



# A guide to submitting your PGCEi application

In order to assist you through the application process for the PGCEi course, please follow the steps below and ensure you have the following documentation ready to upload with your application:

- copy of your degree certificate
- copy of your degree transcript

1. Firstly, make sure that you submit your application by the specified deadline date for your chosen cohort.
2. Click on this link to take you to the [University of Nottingham applicant's page](#).
3. From the applicant's page, you need to select the link that says 'Apply online' as below:

University of Nottingham > PG Study > How to apply > Apply online

## Apply online

Postgraduate study

Courses

- How to apply
- Taught courses
- Research courses
- How to write a research proposal
- Information for applicants
- Apply online

**New applications**

Thank you for your interest in applying for postgraduate study at the University of Nottingham.

**Apply online**

**Important information**

**Problems logging in?**

Contact our [IT Service Desk](#)

+44 (0) 115 951 6677

[Email IT Services](#)

**!** The application fee for postgraduate taught courses is £40 – some exemptions apply.

4. When you have clicked this link, you will be taken to the MyNottingham portal. Please click the 'Apply for a Course' link as below:

The University of Nottingham

MyNottingham

Sign in

Username

Password

Sign in

**Problems Signing in?**

- I am a current student/member of staff at the University
- I have applied for a course through UCAS or UCAS Teacher Training
- I applied direct to the university and have forgotten my username or password

**Apply for a Course**

5. Here is where you make an applicant account – the first stage of your application. Complete all sections of this screen, including using the ‘edit address’ tab to add your address in. Once all sections of this screen are completed, click the ‘Submit’ button at the bottom of the page.

6. Your registration with the MyNottingham system will then be complete, and you will be reminded of your username. Please make a note of this and your password, and keep them safe. Click ‘Go to Login page’.
7. You need to sign in using your username and password.

8. It’s now time to start your application. Click the ‘Apply Now’ button.

You will now be asked a series of questions to form the basis of your application to the University of Nottingham.

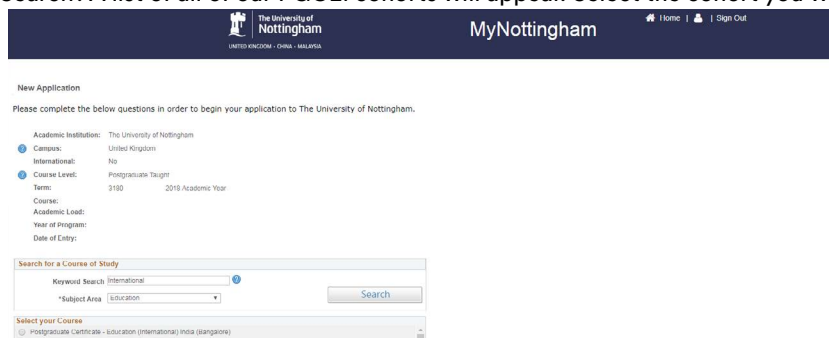
**Question 1. Select your campus. Please select the United Kingdom campus, and click ‘Next Question’.**

**Question 2. Do you think that you would be classed as an international applicant? If you have not lived in the UK for the past three years, you will be classed as an international applicant – even if you are a UK National. Please select the correct response and click ‘Next Question’.**

**Question 3. Select your course level.** Please select ‘Postgraduate Taught’ and click ‘Next Question’.

**Question 4. Select your term.** Please choose the academic year which corresponds to your course start date. [The academic year runs from 1 August to 31 July so a course starting in July 2019 begins in the 2018 academic year, but a course starting in August 2019 onwards begins in the 2019 academic year.](#) Please select the correct response, and click ‘Next Question’.

**Question 5. Search for a course of study.** In the ‘Keyword Search’ box enter International and in ‘Subject Area’ select Education then click ‘Search’. A list of all of our PGCEi cohorts will appear. Select the cohort you wish to apply for, and click



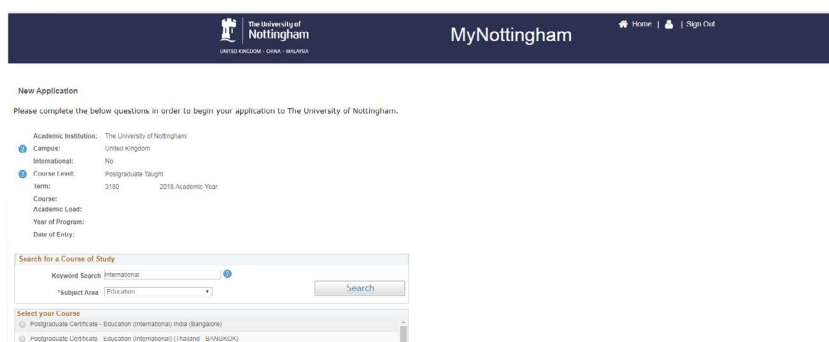
‘Next Question’.

**Question 6. Are you studying full-time or part-time?** All of our PGCEi courses are part-time so please select that option then click ‘Next Question’.

**Question 7. Select your start date.** MyNottingham will automatically suggest the upcoming start dates for your cohort. Select the relevant start date and click ‘Next Question’.

