validated by an Irish awarding body

Please complete the following:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Programme Title | Award Title | Award Type | Awarding Body | External Quality Assurance Agency | NFQ Level | ECTS Volume | Duration |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

Application must include a copy of the Certificate of Validation[[3]](#footnote-3)

**Provide details of the Learner protection arrangements in place for the programmes described above:**

**PLEASE NOTE:** Any other information required regarding the programme(s) submitted by the provider, the award(s) to which they lead, the awarding body, or the provider will be sought by the Department of Justice from the provider and/or the awarding body as appropriate. This information will inform the decision-making process regarding the inclusion.

**Statement**

The following statements must be completed by all providers:

In compliance with *Arrangements Applying to Foundation Programmes,* I am the senior academic officer in (*provider* ) and am duly authorised to confirm that the programmes for which inclusion in the ILEP is sought have a duration of at least 25 weeks with at least 15 hours classroom tuition each week, excluding breaks. Non-EEA students will be required to attend the programme on a full-time, daytime basis, which is defined as students attending in-person between the hours of 9am and 5pm on at least four days between Monday and Friday each week.

In line with the criteria, Providers must disclose any changes to ownership, shareholdings, directorships, or governance and/or of any change to its status which impacts upon its ability to continue to meet the criteria for inclusion of programmes in the ILEP. Failure to do so, or the provision of false or misleading information, will result in this application being refused and programmes may be removed from the ILEP.

Iconfirm that the information contained in the signed compliance statement submitted in support of the programmes currently listed on the ILEP remains unchanged in relation to:

* Provider Ownership, Track Record and Governance
* Student Protections[[4]](#footnote-4) as set out in Section 5 of the criteria
* Student Services
* Premises and Related Resources
* Student Profile and Track Record

I confirm that ISD has been notified with regard to **any** changes to the arrangements set out in documentation previously provided. Where these documents are out of date, I confirm I attach updated documentation in support of this application.

I will ensure that programmes are listed on the published ILEP in advance of marketing to, or recruiting, non-EEA students.

I also confirm that an application will be submitted to QQI in respect of authorisation to use the [TrustEd Ireland International Education Mark](https://www.qqi.ie/what-we-do/quality-assurance-of-education-and-training/what-is-trusted-ireland).

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title/Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature[[5]](#footnote-5): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. See Section 2 of *Arrangements Applying to Foundation Programmes* [↑](#footnote-ref-1)
2. [National Framework of Qualifications](https://www.qqi.ie/what-we-do/the-qualifications-system/national-framework-of-qualifications)  [↑](#footnote-ref-2)
3. Not required from designated awarding bodies, technological universities, institutes of technology or other bodies granted statutory power to make awards under Irish law. [↑](#footnote-ref-3)
4. Requirements are set out in Section 5 of the criteria [↑](#footnote-ref-4)
5. Digital/scanned signatures will be accepted*.* [↑](#footnote-ref-5)