

**The University of Edinburgh**

**The Moray House School of Education**

**School Postgraduate Studies Committee**

**4 Feb 2017**

**Proposed new structure and new name for the PG Certificate in Academic Practice**

Brief description of the paper

This paper sets out a proposed new Programme for the PG Certificate in Academic Practice. This includes the introduction of new compulsory and option courses and a change of credit weighting between the compulsory and the option courses. To show the new structure and content of the Programme we set out the old and new DPTs. Further, we suggest a change of Programme name to PG Certificate in Academic Practice (Higher Education).

Action requested

For comment.

Resource implications

Does the paper have resource implications? Yes

If 'Yes', in which section(s) of the paper are they described?  
In the section 3 on resource implications.

Risk assessment

Does the paper include a risk analysis? No

Equality and diversity

Have due considerations been given to the equality impact of this paper? Yes.

Freedom of information

Can this paper be included in open business? Yes

Any other relevant information

None

Originator of the paper

Dr Hazel Christie, Institute for Academic Development, 20 January 2017.

The University of Edinburgh

The Moray House School of Education

Programme and Course Information Management (PCIM) and Approval Process  
for major amendments to Pg Certificate in Academic Practice  
Reference document: Programme and Course Approval and Management Policy (Sept 2016)

**CONSULTATION**

	<b>Recommendations</b>	<b>Action completed date</b>
DUGS/ DPGS academic consultation Consideration of equality issues	The proposal to deliver a revised PG Certificate in Academic Practice was discussed in detail at the Teaching Programme Review in May 2016. The Panel was very supportive of the direction of change discussed in the documentation, and this is reflected in the proposals set out here for the revised Programme. The proposal to introduce a new compulsory course, and to revise the existing range of options, will help with the efficiency of the Programme, as well as with the completion rates of the participants. The PGCAP team has worked hard to ensure that equality issues, including accessibility and inclusivity, are built into the design and delivery of the new Programme. This has included taking stock of the delivery methods, and the range of teaching and assessment methods used across the programme. In respect of the latter, an effort has been made to use a range of assessment methods across the Programme.	<b>Jan 2017</b>
Hol Consultation on Resource Implications/ Risk for new course/ programme proposals or closures	The PGCAP is delivered as a partnership between the Institute for Academic Development and MHSE. Resource implications will be considered at the IAD Planning Group meeting.	<b>Feb 2017</b>

**SCHOOL UNDERGRADUATE/ POSTGRADUATE STUDIES COMMITTEE**

**Required Documents**

<b>MAJOR COURSE AMENDMENT</b>	
Course amendment proforma	
Existing CCAM record or New CCAM record if required	

<b>NEW COURSE CREATION</b>	
Rationale	
New CCAM record created	

<b>PROGRAMME AMENDMENT</b>	
Programme Amendment proforma	<b>Attached</b>
before and after DPTs	<b>Attached</b>

<b>NEW PROGRAMME PROPOSAL</b>	
Degree programme specification	
CHASS programme proposal	
Enhanced course descriptors	

<b>PROGRAMME CLOSURE</b>	
Rationale for Closure	
Arrangements to support existing students	

**Actions required by SUGSC/ SPGSC meeting on (date)\_\_\_\_\_**

	Completed

**SCHOOL POLICY AND RESOURCES COMMITTEE (SP&RC)**

**Required Documents**

Financial modelling and costings	

**Actions required by SP&RC meeting on (date)\_\_\_\_\_**

	Completed

**SCHOOL BOARD OF STUDIES**

**Actions required by Board of Studies on (date) \_\_\_\_\_**

	Completed

## Proposed new structure and new name for the PG Certificate in Academic Practice

### 1. Background

This paper sets out a proposed new Programme for the PG Certificate in Academic Practice. This is a Programme that this taken by members of staff who are new to teaching at the University or who are experienced staff who wish to enhance their existing knowledge and practice. The proposed new Programme includes the introduction of new compulsory and option courses and a change of credit weighting between the compulsory and the option courses. To show the new structure and content of the Programme we set out the old and new Degree Programme Tables (Appendices One and Two). Further, we suggest a change of Programme name to PG Certificate in Academic Practice (Higher Education).

The changes requiring approval are set out in Table 1.

