

Student Access, Transfer and Progression

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Description: New
Issued by: Quality Co-ordinator
Approved by: Quality Co-ordinator

1. **Subject** Student Access, Transfer and Progression

2. **Purpose** to specify the process of student admissions

3. **Scope** This procedure seeks to ensure that there is a fair and consistent approach to how learners are selected and entered onto Institutes Masters of Science programme: Leadership and Supply Chain Management

4. **References** Quality Assurance Guidelines and Criteria for Provider Access to initial Validation of Programmes for Higher Education and Training Leading to QQI Awards [2013] HET Core Validation Policy and Criteria [2013].

Quality Manual, section 4.7
Procedures Manual ref:
MS/403.05 – Administrator
MS/403.06 – Dir. Academic Admin.
SA/406.02 – Control of Income
AP/407.01 – Governing Board
AP/407.02 – Academic Council
AP/407.03 – Programme Committee
SA/411.01 – Control of Quality Records

5. **Documentation**

5.1	Access, Transfer and Progression [ATP] Policy	AP/407.05 – 7.1.2
5.2	Exceptional Entry Application Form	AP/407.05 – 7.9.4
5.3	Post Graduate Application Form	AP/407.05 – 7.11.2

6. **Definitions:**

Access:	has been defined as: Access is gaining entry to and participation in education and training institutions or programmes.
Transfer:	refers to the process by which learners may transfer from one programme of education and training to another programme having received recognition for knowledge, skill or competence acquired.
Progression:	Refers to the process by which learners may transfer from one programme of education and training to another where each programme is of a higher academic level than the preceding programme.

7. PROCEDURES

7.1 Responsibility

- 7.1.1 The Administrator, with the Dir. Academic Admin., along with one other member of the Programme Committee shall form an Admissions Team, responsible for the implementation of this procedure.
- 7.1.2 The Institute for Supply Chain Excellence operates an Access, Transfer and Progression [ATP] Policy for the benefit of all Students [Attachment 5.1]
- 7.1.3 The Administrator shall be responsible for all Student Records generated through the implementation of this procedure.

7.2 Overview of the Course

- 7.2.1 The Institutes postgraduate taught M. Sc programme: *Leadership and Supply Chain Management* shall have three intakes of students per year.
- 7.2.2 The course is run over three semesters set out in the following stages:
- | | |
|----------|---|
| Stage 1: | Consists of 5 modules |
| Stage 2: | Consists of 4 modules |
| Stage 3: | Consists of 1 module and a Dissertation |
- 7.2.3 Full details of the course shall be set out in the Programme Documentation.

7.3 Access to the M. Sc Course for Irish citizens.

- 7.3.1 Irish citizens wishing to gain entry to the MSc course shall be experienced practitioners in Supply Chain Management.
- 7.3.2 Selection for the M.Sc. in Leadership and Supply Chain Management: will be based on the personal statement and academic performance. Only in exceptional cases, shall applicants be required to attend an interview to clarify their qualifications.

7.4 Minimum Criteria of Access by Irish Citizens.

- 7.4.1 The minimum requirements for Irish citizens to gain access to the MSc course shall be:
- a level 8 degree at 2.2 or better in a related discipline, awarded by a recognised College or Institution.
 - relevant work experience [ideally 5 years or more]
 - the curiosity to explore experiential learning and developmental experiences
 - a genuine interest in pursuing a course of studies leading to a higher degree.

7.5 Progression by Irish Citizens with Prior Educational Achievement

- 7.5.1 Irish applicants wishing to progress to post-graduate studies shall be required to provide copies of official academic transcripts showing all subjects taken and examination results obtained for each year of study, and the final award grade.
- 7.5.2 If available, the student shall also provide a grading system guide from their awarding higher education institution.
- 7.5.2 All of the above documents must be copies of originals bearing the appropriate official signature and the seal/stamp of the issuing Institution.

