

# Applications and Registration

## How do I apply to the programme?

Applications are currently being accepted online by clicking 'Apply Now' on [www.iob.ie/MScBanking](http://www.iob.ie/MScBanking)

Early applications are encouraged. Where demand from applicants exceeds available places a waiting list system will apply.

Before you apply online, please make sure you have the following ready to support your online application:

- Current CV
- Copies of your result transcripts. These are available from the Registrar's Office of the awarding institution.

Once submitted, your online application will then be assessed by the programme manager. This can take up to ten working days. If you haven't heard from us after ten working days, please contact the programme manager at:

E: [gerry.grenham@iob.ie](mailto:gerry.grenham@iob.ie)  
T: +353 (1) 611 6526

If your application is successful, the programme manager will send you an offer letter to the programme. A registration and membership form will be included with your offer letter.

Early applications are encouraged as if demand from applicants exceeds available places, a waiting list system will apply.

## I have received my offer letter, what now?

Congratulations on being accepted on to the programme - the next step is registration.

To register on the programme you must be a current member of the Institute of Banking, or become a member.

You can become a member by:

- Calling our customer service team on (01) 611 6500
- Registering online at [www.iob.ie](http://www.iob.ie)
- Completing the membership application form included with your offer letter and returning it to the Institute along with credit card details or a cheque/draft. Cheques should be made payable to *The Institute of Banking*

If you are a member already, please make sure that your membership is up to date. You can check this by contacting [info@iob.ie](mailto:info@iob.ie) or calling us (01) 611 6500.

## How much is the Institute of Banking membership fee?

Membership is €40 per calendar year.

This means that regardless of what month you join you will be charged a membership joining fee of €40 and your annual membership fee will be due again the following January.

## How can I register to the MSc in Banking?

You can register to the programme in the following three ways:

1. Register online using the link that the programme manager will give you as part of your offer letter - you will need to have your credit card details to hand.
2. Calling our Customer Service Team on (01) 611 6500 - you will need to have your credit card details to hand.
3. Complete the registration form included with your offer letter and returning it to:

Registrations team  
Institute of Banking  
IFSC  
1 North Wall Quay  
Dublin 1

You will need to include credit card details or a cheque/draft. Cheques should be made payable to *The Institute of Banking*.

If you are posting back your forms please note that it can take up to ten working days to process your registration. If you haven't heard from us after this time please contact our registrations team at [registrations@iob.ie](mailto:registrations@iob.ie).

## What are the fees?

The fees are €4,600 for the first academic year (€10,900 for the programme in total).

We encourage all candidates to register for the full academic year, but if you choose to register on a per module basis, fees are broken down as follows:

Module	Fee
<b>Semester 1 – Year 1</b>	
Ethics and Corporate Governance	€1,100
Risk Management in Financial Institutions	€1,100
<b>Semester 2 – Year 1</b>	
Corporate Finance	€1,300
Asset Management	€1,100
<b>Semester 1 – Year 2</b>	
Strategy and Innovation for Retail Financial Services	€1,300
Managing for Compliance (Option)	€1,100
Tax and Estate Planning (Option)	€1,100
<b>Semester 2 – Year 2</b>	
Risk Based Financial Management	€1,300
Behavioural Decision-Making	€1,300
<b>Semester 3 – Year 2</b>	
Winning Business Negotiation Strategies	€1,300

Fees will be reviewed annually.

You will not get access to your learning supports or lecture timetable until you have paid your fees in full.

### **My employer has indicated that they will pay the fees for me – how do I proceed with this?**

Some employers have an existing invoicing arrangement in place with the Institute of Banking. This means that your employer can be invoiced directly for your fees. Please check with your HR/Training department before submitting your registration form. You can also check with our registrations team, contact [registrations@iob.ie](mailto:registrations@iob.ie).

### **How will I know when I have been registered?**

You will receive a confirmation email when you have been registered to the programme.

## Other Frequently Asked Questions

### **I have received a conditional offer letter, what is this?**

This means that you have been accepted on to the programme, pending producing further information to support your application.

The further information needed will be detailed on the conditional offer letter.

### **Are there any exemptions available?**

Yes, requests for consideration may be granted on the basis of comparable modules successfully completed at postgraduate level.

### **What are the criteria applied to award an exemption?**

There are 3 criteria:

- **Level:** The module you passed and are using to seek an exemption from one of the modules must be at level 9. A module taken at degree level is not valid as that is at level 8 and cannot be used to gain an exemption at level 9
- **Size:** The module you passed and are using to seek an exemption from must be 10 ECTS credits
- **Content:** Coverage on both modules must be predominantly the same

### **How do I apply for an exemption?**

If you think you meet the above criteria then you should contact programme manager to discuss this further at:

Dr Gerry Grenham  
Head of Postgraduate Programmes  
E: [gerry.grenham@iob.ie](mailto:gerry.grenham@iob.ie)  
T: +353 (1) 611 6526