



UNIVERSITY *of* LIMERICK

OLLSCOIL LUIMNIGH

Student Vetting Policy

Approved by Academic Council 15 June 2016

University of Limerick Student Vetting Policy

Introduction

The University of Limerick's policy is that all students who have unsupervised access or assume positions of responsibility with children or vulnerable adults must be vetted in accordance with the terms of this policy. Furthermore, the University of Limerick must receive a vetting disclosure, or have received confirmation from a relevant organisation that the relevant organisation has received a vetting disclosure in respect of any student who the university places or makes arrangements for placement at the relevant organisation as part of any course of education, training or scheme, including any internship scheme, if a necessary and regular part of such placement requires the participation by that student in 'relevant work or activities' relating to children or other vulnerable persons. Appendix 1 outlines in full detail the meaning of 'relevant work or activities' as defined in the National Vetting Bureau (Children and Vulnerable Persons) Act 2012. Appendix 2 provides a list of relevant organisations who the University of Limerick has reached agreement with to carry out the vetting process on behalf of both the University of Limerick and the relevant organisations. Accordingly, if any placement involves any 'relevant work or activities', the provisions of this policy apply regardless of whether there is unsupervised access or the assumption of a position of responsibility with a child or vulnerable adult.

All students and applicants who have received an offer of a courses are subject to the terms of this policy. If you commence study at University of Limerick, you will have provisional registration status until full completion of the vetting procedure described in this policy. On completion of the vetting procedure and where no issue of concern has been raised your registration of the programme of study will be confirmed. Where issues of concern are raised and it is determined that you do not meet the requirements of the programme your registration on the programme of study will be terminated. Students registered on programme of study which do not have a vetting requirement may not undertake any placement or activity which involves 'relevant work or activities' until their vetting status has been confirmed as meeting the university requirements.

Responsibility

The Vice President Academic & Registrar or his/her nominee is responsible for vetting of students and applicants in the circumstances outlined in this policy. The Office will review vetting application, proofs of identity (Appendix 4) and disclosures made by the National Vetting unit and the student or applicants (if any). The Office will maintain and publish a list (appendix 3) of relevant organisations where the University has entered into written agreement identifying which organisation will obtain the vetting disclosure on behalf of both organisations. The disclosures received by the University will be reviewed to establish what risk, if any, these disclosures have with respect to the suitability of the student to the programme of study in question, the placement in question or the volunteer activities in question, as the case maybe.

The student or applicant will have the right of appeal identified in Appendix 3 of this policy in the event that they are deemed not suitable by the Vice President Academic & Registrar or his/her nominee to the programme, placement or activities in question.

Programmes with vetting mandatory entry requirement

The University of Limerick offers a number of programmes of study that involve placement that requires the participation by that student in ‘relevant work or activities’ relating to children or other vulnerable persons or that may in any event necessitate students having unsupervised access to children and/or vulnerable adults. To ensure protection of the public and give public confidence in the suitability of students being placed in these positions, all students on these designated programmes are vetted in accordance with the provisions of this policy. Student registration is not confirmed until the University is satisfied with the suitability of the student to undertake one of these designated programmes or such other programmes indicated by University of Limerick from time to time (Appendix 3)

Failure to satisfy the University of Limerick vetting requirements as set out in this policy means that a student may not continue in such a designated programme of study and consequently may need to leave the University of Limerick. Accordingly, even though you have commenced studying at University of Limerick and are a member of the campus community for the purposes of our Code of Conduct, your registration is not confirmed by the University until the full completion of the vetting procedure described in this policy.

All students in nursing and midwifery must be vetted by the HSE in accordance with HSE criteria. The University of Limerick will accept confirmation from the HSE that a nursing or midwifery student or applicant has satisfied the HSE vetting requirements and in cases where the HSE has confirmed that a student has satisfied the HSE vetting requirements, the University of Limerick will not require the student to be vetted in accordance with the procedure in this policy (unless otherwise indicated to the student by the University). The University of Limerick will only seek a confirmation from the HSE in respect of a student if the student has submitted a consent form to the University of Limerick authorising University of Limerick to obtain that information. It should be noted that vetting disclosures are not sought or accepted by the University of Limerick. The only information sought or accepted is whether the HSE has received a vetting disclosure and that the student has satisfied the HSE vetting requirements. Students that do not satisfy the HSE vetting requirements will not have their University of Limerick registration confirmed in nursing or midwifery courses. This means that the student may not continue with a nursing or midwifery course and consequently may be asked to leave the University.

