

PGCert HBE Programme Regulations

1. Programme title and award

- 1.1 The programme of study shall lead to the award of the Postgraduate Certificate in Healthcare & Biomedical Education of St George's Hospital Medical School, a constituent College of the University of London.

2. Programme management

- 2.1 The Postgraduate Certificate in Healthcare & 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).
- 2.2 The Course Committee will be chaired by the Course Director. Membership will include the Chair of the Board of Examiners, at least five other staff from the programme team and affiliated staff and the CIDE Programmes Manager. A representative will be nominated by the participants ("students") and entitled to attend sessions of unreserved business. The Course Committee will meet at least once a term.
- 2.3 An Annual Programme Monitoring Report will be submitted to the Taught Postgraduate Courses Committee.

3. Entry requirements

- 3.1 In order to be admitted to the programme an applicant must:
- meet general admission requirements as stated in St George's general regulations
 - an undergraduate degree, normally or expected to achieve a minimum second-class degree (2.2) or equivalent. For MBBS graduates a pass is required
 - if appropriate, to have completed Foundation Year training (FY1 and FY2)
 - to be teaching and/or supporting learning at higher education level for a minimum of 4 hours per week
- 3.2 Applicants with non-standard entry qualifications which do not fall into the above categories may be considered for entry at the discretion of the Programme Director.

4. Admissions

- 4.1 Applicants will apply for admission to the programme directly by completion of an application form through the St George's central admissions process. All applicants will be expected to demonstrate the following on their application:

- a completed applicant Personal Statement explaining the reasons for wishing to undertake the PGCert HBE and mapping experience to activities (including teaching hours, assessment experience and capacity to complete the programme within the programme duration)
- signed support from line manager to confirm approval to undertake the programme and confirmation of teaching hours
- professional/academic references
- CV and undergraduate/MBBS prior qualifications

4.2 Programme numbers are capped at 50 participants per annum. Where there are more applicants than places priority will be given to:

- new members of St George's academic staff undertaking the programme for the purposes of probation
- Clinical Teaching Fellows

And subsequently, in order of priority, applicants who are:

- experienced academic staff without Fellowship or a prior teaching qualification who teach students of St George's and/or Kingston University programmes taught by the Faculty of Health, Social Care & Education
- staff employed by an NHS trust and teaching St George's students for at least 50% of their teaching load
- post-doctoral students teaching St George's students for at least 50% of their teaching load
- external UK academic or clinical teachers teaching in medical, healthcare or biomedical disciplinary areas

4.3 The Course Committee shall agree, and from time to time prescribe changes to, the admissions policy. The Programme Director is responsible for determining who is eligible for admission to the programme within this policy.

5. Recognition of prior learning and exemptions

5.1 No exemptions for accredited prior learning will normally be permitted. There is normally no recognition of prior experiential learning.

6. Period of study

6.1 The minimum period of study shall be 12 months part-time. The maximum period of study shall be 24 months part-time.

6.2 A participant 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*)

7. Course structure

7.1 The structure of the programme is 3 core modules as follows:

- Module 1 (15 credits at Level 6) “Principles of Transformative Education”
- Module 2 (30 credits at Level 7) “Practising Transformative Education”
- Module 3 (15 credits at Level 7) “Transformative Education for Professional Life”

7.2 Elements making up each module will be specified in the Programme Handbook and relevant module information as published in Canvas. These may include attendance at workshops, completion of teaching in specified settings, teaching observations, written assignments, contributions to discussions, self-directed learning and completion of structured reflective account.

7.3 The detailed arrangements for the programme and overall programme plan will be published each year in the “Participant Handbook”. Detailed syllabuses for each module will be published in Canvas.

8. Assessment

8.1 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 Programme Handbook and module information as presented in Canvas.

8.2 The required assessments are as follows:

Module	Assignment	Word Count (or equivalent)
Module 1	1A Critically Evaluative Report (written assessment)	1500
Module 2	2A Addressing Disciplinary Pedagogic Challenges (poster and oral presentation assessment)	Poster and 10 minute presentation
	2B Teaching Observation (observed assessment)	n/a
	2C Reflective Analysis of an aspect of teaching practice (written assessment)	1500
	2D Reflective Analysis of the design and/or operation of assessment and feedback in practice (written assessment)	1500
Module 3	3A Structured Reflective Account (written assessment)	2000-2500

8.3 The Course Committee shall agree, and from time to time make changes to, a Scheme of Assessment for the programme.

8.4 Participants are required to attempt all assessments specified in 8.2 above. Course work must be submitted by the stated deadlines unless written permission for an extension is given. The Board of Examiners will determine at the end of each year whether a participant's progress is sufficient to allow the participant to remain registered on the programme.

8.5 All assessments will be graded at Pass, Borderline Fail or Fail. All assessments must be passed to pass a module.

8.6 Participants are normally permitted two attempts for each written assignment, the poster and presentation and teaching observation of teaching. Dates for re-submissions will be specified with notification of failure of the first attempt. These will normally be six weeks for written assignments. Dates for second attempts at the poster and presentation and teaching observation will be determined according to the opportunities available within the remaining registration period open to the candidate.

8.7 Participants who persistently fail to submit course work by the deadlines specified may have their registration terminated.

9. Award

9.1 Candidates for the award of the certificate must gain 60 credits by passing all three core modules successfully within the maximum registration period.

9.2 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.

10 Board of Examiners

10.1 A Board of Examiners shall be appointed annually to serve from 1 October – 30 September with membership nominated by the Course Committee but appointed by the Senate. This membership shall include the Programme Director, Chair of the Board (who shall not be the Programme Director), Module Leads and at least three other internal examiners (as defined in General regulations 8.2.1.) deemed appropriate.

- 10.2 At least one External Examiner will be appointed each year as a member of the Board. The External Examiner will meet the requirements of Advance HE accreditation policy including holding recognition as an Advance HE Senior or Principal Fellow.
- 10.3 The Board of Examiners shall have the power to determine all final grades awarded to participants, to decide on participants' progression within the course, to decide on the award of Certificates, and to make recommendations concerning changes to the Scheme of Assessment where necessary.
- 10.4 The Board of Examiners shall meet normally twice a year and at least once a year to fulfil these purposes.
- 10.5 Participants enrolled on this programme are bound by the General Regulations in force at the time.