

**APPLICATION FORM**

**DEPARTMENT OF JUSTICE**

**IMMIGRATION SERVICE DELIVERY (ISD)**

**in association with**

**DEPARTMENT OF FURTHER AND HIGHER EDUCATION,**

**RESEARCH, INNOVATION AND SCIENCE**

**APPLICATION TO HAVE ADDITIONAL HIGHER EDUCATION AND PROFESSIONAL PROGRAMMES INCLUDED IN THE ILEP\***

**Contact Details**

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

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

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

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

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

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**Introduction**

This application form should be read in conjunction with *Arrangements Applying to Higher Education and Professional Programmes from 2 June 2015 (updated 30 August 2024)* [the criteria] as published on the ISD website. A provider may apply to have additional programmes considered for inclusion in the ILEP by completing this application form, including signed statements, and submitting the relevant documents to ISD by email to**internationaleducationproviders@justice.ie**

**\*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

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.

Before submitting your application, please refer to the checklist below:

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

|  |  |  |
| --- | --- | --- |
| **Document** | **To be submitted by:** | **Included in application?** |
| A complete and accurate application form with all relevant sections signed and dated as appropriate | All providers  | □  |
| Certificate of validation for each programme listed in the application (programmes must be fully validated by the awarding body at the time of application) | All categories of providers **except** designated awarding bodies, institutes of technology and 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 completed by a senior member of staff within the provider 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 any additional information may be shared with members of the ILEP Committee.

Changes to existing listings should be submitted separately to **internationaleducationproviders@justice.ie** identifying the current listings on an excel worksheet as they appear on the ILEP, including the programme reference number, and setting out requested changes.

Where applicable, certificate(s) of validation must be provided.

**Programme Details**

Please complete the relevant table(s) below in respect of all higher education programmes and / or professional awards for which inclusion in the ILEP is sought.

**Higher education programmes leading to Major Awards:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Programme Title | Awarding Body | Award Title | Award Type | External Quality Assurance Agency  | ECTS Volume | NFQ Level  | Duration |
|  |  |  |  |  |  |  |  |
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**Higher education programmes leading to non-Major Awards:**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Programme Title | Awarding Body | Award Title | NFQ Level or Equivalent | Hours per week | Weeks per year |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Statement**

The following statement must be completed by all providers:

In compliance with *the Criteria*, I, (\_ *name*\_\_) am the senior academic officer in ( *provider* ) and am duly authorised to confirm that the information contained in the signed compliance statement which was submitted in support of the programmes currently listed on the ILEP remains unchanged in relation to:

* Provider Ownership, Track Record and Governance
* Student Services and Student Protections[[1]](#footnote-1)
* 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.

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.

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](https://www.qqi.ie/what-we-do/quality-assurance-of-education-and-training/what-is-trusted-ireland) International Education Mark.

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

**Signature[[2]](#footnote-2):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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 of programmes in the ILEP. Please see the ILEP criteria for further information.

1. Requirements are set out in Section 5 of the criteria [↑](#footnote-ref-1)
2. Digital/scanned signatures will be accepted. [↑](#footnote-ref-2)