7.6 Access to the M. Sc. Course by non-Irish EU Applicants.

- 7.6.1 Non-Irish EU applicants seeking access to the programme shall be classified as standard applicants.
- 7.6.2 Non-Irish EU citizens wishing to be considered for admission to the MSc course shall be experienced practitioners in Supply Chain Management and shall be a citizen of an EU member State.
- 7.6.3 The minimum requirements for non-Irish EU citizens to gain access to the MSc course shall be:
- a level 8 degree at 2.2 or better in a related discipline, awarded by a recognised College or Institution.
 - relevant work experience [ideally 5 years or more]
 - The curiosity to explore experiential learning and developmental experiences
 - A genuine interest in pursuing a course of studies leading to a higher degree.

7.7 Prior Educational Achievement for requirements Non-Irish EU Applicants

- 7.7.1 Non-Irish EU applicants wishing to progress to post-graduate studies shall be required to provide copies of official academic transcripts showing all subjects taken and examination results obtained for each year of study, and the final award grade.
- These must be original language documents.
 - If available, the student shall also provide a grading system guide from their awarding higher education institution.
 - Certified English translations of transcripts, examination results and award certificates where original documents are not in English.
 - A scanned image of the photo page of his/her passport
 - If English is not the student's first language, the student shall be required to provide a recognised certificate of English Language Competency. [see Application Form – attachment 5.2]
- 7.7.2 All of the above documents must be copies of originals bearing the appropriate official signature and the seal/stamp of the issuing Institution.

7.8 Transfer

7.8.1 Students engaged in post -graduate studies and wishing to transfer from other Colleges or Institutions to the ISCE's M.Sc. Leadership and Supply Chain Management shall be required to provide copies of:

- Copies of exam transcripts showing recognition of Knowledge, Skill and level of competence acquired in their present course of studies.
- a level 8 degree at 2.2 or better in a related discipline, awarded by a recognised College or Institution.
- relevant work experience [ideally 5 years or more]
- The curiosity to explore experiential learning and developmental experiences
- A genuine interest in pursuing a course of studies leading to a higher degree.

7.9 Exceptional Entry – Recognition of Prior Learning [RPL]

7.9.1 The Dir. Academic Admin. shall be responsible for processing Exceptional Entry applications,

7.9.2 In exceptional cases, candidates who do not hold a level 8 degree or equivalent may be considered for entry onto the M.Sc. programme under the exceptional entry - recognition of prior learning route.

7.9.3 Applications shall be accepted from individuals who have proven relevant experience but whose academic background is non-traditional.

7.9.4 Applicants wishing to be considered for exceptional entry are required to:

- a) Have relevant work experience [ideally 5 years or more]
- b) Have a minimum of 3 years' relevant management experience
- c) Provide two references – the first an academic reference attesting to the ability of the candidate to undertake the programme and the second an employment reference.
- d) Depending on the level of academic achievement held by the student they may be required to write a critique on a published academic paper [portfolio assessment].

7.9.5 Where an academic reference cannot be obtained the Director of Academic Administration and Student Affairs shall arrange an academic interview to be held with the student

7.9.6 A report of the academic interview together with the completed Exceptional Entry Report Form shall be completed by the Director of Academic Affairs, signed by the Chairperson of the Academic Council and submitted to the Academic Council meeting for consideration. [see attachment 5.2]

7.10 References

- 7.10.1 All candidates shall be required to provide one academic reference and one employment reference. These shall be written references and form part of the application process.
- 7.10.1 References can be emailed to admin@isce.ie or posted to Postgraduate Admissions,

7.11 Application Forms

- 7.11.1 Applications can be made either by post or on-line via the Institutes website.
- 7.11.2 Copies of the Application Form [see attachment 5.3] are available on the Institutes web site: www.isce.ie
- 7.11.3 Completed written Application Forms shall be posted to:
- Postgraduate Admissions,
The Institute for Supply Chain Excellence
Tallaght Business Centre,
Whitestown Business Park,
Tallaght
Dublin D24K59A
Ireland.

