

## **PME Art and Design Online Application Checklist**

Below are details of information required for the PME Art & Design application. Please note that other information may be requested.

### **Documents to Upload**

#### **Completed Subject Declaration Form**

**Important:** Each section of this form **must** be fully complete.

The “Essential Areas of Study” section **must** include all module titles and their corresponding ECT Credits to prove that your degree carries a minimum of 180 ECTS credits. This information can be found on your transcripts or by contacting the exams office of your awarding institution.

If you are in the final year of your degree or completing further studies to enable you to meet the Teaching Council’s registration requirements, you must record details of these ongoing studies (module title and ECT credit), provided all relevant studies will have been successfully completed prior to taking up a place on the PME Art & Design.

You can download the form here: <https://www.teachingcouncil.ie/en/pme/art-sdf-2023.pdf>

#### **Full Transcripts**

Please upload transcript(s) of examination results for each year to date, for each of your listed qualifications. (Up to 5 transcripts can be uploaded)

#### **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.

### **Information Required in the Application Form**

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

Please describe your motivation and readiness for this programme.

#### **Reference Request**

You will be requested to provide the details of one academic referee and one professional referee (this can be from a voluntary role). Both referees will be contacted at **shortlisting stage** by the review panel.

#### **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

#### **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.