



## How To Apply to Business & Human Rights: Principles & Practices

Please be advised there are two ways to apply to this course and please see below both links to application. One is for the Certificate of Completion and the other is for the Micro-Credential Qualification. Depending on the route you apply to you will either complete an assignment at the end of the course or not. Please ensure you sign up to the correct route for you. Below you will find some Frequently Asked Questions about the difference between applying and obtaining an Executive Certificate of Completion or the minor Micro-Credential Qualification.

Application [link](#) for Certificate of Completion for Business & Human Rights.

Application [link](#) for Micro-Credential Qualification for Business & Human Rights.

### 1. Why are there two application routes to this course?

You can apply to the Micro-Credential application, and this will involve completing an assignment at the end of the course, which is graded and if successful, you will be awarded a minor credit of 5 ECTS.

You can apply to the Certificate of Completion where there is no assignment required at the end of the course. You will receive the Executive Certificate of Completion for participating for the duration of the programme.

### 2. What is the difference between the two routes to application?

When you apply for the Micro-credential Qualification, you do so via central college where Trinity's Academic Registry department manage your application through the portal 'my.tcd.ie'. You must fill in your details and upload a copy of your CV. Tuition fees are paid via the portal as you progress your application and registration.

When you apply for the Certificate of Completion, your application is done by completing one short form. Your CV is not required. The application form will be reviewed by the Recruitment Manager at Trinity Executive Education, and they will be in touch with you regarding the payment of fees.

### 3. What is the benefit of completing the micro-credential?

Micro-Credentials are short, accredited modules of learning that lead to receiving 5 ECTS at Level 9 on the National Framework of Qualifications. Participants who opt for this generally want to do a few of the short programmes and build then towards a future award. Going forward, Trinity College will facilitate this stacking journey and for anyone that wishes to do multiple courses over a year or more can work towards getting a Postgraduate Certificate at L9 on the NFQ, worth 30 ECTS.



4. What is the benefit of completing the Certificate of Completion?

If you choose to not to take up an assessment and opt for the Executive Certificate of Completion, you will not receive any university credits. Most participants opt for this route if they are participating in the programme for the content and to practically implement the learnings into their day-to-day role. The application form is brief, and you will be contacted once your application has been reviewed (usually within 24 hours).

5. If I enroll in the Certificate of Completion, can I later switch to the micro-credential in order to do the assignment for credits?

No, you will need to apply to the micro-credential route to application if wishing to do the assignment and gain the 5 ECTS. As MC applications go through the college's main registry, they are handled differently and there is a closing date associated with the application.

6. If I enroll in the Micro-Credential, can I later switch to the Certificate of Completion if I can no longer complete the assignment or gain the credits?

Yes, if you apply through central college for the micro-credential, you can later decide not to complete it. You will get an Executive Certificate of Completion for participating anyway; however, you will need to request to withdraw from the Micro-Credential so that it doesn't look like you failed to complete the course on your student record with Trinity College. You can contact Academic Registry <[Academic.Registry@tcd.ie](mailto:Academic.Registry@tcd.ie)> regarding withdrawing from a Micro-Credential course.

7. Who should I contact if I have experiencing issues with my micro-credential application?

As applications to micro-credential courses are managed by the Academic Registry department of central college, you can send queries to [Academic.Registry@tcd.ie](mailto:Academic.Registry@tcd.ie). If your query is strictly a technical one, you can contact Ask Susu [ASKSUSU@tcd.ie](mailto:ASKSUSU@tcd.ie). After you initially apply, you should be given a student ID number which is eight digits long. You should quote this number in your communications to Academic Registry as it may assist in resolving your enquiry more quickly. You can also email or copy in Jane Flanagan, [jane.flanagan@tcd.ie](mailto:jane.flanagan@tcd.ie), Recruitment Manager, on any courses that you are applying for with Executive Education, Trinity Business School.

8. Who should I contact if I have queries relating to the Certificate of Completion application?

As these applications are handled directly by the Executive Education department of Trinity Business School, you can simply contact Jane Flanagan, [jane.flanagan@tcd.ie](mailto:jane.flanagan@tcd.ie) Recruitment Manager.

9. What is the cost of the micro-credential course?

The tuition fees associated with micro-credential courses with Executive Education are €2,000 per applicant. These cannot be amended as they are fixed by central college.



**Trinity College Dublin**

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

**Trinity Executive Education**

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**10. What is the cost of the Certificate of Completion?**

The tuition fees associated with the Certificate of Completion are €1,850. Alumni of Trinity Business School can receive a 15% alumni bursary for these fees. Partial bursaries may be granted in the instance where places remain available on a course close to the start date. Please contact Jane Flanagan, [jane.flanagan@tcd.ie](mailto:jane.flanagan@tcd.ie) Recruitment Manager for all queries relating to the Certificate of Completion courses with Executive Education at Trinity Business School.

**11. Is the closing date for applications the same for both MC and CC routes?**

In both instances it's important to note that places on short courses are given out on an on-going basis and once the course is full, the application will close, irrespective of the date listed on the website.

The application link for the Micro-Credential option will close 3 to 4 weeks prior to the course start date in order to allow Academic Registry time to process the applications and get people registered on to the course before the start date.

There is less time required to register and enrol Certificate of Completion learners and therefore you can apply any time up until a few days before the course starts if places remain available on the course.