

# Applying for the PGCert in Higher Education

## Step-by-Step Guide for applicants

Thank you for your interest in the University of Greenwich's [Postgraduate Certificate in Higher Education](#) (PGCert HE).

PGCert HE is an 8-month, 60-credit Level 7 programme. It is ideal for those seeking to obtain a professional qualification in higher education pedagogy. On successful completion of the programme, you will earn a Postgraduate Certificate in Higher Education and Fellowship of the Higher Education Academy (FHEA).

We strongly recommend applying early to ensure sufficient time to complete registration and to enhance your overall experience.

### **For University of Greenwich staff:**

Please note that all Greenwich staff receive full sponsorship from the University and are exempt from programme fees.

### **Before your application**

Please carefully review the eligibility requirements below. All applicants are required to have:

- Guaranteed minimum of 50 hours teaching in higher education (Levels 4-7) during the study period (Sept-Apr), with at least 25 hours in the first term (Sept-Dec). Teaching may include lecturing, facilitating seminars or workshops, tutorials, supervision, and similar.
- Prior experience in higher education or higher education within further education settings (Levels 4-7) within the last 3 years in all Areas of Activity based on the Advance HE [Professional Standards Framework 2023](#) at D2 (Fellowship). Please use the [Fellowship Category Tool 2023](#) to self-determine if you are suitable to study on the programme for a D2 fellowship.
- A screenshot of your Fellowship Category Tool's result. Please see above.
- For those who were on the Pre-PGCert HE Developmental pathway, a screenshot from Horizon showing you have completed the Practical Teaching Course and Academic Tutoring workshop.

Additionally, you must be able to complete a mandatory observation of teaching, which involves recording a video of your teaching.

**Applications without a personal statement demonstrating how the eligibility requirements are met will not be considered.**

Please contact the programme team at [ltheprog@gre.ac.uk](mailto:ltheprog@gre.ac.uk) if you'd like to discuss eligibility requirements and for more guidance on admissions.

- [Digital copies of your qualifications and ID documents](#)

You will need to upload a copy of your undergraduate (honours) degree certificate and transcript at 2:2, or above, as this is a programme entry requirement. If you have a higher qualification, you may provide details on your highest qualification. Please submit one qualification only, as you will be asked to provide degree transcripts.

You may need to upload a copy of your Passport and Visa depending on your residential status.

#### For University of Greenwich staff:

- [Your 9-digit Banner ID](#)

You must already have a 9-digit Banner ID from Greenwich to start your application.


If you are staff, but do not have your Banner ID, please contact the [IT Service Desk](#).

## Applying to the programme

1. Go to the [Application Page](#) and create your Login ID and PIN. Click 'Login'.

#### Admissions Login - New User

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I'm not a robot  reCAPTCHA  
Privacy - Terms

**Login ID:** Your Login ID can be a combination of letters and numbers up to 9 characters long.

- Your Login ID is case sensitive and must be unique to you.
- If the Login ID already exists you will be prompted to choose again.

**PIN:** Your PIN must be six numeric characters.

**Forgotten details:** If you already have an Online Application account with the University of Greenwich but have forgotten your Login ID and / or PIN please contact the [Admission 9000](#)

Your PIN can be up to 6 numeric characters. Minimum 6 numeric characters are required. Enter your PIN again to verify it and then select Login. Your Login ID and PIN will

**Create a Login ID:**

**Create a PIN:**

**Verify PIN:**


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2. Ensure 'Postgraduate' application type is selected, as well as answering 'Yes' or 'No' according to whether you have qualifications taken outside the UK. The number of qualifications you have does not impact decisions with admissions.

Select an Application Type Online Application Form

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 To Apply for Admission, first select the Application Type for the programme you wish to apply for from the drop down list displayed below and then click the Continue button.

**SPECIAL NOTE FOR INTERNATIONAL APPLICANTS:** You must attach copies of transcripts (translated into English) from all studies taken outside the United Kingdom.

If you are currently, or have previously, lived or studied in the UK on any type of Visa, you must also attach copies of all current and previous visas, together with transcripts of any studies undertaken in the UK, including English Language studies.

If you require a Tier 4 (General) student visa to study with us and you do not provide information on previous studies undertaken in the UK, any Tier 4 (General) student visa application may be refused. Your application can only be processed if this information is attached.

Applicants to MPhil or PhD programmes applying for [Postgraduate Research Studentships](#) must include the Studentship reference number in the personal statement section of this application form.

**Application Type:**

**Do you hold qualifications that were taken outside of the UK?**  Yes  No

If you do hold qualifications that were taken outside of the UK you will need to upload Transcripts before submitting this application.


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3. Enter your first name and family name/last name on the form as you would like it to appear on your transcript and as it matches your passport or other form of identification.

Apply for Admissions Online Application Form

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 Enter your first name, last name and any middle names and then click **Fill Out Application**. Throughout your application please ensure that you use a mixture of upper and lower case e.g. Joe Bloggs.

Any items marked with a \* indicate a required field; you will not be able to complete a section until all these fields are complete.

