



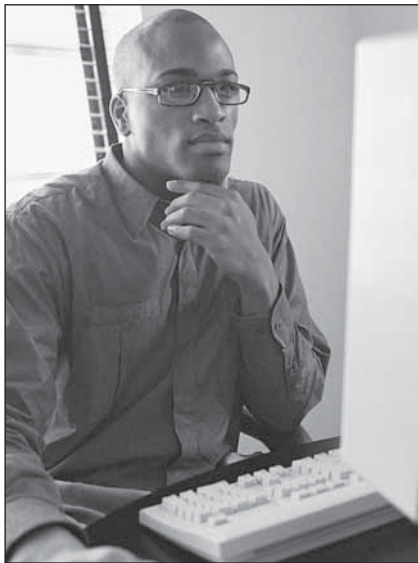
UNIVERSITY OF LONDON
External System

REGULATIONS

2010

Important document – please read

Please read this booklet with care. It contains important information that governs your registration as an External student and your programme of study



MSc degrees, Postgraduate Diplomas and Postgraduate Certificates in Livestock Health and Production and in Veterinary Epidemiology and Public Health

(Including short courses)

Important document – please read

Regulations are reviewed and published annually, and are subject to change. Examinations, for example, are governed by the Regulations in force at the time of the examination and not at the time that a student initially registered. Students must, therefore, refer to the Regulations for the current year at all times.

All students are required to comply with the regulations, as well as the procedures, deadlines and instructions issued by the University in, for example, the student handbook/manual and Notice to candidates. The University is not responsible for any consequences arising from a student's failure to comply with these Regulations, procedures, deadlines or instructions.

Copies of the publications, proceedings and other documentation referred to in these Regulations may be obtained, on request, from the External System.

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MSc degrees, Postgraduate Diplomas and Postgraduate Certificates in Livestock Health and Production and in Veterinary Epidemiology and Public Health

This booklet contains the Regulations for the MSc degrees, Postgraduate Diplomas and Postgraduate Certificates in Livestock Health and Production and Veterinary Epidemiology and Public Health and for the short courses that are derived from these awards. The booklet is divided into two parts as shown below – the Regulations for the awards and the Regulations for short courses.

Contents

The Awards

Programme Regulations

Paragraph	Page
1. Introduction	2
2. Programmes of study	2
3. Rules of progression	3
4. Entrance requirements	4
5. Period of registration	4
6. Assessment	4
7. Number of attempts permitted	5
8. Fees	5

Schedules

A Structures	7
B Course outlines	11
C Scheme of award	14
D Assessment criteria	15

General Regulations for Degrees and Other Awards at Masters Level

Paragraph	Page
1. The Regulations	19
2. Awards to External students	19
3. Application, entrance requirements and exemptions	20
4. Rules of progression	21
5. Period of registration	21
6. Transfer	22
7. Assessment	23
8. Number of attempts permitted	23
9. Students with a disability and/or special needs	23
10. Conduct of examinations	24
11. Fees	25

Short Courses

Short Course Programme Regulations

Paragraph	Page
1. Introduction	27
2. Short course programme of study	27
3. Progression to the related awards	28
4. Entrance requirements	28
5. Assessment	29
6. Fees	29

Schedule

A Progression within credit bearing short courses	30
B Course outlines	31
C Assessment criteria	38

Short Course General Regulations

Paragraph	Page
1. The Regulations	39
2. Short courses	39
3. Progression to a degree or diploma	40
4. Period of registration	40
5. Assessment	41
6. Number of attempts permitted	41
7. Students with a disability and/or special needs	42
8. Conduct of examinations	42
9. Fees	43

Programme Regulations

This booklet contains the Regulations for the MSc degree, Postgraduate Diploma and Postgraduate Certificate in Livestock Health and Production and for the MSc degree, Postgraduate Diploma and Postgraduate Certificate in Veterinary Epidemiology and Public Health (known as the Programme Regulations) plus the General Regulations which govern all awards placed at level 7 of the Framework for Higher Education Qualifications (FHEQ). The FHEQ forms part of the academic infrastructure of the Quality Assurance Agency for Higher Education (QAA) in England and Wales. The two sets of regulations should be read together.

1. Introduction

1.1 The University awards the degrees of Master of Science in Livestock Health and Production and Master of Science in Veterinary Epidemiology and Public Health, hereafter called the MSc degree in Livestock Health and Production and MSc degree in Veterinary Epidemiology and Public Health. A Postgraduate Diploma and a Postgraduate Certificate in Livestock Health and Production and a Postgraduate Diploma and a Postgraduate Certificate in Veterinary Epidemiology and Public Health are also awarded. The award of the MSc degrees, Postgraduate Diplomas and Postgraduate Certificates to External students is controlled by both these Programme Regulations and by the General Regulations.

1.2 The MSc degrees, Postgraduate Diplomas and Postgraduate Certificates are awarded without classification. At the discretion of the Board of Examiners a mark of distinction will be awarded to those students who have completed the MSc degree examination and have shown exceptional merit; a mark of merit may be awarded to those students who have completed the MSc degree examination and have shown merit.

1.3 A former student of the University of London whose registration for the Postgraduate Certificates, Postgraduate Diplomas or MSc degrees in Livestock Health and Production or in Veterinary Epidemiology and Public Health was terminated because he or she had exhausted the permitted number of attempts at the examination will **not** be permitted to register again as an External student for the Postgraduate Certificate, Postgraduate Diploma or MSc degree in Livestock Health and Production or the Postgraduate Certificate, Postgraduate Diploma or MSc degree in Veterinary Epidemiology and Public Health (see paragraph 2.7 of the General Regulations).

1.4 A student who has accepted the award of the Postgraduate Certificate in Livestock Health and Production or the Postgraduate Certificate in Veterinary Epidemiology and Public Health will **not** be permitted to re-register for the Postgraduate Diploma or the MSc degree in Livestock Health and Production or the Postgraduate Diploma or MSc degree in Veterinary Epidemiology and Public Health under these or any other Regulations. Students cannot be awarded both a Postgraduate Certificate and a Postgraduate Diploma or a Postgraduate Certificate and an MSc degree.

1.5 A student who has accepted the award of the Postgraduate Diploma in Livestock Health and Production or the Postgraduate Diploma in Veterinary Epidemiology and Public Health will **not** be permitted to re-register for the MSc degree in Livestock Health and Production or the MSc degree in Veterinary Epidemiology and Public Health under these or any other Regulations. Students cannot be awarded both a Postgraduate Diploma and an MSc degree.

1.6 The date of the award of the MSc degree, Postgraduate Diploma and Postgraduate Certificate to successful students will be **31 December**.

2. Programmes of study

2.1 The Postgraduate Certificate in Livestock Health and Production consists of **two** courses, as follows:

- **one** compulsory core course *plus*
- **one** further core course.

2.2 The Postgraduate Certificate in Veterinary Epidemiology and Public Health consists of **two** courses, as follows:

- **two** compulsory core courses.

2.3 The Postgraduate Diploma in Livestock Health and Production consists of **four** courses, as follows:

- **one** compulsory core course *plus*
- **one** further core course *plus*
- **two** optional courses.

2.4 The Postgraduate Diploma in Veterinary Epidemiology and Public Health consists of **four** courses, as follows:

- **two** compulsory core courses *plus*
- **two** optional courses.

2.5 The MSc degree in Livestock Health and Production and the MSc degree in Veterinary Epidemiology and Public Health each consists of **seven** courses, as follows:

- **three** compulsory core courses *plus*
- **four** optional courses.

2.6 Full details of the structures are given in Schedule A.

2.7 Subject to satisfying the rules of progression in paragraph 3, students may apply to transfer from the MSc degree in Livestock Health and Production to the MSc degree in Veterinary Epidemiology and Public Health and *vice versa*. Students may be considered for credit only for courses passed that are available on both MSc degrees.

2.8 Subject to satisfying the rules of progression in paragraph 3, students may apply to transfer from the Postgraduate Diploma in Livestock Health and Production to the Postgraduate Diploma in Veterinary Epidemiology and Public Health and *vice versa*. Students may be considered for credit only for courses passed that are available on both Postgraduate Diplomas.

2.9 Subject to satisfying the rules of progression in paragraph 3, students may apply to transfer from the Postgraduate Certificate in Livestock Health and Production to the Postgraduate Certificate in Veterinary Epidemiology and Public Health and *vice versa*.

3. Rules of progression

All students

3.1 In any one year, students registered for a Postgraduate Certificate, Postgraduate Diploma or MSc degree may study and be examined in a minimum of **one** course and a maximum of **four** courses, excluding re-sits.

Students registered for a Postgraduate Certificate

3.2 In order to be able to progress from the Postgraduate Certificate in Livestock Health and Production to the Postgraduate Diploma or MSc degree in Livestock Health and Production or from the Postgraduate Certificate in Veterinary Epidemiology and Public Health to the Postgraduate Diploma or MSc degree in Veterinary Epidemiology and Public Health, students must normally obtain a pass at the required level (see Schedule C) in each of the **two** Postgraduate Certificate courses and receive a recommendation from the Examiners that they may proceed to the remaining courses of the respective diploma or degree.

3.3 In the circumstances of paragraph 3.2 the Examiners may also recommend, if they think it appropriate, that a student who progresses from a Postgraduate Certificate to a Postgraduate Diploma or an MSc degree, may hold the pass at the Postgraduate Certificate to his or her credit in the event that he or she does not subsequently satisfy the Examiners in the remaining courses of the Postgraduate Diploma or MSc degree. If the student should be successful at the remaining courses, the pass at the Postgraduate Certificate examination will no longer be valid and the Postgraduate Diploma or MSc degree will be awarded. If the student should fail, or not complete, the remaining courses, he or she will be awarded the relevant Postgraduate Certificate with effect from the year in which the Postgraduate Certificate examination was passed.

3.4 A student who accepts the award of the Postgraduate Certificate will not be permitted to re-register for a Postgraduate Diploma or an MSc degree at a later date. Students, who have completed the Postgraduate Certificate and received an invitation to transfer, but do not make a decision on award or transfer within their registration period, will *normally* be automatically awarded the Postgraduate Certificate at the end of that period. The award will be with effect from the year in which Postgraduate Certificate courses were passed.

Students registered for a Postgraduate Diploma

3.5 In order to be able to progress from the Postgraduate Diploma in Livestock Health and Production to the MSc degree in Livestock Health and Production or from the Postgraduate Diploma in Veterinary Epidemiology and Public Health to the MSc degree in Veterinary Epidemiology and Public Health, students must normally obtain a pass at the required level (see Schedule C) in each of the **four** Postgraduate Diploma courses and receive a recommendation from the Examiners that they may proceed to the remaining courses of the respective degree.

