**Mandatory module of the PG Certificate in Academic Practice in Higher Education (PGCAPHE) Course**

Probationary members of staff may make a claim for exemption from the mandatory module. The criteria which will normally be considered for exemption are listed overleaf. Claims should be submitted to the Head of the Academic Skills Centre (g.a.z.spark@dundee.ac.uk) by the respective Dean or ADLT for consideration by the Deputy Vice-Chancellor & Provost.

**Probationer’s name** Click or tap here to enter text.

**School** Choose an item.

This claim for exemption is made on the following basis:

* Please indicate by including the relevant criterion number (please see overleaf)
* Please provide any further supporting evidence as appropriate

(e.g. certificates or free text comments below).

Name of Dean or Associate Dean Click or tap here to enter text.

Signature (electronic signature is acceptable)

Date Click or tap to enter a date.

Claims for exemption are considered against the following criteria.

1. Successful completion of an **equivalent** course of study at another HEI. Equivalence is taken to include a similar content (a matching exercise will be undertaken); similar level (Master’s level); and accredited by Advance HE **and/or** has already gained HEA Fellowship (FHEA) accredited by Advance HE.
2. Successful completion of an equivalent course of study at another HEI **with respect to content and level but not Advance HE accreditation**. An exemption would normally be granted in this instance with the requirement that the individual gain HEA Fellowship accredited by Advance HE within a stipulated time period, with support from the Academic Skills Centre.
3. Successful completion of a **PG** qualification in teaching at school or college level. An exemption would normally be granted in this instance with the recommendation that they engage with the mandatory module materials online (but do not have to submit the assessment) and the requirement to gain HEA Fellowship accredited by Advance HE within a stipulated time period, with support from the Academic Skills Centre.
4. Successful completion of the equivalent module of the University’s PG Certificate in Medical Education programme, delivered by the Centre for Medical Education. An exemption would be granted in this instance with the requirement to gain HEA Fellowship accredited by Advance HE within a stipulated time period, with support from the Academic Skills Centre.
5. The member of staff already has HEA Senior Fellowship (SFHEA) accredited by Advance HE or is in the process of applying for SFHEA.

For use by the Academic Skills Centre

Date received

Date passed to VPE

Date decision received from VPE

Confirmation sent to applicant and relevant Dean/ADLT and Human Resources

Signature of Head of ASC

DateVersion 1/August 2019