

# Admissions Procedures

**Owner:** University of Galway Admissions Office



OLLSCOIL NA GAILLIMHÉ  
UNIVERSITY OF GALWAY

## 1. Purpose

The University of Galway admits students to accredited programmes ranging from NFQ Level 5 to Level 10, at various stages within these programmes. This procedures document outlines the principles and procedures governing admissions at the University and ensures a transparent, fair, and consistent approach to student entry. It supports the University's commitment to academic excellence, diversity, and accessibility.

## 2. Scope

This procedure applies to all applicants and staff involved in the admissions process for University of Galway programmes. It does not apply to affiliated or recognised colleges unless explicitly stated.

## 3. Principles

- The University is committed to fair, transparent, and consistent admissions practices and procedures.
- The University seeks to attract and retain a diverse and high-achieving student cohort, supporting strategies for inclusivity and alternative access routes.
- Admission is contingent upon meeting minimum entry requirements and the availability of places.
- Offers are subject to the University's published Terms and Conditions of Offer.
- The University adopts the principles and guidance contained in the Lisbon Recognition Convention (LRC) and subsidiary texts in assessing the qualifications presented by international learners for the purpose of admission to their programmes.
- Qualifications are assessed in an accessible and fair manner and within a reasonable timeframe.

### 3.1 Selection and Communication of Decisions

#### General Criteria

Specific programme requirements are published through:

- The [University of Galway website](#)
- [Undergraduate](#) and [Graduate](#) prospectuses

The most up-to-date information will be available online, with adequate notice given for any changes to entry requirements.

## **Age Requirements**

Students admitted must normally be at least 17 years of age by 15 January following entry. Exceptions may be granted by the Deputy President and Registrar. Under-18 international students must provide proof of guardianship before registration.

## **English Language Requirements**

As English is the primary language of instruction, applicants whose first language is not English must provide evidence of proficiency, per the University's [English Language Requirements](#).

## **Submission of Applications**

University of Galway operates several application pathways, depending on programme and region of applicant.

Application details can be found on University of Galway's "[How to Apply](#)" webpage.

## **Assessment of Applicants**

Admissions decisions are based primarily on academic merit but may include additional factors such as:

- References
- Interviews
- Submission of CV, portfolio, or external test scores (e.g., HPAT, GAMSAT)

Meeting the entry requirements does not guarantee an offer, as demand for places may exceed availability.

The University cannot fairly and consistently take account of any special circumstance affecting an applicant's performance in pre-entry qualifications. Such circumstance should be made known to the relevant examination body.

## **Notification of Decisions**

Applicants will be notified promptly of admissions decisions.

University of Galway endeavours to turn admissions decisions around within 10 days of having received **all** required information and supporting documentation. In a small number of cases, admissions decisions will take longer than 10 days due to specific programme admissions requirements, e.g. to provide portfolios or complete interviews.

Offers must be accepted within the timeframe specified in the conditions of offer; otherwise, they may lapse in line with University of Galway's [Offer Terms & Conditions](#). An applicant may not hold multiple acceptances simultaneously.

Applicants have the right to request feedback on their application, though specific guidance may be limited due to the high volume of applications.

Feedback may be requested by contacting the Programme Office directly or via the Admissions Office.

University of Galway reserves the right to verify information provided. If documents are found to have been falsified, the awarding body will be notified and, if an offer has issued, it may be withdrawn.

### **Discretion to Refuse Admission**

The University reserves the right to refuse admission where an applicant:

- Has previously been excluded from the University
- Is indebted to the University
- Has been expelled from another Higher Education Institution (HEI)
- Is deemed a non-genuine temporary entrant
- Engages in dishonest behaviour during the application process
- Would not be able to lawfully attend due to legal restrictions

### **Complaints and Appeals**

University of Galway aims to provide a high standard and quality of service for applicants. Applicants are entitled to make a complaint if they are not satisfied with the service they have received and may do so by contacting the Admissions Office.

An applicant is entitled to appeal an admission decision, if they can demonstrate that the assessment of the application was based on incorrect process or/and where the decision was based on misinterpretation of information provided as part of the application process. Applicants may appeal their decision by contacting the Admissions Office or the Programme Office directly.

In the event of a non-recognition of qualifications decision, the applicant will have the right to make an appeal by setting out the grounds of their appeal in writing to the Deputy President and Registrar who will review the appeal and make a decision on it. The decision of the Deputy President and Registrar is final.

## **4. Roles and Responsibilities**

### **4.1 Governance**

The University of Galway, as part of the National University of Ireland (NUI), adheres to NUI matriculation requirements while setting additional programme-specific requirements. The Academic Council oversees admissions policies and delegates operational responsibilities.

### **4.2 Admissions Office**

The Admissions Office manages application processing, compliance with entry criteria, and academic record verification. It provides accurate and accessible information to applicants and stakeholders.

### **4.3 International Admissions**

The International Office manages non-EU applications for undergraduate and certain postgraduate programmes, ensuring compliance with international admission requirements.

#### **4.4 Colleges and Schools**

Decisions for entry onto Postgraduate Taught and Postgraduate Research programmes is managed by Academic Schools and/or Colleges.

#### **4.5 Applicant Responsibilities**

Applicants are responsible for:

- Reviewing and understanding current entry requirements
- Providing complete and accurate application information
- Updating their application with any necessary corrections or additional documentation

#### **5. Related Documents**

- [Admissions Policies & Regulations](#)
- [Admissions Privacy Statement](#)
- [Recognition of Prior Learning Policy](#)
- [Student \(Garda\) Vetting Policy](#)
- [Internal Transfer Policy](#)
- [External Transfer Policy](#)
- [NUI Matriculation Requirements](#)
- [Deferral Policy](#)
- [Approved Leave](#)
- [University of Galway Child Protection Guidelines](#)
- [CAO Protocols & Guidelines](#)

This procedure is subject to review and amendment as required. Please refer to the official University of Galway website for the most current version.