3.6 In the circumstances of paragraph 3.5 the Examiners may also recommend, if they think it appropriate, that a student who progresses from a Postgraduate Diploma to an MSc degree, may hold the pass at the Postgraduate Diploma to his or her credit in the event that he or she does not subsequently satisfy

the Examiners in the remaining courses of the MSc degree. If the student should be successful at the remaining courses, the pass at the Postgraduate Diploma examination will no longer be valid and the MSc degree will be awarded. If the student should fail, or not complete, the remaining courses, he or she will be awarded the relevant Postgraduate Diploma with effect from the year in which the Postgraduate Diploma examination was passed.

3.7 A student who accepts the award of the Diploma will not be permitted to re-register for an MSc degree at a later date. Students who have completed the Diploma and received an invitation to transfer, but do not make a decision on award or transfer within their registration period will automatically be awarded the Postgraduate Diploma at the end of that period. The award will be with effect from the year in which Diploma courses were passed.

3.8 At the discretion of the Examiners, a student registered for a Postgraduate Diploma in either Livestock Health and Production or Veterinary Epidemiology and Public Health, who does not complete or pass in the **four** courses comprising a Postgraduate Diploma may be awarded a Postgraduate Certificate, provided that he or she achieved a pass in the **two** courses comprising the Certificate.

Students registered for an MSc degree

3.9 Students are strongly advised to study one or more of the compulsory core courses before taking any optional courses.

3.10 At the discretion of the Examiners, a student registered for the MSc degree in Livestock Health and Production who does not complete or pass in the **seven** courses comprising the MSc degree may be awarded a Postgraduate Diploma or a Postgraduate Certificate in Livestock Health and Production, provided that he or she achieved a pass in the **four** courses comprising the Postgraduate Diploma or in the **two** courses comprising the Postgraduate Certificate.

3.11 At the discretion of the Examiners, a student registered for the MSc degree in Veterinary Epidemiology and Public Health who does not complete or pass in the **seven** courses comprising the MSc degree may be awarded a Postgraduate Diploma or a Postgraduate Certificate in Veterinary Epidemiology and Public Health, provided that he or she achieved a pass in the **four** courses comprising the Postgraduate Diploma or in the **two** courses comprising the Postgraduate Certificate.

Progression from a short course

3.12 Students who successfully complete the assessment for one or more of the **50 hour short courses** may be considered for progression to the related **240 hour short course**.

3.13 All transferring students will be required to complete the examination for the relevant 240 hour short course irrespective of the number of 50 hour short courses previously taken. A transfer fee will be payable.

3.14 There is no direct progression to the MSc degree, Postgraduate Diploma or Postgraduate Certificate from the **50 hour short courses**.

3.15 Students who successfully complete the assessment for one or more of the **240 hour short courses** may be considered for progression to the following related awards:

- *Postgraduate Certificate in Livestock Health and Production*
- *Postgraduate Diploma in Livestock Health and Production*
- *MSc degree in Livestock Health and Production*
- *Postgraduate Certificate in Veterinary Epidemiology and Public Health*
- *Postgraduate Diploma in Veterinary Epidemiology and Public Health*
- *MSc degree in Veterinary Epidemiology and Public Health*.

3.16 Students who are permitted to progress may be credited with a maximum of **two 240 hour short courses** if transferring to the Postgraduate Diploma or MSc degree or **one 240 hour short course** if transferring to the Postgraduate Certificate (see paragraph 2.2 of the Short Course Programme Regulations).

3.17 Further rules governing progression to the MSc degrees, Postgraduate Diplomas and Postgraduate Certificates are given in paragraph 3 of the Short Course General Regulations.

3.18 There is **no** progression from **35 hour short courses**.

4. Entrance requirements

4.1 In order to be eligible to register for an MSc degree, a Postgraduate Diploma or a Postgraduate Certificate, an applicant must satisfy the respective entrance requirements given in paragraphs 4.2 to 4.4.

4.2 An applicant must have:

- **MSc degrees**

Either

- (a) a second class honours degree or the equivalent in a scientific subject, veterinary science, animal science, agriculture, biological sciences or medicine, from a university or other institution acceptable to the University of London.

or

- (b) a second class honours degree or the equivalent in a scientific discipline which has, in the opinion of the University, included suitable preliminary training, from a university or other institution acceptable to the University of London.

- **Postgraduate Diplomas and Postgraduate Certificates**

A degree or a technical or professional qualification and work experience considered appropriate and relevant by the University.

4.3 All applicants must provide evidence of their English language ability. Applicants whose first language is not English must provide documentary evidence acceptable to the University that the applicant has, no more than three years prior to the application, either been educated in English (minimum 18 months); or worked in English (minimum 18 months) or passed a test of English proficiency acceptable to the University of London – for example IELTS with an overall score of 6.5 with a

minimum of 6.0 in each sub-test or TOEFL score of 580 (or 237 in the computerised test) plus 4.5 in the Test of Written English (TWE)/Essay rating.

4.4 Students are also required to meet the appropriate computer hardware and software requirements.

4.5 Applicants who do not satisfy these requirements may be considered by the University on an individual basis.

5. Period of registration

5.1 The minimum period of registration for the MSc degree is **two** calendar years from the effective date of registration for the degree. The maximum period of registration is **five** calendar years from the effective date of registration for the MSc degree.

5.2 The minimum period of registration for the Postgraduate Diploma is **one** calendar year from the effective date of registration for the Diploma. The maximum period of registration is **five** calendar years from the effective date of registration for the Postgraduate Diploma.

5.3 The minimum period of registration for the Postgraduate Certificate is **one** calendar year from the effective date of registration for the Certificate. The maximum period of registration is **five** calendar years for the Postgraduate Certificate.

5.4 An application for an extension of registration may be considered under paragraph 4 of the General Regulations. A fee may be payable.

5.5 Students who have not completed all of the requirements of the programme for which they are registered within the maximum period of registration may apply for a renewal of registration for a further full period, in accordance with paragraph 5.3 of the General Regulations.

5.6 The effective date of a student's registration shall be **1 January** in the year in which he or she is initially registered.

6. Assessment

6.1 Each individual course will be examined by **one** three-hour unseen written paper, containing essay and/or short answer questions, and by **one** assignment (with the exception of the research report which will be assessed by coursework only, see paragraphs 6.8 – 6.17).

6.2 The Tutor Marked Assignment (TMA) is an essential part of the examination. If a student does not submit at least **one** assignment before the final submission deadline given in the Student Handbook, he or she will be deemed to have withdrawn from the examination for that course. If a student submits more than one assignment, the mark for the best assignment will count in the formal assessment process. A maximum of three TMAs may be submitted for assessment per module.

6.3 Students are strongly advised that all Tutor Marked Assignments (TMAs) should be new pieces of work. However, should a student choose to re-use previously submitted work in a subsequent TMA:

- (a) the student must reference the original use of that work, and must comply with the regulations governing plagiarism (see General Regulations 10.10 and 10.12)

(b) it will be at the discretion of the Examiners as to whether the work will contribute to the final mark and as to which piece of work receives the mark.

6.4 The grade awarded on each individual course will be based on the mark obtained in the written paper and on the mark for the compulsory TMA. The written paper mark and the assignment mark will be weighted on the scale **80:20**.

6.5 Examinations by written paper, wherever held, will take place on one occasion each year, normally in **October**.

Calculators

6.6 Electronic calculators may be used. These should be of a hand-held non-programmable type and the name and model should be stated clearly on the examination paper.

Assignments

6.7 The assignment will take the form of written work specified in the course materials.

6.8 Assignments must be submitted to the Course Administrator at the address given and according to the dates provided in the Student Handbook.

Research Project

6.9 The output from the research project (MSc degree only) is a research paper suitable for publication in a scientific journal.

6.10 The research project counts as coursework. However, the overall weighting for the assessment of the MSc degree of written paper to coursework is **80:20**.

6.11 For the research project, the student is required to submit a research proposal, for approval by the Programme Director, by **1 March** in the calendar year in which the student chooses to take the research project.

6.12 The research proposal should be of about 500 (and no more than 1,000) words in length.

6.13 The research proposal will not form part of the final assessment. However, students who do not submit a research proposal will not be permitted to carry out the research project.

6.14 For students whose proposals are approved, a Royal Veterinary College supervisor will be selected by mid-March.

6.15 Students will be expected to conduct their research between mid-March and mid-August. During July, the supervisor will conduct a mid-term assessment of progress. From mid-August to mid-October, students will be expected to write up their research, in the form of a literature review and a scientific report for publication.

6.16 The completed research paper must be submitted by post or courier to the Distance Learning Office at the Royal Veterinary College by **31 October**. A paper received after the deadline will not normally be considered. An extension to the research project will be at the discretion of the Programme Director.

6.17 Additionally, students will be required to undertake an oral examination conducted either face to face or via telephone in November.

6.18 Prior to undertaking the research project, students are strongly encouraged to study *Research Design, Management and Grant Application Writing* [667 0014] (see Schedule B).

7. Number of attempts permitted

7.1 Details of the number of attempts permitted are given in paragraph 8 of the General Regulations.

7.2 A student re-entering an examination may, at the discretion of the Examiners, be permitted to carry forward the mark obtained on the compulsory assignment.

7.3 If a student fails to satisfy the Examiners at a second attempt at any examination, his or her registration for the relevant award will cease. The student will not be permitted to re-register for the MSc degree, the Postgraduate Diploma or the Postgraduate Certificate, nor to make a further attempt at the examination.

8. Fees

Fees – general

8.1 The fees payable to the University for a Postgraduate Certificate, a Postgraduate Diploma and an MSc degree in Livestock Health and Production and in Veterinary Epidemiology and Public Health are as follows:

- in order to register for the degree, students are required to pay a **registration fee and**
- students are required pay a **course fee** for each course they study. This fee includes the first entry to the examination for that course.

Additional fees, as applicable, are as indicated in paragraphs 8.4 to 8.6.

8.2 On registration for a MSc degree, a Postgraduate Diploma or a Postgraduate Certificate, students may choose to pay:

- either a single payment, covering the registration fee and all course fees
- or the registration fee plus the fees for the courses to be studied in the first year. To be registered, a student must pay at the same time both the registration fee and the fee for at least **one** course. In subsequent years, only the fees for any new courses are payable.

8.3 The fees for 2010 are as follows:

MSc	Total fee	£9,120
PG Diploma	Total fee	£5,415
PG Certificate	Total fee	£2,850
Registration fee (MSc)		£1,200
Registration fee (Diploma)		£900
Registration fee (Certificate)		£600
Course fee (MSc/Diploma/Certificate)		£1,200

Students intending to study the optional module *Advanced statistical methods in veterinary epidemiology* (course code: 667 0013) will require access to Arc View 9.0 GIS software, plus the extensions, Spatial Analyst and 3D Analyst. The cost of the GIS software is NOT included in your course fee and you will

need to purchase it if you do not have access to it. If you would like to purchase the software, please contact ESRI via the following website: <http://www.esri.com/company/locations.html> and select your country of residence from the drop-down menu. You may be eligible for a student discount, therefore please supply full details of the course you are intending to study. To verify your registration at the External System, the following email address may be used: postgradquery@london.ac.uk

The GIS software used on this course is subject to a US export embargo, which covers a small number of nations. The list of countries affected by the embargo can be found on the following website: <http://www.treas.gov/offices/enforcement/ofac/programs/index.shtml>. You are strongly advised to visit this website before registering for this course.

