

POSTGRADUATE CERTIFICATE IN LEARNING & TEACHING - REGULATIONS FOR MODULE ONE AND MODULE TWO (Cohorts from September 2018 onwards)

1. The Postgraduate Certificate in Learning and Teaching (PGCILT) comprises two modules.
2. Applicants seeking registration for Module One (SCT1) will normally be staff of the School with little or no experience in higher education teaching. Applicants seeking registration for Module Two (SCT2) will normally be staff of the School who have successfully completed Module One or who have been exempted from this requirement, as outlined below in Regulation 7.
3. Registered participants have up to eighteen months to complete each module. Extensions of this time limit may be granted with the agreement of the Programme Director. Internal candidates should also have the support of their Head of Department and External candidates should have the support of their home institution.
4. Applicants for either module who are not current School staff may be admitted at the discretion of the Programme Director.
5. Module One will be awarded to participants who, to the satisfaction of the Board of Examiners, have participated in the formative activities, as detailed in the Programme Handbook, completed the summative assignments (assessment parts A and B) and passed the Summative Activity Review (assessment part C).
6. Module Two will be awarded to participants who, to the satisfaction of the Board of Examiners, have participated in the formative activities, as detailed in the Programme Handbook, completed a pedagogic research proposal (assessment part A) and undertaken a Summative Activity Review (assessment part B).
7. Applicants may request exemption from Module One through Recognition of Prior Learning (RPL); this may be accredited learning or experiential learning as outlined in the RPL policy: (<https://www.lshhtm.ac.uk/files/rpl-policy.pdf>). Such applicants will attend a Professional Discussion which will consider the CV and decide that the candidate:
 - i. May progress directly to Module Two without taking Module One,
 - ii. May progress directly to Module Two, but with the requirement to complete specified elements of Module One (workshops and/or assessment elements) concurrently, or
 - iii. Should undertake Module One in full,
8. No appeal is permitted against the outcome of the Professional Discussion.
9. Assessment of each module shall be by a Board of Examiners, appointed by the Senate, comprising a Chair, up to three other members of the Programme team, an external examiner, a senior member of staff nominated by the Pro-Director (Teaching, Learning and Enhancement), and the Programme Director (or their nominee).
10. With regard to the summative Activity Review, one opportunity to repeat the Review is allowed if a **pass**

Those who have not undertaken Module One, having progressed to Module Two through the RPL process, may also be awarded a Distinction award on exiting the PG Certificate if they achieve a pass for the Summative Activity Review and have a GPA of 4.15 to 4.29 to consider a Distinction, or GPA of 4.30 -5.00 for a Distinction.

17. Extenuating circumstances and extensions

All PGCILT students have the right to request extensions or extenuating circumstances for all summative assessments. These must be submitted to the Extenuating Circumstances Committee in accordance with the Extenuating Circumstances policy:

https://www.lshtm.ac.uk/sites/default/files/2017-10/extenuating_circumstances_policy.pdf

18. Interruption and withdrawal

Students considering an interruption of study or withdrawal from the programme should follow the process as outlined in the Interruption of Studies and Withdrawal Policy. Interruptions are permitted for

Extended Written Reflection 3000 words (50%)

This involves writing a critically reflective commentary that identifies key learning points from the module including, but not limited to, their activity reviews and other assessment tasks and any learning gained from participation on Module One relative to theories and methods. It should also comment upon any changes to their approaches to teaching and supporting learning. Participants must draw on relevant educational literature to support discussion points and they should include critical commentary on how the literature reflects their practice based experiences.

Accreditation by Professional Statutory and Regulatory Body

In order to be awarded Associate Fellowship of the Higher Education Academy, students will complete a 500 word statement aligned to the requirements of the UK Professional Standards Framework.