The University of Limerick may enter into agreements with other relevant organisations where the University will agree to accept confirmation from that relevant organisation that the organisation has received a vetting disclosure from the National Vetting Bureau and that the student meets the vetting requirements of the organisation. The University of Limerick will only seek a confirmation from the relevant organisation in respect of a student if the student has submitted a consent form to the University of Limerick authorising University of Limerick to obtain that information. It should be noted that vetting disclosures are not sought or accepted by the University of Limerick. The only information sought or accepted is whether the relevant organisation has received a vetting disclosure and that the student has satisfied the organisations vetting requirements. Students that do not satisfy the relevant organisations vetting requirements will not have their University of Limerick registration confirmed on the programme provisionally enrolled on. This means that the student may not continue with the course and consequently may be asked to leave the University.

Programmes with no mandatory vetting requirements

The University recognises that students who are engaged in courses of study (including research programmes) that do not have vetting as an entry requirement may also as part of their programme of study have unsupervised access or assume positions of responsibility with children or vulnerable adults. The module coordinator or supervisor will ensure that students are vetted prior to commencement of their unsupervised access with or assumption of positions of responsibility with respect to children and/or vulnerable adults. Students must successfully undergo vetting before assuming positions of responsibility or have unsupervised access to children or vulnerable adults. Failure to undergo successful vetting means that the student may not assume any such position of responsibility or have unsupervised access.

Volunteer Activities

The University supports and encourages students to engage with communities through voluntary activities during their period of study at university. Volunteering contributes to students' personal development as well as developing new skills and social responsibility. Students that engage in volunteer activities that involve unsupervised access or the assumption of any position of responsibility with children or vulnerable adults which are either recognised (subject to below) or coordinated by the University must also undergo vetting prior to the engagement in any such unsupervised access or position of responsibility.

Best practice The National Vetting Bureau (Children and Vulnerable Persons) Act 2012-2016 as amended, requires all voluntary groups or charities engaged in "relevant work or activities" ensure that all their volunteers are vetted.

If you have been engaged in a volunteer activity that is not co-ordinated by the University in circumstances where you have not been vetting in accordance with this policy, and you wish the volunteer activity to be recognised for the purposes of the President's prize or other award, then you must be vetted in accordance with the terms of this policy prior to you being eligible for the President's prize or other award.

The vetting procedure

The University establishes the suitability of all students or applicants in the circumstances outlined in this policy by considering verified student declarations on Garda vetting forms. A general outline of the steps in the process involved in the Vice President Academic & Registrar or his/her nominee making a determination in respect of the suitability of a student for the course, placement or volunteer activity in question and the right of appeal in respect of a determination of non-suitability is set out in Appendix 4. A general description of the vetting procedure and key points to note about the procedure are set out below.

Vetting subjects complete a formal Garda vetting application form. In this form, vetting subjects give written authorisation for the National Vetting Unit to disclose to University of Limerick details of specified information, all prosecutions, successful or not, pending or completed and/or details of all convictions, recorded in the State or elsewhere in respect of them held on record by An Garda Síochána. The Vice President Academic & Registrar or his/her nominee firstly considers disclosures made by students or applicants (as applicable)

on the Gardai vetting forms. These disclosures may give cause for concern and if the disclosures are such that in the initial opinion of the Vice President Academic & Registrar or his/her nominee the student or applicant may not be suitable for the course of study, placement of volunteer activity in question, the Vice President Academic & Registrar or his/her nominee may decide (at his/her discretion) to interview, seek additional information or declarations from the student or applicants. If in the opinion of the Vice President Academic & Registrar or his/her nominee, the student may not be suitable, the Vice President Academic & Registrar or his/her nominee may proceed to notify the student of their initial opinion of non-suitability of the student or applicant in question (as outlined in Appendix 4).

In any event (irrespective of the nature of the disclosures made by the student or applicant), the University may submit the vetting form to the National Vetting Unit and obtain information from other jurisdictions referred to below. Authorised liaison persons approved in University of Limerick submit the authorisation forms to the National Vetting Unit for processing. Once processed, vetting results are submitted from the National vetting unit directly to the liaison persons that submitted the application in respect of the individual for further consideration by Vice President Academic & Registrar or his/her nominee.

¹Students or applicants who have resided outside Ireland for periods greater than 6 month are also required to submit police clearance certificates from all jurisdictions where they resided. Students or applicants from outside Ireland both EU and Non-EU are required to provide police clearance certificates from jurisdictions where they resided for periods in excess of 6 months. These certificates may contain vetting disclosures or other information about the status of the student or applicants that may be taken into account by the Vice President Academic & Registrar or his/her nominee. The Vice President Academic & Registrar or his/her nominee reserves the right to interview, seek additional information or declarations from all students or applicants to determine the suitability of the student to undertake the programme of study, placement or volunteer activity in question.