Registration and course fees must be paid not later than **1 January** in the year of initial registration and by **10 January** (or as soon as the results of any examinations taken the previous year have been published), in subsequent years, for continuing students. No study materials will be despatched until the relevant fees have been received.

8.4 Additional fees for 2010 that will be payable, as applicable, are as follows:

Examination re-entry fees	
- for one course	£157
- for two courses	£238
- for three courses	£332
- for four courses	£420

The deadline for payment of an examination re-entry fee is **1 August** in the year of the examination.

8.5 A fee is normally levied by all examinations centres (other than London) and Overseas Examination Centres. This fee is payable by students each time they make an examination

entry. The University cannot be responsible for this fee nor can it influence the level of fee charged.

8.6 The University reserves the right to make additional charges for issuing revised or replacement study materials.

Transfer of registration

8.7 Students who transfer from a Postgraduate Certificate to a Postgraduate Diploma or an MSc degree, will be required to pay the relevant course fees for completion of a Postgraduate Diploma or an MSc degree respectively.

8.8 Students who transfer from a Postgraduate Diploma to an MSc degree, will be required to pay the relevant course fees for completion of an MSc degree.

Refunds

8.9 Registration fees will not be refunded except as provided:

If a student dies, or is prevented from pursuing his or her studies through a disabling illness, or that of a near relative for whose care he or she is responsible, a proportion of the registration fee which has been paid may be refunded at the discretion of the University provided that:

- the application is made within two years of the effective date of the student's registration
- no entry has been made to an examination for an MSc degree, a Postgraduate Diploma or a Postgraduate Certificate
- such medical or other evidence as may be required is submitted.

8.10 A refund of course fees will be given where the fee has been paid but no study materials have been despatched. Any refund may be subject to an administrative charge determined by the University (currently £50).

Schedule A / Structures

Livestock Health and Production

Postgraduate Certificate

One compulsory core course

*Animal disease (current concepts) [667 0001]
(formerly Animal disease Part I (current concepts))*

+

One further core course chosen from:

Developing and monitoring of livestock production systems [667 0018]

Principles of livestock production [667 0002]

Postgraduate Diploma

One compulsory core course

*Animal disease (current concepts) [667 0001]
(formerly Animal disease Part I (current concepts))*

+

One further core course chosen from:

Developing and monitoring of livestock production systems [667 0018]

Principles of livestock production [667 0002]

+

Two optional courses chosen from:

Developing and monitoring of livestock production systems [667 0018] (if not taken as a core course)

Principles of livestock production [667 0002] (if not taken as a core course)

Animal disease Part II (Infectious and production diseases – a species approach) [667 0008] †

Animal welfare [667 0016]

Economics for livestock development and policy [667 0019]

Epidemiology and animal health economics [667 0004]

Management of infectious disease outbreaks in animal populations [667 0017]

Reproduction and fertility – a species approach [667 0009]

Research design, management and grant application writing [667 0014]

Sustainable livestock farming in the environment [667 0020]

Veterinary public health [667 0006]

† Note: this course may only be chosen by students whose effective date of registration is 1 January 2008 or before. To be examined for the last time in 2010, except for a re-sit in 2011.

Note: the examination numbers have been appended to the course titles and these numbers should be used when completing examination entry forms.

MSc

Three compulsory core courses

*Animal disease (current concepts) [667 0001]
(formerly Animal disease Part I (current concepts))*

Developing and monitoring of livestock production systems [667 0018]

Principles of livestock production [667 0002]

+

Four optional courses chosen from

Animal disease Part II (Infectious and production diseases – a species approach) [667 0008] †

Animal welfare [667 0016]

Economics for livestock development and policy [667 0019]

Epidemiology and animal health economics [667 0004]

Management of infectious disease outbreaks in animal populations [667 0017]

Reproduction and fertility – a species approach [667 0009]

Research design, management and grant application writing [667 0014]

Research Project in Livestock Health and Production [667 0200]

Sustainable livestock farming in the environment [667 0020]

Veterinary public health [667 0006]

† Note: this course may only be chosen by students whose effective date of registration is 1 January 2008 or before. To be examined for the last time in 2010, except for a re-sit in 2011.

Note: the examination numbers have been appended to the course titles and these numbers should be used when completing examination entry forms.

Veterinary Epidemiology and Public Health

Postgraduate Certificate

Two compulsory core courses

Epidemiology and animal health economics [667 0004]
Veterinary public health [667 0006]

Postgraduate Diploma

Two compulsory core courses

Epidemiology and animal health economics [667 0004]
Veterinary public health [667 0006]

+

Two optional courses chosen from

Advanced statistical methods in veterinary epidemiology [667 0013] †

Developing and monitoring of livestock production systems [667 0018]

Economics for livestock development and policy [667 0019]

Management of infectious disease outbreaks in animal populations [667 0017]

Research design, management and grant application writing [667 0014]

Statistical methods in veterinary epidemiology [667 0012]

Surveillance and investigation of animal health [667 0015]

† Students intending to study this optional module will require access to Arc View 9.0 GIS software, plus the extensions, Spatial Analyst and 3D Analyst. The cost of the GIS software is NOT included in your course fee and you will need to purchase it if you do not have access to it. Please see Programme Regulations Paragraph 8.3 for further information.

Note: the examination numbers have been appended to the course titles and these numbers should be used when completing examination entry forms.

MSc

Three compulsory core courses

Epidemiology and animal health economics [667 0004]

*Statistical methods in veterinary epidemiology
[667 0012]*

Veterinary public health [667 0006]

+

Four optional courses chosen from

*Advanced statistical methods in veterinary
epidemiology [667 0013] †*

*Developing and monitoring of livestock production
systems [667 0018]*

*Economics for livestock development and policy
[667 0019]*

*Management of infectious disease outbreaks in animal
populations [667 0017]*

*Research design, management and grant application
writing [667 0014]*

*Research project in Veterinary Epidemiology and
Public Health [667 0200]*

*Surveillance and investigation of animal health
[667 0015]*

† Students intending to study this optional module will require access to Arc View 9.0 GIS software, plus the extensions, Spatial Analyst and 3D Analyst. The cost of the GIS software is NOT included in your course fee and you will need to purchase it if you do not have access to it. Please see Programme Regulations Paragraph 8.3 for further information.

Note: the examination numbers have been appended to the course titles and these numbers should be used when completing examination entry forms.

Schedule B / Course outlines

The examination numbers have been appended to the course titles and these numbers should be used when completing examination entry forms.

Advanced statistical methods in veterinary epidemiology [667 0013]

Prerequisites: *Statistical methods in veterinary epidemiology [667 0012]*

Students intending to study this optional module require access to Arc View 9.0 GIS software. The cost of the software is not included in the course fees. Please see Programme Regulations Paragraph 8.3 – Fees for details of how to purchase the software.

This course will provide an introduction to advanced methods of statistical modelling of epidemiological data.

Subject areas:

- analysis of spatial data
- modelling of production data
- advanced aspects of multivariable regression analysis
- analysis of correlated data; meta-analysis and systematic reviews

Assessment: one three-hour unseen written paper containing essay and/or short answer questions (80%) and a written assignment (20%).

Animal disease (current concepts)

(formerly Animal disease Part I (current concepts))

[667 0001]

This course will enable the student to appreciate the external and internal components of health-agents of disease and how animals respond to them, at an individual and population level.

Subject areas:

- Immunology
- Parasitology
- Microbiology
- Introduction to veterinary epidemiology
- Principles of veterinary pathology

Assessment: one three-hour unseen written paper containing essay and/or short answer questions (80%) and a written assignment (20%).

Animal disease Part II (infectious and production diseases – a species approach)

[667 0008]

This course may only be chosen by students whose effective date of registration is 1 January 2008 or before. To be examined for the last time in 2010, except for a re-sit in 2011.

This course will provide an in-depth examination of diseases of major economic importance in each category of farm animal.

Subject areas:

- An introduction to therapeutics - Diagnostic principles
- Infectious, production and parasitological diseases of:
 - cattle, small ruminants, pigs, poultry (choice of three out of four)
 - equids, camelids, rabbits and others (choice of one from three)

The epidemiology, clinical diagnosis, control and treatment of each disease in both temperate and tropical/subtropical areas, as appropriate, will be considered.

Assessment: one three-hour unseen written paper containing essay and/or short answer questions (80%) and a written assignment (20%).

Animal welfare [667 0016]

This course will provide a comprehensive appreciation of welfare and ethical issues connected with farm animal practice, animal breeding, transport and slaughter, companion animals, laboratory animals, animals used in competition and wildlife.

Subject areas:

- An introduction to veterinary ethics; the physiology of pain, distress, fear and anxiety
- The effects of genetics on animal welfare
- Specific welfare issues in companion, farmed, laboratory, wild and competitive animals
- Welfare issues in animal husbandry systems transport and slaughter

Assessment: one three-hour unseen written paper containing essay and/or short answer questions (80%) and a written assignment (20%).

Developing and monitoring of livestock production systems [667 0018]

This course will adopt a farming systems approach to permit the student to place livestock production within the context of the utilisation of resources. This will allow a critical consideration of appropriate husbandry for different animals in diverse environmental and socio-economic conditions.

Subject areas:

- An introduction to farming systems
- Details of major livestock production systems
- Developing and monitoring of functioning livestock systems with farmers, including organic farming
- Environmental, welfare and breeding issues in sustainable livestock husbandry

Assessment: one three-hour unseen written paper containing essay and/or short answer questions (80%) and a written assignment (20%).

Economics for livestock development and policy [667 0019]

The objectives of this course are to stimulate awareness of the socio-economic, political and environmental issues that will affect future livestock development and to provide the tools to analyse the issues confronting producers, their advisers, planners and policy makers.

Subject areas:

- Basic concepts of the economics of livestock production
- Extensive, medium intensity and intensive systems of livestock production
- Marketing and policy
- Further economics for the analysis of livestock development
- Tools for livestock economists

Assessment: one three-hour unseen written paper containing essay and/or short answer questions (80%) and a written assignment (20%).

Epidemiology and animal health economics [667 0004]

This course will enable students to understand the role of epidemiology and economics in the design and delivery of effective veterinary services aimed at improved animal health and productivity.

