

General Regulations for a Postgraduate Certificate in Medical Education at the University of Buckingham, UK

Purpose:

These regulations provide a framework for the effective delivery and administration of the Postgraduate Certificate in Medical Education at the University of Buckingham, UK.

Scope

These regulations apply to all students registered on the PG Cert programme from January 2023.

1. General

- 1.1 The postgraduate certificate is aligned with the national Framework for Higher Education Qualifications (FHEQ).
- 1.2 The aim of the Postgraduate Certificate (PGCert) in Medical Education is to provide healthcare professionals with advanced training in the theory and practice of medical education.
- 1.3 The objectives of the program include but are not limited to:
 - a) Developing participants' understanding of educational theory, principles, and methodologies relevant to medical education.
 - b) Enhancing participants' teaching, assessment, and leadership skills within medical education settings.
 - c) Fostering critical reflection on educational practice and promoting evidence-based approaches to teaching and learning in healthcare.
 - d) Supporting participants in the design, implementation, and evaluation of educational interventions to improve patient care and healthcare outcomes.

2. Admissions

- 2.1 Formal offers of admission will be issued from the Admissions Office in the relevant School of Study.
- 2.2 Applicants must hold a medical qualification (MBBS or equivalent) from a recognised institution.
- 2.3 Applicants should demonstrate a commitment to medical education through prior teaching experience, involvement in educational initiatives, or professional development activities.
- 2.4 Non-native English speakers may be required to provide evidence of English language proficiency, as per the University's admissions policy.
- 2.5 Students will not normally be permitted credit or exemption against a PG Cert on the basis of prior study or experience unless subject to programme special regulations. Exceptional cases may be considered by the Dean of FMHS on their merits on an individual basis.

3. Attendance

- 3.1 The PGCert programme is designed to be flexible and accessible to healthcare professionals, the whole of the programme will be delivered online to accommodate participants' professional commitments.
- 3.2 Students are required to engage with all teaching sessions and learning activities.
- 3.3 If the programme lead determines that any student has failed to engage sufficiently with the programme, they may recommend to the Dean of the FMHS the students' studies are suspended and the student will not be admitted to the examination, and they may also recommend to the Chair of the Board of Examiners that the student's studies on the programme are terminated.

4. Academic Progress

- 4.1 The regulations concerning the deferral of examinations, non-attendance at examinations, examination performance affected by illness etc, and illegible scripts, contained in the General Regulations for First Degrees shall, so far as appropriate, apply to students governed by these regulations.
- 4.2 A candidate who fails an examination or assessment may be permitted by the Board of Examiners to present themselves for re-examination or re-assessment on one subsequent occasion. The re-examination, which may cover only that part of the curriculum that the candidate has failed, may not be taken before a period of one term has elapsed since the initial examination.
- 4.3 Exceptionally, where the circumstances under which a candidate has been examined or assessed are deemed to have been seriously disadvantageous, the Board of Examiners may rule that the candidate be permitted one further attempt at the examination and be credited with the actual mark obtained.

5. Progression and Award:

- 5.1 The Examiners will award in respect of each module or other part of the programme of study a grade expressed as a given number to one decimal place on the numerical scale.
- 5.2 A student who satisfies the Examiners in the examination for a module or other part of a programme of study will be awarded the credits assigned to that module or other part.
- 5.3 A student who has been awarded credits in respect of any module or other part of the programme of study may not repeat the examination for that module or other part.
- 5.4 In order to be eligible for the award of Postgraduate Certificate a student must have passed assessment for modules with a minimum total value of 60 credits of which at least 40 credits must have been achieved at level 7 of the FHEQ.
- 5.5 Candidates who satisfy the examiners on re-examination or re-assessment after initial unsatisfactory grade will be credited with a bare pass only in that module for the purposes of progression or classification.
- 5.6 Where a candidate fails to satisfy the examiners on re-examination or re-assessment the re-examination or re-assessment mark achieved will be recorded for the purposes of progression or classification.

6. Award and Classification

- 6.1 In order to be classified with a merit or a distinction, a candidate should normally have obtained a weighted mean mark which places the candidate within that category.
- 6.2 The Board of Examiners may in its discretion award a classification of distinction or merit to a student registered for a Postgraduate Certification, such that:
 - 6.2.1 a student who achieves a weighted mean mark of not less than 69.5 may be recommended for the award of the Postgraduate Diploma with distinction; and
 - 6.2.2 a student who achieves a weighted mean grade of not less than 59.5 may be recommended for the award of the Postgraduate Certificate with merit.
- 6.3 The Board of Examiners may in their discretion recommend the award which, having regard to all the evidence before them, best reflects the overall performance of the student notwithstanding Regulations 6.2 if the candidate has completed half or more of the modules by unit value in that category or better.
- 6.4 No compensation is permitted.
- 6.5 No candidate who has gained sufficient credit and completed in full the prescribed programme of study shall be permitted to enhance the classification of their degree by re-sitting examinations.
- 6.6 Candidates who satisfy the examiners on re-examination or re-assessment after initial failure will be credited with a bare pass for the programme or classification.

7. Academic Integrity and Conduct:

- 7.1 Participants are expected to maintain the highest standards of academic integrity and ethical conduct in all aspects of their studies.
- 7.2 Any form of academic misconduct, including plagiarism, cheating, or falsification of data, will be investigated and may result in disciplinary action and sanction which may affect the outcome of the programme.

8. Amendments and Updates:

- 8.1 These regulations are subject to periodic review and may be amended or updated as necessary to ensure alignment with University policies and quality assurance standards.
- 8.2 Any changes to the regulations will be communicated to participants in a timely manner.

9. Complaints and Appeals:

- 9.1 Participants have the right to raise concerns, complaints, or appeals regarding any aspect of the PGCert programme.
- 9.2 Complaints and appeals will be addressed in accordance with the University's policies and procedures for academic grievances.