

# **IEMASTemplate**

# **(Higher Education Pathway)**

## Version History

* **Version One – published 27 August 2024**
* **Version Two – published 1 November 2024 – The option ‘non-compliant’ added in Column 4 in all of the tables comprising Sections 3.1, 4.1, 5.1, 6.1, 7.1 and 8.1.**
* **Version Three – published 3 December 2024 - Great Britain (excluding Northern Ireland) removed from list of Non-EU/EEA/Swiss Countries in Section 1.3**
* **Version Four – published December 2024 – In Section 7.2, a typo in point three was corrected, from ‘Confirm, in accordance with criterion 5(b)(i)-(iv) of the HE Code’ to ‘Confirm, in accordance with criterion 5(a)(i)-(iv) of the HE Code’.**

## Provider Identification

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| **Provider Name:** |  |
| **Submitted byDesignated Contact Person(s)):** |  |
| **IEMAS approved by: (entity or entities that approved the IEMAS on behalf of the HE provider e.g. Governing Body/Governing Authority; Executive Management Team, Executive Board etc):** |  |
| **Link(s) to HE provider’s primary website:** |  |
| **Facebook** |  |
| **Instagram** |  |
| **X** |  |
| **LinkedIn** |  |
| **Other Social Media:** |  |

##

## Section 1: Introduction: Institutional Context of International Education

### Description

**Instructions**

* **Provide a short institutional profile, describing your institution’s strategic objectives for international education, including confirmation of the existence and provision of links to your international education strategy if applicable, and/or relevant parts of the institution’s general strategy and any other relevant institutional documents on your international education activities (max. 900 words).**
* **Describe the organisational structures supporting international education and the international learner experience in your institution, including all relevant supports provided by the institution for international students. For convenience, and in lieu of a lengthy description of the organisational structures, it is recommended that an organogram is included, either as a link to an already published organogram or, if not already published, the organogram is included directly in Section 9: Appended Documents below (max. 900 words).**
* **Describe the nature and scope of any transnational education activity engaged in by your institution (max. 500 words);**
* **Describe the nature and scope of remote, fully online education offered by your institution, which encompasses the enrolment of international learners based outside the state (max. 500 words)**

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| ***Supporting evidence:*** *Provide links to the website and/or social media, and links and/or references to other documentation (e.g. published reviews, internal management documents, annual quality reports etc) as evidence of your international education activities, the underpinning strategy and the underpinning organisational structures. With regard to organisational structures, it is recommended that an organogram is included, either as a link to an already published organogram here in Section 1 or as a standalone document to be included in Section 9: Appended Documents: Additional Supporting Evidence. Other unpublished documents relevant to this section may also be included in Section 9.*Recommended wordcount: 2,800 words |
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### 1.2 Aggregate enrolments of international learners by HE Code Categories 2022-23

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| --- | --- | --- |
| **Learner International HE Code Learner Category**  | **Aggregate enrolments of international learners by HE Code Category**  | **International learner enrolments (by HE Code categories) as % of total enrolments on same programmes** |
| Category 1: EU/EEA/SWISS students in the state enrolled on programmes that lead to major or non-major awards that are included within the NFQ  |  |  |
| Category 2: Non-EU/EEA/SWISS students in the state enrolled on programmes that lead to major or non-major awards that are included within the NFQ |  |  |
| Category 3: Learners outside the state[[1]](#footnote-2) enrolled on programmes that lead to major or non-major awards that are included within the NFQ and offered in a transnational education setting |  |  |
| Category 4:Learners outside the state[[2]](#footnote-3) enrolled on programmes that lead to major or non-major awards that are included within the NFQ and offered through remote, fully online modes of learning. |  |  |
| ***Total International Learner Enrolments Across (All HE Code Categories):*** | ***Total International Learner enrolments (across all HE Code categories) as % of total enrolments on same programmes:*** |
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### 1.3 International learner enrolments by country of origin and HE Code categories