Once the vetting disclosures are received and any required police clearance certificates are received, the Vice President Academic & Registrar or his/her nominee will consider the disclosures as outlined in Appendix 4.

As soon as practicable, the University will make available a copy of the vetting disclosures to the vetting subject [to include any disclosures contained in police clearance certificates required to be submitted in accordance with the terms of this policy]. Further general information about the National Vetting Unit vetting service is available at [insert link]. If you have any queries about the procedure, please contact Office of the Vice President at the University of Limerick.

Duration of Vetting

The University also reserves the right to require any student that has been successfully vetted to repeat vetting at any stage during their programme of study without any requirement to give any reason for the requirement to repeat vetting. This means that the vetting procedure described in this policy may be re-applied to a student or applicant. This is to further ensure protection of the public and give public confidence in the suitability of students placed in these positions. In particular students that take a leave of absence, or make disclosures as set out below or in respect of whom information arises in anyway giving cause to concern as to the suitability of the student for the programme of study, placement or volunteer activity in question, the student may be required to repeat the vetting process. Where disclosures are made they will be reviewed to establish what risk, if any, arises as to the suitability of the student to the programme, any part of the programme, the placement or the volunteer activities in question (as the case maybe).

It is accepted by students and applicants that completion including any repeat completions of successful vetting when required by University of Limerick is a condition (subject to their right of appeal) of their continued registration and/or involvement in a course of study or any part of a course of study the subject of vetting under this policy and, in particular, to their placement or continued placement that involves participation by the student in 'relevant work or activities' relating to children or other vulnerable persons.

Duty of disclosure

Students that have been successfully vetted are required to disclose to the [Office of the Registrar] University at the earliest possible opportunity, notice of any matter that if known at the time of the original vetting would have been considered by the University as part of their consideration of disclosures including without prejudice to the generality of the foregoing any investigation or inquiry by any civil or criminal authority in any jurisdiction including any authority such as the Garda Siochana, An Bord Altranas, the Teaching Council or the Medical Council, any notice to prosecute (or equivalent) in any jurisdiction, or conviction that occurs during their programme of study including any circumstances where a court applies to provisions of the Probation Act 1907 (or equivalent). Students are advised that failure to disclose such matters will be considered a serious issue by the University, and may also result in temporary suspension from your programme or part of your programme (including any placements) and/or referral to the Disciplinary Process pursuant to the University's Code of Conduct. See attached link for full details of the University's Code of Conduct.

Suspension of Registration

The University reserves the right to temporarily suspend a student from a programme of study or part of a programme of study (including any placement) until the University is satisfied that the student is suitable to work with these children and /or vulnerable groups or an alternative course of action is decided upon by the University. Acceptance by students of this right of suspension reserved by the University is a condition of your entry and continued registration on your course of study. Without prejudice to the generality of any other provision of this policy, the student may be required to repeat vetting.

The University also reserves the right to temporarily suspend a student from engaging in volunteer activities until the University is satisfied that the student is suitable to work with

children and /or vulnerable groups or an alternative course of action is decided upon by the University. Acceptance by applicants and students of this right of suspension reserved by the University is also a condition of your entry and continued registration on your course of study. Without prejudice to the generality of any other provision of this policy, the student may be required to repeat vetting.

Data Protection

Under the Data Protection Acts, information about the commission or the alleged commission of an offence by a person falls within the definition of sensitive personal data. Accordingly, this information is subject to the Data Protection Acts and the University's data protection policy.

As stated above, vetting subjects complete a formal Garda vetting application form. In this form, vetting subjects give written authorisation for the Vetting Unit to disclose to University of Limerick details of all prosecutions, successful or not, pending or completed and/or details of all convictions, recorded in the State or elsewhere in respect of them held on record by An Garda Síochána. Authorised liaison persons approved in University of Limerick submit the authorisation forms to the National Vetting for processing. Once processed, vetting results are submitted from the Garda vetting directly to the liaison persons that submitted the application in respect of the individual for further consideration by Vice President Academic & Registrar or his/her nominee.

In the case where vetting subjects have been prosecuted, notwithstanding the court outcome in respect of prosecution, the factual details contained in the resultant court outcome are disclosed to the liaison persons. Instances where, in the court outcome, the court applies the provisions of the Probation Act 1907, the charges are dismissed. However, in order to avail of the provisions of the Probation Act, 1907, the case is marked as "proved". While individuals often consider they have no formal criminal record, when a person gives a written authorisation for vetting to be conducted, the liaison person in University of Limerick is informed at the charge as a "non-conviction", rather than a formal conviction.

If you are under the age of 18 vetting requires the consent of a parent or guardian.