Subject areas:

- Introduction to statistics
- Introduction to veterinary epidemiology – basic principles, descriptive epidemiology, study design, sampling, quantitative aspects of diagnostic testing
- Animal health economics – principles, partial budgets, decision tree analysis, cost benefit ratio, economics and project planning

Assessment: one three-hour unseen written paper containing essay and/or short answer questions (80%) and a written assignment (20%).

Management of infectious disease outbreaks in animal populations [667 0017]

This course will provide both the theoretical and practical information required for the management of a major infectious disease outbreak of farm animals.

Subject areas:

- Epidemiology of infectious viral diseases
- Risk and cost-benefit analysis
- Surveillance
- Diagnosis and vaccination strategies before and during an outbreak
- Contingency planning and case studies are used to illustrate how disease outbreaks could be better managed

Assessment: one three-hour unseen written paper containing essay and/or short answer questions (80%) and a written assignment (20%).

Principles of livestock production [667 0002]

This course will enable the student to understand how feeding, breeding, management and interaction with the environment influence animal production and disease.

Subject areas:

- General principles of nutrition
- Specialised areas of nutrition. Students will select 3 of the following options:
Feeding dairy cows
Feeding dual purpose, beef and draught cattle
Feeding sheep and goats
Pig nutrition
Poultry nutrition
- Nutrition of horses, camelids & rabbits

In all the above cases, consideration will be given to the different resources available in temperate and tropical/subtropical regions.

- Environmental studies, including climatic effects and housing
- Genetics
- The physiology of growth and lactation; the relevance of reproduction on livestock production

Assessment: one three-hour unseen written paper containing essay and/or short answer questions (80%) and a written assignment (20%).

Reproduction and fertility – a species approach [667 0009]

This course will enable students to gain a comprehensive insight into the physiology of reproduction and the management and manipulation of fertility to optimise animal productivity.

Subject areas:

- General principles of reproduction
- Introduction to reproductive anatomy and physiology
- Control of breeding
- Fertilisation, conception and pregnancy
- Reproductive disorders and disease
- Embryo transfer and assisted reproduction
- Reproduction management

Students will be required to specialise in three of the following: cattle, small ruminants, pigs, camelids, rabbits and poultry, equids.

Assessment: one three-hour unseen written paper containing essay and/or short answer questions (80%) and a written assignment (20%).

Research design, management and grant application writing [667 0014]

This course will enable students to undertake a research project, with an appropriate study design to validate a hypothesis and analyse the data, including the presentation of results and writing a grant application.

Subject areas:

- Introduction to scientific research and how to formulate a hypothesis
- Literature search, critical analysis of papers and writing a scientific review
- Experimental and statistical design in project planning;
- Project management
- Preparing data for analysis - qualitative data, quantitative data; statistical analysis and analysing the validity of findings
- Report writing, presentation of data and writing a scientific paper
- Introduction to grant application writing, planning the project and budget
- Guidelines to writing a good grant proposal

Assessment: one three-hour unseen written paper containing essay and/or short answer questions (80%) and a written assignment (20%).

Research Project [667 0200]

It is advisable that students should study Research design, management and grant application writing (course code 667 0014) prior to registering for this course. This course is only available to MSc students and not as a 240 hour short course.

The objective of this course is to enable the students to conduct a research project and prepare a scientific paper for publication in a peer-reviewed journal. Students are given guidance and supervision from a distance in the following:

- Deriving a suitable hypothesis to base the research project
- Writing a critical literature review
- Designing the appropriate study with experimental and statistical details
- Costing the project and conducting experiments
- Managing the project to obtain relevant data
- Documenting and analysis of results to achieve a conclusion
- Selecting an appropriate scientific journal to publish the findings

- Preparing a paper for publication according to author guidelines of the selected journal.

Assessment: A paper suitable for publication in an identified scientific journal (80%) and an oral examination (20%).

Statistical methods in veterinary epidemiology [667 0012]

The objectives of this course are to introduce statistical methods used in veterinary epidemiology to enable students to conduct multivariable analysis and statistical modelling of epidemiological data.

Subject areas:

- Introduction to measures of effect
- Analysis of cohort studies and case-control studies
- Likelihood, Multivariable analysis and statistical modelling
- Simple logistic model, Logistic regression, Poisson regression and Cox regression

Assessment: one three-hour unseen written paper containing essay and/or short answer questions (80%) and a written assignment (20%).

Surveillance and investigation of animal health [667 0015]

This course will provide in-depth knowledge of qualitative and quantitative risk analysis, animal health surveillance programmes and introduce students to disease modelling.

Subject areas:

- Qualitative and quantitative risk analysis
- Design and evaluation of animal health surveillance and control programmes involving multiple herds
- Disease control methods involving multiple herds
- Farm-level animal disease and production surveillance
- Disease modelling using Deterministic and Stochastic modelling

Assessment: one three-hour unseen written paper containing essay and/or short answer questions (80%) and a written assignment (20%).

Sustainable livestock farming in the environment [667 0020]

This new course aims to provide an understanding of the threats presented by changes in the environment on livestock production and wildlife population, and explains the ways in which global and regional environmental change can impact on sustainability of farming systems, conservation of ecosystems and animal health. It will outline approaches that can be used to minimize unwanted environmental impacts of modern farming and land use systems, as well as consider the values academics, researchers, veterinarians and livestock specialists attach to the environment and to conservation issues. The course will also guide students in the approach they take in future when considering animal–environment interactions.

Assessment: one three-hour unseen written paper containing essay and/or short answer questions (80%) and a written assignment (20%).

Veterinary public health [667 0006]

The course will examine the role of veterinarians and other related professionals in the protection of human health through the safe production of foods of animal origin, control of zoonotic disease and environmental contamination.

Subject areas:

- Disease surveillance recording and risk analysis
- Zoonoses and their control
- Disseminating information on veterinary public health
- Quality and safety assurance in food production (meat, milk and eggs)
- Development of disease control programmes

Assessment: one three-hour unseen written paper containing essay and/or short answer questions (80%) and a written assignment (20%).

Schedule C / Scheme of award

MSc degree, Postgraduate Diploma and Postgraduate Certificate (240 hour and 50 hour short courses)

Mark range (%)	
75+	Distinction
65–74	Merit
50–64	Pass
0–49	Fail

1. The award of the MSc degree, Postgraduate Diploma or Postgraduate Certificate is normally given on the basis of achieving an average mark within the appropriate range. Examiners have complete discretion to take into account the student's overall performance.
2. The mark for each unseen written paper is the agreed mark following independent marking by two members of academic staff and scrutiny by the External Examiners. The unseen written paper will contribute up to 80% of the final assessment.
3. The highest mark of the submitted Tutor Marked Assignments (TMAs) counts towards the final assessment. The TMA will contribute up to 20% of the final assessment.
4. In order to be considered for the award of the MSc degree, students must attempt and pass **seven** courses. Students are awarded a pass if the average mark is 52% or above. A student who has reached this stage (including re-sit attempts) will not be permitted to make any further attempts at any failed units.
5. In order to be considered for the award of the Postgraduate Diploma, students must attempt and pass **four** courses. Students are awarded a pass if the average mark is 52% or above. A student who has reached this stage (including re-sit attempts) will not be permitted to make any further attempts at any failed units.
6. In order to be considered for the award of the Postgraduate Certificate, students must attempt and pass **two** courses. Students will be awarded a pass if the average mark is 52% or above. A student who has reached this stage (including re-sit attempts) will not be permitted to make any further attempts at any failed units.
7. Students may be considered for the award of MSc degree, Postgraduate Diploma and Postgraduate Certificate with distinction or merit if:

Distinction: The student receives an overall combined average mark for all courses of 75% or above, with no single course having received a mark of less than 60%.

Merit: The student receives an overall combined average mark for all courses in the range 65–74%, with no single course having received a mark of less than 52%.

Schedule D / Assessment criteria

Unseen written papers and Tutor Marked Assignments (TMAs) are graded according to the following scheme:

Mark descriptor	Long Answer Questions	Research Project Reports	Mark (%)	MSc, Postgraduate Diploma, Postgraduate Certificate (and 240 hour and 50 hour short courses)
No answer	<p>Selection and coverage of material Nothing presented or completely incorrect information or containing nothing at all of relevance.</p> <p>Understanding None evident. No evidence of wider reading of an appropriate nature.</p> <p>Structure, clarity and presentation None or extremely poor.</p>	<p>Selection and coverage of material Nothing presented or completely incorrect information or containing nothing at all of relevance.</p> <p>Understanding None evident.</p> <p>Structure, clarity and presentation None or extremely poor.</p>	0	Fail
Extremely poor answer	<p>Selection and coverage of material Hardly any information or information that is almost entirely incorrect or irrelevant.</p> <p>Understanding No or almost no understanding evident. No, or almost no, evidence of wider reading of an appropriate nature.</p> <p>Structure, clarity and presentation None or very poor.</p>	<p>Selection and coverage of material Hardly any information or information that is almost entirely incorrect or irrelevant.</p> <p>Understanding No or almost no understanding evident.</p> <p>Structure, clarity and presentation None or very poor.</p>	10	Fail
Very poor answer	<p>Selection and coverage of material Very limited amount of information that is correct and relevant.</p> <p>Understanding If any, extremely limited evidence of understanding. No, or almost no, evidence of wider reading of an appropriate nature.</p> <p>Structure, clarity and presentation Very poor.</p>	<p>Selection and coverage of material Very limited amount of information that is correct and relevant.</p> <p>Understanding If any, extremely limited evidence of understanding.</p> <p>Structure, clarity and presentation Very poor.</p>	20	Fail

