

## DC970 Professional Master of Education (Primary Teaching) P MEP Guidance Notes

Welcome to Dublin City University's Professional Master of Education (Primary Teaching – DC970) 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 (DC970) in the subject line of your email.

### Programme Information

Professional Master of Education (Primary Teaching - DC970) P MEP Programme and Prospectus Page [DC970 - Professional Master of Education \(Primary\)](#)

### Application/Documentation Dates and Fees for 2025 P MEP DC970 entry

Fee	Application Opening Date	Application Closing Date	Documentation Closing Date – final year students only (Transcripts only allowed)
€60	17 <sup>th</sup> February 2025	7 <sup>th</sup> April 2025	11 <sup>th</sup> July 2025

Applications for admission to the Professional Master of Education (Primary Teaching) in DCU will be processed in accordance with the regulations, procedures and timetable described on DCU's 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 (Primary Teaching) beginning in Autumn 2025 at Dublin City University are required to complete an online application form by a date to be confirmed. The application fee is €60 and must be paid with a debit/credit card via DCU's Student Application Portal. All supporting documentation must be uploaded by a date to be confirmed 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 June.

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

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 7<sup>th</sup> April 2025. These documents include:

- PMEP Additional Questionnaire
- Evidence of Primary Degree / Transcripts of Results
- TEG Certificate
- A copy of a valid Passport
- Evidence of fulfilment of minimum requirements - verified Leaving Certificate transcripts

### **PMEP Additional Questionnaire**

Applicants are asked to complete an online form relating to your TEG results, your degree results, additional qualifications, relevant professional and volunteer experience. Responses to these questions will be used to assess your application if the programme you have applied for is oversubscribed. Applicants are required to answer accurately and to the best of your knowledge. Evidence to support your answers will be collected and checked when we assess 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.

### **Transcripts**

**Undergraduate (Final Year) Applicants** are required to give the results in an overall percentage mark. An original copy or a certified photocopy of your Transcript of Results showing an overall result of H2.2 or higher on the completion of your final year **or** if you have not received your final year results, please upload your previous year's results to DCU Student Application Portal.

**Graduate Applicants** are required to give the results in an overall percentage mark. An original copy or a certified photocopy of your final year Transcript of Results showing an overall result of H2.2 or higher should be uploaded to DCU 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 prospectus page.

### **Evidence of Leaving Certificate Results or Equivalent**

Applicants are asked to upload evidence to DCU Student Application Portal that you have fulfilled the minimum requirements for;

**Gaeilge:** Leaving Certificate transcript (See Website)

**English:** Leaving Certificate transcript (See Website)

**Mathematics:** Leaving Certificate transcript (See Website)

### **TEG**

Before applying to DCU, prospective applicants are required to take the oral component of the **Teastas Eorpach na Gaeilge (TEG) Meánleibhéal 1 (B1) Irish examination**. Obtaining 65% in this TEG oral Irish examination is a prerequisite for application to the Professional Master of Education (Primary Teaching).

Candidates who have not already registered for the Teastas Eorpach na Gaeilge (TEG) (ORAL) examination, can do so by completing an online application form on [www.TEG.ie](http://www.TEG.ie). Please see the website for dates. Please contact TEG directly to secure your examination space. Please note deadlines to register for the exam. Applications for the PMEP will not be accepted without the TEG Irish Oral result or where the result is pending.

If you have questions relating to the Teastas Eorpach na Gaeilge (TEG), visit the website: <https://www.teg.ie/info-advice/teg-pme-primary.959.html> or contact TEG directly at the email address: [teanga@mu.ie](mailto:teanga@mu.ie) and telephone **01 708 3737**.

**TEG results** must be uploaded to DCU Student Application Portal by the application closing date of 7<sup>th</sup> April 2025.

By 11<sup>th</sup> July 2025, all other entry requirements (final year transcripts) must have been met and verified submissions uploaded to your account on DCU Student Application Portal

### **References**

In the case where applicants are claiming points for professional / volunteer work experience and you have indicated this in the “Relevant Professional / Volunteer Experience” section on the PMEP 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.

### **Assessment of Applications**

Applications will be assessed by DCU admissions team and will be placed in order of merit. 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 in the final year of same, and furnish the DCU admissions team with the required information regarding the self-declaration form(s) and supplementary material. Following assessment, places will be allocated as soon as possible. Those who are offered a place will also be given advice on further procedures, including registration. Those who wish to accept their offered place will be asked to reply within a specified period. Information on registration details is found on the DCU Registry Information page.

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

**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 **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 PMEP 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. All of the Professional Master's in Education (Primary Teaching) programmes are 2 years fulltime 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, most of which are mandatory at time of application, must be uploaded onto the DCU Student Application Portal.