**Table 1: Changes to PGCAP requiring College approval.**

Changes requiring College Approval	PRE AMENDMENT	POST AMENDMENT
Programme Name	PG Certificate in Academic Practice	PG Certificate in Academic Practice (Higher Education)
Programme Content	<p>Learning outcomes:</p> <p>be able to demonstrate a critical understanding of the key concepts and theories relating to key areas of academic practice in higher education</p> <p>be able to critically assess the extent to which present learning and work environments within their school are conducive to promoting high quality learning and effective learning communities</p> <p>have practical knowledge of how to design effective learning environments within research-intensive settings that demonstrates a commitment to strengthening teaching-research synergies</p> <p>have an advanced understanding of the various perspectives by which to explore differences among learners and the capacity to develop creative ways of</p>	<p>Learning outcomes:</p> <p>You will be able to demonstrate a critical understanding of the key concepts and theories relating to core areas of academic practice in higher education.</p> <p>You will be able to apply concepts and theories from educational research to enhance your own academic practice in ways appropriate to your discipline and working context.</p> <p>You will be able to critically evaluate the practical constraints and affordances in your work settings and identify practical solutions to problems you identify.</p> <p>You will be able to communicate your ideas persuasively to a range</p>

	<p>working with different learners in a variety of contexts demonstrating respect for individual learners, a commitment to encouraging participation in higher education and to promoting equality of opportunity</p> <p>be able to demonstrate the ability to critically reflect on the core areas of knowledge and values underpinning their academic work activities and as such take an informed and professional approach to academic practice and have a commitment to continuing professional development and evaluation of their practice.</p>	<p>of colleagues, students and others. This includes taking account of student diversity through ensuring that your academic practice is inclusive of varying student perspectives and needs.</p> <p>Your practice will be informed by critical reflection on your work and your own development as an academic practitioner. You will be able to work with others to bring about change and development.</p>
Assessment	<p>Compulsory course assessed by 5,000 word synoptic essay</p> <p>Option courses assessed by 2,000 word essays or equivalent.</p>	<p>Compulsory course assessed by student blogs.</p> <p>Option courses assessed by range of methods including essays, project reports and group work.</p>
Structure	<p>1 x 20 credit compulsory course</p> <p>4 x 10 credit option courses (chosen from a total of 10 courses)</p>	<p>1 x 40 credit compulsory course</p> <p>2 x 10 credit option courses (chosen from a total of 6 courses)</p>
Mode of Study (full or part time)	Part time	Part time
Place of Study (on campus or distant)	On campus	On campus
Period of Study	14 months to 36 months	24 months to 36 months
Collaboration or change of partner	None	None
Home School or College	IAD/MHSE	IAD/MHSE

## 2. Rationale for Change

This is an opportune moment to develop a new Programme for the PGCAP. There are a number of drivers for this including the following:

1. The current Programme has been running since 2011 and is accredited by the HEA until March 2017. We need to seek reaccreditation from the Higher Education Academy and the Programme is in need of a refresh and an update.
2. We are keen that the new Programme presents a developmental opportunity for the participants, and one that prepares them to deliver the strategic vision set out in the University's Learning and Teaching Enhancement Strategy. In particular, we are

committed to ensuring the practical relevance and applicability of the Programme to our participants as well as to the University.

3. The proposed strategic development of the Programme addresses the need to improve its efficiency, for both staff teaching on the Programme and participants, as well as to improve completion rates. This objective was supported by the Teaching Programme Review in 2016. The review panel suggested that we move to having participants taking three courses (as opposed to five), as a way to reduce the number of assessment points, and that we look to changing the credit weighting of the courses.
4. It has also been an opportunity to reflect on, and develop, the strengths of the existing Programme from the perspectives of the staff who deliver it, the External Examiner, and the participants. We sought feedback from all of the stakeholders, and they have been very supportive of the proposed restructure of the Programme, and we have incorporated their ideas and suggestions in our proposal.
5. We suggest that all participants take a new compulsory course, Foundations of Academic Practice, which will be worth 40 credits. This will encompass the areas of activity, core knowledge and professional values that are central to gaining reaccreditation by the Higher Education Academy. We believe that a 40 credit course is needed to fully develop these at Level 11.
6. Participants would take two 10 credit options from a suite of six option courses. While this reduces the amount of choice of options they have in the new programme, it still affords a generous degree of flexibility and allows them to choose the options that are most advantageous to the development of their academic practice.
7. The new Programme will employ a wide range of assessment methods. This diversity is important to participants, both as a way to develop their own knowledge and understanding, and to prepare them for implementing innovative assessment practice in their own teaching.
8. We wish to change the name of the Programme to PG Certificate in Academic Practice (Higher Education) to simplify the administration of the new Programme and to draw a clear distinction with the old Programme.

### **3. Resource implications**

The PGCAP is delivered via a partnership between the Institute for Academic Development and Moray House School of Education. The proposals have resource implications, primarily around staffing and support services. These will be considered via the IAD route, as opposed to SPRG. A paper will be considered at the IAD's Planning Group.

