

KING'S INNS

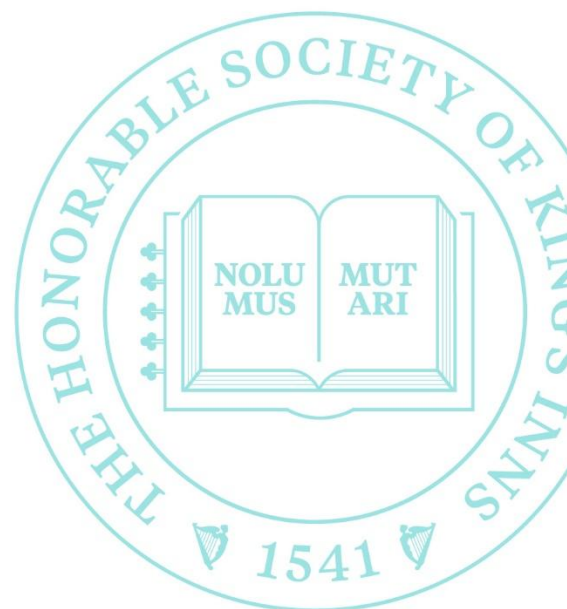
Access, Transfer and Progression Policy

Lead staff member:	Registrar
Date of the first approval	3/7/2025
Name of Approval Body	Council of King's Inns
Frequency of review:	3 years
Next review date:	2028

Revision No.	Details of change/s	Date
01		
02		

CONTENTS

CONTENTS	2
1. Introduction	3
2. Scope of Policy	3
3. Principles	3
4. Definitions	4
5. Policy Statement: Application and Offer	4
6. Admission and Application for Deferral	7
7. Transfer within King's Inns	7
8. Transfer from third level educational institutions in Ireland and outside Ireland	7
9. Progression	8
10. Roles and Responsibilities	8
11. Monitoring and Review of Policy	8
12. Associated Documents	8
13. Referenced Policies	8



1. Introduction

The Honorable Society of King's Inns (King's Inns) programmes are designed to provide a high level and quality of legal education and training to people from a wide range of backgrounds, education, skills, and experience.

This policy is aligned with and should be read alongside King's Inns Education Rules King's Inns General Rules, Qualifications and Quality Assurance (Education and Training) Act 2012 (as revised and amended), other relevant legislation including subsidiary legislation, QQI guidelines, and the Recognition of Qualifications concerning Higher Education in the European Region (Lisbon Recognition Convention) 1997 and subsidiary texts.

2. Scope of Policy

- 2.1 This policy describes King's Inns framework for access, transfer, and progression. in respect of all programmes.
- 2.2 This policy supports the admission of a suitably qualified and diverse range of learners and promotes lifelong learning and mobility across different levels of the NFQ, the European Qualifications Framework (EQF), and their equivalent frameworks in other jurisdictions.
- 2.3 This policy applies to programmes delivered by King's Inns and provides academic credit using the European Credit Transfer System (ECTS) for the programme and modules within the programme.

3. Principles

- 3.1 King's Inns access policy and decision-making procedures are intended to be fair, equitable, transparent, and consistent. The policy and decision-making comply with legislation, QQI guidelines, and King's Inns governance and strategic plan. The access policy is designed to identify applicants who will benefit from a high-quality programme built on achieving standards that satisfy the levels required to apply for and successfully complete King's Inns programmes and to provide a solid base of legal knowledge and way of thinking.
- 3.2 King's Inns access policy and decisions are based on fairness and non-discrimination. King's Inns strives to attract a diverse and inclusive range of learners. The aim is to achieve diverse participation irrespective of age, gender, sexual orientation, family, civil status and relationships, religion, geographical location in Ireland, Traveller Community, ethnicity and nationality, life experience, disability, education, and socio-economic and cultural backgrounds. The access policy and decisions are implemented in a manner that promotes dignity and respect for applicants, and staff.
- 3.3 Requests for the recognition of qualifications awarded by a body that is based outside the State are processed in a fair and timely manner, as required under the Convention on the Recognition of Qualifications concerning Higher Education in the

4. Definitions

- 4.1 **Access / admission** – the process by which learners are admitted to a programme of education and training having received recognition for knowledge, skill or competence required. This is set out below.
 - 4.2 **Transfer** – the process by which learners may transfer from one programme of education and training, without completing that programme, to another programme having received recognition for knowledge, skill or competence required.
 - 4.3 **Progression** – the process by which learners may progress upon successful completion of one programme of education and training to another programme.
-

5. Policy Statement: Application and Offer

- 5.1 The access policy applies to all aspects of admission, including marketing and promotion, applications, management, selection, admission, and registering applicants to the programme.

