



# UNIVERSITY OF BUCKINGHAM

## INTERNATIONAL DIPLOMA IN EDUCATION

### 2025/2026 REGISTRATION

This document guides prospective trainees intending to register for the University of Buckingham International Diploma in Education Programme for the January cohort of the 2025/2026 session starting in January 2025.

**Registration START: 28<sup>th</sup> of October, 2024**

**Registration END: 14<sup>th</sup> of December, 2024**

**Prospective trainees are to fill out the registration form during this period and proceed to pay the registration fee of five thousand Naira (₦ 10,000) only as the payment confirms your registration.**

### **Entry Requirements**

Prospective trainees need to meet the following criteria for admission. You must meet these criteria to ensure you are eligible for admission.

1. **Academic Requirement: The minimum academic requirement is an O'level / WASSCE with 5 credits (Inclusive of Mathematics and English).**

This means teachers need at least an O'level certificate to participate in this programme. Teachers with higher qualifications (Bachelor's Degrees in Education, Bachelor's Degrees not in Education, Master's Degrees, Post-graduate Degrees, and other academic qualifications above O'level/WASSCE) are also welcome to apply.

**2. Technical Requirement: have an internet-enabled device (mobile phone, tablet, or laptop).**

The iDE will be delivered through a Learning Management System (LMS), accessible via a mobile application or a web browser. Users must possess the technical know-how to navigate a smartphone, as familiarity with mobile devices is essential. The app requires a mobile device with Android version 7 or higher, or iOS version 10 or higher. Additionally, it is important to note that the web version does not offer options for offline downloads.

**3. Professional Requirement: be a teacher in a classroom.**

To participate in the iDE programme, you must be either a full-time or part-time teacher, or you should be starting a teaching role when the program begins. The iDE is similar to in-service training, focusing on practical application. As such, you will be expected to regularly implement the concepts and skills you learn throughout the course. Additionally, practical assessments will be conducted in the classroom, and these assessments will play a crucial role in determining your overall course results.

## **Application Process**

Applicants can register **Online using the Google Form Link:** Please note the following important details for a smooth registration process:

- **Active Gmail Account Required:** You need to have an active Gmail account (e.g., names.urname123@gmail.com) to register using the Google Form.
- **Accessibility:** The form can be filled out on your computer, tablet, or mobile device.
- **Document Uploads:** You will be required to upload your documents in the format and sizes specified in the form.

Please note that this form applies to Individual School Teachers and Individual School Owners. To register as a group, kindly refer to the [“Partnership”](#) page on the website. You can click on the link titled **“Google Form Registration Link”** below to access the registration form.

### **[Google Form Registration Link](#)**

# Registration Documentation

You will need to submit the following supporting documents electronically.

## **Electronic submission (via Google form)**

**All files for upload or electronic submission are not to exceed 1MB each in size. Kindly ensure that you upload your documents in the required format (see more below).**

- 1. Passport Photograph:** You will be required to attach/upload a recent passport photograph of yourself, no older than 3 months. The passport photograph must be clear and in JPEG, JPG or PNG format if you are uploading it on the Google Form or submitting it via email.
- 2. Highest Academic Qualification:** A scanned copy of your highest academic qualification will be required. If your highest academic qualification is an O-level certificate, it must meet the minimum requirement of 5 credit passes inclusive of Mathematics and English. This document can be in PDF or picture format.
- 3. Letter of employment:** A scanned copy of your letter of employment or a letter from the school where you teach confirming that you are a teacher there. The letter must be signed by the school owner or headteacher, and in PDF or picture format. School owners are exempted from this requirement, i.e. the letter of employment is not needed for school owners.
- 4. Valid means of Identification:** As you complete your registration for the UoB iDE programme, please be advised that a valid means of identification will be required for upload during the registration process. This is necessary to verify your identity and ensure that there is no impersonation. You can upload any of the following forms of identification: Driver's License, National Identification Number (NIN) or International Passport. Make sure to have your identification document ready for upload as you fill out the registration form. This document can be in PDF or picture format.
- 5. Registration Fee:** Once you have filled out your registration using the Google Form link, you will get a unique number. This unique number will serve as your payment reference or payment narration when you proceed to pay for your registration after submitting the form. Payment details will be included in the confirmation email sent to you after filling out the registration form.

If you choose to make your registration payment via the USSD option, please ensure to send the details of your payment to us via WhatsApp at the contact information provided at the bottom of this document for verification.

**Please Note:** Payment of the registration fee validates your registration, so it is essential to complete this step.

Having read through the required documents, you can register once all documents have been made available.

## **Contact Us**

If you encounter any challenges during registration, kindly contact us Mondays – Fridays, 10:00 AM – 4:00 PM:

WhatsApp | +2349038581262

Phone | +2349038581262

Email | [admissions@ubttp.com](mailto:admissions@ubttp.com)

We wish you all the best in your registration,

The UoB iDE Team