

St George's, University of London

Postgraduate Certificate in Healthcare and Biomedical Education

PROGRAMME REGULATIONS For students entering the programme from 2023

Degree title

1. The programme of study shall lead to the award of the Postgraduate Certificate in Healthcare & Biomedical Education.

Awarding body

2. The awarding body is St George's Hospital Medical School, a Member Institution of the University of London.

Responsible committee

3. The Postgraduate Certificate in Healthcare and Biomedical Education Course Committee is responsible for the programme of study. Quality monitoring of the programme is the responsibility of the Taught Postgraduate Courses Committee (TPCC).
4. The Course Committee will be chaired by the Course Director. Membership will include a representative or representatives will be self-selected or nominated by the students and entitled to attend sessions for unreserved business. The Course Committee will meet at least once a term.

Entry requirements

5. To be admitted to the programme an applicant must meet general admission requirements as stated in St George's *General Regulations for Students and Programmes of Study* and in addition must meet all the following admissions criteria:
 - A minimum of a second class degree (2:2), or, for healthcare graduates, a pass.
 - Should not be registered for a qualification of St George's, University of London or another institution of equivalent standing during enrolment on the programme.
 - If appropriate, to have completed Foundation Year training (FY1 and FY2).
 - Have proficiency via the International English language Testing System (IELTS) or Pearson's English Language test. St George's, University of London will accept test scores as valid for two years. The required overall score for IELTS is 6.5 (with at least 6.5 in writing and 6.0 in other 3 components). The required overall score for Pearson's is 59 (with at least 59 in writing and at least 51 in other 3 components).
 - Meet employment conditions under one of the following categories:
 - Category 1: St George's, University of London employees who need or wish to obtain the PgCert HBE qualification. As university employees, postdoctoral researchers are included in this category and are eligible to apply, but subject to the approval of the grant holder/Principal Investigator

- for whom they are working, and only if consistent with the terms of the funding body.
- Category 2: Those teaching St George's, University of London students who are not employed by the University, most notably Clinical Teaching Fellows (CTFs) and clinical educators holding St George's, University of London honorary contracts.
- Be able to demonstrate a substantive teaching and/or supporting learning role(s) for undergraduate and/or postgraduate students while enrolled on the course. This is typically equivalent to a minimum of 168 hours per annum or one-half day teaching and or assessment per week. For Category 2 applicants at least 50% of these teaching hours must be for St George's, University of London students.

Admissions

6. The procedure for application will include submission of an online application that must include the following information and uploading of relevant supporting documentation:
 - Full details of the applicant's employment history, including current job title and employer for the job held at the start of the course in October of the year of entry.
 - Proof of undergraduate qualification or equivalent (e.g., copy of degree certificate or transcript).
 - Proof of employment to meet Category 1 or Category 2 entry criteria (e.g., in form of reference from or on behalf of your employer/line manager, role offer letter). The Admissions Tutor will accept documents with redactions for salary or other non-relevant personal information.
 - Proof of required teaching responsibilities if not stated in proof of employment as above (e.g., this can be in the form of a written reference from or on behalf of your employer/line manager)
 - Full contact details for the person who should be invoiced for fees, if not self-funding, for applicants who are not employed by St George's, University of London (e.g., details are likely to include name, email and purchase order number for the purposes of fee invoicing). Absence of this information will result in invoicing directly to the offer-holder.
7. Applications must also include one satisfactory reference. This should be provided by the employer, preferably the direct line manager of the applicant. This may be part of the proof of employment documentation as above.
8. The Course Committee shall agree, and from time to time prescribe changes to, the admissions policy. The Admissions Tutor is responsible for determining who is eligible for admission to the programme within this policy.
9. The admissions policy shall be made in accordance with St George's Equal Opportunities Policy and Statement on Students with Disabilities.

Recognition of prior learning

10. The Recognition of Prior Learning (RPL) is permitted for 15 credits at Level 7 for THE704 Module 1 of the PgCert HBE in line with St George's, University of London Quality Manual for the Recognition of Prior Learning. RPL is not possible for the remaining two modules of the course.
11. RPL may be in the form of the recognition of prior *experiential* learning which is learning that is informal and has not been necessarily attained because of formal education or training. It may also be recognition of prior *certificated* learning that may be the result of formal education or professional development but has not led to a qualification.