**EU/EEA/Swiss Countries:** Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland

**Note: Press Tab at the end of the row to create a new line for additional entries.**

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| **Country of Origin (EU/EEA/Swiss)** | **CATEGORY 1:** | **CATEGORY 3:** | **CATEGORY 4:** |
| ***Enrolled EU/EEA/SWISS learners (by country of origin) in the state enrolled on programmes that lead to major or non-major awards that are included within the NFQ*** | ***Enrolled EU/EEA/SWISS learners (by country of origin)[[3]](#footnote-4) on programmes that lead to major or non-major awards that are included within the NFQ and offered in a transnational education setting*** | ***Enrolled EU/EEA/SWISS learners (by country of origin)[[4]](#footnote-5) on programmes that lead to major or non-major awards that are included within the NFQ and offered through remote, fully online modes of learning*** |
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**Non-EU/EEA/SWISS Countries:** Andorra, United Arab Emirates, Afghanistan, Antigua and Barbuda, Anguilla, Albania, Armenia, Angola, Antarctica, Argentina, American Samoa, Australia, Aruba, Åland Islands, Azerbaijan, Bosnia and Herzegovina, Barbados, Bangladesh, Burkina Faso, Bahrain, Burundi, Benin, Saint Barthélemy, Bermuda, Brunei Darussalam, Bolivia (Plurinational State of), Bonaire, Sint Eustatius and Saba, Brazil, Bahamas (the), Bhutan, Bouvet Island, Botswana, Belarus, Belize, Canada, Cocos (Keeling) Islands, Congo, The Democratic Republic of the, Central African Republic, Congo (the), Cote d’Ivoire, Cook Islands (the), Chile, Cameroon, China, Colombia, Costa Rica, Cuba, Cape Verde, Curaçao, Christmas Island, Djibouti, Dominica, Dominican Republic (the), Algeria, Ecuador, Egypt, Western Sahara, Eritrea, Ethiopia, Fiji, Falkland Islands (Malvinas), Micronesia, Federated States of, Faroe Islands (the), Gabon, Grenada, Georgia, French Guiana, Guernsey, Ghana, Gibraltar, Greenland, Gambia (the), Guinea, Guadeloupe, Equatorial Guinea, South Georgia and the South Sandwich Islands, Guatemala, Guam, Guinea-Bissau, Guyana, Hong Kong, Heard Island and McDonald Islands, Honduras, Croatia, Haiti, Indonesia, Israel, Isle of Man, India, British Indian Ocean Territory, Iraq, Iran, Islamic Republic of, Jersey, Jamaica, Jordan, Japan, Kenya, Kyrgyzstan, Cambodia, Kiribati, Comoros, Saint Kitts and Nevis, Korea (the Democratic People’s Republic of) North Korea, Korea (the Republic of) South Korea, Kuwait, Cayman Islands, Kazakhstan, Lao People’s Democratic Republic, Lebanon, Saint Lucia, Sri Lanka, Liberia, Lesotho, Libya, Morocco, Monaco, Moldova, Republic of, Montenegro, Saint Martin (French part), Madagascar, Marshall Islands, North Macedonia, Mali, Myanmar, Mongolia, Macao, Northern Mariana Islands, Martinique, Mauritania, Montserrat, Mauritius, Maldives, Malawi, Mexico, Malaysia, Mozambique, Namibia, New Caledonia, Niger, Norfolk Island, Nigeria, Nicaragua, Nepal, Nauru, Niue, New Zealand, Oman, Panama, Peru, French Polynesia, Papua New Guinea, Philippines, Pakistan, Saint Pierre and Miquelon, Pitcairn, Puerto Rico, Palestine, State of, Palau, Paraguay, Qatar, Other, Not Applicable, Reunion, Serbia, Russian Federation, Rwanda, Saudi Arabia, Solomon Islands, Seychelles, Sudan, Singapore, Saint Helena, Ascension and Tristan da Cunha, Svalbard and Jan Mayen, Sierra Leone, San Marino, Senegal, Somalia, Suriname, South Sudan, Sao Tome And Principe, El Salvador, Sint Maarten (Dutch part), Syrian Arab Republic, Eswatini, Turks and Caicos Islands, Chad, French Southern Territories, Togo, Thailand, Tajikistan, Tokelau, Timor-Leste, Turkmenistan, Tunisia, Tonga, Turkiye, Trinidad and Tobago, Tuvalu, Taiwan, Tanzania, United Republic of Ukraine, Uganda, United States Minor Outlying Islands, United States of America (the), Uruguay, Uzbekistan, Holy See (the), Saint Vincent and the Grenadines, Venezuela (Bolivarian Republic of), Virgin Islands, British, Virgin Islands, U.S., Viet Nam, Vanuatu, Wallis and Futuna, Samoa, Kosovo, Yemen, Mayotte, South Africa, Zambia, Zimbabwe, Stateless, Unknown

**Note: Press Tab at the end of the row to create a new line for additional entries.**

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| **Country of Origin (Non-EU/EEA/Swiss)** | **CATEGORY 2:** | **CATEGORY 3:** | **CATEGORY 4:** |
| **Enrolled non-EU/EEA/SWISS learners (by country of origin) in the state enrolled on programmes that lead to major or non-major awards that are included within the NFQ** | **Enrolled non-EU/EEA/SWISS learners (by country of origin)[[5]](#footnote-6) on programmes that lead to major or non-major awards that are included within the NFQ and offered in a transnational education setting** | **Enrolled non-EU/EEA/SWISS learners (by country of origin)[[6]](#footnote-7) on programmes that lead to major or non-major awards that are included within the NFQ and offered through remote, fully online modes of learning.** |
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## Section 2: Brief description of the IEMAS preparation process and confirmation of institutional approval

### Instructions

* **Describe the process undertaken by your institution to prepare the submitted IEMAS. This description should confirm that the IEMAS has been institutionally sanctioned by identifying the author(s) of the IEMAS, and who approved it on behalf of the institution. It should also indicate the level of institutional ownership of the IEMAS by describing the extent to which the IEMAS has been disseminated within the HE provider’s community.**

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| ***Recommended wordcount:*** *300 words* |
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## Section 3: Principle and Criteria: Marketing and Recruitment (HE Code 5.1)