***Appendix one: Degree Programme Table: Academic Practice (PgCert) (Part-time Intermittent) - 3 Years (PTPGCUNVTE3U)***

## Year 1, Academic year 2016/17, Starting month: September

Notes: Students can take between 0 and 60 credits per year.

The course EDUA11185, Developing My Approach to Teaching, is compulsory for the award of the PgCert.

### COMPULSORY COURSES

This DPT has 0 compulsory course(s).

Code	Course Name	Period	Credits
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### COURSE OPTIONS

This DPT has 1 set(s) of course options with the following rules.

Select a minimum of 0 credits and maximum of 60 credits from the following list of courses, as available

Code	Course Name	Credits
<a href="#">EDUA11176</a>	Assessing Students	10
<a href="#">EDUA11177</a>	Course Organisation and Management	10
<a href="#">EDUA11179</a>	Working With Postgraduate Students	10
<a href="#">EDUA11180</a>	Designing Courses	10
<a href="#">EDUA11183</a>	Engaging With Student Diversity	10
<a href="#">EDUA11268</a>	Engaging students in autonomous learning	10
<a href="#">EDUA11185</a>	Developing My Approach to Teaching	20
<a href="#">EDUA11267</a>	Building a research profile - strategy and practice	10
<a href="#">EDUA11266</a>	Research leadership and management	10
<a href="#">EDUA11310</a>	Clinical Education and Academic Practice	20
<a href="#">EDUA11330</a>	Online Learning Environments	10
<a href="#">EDUA11331</a>	Learning and Teaching with Technology in the Classroom	10

Notes: EDUA11310 Clinical Education and Academic Practice is only available to students with eligibility for the "Clinical Educator Programme" which is a CPD programme open to University of Edinburgh Medical School staff and South East Scotland NHS staff, who are involved in the teaching and assessment of University of Edinburgh Medical Students (MBChB programme).

## Year 2, Academic year 2016/17, Starting month: September

Notes: Students can take between 0 and 60 credits per year.

The course EDUA11185, Developing My Approach to Teaching, is compulsory for the award of the PgCert.

#### COMPULSORY COURSES

This DPT has 0 compulsory course(s).

Code	Course Name	Period	Credits
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#### COURSE OPTIONS

This DPT has 1 set(s) of course options with the following rules.

Select a minimum of 0 credits and maximum of 60 credits from the following list of courses, as available

Code	Course Name	Credits
<a href="#">EDUA11176</a>	Assessing Students	10
<a href="#">EDUA11177</a>	Course Organisation and Management	10
<a href="#">EDUA11179</a>	Working With Postgraduate Students	10
<a href="#">EDUA11180</a>	Designing Courses	10
<a href="#">EDUA11183</a>	Engaging With Student Diversity	10
<a href="#">EDUA11268</a>	Engaging students in autonomous learning	10
<a href="#">EDUA11185</a>	Developing My Approach to Teaching	20
<a href="#">EDUA11267</a>	Building a research profile - strategy and practice	10
<a href="#">EDUA11266</a>	Research leadership and management	10
<a href="#">EDUA11310</a>	Clinical Education and Academic Practice	20
<a href="#">EDUA11330</a>	Online Learning Environments	10
<a href="#">EDUA11331</a>	Learning and Teaching with Technology in the Classroom	10

Notes:EDUA11310 Clinical Education and Academic Practice is only available to students with eligibility for the "Clinical Educator Programme" which is a CPD programme open to University of Edinburgh Medical School staff and South East Scotland NHS staff, who are involved in the teaching and assessment of University of Edinburgh Medical Students (MBChB programme).

### Year 3, Academic year 2016/17, Starting month: September

☐ Notes: Students can take between 0 and 60 credits per year.

The course EDUA11185, Developing My Approach to Teaching, is compulsory for the award of the PgCert.

### COMPULSORY COURSES

This DPT has 0 compulsory course(s).

Code	Course Name	Period	Credits
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### COURSE OPTIONS

This DPT has 1 set(s) of course options with the following rules.

Select a minimum of 0 credits and maximum of 60 credits from the following list of courses, as available

Code	Course Name	Credits
<a href="#">EDUA11176</a>	Assessing Students	10
<a href="#">EDUA11177</a>	Course Organisation and Management	10
<a href="#">EDUA11179</a>	Working With Postgraduate Students	10
<a href="#">EDUA11180</a>	Designing Courses	10
<a href="#">EDUA11183</a>	Engaging With Student Diversity	10
<a href="#">EDUA11268</a>	Engaging students in autonomous learning	10
<a href="#">EDUA11185</a>	Developing My Approach to Teaching	20
<a href="#">EDUA11267</a>	Building a research profile - strategy and practice	10
<a href="#">EDUA11266</a>	Research leadership and management	10
<a href="#">EDUA11310</a>	Clinical Education and Academic Practice	20
<a href="#">EDUA11330</a>	Online Learning Environments	10
<a href="#">EDUA11331</a>	Learning and Teaching with Technology in the Classroom	10

Notes:EDUA11310 Clinical Education and Academic Practice is only available to students with eligibility for the "Clinical Educator Programme" which is a CPD programme open to University of Edinburgh Medical School staff and South East Scotland NHS staff, who are involved in the teaching and assessment of University of Edinburgh Medical Students (MBChB programme).

