# **UCAP Application Step 1**

**Please complete this form and email it to** ucap\_pgcap@canterbury.ac.uk

Title:

First Name:

Surname:

Faculty (for CCCU Staff):

School (for CCCU Staff):

Campus (for CCCU Staff):

Your subject discipline:

Your place of work for partner institutions:

Do you have a degree or higher level qualification?

Yes/No

What is your current role in CCCU or a CCCU partner institution?

(E.g. Senior Lecturer/Lecturer/Academic Sessional/Instructor/Technician/Your Professional Services Role)

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Are you contracted to teach/support teaching 40 hours over the duration of the UCAP course?

Please note that you must be teaching/supporting learning in **higher education**

Yes/No

How long have you been teaching/supporting students in Higher Education?

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**PLEASE NOW SEND THIS FORM TO YOUR LINE MANAGER/HEAD OF SCHOOL, AND ASK THEM TO COMPLETE THIS SECTION. ONCE COMPLETE, PLEASE COULD LINE MANAGER/HEAD OF SCHOOL FORWARD THIS FORM TO** **ucap\_pgcap@canterbury.ac.uk**

**Line Manager/Head of School Section**

1. As the applicant’s Line Manager/Head of School (manager for non-CCCU Staff), do you give your support for the applicant to undertake the UCAP?

Yes/ No

1. Please review the [UCAP timetable in the ‘Downloads’ section here](https://www.canterbury.ac.uk/learning-and-teaching-enhancement/academic-development-Courses/the-university-certificate-in-academic-practice.aspx). Do you give your agreement that the applicant will be able to attend at least the majority of the sessions?

Yes/ No

1. Do you agree that the applicant has at least 40 hours of teaching/supporting learning of students **in higher education** across the duration of the course, and teaching that can be observed?

Yes/ No

1. Is the UCAP a contractual obligation for the applicant/part of their probation?

Yes/ No

Line Manager/Head of School – please add your signature to the box below:

**IMPORTANT NOTE – FEE WAIVER – CCCU STAFF PLEASE ENTER THE FOLLOWING DETAILS IN THE FEES SECTION ON THE ONLINE APPLICATION (STEP 2):**

**If you are a member of staff at CCCU, choose ‘Sponsor’ and then enter CCCU as the sponsor. Please do not choose ‘Self’ paid.**

**Applicant – once this form is complete,** [**please now complete Step 2 of the application, via the button at bottom of the webpage at this link.**](https://www.canterbury.ac.uk/learning-and-teaching-enhancement/academic-development-Courses/the-university-certificate-in-academic-practice.aspx)

Please note that the UCAP is a Level 7 credit bearing course and requires 200 hours study time as well additional time to complete rigorous assessment. We do not recommend that you do this alongside any other study and that you either delay application for the UCAP or interrupt your other course if it is essential that you start the UCAP as soon as possible.