### 3.1. Overview of adherence/compliance with Principle and Criteria: Marketing and Recruitment (HE Code 5.1)

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| ***Complete columns 3, 4 , 6 and 7 by choosing the appropriate response. In Column 5, specify the number of documents referenced in this section and/or included in Section 9: Appended Documents: Additional Supporting Evidence, to verify partial or full compliance with each applicable criterion.*** |
| Column 1 |
| Principle 5.1. Marketing and Recruitment: HE providers recruit international learners in a transparent and ethical manner. In their marketing and promotional materials, they ensure that clear, accurate, transparent, accessible, relevant and up to date information is provided. |
| Column 2 | Column 3 | Column 4 | Column 5 | Column 6 | Column 7 |
| HE Code Criterion | Fully Applicable; Partially Applicable; Not Applicable | Fully Compliant; Partially Compliant; Non-Compliant; Not Applicable | Specify number of referenced documents in IEMAS for FC and PC per criterion | Plans to achieve full compliance for applicable criteria provided | 80% threshold compliance achieved  |
| 1 | 5.1.1(a) | Choose an item. | Choose an item. |  | Choose an item. | Choose an item. |
| 2 | 5.1.1(b) | Choose an item. | Choose an item. |  | Choose an item. |
| 3 | 5.1.1(c) | Choose an item. | Choose an item. |  | Choose an item. |
| 4 | 5.1.1(d) | Choose an item. | Choose an item. |  | Choose an item. |
| 5 | 5.1.1(e)(i)-(viii) | Choose an item. | Choose an item. |  | Choose an item. |
| 6 | 5.1.1(f) | Choose an item. | Choose an item. |  | Choose an item. |
| 7 | 5.1.1(g) | Choose an item. | Choose an item. |  | Choose an item. |
| 8 | 5.1.1(h) | Choose an item. | Choose an item. |  | Choose an item. |
| 9 | 5.1.1(i) | Choose an item. | Choose an item. |  | Choose an item. |
| 10 | 5.1.2(a) | Choose an item. | Choose an item. |  | Choose an item. |
| 11 | 5.1.2(b) | Choose an item. | Choose an item. |  | Choose an item. |
| 12 | 5.1.2(c) | Choose an item. | Choose an item. |  | Choose an item. |
| 13 | 5.1.2(d) | Choose an item. | Choose an item. |  | Choose an item. |
| 14 | 5.1.2(e) | Choose an item. | Choose an item. |  | Choose an item. |
| 15 | 5.1.2(f) | Choose an item. | Choose an item. |  | Choose an item. |
| 16 | 5.1.2(g) | Choose an item. | Choose an item. |  | Choose an item. |
| 17 | 5.1.2(h) | Choose an item. | Choose an item. |  | Choose an item. |
| 18 | 5.1.2(i) | Choose an item. | Choose an item. |  | Choose an item. |

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### 3.2. Demonstration of adherence/compliance with Principle and Criteria: Marketing and Recruitment (HE Code 5.1)

**Instructions**

* **Describe how your institution provides clear, accessible, and transparent information to international learners about your institution and its programmes, referencing how it complies with criteria 5.1.1(a) to 5.1.2(b) of the HE Code, and how it meets the statutory requirements under section 67 of the 2012 Act as amended (max. 1,000 words).**
* **Describe (narratively or, if applicable, in terms of an institutional process) how your institution engages with recruitment agents, and how and through this engagement it complies with criteria 5.1.2(c)-5.1.2(h) (max. 1,000 words).**
* **If you are an obligated provider you should confirm, in this section and in compliance with criterion 5.1.2(i), that your institution will participate in the statutory PEL arrangements established under the 2012 Act as amended, in accordance with the policies, processes and regulations overseen by QQI. This criterion does not apply to providers who are statutorily exempt from participation in the new statutory PEL scheme under section 65(6) of the 2012 Act as amended. This confirmation need not be counted in the overall word count in this section.**
* **Provide timebound plans for achieving compliance with applicable criteria relating to information provision to international learners, and engagement with recruitment agents (HE Code 5.1), where your institution is currently non-compliant or partially compliant (max. 700 words).**

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| ***Supporting evidence:*** *Provide links to the website and/or social media, and links and/or references to other documentation (e.g. published reviews, procedural documents, internal management reports etc) as evidence of your compliance with the Marketing and Recruitment Criteria (HE Code 5.1). Unpublished documents in support of institutional compliance, including extracts from large documents, may be submitted in Section 9: Appended Documents: Additional Supporting Evidence*.***Recommended wordcount:*** *2,700 words* |
| ***Enter description here:*** |

## Section 4: Principle and Criteria: Admissions and Qualifications’ Recognition (HE Code 5.2)

### 4.1. Overview of adherence/compliance with Principle and Criteria: Admission and Qualifications’ Recognition (HE Code 5.2)

