



Faculty of Humanities and Social Sciences

Department of Education PGT Handbook 2024/25

Postgraduate Certificate in International Education (PGCiE) Handbook

This handbook is available online or in alternative formats.
Please contact education-ma@bath.ac.uk if required.

[September 2024]

[PGTAR VERSION]

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Purpose and scope

Your handbook for academic year 2024/25 comprises the following three documents which should be read alongside each other:

1. [University information](#)
2. **Department handbook (this document)**
3. Your course specification

All three of these documents were made available to you at the beginning of the academic year and/or the start of your studies. You are expected to familiarise yourself with the contents.

This handbook includes important information about the Department and your course that you should be aware of whilst studying here.

This handbook is available online and can be provided in alternative formats. Please contact [\[education-ma@bath.ac.uk\]](mailto:education-ma@bath.ac.uk).

The content of this handbook is accurate at the time of publication *[September 2024]* but information contained within may sometimes be subject to change after this handbook has been issued. You will be informed of any changes and issued with a revised version, if there are any material changes to the information in this handbook.

Please note that links to further information are embedded in the title of each section or in applicable text.

The Department

Introduction to the Department

Welcome to your part-time PGCE Programme in the Department of Education, University of Bath. The PGCE runs alongside the MA Education, and as such is part of a highly regarded programme which has been running, in various forms, for more than 20 years. You now belong to a large community of students from all over the world, many of whom are educational professionals. I hope you will feel part of our learning community and benefit from this extended professional network. Please join the students' [Facebook](#) group where you can meet other students; this is used for peer support and to network. Please also follow us on X (formerly [Twitter](#)) @BathMAEd for news, updates, reminders and deadlines.

The PGCE Programme is designed for teachers, lecturers, trainers, educational leaders, managers and administrators, and those aspiring to a career in education. The programme gives you an unparalleled opportunity to study education at an advanced level.

The aims of the programme are to give you the opportunity to:

- improve your skills of critical thinking and analysis
- enhance your professional practice through greater theoretical understanding of current educational issues.

This Handbook is designed for those who have enrolled on the PGCE programme on a part time basis.

The programme is challenging, and you will be expected to work independently. But we will do all that we can to support you in your studies.

This handbook aims to provide you with some information that we think you will need in order to help you on the programme. Please read it and familiarise yourself with its content.

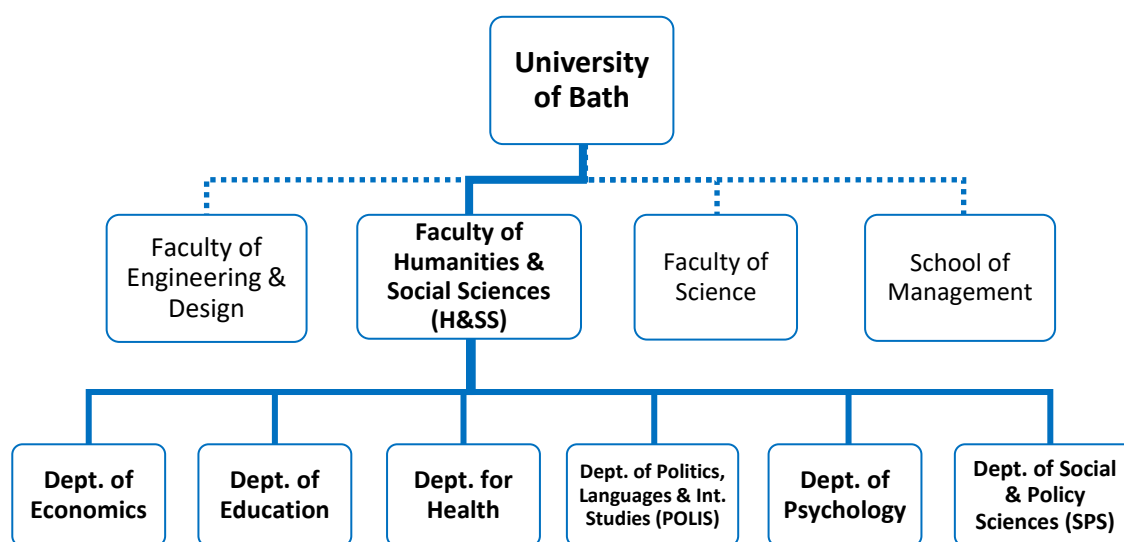
I wish you a very successful, enjoyable and stimulating year.

