



3. Definitions

3.1 In these regulations, terms have the meanings identified in the table below unless otherwise stated in the text of this document:

Term	Explanation/meaning of the term
Compulsory course/core module	A course or module that is a mandatory part of the programme of study being undertaken by the student
Department for Education (DfE)	in England. It is a ministerial department supported by nine agencies and public bodies (www.gov.uk/organisations/department-for-education). It oversees ITE for schools and QTS.

Department for Business, Innovation and Skills (BIS)

The Department for Business, Innovation and Skills is the department for economic growth. The department invests in skills and education to promote trade, boost innovation and help people to start and grow a business. BIS is a ministerial department supported by forty five agencies and public bodies (www.gov.uk/organisations/department-for-business-innovation-skills)³.

QTLS	Qualified Teacher, Learning and Skills
QTS	Qualified Teacher Status
SCITT	School Centred Initial Teacher Training (https://getintoteaching.education.gov.uk/explore-my-options/training/scitt)
SDS	School Direct Salaried are courses designed by groups of schools with a university or SCITT (https://getintoteaching.education.gov.uk/explore-my-options/training/school-direct).
UCL General Academic Regulations	The academic regulations of University College London in force for the time being and applicable to all students enrolled with UCL (www.ucl.ac.uk/srs/academic-regulations)

4. Awards and Recommendations to NCTL

4.1

(b) Applicants for the in-service course must be teaching in the lifelong learning sector, and must undertake a minimum of 150 hours teaching during the course. The place of employment must be a college, training provider or similar, which falls within a Government regulatory framework for Quality Assurance inspection. Applicants entering directly into Year 2 of the course must provide evidence of previous teaching hours to ensure that this requirement can be met.

5.2.2 Satisfaction of requirements in 5.1 and/or 5.2 does not of itself secure admission.

5.2.3 Admission will be to a single phase of the course.

5.2.4 Where previous study at UCL Institute of Education or elsewhere is taken into account at the discretion of UCL Institute of Education, the requirements of the Regulations will be appropriately reduced.

5.2.5 Application for admission must be made by the means determined by the Director of Initial Teacher Education.

5.3 School Direct Salaried

5.3.1 The employing school is responsible for taking the lead on recruitment with involvement from appropriate staff at UCL institute of Education. For the concurrent admission to the PGCE, UCL Institute of Education would refer

(a) For the

- 10.1.2 UCL shall issue to candidates sitting written examinations an examination timetable and an admissions notice in advance of the date of assessment each year, and this notice will be used as identification for attendance at the examinations.
- 10.1.3 In exceptional circumstances, a candidate may be granted permission for an extension to submission dates or for deferment of formal assessment, subject to relevant UCL guidelines and procedures.
- 10.1.4 A candidate who is prevented by illness or by any other cause judged sufficient by the Director of Initial Teacher Education from completing at the normal time, the assessment or part of the assessment for which he or she has entered may normally enter for formal assessment in relation to those elements in which he or she was not able to be assessed on the next occasion when the assessment is held. At the discretion of the Board of Examiners concerned, such a candidate may instead undertake a special assessment in those elements missed and/or be permitted to submit any prescribed assignment at a date specified by the Board. The special assessment will normally be undertaken in the same form as the assessment that was missed.
- 10.1.5 Students who do not have permission for an extension, deferment or notice of withdrawal

- 12.4 For the PGCE or PgCE re-assessment is permitted on one occasion only and must be made at the next examination for which the candidate is eligible unless UCL Institute of Education otherwise determines.
- 12.5 Candidates who are not permitted to re-enter the Professional Practice module for the Primary and Secondary phases, and the practical teaching component of the programme for the Post-compulsory phase will not be eligible for the award of PGCE or PgCE.
- 12.6 The level at which candidates may be re-assessed in the taught elements of the course will be specified by the Board of Examiners.
- 12.7 Candidates who wish to request a reconsideration (academic appeal) of a decision of a Board of Examiners may do so under the procedures set out in the UCL Academic Manual, Chapter 1, Section 12: Student Complaints Procedure.

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