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| ***Complete columns 3, 4, 6 and 7 by choosing the appropriate response. In Column 5, specify the number of documents referenced in this section and/or included in Section 9: Appended Documents: Additional Supporting Evidence, to verify partial or full compliance with each applicable criterion.*** |
| Column 1 |
| Principle 5.2. Admissions and Qualifications Recognition: HE providers operate fair, transparent and consistentadmission policies that support the successful participation of international learners in their chosen programmes. |
| Column 2 | Column 3 | Column 4 | Column 5 | Column 6 | Column 7 |
| HE Code Criterion | Fully Applicable; Partially Applicable; Not Applicable | Fully Compliant; Partially Compliant; Non-Compliant; Not Applicable | Specify number of referenced documents in IEMAS for FC and PC per criterion | Plans to achieve full compliance for applicable criteria provided | 80% threshold compliance achieved  |
| 19 | 5.2(a) | Choose an item. | Choose an item. |  | Choose an item. | Choose an item. |
| 20 | 5.2(b) | Choose an item. | Choose an item. |  | Choose an item. |
| 21 | 5.2(c) | Choose an item. | Choose an item. |  | Choose an item. |
| 22 | 5.2.(d) | Choose an item. | Choose an item. |  | Choose an item. |
| 23 | 5.2(e) | Choose an item. | Choose an item. |  | Choose an item. |
| 24 | 5.2(f) | Choose an item. | Choose an item. |  | Choose an item. |
| 25 | 5.2(g) | Choose an item. | Choose an item. |  | Choose an item. |

### 4.2. Demonstration of adherence/compliance with Principle and Criteria: Admissions and Qualifications’ Recognition (HE Code 5.2)

**Instructions**

* **Describe in relation to criteria 5.2(a) and 5.2(b) your institution’s processes for establishing general entry requirements for your programmes, and how effective they are in supporting the successful participation of international learners, with particular reference to English language proficiency requirements. The description should reference the benchmarks used to assess English Language proficiency in your institution; and any other entry requirements that you consider relevant to the successful participation of your international learners. You should indicate how these are communicated to potential international learners; and how they are monitored in terms of their effectiveness. The HE provider may cross-refer to criterion 5.5(a) on its English language policy statement, as appropriate (max. 1,000 words).**
* **Confirm, in relation to the 4 criteria 5.2(c) to 5.2(f), whether your institution subscribes to the key principles and processes of the Lisbon Recognition Convention (LRC), and whether it currently implements them on an individual basis or under an agreed approach or shared protocol with other higher education institutions. Describe the organisational structures responsible in your institution for making recognition decisions under the LRC, including any governance oversight arrangements, and how such decisions relate to the process of admitting international students to your institution (max 1,000 words).**
* **Confirm in relation to criterion 5.2(g) that your institution will afford reasonable support to QQI’s international activities and engagements aimed at facilitating the recognition of Irish awards abroad, including qualifications’ recognition agreements with other jurisdictions, and co-operative agreements with regulatory and quality assurance authorities in other jurisdictions. You should also give an undertaking that your institution will keep QQI informed of any issues relating to the recognition of your learners’ awards in other jurisdictions made known to you through your own learners, or through recognition bodies and/or education providers and employers in other jurisdictions (max. 200 words).**
* **Provide timebound plans for achieving compliance with applicable criteria relating to the admission of international learners and the recognition of their qualifications (HE Code 5.2), where your institution is currently non-compliant or partially compliant (max. 700 words).**

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| ***Supporting evidence:*** *Provide links to the website and/or social media, and links and/or references to other documentation (e.g. published reviews, procedural documents, internal management reports etc) as evidence of your compliance with the Admissions and Qualifications’ Recognition criteria (HE Code 5.2). Unpublished documents in support of institutional compliance, including extracts from large documents, may also be submitted in Section 9: Appended Documents: Additional Supporting Evidence.****Recommended wordcount:*** *2,900 words.* |
| ***Enter description here:*** |

## Section 5: Principle and Criteria: Fees, Refunds and Subsistence (HE Code 5.3)

### 5.1. Overview of adherence/compliance with Principle and Criteria: Fees, Refunds and Subsistence (HE Code 5.3)

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| ***Complete columns 3, 4 , 6 and 7 by choosing the appropriate response. In Column 5, specify the number of documents referenced in this section and/or included in Section 9: Appended Documents: Additional Supporting Evidence, to verify partial or full compliance with each applicable criterion.*** |
| Column 1 |
| Principle 5.3. Fees, Refunds and Subsistence: HE providers provide all learners with clear, accurate, transparent, accessible, relevant and up to date information on all study costs, including subsistence and accommodation. HE providers shall inform learners about fees and other costs associated with undertaking a programme of study in Ireland. |
| Column 2 | Column 3 | Column 4 | Column 5 | Column 6 | Column 7 |
| HE Code Criterion | Fully Applicable; Partially Applicable; Not Applicable | Fully Compliant; Partially Compliant; Non-Compliant; Not Applicable | Specify number of referenced documents in IEMAS for FC and PC per criterion | Plans to achieve full compliance for applicable criteria provided | 80% threshold compliance achieved  |
| 26 | 5.3.1(a) | Choose an item. | Choose an item. |  | Choose an item. | Choose an item. |
| 27 | 5.3.1(b) | Choose an item. | Choose an item. |  | Choose an item. |
| 28 | 5.3.1(c) | Choose an item. | Choose an item. |  | Choose an item. |
| 29 | 5.3.1(d) | Choose an item. | Choose an item. |  | Choose an item. |
| 30 | 5.3.1(e) | Choose an item. | Choose an item. |  | Choose an item. |
| 31 | 5.3.1(f) | Choose an item. | Choose an item. |  | Choose an item. |
| 32 | 5.3.1 (g) | Choose an item. | Choose an item. |  | Choose an item. |
| 33 | 5.3.2(a) | Choose an item. | Choose an item. |  | Choose an item. |
| 34 | 5.3.2(b) | Choose an item. | Choose an item. |  | Choose an item. |
| 35 | 5.3.2(c) (i)-(ii) | Choose an item. | Choose an item. |  | Choose an item. |
| 36 | 5.3.2(d) | Choose an item. | Choose an item. |  | Choose an item. |