With very best wishes,

Dr MariCarmen Gil Ortega
Director of Studies MA Education/PGCE

Departmental information including course teams

Your programme is delivered by the Department of Education within the [Faculty of Humanities & Social Sciences \(HSS\)](#). The Faculty is one of three Faculties and one School in the University (see below) and comprises six academic [Departments](#). [Economics](#), [Education](#), [Health](#), [Politics, Languages & International Politics](#), [Psychology](#) and [Social & Policy Sciences](#).



Faculty H&SS Taught Programmes administration Undergraduate and Postgraduate departmental taught programmes are delivered by academic staff in departments, with administrative support provided by our Taught Programmes Team. Our Taught Programmes Team consist of expert Managers, Officers, Administrators and Administrative assistants, located in office hubs across our Faculty buildings – 3 East, 1 West North, 1 West and 10 West.

Our Taught Programmes Team is responsible for all aspects of administrative support for all taught programmes in the Faculty, ensuring that services are efficient, effective and adapt to changing circumstances. We provide students with support and advice from registration to graduation and support academic teaching staff in our departments.

Our duties include:

- managing administrative processes of the faculty's taught programmes
- acting as a central point of contact for staff and students seeking advice
- offering programme-related operational support for academic teaching staff in departments

It is important that you get to know the administrators who look after your particular programme, as they can often provide invaluable guidance on various aspects of the programme. If your administrator is unavailable then please feel free to speak to any other of our other administrators listed below, all of whom will be very happy to help you. If you

have any problems, then please feel free to contact one of the Programmes Officers or Managers.

Emails are managed via shared mailboxes to deal with enquiries from students and academic staff and these are regularly monitored by designated members of the team.

Other Support

On the PGCE course, you will be assigned an Academic Advisor (see below). Your Academic Advisor should be your first point of contact for anything that is not specifically related to your taught unit. You will work through online units that are convened by members of teaching staff from the department. You will also be assigned a tutor for each unit. If you need support with your unit, you should contact your tutor in the first instance. You can also contact the unit convenor. If you need support that is not directly related to your unit of study, you should contact your Academic Advisor in the first instance. You can also contact the Director or Deputy Directors of Studies whose contact details are listed below.

Contact information

The PGCE is delivered by the Department of Education. The Department is located in 1West North – see the campus map at [Travel advice \(bath.ac.uk\)](http://www.bath.ac.uk/traveladvice/)

Information regarding the department, including a list of academic staff, their individual research interests, departmental research activities, events (including seminars to which you may be able to attend) and news items can be found by linking from <http://www.bath.ac.uk/hss/>.

Key Contacts/Staff List

Key contacts include your Director of Studies (a member of academic staff who has overall responsibility for the programme) and your administrator specifically:

Administrator	Responsibility	Room	Ext no	email
Director of Studies				
Dr MariCarmen Gil Ortega	All aspects related to your academic progression in the programme. Academic queries related to your units should be directed in the first instance to the Unit Coordinator.	1WN 3.04	5658	education-ma@bath.ac.uk
Deputy Director of Studies				
Dr Sian Ephgrave	Student Support, Extensions, Suspensions, Ethics and Staff/Student Liaison Committee (SSLC)			education-ma@bath.ac.uk
Dr Brendan Higgins	External Examiners, Moderation and Staff support			education-ma@bath.ac.uk

Programme Administrator(s)				
Kath Earle	Programme Administrator	1W 3.04	6602	education-ma@bath.ac.uk
Nic Topping	Programmes Administrative Assistant	1W 3.04	6105	education-ma@bath.ac.uk

Academic Advisor (formerly known as Personal Tutor)

At the start of 2024/25 the role of Personal Tutor was renamed Academic Advisor to better reflect the nature of the role. When you join the University, you are assigned an academic staff member as an Academic Advisor. They will act as a personalised point of contact throughout your time here, supporting your transition, and your academic and personal development. It is important to respond to communications and requests from your Academic Advisor, and to attend scheduled meetings.