12. RPL by experiential learning may be relevant if an applicant has previously achieved Descriptor 1 Associate Fellowship via the St George's, University of London continuing professional development route SHINE while in a role that did not include substantive teaching responsibilities, for example such as a demonstrator or PhD student, but at the point of application now meets the programme employment and teaching responsibilities admissions criteria.
13. RPL by certificated learning may be relevant if an applicant has previously completed the THE704 Module 1 Principles of Healthcare and Science Education but exited the course after this module due to academic, professional or personal circumstances. It may also be applicable if the applicant has previously been awarded credit for an equivalent module in another institution. Applicants applying to transfer the credits for this module must do so within two academic years of the original commencement of the course. The claim for credit transfer can be made at or shortly after application for the course.
14. Where an RPL claim is for recognition of experiential learning or for recognition of an alternative module at another institution, the applicant will need to submit a claim for prior learning against the stated learning outcomes of THE704 Module 1 Principles of Healthcare and Science Education. This should be in the form of a written reflective account providing evidence of their prior achievement of learning equivalent to the learning outcomes for the module to enable the Course Director to assess the relevancy of the evidence. In each case, the assessment is of the learning gained through the experience and not the experience itself. The claim for RPL will be assessed by the Course Director and a second assessor in the core course team to determine if the applicant has demonstrated learning equivalent to the learning outcomes of the module for which recognition of prior learning is claimed.

Period of study

15. The minimum period of study shall be 12 months part-time. The maximum period of study shall be 24 months part-time.
16. A student who wishes to request an extension to the maximum period of study shall do so in accordance with the procedure prescribed by Senate (see St George's *General Regulations*)

Course structure

17. The programme structure comprises 3 core modules undertaken consecutively as follows:
 - Module 1 (15 credits at Level 7) Principles of Healthcare and Science Education
 - Module 2 (30 credits at Level 7) Practising Healthcare and Science Education
 - Module 3 (15 credits at Level 7) Continuing Professional Learning in Healthcare and Science Education

All three modules must be passed to achieve the award of postgraduate certificate.

Assessment

18. Assessment is by a combination of written reflection, poster and oral presentation, in practice observation and case study. The elements of assessment for each module and

assessment guidelines will be specified in the relevant module information as presented in Canvas. Submission dates will be set for the academic year before it commences and will be specified in the Student Handbook and programme and module information as presented in Canvas.

19. Each assessment will be graded as Pass or Not yet passed. All assessments must be passed to pass a module.
20. Coursework must be submitted by the published deadlines stated in Canvas unless written approval for an extension is given. Students who fail to submit course work by the deadlines specified on more than one occasion without due reason (e.g., extenuating or mitigating circumstances) may have their registration terminated.
21. The Board of Examiners will determine whether students successfully passing Module 1, but not completing the whole programme, are eligible for the recognition at the interim award of Descriptor 1 Associate Fellow.
22. The Course Committee shall agree, and from time to time make changes to, the Scheme of Assessment for the course. The Scheme of Assessment shall be approved by the Taught Postgraduate Courses Committee.

Re-Entry to Assessments

23. Students are entitled to two attempts at each assessment.
24. A second attempt assessment must normally be submitted within six weeks of receiving an initial Not yet passed grade following ratification by the Board of Examiners.

Award

25. Candidates for the award of PgCert in Healthcare and Biomedical Education must obtain a pass in all modules undertaken within the maximum registration period specified and inclusive of RPL.

Date of award

26. The date of award of the qualification for successful students will be the date of the Board of Examiners' meeting at which their final result is determined.

Board of Examiners

27. A Board of Examiners shall be appointed annually to serve from 1 October – 30 September with membership agreed by the Course Committee and approved by Senate. This membership shall include the Course Director and Chair of the Board (who shall not be the Course Director) and at least three other internal examiners (as defined in General Regulations 8.2.1.) deemed appropriate. At least one external examiner will be appointed each year as a member of the Board. The CIDE Programme Manager or their nominee shall act as secretary to the Board.
28. The Board of Examiners shall have the power to determine all final marks awarded to students, to decide on students' progression within the course, to decide on the award of the certificate and Advance HE Fellowship recognition and to make recommendations concerning changes to the Scheme of Assessment where necessary. The Board of Examiners shall meet at least once a year to fulfil these purposes.

29. Students enrolled on this programme are bound by the General Regulations in force at the time.