The National vetting unit is completed in respect of a vetting request, the original vetting application form is returned to the authorised signatories in the University of Limerick. Vetting disclosures are routinely deleted by University of Limerick after one year after they are received except in exceptional circumstances. In the case of further queries or issues in relation to vetting disclosure, the reference number and the date of the disclosure may be retained on file and can be checked with an Garda Síochána. Vetting information is not shared with other organisations but information received as part of the vetting process may be supplied to the vetting subject on request. If a student has satisfied the University of Limerick vetting requirements, with the consent of the student, this can be disclosed to a third party but vetting disclosures will not be disclosed.

For further information on the University of Limerick data protection policy, please see [insert link].

University's right to review and amend this policy

This policy may be reviewed from time to time by the University of Limerick. The University of Limerick reserves the right to unilaterally amend this policy from time to time and such amendment shall become effective upon the publication of the amended policy on the University's website. Upon such publication, the new amended policy shall apply to all students and applicants for any programmes of study.

Appendix 1

(Consolidated Part 1 Part 2; 2012 and 2016 acts)

Relevant Work or Activities Relating to Children

1. Any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of the person having access to, or contact with, children in—
 - (a) an establishment which provides pre-school services within the meaning of Part VII of the Child Care Act 1991,
 - (b) a school or centre of education, both within the meaning of the [Education Act 1998](#) ,
 - (c) any hospital or health care centre which receives, treats or otherwise provides services to children,
 - (d) a designated centre within the meaning of [section 2](#) of the [Health Act 2007](#) , in so far as it relates to an institution at which residential services are provided in accordance with the Child Care Act 1991,
 - (e) a special care unit provided and maintained in accordance with section 23K of the Child Care Act 1991,
 - (f) a children detention school within the meaning of [section 3](#) of the [Children Act 2001](#) ,
 - (g) a reception or accommodation centre which provides residential accommodation services to applicants for asylum under contract to the Department of Justice and Equality.
2. Any work or activity which consists of the provision of home tuition by a person pursuant to the Scheme administered and funded by the Department of Education and known as the Home Tuition Scheme.
3. Any work or activity which consists of treatment, therapy or counseling provided to a child by a person in the course of that work or activity.
4. Any work or activity which consists of care or supervision of children unless the care or supervision is merely incidental to the care or supervision of persons who are not children.
5. Any work or activity which consists of the provision of educational, training, cultural, recreational, leisure, social or physical activities (whether or not for commercial or any other consideration) to children unless the provision of educational, training, cultural, recreational, leisure, social or physical activities is merely incidental to the provision of educational, training, cultural, recreational, leisure, social or physical activities to persons who are not children.

6. Any work or activity which consists of the provision of advice, guidance or developmental services (including by means of electronic interactive communications) to children unless the provision of the advice, guidance or developmental service is merely incidental to the provision of those services to persons who are not children.
7. Any work or activity as a minister or priest or any other person engaged in the advancement of any any religious beliefs to children unless such work or activity is merely incidental to the advancement of religious beliefs to persons who are not children.
8. Work as a driver of a public service vehicle which is being used only for the purpose of conveying children.
9. The provision by a person, whether or not for commercial or other consideration, of accommodation for a child in his or her own home.
10. Any research work or activities (howsoever described) carried out in a university, institute of technology or other establishment at which third level education is provided where a necessary and regular part of the research work or activity involves contact with or access to children.
11. Any application by a person to carry on or manage a designated centre within the meaning of [section 2](#) of the [Health Act 2007](#) .
12. Any application by a person for a declaration of eligibility and suitability within the meaning of [section 3](#) of the [Adoption Act 2010](#) .
13. Any assessment of a person's suitability to act as a foster carer by or under section 39 of the Child Care Act 1991.
14. Any assessment by or under section 41 of the Child Care Act 1991 of a person's suitability to act as a carer of a child in respect of whom he or she is a relative.
15. Any work or activity which is carried on by a person, a necessary and regular part of which requires the person to have access to, or contact with, children pursuant to the following enactments:
 - (a) Medical Practitioners Act 2007;
 - (b) Nurses Act 1985;
 - (c) Nurses and Midwives Act 2011;
 - (d) Dentists Act 1985;
 - (e) Health and Social Care Professionals Act 2005;
 - (f) Pharmacy Act 2007;

(g) Pre-Hospital Emergency Care Council Order 2000 ([S.I. No. 109 of 2000](#));

(h) Pre-Hospital Emergency Care Council (Establishment) Order 2000
(Amendment) Order 2004 ([S.I. No. 575 of 2004](#)).