Poor answer	<p>Selection and coverage of material Little information that is correct and relevant.</p> <p>Understanding If any, very limited evidence of understanding. There may be evidence of very limited wider reading of an appropriate nature.</p> <p>Structure, clarity and presentation Poor.</p>	30	<p>Selection and coverage of material Incomplete or inaccurate account of task with inadequate description of aims and methods of practical work and containing significant, and/or a large number of, errors.</p> <p>Understanding If any, very limited evidence of understanding with many unexplained observations or assertions likely. Little or no evidence of original/innovative thinking. Very limited reference to published work from authoritative sources.</p> <p>Structure, clarity and presentation Poor.</p>	Fail
Clearly deficient answer	<p><i>As for 45 but with a greater number, and/or more significant, omissions/inaccuracies/errors, flaws in understanding, presentation and/or communication of information. There may be less evidence of wider reading of an appropriate nature.</i></p>	42	<p><i>As for 45 but with a greater number, and/or more significant, omissions/inaccuracies/errors, flaws in understanding, interpretation, presentation and/or communication of information.</i></p>	Fail
Deficient answer	<p>Selection and coverage of material Superficial coverage of topic that is descriptive and flawed by many important omissions and/or significant errors.</p> <p>Understanding Some evidence of understanding but not of original thought or critical analysis. Evidence of limited wider reading of an appropriate nature.</p> <p>Structure, clarity and presentation Some disorganisation in structure, lack of organisation, and deficiencies in clarity of expression.</p>	45	<p>Selection and coverage of material Superficial coverage with incomplete record of aims and methods of practical work and flawed by errors &/or omissions. Little comment on most observations.</p> <p>Understanding Likely to be inaccuracies in data analysis and/or interpretation and unexplained observations or assertions. Little or no evidence of original/innovative thought. Very limited reference to published work from authoritative sources.</p> <p>Structure, clarity and presentation Adequate, although may not be entirely systematic</p>	Fail
Marginally deficient answer	<p><i>As for 45 but with fewer, and/or less significant, omissions/inaccuracies/errors, flaws in understanding, presentation and/or communication of information. There may be more evidence of wider reading of an appropriate nature.</i></p>	48	<p><i>As for 45 but with fewer, and/or less significant, omissions/inaccuracies/errors, flaws in understanding, interpretation, presentation and/or communication of information.</i></p>	Fail
Adequate answer	<p><i>As for 55 but with more numerous, and/or more significant omissions/inaccuracies/errors, flaws in understanding, presentation and/or communication of information. There may be less evidence of wider reading of an appropriate nature.</i></p>	52	<p><i>As for 55 but with more numerous, and/or more significant, omissions/inaccuracies/errors, flaws in understanding, interpretation, presentation and/or communication of information.</i></p>	Pass
Sound answer	<p>Selection and coverage of material Basic coverage of main aspects of topic but with some significant omissions/inaccuracies/errors.</p>	55	<p>Selection and coverage of material Systematic account of task with adequate record of aims and methods of practical work and no significant errors, omissions or</p>	Pass

<p>Very sound answer</p>	<p>Understanding Statements supported by facts but limited evidence of critical ability or powers of argument. Evidence of sufficient wider reading of an appropriate nature.</p> <p>Structure, clarity and presentation In general, organised and logical presentation with adequate clarity of expression.</p>	<p>inaccuracies. Appropriate speculation is unlikely or, if present, is likely to be unsubstantiated.</p> <p>Understanding Limited evidence of original/innovative thought. Sufficient reference to published work from authoritative sources. Data are largely accurate but there may be some unexplained observations or assertions.</p> <p>Structure, clarity and presentation Reasonably well organised and logically presented with adequate clarity of expression.</p>	
<p>Quite good answer</p>	<p><i>As for 55 but with fewer, and/or less significant omissions/inaccuracies/errors and more evidence of critical ability and/or powers of argument and clarity of expression. There may be more evidence of wider reading of an appropriate nature.</i></p>	<p><i>As for 55 but with fewer, and/or less significant, omissions/inaccuracies/errors and more evidence of critical ability and/or powers of argument and clarity of expression.</i></p>	<p>58</p>
<p>Good answer</p>	<p><i>As for 65 but with more, and/or more significant, omissions/inaccuracies/errors and less evidence of critical ability. There may be less evidence of wider reading of an appropriate nature.</i></p> <p>Selection and coverage of material Good coverage of relevant material and clear evidence of critical judgement in selection of information. Few or no significant omissions or errors.</p> <p>Understanding Thorough grasp of concepts and evidence of synthesis of information and critical ability. Evidence of sufficient or some more extensive, wider reading of an appropriate nature.</p> <p>Structure, clarity and presentation Logical and organised structure with clarity of expression.</p>	<p><i>As for 65 but with less evidence of critical judgement and more, or more important, omissions/inaccuracies/errors. There is likely to be less evidence of wider reading through reference to published work from authoritative sources.</i></p>	<p>62</p>
<p>Very good answer</p>	<p>Selection and coverage of material Systematic and accurate account of task with full record of aims and methods of practical work and no significant errors or omissions. Some speculation, where appropriate, but may not be fully supported.</p> <p>Understanding Thorough grasp of concepts with reasonable comment on all observations with few unexplained findings or assertions. Some evidence of original/innovative thinking. Appropriate reference to published work from authoritative sources. Data manipulated and analysed correctly.</p> <p>Structure, clarity and presentation Logical and well-organised account with clarity of expression.</p>	<p>Selection and coverage of material Systematic and accurate account of task with full record of aims and methods of practical work and no significant errors or omissions. Some speculation, where appropriate, but may not be fully supported.</p> <p>Understanding Thorough grasp of concepts with reasonable comment on all observations with few unexplained findings or assertions. Some evidence of original/innovative thinking. Appropriate reference to published work from authoritative sources. Data manipulated and analysed correctly.</p> <p>Structure, clarity and presentation Logical and well-organised account with clarity of expression.</p>	<p>65</p>
<p>Very good answer</p>	<p><i>As for 65 but with fewer, and/or less significant, omissions/inaccuracies/errors. More evidence of critical judgement likely. There may be more evidence of wider reading of an appropriate nature.</i></p>	<p><i>As for 65 but with more evidence of critical judgement and fewer omissions/inaccuracies/errors. There is likely to be more evidence of wider reading through reference to published work from authoritative sources.</i></p>	<p>68</p>

Extremely good answer	<p>Selection and coverage of material Question answered fully and accurately. Few errors and/or omissions and none of significance.</p> <p>Understanding Thorough grasp of concepts with evidence of powers of critical analysis, argument and original thinking. Evidence of extensive wider reading of an appropriate nature.</p> <p>Structure, clarity and presentation Logical and organised structure with clarity of expression.</p>	<p>Selection and coverage of material Full and accurate account of task, aims and methods of practical work with few errors and/or omissions and none of significance. Where appropriate, sensible speculation, supported by evidence.</p> <p>Understanding Thorough grasp of concepts with some critical and/or comparative comment on all observations. Clear evidence of original/innovative thinking. Published work from authoritative sources used extensively and appropriately. Data manipulated and analysed correctly.</p> <p>Structure, clarity and presentation Very well organised.</p>	75	Distinction
Excellent answer	<p><i>As for 75 but demonstrating an authoritative grasp of concepts with sustained powers of argument, and frequent insights. Virtually no errors or omissions and none of significance.</i></p>	<p><i>As for 75 but demonstrating an authoritative grasp of concepts with sustained powers of argument, frequent insights and much evidence of original/innovative thinking. Virtually no errors or omissions and none of significance.</i></p>	85	Distinction
Outstanding answer	<p><i>As for 85 but with strong evidence of independent thinking throughout and no omissions or factual errors.</i></p>	<p><i>As for 85 but with strong evidence of original/innovative thinking throughout and no omissions or factual errors. Would be of publishable standard with only minor modifications to content.</i></p>	95	Distinction
Exceptional answer	<p>Selection and coverage of material Exceptional depth of coverage with no identifiable errors or omissions.</p> <p>Understanding Exceptional powers of analysis, argument, synthesis and insight. Considerable evidence of extensive wider reading of an appropriate nature.</p> <p>Structure, clarity and presentation Flawless.</p>	<p>Selection and coverage of material Exceptional depth of coverage with no identifiable errors or omissions.</p> <p>Understanding Exceptional powers of analysis, argument, synthesis and insight.</p> <p>Structure, clarity and presentation Flawless. Of publishable standard with only amendments in style/formatting required.</p>	100	Distinction

General Regulations

These General Regulations govern all degrees and other awards placed at Level 7 of the Framework for Higher Education Qualifications (FHEQ). The FHEQ forms part of the academic infrastructure of the Quality Assurance Agency for Higher Education (QAA) in England and Wales.

1. The Regulations

Introduction

1.1 These General Regulations govern all degrees and other awards placed at Level 7 of the Framework of Higher Education Qualifications (FHEQ) as listed in paragraph 2.1. Individual programmes of study leading to degrees and other awards at those levels are governed by both these General Regulations and specific Programme Regulations.

1.2 The rules within these General Regulations apply, in their entirety, to all of the awards listed in paragraph 2.1, except where indicated otherwise.

1.3 Registered External students are required to comply with these General Regulations and the appropriate Programme Regulations. They must also comply with the procedures, deadlines and instructions issued by the University in, for example, the student handbook/manual and Notice to Candidates. The University is not responsible for any consequences arising from failure to comply with these Regulations, procedures, deadlines or instructions.

1.4 It is a student's responsibility to ensure that his or her choice of subjects complies with the Regulations that are current for that year.

1.5 The rules relating to a particular programme of study in any given year are those included in the Regulations for that current year and not in the year in which the student initially registered (see also paragraph 1.8).

1.6 On all matters concerning the interpretation of these Regulations, or on which they are silent, the decision of the University shall be final.

Changes to the Regulations

1.7 The Regulations are reviewed and published annually, and certain programme details are subject to change. Each year's Regulations booklet replaces the one for the previous year, and so students must ensure that they refer to the current year's booklet at all times.

1.8 Changes to the Regulations for registered students will be introduced as follows:

- Two year's notice will be given when a subject is withdrawn, when a syllabus is amended substantially, when a prerequisite for a subject is introduced, and when the assessment method for a subject is changed.
- Five year's notice will be given in the event that the University is required to withdraw the programme.
- All other aspects of the Regulations may be amended without notice provided there is no detriment to the student or, where there is possible detriment, only with appropriate consultation. Normally, in the case of the latter, changes will be introduced for a new cohort of students only.

Terminology and definitions

1.9 The programmes of study leading to degrees and other awards may be referred to, in the Regulations, as 'programmes'. Postgraduate Certificates are referred to as 'certificates', and Postgraduate Diplomas as 'diplomas'. Postgraduate degrees are referred to as 'degrees'.

1.10 These General Regulations describe the individual elements of a degree or diploma as 'subjects'. In the Programme Regulations, these may be called 'courses', 'units', 'modules' or 'sections'.

1.11 The term 'examination' used in these Regulations refers to the entire assessment for a subject, and includes not only the written paper for that subject but also any coursework, project, dissertation or online participation that contributes towards the final assessment.

1.12 'Credit' for a subject, on the basis of the same or an equivalent subject previously passed, may be awarded to a student who has been registered with the University of London for a programme of study. The mark obtained at the examination at which the subject was passed will be carried forward to the student's record and will contribute towards his or her award, in accordance with the criteria for awards given in the respective Programme Regulations.

1.13 'Exemption' from a subject may be granted to a student who has studied **either** for an award with another institution **or** for a programme of study with the University of London, where the subject passed is not sufficiently equivalent for credit to be awarded. The mark obtained at the examination at which the subject was passed will **not** be carried forward to the student's record and therefore will not contribute towards his or her award.

1.14 The 'Admission Notice' is provided to each student who has made an entry to an examination. The Admission Notice contains the student's candidate number and confirmation of the dates and time of the examination(s) for which he/she has entered.

1.15 The 'Notice to Candidates' contains prescribed rules for the examinations. The Notice to Candidates is provided to students together with their Admission Notice.

Student complaints procedure

1.16 The University has a *Procedure for External student complaints* which can be found in the student handbook/manual (or the equivalent publication) and on the External System web site.

