**Guidance on PgCHEP equivalent requirement**

The following criteria should be applied by the PgCHEP Course Committee to any new or existing member of staff’s request for full or partial exemption.

**Full Exemption** may be agreed to where the member of staff provides evidence that s/he:

**Criterion 1**

Holds an equivalent qualification from another UK university recognised by the Higher Education Academy or has achieved Fellowship of the Higher Education Academy through their experiential process.

**Criterion 2**

Holds a higher education practice qualification from another university which can be demonstrated to be equivalent in coverage to the PgCHEP.

**Partial Exemption** is available with respect to PHE705 only where the member of staff already holds AFHEA, specifically aligned to the following Areas of Activity:

A2:

A3:

 . Full details of this process can be found at <https://www.ulster.ac.uk/__data/assets/pdf_file/0020/227063/PHE705-APEL-process.pdf>

**The PgCHEP Course Committee will provide formal notification of full and/or partial exemption to the appropriate University Committee.**

**How to Apply for Exemption**

If you wish to apply for **full exemption** you must complete the application form overleaf and submit this with the necessary supporting evidence to your Head of School. The PgCHEP team can provide guidance with regard to supporting evidence. The PgCHEP course specification is available at:

Applications should be supported by your Head of School and then sent to the PgCHEP Course Director for final approval by the Course Committee. The final decision will be communicated by the PgCHEP Course Director to you and your Head of School. You may need to provide a copy of this decision with your Final Probation form.

If you wish to apply for **partial exemption** contact the PgCHEP Course Director, Amanda Platt, directly for advice on the evidence you are required to submit.

**List of Equivalent Qualifications and Professional Body Recognitions (this will be added to as others are determined to be equivalent through application of Criteria 2)**

**Ulster University Awards**

* Post-graduate certificate in higher education practice (PgCHEP) and any precursors
	+ o PgCHET
	+ o PgCUT
	+ Post-graduate certificate in Education for Nurses, Midwives and Specialist Community Public Health Nurses (leading to registration on the Nursing and Midwifery Council) and precursors

**External Awards**

A qualification from another university accredited by the Higher Education Academy with co-terminus achievement of Fellowship of the HEA

**Professional Recognition**

Fellowship of the HEA achieved through an experiential or CPD application

**Application for Exemption from PgCHEP**

|  |  |
| --- | --- |
| Applicant’s Name |  |
| School |  |
| Faculty |  |
| If applying for Full Exemption please indicate grounds:**Criterion 1** **Criterion 2**  | **Supporting evidence requirements:****Criterion 1** (enclose copy of certificate/ Fellowship certificate as evidence)**Criterion 2** (enclose course specification mapped against PgCHEP course specification to demonstrate equivalence) |
| **Approval of Application**  |  |
| Head of School Supporting Signature: |  |
| PgCHEP Course Committee Approval of Request: |  |
| Date of Approval: |  |

Please email the completed forma together with any additional evidence to pgchep@ulster.ac.uk