



## **Royal College of Surgeons in Ireland**

### **Undergraduate Admissions Policy**

#### **Statement of Commitment:**

RCSI is committed to building an inclusive learning environment. Applications are welcomed from all suitably qualified individuals including those who have been traditionally under-represented in third level education.

RCSI is also committed to delivering the highest quality educational service and as such decisions regarding admissions are made solely on individual merit and suitability to a course (with regard to any requirements laid down by professional bodies and legislation).

#### **Policy:**

It is RCSI policy to ensure that the Admissions Process is fair to all applicants and to ensure this the College adopts positive action measures in the Admissions Process to increase the participation rates of those applicants who have traditionally been under-represented in third level education.

RCSI does not discriminate on the basis of age. Mature candidates are welcomed and will be assessed (in a competitive process together with all candidates) on academic record, references, interview performance and personal statement in accordance with our admissions policy and procedures.

Applicants with a disability are directed to Standard Operating Procedure for Applicants with a Disability, SOP AWD 01 which can be found on the RCSI website, on Moodle and in the Central Policies and Procedures file held in the RCSI Student Services Department.

#### **Equal Opportunity Admissions:**

The following play no part in the admissions process:

- Being from a medical background
- Being related to or an acquaintance of a member of the Medical School or the College
- Gender
- Sexual orientation
- Age
- Religious or philosophical belief
- Marital or parental status
- Social background, or class, or school

- Ethnicity
- Country of origin

**Legal Framework:**

In the operation of this Policy and accompanying standard operating procedures RCSI is guided by The Equal Status Acts (2000 to 2012).

The Acts:

- Prohibit discrimination in the provision of goods and services including educational services
- Prohibit educational establishments from discriminating in relation to terms and conditions of admission, access to courses or facilities, any other term or condition of participation and the expulsion or other sanction of a student.
- Require a reasonable accommodation approach to students with a disability. That is, the provision of special treatment or facilities without which, it would be impossible or unduly difficult for the student to avail of an educational service.
- Allow preferential treatment, i.e. the taking of 'Positive Action' measures to promote equality of opportunity for disadvantaged persons.
- Provide for some exemptions in particular circumstances.

RCSI is committed to applying not only the letter but also the spirit of the legislation and wherever possible a positive action approach will be adopted.

**Note:**

The application process and entry requirements required for admission to the RCSI Undergraduate Schools vary depending on whether an applicant is defined as an EU or a Non-EU applicant and whether they are a School Leaver, Graduate or Mature Entrant.

Once an applicant has established their EU or Non-EU status they follow the application process as outlined on the Undergraduate section of the RCSI website. Information for applicants with disabilities and/or health conditions is also available on the website.

**Data Protection Statement:**

RCSI is committed to comply with the Data Protection Acts 1988, 2003. This ensures compliance with the eight principles of data protection as set out in the legislation:

- To obtain and process personal data fairly
- To keep it only for one or more specified and lawful purposes
- To use and disclose it only in ways compatible with the stated purpose(s)
- To keep it safe and secure
- To keep it accurate, complete and up-to-date
- To ensure that it is adequate, relevant and not excessive
- To retain it for no longer than is necessary for the purpose for which it was collected
- To give a copy of his/her personal data to an individual, upon request

The Data Protection Acts confer rights on individuals in relation to the collection, use, sharing and retention of personal data. They also confer responsibilities on RCSI relating to the manner in which it collects, uses, shares and retains personal data.

**Scope of Policy:**

This policy applies to all applicants applying to the RCSI programmes.

An applicant with a Disability wishing to obtain further information on applying to RCSI, or who requires feedback in regard to an individual application, may contact the Head of Admissions.

**Monitoring and Reporting:**

The Head of Admissions is responsible for monitoring the RCSI Admissions Policy & Procedures and for ensuring that these are implemented, reviewed and updated on an annual basis.

**Responsibility:**

The Head of Admissions, has responsibility for the interpretation and implementation of the Admissions Policy & Procedures.

Each member of the Admissions staff has a responsibility to implement the standard operational procedures in relation to Admissions.