Relevant Work or Activities Relating to Vulnerable Persons

1. Any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of the person having access to, or contact with, vulnerable persons in—
 - (a) a school or centre of education, both within the meaning of the [Education Act 1998](#) , unless, in the case of a centre of education, the work or activity is merely incidental to work or activities undertaken in relation to persons who are not vulnerable persons,
 - (b) any hospital or care centre which receives, treats or otherwise which provides services to vulnerable persons,
 - (c) a designated centre within the meaning of [section 2](#) of the [Health Act 2007](#) , in so far as it relates to an institution at which residential services are provided to vulnerable persons,
 - (d) an approved centre within the meaning of Part 5 of the [Mental Health Act 2001](#)
2. Any work or activity which consists of treatment, therapy or counselling provided to a vulnerable person by a person in the course of that work or activity.
3. Any work or activity which consists of the care (including the provision of health and personal social services and essential domestic services) of vulnerable persons unless the care is merely incidental to the care of persons who are not vulnerable persons.
4. Any work or activity which consists of the provision of educational, training, cultural, recreational, leisure, social or physical activities (whether or not for commercial or any other consideration) to vulnerable persons unless the provision of educational, training, cultural, recreational, leisure, social or physical activities is merely incidental to the provision of educational, training, cultural, recreational, leisure, social or physical activities to persons who are not vulnerable persons.
5. Any work or activity which consists of the provision of advice, guidance or developmental services (including by means of electronic interactive communications) to vulnerable persons unless the provision of the advice, guidance or developmental service is merely incidental to the provision of those services to persons who are not vulnerable persons.

6. Work as a driver of a public service vehicle which is being used only for the purpose of conveying vulnerable persons.
7. Any work or activity as a minister or priest or any other person engaged in the advancement of any any religious beliefs to children unless such work or activity is merely incidental to the advancement of religious beliefs to persons who are not children.
8. The provision by a person, whether or not for commercial or other consideration, of accommodation for a vulnerable person in his or her own home.
9. Any research work or activities (howsoever described) carried out in a university, institute of technology or other establishment at which third level education is provided where a necessary and regular part of the research work or activity involves contact with or access to vulnerable persons.
10. Any assessment of a person's suitability to act as a care representative under [section 21](#) of the [Nursing Homes Support Scheme Act 2009](#) .
11. Any application by a person to carry on or manage a designated centre both within the meaning of [section 2](#) of the [Health Act 2007](#) .
12. Any work or activity which is carried on by a person, a necessary and regular part of which requires the person to have access to, or contact with, vulnerable persons pursuant to the following enactments:
 - (a) Medical Practitioners Act 2007;
 - (b) Nurses Act 1985;
 - (c) Nurses and Midwives Act 2011;
 - (d) Dentists Act 1985;
 - (e) Health and Social Care Professionals Act 2005;
 - (f) Pharmacy Act 2007;
 - (g) Pre-Hospital Emergency Care Council (Establishment) Order 2000 ([S.I. No. 109 of 2000](#));
 - (h) Pre-Hospital Emergency Care Council (Establishment) Order 2000 (Amendment) Order 2004 ([S.I. No. 575 of 2004](#)).

Appendix 2

Relevant organisation which will seek vetting disclosures from the National Vetting Bureau and have entered into written agreement with the University to share confirmation that the relevant organisation has received a vetting disclosure and that the student/applicant meets the vetting requirement of that relevant organisation. The University of Limerick will accept such confirmation that the student/applicant meets the vetting requirements of this policy.

Organisation	Date agreement commenced	Notes
Health Service Executive,		The intention of this section of the policy and agreement is to continue with the current practice where UL accepts HSE vetting of Nursing students as meeting UL's requirements for example.

Relevant organisation which have entered into written agreement with the University to receive confirmation from the University that the university has received a vetting disclosure from the National Vetting Bureau and that the student meets the vetting requirement of that relevant organisation.

Organisation	Date agreement commenced	Notes
Health Service Executive,		The intention of this section of the policy and agreement is to ensure compliance with the new act the current practice where UL vets students on teacher education, Gems, physiotherapy programmes, etc. and that schools, other placement providers may accept such confirmation as meeting their obligations under the new act.

Letters of agreement between the University of Limerick and relevant organisations will be approved by the VPA&R or his/her nominee. These tables are updated as required.

