

**BISHOP GROSSETESTE UNIVERSITY**

**Document Administration**

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## INTRODUCTION

1. The following Regulations apply to the Post Graduate Certificate in Education (PGCE) and the Professional Graduate Certificate in Education (pGCE).
2. These Regulations have been developed and revised, and are consistent with the Quality Assurance Agency *Framework for Higher Education Qualifications* (2014). They have also been designed to reflect the precepts and guidance of the Quality Assurance Agency (QAA) UK Quality Code (2015), specifically Chapters *B3 – Learning and teaching*, *B4 – Enabling Student development and Achievement* and *B6 – Assessment of students and the recognition of prior learning*.
3. The regulations for PGCE/pGCE are approved by Senate, are subject to periodic review and may be amended at any time.

## MODULES AND CREDITS

### Modules

4. For the purpose of these regulations a module is defined as an assessed unit of learning normally studied, taught and assessed in a single semester or over two consecutive semesters.
5. A single level is assigned to each module indicating the academic level of that module:

Level 6          Advanced undergraduate level

Level 7          Master's (M) level.

### Credits

6. A credit value is assigned to each module which indicates the total learning, teaching and assessment time which trainees will spend in achieving the learning outcomes of the module. Modules are a maximum of 30 credits where each credit represents 10 hours of learning, teaching and assessment.
7. To be awarded credits for a module, a trainee must meet the requirements of the particular module.

### Performance

8. Trainees must Non-placement modules are available at levels 6 and 7.
9. The performance of a trainee in meeting the assessment requirements of a non-placement module is indicated as Fail, Sound Pass, Good Pass or Very Good/Distinction. In cases of electronic submission, a numerical equivalence will be used.
10. Performance on placement modules is graded on a four point scale with grade descriptors equivalent to the following:
  1. Outstanding
  2. Good
  3. Satisfactory in the introductory phase; thereafter, 'Requires Improvement'
  4. Unsatisfactory

Trainees must achieve an overall grade of 3 or better in order to pass a placement module. Trainees who receive an overall grade of 4 have one right of re-sit.

### Valid Life of Credits

11. Modules credited to a trainee may not normally be used towards an award after five years have elapsed from the end of the trainee's registration for the module.

### Duplication of Awards

12. The same credits cannot be counted towards two separate qualifications unless one qualification is a stage in the normal progression to the other qualification.

## REGISTRATION FOR PROGRAMMES AND MODULES

### Programme of study requirements

13. Trainees who meet the entry requirements will be given the option to register for the Post Graduate Certificate in Education or the Professional Graduate Certificate in Education. Trainees will normally have the opportunity to transfer between either programmes within three weeks of initial registration.
14. The structure of the programme of study for Post Graduate or Professional Certificate in Education is as follows:

Award	Level 6 Credits	Level 7 Credits
Post Graduate Certificate in Education (PGCE)		60
Professional Graduate Certificate in Education (pGCE)	30	30
Professional Graduate Certificate in Education (pGCE)	60	

15. A trainee registered full-time will normally register for 60 credits to be completed within one academic year.
16. A trainee registered on a flexible or part-time route will register for 60 credits to be completed over four, five or six school/settings terms.
17. The maximum period of registration for a full-time programme is normally two academic years. The maximum period of registration for a flexible or part-time programme is normally four academic years.
18. The period of registration specified for each programme may be extended in exceptional cases but only with the approval of the appropriate Academic Coordinator (or equivalent) and the Board of Examiners or Retrieval Board (see Code of Practice for Intercalation).

## ADMISSION

19. To be admitted to either the PGCE or pGCE (Post Graduate or Professional) programme a candidate shall have satisfied such entry requirements as are stated in the programme specification or applicable progression agreement.

## **Accreditation of Prior Learning**

20. The University may admit trainees for entry to PGCE/pGCE programmes with advanced standing through the University's Code of Practice for the Accreditation of Prior Learning (APL).

## **ASSESSMENT**

### **Failure to submit/attend an examination**

21. Where a trainee fails to submit an assignment or attend an examination, procedures detailed in the University's Code of Practice on Assessment of Students will apply.