### 5.2. Demonstration of adherence/compliance with Principle and Criteria: Fees, Refunds and Subsistence (HE Code 5.3)

**Instructions**

***Note:*** *A key requirement to be demonstrated across all of the criteria in this section of the IEMAS is that communications with international learners on costs are sufficient, accurate, transparent and accessible to enable prospective international learners to make informed choices about where they will study and to assist them in managing their living expenses while enrolled on their programmes. You should:*

* **Describe, in relation to criteria 5.3.1(a) to 5.3.1. (g), how you communicate information to international learners on their tuition and tuition-related fees that is accurate and transparent and ensures that there are no hidden costs that emerge post-enrolment. These criteria are largely factual in nature, and you should confirm that the requisite information is made available to your international learners and provide evidence to support the confirmation (max. 1,000 words).**
* **Describe, in relation to criteria 5.3.2(a) to 5.3.2.(d), how you communicate information and advice to international learners on the costs of studying in Ireland, beyond tuition and tuition-related fees, that is reliable and current, both to potential international learners and international learners who subsequently enrol on your programmes. Where your institution directs international students to external information resources, these should also be referenced (max. 1,000 words).**
* **Provide timebound plans for achieving compliance with applicable criteria relating to Fees, Funds and Subsistence (HE Code 5.3), where your institution is currently non-compliant or partially compliant (max. 700 words).**

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| ***Supporting evidence:*** *You should provide links to relevant publications, marketing and communications material, information notices on websites and social media, and any other relevant documents, including external sources of information, as evidence of your compliance with the criteria relating to Fees, Funds and Subsistence (HE Code 5.3). Unpublished documents in support of institutional compliance, including extracts from large documents, may also be submitted in Section 9: Appended Documents: Additional Supporting Evidence.* ***Recommended wordcount:*** *2,700 words.* |
| ***Enter description here:*** |

## Section 6 Principle and Criteria: Supports and Services for International Learners (HE Code 5.4)

### 6.1. Overview of adherence/compliance with Principle and Criteria: Supports and Services for International Learners (HE Code 5.4)

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| ***Complete columns 3, 4 , 6 and 7 by choosing the appropriate response. In Column 5, specify the number of documents referenced in this section and/or included in Section 9: Appended Documents: Additional Supporting Evidence, to verify partial or full compliance with each applicable criterion.*** |
| Column 1 |
| Principle 5.4. Supports and Services for International Learners: HE providers shall foster a supportive environment which supports the well-being and integration of all learners into the student body and ensures a positive learning experience for all learners. |
| Column 2 | Column 3 | Column 4 | Column 5 | Column 6 | Column 7 |
| HE Code Criterion | Fully Applicable; Partially Applicable; Not Applicable | Fully Compliant; Partially Compliant; Non-Compliant; Not Applicable | Specify number of referenced documents in IEMAS for FC and PC per criterion | Plans to achieve full compliance for applicable criteria provided | 80% threshold compliance achieved  |
| 37 | 5.4.1(a) | Choose an item. | Choose an item. |  | Choose an item. | Choose an item. |
| 38 | 5.4.1(b) | Choose an item. | Choose an item. |  | Choose an item. |
| 39 | 5.4.1(c) | Choose an item. | Choose an item. |  | Choose an item. |
| 40 | 5.4.1(d) | Choose an item. | Choose an item. |  | Choose an item. |
| 41 | 5.4.1(e) | Choose an item. | Choose an item. |  | Choose an item. |
| 42 | 5.4.1(f) | Choose an item. | Choose an item. |  | Choose an item. |
| 43 | 5.4.1(g) | Choose an item. | Choose an item. |  | Choose an item. |
| 44 | 5.4.1(h) | Choose an item. | Choose an item. |  | Choose an item. |
| 45 | 5.4.1(i) | Choose an item. | Choose an item. |  | Choose an item. |
| 46 | 5.4.2(a) | Choose an item. | Choose an item. |  | Choose an item. |
| 47 | 5.4.2(b) | Choose an item. | Choose an item. |  | Choose an item. |
| 48 | 5.4.2(c) | Choose an item. | Choose an item. |  | Choose an item. |
| 49 | 5.4.2(d) | Choose an item. | Choose an item. |  | Choose an item. |
| 50 | 5.4.2(e) | Choose an item. | Choose an item. |  | Choose an item. |
| 51 | 5.4.3 | Choose an item. | Choose an item. |  | Choose an item. |

