School Direct Admissions Process with the University of Exeter

Write and upload the DfE course profile details as per DfE instruction

Email records to pgceadmissions@exeter.ac.uk

UoE updates Lead Schools when all eligibility information is received

**Once this has been received**

School makes interview decision, with reference to UoE entry requirements and Admissions Policy;

Upload decision onto DfE Apply site

Complete, scan and return by email UoE interview records ASAP and at least 48 hours before 40 day deadline

Monitor applicant acceptance and once you have recruited the numbers you want in a particular subject/phase, update the DfE Apply system to ‘no vacancies’

**DAY38**

UoE updates DfE Apply, approves and **makes offer** conditional on all outstanding information and evidence, DBS and Fitness to Teach

Confirm interview date with Partnership Office (exeterpartner@exeter.ac.uk) (UoE staff may attend)

Invite candidates

Plan and conduct interviews etc, including using the UoE interview questions

UoE confirms eligibility

Make decision

Tell UoE to cease info request

No

Yes

Check admissions criteria online. Contact Admissions at any time if need further clarification [pgceadmissions @exeter.ac.uk](mailto:PGCE-Admissions@exeter.ac.uk)

UoE and school view applications

Ensure that you give the University of Exeter (Admissions, Julie Lambourne: pgceadmissions@exeter.ac.uk) administrative rights

Applications start rolling in!

40 days

Form sent to School

UoE Admissions completes referral form for all applicants highlighting any eligibility issues (eg: applicant needs to be assessed for fee status, applicant has overseas qualification which needs to be checked for equivalence etc.)

Successful applicants (post acceptance):

SD salaried: schools initiate contract, DBS, F2T process

SD other routes: UoE initiate DBS, F2T process

All routes: UoE initiate registration and pre-course instruction processes (copied to schools)

Schools contact applicants as desired.