Appendix 3

The following Designated Programmes have a Vetting requirement [as an entry requirement]:

	Undergraduate Programmes
LM030	BA in Music & Dance
LM031	BA in Voice & Dance
LM038	BSc Psychology & Sociology
LM089	BSc. Sports and Exercise science
LM090	BSc Physical Education
LM092	BSc (Education) Biological Science
LM094	B.Tech. (Education) Materials & Architectural Technology
LM095	B.Tech. (Education) Materials & Engineering Technology
LM096	BSc. (Education) - Physics & Chemistry
LM100	BSc Physiotherapy
LM101	Graduate Entry to Medicine
LM102	BSc Psychology
LM120	B.Sc. Aircraft Maintenance & Operations
LM150/1	Nursing (General)
LM152/3	Nursing (Mental Health)
LM154/5	Nursing (Intellectual Disability)
LM155/6	Midwifery

Postgraduate Programme

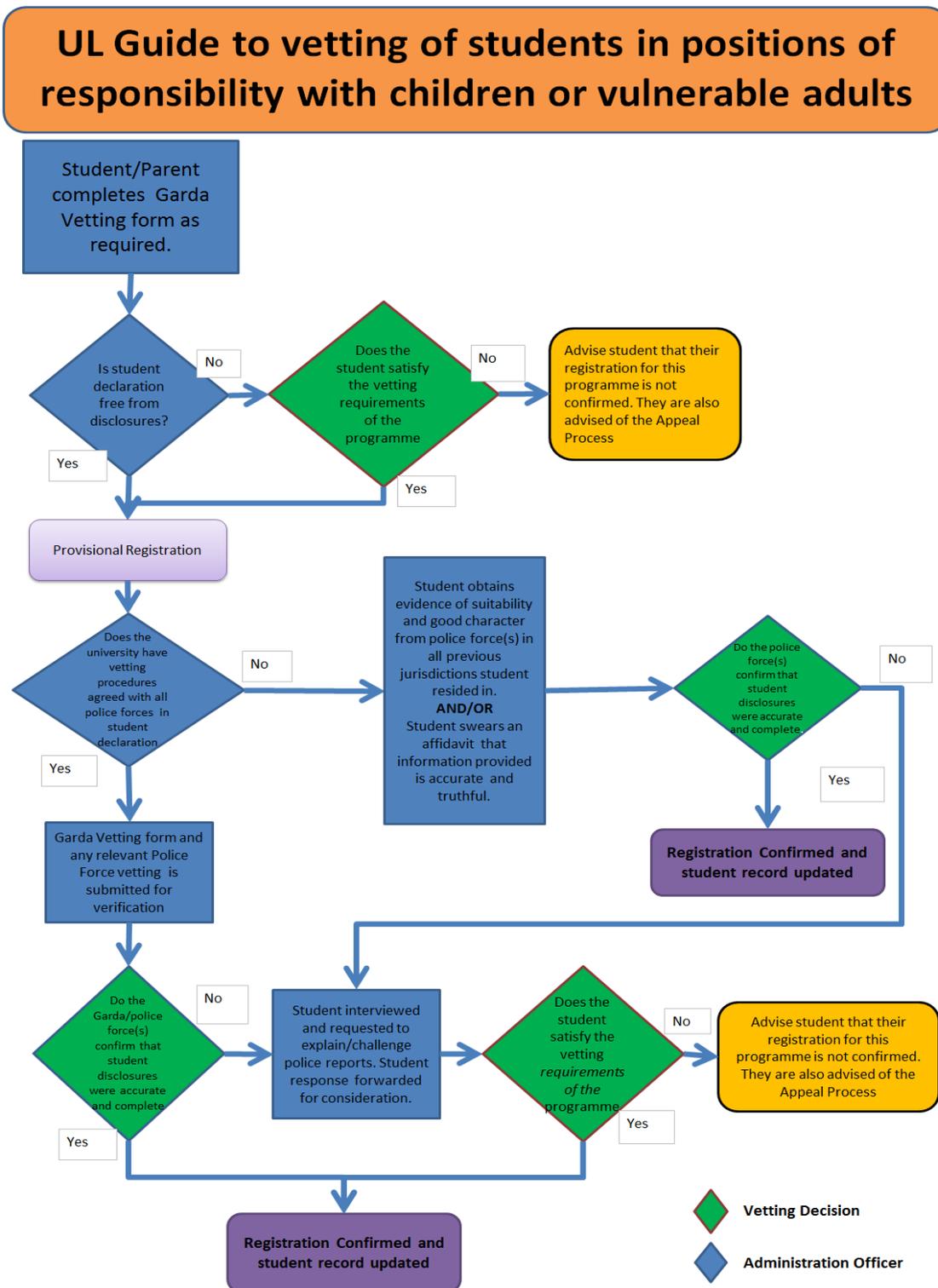
Professional Master of Education (Business)
Professional Master of Education (Languages)
Professional Master of Education (Mathematics Teaching)
Professional Master of Education (Music)
Professional Master of Education (Technology)
Professional Master of Education (Physical Education)
Graduate Diploma in Health Education/Promotion
Graduate Diploma in Integrative Psychotherapy
MA in Integrative Psychotherapy
MA in Community Music
MA in Guidance Counselling & Lifespan Development
MA in Integrative Psychotherapy
MA in Music Therapy
MSc in Occupational Therapy
MSc in Physiotherapy (Professional Qualification)
MSc in Speech & Language Therapy
MSc in Sports Performance (ft/pt)
Masters in Education Music
Research Programme

This list is updated as required.

