

PME Application Summary

Key points for Applicants

We recommend that all applicants read the full document before commencing the application process to be fully aware of the various requirements.

Main points to consider:

- It is advised that applicants list their preferred university as the number 1 preference in subject 1 and the preferred university with subject 2 as their second choice
- Applicants will bring both their subjects with them if offered a place in their chosen university
- Applicants have a max of 9 choices if they select all universities with 2 subjects
- There is a minimum entry level of a 2.2 in the primary degree
- The MGO (PEG02) is unaffected by the change outlined here

Step 1: Log on to www.pac.ie/pme and register with a valid email address and password.

The applicant is brought to the PME home page. Here the applicant will see “Apply” button to begin the application.

The first page of the application requires the applicant to input all their personal details. Once all mandatory fields are entered click “continue” at the bottom of the page.

Step 2: The applicant selects the university or universities they wish to apply to.

The applicant has up to 5 choices here: Maynooth University, the MGO, NUI Galway, UCC and UCD.

In the next section the applicant will be choosing their proposed teaching subjects.

The applicant must only select the subjects they are eligible to teach.

The applicants primary degree must comply with the minimum requirements published by the Teaching Council which enable the holder to teach at least one of the approved Curricular Subjects in Post Primary Schools- see <http://www.teachingcouncil.ie> for details

It is important to note that this selection is not in order of preference. Preference ranking is done in the next step

The screenshot shows the 'Applications Centre' interface for the 'Education' section. At the top, there is a progress bar with five steps: 1. Personal Information, 2. Further Details, 3. Review Details, 4. Application Payment, and 5. Application Receipt. The current step is 'University / Subject choices', which is highlighted in blue. On the left side, there is a sidebar with 'Personal Information' selected and 'Courses' below it. Below the sidebar are three buttons: 'Save', 'Cancel', and 'Continue'. The main content area contains the following text: 'Please ensure that the Universities you are applying to actually offer modules in the particular subject(s) you intend to teach.' followed by 'Please select the university / universities from the list below for which you wish to be considered. It is important to note, you're NOT listing your preference here.' Below this text are five dropdown menus, each labeled 'Choose preferred University...'. At the bottom of the main content area, there is a section titled 'Please select your proposed Teaching Subjects which must be taken to Degree level.' with a tip: 'Tip: Hold down 'ctrl' key (PC) or 'command' key (Apple) to select multiple subjects (max=2)'. Below this is a multi-select dropdown menu labeled 'Select your proposed Teaching Subjects...'. At the bottom of the page, there are three buttons: 'Return to Top', 'Save', 'Cancel', and 'Continue'.

Step 3: The university /universities selected and the applicants proposed teaching subject(s) will generate a list of course subject university codes as per below. The applicant must now rank these in order of preference.

important to note, you're NOT listing your preference here.

* University College Dublin

Maynooth University

University College Cork

Choose preferred University...

Choose preferred University...

Please select your proposed Teaching Subjects which must be taken to Degree level.
Tip: Hold down 'ctrl' key (PC) or 'command' key (Apple) to select multiple subjects (max=2).

Economics
English
French
Gaelige / Irish

Based on your degree subjects, the following courses choices are available to you to choose from in genuine order of preference. Please enter '1' in the preference box beside your preferred first choice and continue with the other available choices (e.g. '2' for your second choice, '3' for your third and so on)

Preference	Course Code	Subject & University Names
<input type="checkbox"/>	PECEN	UCC - English
<input type="checkbox"/>	PEDEN	UCD - English
<input type="checkbox"/>	PEMEN	MU - English
<input type="checkbox"/>	PECFR	UCC - French
<input type="checkbox"/>	PEDFR	UCD - French
<input type="checkbox"/>	PEMFR	MU - French

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Return to Top Save Cancel Continue

Example:

If Applicant A wishes to be considered for the PME in UCD, Maynooth University and UCC they would select these universities as shown above. Applicant A is eligible to teach English and French from their primary degree so they have selected English and French from the subject box.

The next box lists the options of university and subject for the applicant to choose from. Applicant A must input their preference by inputting a number from 1 to 6. It is important to note that 1 is the most preferred and 6 being the least preferred.

Applicant A's first preference is to attend UCD then it is important to list UCD with subject 1 as the first and UCD with subject 2 as the second preference. The applicant's second university choice is to attend UCC therefore they have listed UCC subject 1 as their third and UCC subject 2 as their fourth preference.

The order in which the applicant ranks the subjects (i.e picking UCD English or UCD French as the number one preference) is at the applicant's discretion.

It is advised that the applicant should focus on the university as opposed to the subject here.

If the applicant secures an offer for their first choice (i.e. UCD French) you will still be able to register with that university with both subjects.

All preference boxes must be filled in before the applicant can continue to the next page of the application.

important to note, you're NOT listing your preference here.

Cancel
Continue

University College Dublin

Maynooth University

University College Cork

Choose preferred University...

Choose preferred University...

Please select your proposed Teaching Subjects which must be taken to Degree level.
Tip: Hold down 'ctrl' key (PC) or 'command' key (Apple) to select multiple subjects (max=2).

Economics
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Based on your degree subjects, the following courses choices are available to you to choose from in genuine order of preference. Please enter '1' in the preference box beside your preferred first choice and continue with the other available choices (e.g. '2' for your second choice, '3' for your third and so on)

Preference	Course Code	Subject & University Names
4	PECEN	UCC - English
2	PEDEN	UCD - English
6	PEMEN	MU - English
3	PECFR	UCC - French
1	PEDFR	UCD - French
5	PEMFR	MU - French

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Return to Top Save Cancel Continue

Please note this section is where you list your preference and it is important to review this stage carefully before proceeding to the next step. Applicants, if offered their first choice, cannot be offered a place lower down their list of preferences. Therefore it is advised that applicants list the university with subject 1 and subject 2 as their first and second preference and so on.

Step 4: Please proceed to the next section and complete the application as per the instructions on the PAC website. During this completion, applicants will input details of their eligible primary Level 8 degree, other relevant qualifications (if any), work experience (if applicable) and upload the required documentation to the PAC website. Upon payment of the application fee and submission of the form to the application receipt page the application process is complete. At this final stage you will receive an 8-digit application number for reference to your PME NUI application.

