**Professional Practice and Leadership in Higher Education**

***Important Notes on the Application Process* (**Min 500- Max 1000 words)

**Motivation Statement**

Please describe your motivation and readiness for this programme. When writing your statement, you may want to describe:

* Why you are applying.
* What you can contribute as a course participant.
* A project or initiative which highlights your professionalism.

**UCC Staff number**

Including your UCC staff number will ensure you are only charged the discounted fee of €1,000. Please see further details on the [UCC staff fee concession scheme here](https://www.ucc.ie/en/hr/benefits/concession/).

**English Language Proficiency**

Proof of English language proficiency is not required if you are currently employed in the third level education sector where the main language used 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 used is English in the English Language Proficiency 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.