7.12 Online Applications [via ISCE website]

- 7.12.1 Students shall be required to have the following details available before commencing their online registration:
- Personal e-mail address,
 - PPS number (not mandatory for non-Irish applicants).
- 7.12.2 Should students encounter difficulty uploading their documents to the web they can post them to the Postgraduate Admissions office,
- 7.12.3 The on-line applications will automatically generate a reference number; Students are requested to include this reference number with any documents they are sending to the Institute by email or post.

7.13 Appeals mechanism for learners refused access to the programme

- 7.13.1 All course applications are made directly to the Admissions Office of ISCE.
- 7.13.2 Applications may be rejected for the following reasons:
- Failure to complete the Information requested on the application form
 - Inadequate fulfilment of requirements.
 - Inadequate English language score or failure during interview to convince the Admissions Team of meeting the English language proficiency level for the programme.

- 7.13.3 The applicant shall be informed as soon as possible after a rejection for application on a programme, and shall be given the reasons for the rejection.
- 7.13.4 Should the applicant wish to appeal; they may do so in writing to the Dir. Academic Admin. with any additional evidence that may support the application.
- 7.13.5 Every appeal will be assessed by the Admissions Team and the applicant will be informed of the outcome within an appropriate time scale. This time frame can vary, depending on each individual case.
- 7.13.7 Should the application be rejected a second time; the reasons shall be communicated in writing to the applicant.
- 7.12.8 The applicant shall have opportunity for a final appeal, which must be made in writing to the Chairperson of the Academic Council.

7.14 Monitoring of Admissions Surveys

- 7.14.1 The Administrator shall monitor Admissions on an ongoing basis and shall provide a report for presentation at each meeting of the Programme Committee.
- 7.14.2 The Administrator shall also compile an Annual Admissions Summary Report for presentation to the Academic Council at its meeting at the end of the Academic Semester.

7.15 Transfers [inwards from other Higher Education Institutions (HEI)]

- 7.15.1 Applications from students of a cognate programme wishing to transfer from other Higher Education Institutions (including Universities) with stage or award qualifications are welcome.
- In addition to the 'Criteria for Access' set out in section 7.3 above, transferring students shall be required to present transcripts of their level of competence acquired.

7.16 Transfer [outwards] to other programmes:

- 7.16.1 The Institute shall on request provide to learner's academic record [Transcripts of Performance] on request to facilitate transfer to other institutions. [See attachment 5.1 Policy Statement - Definitions and Principles]

17.17 Progression to other [higher degree] post graduate programmes:

- 7.17.1 Upon successful completion of the programme graduates will be entitled to progress to studying for a Postgraduate PhD Degree by research.
- Upon graduation, graduates will be provided with transcript of the results of modules they have completed.

- 7.17.2 A wide range of third level Universities and Institutes and provide opportunities for graduates to progress to Postgraduate programmes of study in the areas of Science, Engineering and Business.
- 7.17.3 Such opportunities are generally advertised in the media [externally] as they become available and are awarded on a competitive basis.
- 7.17.4 Applications are considered from candidates who hold a level 9 qualification in an appropriate discipline with first or second-class honours.
- 7.17.5 Joining instructions will vary, but details can be found on institutions / University web sites

7.18 Learning and Teaching policy of the Institute:

- 7.18.1 It is the policy of the Institute for Supply Chain Excellence [ISCE] to favour student centred learning, rather than a lecturer centred teaching. The primary responsibility for learning resides with the student, not with the academic teaching staff.
- 7.18.2 Therefore, it is the responsibility of the student to be proactive in acquiring knowledge and understanding of subject contents of the programme.
- 7.18.3 The learning approaches students are expected to follow include:
- Acquiring prescribed reading materials including textbooks, articles and case studies listed in module outlines.
 - Attending complete modules at which the academic lecturing team outline and address on areas of study, answer questions and provide guidance on the student's learning tasks.
 - Committing fully and positively to participating in the inter-active learning processes that normally take place in lectures and other formal learning sessions provided
 - Joining and keeping in touch on a regular basis with the institutes web site provided as part of the learning package and with the e-mail system which regularly conveys course and other messages to students.
 - Informing themselves of course developments through being attentive to messages imparted though lectures, the web site, noticeboards, e-mails and social media, etc.
 - Using the reading and other learning resources, including the on-line JSTOR Library service, provided by the Institute to become knowledgeable to the required standard in the required areas of study
 - Using the Edtap - iPhone & Android devices secure communications package provided by the Institute so as to keep updated and informed.

