Registration Details

Q1.   How can I apply for the SPARK Programme?
Applications are submitted online.
http://www.strath.ac.uk/hr/learninganddevelopment/spark

Q2.   Is there an application deadline?
There is no official deadline for applications, you can apply throughout the year.

Q3.   What if I have a question about which course Pathway or classes to choose?
Classes should be chosen to support your career objectives. If you are unsure which Pathway/classes to choose, contact the SPARK Academic Team who will be able to advise you which Pathway would best suit your individual development needs.
e: spark@strath.ac.uk

Q4.   Do I need to upload a copy of my qualifications or supporting documents on my application?
You do not need to upload your qualifications or supporting documentation.

Q5.   Do I need to supply references?
You only need to supply the **names** of 2 referees. We do not contact the referees.
If you have any problem finding referees please contact us at e: spark@strath.ac.uk

Q6.   What should I write on my Personal Statement?
This should be kept brief, 1 or 2 sentences giving the reason why you wish to be enrolled on the Programme.

Q7.   Do I have to pay a fee for the Programme?
If you are a staff member and your contract is for more than 1 year you are not liable to pay fees, however, if your contract is less than 1 year then you will be responsible for payment of fees. Please contact a member of the academic staff to discuss fees.

Q8.   I am a PhD student, can I apply to the Programme?
No, this Programme is opened to staff members only. PhD students **cannot** attend these classes. Courses for PhD students are available via RDP.
http://www.strath.ac.uk/rdp/

Class Details

Q1.   How do I find out what classes are being offered?
On the SPARK webpage here click on the course you are interested in, this will take you directly to the booking page where all class dates can be found.

Q2.   How do I book on a class?
Click on the Spark webpage here and select the module you wish to book.   If there are no available places please book on the waiting list and you will be given priority notice when the next available dates are released.

Q3.   How many credits is each class worth?
Each class is worth 20 credits except Independent Enquiry 1A which is 10 credits.

Q4.   How many classes/credits do I need?
You may have a probationary requirement to take classes from the SPARK programme and if so you should check your individual contract with the university to find out how many credits you are required to obtain. Required credits for awards are as follows:
- Postgraduate Certificate: 60 credits
- Postgraduate Diploma: 120 credits
- MSc: 120 credits AND dissertation

Q5.   How many classes can I enrol on at the same time?
You can enrol in as many classes as you choose, however you should consider your individual workload and commitments prior to enrolling in classes. We would suggest 1 or 2 per semester.

Q6.   How much time should I expect to commit for each class?
As well as 4 x 4 hour sessions you are expected to complete pre-session and post-session work as well as allowing time for consolidation tasks to reinforce learning.

Q7.   What if I cannot attend all 4 sessions?
You must attend a minimum of 3 out of the 4 sessions to meet the attendance requirement.

Q8.   How long will it take to complete the Certificate?
Normally participants can expect to complete the Certificate in 18-24 months and the Diploma in 2-3 years. Completion of the dissertation for MSc normally takes an additional year. The course, however, is tailored to the needs of individual participants with varying workloads and the rate of progression can vary.

Q9. **I am only doing the classes to meet the 30 credit requirement of my probationary conditions, do I still have to register for the programme?**
Yes, we still need to record your credits in the university system.
Apply to the non-graduating route (Admission Code: EDP6)
http://www.strath.ac.uk/hr/learninganddevelopment/spark/

Q10. **Where are the classes held?**
The classes are mainly held in Rooms GH450/451 Level 4, Graham Hills, **40 George Street.** There are 2 entrances to the building, please enter through **40** George Street, the entrance nearest High Street (**not 50**). However **always** check the booking page details when signing up for a class as other rooms may be used.
http://www.strath.ac.uk/maps/grahamhillsbuilding/

Q11. **What if I cannot make the deadline for submitting my coursework?**
Please see university document on mitigation circumstances here

Q12. **My class sessions take place over lunch time, what should I do for lunch?**
You are encouraged to bring a snack or packed lunch. Coffee/tea and biscuits will be provided for all sessions. Any special dietary requirements should be advised well in advance.

Q13. **How many participants will be enrolled in the class?**
The maximum is normally 20 participants.

Q14. **When will I receive my Certificate/Diploma?**
The Exam Board is held once a year in September and you will receive your certificate after the Graduation Ceremony which is held in November.

Q15. **How do I apply for Fellowship of the Higher Education Academy?**
Completing the PG Cert in Academic Practice or PG Cert in Learning and Teaching renders you eligible for membership of the HEA at the level of Fellowship of the Higher Education Academy. We notify the HEA of your eligibility and they will notify you by email requesting you to register and download your certificate. For HEA details see click on the link below https://www.heacademy.ac.uk/about-hea

Q16. **Do I have to pay for fellowship of the Higher Education Academy?**

Applications for HEA fellowship are free for Strathclyde staff as this route to recognition is a framework that is accredited by the Higher Education Academy.