



Royal College of Surgeons in Ireland

Policy and Procedure for Admission of Minors (Students Under 18 Years of Age)

1. Policy

- 1.1 **EU Students** (most of whom are resident in Ireland with parents/ guardians also resident in Ireland at the time of joining the university) must normally have attained the age of 17 years by 15 January following entry to the College.
- 1.2 The College recognises that it has a special duty of care for students who are under 18 years of age, and **Non-EU students** (most of whom are resident outside of Ireland with parents/ guardians also resident outside of Ireland at the time of joining the university) must normally have attained the age of 18 by 1 December in the year of entry to the university.
- 1.3 It is worth noting that most accommodation providers will not offer accommodation to Minors. This and the need for guardianship creates practical challenges to the admissions of Non-EU Minors.

2. Additional application steps for minors:

- 2.1 There are additional steps in the application process for students who will be under 18 years of age on entry to the University. These additional steps are described in this document.
- 2.2 This process ensures that the applicant, their parent(s) or legal guardian (hereafter legal guardian) and the University understand and agreed their respective expectations and responsibilities before the applicant is registered as a student of the University.
- 2.3 The student will apply through normal EU/Non-EU application routes that are described on the University's website. During the application process, the applicant will provide their date of birth which identifies those who will be under 18 years of age when registering as a student of the University.
- 2.4 If the University decides makes an offer to a minor and the offer is accepted, an additional letter will be sent along with the offer letter informing that, as a result of age, certain additional formalities will need to be completed before the start of the programme.
- 2.5 The letter shall be accompanied by a Declaration (Appendix 1 below) to be read and signed by the applicant's legal guardian. This seeks to ensure that the respective responsibility of the University and the legal guardian in relation to the student is clear. Receipt of the signed

Declaration is required prior to the registration process. Following registration, the Declaration will remain in force until the student is aged 18.

- 2.6 The applicant must continue to fulfil all the conditions of their offer to the University's satisfaction before admission.
- 2.7 All students are required to undergo Garda Vetting (Police Clearance) as part of the normal registration process. Conditional registration is provided to all students until the full Garda Vetting process has been completed. Garda Vetting normally takes place in the first year of the students' academic programme. Minors, after turning 18, will be subject to Garda Vetting and the same conditional registration rules apply. Full registration may not be provided in the event of a serious criminal conviction arising as part of the Garda Vetting Process and the student may be discontinued from the University as a result.

APPENDIX 1

DECLARATION IN RESPECT OF STUDENTS WHO WILL BE UNDER 18 YEAR-OF-AGE ON ENTRY

I the undersigned parent or guardian:

1. Understand that the University shall not have parental responsibility and shall not be liable for any acts or omissions by the student. I agree that I shall remain primarily responsible for the student's personal supervision and welfare. For this purpose, I understand that I must consider whether there is a need to provide any continuing personal supervision.
2. Understand that I shall be responsible for ensuring that the student adheres to the University's rules and regulations that are provided in the Student Agreement Document (provided along with the offer letter). In particular, I will advise the student that they must abide to the laws of Ireland in relation to the use of alcohol and drugs. Further, until the age of 18 that they must not hold any positions of responsibility in external organisations, or in Student Clubs, Societies or Associations.
3. Agree to act as guarantor for the tuition and accommodation fees incurred by the student together with any other sums owed to the University until the student attains 18 years of age.
4. Consent to the student undertaking the programme of study and participating in such extra-curricular activities that are available in the University as the student shall determine.
5. Agree that, if the student is unable to consent and if it is not possible to contact a parent or legal guardian, the University may authorise emergency medical treatment acting on medical advice in the best interests of the student.
6. Accept that the University's obligation of confidentiality is owed to the student and to nobody else. Accordingly, the University shall not divulge confidential information, e.g. examination results or medical records, to a parent, guardian or anyone else without the written consent of the student.
7. Understand that this Declaration shall remain in force until the student's 18th birthday.

DECLARATION IN RESPECT OF STUDENTS WHO WILL BE UNDER 18 YEAR-OF-AGE ON ENTRY

Name of Student:

Student ID number:

Student's date of birth:

Signature of parent or legal guardian Signature:

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Name (please print):

Relationship to the Student:

Date:

Please sign and return the completed Declaration by email to admissions@rcsi.ie