- Becoming familiar with the organisational structures of the course and the Institute.
- Participating actively in all of the modules, discussion groups, case study discussion groups etc., set up to enable group learning.
- Completing and submitting assessments ('coursework') by the specified deadline of all prescribed module in compliance with QA procedures of the Institute.

7.19 Learning & Teaching Strategy

- 7.19.1 The programme shall seek to provide students with a blended learning experience through a wide mix of learning and teaching techniques, combined with experiential learning.
- 7.19.2 The student shall be enabled to build on their prior academic learning experiences and career achieved competencies, in arriving at a deeper understanding of the processes and issues in supply chain management.
- 7.19.3 The programme shall seek to position supply chain management within a broad spectrum of the operating environment.

7.20 Duration and general structure of the Programme:

- 7.20.1 The M. Sc: Leadership and Supply Chain Management programme provides a '*palette*' of thirteen [13] modules.
- 7.20.2 Students shall be required to complete a total of eight [8] modules, four [4] of which are mandatory and of the remaining nine [9] elective, the student can select any four [4] modules to complete their course of studies.
- 7.20.3 Consultation with students combined with the experience of the teaching staff and feedback from industry, would indicate that this is acceptable arrangement to the majority of students and their employers.
7. 20.4 To alleviate unnecessary pressure, students are advised to fully complete a module, including the submission of the assignment, before engaging in the next.
7. 20.5 There is a gap of 6 weeks between each this allows the Learner to complete and submit an assignment should they wish to commence their next scheduled module.
7. 20.6 The part-time delivery of modules is unique in that the modules are designed to take place over two consecutive weekends, consisting of 36hrs of lectures. The configuration of each weekend shall be as shown in Fig 1:

Draft: Table 1: Configuration of Modules:

	Day of week:	Time frame:	Hours:
Weekend 1	Thursday	6.00pm – 9.00pm	3
	Friday	8.30am – 5.00pm	7.5
	Saturday	8.30am – 5.00pm	7.5
Weekend 2	Thursday	6.00pm – 9.00pm	3
	Friday	8.30am – 5.00pm	7.5
	Saturday	8.30am – 5.00pm	7.5
Total teaching hours			36 hrs
Module Assignment:	Must be submitted within 6 weeks of completion of the 2 nd part of the module		

7. 20.7 The Learning Hours and ECTS Credits implicit in these arrangements shall be set-out in detail in Stage II, Programme Application in the section covering: ‘*Delivery, structure, contact hours, module assignment, student workload*’.

7. 20.8 Unlike other postgraduate programmes which require students to attend fixed classes on a weekly basis during the academic year, this proposal allows for the student to plan their own study, attending those modules that are compatible with their full-time employment schedule.

7. 20.9 The configuration of modules enables the [part-time] students to combine their studies with full-time employment. This arrangement means that employers give two [working] days and the students give three days [of their personal time] to each module.

7. 20.10 The benefit for students, especially for those who hold senior managerial positions, is the amount of time away from work is kept to a minimum – a definite advantage over many other part-time programmes of study.

7. 20.11 If required, modules can be run in other locations such as Dublin, Cork and Galway. Learners shall be consulted about the order, timing and location of modules they wish to attend thus giving the student ownership / control over their own progression through the course.

7.21 Academic Quality Assurance Records.

7.21.1 The Administrator shall generate files for the safe storage and retrieval of all documents which are generated in the processing of this procedure.