***Appendix Two: Proposed Degree Programme Table:  
Academic Practice (Higher Education) (PgCert) (Part-time  
Intermittent) - 3 Years (PTPGCUNVTE3U – new code  
here)***

## Year 1, Academic year 2017/18, Starting month: September

Notes: Students can take between 0 and 60 credits per year.

The course EDUAXXXX, Foundations of Academic Practice, is compulsory for the award of the PgCert.

### COMPULSORY COURSES

This DPT has 1 compulsory course.

Code	Course Name	Period	Credits
EDUAXXXX	Foundations of Academic Practice	2 semesters	40

### COURSE OPTIONS

This DPT has 1 set(s) of course options with the following rules.

Select a minimum of 0 credits and maximum of 60 credits from the following list of courses, as available

Code	Course Name	Credits
EDUAXxxx	Foundations of Academic Practice	40
EDUAXxxx	Working with Students in Large Groups	10
<a href="#">EDUA11179</a>	Working With Postgraduate Students	10
EDUAXxxx	Digital Education	10
EDUAXxxx	Leadership in Higher Education	10
EDUAXxxx	Researching your Teaching	10
<a href="#">EDUA11310</a>	Clinical Education and Academic Practice	20

Notes:EDUA11310 Clinical Education and Academic Practice is only available to students with eligibility for the "Clinical Educator Programme" which is a CPD programme open to University of Edinburgh Medical School staff and South East Scotland NHS staff, who are involved in the teaching and assessment of University of Edinburgh Medical Students (MBChB programme).

## Year 2, Academic year 2016/17, Starting month: September

Notes: Students can take between 0 and 60 credits per year.

The course EDUAXXXX, Foundations of Academic Practice, is compulsory for the award of the PgCert.

### COMPULSORY COURSES

This DPT has 0 compulsory course(s).

Code	Course Name	Period	Credits
EDUAXXXX	Foundations of Academic Practice	2 semesters	40

### COURSE OPTIONS

This DPT has 1 set(s) of course options with the following rules.

Select a minimum of 0 credits and maximum of 60 credits from the following list of courses, as available

Code	Course Name	Credits
EDUAxxxx	Foundations of Academic Practice	40
EDUAxxxx	Working with Students in Large Groups	10
<a href="#">EDUA11179</a>	Working With Postgraduate Students	10
EDUAxxxx	Digital Education	10
EDUAxxxx	Leadership in Higher Education	10
EDUAxxxx	Researching your Teaching	10
<a href="#">EDUA11310</a>	Clinical Education and Academic Practice	20

Notes:EDUA11310 Clinical Education and Academic Practice is only available to students with eligibility for the "Clinical Educator Programme" which is a CPD programme open to University of Edinburgh Medical School staff and South East Scotland NHS staff, who are involved in the teaching and assessment of University of Edinburgh Medical Students (MBChB programme).

## Year 3, Academic year 2016/17, Starting month: September

🔍 Notes: Students can take between 0 and 60 credits per year.

The course EDUAXXXX, Foundations of Academic Practice, is compulsory for the award of the PgCert.

### COMPULSORY COURSES

This DPT has 1 compulsory course(s).

Code	Course Name	Period	Credits
EDUAXXXX	Foundations of Academic Practice	2 semesters	40

### **COURSE OPTIONS**

This DPT has 1 set(s) of course options with the following rules.

Select a minimum of 0 credits and maximum of 60 credits from the following list of courses, as available

<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
EDUAxxxx	Foundations of Academic Practice	40
EDUAxxxx	Working with Students in Large Groups	10
<a href="#">EDUA11179</a>	Working With Postgraduate Students	10
EDUAxxxx	Digital Education	10
EDUAxxxx	Leadership in Higher Education	10
EDUAxxxx	Researching your Teaching	10
<a href="#">EDUA11310</a>	Clinical Education and Academic Practice	20

Notes:EDUA11310 Clinical Education and Academic Practice is only available to students with eligibility for the "Clinical Educator Programme" which is a CPD programme open to University of Edinburgh Medical School staff and South East Scotland NHS staff, who are involved in the teaching and assessment of University of Edinburgh Medical Students (MBChB programme).