### **Failed module**

22. Trainees who fail any non-placement modules will, at the discretion of the Module Board, be offered the opportunity to be reassessed.
23. A trainee who has been referred in a module or modules at level 7 may elect to be re-assessed at either level 7 or level 6. Failure to retrieve at either level will result in termination of registration.
24. Reassessment of placement modules will take place at the next available opportunity following the Placement Board.
25. Trainees may be reassessed in any or all elements of a module.
26. Trainees will normally be permitted one reassessment opportunity only in each element or module.
27. The Retrieval Board of Examiners will consider the overall performance of those trainees who have been referred/deferred at the initial board.
28. Where the registration of a trainee has been terminated, the Examination Board will determine the appropriate outcome.

### **Extension to published deadlines**

29. Any application for an extension is subject to the requirements of the Code of Practice on Assessment of Students.

### **Extenuating circumstances**

30. Where a trainee considers that his/her performance may have been adversely affected by circumstances, the extenuating circumstances procedure within the Code of Practice for Extenuating Circumstances will apply.
31. In the event of marks being unavailable due to circumstances at University level that are beyond the student's control, an alternate Examination Board will normally be arranged upon marks becoming available. If key Board members, including the External Examiner, are not available to attend in person, special arrangements will be made to ensure that valid decisions are made with regard to confirmation of the final award in accordance with the Regulations. Exceptionally, if marks are still unavailable, the Board may award the qualification on the basis of those marks that are available. In such a case, the student will be advised of the situation and may choose either to accept the

decision of the Board based on those marks that are available, or opt for a decision by the Board pending the availability of the full set of marks.

## **INTERCALATION**

32. A trainee may intercalate and thereby suspend his/her studies by making a written application to the relevant Academic Coordinator (or equivalent).
33. Intercalation periods shall not normally exceed 12 months.

## **Fitness to Study**

34. Where concern is raised regarding a student's fitness to study, they may be required to suspend their studies in accordance with the Code of Practice for Intercalation and the Fitness to Study policy.

## **AWARD and RECOMMENDATION FOR PGCE/pGCE WITH QUALIFIED TEACHER STATUS (QTS) OR EARLY YEARS TEACHER STATUS (EYTS)**

35. To qualify for a PGCE/pGCE with QTS or EYTS a trainee shall have:
  - a. satisfied the requirements of the programme of study including attendance and the regulations for progression to award;
  - b. been awarded a minimum of 60 credits at an appropriate level or levels (see table para. 15), including credit through APL where appropriate;
  - c. met all the requirements of the ITT criteria;
  - d. met the Teachers' Standards to be recommended for QTS or EYTS.
36. Trainees who do not meet the Teachers' Standards for recommendation for QTS or EYTS but have met the academic requirements of the Post Graduate Certificate in Education or Professional Graduate Certificate in Education may be awarded the Postgraduate Certificate in Education or Professional Graduate Certificate in Education without QTS or EYTS respectively.
37. Trainees who do not meet the awarding criteria for PGCE/pGCE, but have met the Teachers' Standards can be recommended for QTS or EYTS only.

## **ACADEMIC OR PROFESSIONAL MISCONDUCT**

### **Unfair means**

38. Allegations of unfair means, whether involving plagiarism or other forms of academic misconduct shall be subject to the Code of Practice for Academic Misconduct.

### **Professional misconduct and professional unsuitability**

39. Professional misconduct shall be defined as conduct which breaches or falls short of acceptable professional conduct as defined by the Teachers' Standards (Part Two).
40. Professional unsuitability shall be defined as behaviour which may call into question the trainee's professional suitability and/or bring the reputation of the profession or the University into disrepute.

41. Misconduct or behaviour which has been considered unsuitable or unprofessional under Student Disciplinary procedures could result in a recommendation to the Board of Examiners that a trainee not be recommended for QTS or EYTS.

#### **Posthumous awards**

42. If a student dies before completing the assessment leading to an award, the Senate may upon the recommendation of the Board of Examiners confer an aegrotat degree, diploma or certificate. A posthumous aegrotat degree may be awarded with Honours but the student shall not be placed in a class or division. A posthumous aegrotat award shall not be made with merit or distinction.
43. Applications for the posthumous conferral of an aegrotat award must be made in writing to the Registrar and Secretary by the student's Head of School. The permission of the student's family or next of kin must be obtained. Applications must be received before the meeting of the Board of Examiners.
44. The Board of Examiners should recommend a posthumous aegrotat award only where members are satisfied that there is evidence that the student has demonstrated the same level of knowledge, skill and understanding that would under normal circumstances be required for the conferral of the award. It would be expected, therefore, that the applicant will have undertaken an appropriate proportion of their programme of study.