**The University of Edinburgh**

**The Moray House School of Education**

Application for admission to

Postgraduate Certificate in Academic Practice

**Please complete using tab key to reach fields and consult completion notes at end of document.**

**IMPORTANT PRE-APPLICATION QUESTIONS – YOU MUST RESPOND TO THESE**

I confirm that I am not a current student Choose an item.

***Unfortunately our Advance HE accreditation does not allow us to matriculate doctoral students on the PgCAP programme any longer.***

Please state your involvement as a participant with the Clinical Educator Programme  [specifically Clinical Education in Practice] Choose an item.

**PERSONAL INFORMATION**

Surname: Click or tap here to enter text. Title Choose an item.

Forenames: Click or tap here to enter text. Gender Choose an item.

Date of Birth: Click or tap to enter a date. Nationality Click or tap here to enter text.

Country of Birth: Click or tap here to enter text. Country of permanent residence: Click or tap here to enter text.

Have you always lived in this country? Choose an item.

Please enter here the total number of months you have spent studying in the UK on a UK student visa (including a Tier 4 visa) previously Click or tap here to enter text.Length of UK study (whole months).

If visa not required, answer = 0

Next of Kin (Name/Phone Number) Click or tap here to enter text.

Home Address: Click or tap here to enter text.

Post Code: Click or tap here to enter text. Matriculation No (see note): Click or tap here to enter text.

Tel No (Home): Click or tap here to enter text. (Work): Click or tap here to enter text. (Mob): Click or tap here to enter text.

Email Address (Work): Click or tap here to enter text. Email Address (Home): Click or tap here to enter text.

University Staff Number: Click or tap here to enter text.

**Physical or other disability or medical condition which might necessitate special arrangements or facilities**. Nature of disability: Choose an item. (see notes)

**Criminal Convictions (Please click on YES/NO as appropriate) :**

A - I have a relevant criminal conviction that is not spent Choose an item.

B - I am serving a prison sentence for a relevant criminal conviction Choose an item.

If you are currently serving a prison sentence, you must also give the prison address as your contact address, and a senior prison officer must support your application. Click or tap here to enter text.

**CURRENT EMPLOYMENT DETAILS**

School Name: Choose an item.

Role : Click or tap here to enter text.

Date started current post: Click or tap to enter a date.

School Address: Click or tap here to enter text.

Post Code: Click or tap here to enter text.

I am currently an Associate Fellow of the Higher Education Academy Choose an item.

**QUALIFICATIONS (only put highest level degree eg PhD, MSc/MA/MBA, BSc/BA**

|  |  |  |  |
| --- | --- | --- | --- |
| **TYPE OF AWARD** | **Timing of Programme and DATE OF AWARD** | **AWARDING BODY**  **(if international, which country)** | **QUALIFICATION /**  **NAME OF AWARD** |
| **eg**  **BEd/BA/Diploma**  **Professional Qualification/PGCE**  **Postgraduate Study**  **(Modules, Certificates, Diplomas, Masters, Doctorate)**  **Others** | FULL DATE  **eg**  **Programme:**  **1-Oct-1983 to 5-Jul-1987**  **Award :**  **July-1987** | **eg**  **University of Edinburgh** | **eg**  **BEd Primary Education** |
| Click or tap here to enter text. | Programme  Click or tap here to enter text.  Award Date:  Click or tap to enter a date. | Awarding Body:  Click or tap here to enter text. | Qualification and Name of Award:  Click or tap here to enter text. |

**Teaching experience (this is required due to HEA accreditation parts of the programme)**

Please give details of your **previous** teaching. How much have you done and what type (eg lecturing,

lab sessions, research supervision, seminars, workshops; 1 academic year, 1 semester, > 5 yrs)

Click or tap here to enter text.