2. Awards to External students

2.1 The University grants the following awards at Level 7 of the FHEQ to External students:

- Postgraduate Certificates
- Postgraduate Diplomas

- Postgraduate (or Master’s) degrees.

2.2 The definition, level, volume and learning outcomes of these awards are described in the Framework for Higher Education Qualifications, which can be accessed via the web site for the Quality Assurance Agency for Higher Education (QAA) in England and Wales.

2.3 The degrees, diplomas and certificates listed in paragraph 2.1 are awarded without classification, although some may be awarded with a mark of Distinction or Merit (see paragraph 1 of the Programme Regulations).

2.4 A certificate under the seal of the University will be delivered to each successful student who is granted a degree or other award. The date of the award will be as indicated in paragraph 1 of the Programme Regulations concerned.

2.5 The standard of a University of London award is the same whether it is obtained by an External student or by a student who has been registered with a College of the University. The University’s Regulations (which govern all University of London awards) state that “*candidates granted degrees and other awards shall have attained the same academic standard irrespective of mode or place of study or examination*”.

2.6 To be eligible for an award of the University as an External student, a student must have:

- registered with the University as an External student **and**
- satisfied the requirements for the relevant award and complied with the Regulations for the programme concerned in all respects **and**
- made satisfactory payment to the University of all due fees and accounts.

The University reserves the right not to grant the award to students who fail to satisfy any of these conditions.

2.7 To register for a programme of study as an External student, an applicant must satisfy the conditions given in paragraph 4 of the relevant Programme Regulations. In addition, an applicant who was previously either registered as an External student or enrolled at a constituent College or Institute of the University of London must have made satisfactory payment to the University or College/Institute of all due fees and accounts. An applicant who fails to satisfy this condition will **not** be permitted to register, or to register again, as an External student.

2.8 An intermediate award or awards (i.e. a related certificate or diploma), if applicable, may be granted to a student registered for a diploma or degree in the following circumstances:

- At the discretion of the Board of Examiners, and as indicated in paragraph 3 of the Programme Regulations, a student registered for a diploma or degree who does not complete the programme of study **or** who does not satisfy the Examiners (at the level required for the award) in all subjects may be awarded a related certificate or diploma (if applicable). Such students will be required to have satisfied the Examiners (at the level required for the award concerned) in the subjects that comprise the certificate or diploma.
- At the discretion of the University, and where permitted in Paragraph 1 of the Programme Regulations, a student registered for a diploma or degree, and in circumstances other than those described in (a), may be considered for the award of a related certificate or diploma (if applicable), provided that he or she has satisfied in full

the requirements for the certificate or diploma concerned.

The award of the certificate or diploma will be with effect from the year in which the requirements for the certificate or diploma were satisfied.

2.9 An External student who has successfully completed the examinations for a certificate or diploma and has not accepted that award, may apply to transfer his or her registration to a related diploma or degree (if applicable) subject to the rules of progression in paragraph 3 of both these and the Programme Regulations. A student who has accepted the award of the certificate or diploma may also apply to transfer his or her registration unless the Programme Regulations state otherwise.

2.10 An applicant who has previously received an award of the University of London, or whose registration with the University was terminated because he or she had exhausted the permitted number of attempts at an examination, may apply to register again as an External student for a programme of study in a different subject or field of study.

2.11 Unless paragraph 1 of the relevant Programme Regulations states otherwise, an applicant who has previously received an award of the University of London, or whose registration with the University was terminated because he or she had exhausted the permitted number of attempts at an examination, may apply to register again for a programme of study in the same subject or field of study. All applications will be considered on an individual basis. Permission to register in these circumstances will be given at the discretion of the University and will be subject to any further conditions specified in these General Regulations and in the relevant Programme Regulations, or by the University.

2.12 A former student of the University who is applying to register again as an External student under the provisions of paragraphs 2.10 or 2.11 will be required to satisfy the entrance requirements for the programme of study for which he or she is applying and the conditions given in paragraph 2.7.

3. Application, entrance requirements and exemptions

Application

3.1 In order to be considered for registration as an External student, applicants are required to submit an application in accordance with the procedures and deadlines given in the relevant prospectus.

Entrance requirements

3.2 To be eligible to register as an External student for a programme of study leading to an award at Level 7 of the FHEQ, an applicant must satisfy in full the entrance requirements specified in paragraph 4 of the relevant Programme Regulations.

3.3 The University reserves the right to request applicants to provide evidence acceptable to the University of oral and written competence in English before an offer of registration can be made.

Exemptions

3.4 At the discretion of the University, students who satisfy the relevant entrance requirements to register for a programme of study and are appropriately qualified may apply for exemption from specified subjects. Applications will be considered on the basis of studies successfully completed at a level considered by the University to be appropriate.

3.5 Where permitted in paragraph 4 of the Programme Regulations students can be considered for exemption from up to **one third** of the programme concerned. Exemption can be granted from core and optional subjects, but cannot be granted from the dissertation, project or final examination (as appropriate) of the programme.

3.6 No exemption will be granted unless the student has made an application in accordance with the University's procedures and deadlines.

3.7 Applications for exemption cannot be considered after a student has made entry to the examination for the subject concerned. Students who have failed an examination may not, at a later stage, apply for exemption from that examination.

3.8 A fee is payable for all applications for exemption (see paragraph 11).

3.9 All exemptions are granted at the discretion of the University.

3.10 Exemptions are valid only for a limited time and as indicated in the offer of exemption. If a student does not enter an examination within this period, then the exemption will lapse and it will be necessary to make a fresh application.

3.11 Exemptions are valid only for the particular programme of study and subject for which they have been awarded. Exemptions will no longer be valid if the programme is withdrawn before the student registers. Students who transfer their registration to another programme may be required to submit a further application for exemption.

3.12 Students who are exempt from a specific subject are not required or permitted to offer the same, or equivalent, subject at a later stage.

4. Rules of progression

Progression within a programme of study

4.1 Students are required to comply with the rules of progression given in paragraph 3 of the Programme Regulations.

4.2 Students are not required to enter examinations every year nor to enter on the date they indicate at the time of registration, unless the Programme Regulations state otherwise.

Progression from a certificate or diploma to a related award

4.3 There is no automatic progression between certificates, diplomas and degrees. Satisfactory completion of a certificate or diploma does not in itself guarantee entry to a related diploma or degree. In order to proceed to a related award, a student registered for a certificate or diploma must normally successfully complete all the prescribed certificate/diploma subjects at the required level and receive a recommendation from the Examiners that he or she may proceed.

4.4 A student who progresses from a certificate or diploma to a related award will be credited the same or equivalent subjects passed. Any restriction on the use of credited subjects is given in the Programme Regulations.

4.5 The attempts at any failed subjects which are common to the diploma or degree to which the student progresses will be carried forward and will count towards the number of attempts permitted at those subjects.

Progression from a short course

4.6 Successful completion by formal assessment of a short course or courses may be taken into account for admission to a related or unrelated certificate, diploma or degree (with the exception of the LLM degree under the Old Regulations).

4.7 Successful completion by formal assessment of a short course or courses may be taken into account for credit towards a certificate, diploma or degree, provided that the application is made within **three** years of the completion of the relevant course or courses.

4.8 Successful completion of a short course or courses does not in itself automatically satisfy entry requirements for any certificate, diploma or degree or ensure credit.

4.9 A student who does not successfully complete the formal assessment for a short course will be permitted to proceed to a certificate, diploma or degree **provided** he or she satisfies the entrance requirements for the certificate, diploma or degree concerned.

4.10 All applications for progression from a short course to a certificate, diploma or degree will be considered on an individual basis and permission to progress, and, where appropriate, to receive credit, will be at the discretion of the University.

5. Period of registration

5.1 The minimum and maximum periods of registration are described in paragraph 5 of the individual Programme Regulations. No reduction in the prescribed minimum period of registration will be permitted, except within the parameters given in paragraph 5.2 and at the discretion of the University.

5.2 Postgraduate Certificates may not be completed in less than **six months**. Master's degrees and Postgraduate Diplomas may not be completed in less than **one year**.

5.3 Where permitted in paragraph 5 of the Programme Regulations, application for a renewal of registration for a further period may be made by students who have not completed all the requirements of the programme for which they are registered within the maximum period of registration. The University will take into account the progress made by the student during registration. A fee will be payable if renewal is granted.

5.4 Where permitted in paragraph 5 of the Programme Regulations, an application for an extension of registration of **one** year beyond the prescribed maximum period may be made by students who have not completed all the requirements of the award for which they are registered. A fee may be payable.

5.5 Renewal of registration and extension of registration are approved only at the discretion of the University and will be subject to the Regulations in force at the time of renewal or extension.

5.6 Students who are permitted to proceed from a certificate or diploma to a related diploma or degree (see paragraph 4) will have the maximum period of registration for the related award counted from the effective date of initial registration for the certificate or diploma for which they were initially registered.

5.7 Students who are permitted to proceed from a short course to a certificate, diploma or degree will be given a new period of registration as an External student, effective from the date of registration for the certificate, diploma or degree concerned. The maximum period of registration permitted will be the same as for all other students registered for the same programme, as indicated in paragraph 5 of the relevant Programme Regulations.

5.8 If a student fails to pay the appropriate fees or breaches any relevant disciplinary conduct code, the University reserves the right to apply the Code of Student Discipline and The Suspension and Termination of Registration of Students in Debt process as described in the University of London Ordinances (Ordinance 17 and 18 respectively).

6. Transfer

Transfer of External students to different programmes at Level 7 of the FHEQ, and within the same programme

6.1 Unless otherwise prohibited by the Programme Regulations concerned, an External student registered for a programme of study at Level 7 of the FHEQ who wishes to change to another programme at the same level may apply to transfer his or her registration. The student will be required to satisfy the regulations and entrance requirements for the programme to which he or she wishes to transfer.

6.2 A student registered for a programme of study with more than one 'scheme' or 'route' may apply to transfer between those schemes or routes.

6.3 The rules in paragraphs 6.4 to 6.9 apply both to students transferring between different programmes of study and to students transferring within the same programme. Further rules are given in the relevant Programme Regulations.

6.4 All applications to transfer will be considered on an individual basis, and permission to transfer will be at the

discretion of the University and subject to the Programme Regulations concerned. Students may be required to cancel their registration and register afresh.

6.5 Any additional fees payable (see also paragraph 11.5) and any period of transferred registration granted shall be at the discretion of the University. Any refund of fees already paid will be subject to the conditions in paragraph 11.

6.6 An application to transfer which is submitted after a student has made entry to any examination will **not** be considered until after the result of that examination has been published. The result of that examination will then be taken into account by the University in instances when permission to transfer is dependent on the student's examination record and/or where the student is applying to transfer between the routes or schemes of the same programme of study.

