



Royal College of Surgeons in Ireland

Policy and Procedure for Admitting Students Under 18 Years of Age

1. Policy

- 1.1 Students 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 on admission to the College.
- 1.3 The College assesses an applicant's ability and readiness for third level study at a large institution which operates from a research-led campus in a major capital city. In carrying out this assessment, RCSI complies with its obligations under the Equal Status Acts 2000 and 2011.

2. Additional application steps for minors

- 2.1 There are additional steps in the application process for applicants who will be under 18 years of age on entry to the College. 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 College understand and agreed their respective expectations and responsibilities before the applicant is registered as a student of the College.
- 2.3 The applicant will apply through normal EU/Non-EU application routes that are described on the College website. During the application process, the applicant will provide their date of birth which identifies those who will be under 18 years of age on registering as a student of the College.
- 2.4 If the College decides to make an offer 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, and to be returned to the Admissions Office as part of the acceptance of the offer. This seeks to ensure that the respective responsibility of the College 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 College's satisfaction before admission.
- 2.7 All students, including minors, 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 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 College as a result.

APPENDIX 1: DECLARATION IN RESPECT OF STUDENTS WHO WILL BE UNDER 18 YEAR-OF-AGE ON ENTRY

Name of Applicant:
(Please print)

Student ID number:

Applicant's date of birth:

If the applicant named above takes up a place of study at RCSI, I the undersigned parent or guardian:

1. Understand that the College 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 College'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 College 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 College 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 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 College may authorise emergency medical treatment acting on medical advice in the best interests of the student.
6. Accept that the College's obligation of confidentiality is owed to the student and to nobody else. Accordingly, the College 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 eighteenth birthday.

Signature of parent or legal guardian

Signature:

Name (please print):

Relationship to the applicant:

Date:

Please return the completed Declaration to: Undergraduate Admissions Office, Royal College of Surgeons in Ireland, 123 St Stephen's Green, Dublin 2.