Please indicate whether you think your recent or current activity in teaching or supporting learning includes the following ([Professional Standards Framework 2023](https://www.advance-he.ac.uk/knowledge-hub/professional-standards-framework-teaching-and-supporting-learning-higher-education-0), descriptor 2):

|  |  |  |  |
| --- | --- | --- | --- |
| A1 | Design and plan learning activities and/or programmes | As part of your role, you design new learning activities and/or programmes.  Your learners are either in Universities or on placement from a University, or you are providing post-graduate CPD. | Choose an item. |
| A2 | Teach and/or support learning through appropriate approaches and environments | You work directly with learners either through teaching activities or direct support for learning which contributes to their Higher Education or Professional CPD.  This could be in a university or on a clinical or workplace placement | Choose an item. |
| A3 | Assess and give feedback for learning | You give feedback to learners on their progress and learning in relation to Higher Education studies or Professional CPD.  You assess learners through formative and summative assessment | Choose an item. |
| A4 | Support and guide learners | As part of your role, you provide academic, pastoral or professional support to learners.  You may provide guidance on study options or Professional CPD.  These activities take place alongside your teaching/learning support activities | Choose an item. |
| A5 | Enhance practice through own continuing  professional development | You keep up to date with your practice in learning and teaching through active engagement in e.g. reading, attending courses or webinars, enquiry into own practice and use this to enhance your work with Higher Education learners | Choose an item. |

**Privacy Statement**

Please note the Privacy Statement published by the University of Edinburgh related to your admission to this programme at <https://www.ed.ac.uk/studying/admissions/privacy-statement>

**Terms and Conditions of Admissions (including information related to Data Protection)**

Please note these terms and conditions, including the section on Data Protection, at this web location:

<https://www.ed.ac.uk/studying/admissions/terms-conditions>

**DECLARATION**

I confirm that, to the best of my knowledge and belief, the information given in this application is complete and accurate and that I have completed this form personally. I undertake to supply any further information which may be required and to inform the University of any change in the information given. I understand that if I have made a false or misleading statement or have omitted significant information, the University may amend or withdraw any offer or terminate my matriculation. I understand that, unless I am awarded a University of Edinburgh Scholarship the University accepts no responsibility for my financial support.

**SIGNED** 

**DATE** Click or tap to enter a date.

**NOTES ON THE COMPLETION OF THE APPLICATION FORM**

**Matriculation number**

If you have previously studied at the University of Edinburgh, please give your enrolment/matriculation number, if known. If not known, please write ‘not known’. Other applicants should leave this section blank.

**Country of permanent residence**

Enter the name of the county where your permanent home is.

**Next of kin**

Please give the name and address of a relative, partner or close friend whom we should contact in the event of an emergency.

**Fee status**

This Programme is normally only open to students eligible for home fee status. If you are unsure about your fee status, please contact the Postgraduate Office.

**Physical or other disability**

The University welcomes applications from students with disabilities. In order to enable us to provide the best available support, it is important that you let us know if you have any physical or other disability, or have any medical condition which might necessitate special arrangements or facilities for your study or accommodation. The information you supply will not affect judgements about your academic suitability, and will be treated in strict confidence. Please enter the code from the list below. If you have any concerns about stating your disability on the form, you may contact the Student Disability Service in confidence at 3rd floor Main library, George Square, tel 0131 650 6828 (voice and text) or email [Disability.service@ed.ac.uk](mailto:Disability.service@ed.ac.uk)

**Disability codes**

00 No known disability 06 Mental health difficulties

01 Dyslexia 07 An unseen disability, e.g. diabetes, epilepsy, asthma

02 Blind or partially sighted 08 Multiple disabilities (please specify)

03 Deaf or hearing impairment 09 A disability not listed above (please specify)

04 Wheelchair user/mobility difficulties

05 Personal care support

If information is declined please leave blank.

**Having access to an appropriate working environment**

If you do not have regular access to a classroom or teaching area where you are teaching or supporting learning as part of your job you should ensure that you can negotiate such access in order to take part in the Programme.

If you have any difficulty in completing this form please contact

PgCAP Programme Manager, Institute for Academic Development

Email: iad.pgcert@ed.ac.uk