

UNIVERSITY OF BUCKINGHAM

INTERNATIONAL DIPLOMA IN EDUCATION

2024/2025 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 2024/2025 session starting in January 2024.

Registration START: 2nd of October, 2023

Early Bird Registration END: 2nd of December, 2023

Late Registration END: 23rd of December, 2023

Prospective trainees are to fill out the registration form during this period and proceed to pay the registration fee of five thousand Naira (₦ 5,000) only as the payment confirms your registration.

Late registration attracts a registration fee of seven thousand Naira (₦ 7,000) only.

Entry Requirements

Prospective trainees need to meet the following criteria for admission. Not meeting any one of these criteria will disqualify you from admission.

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

This means that 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) via a mobile application (App) or through a web browser. The minimum requirement for your phone is Android version 5.1 (but Android version 7 and above are better) or iOS version 9. The web version does not give offline download options.

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

You must be either a full- or part-time teacher or starting a teaching role when the programme begins. The iDE can be likened to in-service training. It is a practical course and will require regular implementation of what you learn. There will also be practical assessments that you need to do in the classroom; these assessments form an integral part of your course result.

Application Process

Applicants have **TWO** options to register for the new session. These are:

1. **Online using the Google Form Link:** You need to have an active Gmail Account (*e.g. names.urname123@gmail.com*) to register using the Google Form. The form can be filled in on your computer, tablet or mobile device. You will be required to upload your documents in the format and sizes specified below. You can click on the link titled “Google Form Registration Link” below to access the Google Form. Please note that this form is both for School Teachers and School Owners.

[Google Form Registration Link](#)

2. **Online via Email using the Electronic Form:** The Electronic Registration Form can be downloaded and filled in electronically on your mobile device, tablet or computer. You will need to submit the completed form and all accompanying scanned documents to our email address admissions@ubttp.com. The subject of your email should be “Registration January 2024/2025” and all attachments should carry your name and document label as title. For

example, an employment letter for Seun Daniel should be renamed as “Seun Daniel Employment Letter”.

[Electronic Form Download for School Teachers](#)

[Electronic Form Download for School Owners](#)

Registration Documentation

You will need to submit the following supporting documents either electronically or on paper.

Electronic submission (via Email or Google form)

All files for upload or electronic submission are not to exceed 1MB each in size. Also, please make sure 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 must be in PDF format if you are uploading it on the Google Form or submitting it via email.
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 format if you are uploading it on the Google Form or submitting it via email. School owners are exempted from this requirement, i.e. the letter of employment is not needed for school owners.
4. **Personal Statement:** Your statement has to be an expression of why you want to be on the UoB iDE programme in not more than 500 words. This document must be in a Word

document or PDF format if you are uploading it on the Google Form or submitting it via email.

- 5. Registration Fee:** If you complete your registration using the Google Form link, you will get a unique number which you will use in making payment for registration after submitting the form. This unique number will be your payment reference or payment narration. You will then be provided with the payment details.

If you complete your registration using the electronic submission via email, you will be required to make the payment using your phone number as a payment reference or payment narration.

In the case where registration payment is made via the USSD option, kindly send details of payment to us via WhatsApp (*contact at the bottom of this document*) for verification. Payment of the registration fee validates your registration.

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, 9:00 AM – 5:00 PM:

WhatsApp | +2349038581262

Phone | +2349038581262

Email | admissions@ubttp.com

We wish you all the best in your registration,

The UoB iDE Team