7.21.2 Files generated as a result of this procedure shall be regarded as quality academic records and shall be maintained in accordance with procedure ref: SA/410.01 - *Control of Academic Quality Assurance Records*

Procedure No:	AP/407.05	
Procedure Group:	Student Access, Transfer and Progression	
Issue No:	1	
Revision No:	3	
Date:	November 2020	Page 11 of 16

SAMPLE

Attachment 5.1

Access, Transfer and Progression [ATP] Policy

ref: AP/407.05 – 7.1.2

Policy Statement:

Date: September 2016

The Institute for Supply Chain Excellence's ATP Policy is informed by QQI's Policy and Criteria for Access, Transfer and Progression for Learners (published by QQI policy restatement 2015).

The Institute for Supply Chain Excellence:

- is committed to structuring its procedures to facilitate learner entry and to promote transfer and progression
- is committed to providing current and prospective learners with all the information necessary to allow them to make informed decisions regarding their chosen programme of study.
- shall evaluate a student's prior learning in accordance with ISCE policy and any relevant accrediting body requirements, making every effort to promote an equitable and fair admission process.
- shall facilitate learners who wish to transfer or progress to other programmes leading to recognised awards or to transfer between institutions.

Definitions and Principles

This procedure ref: AP/407.05 seeks to ensure that there is a fair and consistent approach to how learners are selected and entered onto Institutes programme: M. Sc. Leadership and Supply Chain Management

To this end, the ISCE is further committed to:

- making available to present, and future students a copy of its publication: 'A Course Guide for Students for the M.Sc. Leadership and Supply Chain Management.
- Statement of the entry requirements for the M.SC. Programme
- providing Programme details and module schedules
- providing advice / guidance for learners to assist them to make informed choices in programme selection, based on a fair and consistent approach
- allowing students to choose the time and location of the modules they wish to attend
- providing details of learning supports available [on-line library and secure communications aps]
- providing an appeals mechanism for learners refused access to a programme
- publishing Assessment and Standards Criteria to permit progression through a programme
- providing academic record [Transcripts of Performance] on request to facilitate transfer to other institutions

SAMPLE

Attachment 5.2

Exceptional Entry Request Form

ref: AP/407.02 – 7.9.6



The Institute
for Supply Chain
Excellence

Dublin: Tallaght Business Centre,
Whitestown Business Park,
Tallaght D24K59A
T: 00 353 [0]87 22 57 687
E: admin@isce.ie
W: <https://isce.ie>

ISCE

Exceptional Entry Request.

To: Academic Council

Re: Case for consideration for Exceptional Entry

Student Name:

Student Number:

Course Title: **M.Sc. Leadership in Supply Chain Management**

The above student does not meet the minimum academic requirement of a 2.2 honours degree for entry into the above course but should be offered the course for the following reasons (additional pages may be supplied if necessary):

.....
.....
.....
.....
.....

Please note that **two** references, one of which must be academic, must be submitted with this form to support the case. In the case where an academic reference cannot be obtained an academic interview may replace it and an interview report submitted.

Is an academic reference submitted with this form? Yes No
Is an employment reference submitted with this form? Yes No
Was an interview held? Yes No
Is an interview report submitted with this form? Yes No

Signed: _____ Date: _____
Dir. of Academic Admin.

*Signed: _____ Date: _____
Chairperson Academic Council

* I am fully supportive of this application and request that it be considered for approval

SAMPLE

Attachment 5.3

Post Graduate Application Form

ref: AP/407.05 – 7.11.2



The Institute
for Supply Chain
Excellence

ISCE

Office use:

Ref:.....

Form ref AP/407.07 Nov 2020

Post graduate Application Form

Please complete all sections of this for in BLOCK CAPITALS using **BLACK** ink.

Section 1: Personal Details:

Surname: First Names: Date of Birth:

Address PPS number:

..... Gender [circle]: M F

..... Country of Birth:

Email: Nationality

Mobile:

Section 2: Programme Applied For:

Programme Code:

Programme Title:

Section 3: Education

Please indicate the level of your current highest educational achievement:

Level 5 [Leaving Certificate / FETAC]	<input type="checkbox"/>	Name of College / Institution:
Level 6 [Higher Cert / FETAC]	<input type="checkbox"/>	
Level 7 [Ordinary Degree]	<input type="checkbox"/>	
Level 8 [Hons Degree]	<input type="checkbox"/>	
Level 9 [Master's Degree]	<input type="checkbox"/>	
Level 10 [Doctorate]	<input type="checkbox"/>	
		Course title:
		Year of completion / anticipated date of completion:
		Copy of Cert / transcript included: Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 4: Exceptional Entry - Recognition of Prior Learning [RPL]

Applications are accepted from Individuals who have proven relevant experience and whose academic experience is non-traditional.