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### 6.2. Demonstration of adherence/compliance with Principle and Criteria: Supports and Services for International Learners (HE Code 5.4)

**Instructions**

***Note:*** *A key requirement to be demonstrated in this section of the IEMAS is that induction programmes, and all relevant policies, procedures and services, have regard to integrating international learners into the wider academic community. You should:*

* **Describe, in relation to criteria 5.4.1(a) to 5.4.1(i), how your institution provides general learner supports and services, and how they apply to international learners, including the designation of appropriate personnel to handle queries from international learners; how your institution provides information to help international learners adapt to their new environment and to integrate on campus; how your institution caters for international learners in general learner induction programmes, and the range of topics on which information is provided in such induction sessions, including the provision of reminders to international learners of their responsibilities under the student immigration regime (max. 1,000 words).**
* **Describe, in relation to criteria 5.4.2(a)-5.4.2(e), how your institution provides academic-related supports (this does not include pedagogical matters) on topics such as ongoing access to advice on all relevant academic policies and procedures, including academic integrity matters; and how you provide reminders of key information on academic processes at different points of the academic year (max. 800 words).**
* **Describe, in relation to criterion 5.4.3 how your institution’s training programmes and other supports, including training in intercultural competence, and support for the development of English language education competence, enable staff to facilitate as appropriate the effective delivery of programmes and services to international learners (max. 800 words).**
* **Provide timebound plans for achieving compliance with applicable criteria relating to the Supports and Services to International Learners (HE Code 5.4), where your institution is currently non-compliant or partially compliant (max. 700 words).**

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| --- |
| ***Supporting evidence:*** *Provide links to the website and/or social media, and links and/or references to other documentation (e.g. published reviews, procedural documents, internal management reports etc) as evidence of your compliance with the criteria relating to Supports and Services for International Learners (HE Code 5.4). Unpublished documents in support of institutional compliance, including extracts from large documents, may also be submitted in Section 9: Appended Documents: Additional Supporting Evidence.****Recommended wordcount:*** *3,300 words.* |
| ***Enter description here:*** |

## Section 7: Principle and Criteria: English Language Policy Statement and International Foundation Year Programmes (HE Code 5.5)

### 7.1. Overview of adherence/compliance with Principle and Criteria: English Language Policy Statement and International Foundation Year Programmes (HE Code 5.5)

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| ***Complete columns 3, 4 , 6 and 7 by choosing the appropriate response. In Column 5, specify the number of documents referenced in this section and/or included in Section 9: Appended Documents: Additional Supporting Evidence, to verify partial or full compliance with each applicable criterion.*** |
| Column 1 |
| Principle 5.5. English Language Policy Statement and International Foundation Year Programmes: The English language supports provided by HE providers to international learners, including through the provision of international foundation year programmes, are underpinned by a coherent and transparent institutional policy approach. |
| Column 2 | Column 3 | Column 4 | Column 5 | Column 6 | Column 7 |
| HE Code Criterion | Fully Applicable; Partially Applicable; Not Applicable | Fully Compliant; Partially Compliant; Non-Compliant; Not Applicable | Specify number of referenced documents in IEMAS for FC and PC per criterion | Plans to achieve full compliance for applicable criteria provided | 80% threshold compliance achieved  |
| 52 | 5.5 (a) | Choose an item. | Choose an item. |  | Choose an item. | Choose an item. |
| 53 | 5.5(b) | Choose an item. | Choose an item. |  | Choose an item. |
| 54 | 5.5(c) | Choose an item. | Choose an item. |  | Choose an item. |
| 55 | 5.5(d) | Choose an item. | Choose an item. |  | Choose an item. |

### 7.2 Demonstration of adherence/compliance with Principle and Criteria: English Language Policy Statement and International Foundation Year Programmes (HE Code 5.5)