Appendix 4

Vetting procedure

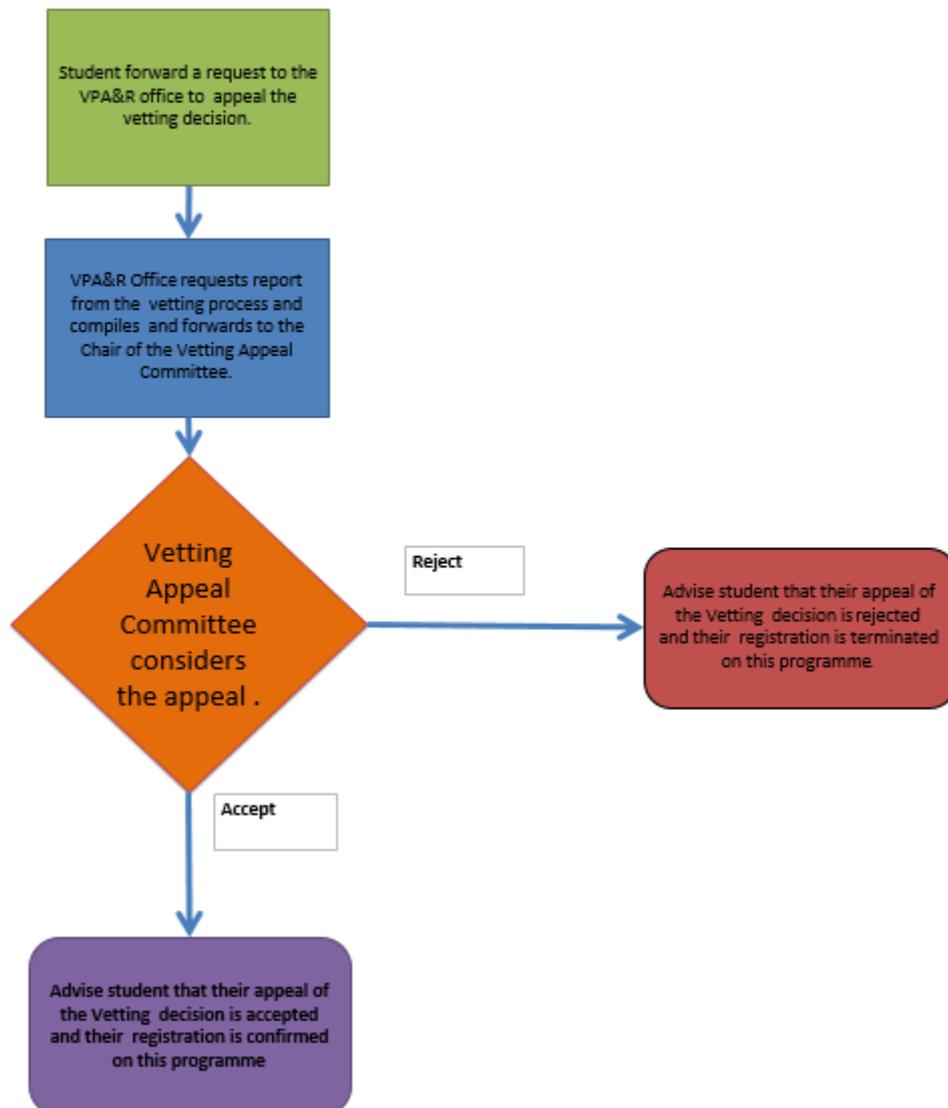
Part 1 – Determination



Part 2 Appeal

1. If a student or applicant wishes to exercise a right of appeal against a determination

Appeal Process of Decision of vetting decision on student suitability on programmes dealing with children or vulnerable



Appendix 5

Procedure for establishing student/applicant identity and current address.

The University is required to establish and satisfy itself as to the identity of all students or applicants who complete the Vetting Application Form (paper or online) and are seeking to apply for vetting to the National Vetting Bureau. In line with guidelines from the National Vetting Bureau the University will require students or applicant to furnish documents and suitable photographic identification prior to submission of vetting application to the National Vetting Bureau.

