



LIVERPOOL HOPE UNIVERSITY ACADEMIC REGULATIONS

Programme Regulations: for *Post Graduate Certificate of Education [for students undertaking academic and professional elements with Liverpool Hope]*

Document Control

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1. Glossary of Common Terms used in these Regulations

A **“Programme”** refers to ***the general type of course that students follow.***
These regulations cover the following programme: *Postgraduate Certificate of Education [PGCE].*

- A **“Level”** gives a **broad indication of how complex and challenging a course is designed to be,** defined in relation to the national Higher Education Credit Framework.
 - The programme covered by these regulations is aimed at ***Masters Level***, which can be referred to as either **Level M** or [where it is desirable to indicate a link to the national framework] **Level M[7]**.
 - Notwithstanding the intended level of the programme, students who fail to satisfy the examiners at that Level may, depending upon their performance, be granted an award at ***Honours Level***, the most advanced level associated with undergraduate Bachelors degrees, which can be referred to as either **Level H** or [where it is desirable to indicate a link to the national framework] **Level H[6]**.
- A **“Route”** refers to ***the subject taken by a student.***

- An **Award**” refers to ***the type of certification students receive on completion of their course***
FOR EXAMPLE
 - Postgraduate Certificate of Education with recommendation for Qualified Teacher status.
- Section 8 explains the full set of awards available to students governed by these regulations

2 General Regulatory Framework

2.1 Awarding Body

All students shall be registered to study for awards of Liverpool Hope University.

2.2 Overarching Regulations

In addition to these programme regulations awards will be subject to

- Liverpool Hope University’s ***Universal Assessment Regulations***.
- Liverpool Hope University’s ***Universal Conventions and Procedures***.

2.3 Changes to the Programmes

Proposals to change or remove elements of the programmes, and proposals to introduce new elements to the programmes, shall be submitted for formal approval in accordance with the guidance published annually by the University.

3 Cohorts covered by the Regulations

These Regulations will apply to all students from 2023/4 entrants onwards.

4 Eligibility for Registration

- 4.1** In order to enter the programme, students must normally possess the entry requirements for postgraduate Teacher Training in England.
- 4.2** In addition to the requirements in paragraph 4.1, all applicants must satisfy the following criteria for selection for a face-to-face interview:
- [a] commitment to teaching as a career;
 - [b] awareness of areas affecting children’s learning;
 - [c] awareness of the skills they will need to develop to become effective teachers;
 - [d] awareness of current issues in education;
 - [e] good interpersonal skills;
 - [f] confidence and independence;
 - [g] good communication skills (oral and written);
 - [h] the ability and personal resources to manage their own learning in consultation with a designated university tutor;
 - [i] enthusiasm and commitment.
 - [j] successfully complete a fundamental skills test in literacy (and in mathematics for PGCE Primary applicants)
- 4.3** In addition, applicants for the PGCE Secondary will also demonstrate:
- [a] an appropriate level of subject knowledge
- 4.4** In addition to the requirements in clause 4.1, 4.2 and 4.3 candidates shall be interviewed by an experienced PGCE subject specific tutor and as appropriate, a subject specific

mentor or head teacher from a PGCE partner school, in order to demonstrate:
[a] an awareness of the demands of the profession;
[b] willingness and ability to evaluate honestly their own strengths and weaknesses.
[c] an awareness of, and ability to discuss, an area of current educational interest.
[d] presentation skills, correct use of standard English and the ability to contribute to a discussion.

5. **Structure of the Programme**

- 5.1 The PGCE is a linear and sequenced course with generic elements and specific elements related to the specialist subject identified by the student's route.
- 5.2 The PGCE programme design will adhere to the minimum time allocation of 36 weeks (180 days).
- 5.3 Students are required to engage with taught content and with a minimum of 120 days school-based practice in a minimum of two schools. An additional intensive training and practice element of 4 weeks (20 days) is also compulsory across the training year.

6. **Duration of the Programme**

All durations are determined according to the date of registration.

Full Time

6.1 **Normal Duration**

Students shall normally complete the course in one academic year.

6.2 **Extended Duration as a result of Reassessments and/or Interruptions**

Students who are required to undertake reassessments or are allowed to interrupt their studies, will be expected to complete their studies in two academic years.

