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**Maynooth University Department of Law**

**Policy for Assessment of Non-Standard Entrants’ Applications for Postgraduate Programmes**

Prospective students who wish to undertake a postgraduate programme at the Department but do not meet the entry requirements for these programmes (a 2.2 in a level 8 programme in law or cognate discipline) can apply to have prior learning and experience recognised for the purposes of admission.

For admission to the Department’s postgraduate programmes students should submit an application via the PAC system. This application should detail academic qualifications, professional qualifications and relevant work experience (see form in appendix). Applicants should also upload transcripts of qualification via the PAC system. These applications will be assessed by a Programme Board. Applicants may be invited to an interview with members of staff from the Department. The Department will forward on recommendations on the applications to the Registrar of the University.

**University Process**

For non-standard applicants, the process is as follows: a) The department reviews the application using its own process b) Head of Department endorses the recommendation and sends it to the Registrar with (i) a summary of the case and (ii) a brief rationale for acceptance. c) The Registrar reviews the case and endorses the recommendation. d) This is brought to the next Faculty meeting for approval. e) Where decisions are needed outside of the normal process (between Faculty meetings), the Registrar and a Dean can approve, and bring the case to Faculty for note at the subsequent meeting.

In deciding to recommend acceptance, the core question is whether the applicant has educational qualifications which demonstrate a level close in equivalence to the expected requirements, and which indicate a reasonable probability of success in the programme. In making this decision a number of factors are taken into consideration, including the level of qualifications, the time elapsed since the qualification (recognising that the proportion receiving honours awards was much lower in the past), and the relevance of the qualification.

**Appendix: Application Form**

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**Department of Law Postgraduate Programme Application Form for Non-Standard Entrants**

**Applicant’s Name:**

**Applicant’s Contact Details:**

Address:

Email:

Phone:

1. **Please provide details of any academic qualifications.**

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| **Qualification** | **Date** | **Award Level (e.g. Cert, Diploma)** | **Results** |
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1. **Please provide details of any professional qualifications.**

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| --- | --- | --- | --- |
| **Qualification** | **Date** | **Award Level (e.g. Cert, Diploma)** | **Results** |
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1. **Please provide details of work experience relevant to the programme to which you are applying.**
2. **Please include below a letter of motivation as to why you wish to undertake this programme and how it fits with your career plans.**

This form should be filled in electronically and uploaded as part of the applicant’s application on the PAC system. Applicants should also upload relevant qualification transcripts.