

**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 any requested changes to the provider details 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 28 February 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**](mailto:internationaleducationproviders@justice.ie)

This application form applies to providers with programmes **currently included in the ILEP.**

Providers without programmes listed on the ILEP should complete the form for new applicant providers: ‘Application Form- New Providers of Higher education Programmes’ available on the ISD website.

Providers must **only** submit details of new 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 and will be returned to the provider. All sections of the application form must be signed and dated 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 at any time.
* Applications and additional information may be shared with members of the ILEP Committee.

Changes to existing listings should be submitted separately to [**internationaleducationproviders@justice.ie**](mailto: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 changes. Certificate(s) of validation should be provided, where appropriate.

**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 | NFQ Level | ECTS Volume | 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 | NFQ Level | ECTS Volume | 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
* Premises and Related Resources
* Student Profile and Track Record

I further confirm that **all** supporting documentation provided with the original application remains up-to-date. 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.

An application will be submitted to QQI in respect of authorisation to use the International Education Mark (IEM) at the earliest opportunity.

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

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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.