King's Inns publishes admission requirements that are approved by the Education Committee of King's Inns on the King's Inns website and applications are made through the King's Inns Application Portal.
- 5.2 King's Inns keeps a secure record of all applications, in accordance with King's Inns Data Protection Policy.
- 5.3 The Registrar is responsible for the fair, equitable, and consistent implementation of the access policy, practice, and procedures.
- 5.4 The Registrar is responsible for the management, assessment, and quality assurance of all applications for admission to programmes.
- 5.5 Applicants are responsible for ensuring that their application fulfils all admission requirements. This includes, without limitation: providing supporting materials, verification of identity, verifiable documents on educational achievements, and responding to communications or attendance at meetings/interviews.
- 5.6 All applicants must complete a mandatory declaration providing authorisation for their qualifications to be verified from the educational institution(s) they attended.
- 5.7 King's Inns welcomes and supports applications from suitably qualified applicants irrespective of backgrounds.
- 5.8 Suitably qualified in terms of academic suitability means for all applicants recognising formal prior learning and informal and non-formal prior learning, occupation, and work experience are also recognised as relevant criteria for

admission. “Suitably qualified” also includes an applicant’s individual merits, abilities, and aptitudes and the extent to which an applicant is likely, on the basis of the evidence provided by them, to be able to complete the programme successfully.

- 5.9 In assessing an application in which an applicant seeks to rely on prior learning whether it be for entry to the programme, or for advanced entry, or for module exemption, King’s Inns will have regard to its policy on [Recognition of Prior Learning](#) and all applicants are referred to that policy.
- 5.10 Every person who seeks a place on a programme must lodge the appropriate application form on the King’s Inns Application Portal on or before the set dates.
- 5.11 King’s Inns endeavours to process completed applications within a three-week period.
- 5.12 Where applicable the process of selecting suitably qualified applicants is quality assured by the Registrar to ensure that offers are made to applicants that satisfy the admission requirements.
- 5.13 Applications are reviewed for completeness and to check accuracy and authenticity and the evidence supplied is examined to ensure that the admission criteria are satisfied.
- 5.14 Where an application is complete, accurate, and authentic and there is sufficient evidence that the admission requirements and criteria are satisfied, the Registrar informs the applicant of an offer of a place on the programme through the King’s Inns Application Portal.
- 5.15 Where an application is found to be incomplete, applicants are informed through the King’s Inns Application Portal and are invited to supply additional evidence or information for assessment of the application.
- 5.16 Applicants may be invited to attend an interview.
- 5.17 Where an application contains an anomaly or unprecedented or unusual content, the Registrar consults with the Dean, relevant coordinator, and the Education Committee prior to making a decision on the application.
- 5.18 Where an application is found to be ineligible or incomplete and the deficiency has not been remedied, the Registrar informs the applicant through the King’s Inns Application Portal.
- 5.19 King’s Inns may refuse admission to an otherwise qualified applicant for reasons that include without limitation where the applicant:
 - has been excluded or had their enrolment cancelled at a third-level educational institution
 - may prejudice the reputation, management, governance, or discipline of King’s Inns
 - has engaged in dishonest and/or deceitful behaviour in the process of applying for admission to King’s Inns or other education institution or employer