You and your Academic Advisor should arrange to meet with you on three occasions during your first semester and offer at least one meeting per semester on an ongoing basis for the remainder of your studies. This includes when away on placement or study year abroad. Your Academic Advisor can provide information and guidance about:

- your transition into the University community and your academic studies
- unit choices, placement opportunities and future career plans
- sources of support with any personal matters or situations involving your health and wellbeing that may be impacting your studies
- providing you with a reference for work experience, internships, your placement, further studies, or career

Your Academic Advisor will be your Unit Tutor for 'Shaping Educational Futures'. You should liaise with them via your University of Bath email to organise meetings online.

External Examiners

External Examiners are appointed for a course or set of courses and are important in assuring academic quality and standards. Please note that it is not appropriate for students to contact an External Examiner directly. If you have any queries or concerns, please contact your Director of Studies in the first instance.

The External Examiner(s) for your programme are:

Dr Sue Grey, University of Exeter

The University's expectations of students

University regulations

When you registered with the University you agreed to abide by the Regulations for Students. These are important documents which set out the roles and responsibilities of

both you as a student and the University. **You are expected to familiarise yourself with these:** <http://go.bath.ac.uk/regulations>

Attendance expectations

You are expected to be in attendance and participate in all scheduled learning and teaching activities required by your course. If you require a leave of absence from the University for any reason, please contact: education-ma@bath.ac.uk

If you are ill, or think that you are likely to be ill, and it will affect your studies or your ability to meet a deadline, please get in touch with the above-named contact within three days of becoming ill.

Learning and Teaching delivery

Learning resources, Moodle, and recorded lectures

All the resources you need for your studies can be found on the Moodle pages linked to the course overall (PGCiE Hub Page) and to your specific taught unit. Your unit convenor will inform you of the dates for live online seminars throughout your unit. If you are unable to attend the seminar, a recording will be made available on the unit Moodle page, for you to watch in your own time.

Student Representation

Mechanisms for student representation are designed to enable you to be an active partner in continually improving your learning and teaching experience. The main ways in which your feedback will be sought will be through:

- Staff/Student Liaison Committees (SSLCs) ([Academic and Faculty Reps](#))
- surveys and evaluations
- [the Students' Union](#)

Dr Siân Ephgrave is responsible for overseeing the SSLC. Please contact her via email if you are interested in becoming a student representative.

Assessment

Assessment Regulations

The [Postgraduate Taught Assessment Regulations](#) (PGTAR) set out the rules for your course including: how the University governs your outcomes; progression requirements and what happens if you fail; award eligibility and how your classification is calculated. If your course has **any exemptions** to the Postgraduate Taught Assessment Regulations, you will find this information in your course specification. **You are expected to familiarise yourself with these.**

Supplementary assessment

Supplementary assessment describes the type of assessment you will be expected to undertake either to retrieve failure in a unit's main assessment or in the case of deferred assessment.

More information on the timing of supplementary assessment is provided in PG TAR.

Switching courses

If you are considering transferring to a different course, where this would be permitted, you should speak to your Director of Studies in the first instance. In certain circumstances you may be able to or may be required to transfer onto a specific alternative course, known as a Designated Alternative Course (DAC) if you have not met the criteria to remain on your current course of study.

Academic Registry have also published [further information and guidance on assessment arrangements](#). This also includes a link to the [University's Academic Integrity Training and Test](#). **All students will be unable to progress beyond the next progression point in their studies until they pass the test.** The test has a pass mark of 85% but you can take the test as many times as you need to.

Individual Mitigating Circumstances (IMCs)

We acknowledge that you may experience circumstances that disrupt your assessment attempt or performance. Submitting an IMC claim allows you to report any conditions which prevented you from taking assessment or significantly impaired your performance. If accepted an IMC recognises that your assessment was affected.

You are expected to familiarise yourself with the information available about IMCs

including the process for submission, the evidence requirements, how claims are considered and what can (and cannot) happen if a claim is accepted as valid.

