



## ***J.E. CAIRNES SCHOOL OF BUSINESS & ECONOMICS*** **Transfer Regulations**

### **Programmes**

**Bachelor of Commerce GY201**

**Bachelor of Science (Business Information Systems) GY206**

**Bachelor of Commerce (Accounting) GY207**

**Bachelor of Commerce (Gaeilge) GY208**

*N.B. B.Comm International programmes operate on a different structure and therefore do not come within the transfer scheme.*

### **Guidelines for Admission of QQI (HETAC) Graduates**

Holders of the appropriate Level 6 Higher Certificate in Business Studies with **Merit I, Merit II or Distinction** may be considered for entry to the J.E. Cairnes School of Business & Economics; they may also be considered for exemption from the course and examination of First Commerce.

Holders of the appropriate Level 7 ordinary Bachelor Degree in Business Studies may be considered for entry to the J.E. Cairnes School of Business & Economics; they may also be considered for exemption from the course and examination of First or First and Second Commerce.

Applicants are advised that the number of transfer places available in any one year is limited.

### **Important**

Applicants to the B.Comm. should be aware that transfer places are allocated on the basis of an order of merit derived from the percentage mark achieved overall in either their Certificate or Diploma/Degree, whichever is the higher. For this reason, it is essential that the Institute of Technology in question forward to University of Galway the overall percentage mark in Cert. and Diploma.

Should this information not be available by the closing date, then it should be sent directly to the College Office, College Of Business, Public Policy and Law, University of Galway as soon as possible thereafter.



## **Guidelines for admission of students wishing to transfer to University of Galway following successful completion of 1<sup>st</sup> year at level 8 at another University**

Every application is considered on its individual merits. Consideration will normally be given only to candidates who have passed previous examinations taken at their current University.

Application must be made online. You will be required to upload the following supporting documents:

- (a) Proof of Identity - photocopy of Passport, Driver's Licence or Birth Certificate.
- (b) Certified copy of results obtained by you in the Leaving Certificate **or** in the case of those applying from an EU country, certified copies of equivalent final school exam results.\*
- (c) Certified copy evidence of First Year and any other University Examination results already completed, or a detailed original statement setting out the subjects taken in each year of your course at the Institute of Technology and the individual subject examination results obtained. This statement must indicate the overall percentage mark received at the terminal examination.\*
- (d) Personal statement; Academic history and personal grounds for application (300 words max.).

**\*The University will not seek confirmation of results on your behalf. Originals or certified copy documents are required** (NB: screenshots of partial results that do not clearly identify a student's name and Leaving Certificate number or transcripts that do not clearly show a Student ID number and College logo **will not be accepted**).

If your prior studies were in another EU country, where the medium of instruction was not through English, evidence of your English language proficiency (taken within the last two years) is required. See **pages 9-11** of the [Guidelines for EU Entry Requirements](#) for accepted qualifications.

Also required is a certified English translation (provided by an official translation service) of your second level exam results and your third level transcripts.

Any omission of the above will render the application ineligible.

Only results of examinations completed by the closing date (i.e. **summer sitting**) will be considered. **Repeat results from autumn will not normally be considered**.

All online applications will be duly acknowledged by email. Acknowledgement of an online application contains no implication of acceptance as a student. Each application is dealt with on its own merits. Decisions whether or not to offer places may not, in certain cases, be taken until September.

**CLOSING DATE: 11<sup>th</sup> July, 2025**