- would not be able to lawfully enter King's Inns premises for all or part of the duration of a programme by reason of a court order.
- 5.20 King's Inns reserves the right to terminate the enrolment of any applicant or learner whose application details are found to be false, and this right may be exercised at any time during attendance at King's Inns.
- 5.21 The Registrar, after consulting with the Dean and relevant coordinator, will not offer a place on the programme where it is decided that where the applicant is unlikely to be able to successfully complete the programme, based on their application, fitness to study and / or interview, as appropriate.
- 5.22 King's Inns may seek evidence of English language proficiency and will apply these criteria:
- TOEFL (Test of English as a Foreign Language) Paper-based 570 (with a TWE (30-minute essay) score of 4.5) / Computer-based 233 (with a score of 4.5 in an essay) / Internet-based 90 (with a written score of 21)
 - University of Cambridge 180+ on the Cambridge English scale with no less than 175 in each skill and use of English i.e., Proficiency Certificate, Grade C or better (Common European Framework of Reference for Languages (CEFR) Level C1 or C2), Advanced Certificate, Grade C or better (CEFR Level C1 or C2)
 - IELTS (The International English Language Testing System) (Academic version) 6.5 (no individual band below 6).
 - PTE Pearson Test of English (Academic) PTE Academic: a minimum score of 63 (with no section score below 59).
 - Educated through English on an internationally recognised, accredited programme of at least one year in duration, with a credit equivalent to 60 ECTS credits, in an English-speaking country.
 - Irish Leaving Certificate - A grade D3 or better in Ordinary Level English
 - GCSE A grade C or better in English Language
 - European Baccalaureate English: 6 in your 1st language, or in 1st or 2nd Foreign Language
 - French Baccalaureate Students presenting the OIB or International Option of the French Baccalaureate may satisfy the English language requirement by achieving a minimum of 12 (where the coefficient is greater than 5) in English Language and Literature. In cases where the coefficient is less than 5, a minimum result of 14 will be required.
 - International Baccalaureate English A1, A2 or B: 5 at Higher Level (4 at Standard Level if presenting IB through English)
 - US High School Curriculum A grade C in English taken in the final year

6. Admission and Application for Deferral

- 6.1 An applicant who has been offered and who has accepted a place on a programme may apply to the Registrar seeking to defer their place for one year specifying the grounds on which deferral is sought.
- 6.2 The granting of permission to defer is not guaranteed.
- 6.3 The Registrar brings the petition to defer to the Education Committee who decide on the grant or refusal of deferral with or without conditions.

7. Transfer within King's Inns

Due to the nature of the programmes and scale of organisation there is currently no provision for learners to transfer between programmes of education at King's Inns.

8. Transfer from third level educational institutions in Ireland and outside Ireland

8.1 Recognition of Prior Learning

King's Inns [Recognition of Prior Learning Policy](#) permits applicants from third level educational institutions in Ireland to apply for entry, or advanced entry, or module exemption.

8.2 Admission and Disability

King's Inns welcomes applications from applicants with disabilities and is committed to making Reasonable Accommodations to enable learners to fully participate in student life in compliance with King's Inns [Disability Support Policy](#). Learners with disabilities are encouraged to disclose their disability to the Registrar. King's Inns has a legal obligation to make reasonable accommodations for learners with disabilities when applying to and studying in King's Inns.

8.3 Recognition of Qualifications Awarded Outside the State

Where an applicant seeks admission on the basis of qualifications obtained outside of the State, King's Inns assesses and verifies that the qualifications are from suitably quality-assured institutions by drawing on the ENIC (European Network of Information Centres) and NARIC (National Academic Recognition Information Centres in the European Union) databases <https://www.enic-naric.net/page-homepage> as required and comparing the qualifications against the published admission criteria.

8.4 Admission and Appeals

An applicant may appeal a decision by King's Inns not to offer a place on a programme or where a qualification submitted in an application is not recognised by King's Inns. The appeal setting out the grounds for appeal should be submitted by email through the Registrar addressed to the Education Committee.

9. Progression

- 9.1 Learners who are admitted to the Degree of Barrister-at-Law may be called to the Bar of Ireland by the Chief Justice.
- 9.2 Learners who successfully complete the Diploma in Legal Studies are eligible to sit the Entrance Examination for the Barrister-at-Law degree programme within King's Inns. Graduates of the Diploma in Legal Studies may be eligible to progress to a range of education programmes in other educational institutions.
- 9.3 Progression arrangements where they exist for learners who successfully complete Advanced Diplomas are set out in the learner information on the website for individual programmes.

10. Roles and Responsibilities

The Registrar is the owner of this policy and will with the School of Law Faculty Board, and Education Committee, oversee the implementation of this policy-

11. Monitoring and Review of Policy

The policy owner is responsible for monitoring implementation of the policy, ensuring that all associated documents are updated and current, and that the policy is reviewed as required.

The policy will be reviewed every three years from the date of first approval unless changes are required owing to legal, statutory and/or organisational change.

All policies and policy changes are approved by Council on the recommendation of Standing Committee. Policies relating to the School of Law will be reviewed in the first instance by the Education Committee before being recommended to Standing Committee.

12. Associated Documents

Link to King's Inns website - relevant area of portal for published admissions requirements

- [King's Inns Education Rules](#)
- [King's Inns General Rules](#)

13. Referenced Policies

- [Disability Support Policy](#)
- [Recognition of Prior Learning Policy](#)
- Data Protection Policy