If you do not meet the standard educational requirements for the course and wish to be considered as a RPL candidate, please tick this box:

You will be contacted by the representative of the Institute responsible for Exceptional Entry – RPL applicants.

For further information on the Exceptional Entry – RPL process please visit: <http://www.isce.ie>

Section 5: language Competency

First language * :

Second language: Speak Read Write

* Postgraduate work is academically challenging and the Institute has high academic entry requirements – students are required to have fluent command of the English language. If your 1st Language is not English you must include separate evidence of English language qualifications, as follows:

English Proficiency Qualifications	Minimum Achievement Level Required*
GCSE English	Grade C
Cambridge Certificate of Proficiency in English	Grade C
Cambridge Certificate in Advanced English	Grade A
Irish Leaving Certificate	Ordinary Level Grade D
Vitnemal	4.00
ETAPP	Grade C1

Section 6: Health, Disability, Specific Learning Difficulty

If you consider yourself to have a disability, significant health problem and / or specific learning difficulty please tick this box:

Please attach medical documentation [where available/relevant] or additional information on a separate sheet

Provision of information in this section is requested to enable the Institute to accommodate, where reasonable your needs. All information provided shall be treated with sensitivity and in a confidential manner as possible.

Section 7: References

You must provide one academic reference and one employments reference. These shall be written references and can be emailed to admissions@isce.ie or posted to Postgraduate Admissions, see address below.

We will assume permission to contact the named referee[s] unless you tell us otherwise.

Academic Reference:

Name of referee:

Email address:

Academic Reference:

Name of referee:

Email address:

Employment Reference: [if relevant]

Name of referee:

Email address:

Employment Reference: [if relevant]

Name of referee:

Email address:

Section 8: Declaration

Where did you first hear about this course?

I certify that the information provided in this application is accurate and correct.

Signature of Applicant:

Date:

Note:

The Institute may use information provided by the applicant to create an initial student record and complete statistical information for use by the Institute or appropriate external bodies. No statistical data which can identify individuals will be published.

Completed Application Forms and Reference should be email to admin@isce.ie or posted to:

Postgraduate Admissions,
The Institute for Supply Chain Excellence
Tallaght Business Centre,
Whitestown Business Park,
Tallaght
Dublin D24K59A
Ireland.

Please Note: This application form should be completed with reference to the 'note' attachment.

What happens now?

1. Acknowledgement of application shall be sent to you if you have enclosed a stamped addressed post card / envelope.
2. Ineligible candidates will be informed in writing.
3. Eligible candidates shall be invited for interview and/or portfolio assessment.
4. Exceptional Entry - RPL candidates shall be contacted and guided through the RPL procedures.
5. All eligible candidates shall be informed of the outcome of the application process

At this stage you may receive:

- A definite offer
- a conditional offer pending examination /assessment results
- you may be put on a waiting list [pending confirmation of availability of places]
- an unsuccessful letter

FINAL REMINDER CHECKLIST

Before forwarding your application to the Institute, please ensure that you have the following:

1. **Copy of Transcripts or Results** [where applicable]
2. **Curriculum Vite** [CV]
3. **Copy of Birth Certificate** [original should not be forwarded]
4. **Copy of Certificate of English Language Competence** [where applicable]
5. **Separate Sheets** [if used in response to section 6 and 8]
6. **References** [attached references from your stated referees to this application]
7. **Email address:** is your email address easy to read? – please ensure it is clear and legible.

Please note: In order to proceed the programme is subject to a minimum number of approved applicants.