- The next screen asks you to review the course you are applying for. Check through the details and if you need to change anything, you can return to the previous questions. If the summary looks OK, click ‘Confirm Selection’.
- You are now ready to personalise your application and tell us a bit about yourself. On the right hand side of this page you will see a list of all of the information we would like from you. The **asterisk \*** symbol shows all of the ‘required’ information, so things we need to know before you can submit your application. The items in the list without the **asterisk \*** can be completed at a later date if you wish. Please note you do not need to complete the visa information section

The personal statement should be about your previous experience, what you hope to gain from the course, and plans for your future career. You should include details about your teaching and learning experiences. You should explain what you have learned from those experiences, and how you think the PGCEi will be able to help you develop as a teacher in future. If you have done other work in which you have trained people, or worked in a teacher-style role or as an educator, please include details of these too. You should aim to write approximately 500-700 words.



To complete one of the information screens, click the title such as ‘Personal Details’ and a screen will open up for you to complete. Fill in all of the required information and click ‘save’. This will take you back to the checklist, and will now show your completed screen as a **green tick**. Work through all of the screens until your checklist (or at least the required details are complete). Once you have completed the screens, click ‘Submit Application’.

- You will now be asked to read through the University’s terms and conditions. Please take the time to read this thoroughly, then click the ‘Yes, I accept’ box and ‘Submit Application’.

12. MyNottingham will then confirm that your application has been submitted.

13. MyNottingham will take you back to your application, and you can upload any supporting documents you may have missed, or

the university of Nottingham  
UNIVERSITY OF NOTTINGHAM

MyNottingham Home | Sign Out

Your data is held securely on a server in the University of Nottingham. Data you enter here will be treated confidentially and will be used by members of the University. The data is available to appropriate University staff, including, but not limited to, schools and departments, the International Office, and to agents contracted by the University for purposes directly related to the interests of the University and/or its applicants. The data will not be disclosed to external organisations other than those acting as agents for the University.

If you have particular enquiries about Data Protection, please contact Dave Feeley, Head of Admissions (Direct):  
e: myapplication@nottingham.ac.uk

**Terms and conditions**

1. The University reserves the right to change the terms and conditions. Applicants are responsible for regularly reviewing these terms and conditions. Your continued use of the Online Admissions Application system constitutes your agreement to all such terms and conditions.
2. The service is offered to applicants of the University. The service may be terminated at any time, although there is no intention to do this.
3. The Online Admissions Application system and the University cannot be held responsible for any loss or damage due to the failure or termination of the service, although we will make reasonable efforts to advise you of foreseeable service interruptions.
4. Confirmation of registration will be sent by the Admissions Office to the email address you supply when you register.
5. The service is strictly for personal and non-commercial use. It is not intended as a business service (e.g. a helpdesk or ordering email address) and the Admissions Office reserves the right to terminate the service if business use is evident.
6. While the Admissions Office and the University will not make any attempt to gain access to the content of emails, their complete security cannot be guaranteed since email is not a secure medium of transmission.
7. You undertake to register for the Online Admissions Application system using accurate and current information about yourself.
8. If you see anything on the admissions website which appears to infringe this agreement, please email Dave Feeley, Head of Admissions (Direct): myapplication@nottingham.ac.uk
9. If any third party site is linked to from the Admissions website, it does not mean the University endorses, or has any responsibility for the site in question, or anything which appears on it.
10. Your use of the Admissions website is entirely at your own risk.

Accept Terms and Conditions

I agree

make any necessary changes to your application.

14. Congratulations! You have submitted an application to us and are now at the very beginning of what we hope will be a great journey for you! Please remember that you can log back in to [MyNottingham](#) at any time to check on the progress of your application using your username and password.

### What to do now you have submitted your application

Once submitted, our Admissions Office will consider your application and will aim to issue an offer to you within a period of three weeks. If any information on your application is missing, or if you do not fulfil the entry criteria for the course straight away, then the Admissions team will contact you via MyNottingham and ask you to provide more information to support your application. This may result in an offer being delayed.

Once a decision has been made regarding your application, the Admissions team will update your MyNottingham portal and email you to let you know the outcome. This will either be that your application has been successful and so you have been made an offer to study your chosen course with us, or that unfortunately your application has been unsuccessful.

If your application has been successful, then you will be issued with an offer letter that you should read carefully and keep safe. The offer letter will outline all of the details of the course. If there are any errors, please contact the Admissions Office as soon as possible in order for these to be corrected.

If you receive an offer, you will need to log on to MyNottingham to 'Firmly Accept' this. By firmly accepting, you are letting the University know that you intend to take up the place on the course that has been offered to you.

On your offer letter it is likely that a number of conditions will be outlined, and it is important that these are fulfilled before the start date of the course, otherwise unfortunately you will be unable to begin. If you have any queries about the conditions on your offer, or what action is required from you, please contact the Admissions Office and they will be able to assist you. Their contact information will be on your offer letter.

Please see below descriptions that will give you more information about what your offer means:

- **Conditional** – A conditional offer means that the Admissions Office still need to see documents from you in order to fulfil the conditions that have been outlined on your offer. You should work to remove these conditions by sending or bringing in all documentation that has been requested from you.
- **Unconditional** – This status means that you have submitted everything required in order to satisfy the conditions that were detailed on your offer letter, and you are now ready to begin the course and take the next steps to become a registered student.

### What to do once you are holding an unconditional, firmly accepted offer

Approximately three weeks before the start date of the course, you will be expected to complete online registration. You will be sent information about this from the Admissions team.

Once you have completed registration, then you are ready to begin the course.