**Instructions**

* **Confirm that your institution has published an English language policy statement in relation to your international learners. Provide an accessible link to the published document, and briefly describe the process undertaken to develop the statement, including the governance approval process (max. 250 words).**
* **Confirm that the English language policy statement meets or exceeds the minimum scope of the policy statement set out in criterion 5(a)(i)-(iv) of the HE Code (max. 800 words). Note that it is expected that the English language policy statement documents your institution’s policy approaches and processes to the assessment of English language proficiency entry requirements; to the provision, support, and development of English for Academic Purposes; to the provision of English language supports to non-native English speakers prior to commencement and throughout the duration of their higher education programmes; and the arrangements, including, as appropriate, the quality assurance, credit and/or awarding arrangements, for different types of EAP programmes, such as pre-sessional and in-sessional programmes/modules.**
* **Confirm, in accordance with criterion 5(a)(i)-(iv) of the HE Code, and in relation to any international foundation year programme(s) that your institution offers, that your English language policy statement sets out the quality assurance, credit and/or awarding arrangements for these programmes; the corporate and academic governance arrangements in place where such programmes are provided in partnership with other entities e.g., a private English language school, other independent/private education provider or campus company; and whether such programmes lead to awards included within the National Framework of Qualifications (NFQ), including identifying the awarding body. You should reference the relevant section(s) of the English language policy statement in demonstrating compliance with criterion 5(b) (max. 500 words)**.
* **Confirm, in accordance with criterion 5(d), your plans to secure programme validation/course approval for any international foundation year programme with which your institution is associated, and which is not currently included within the NFQ (max. 250 words). Note that it is a requirement of this criterion that an international foundation year programme must lead to an award that is included in the NFQ within two years of the date on which an institution is authorised to use the IEM.**
* **Provide timebound plans for achieving compliance with applicable criteria relating to the English Language Policy Statement and International Foundation Year Programmes (HE Code 5.5), where your institution is currently non-compliant or partially compliant (max. 700 words).**

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| ***Supporting evidence:*** *Provide links to the website and/or social media, and links and/or references to other documentation (e.g. published reviews, procedural documents, internal management reports etc) as evidence of your compliance with the criteria relating to your institution’s English Language Policy Statement and International Foundation Year Programmes (HE Code 5.5). Unpublished documents in support of institutional compliance, including extracts from large documents, may also be submitted in Section 9: Appended Documents: Additional Supporting Evidence.****Recommended wordcount:*** *2,500 words.* |
| ***Enter description here:*** |

## Section 8: Principle and Criteria: International Learners Outside the State (HE Code 5.6)

### 8.1. Overview of adherence/compliance with Principle and Criteria: International Learners outside the State (HE Code 5.6)

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| ***Complete columns 3, 4 , 6 and 7 by choosing the appropriate response. In Column 5, specify the number of documents referenced in this section and/or included in Section 9: Appended Documents: Additional Supporting Evidence, to verify partial or full compliance with each applicable criterion.*** |
| Column 1 |
| Principle 5.6. International Learners Outside the State: HE providers ensure that learners outside the state who are enrolled on their programmes receive quality learning experiences, where these programmes lead to awards that are included in the NFQ, and whether they are offered in transnational education settings and/or through remote, fully online modes of learning. |
| Column 2 | Column 3 | Column 4 | Column 5 | Column 6 | Column 7 |
| HE Code Criterion | Fully Applicable; Partially Applicable; Not Applicable | Fully Compliant; Partially Compliant; Non-Compliant; Not Applicable | Specify number of referenced documents in IEMAS for FC and PC per criterion | Plans to achieve full compliance for applicable criteria provided | 80% threshold compliance achieved  |
| 56 | 5.6.1(a) | Choose an item. | Choose an item. |  | Choose an item. | Choose an item. |
| 57 | 5.6.1(b) | Choose an item. | Choose an item. |  | Choose an item. |
| 58 | 5.6.1(c) | Choose an item. | Choose an item. |  | Choose an item. |
| 59 | 5.6.1(d) | Choose an item. | Choose an item. |  | Choose an item. |
| 60 | 5.6.2(a) | Choose an item. | Choose an item. |  | Choose an item. |
| 61 | 5.6.2(b) | Choose an item. | Choose an item. |  | Choose an item. |
| 62 | 5.6.2(c) | Choose an item. | Choose an item. |  | Choose an item. |
| 63 | 5.6.2(d) | Choose an item. | Choose an item. |  | Choose an item. |

### 8.2. Demonstration of adherence/compliance with Principle and Criteria: International Learners outside the State (HE Code 5.6)

**Instructions**

* **Describe, in line with criteria 5.6.1 (a) and 5.6.2(a), the quality process(es) used by your institution to assure itself, and consequently other stakeholders, including QQI, that the academic quality, standards and recognition of your transnational and remote, online programmes respectively are equivalent in these areas to programmes you provide within Ireland. The description should also briefly assess the effectiveness of the quality processes (max 1,000 words).**
* **Confirm, in line with criteria 5.6.1(b) and 5.6.2(b), that you have adopted the principles and criteria of the HE Code for your transnational and remote, online programmes respectively, and that they will be applied in a comparable manner to their application to programmes with enrolled international learners offered within the state. This confirmation should identify how the principles and criteria are, or will be adapted, where your institution considers it is not feasible to replicate them exactly in relation to international learners based outside the state, either in transnational settings or in the context of fully remote, online delivery. Plans to make such adaptations and the associated timelines should also be referenced (max. 1,000 words)**
* **Confirm in line with criteria 5.6.1(c) and 5.6.2(c) that your institution will afford reasonable support to QQI’s international activities and engagements aimed at facilitating the recognition of awards included within the NFQ for transnational programmes and remote, online programmes, offered to international learners outside the state. These engagements and activities include qualifications’ recognition agreements with other jurisdictions, and co-operative agreements with regulatory and quality assurance authorities in other jurisdictions. You should also give an undertaking that your institution will keep QQI informed of any issues relating to the recognition of your learners’ awards that are associated with transnational and remote, online programmes in other jurisdictions, made known to you through your own learners, or through recognition bodies and/or education providers and employers in other jurisdictions (max. 250 words). These criteria may be addressed in this section separately, or in association with criterion 5.2(g) in Section 4 above.**
* **Criteria 5.6.1(d) and 5.6.2 (d) apply exclusively to linked providers. If your institution is a linked provider that offers transnational education and/or remote, fully online programmes to learners outside the state that lead to awards within the NFQ, confirm that you do so with the express agreement of your designated awarding body or bodies (max. 250 words).**
* **Provide timebound plans for achieving compliance with applicable criteria relating to International Learners outside the State, where your institution is currently non-compliant or partially compliant (max. 700 words).**

