



BISHOP GROSSETESTE UNIVERSITY

Document Administration

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Programme Regulations: PGCE/pGCE Regulations

Quality

Version 3.0 September 2019

Version Control Table

Version Number	Date Authorised	Summary of Key Changes
2.2	October 2016	
3.0	22 July 2019	To align to current codes and practices

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), and the Department for Education's (DfE 2019) Criteria for ITT (Initial Teacher Training). They have also been designed to reflect the precepts and guidance of the Quality Assurance Agency (QAA) UK Quality Code (2018), specifically core practices:
 - The provider ensures that the threshold standards for its qualifications are consistent with the relevant national qualifications frameworks.
 - The provider ensures that students who are awarded qualifications have the opportunity to achieve standards beyond the threshold level that are reasonably comparable with those achieved in other UK providers.
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 students 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 student must meet the requirements of the particular module.

Performance

8. Non-placement (academic) modules are available at levels 6 and 7.
9. The performance of a student in meeting the assessment requirements of an academic module is indicated as Fail, Sound Pass, Good Pass or Very Good/Distinction. A numerical equivalence will be used in accordance with the [Code of Practice for the Assessment of Students](#).
10. Performance on placement modules is recorded as pass/fail. Meeting the Teachers'

Standards is the minimum requirement for a 'pass'. Final outcomes on placement are graded on a four point scale against the Teachers' Standards, with grade descriptors equivalent to the following:

1. Outstanding
2. Good
3. Satisfactory in the introductory phase; thereafter, 'Requires Improvement'
4. Unsatisfactory

Students must **exceed the minimum standards** in order to pass a placement module. Students who receive a fail against any of the Teachers' Standards will not pass the placement module. Students who receive an overall fail have one right of re-sit.

Valid Life of Credits

11. Modules credited to a student may not normally be used towards an award after five years have elapsed from the end of the student'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. Students 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. Students 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. Students registered full-time will normally register for 60 credits to be completed within one academic year.
16. Students registered on a flexible or part-time route will register for 60 credits to be completed over a maximum of two years.
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 Programme Leader (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 and the requirements of the Code of Practice for the Admission of Students, the Code of Practice for DBS Checks for Applicants and Students and the Fitness to Teach Policy. The University's codes of practice, policies and procedures can be located <https://www.bishopg.ac.uk/policies-procedures-regulations-forms/>.
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 student 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. Students who fail any academic modules will, be offered the opportunity to be reassessed.
23. A student 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 may result in the student being recommended for QTS only if achieving a pass in the placement modules or termination of studies. See also the [Code of Practice for Assessment of Students](#).

Extension to published deadlines

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

Extenuating circumstances

25. Where a student 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.
26. 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

27. A student may request to intercalate and if granted, thereby suspend their studies by making a written application to the relevant Programme Leader (or equivalent).
28. Intercalation periods shall not normally exceed 12 months (see the [Code of Practice for Intercalation \(Suspension of Studies\)](#)).

Fitness to Teach: Health and Physical Capacity to Teach

29. Where concern is raised regarding a student's fitness to teach, they may be required to suspend their studies in accordance with the Code of Practice for Intercalation, the Code of Practice for Support to Study, the Fitness to Teach Policy and the Professional Suitability Policy.

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

30. To qualify for a PGCE/pGCE with QTS or EYTS a student 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); and
 - c. met all the requirements of the Department for Education ITT criteria to be recommended for QTS or EYTS.
31. Students who do not meet the DfE ITT criteria (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.
32. Students who do not meet the awarding criteria for PGCE/pGCE, but have met the DfE ITT Criteria (Teachers' Standards) can be recommended for QTS or EYTS only.

ACADEMIC OR PROFESSIONAL MISCONDUCT

Unfair means

33. 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

34. Professional misconduct shall be defined as conduct which breaches or falls short of acceptable professional conduct as defined by the Teachers' Standards (Part Two).
35. Professional unsuitability shall be defined as behaviour which may call into question the student's professional suitability and/or bring the reputation of the profession or the University into disrepute.
36. 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 student not be recommended for QTS or EYTS.

Posthumous awards

37. 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 certificate. A posthumous aegrotat award shall reflect the level achieved by the student during their studies.
38. Applications for the posthumous conferral of an aegrotat award must be made in writing to the Registrar 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.
39. 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.