6.7 In certain circumstances, students who transfer may receive credit for subjects already passed. Details of such credit arrangements are given in the Programme Regulations.

6.8 Students who receive credit for subjects passed will not be permitted to re-enter the examination for those subjects. The marks obtained at the examinations at which the subjects were passed will contribute towards the student's award, in accordance with the criteria for awards given in the respective Programme Regulations.

6.9 Students who are not permitted to transfer to a particular programme but who wish to register for that programme must cancel their registration for the other award and apply to register afresh, subject to satisfying the requirements of paragraph 4 of the Programme Regulations. Students who are permitted to register afresh in this way:

- will **not** be permitted to carry credit for any subjects previously passed either to the programme concerned, or, in the event of a subsequent transfer, to another programme **and**
- will **not** be permitted to carry any failed attempts at subjects from their previous registration.

Transfer of External students to a programme at Levels 4, 5 or 6 of the FHEQ

6.10 Students registered for a programme of study at Level 7 of the FHEQ (see paragraph 2.1) are not permitted to transfer their registration to a programme at Levels 4, 5 or 6 of the FHEQ. Students will instead be required to cancel their existing registration and to submit a fresh application for registration and comply with the Regulations for the programme concerned.

Registration and credit transfer of College-based students

6.11 A student in attendance at a College or Institute of the University of London may apply to complete their studies for the same award as an External student and may be considered for credit and/or exemption for subjects previously passed. All applications for credit and/or exemption will be considered on an individual basis and at the discretion of the University.

6.12 Students who receive credit for subjects passed will not be permitted to re-enter the examination for that subject. The mark obtained at the examination at which the subject was passed will contribute towards the student's award, in accordance with the criteria for awards given in the respective Programme Regulations.

6.13 The rules concerning exemptions are given in paragraph 3.

7. Assessment

7.1 Students are required to satisfy the assessment requirements for the subject(s) taken and may not make more than the number of attempts permitted in paragraph 8.

7.2 An examination is governed by the Regulations in force at the time of the examination and not at the time that a student was initially registered or first attempted the examination concerned (but see also paragraph 1.8).

7.3 In order to sit an examination, a student must:

- have completed the relevant application and registration/enrolment procedures with the University by the appropriate deadlines and be registered as an External student for the programme concerned **and**
- have made an examination entry in accordance with both the University's and the appropriate examination centre/Overseas Examination Centre's instructions and deadlines.

7.4 Except in the circumstances of paragraph 7.5, all examinations by written paper, wherever held, will take place on the same date and at the same time. The University reserves the right to set different papers in the same subject in separate countries and in different time zones.

7.5 In the event of any unavoidable delay in the arrangement of examinations in a country other than the United Kingdom, the Overseas Examination Centre will arrange for the relevant papers to be taken with as little deviation as possible from the original dates and times assigned to them. Students are required to abide by any such revised arrangements. The University reserves the right not to mark a paper taken at a different time from that prescribed.

7.6 Where it is deemed necessary, Examiners may change the format or rubric of a written paper, from that of a previous year, without prior notice to students.

7.7 Except where the syllabus/course outline or rubric for a written paper for a particular subject indicates otherwise, all answers to examinations must be written in English.

Examination centres

7.8 Examinations by written paper are held at established examination centres worldwide.

7.9 Outside the United Kingdom and Republic of Ireland, examinations are conducted by independent bodies known as Overseas Examination Centres.

7.10 In countries where an established Overseas Examination Centre exists, students must use the facilities provided by that Centre. The University will not establish an alternative centre in those countries.

7.11 All examinations are held at the discretion of the examination centre/Overseas Examination Centre and are subject to any conditions they may impose.

7.12 Students are required to apply to the relevant examination centre/Overseas Examination Centre for permission to sit an examination. The University can accept no responsibility for making examination arrangements on behalf

of a student. It is entirely at the discretion of the examination centre or Overseas Examination Centre to accept or refuse an entry to an examination.

7.13 A fee is normally levied by all examination centres (other than London) and Overseas Examination Centre. This fee is payable by students each time they make an examination entry. The University cannot be responsible for this fee nor can it influence the level of fee charged.

8. Number of attempts permitted

8.1 A student who fails to satisfy the Examiners in an examination, and who has not yet satisfied the conditions for the Board of Examiners to determine his or her final result, will be permitted or required to make **one** further attempt at that examination. The maximum number of attempts permitted at any examination is **two**.

8.2 A student who enters an examination hall to attempt a written paper will be considered to have made an examination attempt. Unless otherwise stated in the Programme Regulations, absence from an examination will not count as an attempt.

8.3 The mark or grade awarded for a second attempt at an examination will supersede any previously awarded mark or grade for that examination, unless the Programme Regulations state otherwise.

8.4 If a student fails to satisfy the Examiners at a second attempt at any examination his or her registration will cease unless the Programme Regulations permit the student to proceed as the requirements for that award may still be satisfied, in which case the mark or grade obtained on the latest occasion may be carried forward and may count towards the final award.

8.5 Except as otherwise provided for by the University, students may not make a further attempt at any subject already passed or for which credit has been awarded.

9. Students with a disability and/or special needs

9.1 The University has a policy for External students with a disability and/or special needs and a statement explaining this policy is given on the External System web site.

9.2 As part of its policy, the University will make every reasonable effort to accommodate the requirements of a student with a disability and/or special needs by, wherever possible, providing any study materials in a different format (e.g. large print) or another medium, and/or by making special examination arrangements. If the University is unable to provide the study materials in the format which has been requested, the University will endeavour to make an alternative suggestion.

Special examination arrangements

9.3 The University has a Panel which considers special examination arrangements for students with a disability and/or special needs. The aim of the Panel is to make sure that a student with a disability and/or special needs is neither disadvantaged nor advantaged when compared to other students. The University cannot guarantee that special examination arrangements will be possible in every case.

9.4 Applications from students with a disability and/or special needs may be considered for the use of special aids or for extra time in the examinations.

9.5 Special arrangements for examinations at an *ad hoc* centre may be made in very exceptional circumstances and then only in the United Kingdom. Arrangements **cannot** be made for oral or practical examinations to be held at an *ad hoc* centre, although in exceptional cases it may be possible to permit the use of special aids. Arrangements for examinations in a student's home are **not** made. Additional fees may be payable for arrangements at an *ad hoc* centre.

9.6 A student who finds handwriting difficult due to medical or learning difficulties must apply to the University for special arrangements to be made. The University will not transcribe illegible scripts. Any script deemed illegible by the Board of Examiners will be assigned a mark of zero and a fail result will be given. This will count as an attempt at the examination.

10. Conduct of examinations

10.1 All students sitting examinations are required to comply with the rules governing the conduct of examinations given below and in the Notice to Candidates accompanying the Admissions Notice.

Representations about examinations

10.2 Students who wish the Board of Examiners to know of any illness or other adequate cause which they think may have affected their performance must **immediately** inform the Examinations Office and furnish a supporting medical certificate or other supporting certification obtained at the time of illness. Notification received more than **three weeks** after the date of the last examination will **not** be taken into account by the Examiners.

10.3 Appeals against the results of examinations **may not be made** on academic grounds. The University will consider representations concerning examination results made on the grounds of administrative error or where there is concern that the examination may not have been conducted in accordance with the relevant Instructions and/or Regulations. An administration fee (currently £50 per paper) is payable for the consideration of such representations (refundable in the event that an error is found). Any representation must be made within **one month** of the publication of the decision of the Board of Examiners to which it relates and should be addressed to the Head of Special Examination Services and be accompanied by payment of the administration fee. Representations must state the grounds on which the appeal is made and provide evidence to support it. Further information on the procedure may be obtained from the Head of Special Examination Services.

Permitted materials

10.4 A student may use in the examination only such books, notes, statutes, statistical tables, instruments, or other materials as are specifically permitted in the **Admission Notice/timetable**. No other books, notes, instruments, or other materials or aids whatsoever may be introduced into an examination room or be handled or consulted during an examination. Any such materials or aids in the possession of a student on entry to the examination room must be deposited immediately with the Invigilator before the examination starts. It is an examination offence to introduce unauthorised materials into the examination room.

10.5 The use of calculators in the examinations is strictly controlled. Students may use their own electronic calculators in the examinations provided that:

- a) the Programme Regulations permit this
- b) the calculator complies with the specification given in paragraph 10.6
- c) where no such permission is given in the Programme Regulations, calculators may **not** be used.

10.6 Where calculators are permitted, the following specification will apply, unless the Programme Regulations state otherwise:

- Non-programmable. The use of a calculator or other electronic device that communicates, stores textual or numerical information, or displays textual (except error) messages, graphical or algebraic information is strictly forbidden. The use of a calculator with alphabet and/or symbol keys not listed below is strictly forbidden.
- PDAs, mobile phones or other devices are forbidden
- Hand held
- Compact
- Portable
- Solar and/or battery powered
- Quiet in operation
- The use of calculators with the following symbols and functions **only** are permitted:
 - Digit keys 0 to 9 and decimal point;
 - Keys for basic arithmetical functions of addition, subtraction, multiplication, division and equals;
 - Percentage key;
 - Square root key;
 - Basic 3 key memory (MRC, M-, M+);
 - Clear keys (C, AC);
 - On/off key.

10.7 The use of any calculator other than the type specified in the paragraph 10.6 of the General Regulations, or in paragraph 6 of the Programme Regulations, will constitute an examination offence and will be subject to the provisions in paragraph 10.16 of these regulations. Students are responsible for ensuring that their calculators are in working order for the examination. Students must ensure that they have alternative means of calculation in the event of the calculator failing during the examination, either through the use of a second calculator, which complies with the specification given in the Programme Regulations, or to continue the examination without the use of a calculator. If students use electronic calculators in examinations they must indicate on their examination scripts the name and type of machine used. Calculators will **not** be provided by the University.

Examination offences

10.8 It is an examination offence to introduce into, or use in the examination room, unauthorised materials or aids. Any unauthorised materials or aids brought into an examination room and not deposited with the Invigilator (see paragraph 10.4) must be surrendered to the Invigilator on request. Any materials or aids so surrendered may be handed over by the Invigilator to the University which may make copies of them. The original materials or aids (together with all such copies) may be retained by the University at its absolute discretion.

10.9 Students must not pass any information from one to another during an examination of a written paper. A student may not act in collusion with another student or any other person, nor copy from another student, nor engage in any similar activity. Any of these activities constitutes an examination offence.

10.10 Plagiarism is the presentation of another person's thoughts or words as if they were the student's own: for example, copying from text books and other sources (including the Internet) without due acknowledgement that the passages quoted are copied and without giving the source of those passages (see paragraph 10.12). Plagiarism is an examination offence.

10.11 All work submitted as part of the requirements for any examination must therefore be expressed in the student's own words and incorporate his or her own ideas and judgements.