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| ***Supporting evidence:*** *Provide links to the website and/or social media, and links and/or references to other documentation (e.g. published reviews, procedural documents, internal management reports etc) as evidence of your compliance with the criteria relating to International Learners outside the State (HE Code 5.6). Unpublished documents in support of institutional compliance, including extracts from large documents, may also be submitted in Section 9: Appended Documents: Additional Supporting Evidence.****Recommended wordcount:*** *3,200 words.* |
| ***Enter description here:*** |

## Section 9: Appended Documents: Additional Supporting Evidence

**Instructions**

* **This section of the template is reserved for the inclusion of unpublished documentation (internal management reports, internal procedural documents, contract templates etc), where it is not possible for the HE provider to include links to published evidence of its compliance with particular criteria in the HE Code. The HE provider should avoid including large documents in this section of the IEMAS where possible. Instead, it should use the relevant part(s)/section(s) of such documents for the purposes of demonstrating compliance.**
* **Documents that are included in this section of the report should be clearly labelled and should be accompanied by full cross-references to the principle and criteria to which they relate, both here and in the section(s) of your IEMAS to which they relate (Sections 3-8). If you consider that you need to include commercially sensitive documentation to demonstrate compliance with particular criteria, you may include it in this section of the IEMAS in a redacted form, provided that any such redacted material is intelligible to external readers, including QQI’s Assessment Panel and Approvals and Review Committee, and that it clearly supports a demonstration of compliance with the associated criteria in the HE Code**
* **Documents and document extracts included in this section of the IEMAS should not be included in the overall word count of your IEMAS.**

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| **Document 1: Label and cross-reference** |
| **Title of Document:** |  | **Criterion Reference No:** |  |
| [Insert text] |

|  |
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| **Document 2: Label and cross-reference** |
| **Title of Document:** |  | **Criterion Reference No:** |  |
| [Insert text] |

|  |
| --- |
| **Document 3: Label and cross-reference** |
| **Title of Document:** |  | **Criterion Reference No:** |  |
| [Insert text] |

|  |
| --- |
| **Document 4: Label and cross-reference** |
| **Title of Document:** |  | **Criterion Reference No:** |  |
| [Insert text] |

|  |
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| **Document 5: Label and cross-reference** |
| **Title of Document:** | **Criterion Reference No** | **Criterion Reference No:** |  |
| [Insert text] |

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| **Document 6: Label and cross-reference** |
| **Title of Document:** |  | **Criterion Reference No:** |  |
| [Insert text] |

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| --- |
| **Document 7: Label and cross-reference** |
| **Title of Document:** |  | **Criterion Reference No:** |  |
| [Insert text] |

1. QQI has been made aware that certain providers may not be able to distinguish between Irish citizens and non-Irish citizens based outside the state that are enrolled on programmes leading to awards included within the NFQ, whether in transnational or online education settings. QQI understands from providers that there is a small number of learners in this category. These Irish citizens may be reported in the aggregate numbers of international learners by HE providers, where HE providers are unable to make the distinction. This inclusion of Irish citizens should be noted in Section 1 of the IEMAS. [↑](#footnote-ref-2)
2. As in note 1 above. [↑](#footnote-ref-3)
3. QQI has been made aware that certain providers may not be able to distinguish between Irish citizens and non-Irish citizens based outside the state that are enrolled on programmes leading to awards included within the NFQ, whether in transnational or online education settings. QQI understands from providers that there is a small number of learners in this category. These Irish citizens may be reported in the aggregate numbers of international learners by HE providers, where HE providers are unable to make the distinction. This inclusion of Irish citizens should be noted in Section 1 of the IEMAS. [↑](#footnote-ref-4)
4. As in note 3 above. [↑](#footnote-ref-5)
5. QQI has been made aware that certain providers may not be able to distinguish between Irish citizens and non-Irish citizens based outside the state that are enrolled on programmes leading to awards included within the NFQ, whether in transnational or online education settings. QQI understands from providers that there is a small number of learners in this category. These Irish citizens may be reported in the aggregate numbers of international learners by HE providers, where HE providers are unable to make the distinction. This inclusion of Irish citizens should be noted in Section 1 of the IEMAS. [↑](#footnote-ref-6)
6. As in note 5 above. [↑](#footnote-ref-7)