Coursework

Assignment briefs, word counts and deadlines

For each unit, assessment information will be provided on the Unit Moodle Page. Assessment is not anonymous as your unit tutors will then mark final submissions. Marks are moderated internally and reviewed by external examiners.

6.13 Students will normally receive the following information about an assessment task:

- its weighting in calculating the mark for the unit
- the assessment criteria, and any grade criteria relevant to the subject
- the timing, nature, and extent of feedback they can expect and whether this is to be accompanied by the return of assessed work

6.14 Students will receive clear and accurate information which sets out the expectations of the assessment task(s). This will normally include:

- the requirements of the assessment task(s)
- the word limit/range, and the penalty for non-compliance. If a penalty policy is not stated in writing the University default policy will apply
- any specific requirements of professional, regulatory, or statutory bodies
- any special presentation or referencing preferences/requirements
- the date for submission of the work

- the dates when any further detailed information about the individual task(s) will be communicated and how they will be communicated

Coursework tasks will normally have a word limit or word range. This, and the penalty for not adhering to this, will be confirmed when you receive an assignment. Markers may stop reading/marking your work at the point it exceeds the word/page limit.

Coursework extensions

If you find you are facing circumstances that are preventing you from submitting on time, you can request an extension to your deadline before the work is due. Short extensions are often granted but occasionally there may be a better measure to support you depending on your individual circumstances and the type of assessment. You will need to give a brief explanation of how your circumstances are impacting on your ability to complete on time. Extension requests require evidence to confirm what has happened and when.

You can request an extension under 'student tasks' using the following link https://samis.bath.ac.uk/urd/sits.urd/run/siw_lgn. Please note that the cut off point for extension requests is 5 working days before the final assignment due date. You will be required to provide evidence to support your extension request.

Students can apply for a maximum of 2 months extension for assignments.

Late submission of coursework

To ensure fairness to all students, you will be expected to hand in all assessed coursework and dissertations/projects by a specified date and time, and [there are penalties for submitting work after the specified deadline](#). **If you are experiencing difficulties completing work on time, please seek help before the deadline.**

Marking and feedback

We have in place processes to ensure that assessment is conducted and marked in a fair and rigorous manner which upholds the academic standards of the University. You can find further information about [such processes, and their purpose, on our website](#).

Grade descriptors, assessment criteria and learning outcomes for each unit can be found on the Unit Moodle Pages.

Postgraduate Taught Generic Assessment Criteria

This Faculty-level generic assessment criteria is used by academic staff when designing assessment tasks. It shows the standards of work expected for work submitted as part of postgraduate taught courses that use the Postgraduate Taught Assessment Regulations (PGTAR) for the 2024/25 academic year. Academic staff can use these generic criteria to create specific, contextualised criteria for student-facing material. [Learn more about the PGT generic assessment criteria](#).

Your course

[Programme and Unit Catalogue](#)

This is where you will find details about individual units for the current academic year. The catalogues also provide links to the relevant assessment regulations.

[Course Specification](#)

Course Specifications set out important key information about your course, including the award title, the intended learning outcomes, and the structure of the course, as well as regulations for meeting the requirements for any exit awards, and any agreed exemptions from your Assessment Regulations. You are expected to be familiar with this document and its contents.

[Intended Learning Outcomes](#)

The course intended learning outcomes (CILOs) for the PGCiE are as follows:

1. Demonstrate analytical and critical thinking skills
2. Enhance your professional practice through greater theoretical understanding of current educational issues
3. Understand and apply solutions to educational problems relating to sustainability and global citizenship.

For each unit, there will also be intended learning outcomes specific to that unit (UILOs) that will operate in conjunction with the CILOs. Not all of the units will cover all of the CILOS, but all will be covered across the course as a whole.

Assessment tasks will take different forms including, for example, written assignments, presentations and portfolios. Unit Convenors will provide information on the assignment tasks for each unit.

All assignments will be graded using University of Bath faculty generic assessment criteria, which can be found using this link:

Markers will use the faculty generic assessment criteria, with awareness of the extent to which a student has met the CILOs and UILOs, to arrive at a mark and grade for each assignment. Feedback will refer to the assessment criteria.