**Application Type:**

**First Name:\***

**Middle Name:**

**Last Name:\***

**Previous Name (first name + middle name + family name)**

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4. You will then see a checklist. Fill in the Name, Permanent Address, Mailing Address and Statistical Information fields with the relevant information.

If you have a non-UK passport but are studying in the UK, you may be contacted by Admissions once your application is received to provide your current passport and all visas/CAS/BRP used to live/study in the UK.


**For University of Greenwich and MSA staff:**

**Under 'Statistical Information', in response to the question 'Who do you expect to pay your fees?' – select 'Other source of finance', as this will be covered by a fee waiver by your employer.**

When finished, return to the checklist.

## Application Checklist

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 Below is a checklist of the sections that make up the Online Application Form. Please refer to the guidance notes. Once you have completed a section a tick will appear next to it on this checklist. When you have completed a section, you can return to the application form. If you wish to complete your application at a later date click **Finish Later**, your application will be saved and you can return to it at a later date.

- |   |   |
|---|---|
|  Name                    |  Employment / Supporting Info. |
|  Permanent Address       |  Referee Details               |
|  Mailing Address         |  Qualifications                |
|  Statistical Information |  Previous / Current Education  |
|  Programme Information   |  Signature                     |

Application is Complete

Finish Later

5. Click on 'Programme Information' and enter the following:

Under **Month/Year of Entry**: 09 and "current year"


Under **Programme of Study**: Higher Education PG Cert

Under **Mode/Point of Entry**: Distance Learning/Year 1. Please **only select this option**.

Then click 'continue'.

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**Programme Information** (Checklist item 5 of 10)

 Please select the programme you wish to apply for from the list.

When you have finished click **Continue** to go to the next section.

**Month/Year of Entry \*** Month  Year   
**Programme of Study \***   
**Mode/Point of Entry \***

**If you are applying for post 16/adult teacher training please indicate which subject(s) you wish to teach**

[Return to Checklist without saving changes](#)

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6. Under '**Employment/Supporting info**', enter your employer.


7. Under the **Personal Statement** section:

- tell us your department, Faculty, a brief description of your prior teaching experience and how you meet our eligibility requirements (see above under Eligibility).
- whether you have a guaranteed minimum of 50 hours teaching in HE (Levels 4-7) during the registration period, with at least 25 hours in the first term (we will request a reference from your Line Manager or your Head of School to confirm this)
- and anything else you'd like us to know.

**Please note that applications without a personal statement will not be considered.**

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**Employment / Supporting Info.** (Checklist item 6 of 10)

 Please provide details of any relevant work experience.

You should include a personal statement in support of your application. Please refer to the guidance notes for help in completing this section.

When you are finished, click **Continue** to go to the next section.

**Name and Address of Employer**

**Description of Job / Nature of Employment**

**Full or Part Time?**

Full Time  Part Time

**Employment Start Date**

Day  Month  Year

**Employment End Date**

Day  Month  Year


**Personal Statement (max 3950 characters)**

3950 characters remaining in your input limit.

- In the **Referee Details section**, please put the details of your **Line Manager** or another senior staff member such as your **Head of School** who can confirm your employment and teaching hours.

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#### Referee Details (Checklist item 7 of 10)

 Please enter the name and address of a referee. If you already have a reference you can paste this into the box at the bottom of the page.

Please refer to the guidance notes relating to references.

When you are finished, click **Continue** to go to the next section.

<b>Name of Referee</b>	<input type="text" value="My Line Manager's name"/>
<b>E-mail Address</b>	<input type="text" value="line.manager@greenwich.ac.uk"/>
<b>Address Line 1</b>	<input type="text"/>

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- Fill in the remaining sections (Qualifications, Previous/Current Education, Signature) as fully as possible.

You will need to upload a copy of your undergraduate (honours) degree certificate and transcript at 2:2, or above, as this is a programme entry requirement. If you possess a higher qualification, you may provide details on your highest qualification.

We suggest that you upload one qualification only (a copy of your undergraduate –honours-degree certificate and transcript at 2:2, or above), as you will be asked by the University to provide degree transcripts.

We don't need school qualifications (high school or any degree below undergraduate degree).

If you have a copy of your qualification, please upload this at this stage, as it will speed up registration later on (you will be asked to provide this before you begin the programme).

Also upload the following as supporting documents:

- A screenshot of your Fellowship Category Tool's result. Please see above.
- For those who were on the Pre-PGCert HE Developmental pathway, a screenshot from Horizon showing you have completed the Practical Teaching Course and the Academic Tutoring workshop.

If you are required to submit an IELTS qualification, please upload this too as a supporting document. Staff from Greenwich and MSA (Egypt) are exempt from IELTS, along with any applicant who works in UK Higher Education.

- Once you are happy, click **Application is Complete**.

### After your application

Thank you for your application!

Please email [ltheprog@greenwich.ac.uk](mailto:ltheprog@greenwich.ac.uk) for your questions and we will get back to you as soon as possible.

Once you receive an offer from the University, you are required to register promptly by following the instructions provided by the University. **Failure to register may result in losing your place on the PGCert HE.** Registration typically takes 3- 5 weeks, depending on the document checks.

We look forward to seeing you on the programme!