**Postgraduate Certificate (PGCert) in Learning Teaching and Assessment in Higher Education: Application Checklist**

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|  | Check ✔ |
| Academic qualifications - Full degree transcript and certificates/awards |  |
| A copy of your CV |  |
| A copy of your birth certificate or passport |  |
| A brief (300 words max) personal statement outlining:   1. Personal introduction and Motivations for taking the course. 2. Confirmation of engagement in teaching in the higher or further education sector for the duration of the programme   (should be uploaded under Supporting Documents for this Programme). |  |
| If funded by an organisation external to UL provide confirmation of funding approval. |  |
| Completed [Further Study Application Form](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.ul.ie%2Fsites%2Fdefault%2Ffiles%2F2025-01%2FPGCert%2520in%2520L%252C%2520T%2520%2526%2520A%2520in%2520HE%2520Further%2520Study%2520Policy%2520Application%2520Form%2520AY25-26_0.docx&wdOrigin=BROWSELINK)\*. Please also submit to HR by email to the Human Resources Division ([furtherstudystaff@ul.ie](mailto:furtherstudystaff@ul.ie))  \*UL Staff only (not for PhD students or non-UL applicants). |  |
| Approval for dual registration, if currently registered on another programme in UL. |  |
| Any requests for Recognition of Prior Learning (RPL) exemptions should be discussed with the Course Director at the point of entry. Clear justification of prior accredited/non-accredited qualifications should be provided, including an outline of how relevant learning outcomes have previously been achieved in the module(s) in question. |  |
| If your qualifications have been obtained in a country where English is an official language this will suffice. If this is not available, the following additional documents must be provided: • English translation of your qualification(s)/transcripts AND • English language competency certificate  For more information [**Click Here**](https://www.ul.ie/gps/about/entry-requirements/english-language-requirements) |  |