



PGCE-MEd ADMISSION PROCESS

There are 3 main admin departments that process your application and you will be contacted by the departments below at different stages and times throughout the process. Here is a brief overview:

Department	Overview	Documents/ info expected to be submitted	Contact and types of queries
Faculty of Education	<p>The Faculty Administrator receives all application documents via Graduate Admissions / your self-service.</p> <p>Your application is then sent to the relevant academic team for review. Please note - this process can take many weeks</p>	<p>Complete the 'Course specific questions' located on page 3 of the application. These questions assess your suitability for part-time study at the Faculty and are a condition for acceptance.</p> <p> Your application will only be sent for academic review at the Faculty once you have entered the above information on your application form</p> <p>Please also note on your application your research topic/ area (a sentence is sufficient) and your PGCE phase and subject areas. This information is used for supervisor allocation.</p>	<p>All course and route information is on the Faculty of Education website including course attendance requirements</p> <p>Contact with course teaching team</p> <p>Course preparation, pre course readings and induction information will be sent via email in the Summer months before your course starts, usually in August.</p>
Your college	<p>College documents</p> <p>All fees queries</p> <p>College parking permits and university card issue</p>	<p>Please submit the following forms via email to your college, when you have been made a conditional offer:</p> <ul style="list-style-type: none"> • College documents, e.g. for matriculation • College parking permits (if applicable) 	<p>College documents</p> <p>All fees University fees and college fees queries</p> <p>College parking permits and university card issue</p>
Graduate Admissions/ Self service	<p>Review of submitted documents and conditions</p> <p>Central processing of your application</p> <p>Confirmation of Admission</p>	<p>Required documents to be completed and uploaded by you via your self-service account:</p> <ul style="list-style-type: none"> • Financial undertaking forms <p> Completion, approval and submission of the above documents are a condition of your acceptance on course</p>	<p>Update on the progress of your application and submitted documents.</p> <p>Self service account and Graduate Admissions website advice and queries, e.g. self service log on, technical issues, viewing and uploading documents...</p>

 **Please note you can view a list of your outstanding documents, at any time, through your self-service account**