**SPECIAL REGULATIONS: BA (HONS) PRIMARY EDUCATION**

**INTRODUCTION**

1. The Special Regulations relate only to the following:

BA (Hons) Primary Education (Full-time and Part-time)

BA (Hons) Primary Education with Foundation Year

BA (Hons) Primary Education with Mathematics Specialism

BA (Hons) Primary Education with Mathematics Specialism with Foundation Year

1. Awards may be made with or without a recommendation for Qualified Teacher Status (QTS).
2. With the exception of the section on Admissions, the following Special Regulations apply only to levels 4, 5 and 6 of the above programmes.

**ADMISSION**

1. Entrants to BA (Hons) Primary Education are required to meet the entry requirements specified by the Department for Education, or other regulatory body created by Department of Education. The University may offer candidates, not appropriately qualified, the opportunity to take equivalent University tests in English Language, Mathematics and Science.
2. Entrants to Initial Teacher Education programmes are required to meet the requirements specified by Department for Education in relation to the capacity to meet the Teachers’ Standards and the physical and mental fitness to teach.
3. All entrants must satisfy the requirements concerning clearance in relation to criminal convictions and any other requirements specified by the University, taking account of the requirements of the regulatory bodies, in relation to the protection of vulnerable persons. Students must remain in good standing in relation to such requirements, including, where required, registration for the updating of certificates by the Disclosure and Barring Service.
4. All short-listed applicants are required to undertake an interview, and complete any assessments prescribed as part of the selection process for the programme.

**RECOGNITION OF PRIOR LEARNING**

1. Recognition of Prior Learning does not apply on programmes covered by these special regulations, except that applicants holding a Certificate of Education who can demonstrate that they have suitable experience equivalent to the first stage of the programme may be considered for Advanced Standing to Level 5.
2. Applicants seeking Advanced Standing cannot claim exemption from specific Professional Standards for Qualified Teacher Status.

**AWARD OF QUALIFIED TEACHER STATUS**

1. To be recommended for Qualified Teacher Status, students must fulfil the requirements of the academic award for which they are registered, and meet the professional standards and requirements as laid down by the Department for Education from time to time.
2. Where required as part of the programme, students are to complete successfully all professional placements, including the submission of the requisite evidence, whether such evidence is required before, during or after the completion of the placements.

**COMPENSATION**

1. Students must pass all modules to receive an award. Compensation is not permitted on this programme.

**PLACEMENT ASSESSMENTS**

1. Placements are assessed on a pass/fail basis.
2. Where a student submits a pass/fail assessment after the published deadline, without an approved extenuating circumstances case, a mark of 0 will be awarded.

**ARRANGEMENTS FOR PROFESSIONAL PLACEMENTS**

1. Following completion of placement a meeting of the Board of Examiners will be convened to consider performance on placement modules, to decide whether each student’s performance is ‘Satisfactory’ or ‘Unsatisfactory’. Where there is insufficient evidence to grade the student’s practice, this will be recorded as a deferred assessment.
2. Provided that no professional suitability concerns have been identified, a student graded as Unsatisfactory on Professional Placement will be:
3. counselled as to their suitability for the remainder of the programme. If, after such counselling, the student decides to continue with the programme, s/he will be required to complete a reassessment of the professional placement, but in a different school;
4. required to attend a meeting with the Programme/Pathway Director and/or a relevant Curriculum/Professional Tutor to discuss their action plan and confirm targets for the re-assessment of professional placement.
5. A student will be given a single opportunity for reassessment of each professional placement.
6. A reassessment of placement will be permitted if all the following criteria have been met:
7. there is an action plan, approved by the Programme/Pathway Director, to address the issues raised on his/her placement, which gives a clear outline of the actions the student will take to improve their practice in these areas;
8. there is evidence that the student has demonstrated a willingness to adopt a constructive approach to the advice received from either the mentor, University tutor(s), and any other advisors, in relation to their targets and progress towards the Standards for QTS;
9. there is no evidence that the student has deviated significantly from the behaviour commensurate with a professional code of conduct.
10. Where reassessment of placement is offered by the Board of Examiners, the timing and location of the placement will be determined by the relevant Programme/Pathway Director.
11. The reassessment of the professional placement must be completed successfully prior to commencement of the next scheduled professional placement. If the reassessment of the placement is not graded as ‘Satisfactory’ then paragraph 21 will apply.
12. Students who are unable to demonstrate achievement of the Teachers’ Standards on a professional placement may:
13. withdraw from the programme with any credit gained OR
14. transfer to another programme, if they meet the appropriate requirements OR
15. transfer to the route within the programme that does not lead to a recommendation for QTS. (Where this is the case the student will be required to complete a period of experience in another appropriate work setting in place of any remaining professional placements. Such students will not be recommended for QTS, but may be eligible for the award of the degree.)
16. In the case of a student on a final placement failing to reach the required standard in a small number of areas, the Board of Examiners may recommend an extended period of placement (but normally less than the full period) in order for the student to meet the standards in all areas. In doing so the Board of Examiners will take into account the following:
17. the likelihood of the student being able to meet the required standards by the end of the extended placement;
18. any extenuating circumstances that have applied during the placement;
19. progress towards meeting any action plans that are in place;
20. the formally expressed views of the placement setting and its ability to accommodate the student for the additional time.

**PROFESSIONAL SUITABILITY**

1. The Faculty of Education Professional Suitability Panel will make a judgement as to a student’s suitability for entry to the teaching profession, where the practice of the student has been of such significant concern that the learning and/or welfare of pupils and schools is jeopardised by the continued presence of that student on placement.

**ATTENDANCE REQUIREMENTS**

1. All students are required to attend all taught sessions related to modules and Professional Placement sessions as determined by their Student Programme Handbook. Attendance will be recorded and all absence is counted regardless of reason (apart from events which fall within the category of “Routinely Allowed Absence”).
2. Routinely Allowed Absence includes attendance at funerals, job interviews are exempt from the penalties listed below. However, students must make all possible efforts to minimise absence.
3. The additional time required for absence (including certified illness and absences outside of the routinely allowed absence) will be as follows:

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| **Absence from Professional Placement and/or University sessions** | **Additional time required (per level)** |
| **1-5 days** | Nil |
| **6-10 days** | At the Programme/Pathway Director’s discretion, taking to account   * the extent to which absence has affected attendance at placement * the extent to which Teachers’ Standards and programme requirements are likely to be met in remaining normal time.   Discretionary judgements will be reported to the relevant Board of Examiners. |
| **11-30 days** | Required additional time, as specified by the particular Programme Director |
| **Over 30 days** | Student must re-take the whole year or level. |

1. Students are required to keep their own register of attendance during a professional placement, which will be signed by their mentor and checked by tutors at regular intervals.
2. In the case of students who are unavoidably absent during a professional placement through illness or other good cause, the Board of Examiners may require the time missed to be made up on professional placement at a later date, usually at the end of the stage / year.
3. Where absence is taken on more than one occasion (which falls outside of the routinely allowed absence), Tutors and Mentors will draw such absences to the attention of the relevant Programme /Pathway Director who will consult the Chair of the Board of Examiners to decide whether such absence deserves the designation of ‘Unsatisfactory’.

Reapproved by Academic Board, 05/09/2018.