Photographic ID:

All students are required to present (in person) original or certified copies of photographic ID. Acceptable photo ID documents are either a Passport, European Driving Licence (new credit card licence only), or National Identity card.

- Students enrolling on undergraduate programmes of study with a mandatory vetting requirement will be required to present photographic ID during orientation week.
- Applicants who have received an offer of a place on a postgraduate programme of study with a mandatory vetting requirements will normally be required to complete a vetting form and photographic ID certification form on receipt of letter of offer.
- Students who have not been vetted and are planning to undertake “relevant work or activities” are required to complete the attached Vetting Certification Form prior to submission of a vetting application to the National Vetting Unit.

Supporting document and proof of address:

All students as part of their application process to enrol on a programme of study at the University of Limerick will submit electronically or in paper form at least one of the following documents which refer to the student and include personal information relating to the individual. Such documents include at least one of the following:

CAO Application Data
Student Leaving Certificate Results
SUSI correspondence
Transcripts of results from education institutions,
Copies of previous certificates and awards.
University Fee payment
Letters of reference from past employers;
Letters of reference from other education institutions
Letters of Offer of a place on a Programme of Study at the University of Limerick.

All students will be required to present either a University of Limerick Student ID card, letters of correspondence to the applicant/student from the University of Limerick, or provide proof of current registration as a student of the University of Limerick during the vetting application process.

Alternative Procedure

Where a student or applicant cannot provide the required proofs of identity listed above the VPA&R office will consider on an individual case basis alternative documentary evidence. Such evidence may require the student or applicant provide an affidavit confirming identity witnessed by a Commissioner for Oaths.

University of Limerick Photographic ID Certification Form

Certified Copy of Photographic Identification for the purpose of Vetting under the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

The University is required to verify the identity of all students undertaking programmes of study which require Vetting under the above Act. Your programme of study comes under the remit of the above Act and you are required, in part fulfilment of your obligations under the University's Vetting Policy to submit a certified copy of one of the following documents in support of your request to undergo Vetting. Acceptable photo ID documents are either a Passport, European Driving Licence (new credit card licence only), or National Identity card.

Applicants:

The applicant is required to certify on the Photographic ID Certification Form that a valid and current form of photographic identity document is being submitted for certification. The applicant is required to sign the Photographic ID Certification Form in the presence of the Certifying Officer.

The application is required to submit a fully completed Vetting Identification Form to the address below. Original documents must not be enclosed.

Applicants should note that following review of your Vetting Form additional vetting requirements including, where applicable seeking Police Clearance from other jurisdictions may apply. You will be contacted if additional vetting requirements apply in your case.

Certifying Officer:

The Certifying Officer is required to:

- Certify that they have seen the original photographic identity document,
- Certify that the photocopy is a true copy of the original identity document,
- Certify that the photograph on the Passport, Driving Licence or National Identity Card is a true likeness of the applicant,
- Witness the signature of the applicant,
- Sign and date this document, add their name in block capitals, and add their organisation stamp or seal.

Persons eligible to act as Certifying Officer for the purpose of this application are:

- A member of a National Police force such as an Garda Síochána,
- Solicitor or Lawyer,
- Notary Public,
- Peace Commissioner
- Justice of the Peace,
- University of Limerick staff member,
- School Principal (Ireland Only),
- Post Office (United Kingdom only).

Certified copies must be returned in person or by post in the post-paid return envelope you received with your letter of offer. If you have already returned your letter of acceptance and Vetting Form, you should post the Vetting Identity Certification form to: Student Vetting, Office of the President, University of Limerick, Limerick, Ireland.

For additional information on the UL Student Vetting process please go to: www.ul.ie/assocreg *Note to Applicant: (Under Sec 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure)*

University of Limerick Photographic ID Certification Form

Certified Copy of Photographic Identification for the purpose of Vetting.

I certify that the original photographic identification presented to the Certifying Officer and copied below is a valid document which has been issued to me. I confirm that I have not received any notification from any issuing authority that the photographic id is no longer valid. *(Acceptable photo ID documents are either a Passport, European Driving Licence (new credit card licence only), or National Identity card).*

Applicant's Signature: _____ Date: _____

Programme of Study applied for: _____ (office use only)

Note to Applicant: (Under Sec 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure)

Copy of photographic ID to be photocopied into this box. Copies attached by staple or other means in this box should be countersigned by the Certifying Officer.

The Certifying Officer certifies that:

- I have seen the original photographic identification,
- the document is a true copy of the original photographic identification,
- the photograph on the Passport, Driving Licence or National Identity Card is a true likeness of the applicant,
- I have witnessed the signature of the applicant.

Certifying Officer's signature: _____.

Name (Block Capitals): _____

Organisation stamp or Seal: