

Professional Master of Education Post-Primary (PME)

Maynooth University

Guidance Notes

Welcome to Maynooth's University's Professional Master of Education Post-Primary (PME) Programme Entry 2025.

The Maynooth University PME programme is a two-year, level 9, full-time initial teacher education programme. This 120-credit programme is designed to allow students to meet the registration requirements for the Teaching Council of Ireland.

Maynooth University PME is fully recognised and accredited by the Teaching Council of Ireland.

Maynooth University manages the PME application process via their new Application Portal [MU Apply](#).

Queries on applications should be sent to pgadmissions@mu.ie

Programme Information

Applications for the Maynooth University PME will be processed in line with the guidelines, procedures, and deadlines provided on the [Maynooth University website](#). All applicants are urged to consult the website and carefully read this document in full prior to beginning their application.

Application Fee	Opening Date for applications and documentation	Closing Date for application forms	Closing Date for uploading documentation
€100	Wednesday 6 th November 2024	Friday 31 st January 2025	Friday 7 th February 2025

Application Information

Applicants seeking admission to the Maynooth University PME programme must submit an online application form by **Friday, 31st January 2025**. At this point a non-refundable application fee of €100 is payable via debit/credit Visa card through MU Apply.

Applicants will then receive an email giving guidance on the next steps of the application process. All supporting documents must be uploaded by **Friday, 7th February 2025**, via the same portal.

Applications will be evaluated based on the details provided in the form and the accompanying documentation. Admission offers will be issued in late March 2025 and

will be followed in April by the first preparatory webinar on school placement, Garda Vetting and programme registration. The PME programme will commence in August 2025 with a further preparatory webinar and school placement observation, followed in September by in-person Induction, lectures and full School Placement. Year 1 runs to the end of May 2026, with Year 2 commencing in August 2026.

Applicants must hold an eligible Level 8 degree (or equivalent) on the National Framework of Qualifications (NFQ) that meets the Teaching Council's requirements for at least one post-primary curricular subject. It is the applicant's responsibility to ensure that all submitted documentation is accurate and complete at the time of application. Each offer of a place on the Professional Master of Education (Post-Primary) PME programme is PROVISIONAL and subject to verification of the information provided by the applicant, and the fulfilment of additional conditions. If any information is found to be inaccurate or incomplete, the university reserves the right to withdraw the offer and de-register the student. Maynooth University accepts no responsibility for any arrangements, commitments, or liabilities made by the applicant based on their application.

Application Process

1. Fill out the online application form and pay the €100 non-refundable deposit
2. Upload supporting documents (listed below)
 - a. A copy of a valid Passport
 - b. Evidence of Primary Degree / Transcripts of Results (additional qualifications uploaded here)
 - c. Complete the Additional PME-specific online questionnaire
 - d. Complete the online Teaching Council Subject Self-Declaration Form and upload it to the [MU Apply](#)
 - e. Complete the [Employer Reference Form](#) and upload to MU Apply portal. (Only required if claiming work experience for points purposes)

Evidence of Primary Degree/Transcripts of Results

Final-year undergraduate applicants must provide their overall percentage mark to date. An original or certified photocopy of the Full Transcript of Results for EACH completed year of study (excluding ERASMUS or equivalent) must be uploaded to [MU Apply](#).

Graduate Applicants must provide their results as an overall percentage mark. An original or certified photocopy of the Full Transcript/Statement of Results for EACH completed year of study must be uploaded to [MU Apply](#). Ensure all information is clear and accurate. Results submitted for assessment must be in percentage (%) or GPA format only. Point scoring system can be found [here](#). If your transcripts do not clearly indicate your ECTS, please submit a statement from your university confirming this.

Additional PME-specific Questionnaire

In addition to the application form, PME applicants are required to complete a PME-specific online form providing information about subject specialism, degree results, additional qualifications, and professional experience.

Please ensure that your responses are accurate and provided to the best of your knowledge. Supporting evidence for your answers will be requested and verified during the application review process. Failure to provide such evidence will result in your application not progressing to the next stage of selection. Applicants are strongly encouraged to read these guidance notes in full before submitting their responses.

In line with the government's current initiative to increase the supply of teachers in nationally prioritised subjects, consideration will be given to applicants who meet the criteria for the following priority subjects: Mathematics, Applied Mathematics, Physics, Chemistry, Computer Science and Modern Languages including Gaeilge/Irish, German, French, Italian, Mandarin Chinese and Spanish.

Teaching Council Subject Self-Declaration Forms (Online)

Applicants must complete the appropriate [Teaching Council Subject Self-Declaration Form\(s\)](#) online as part of the application process. This form must be filled out completely and uploaded to [MU Apply](#). It cannot be updated once the application is submitted. Please be aware that Maynooth University does not evaluate these forms; they are evaluated by the Teaching Council once you are registered on PME 1.

References

If you are claiming points for professional work experience and have indicated this in the "Relevant Professional Experience" section of the PME Additional Questionnaire form, you will need to complete the [Employer Reference Form](#), nominating your referee. This form will appear under Supplemental Items and Documentation in your account [MU Apply](#). Employer Reference form must be received by 7th February 2025 deadline to be included in the final points calculation, and this is the applicant's responsibility to ensure.

Assessment of Applications

Please note that applications will not be assessed until the closing date has passed and all supportive documentation has been received by Friday 7th February 2025. Applications will be assessed by the Maynooth University Postgraduate Admissions team and will be placed in order of merit based on the [Points Scoring System](#). If needed, random selection will be employed to differentiate between applicants with the same point score.

To ensure an application is assessed by Maynooth University's Postgraduate Admissions team, it must clearly state that the applicant holds an eligible Level 8 degree or equivalent, or are in the final year of such a programme. Applicants must have a Minimum Requirement of H2.2 in their Primary degree or equivalent. The required information and any relevant supplementary materials must be uploaded to the [MU Apply](#) on or before 7th February 2025.

Offers

Following assessment, places will be allocated as soon as possible. Those who are offered a place will be given advice on the next steps towards registration. To accept an offered place, applicants must respond within the given timeframe.

IMPORTANT: The offer of a place is contingent upon the applicant confirming that they hold a Level 8 eligible degree (or equivalent) that meets the Teaching Council's ECTS requirements. The details provided in subject declaration form(s) will be reviewed by Maynooth University when making admission decisions for the PME. Once the PME begins these declaration forms will be sent to the Teaching Council, with the student's permission, and used as part of its verification process to assess suitability for registration and to determine which subject(s) can be included on the Register of Teachers on graduation. Any significant errors or misleading information in the declaration forms may lead to Maynooth University withdrawing the offer or taking other appropriate actions. If the Teaching Council finds an ECTS shortfall, applicants may need to address this issue, and in extreme cases, their registration may be deferred or cancelled until the requirements are met.

It is recommended to regularly check the Maynooth University website for updates on the programme and to frequently review your account on [MU Apply](#) for any application updates.

Important Notes to Remember

- (a) ALL Application Fees are non-refundable.
- (b) Offers are issued online via [MU Apply](#). Please be sure to check your spam folder in case Maynooth University email notifications are directed there.
- (c) 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 Maynooth University. It is important to note that the €500 deposit is non-refundable and non-transferable. Maynooth University

Postgraduate 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 fully aware that by completing the online form and submitting the accompanying documentation, they agree to all the instructions and conditions specified in the form and on the website.