

**Induction description**

New Student Induction is seen as a fundamental component of the AIT student transition and retention strategy.  Upon issuing of CAO 1st round offers, successful students will receive an AIT Registration pack by mail.  This pack contains details of New Student Induction which is a programme of events designed to bring students through the registration process and give them essential information to help them get acclimatised to the Institute and be ready for the start of classes, see examples from 2014-15 by following the link provided below.  Activities include: Registration and ID card issuing, welcome talk from the President and Student Resource Centre, School Talk, Orientation and Guided Tour, Library tour, Students’ Union Talk, and IT Session.  These activities are supplemented by a team of Student Helpers who are available all over campus to help new first years find their way around, answer questions and provide a warm welcome.

<http://www.ait.ie/studentlifecycle/>

We are now moving towards a more automated process where registration will be completed on-line in advance of New Student Induction for 2016-17.  This year, the process will be somewhat shorter as a result of online registration, however, we have nonetheless made provision for students to complete any unfinished elements of registration on site before proceeding with their New Student Induction programme, see below link to the 2016-2017 booklets.  These booklets will be mailed to students once CAO 1st round offers are published in August.  A process of review and consultation with academic staff, students and the Students’ Union followed Induction in the first semester of 2015.  It was decided that student support information in the Welcome Talk was too content heavy and that students were too overwhelmed to absorb information in their first few hours on campus.  Thus, student support information will now be delivered in an *Induction Roadshow* format which will be take place during class time in the 2 week period following the commencement of classes.  The roadshow format has been honed and in the final stages of development over the summer months.  It will include video and powerpoint elements and where possible we will have 2nd year PASS leaders from the Peer Assisted Study Support Programme in attendance.

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The AIT Student Resource Centre provides a range of supports and resources to all registered students of AIT including the Access Office, Student Assistance Fund, Careers Office, Health Centre, Counselling, Tutor Support, Academic Writing Centre, Disability and Learning Support. We support students who may have queries, challenges or problems during their time in the Institute. We pride ourselves on being friendly and welcoming and strive to do our utmost to help students. Through our work in facilitating the student experience we engage with fellow staff members throughout the Institute and external agencies, employers and stakeholders.  The procedure for engaging with the Student Resource Centre to seek learning resources or student supports varies somewhat according to service area and the nature of the help sought.  These procedures are detailed in the document links below.

**Access via DARE**

This relates to entry to first year of a programme only, and is available to Leaving Certificate candidates only.  Link: <http://accesscollege.ie/dare/>

**International Student Entry** Link: <http://www.ait.ie/international/>

**TRANSFER APPLICANTS**

* AIT students who wish to progress to the next phase of their studies, i.e. Add-on Level 7 or Add-on Level 8 Honours Degree
* External students who wish to transfer to AIT from other Higher Education Institutes

**How to Apply**

* On-line application is made direct to the Institute, using the following link: <http://www.ait.ie/add-on/>
* The closing date for receipt of applications is 1 June 2016. Late applicants may be considered for a small number of programmes at the Institute.
* Applicants should forward to the Admissions Office, a certified copy of transcripts of results as soon as they become available.

**ADVANCED ENTRY APPLICANTS**

Candidates are considered for advanced entry to second year of undergraduate courses if they have successfully completed the first year of a similar course in another recognized institution. Generally, a minimum of 75% (or equivalent) is required for advanced entry (in some cases 80% is the minimum).

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* The closing date for receipt of applications is 1 June 2016. Late applicants may be considered for a small number of programmes at the Institute.
* Applicants should forward to the Admissions Office, a certified copy of transcripts of results as soon as they become available.

**APPLICATION FOR READMISSION TO FIRST YEAR**

Candidates who wish to change courses must apply through CAO under the ‘Exceptional Change of Mind’ – closing date 22 July at 5.15 p.m. To make an Exceptional Late Application you must:

* Go to the Admissions Office and inform them that you wish to apply to CAO.
* Request from the Admissions Office, a CAO fee payment form which must be stamped on part-one to confirm that you are currently a student of AIT.
* Go on-line at [www.cao.ie](http://www.cao.ie) and make your CAO application before 22 July at 5.15 p.m.
* Take note of your CAO application number and, using the CAO fee payment form provided by AIT, make a payment of €50 to a bank.
* Post part-one of the fee payment form to CAO and include your CAO application number on the front of the document.

**Graduation**  <http://www.ait.ie/graduation/>