

## DC905 Professional Master of Education (Post-Primary Teaching) Guidance Notes

Welcome to the Dublin City University's Professional Master of Education (Post-Primary Teaching - DC905) Programme Entry 2025. Dublin City University manages the application process via their new DCU Student Application Portal

Queries on applications may be emailed to [pgedapplications@dcu.ie](mailto:pgedapplications@dcu.ie). Please include the programme code (DC905) in the subject line of your email.

### Programme Information

Professional Master of Education (Post-Primary Teaching - DC905)

Programme and Prospectus Page [DC905 - Professional Master of Education \(Post Primary Education\)](#)

#### Application/Documentation Dates and Fees for 2025 PME DC905 entry

Fee	Application Opening Date	Application Closing Date	Documentation Closing Date (Uploading only allowed)
€100	Monday 4 <sup>th</sup> November 2024	Monday 10th February 2025	Monday 24th February 2025

Applications for admission to the Professional Master of Education (Post-Primary Teaching) in DCU will be processed in accordance with the regulations, procedures and timelines described on the DCU website. No applicant should attempt to complete the form without first reading these instructions.

#### Application Instructions

Applicants for admission to the Professional Master of Education (Post-Primary Teaching) beginning in Autumn 2025 at Dublin City University are required to complete an online application form by Monday 10th February 2025. The application fee is €100 and must be paid with a debit/credit visa card via DCU's Student Application Portal. All supporting documentation must be uploaded by Monday **24<sup>th</sup> February 2025** onto the DCU Student Application Portal. Applicants will be assessed based on information supplied in the online application form together with accompanying documentation. Offers will be made in March/April 2025.

Each offer of a place on the Professional Master of Education (Post-Primary teaching) programme will be **PROVISIONAL** pending verification of information supplied by the applicant and fulfilment of other offer conditions including securing of a School Placement. In all cases, applicants must hold an eligible Level 8 degree (or equivalent) on the National Framework of Qualifications (NFQ)

which meet the Teaching Council requirements for at least one post-primary curricular subject. Applicants must also secure a school placement.

It is the applicant's responsibility to ensure all documentation submitted is accurate and complete at the time of application. If information supplied is found to be inaccurate or incomplete the absolute right is reserved to withdraw the offer and de-register the student. The university does NOT accept any responsibility for arrangements, commitments or liabilities undertaken by the applicant based on your application to DCU.

### **Application Timeline and Supporting Documentation**

At time of application, you must upload supporting documentation to DCU Student Application Portal by Monday 24th February 2025. These documents include:

- PME Additional Questionnaire
- Evidence of Primary Degree / Certified Transcripts of Results for each and any qualification for which credits are being claimed in a subject.
- School Placement Form
- Subject Specialism Self-Declaration Form
- A copy of a valid Passport

### **PME Additional Questionnaire**

You are asked to complete an online form relating to your subject specialism, your degree results, additional qualifications, and professional experience. In line with the current government campaign to increase the supply of teachers in subjects of national priority, additional places will be reserved for applicants who meet the requirements for the priority subjects listed below: Mathematics, Applied Mathematics, Physics, Chemistry, Irish, German, French, Italian and Spanish.

You are required to answer accurately and to the best of your knowledge. Evidence to support your answers will be collected and checked when we consider your application. If you are unable to provide evidence to support your answers, your application will not be progressed to the next stage of selection. Applicants are strongly advised to read the full guidance on answering these questions before submitting a response. Your score is based on the answers to this questionnaire and any application submitted without it, cannot be considered or assessed.

### **Transcripts**

**Undergraduate (Final Year) Applicants** are required to give the results in an overall percentage mark. An original copy or a certified photocopy of the Full Transcript of Results obtained on the completion of EACH year of study to date (*not ERASMUS or equivalent*) should be uploaded to DCU's Student Application Portal.

**Graduate Applicants** are required to give the results in an overall percentage mark. An original copy or a certified photocopy of the Full Transcript/Statement of Results obtained on the completion of EACH year of study to date should be uploaded to DCU's Student Application Portal. Please ensure the information is clear and accurate. Results being submitted for assessment purposes must be in percentage (%) or GPA format only. Please submit a statement from your university confirming your ECTS if it is not clear from your transcripts. Documentation referring to the Points Scoring system can be found on the programmes webpage.

Please note that **any** subject credits you list on the Subject Self-Declaration Forms, **MUST** be verified by inclusion of transcripts for this qualification, regardless of whether this is a primary undergraduate degree, or a qualification at postgraduate level.

