



**BISHOP GROSSETESTE UNIVERSITY  
Document Administration**

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## Programme Regulations

**Document:** Post Graduate and Professional Graduate Certificate in Education Programmes (Year of entry September 2014)

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### Responsibilities:

Deans  
Head of Quality Assurance & Student Data  
Heads of Departments (SCEI)  
Heads of Development (TD)  
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*V.1.02 July 2014: Minor revision to include para.30 'marks being unavailable'*

### Description:

These regulations apply to programmes leading to awards of Post Graduate Certificate in Education or Professional Graduate Certificate in Education.

Reference should also be made to:

- Qa:B3 Regulations for Taught Masters Level Programmes (*subject to approval alongside these regulations*)
- Boards of Examiners – Qa:C3 to be developed (*currently the Code of Practice for the Conduct of Boards of Examiners*)
- Assessment Procedures – Qa:D1 to be developed (*currently the Code of Practice for the Assessment of Students*)
- Qa:B1 University Award and Credit Framework
- Code of Practice on Suspension of Studies
- Code of Practice for Academic Misconduct
- Procedures relating to Student Disciplinary Offences

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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* (2008) and the *Higher Education Credit Framework for England: Guidance on Academic Credit Arrangements in Higher Education in England* (2008).
3. The regulations for PGCE/pGCE are approved by Academic Board, 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	Masters (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 60 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 pass every element of a module in order to achieve a pass for the module overall.
9. Non-placement modules are available at levels 6 and 7 with assessment criteria developed such that a trainee whose assessed work does not meet the criteria for level 7 may have that work considered against the criteria for level 6.
10. The performance of a trainee in meeting the assessment requirements of a non-placement module at level 7 is indicated as Fail, Sound Pass, Good Pass or Very Good/Distinction.

Modules at level 6 are graded Fail, Sound Pass or Good Pass only.

11. Performance on placement modules is graded on a four point scale with grade descriptors equivalent to the following:
  1. Very Good
  2. Good

3. Satisfactory
4. Unsatisfactory

Trainees must achieve a grade of 3 or better in order to pass a placement module. Trainees who receive a grade of 4 on the first assessment may be re-assessed.

### **Valid Life of Credits**

12. 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**

13. 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**

14. Trainees who meet the entry requirements will normally register for the Post Graduate Certificate in Education.
15. The structure of the programme of study for Post Graduate or Professional Certificate in Education is as follows:

<b>Award</b>	<b>Level 6 Credits</b>	<b>Level 7 Credits</b>
Post Graduate Certificate in Education (PGCE)		60
Professional Graduate Certificate in Education (pGCE)	30*	30*

*\*Trainees may alternatively achieve a pGCE through the accumulation of 60 credits at level 6*

16. A trainee registered full-time will normally register for 60 credits to be completed within one academic year.
17. A trainee registered on a flexible or part-time route will register for 60 credits to be completed over four, five or six terms.
18. The maximum period of study for a full-time programme is normally two academic years. The maximum period of study for a flexible or part-time programme is normally five academic years.
19. The period of study 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 Suspension of Studies).

### **ADMISSION**

20. 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**

21. The University College may admit trainees for entry to PGCE/pGCE programmes with advanced standing through the University's Code of Practice for APL.

## **ASSESSMENT**

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

22. 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**

23. Trainees who fail any non-placement modules will, at the discretion of the Board of Examiners, be offered the opportunity to be reassessed prior to the commencement of the next academic year.
24. Reassessment of placement modules will take place at the next available opportunity following the Board of Examiners.
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 trainees who have failed at that point to meet the requirements for the award of any module. The Board may determine that such trainees should have their registration terminated.

### **Extension to published deadlines**

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

### **Extenuating circumstances**

29. Where a trainee considers that his/her performance may have been adversely affected by circumstances the extenuating circumstances procedure within the Code of Practice on Assessment of Students will apply.
30. 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**

31 A trainee may intercalate and thereby suspend his/her studies by making a written application to the relevant Academic Coordinator (or equivalent).

32 Intercalation periods shall not normally exceed 12 months.

### **Intercalation on grounds of risk**

33 A trainee on any University module or programme who is judged, on substantial evidence, to be unfit to study by reason of posing a risk to him/herself or others may be required to suspend their studies (intercalate) even in the absence of the candidate's consent provided the procedures defined in the Code of Practice on Suspension of Studies are followed.

## **AWARD and RECOMMENDATION FOR QUALIFIED TEACHER STATUS (QTS)**

34 To qualify for a PGCE/pGCE 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, including credit through APL where appropriate,
- c. achieved the required standard to be recommended for QTS.

35 A trainee who has been referred in a module or modules at level 7 may elect to transfer from the Post Graduate programme to the Professional programme so that assessment undertaken can be considered against the level 6 criteria for the equivalent module(s) at level 6 to determine whether the standards required for the Professional programme have been achieved.

36 In order to be recommended for QTS the trainee must have satisfied the standards and requirements of the Department for Education. The Board of Examiners will agree the recommendation.

37 Transfer from the Professional Graduate programme to the Post Graduate programme may be permitted at the discretion of the Board of Examiners based on module performance at level 7.

38 Trainees who do not meet the standards for recommendation for QTS 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 or Professional Graduate Certificate respectively.

## **ACADEMIC OR PROFESSIONAL MISCONDUCT**

### **Unfair means**

39 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**

- 40 Professional misconduct shall be defined as conduct which breaches or falls short of acceptable professional conduct as defined by the Department for Education's requirements for QTS.
- 41 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 College into disrepute.
- 42 Misconduct or behaviour which has been considered under Student Disciplinary procedures could result in a recommendation to the Board of Examiners that a trainee not be recommended for QTS.

## **PUBLICATION OF PROGRAMMES OF STUDY**

- 43 The University will make every effort to ensure that the published programme details are complete and up-to-date, but reserves the right to make changes at any time on the recommendation of the Academic Enhancement Committee.