Teaching and Learning in Higher Education - Postgraduate Certificate

Important Notes on the Application Process

- **UCC Staff Number**

If you are a UCC Staff Member, you must indicate your UCC Staff number in the relevant section of the online application.

- **Teaching Hours**

All applicants must indicate their total teaching hours for semester one and two in the coming academic year in the relevant section of the online application.

Online Application Checklist

These are the main documents and information that will be required for the Teaching and Learning in Higher Education - Postgraduate Certificate application, but please note that you may be required to submit other information. (You do not need to upload this document to your application, as this checklist is for your personal use only)

Documents to Upload:

- **Transcripts** - **Evidence of Academic Qualification**

If you are a **UCC Graduate,** you must indicate your student number as part of the online application process. Providing your UCC student number will automatically link to your UCC transcripts.

If you are a **Non UCC graduate**, evidence of academic qualification may not be required if you are currently teaching in the third level education sector with an active teaching timetable. As part of the online application process, you must upload proof of employment, e.g. a letter from your director of Human Resources, in the transcripts section.

- **Proof of I.D**

Please upload a clear readable copy of one of the following documents: Birth Certificate/Photo page of Passport/Irish NDLS Driving Licence (new credit card format only)/Marriage Certificate. You will be

registered as per the name presented on the uploaded ID document. Please ensure that the document uploaded is from an original and is not a copy of a copy.

- **English Language Proficiency**

Proof of English language proficiency is not required if you are currently teaching in the third level education sector with an active teaching timetable where the main language of instruction is English. As part of the online application process, you must upload proof of employment, e.g. a letter from your director of Human Resources confirming that the main language of instruction is English. This must be uploaded to the English Language Proficiency section.

Information Required for Online Application Form

- **Work Experience**

  You may enter the details of professional or voluntary positions held. We strongly encourage you to complete this section with all relevant work experiences that will support your application.

- **Occupation or Specialty**

  What is your current occupation/specialty?

- **Motivational Statement (Min 500- Max 1000 words)**

  Please describe your motivation and readiness for this programme.

- **Details of Academic or professional Training (Max 2000 characters)**

  In addition to your previously declared qualifications, please outline any additional academic courses, self-learning, and professional training relevant to this programme.