### **References**

In the case where you are claiming points for professional work experience and you have indicated this in the "Relevant Professional Experience" section on the PME Additional Questionnaire form, you will be asked to complete the Recommendation request form nominating your referee. This will be displayed under Supplemental Items and Documentation on your account in the DCU Student Application Portal. Your nominated referee will be sent an email, inviting them to complete your reference request. Once they have completed the reference request you will receive an email of the recommendation confirmation. Please note this supplemental item will remain outstanding until your nominated referee has completed your recommendation request. References must be received by the published timeline to be considered in the final points calculation.

### **School Placement Form**

Applicants should secure a school placement in advance of completing their application to the programme. Applicants must upload a completed 'School Placement Form' at the time of application. In exceptional circumstances where an applicant has not secured a placement by the time of application, a conditional offer may be issued. If an applicant has not secured a placement by 11<sup>th</sup> July 2025 their offer will be withdrawn. **Only students with a secured placement can register with DCU for the programme.**

### **Teaching Council Subject Self-Declaration Forms (Online)**

Applicants are required to fill out the relevant Subject Self-Declaration Form(s) online during the application process. This must be completed in full and uploaded to the DCU Student Application Portal as it is not possible to update this form(s) once the application is submitted. Please note DCU does not assess your Subject Self-Declaration forms. These are assessed by the Teaching Council.

Please note that any subject credits you list on the Subject Self-Declaration Forms, **MUST** be verified by inclusion of transcripts for this qualification, regardless of whether this is a primary undergraduate degree, or another qualification at postgraduate level. No double claiming of credits for the same module in different sections of the form is allowed.

**Please ensure the form is signed and dated upon completion, and save following the required naming convention of Surname\_Subject, eg : JohnSmith\_Accounting**

Please upload only these forms here, please do not upload transcripts or other supplemental items in this space.

### **Assessment of Applications**

Applications will be assessed by the DCU admissions team and will be placed in order of merit based on the Points Scoring System. The DCU admissions team will **NOT** be able to assess your application unless you clearly indicate that you are the holder of an eligible Level 8 degree “or equivalent”, or in the final year of same, **and** furnish the DCU admissions team with the required information regarding your subject(s) - via the self-declaration form(s) and supplementary material - such as \*certified transcripts for ALL qualifications that you are claiming credits for (regardless of primary level 8 degree or postgraduate qualification) on the Teaching Council Subject Self Declaration Forms.

\*Transcripts bearing a stamp/signature from the institution which awarded them.

### **Offers**

Following assessment, places will be allocated as soon as possible. Applicants who receive either a Firm Offer or Conditional Offer must read the letter and accept and pay the required deposit by the offer acceptance date. Those on a Conditional Offer, must upload the item to the by the deadline of 14<sup>th</sup> July 2025.

**Random Selection will be used where it is necessary to distinguish between applicants with equal points.**

**IMPORTANT** The offer of a place is made based on the applicant declaring that they have a level 8 eligible degree (or equivalent) which is compliant with the Teaching Council's overall ECTS requirements. The details provided in the subject declaration(s) will be considered by DCU when determining offers of places on the PME. Following commencement of the PME, declaration form(s) will be forwarded to the Teaching Council, who will consider it as part of its verification process to determine your suitability for registration and what subject(s) can be recorded on the Register of Teachers. Any material errors or misleading declarations made on the declaration form(s) may result in withdrawal by DCU of (an offer of) a place or any other such action deemed appropriate. Should the

Teaching Council identify an ECTS shortfall, applicants may be required to address these and in extreme circumstances their registration may be deferred or discontinued until the requirements are met.

**It is advisable to regularly check the DCU website(s) for any programme updates. Please also check your account on the DCU Student Application Portal frequently for any updates on your application.**

### **Important Notes to Remember**

1. **ALL Application Fees are non-refundable.**
2. Offers are issued online via letter in **DCU's student application portal**. Please check your spam in case DCU email notifications are directed there.
3. It is important to note that ALL those wishing to accept an offer of a place will have to pay a deposit of €500 regardless of whether they are entitled to a grant or not. This money will be credited to their fees account in DCU. It is important to note that the €500 deposit is non-refundable and non-transferable.

DCU Admissions Team will continue to issue offers to successful applicants until all places are filled.

### **Deferred Entry**

Deferrals are not permitted on the PME due to the highly competitive application process.

### **Applicant's Undertaking**

Applicants should be very clearly aware that, in completing the online form, and accompanying documentation, they accept all the directions and conditions set out in same and on the website. The Professional Master in Education (Post-Primary Teaching) programme is 2 years "full-time" (Flexible Delivery) in duration.

### **Defective Information: WARNING**

Dublin City University reserves the right not to consider applications, and to cancel any offers of places, in cases where requested information has not been supplied in FULL or where falsified or misleading information has been supplied.

**No responsibility** will be accepted for any loss or hardship arising from failure to supply FULL correct and complete information at the appropriate time.

**Completeness**

All supporting documents for your application must be uploaded onto the DCU Student Application Portal, most of which are mandatory at time of application.