6.3 **Further Extended Duration as a result of Mitigating Circumstances**

The Continuation and Award Board for PGCE can grant a student an extension of up to one academic year beyond the maximum duration listed in paragraph 6.2 if appropriate evidence is provided.

6.4 **Further Extended Duration granted by Senate as a result of Very Exceptional Mitigating Circumstances**

A further extension can be granted by the Chair of Senate in the most exceptional circumstances. This cannot extend the students studies beyond 4 academic years.

Part Time

6.5 **Normal Duration**

Students shall normally complete the course in two academic years.

6.6 Extended Duration as a result of Reassessments and/or Interruptions

Students who are required to undertake reassessments or are allowed to interrupt their studies, will be expected to complete their studies in four academic years.

6.7 Further Extended Duration as a result of Mitigating Circumstances

The Continuation and Award Board for PGCE can grant a student an extension of up to one academic year beyond the maximum duration listed in paragraph 6.2 if appropriate evidence is provided.

6.8 Further Extended Duration granted by Senate as a result of Very Exceptional Mitigating Circumstances

A further extension can be granted by the Chair of Senate in the most exceptional circumstances. This cannot extend the students studies beyond 6 academic years.

7. Assessment Regulations

7.1 General

Except as indicated in paragraphs 7.2 & 7.3 below, assessment shall be conducted in accordance with the University's *Universal Assessment Regulations*.

7.2 Types of Assessment

7.2.1 Professional Standards

- Students shall be required to meet the minimum expected standard via the completion of an electronic profile.

7.2.2 Academic Assessments

- Students shall be required to submit academic assessments approved for the programme.

7.3 Marking Schemes

Academic Assessments are marked against the masters element of the University marking scales with the addition of Honours level passes detailed in Clause 8.3 of these programme regulations.

8. Completion and Awards

8.1 Completion

8.1.1 Students will be deemed to have completed their course, and become eligible for an award, when they have attempted both the Professional Standards work and academic assessments, and the University has reached a definitive judgement about the student's performance on both parts of the programme.

8.2 Eligibility for the Award of a Postgraduate Certificate with Recommendation for QTS

8.2.1 All students must meet the following base line criteria to be awarded a *Postgraduate Certificate with Recommendation for QTS*:

- [a] An overall Pass for the Professional Placement;
- [b] Achieved an overall PASS in the academic module.
- [c] No individual assessment outcome lower than F+ against Level 7

- criteria.
- [d] No outcome associated with non-submission, including marks of 0 for academic misconduct, late submission etc.

The PGCE at Liverpool Hope can be awarded at Pass, Merit and Distinction standard as follows:

- [a] Distinction: awarded to a student with a rounded award mark of 70, or a rounded aggregate of 68-69 with 50% of the assessment outcomes in the higher band;
- [b] Merit: Awarded to a student with a rounded award mark of 60, or a rounded aggregate of 58-59 with 50% of the assessment outcomes in the higher band;
- [c] Pass: Awarded to a student with a rounded award mark of 50.

8.2.2 The *award* shall be styled:

Postgraduate Certificate in Education [Designation], with [Distinction or Merit where appropriate] and with recommendation for QTS.

8.3 Eligibility for the Award of a Professional Graduate Certificate (PgCE) with Recommendation for QTS

8.3.1 Students who do not meet the academic criteria for the postgraduate certificate will be awarded a *PgCE with recommendation for QTS* if the following criteria are satisfied:

- [a] An overall Pass for the Professional Placement;
- [b] No individual assessment outcome less than F+ against Level 6 criteria;
- [c] No outcome associated with non-submission including marks of 0 for academic misconduct, late submission etc.
- [d] A rounded award mark of 40+ assessed against Level 6 (Honours) marking criteria.
- [e] Have achieved a pass standard in academic modules as appropriate.

8.3.2 The *award* shall be styled:

Professional Graduate Certificate in Education [Designation] and with recommendation for QTS.

8.4 Eligibility for Awards without Recommendation for QTS

8.4.1 Students who meet the academic criteria for the award of PGCE as detailed in Clause 8.2 above, but **DO NOT** pass the professional standards will be eligible for a *Postgraduate Certificate in Education* without recommendation for QTS.

8.4.2 The *award* shall be styled:

Postgraduate Certificate in Education [Designation] with [Distinction or Merit where appropriate]

8.4.3 The Professional Graduate Certificate Award is not available to students for whom the Board does not recommend QTS.