10.12 Direct quotations from the published or unpublished work of another person must always be clearly identified as such and a full reference to the source must be provided in the proper form. A series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism in the same way as an unacknowledged quotation from a single source. Equally, if another person's ideas or judgements are summarised, the student must refer to that person in the text, and give details of the work to which reference is made. Further instructions on acknowledging other people's work and the extent to which other sources may be quoted is given in student handbooks/manuals.

10.13 It is an examination offence to submit work which has been written jointly by two or more persons, unless expressly permitted in the relevant Programme Regulations.

10.14 Assignments, essays, projects, reports, dissertations and other similar work must therefore be the student's own work and must be written without the assistance of other people, except where expressly permitted in the Programme Regulations. Students will be required to submit a signed declaration for all such work submitted, stating that they understand what is meant by plagiarism, and confirming that the work submitted is entirely their own and that the use of published or unpublished works of other people has been acknowledged in accordance with the University's requirements.

10.15 It is the responsibility of the student to safeguard his or her assignments, essays, projects, reports, dissertations and other similar work and to prevent them from being copied by other students.

10.16 The examination offences listed in the foregoing paragraphs will be treated as cheating or irregularities of a similar character under the provisions of the Regulations for Proceedings in respect of Examination Offences by Candidates for University Awards, except as otherwise provided for in the relevant Programme Regulations. Under the Regulations for Proceedings in respect of Examination Offences by Candidates for University Awards students found to have committed an offence may have the results of their examinations withheld, and may be excluded from all future examinations of the University. A copy of these Regulations may be obtained from the Head of Student Assessment.

Other matters

10.17 The University reserves the right to require students sitting an examination for a written paper to remain within the examination hall or its precincts for the duration of the relevant paper.

10.18 All examination scripts are the property of the University and will not be returned to students. Answers to assignments, essays, course projects and other similar work written in the student's own time will only be returned to the student as described in the relevant Programme Regulations. Final reports on research projects or dissertations will not be returned to students, unless indicated otherwise in the Programme Regulations.

10.19 All question papers will be retained by the University.

11. Fees

11.1 Students are required to pay the fees that are due in any particular year in full at the time when they fall due. Fees must be paid in accordance with the University's procedures and deadlines given in the prospectus and Student handbook/manual or equivalent publication (as applicable).

11.2 The University reserves the right to amend previously announced fees. The University also reserves the right to make additional charges (see paragraph 8 of the Programme Regulations).

11.3 Students who are permitted to proceed from a certificate or diploma to a related diploma or degree (see paragraph 4) will be required to pay the fees indicated in paragraph 8 of the Programme Regulations.

11.4 Students who are permitted to proceed from a short course to a certificate, diploma or degree (see paragraph 3) will be required to pay the registration fee for the relevant programme of study and the fee for the remaining subjects, unless indicated otherwise in the Programme Regulations.

11.5 Students who are permitted to transfer their registration to another programme of study (see paragraph 6) shall be required to pay the relevant fees, for the programme concerned, in order to do so. Any additional fee payable shall be at the discretion of the University. Any refund of fees already paid will be subject to the conditions in paragraphs 11.8 and 11.9.

11.6 Students who cancel their registration for one programme of study and register afresh for another programme of study (see paragraphs 6.4 and 6.9) will be required to pay the relevant fees, for the programme concerned, in order to do so. Any refund of fees already paid will be subject to the conditions in paragraphs 11.8 and 11.9.

11.7 Students who are permitted to renew their registration at the expiry of the initial period of registration (see paragraph 6) will, as applicable, be required to pay a further full registration fee. Students who are permitted to renew their registration for a programme of study which is being phased out will be required to pay a proportion of the full registration fee (as applicable), the amount depending on the number of years remaining before the last examination for the programme concerned. In addition to the registration fee, **all** students will be required to pay the appropriate subject fees, under the Regulations in force at that time.

Refunds

11.8 Fees will only be refunded in exceptional circumstances and at the discretion of the University (but see also paragraphs 11.9 and 11.10). All refunds will be subject to an administrative charge determined by the University. Any further information is given in paragraph 8 of the Programme Regulations.

11.9 Exemption application fees are **not** refundable.

11.10 Examination entry fees where applicable are **not** refundable nor can they be transferred from one examination to a later one. A student is liable for the full fee at any subsequent entry, in accordance with the Regulations then in force.

Programme Regulations for Short Courses

These Programme Regulations apply to the short course programme that is related to the MSc degrees, Postgraduate Diplomas and Postgraduate Certificates in Livestock Health and Production and Veterinary Epidemiology and Public Health

1. Introduction

1.1 The University offers individual courses of the MSc degree, Postgraduate Diploma and Postgraduate Certificate in Livestock Health and Production and the MSc degree, Postgraduate Diploma and Postgraduate Certificate in Veterinary Epidemiology and Public Health as credit bearing short courses. Shorter stand alone courses which are non-credit bearing are also offered.

1.2 The rules governing this short course programme are given in both these Programme Regulations and the General Regulations for Short Courses that follow.

2. Short course programme of study

2.1 The following are offered as short courses:

35 hour non-credit bearing short courses

- Introduction to statistics and hypothesis testing [V35 D001]
- Statistical aspects of study design and analysis of data [V35 D002]
- Principles of veterinary epidemiological investigations and some descriptive epidemiological methods [V35 D003]
- Design and analysis of epidemiological investigations – observational studies [V35 D004]
- Design and analysis of epidemiological investigations – intervention studies [V35 D005]
- Principles of farm animal economic analysis [V35 D006]
- Tools for economic analysis [V35 D007]
- Use of economic tools in epidemiology [V35 D008]
- Sampling in epidemiological investigations [V35 D009]
- Diagnostic decision making and making epidemiological disease and information management [V35 D010]
- An introduction to risk analysis and risk assessment [V35 F001]
- An overview of zoonotic diseases caused by parasites [V35 F002]
- An overview of zoonotic diseases caused by bacteria, virus and rickettsia [V35 F003]
- Principles of food safety control and antibiotic resistance [V35 F004]
- Control of food safety – red meat and poultry [V35 F005]
- Control of food safety – eggs, milk and milk products [V35 F006]
- Development of a disease control programme – salmonella in pigs [V35 F007]
- Development of a disease control programme – bovine TB [V35 F008]
- Risk analysis using @RISK software [V35 G001]
- Database management at farms [V35 G002]

- Welfare issues in systems involving confinement [V35 A003]
- Welfare issues in extensive farming systems [V35 A004]
- Animal transport and slaughter – critical welfare considerations [V35 A005]

All the above courses accommodate no less than 35 notional study hours.

50 hour credit bearing short courses

- Advanced risk analysis using @RISK software [V50 100T]
- Herd health management [V50 200T]
- Animal disease surveillance [V50 300T]
- Database management and analysis in animal health surveillance [V50 400T]
- Disease modelling [V50 500T]
- Introduction to veterinary public health, risk analysis and risk assessment [V50 100U]
- Zoonoses of parasitic, bacterial and viral origin [V50 200U]
- Principles of food safety control and ‘farm to fork’ concept [V50 300U]
- Control of food safety: red meat, poultry, eggs, milk and milk products [V50 400U]
- Development of a disease control programme: salmonella in pigs and bovine [V50 500U]
- Introduction to statistics, hypothesis testing, study design and analysis of data [V50 100W]
- Principles, methodology and sampling in epidemiological investigations [V50 200W]
- Design and analysis of epidemiological investigations – observational and intervention studies [V50 300W]
- Quantitative aspects of diagnostic testing and information management in epidemiological investigations [V50 400W]
- Tools for economic analysis in epidemiology [V50 500W]

All the above courses accommodate no less than 50 notional study hours.

240 hour credit bearing short courses

- Animal disease (current concepts) [667 0001] (formerly known as Animal disease Part I (current concepts))
- Principles of livestock production [667 0002]
- Developing and monitoring of livestock production systems [667 0018]
- Epidemiology and animal health economics [667 0004]
- Veterinary public health [667 0006]
- Animal disease part 2 (infectious and production diseases – a species approach) [667 0008] †
- Reproduction and fertility – a species approach [667 0009]

- **Economics for livestock development and policy [667 0019]**
- **Statistical methods in veterinary epidemiology [667 0012]**
- **Animal welfare [667 0016]**
- **Advanced statistical methods in veterinary epidemiology [667 0013] ***
- **Management of infectious disease outbreaks in animal populations [667 0017]**
- **Research design, management and grant application writing [667 0014]**
- **Surveillance and investigation of animal health [667 0015]**
- **Sustainable Livestock Farming in the Environment [667 0020]**

† Note: this course may only be chosen by students whose effective date of registration is 1 January 2008 or before. To be examined for the last time in 2010, except for a re-sit in 2011.

* Students intending to study this optional module will require access to Arc View 9.0 GIS software, plus the extensions, Spatial Analyst and 3D Analyst. The cost of the GIS software is NOT included in your course fee and you will need to purchase it if you do not have access to it. Please see Programme Regulations Paragraph 8.3 for further information.

All the above courses accommodate no less than 240 notional study hours.

2.2 Students may take any number of short courses, but only two relevant 240-hour short courses may be counted as credit towards a Postgraduate Diploma or MSc degree, or one relevant 240 hour short course may be counted towards a Postgraduate Certificate. Students who have successfully completed short courses in excess of these maximums will not be awarded credit in respect of these units (see also General Regulations paragraph 4.7).

2.3 Students will not be awarded related awards retrospectively.

2.4 Not all courses will necessarily be available in every year.

2.5 In addition, as there are limits to the number of students who can be registered for each course in any year, the University cannot guarantee that a student's preferred choice of course will always be available.

2.6 Three of the 240-hour short courses have been broken down into further 50-hour short courses. Please see Schedule A of the Short Course Regulations.

Period of registration

2.7 All students registering for a short course will be registered for a maximum period of **two** years (Short Course General Regulations paragraph 4.1). The minimum period of registration for students taking **240 hour short courses** is **one** year. The **35 hour** and **50 hour short courses** have no minimum period of registration.

2.8 Further information on the period of registration is given in paragraph 4 of the Short Course General Regulations.

3. Progression to the related awards

3.1 Students who successfully complete the assessment for one or more of the **50 hour short courses** may be considered for progression to the related **240 hour short course** (see Schedule A).

3.2 All transferring students will be required to complete the examination for the relevant 240 hour short course irrespective of the number of 50 hour short courses previously taken. A transfer fee will be payable.

3.3 There is no **direct** progression to the MSc degree, Postgraduate Diploma or Postgraduate Certificate from the **50 hour** short courses. Students must apply to transfer to a related **240 hour** short course (see paragraphs 3.1 – 3.2). Upon successful completion of the **240 hour** short course, students may apply to transfer to the related MSc degree, Postgraduate Diploma or Postgraduate Certificate (see paragraphs 3.4 – 3.6).

3.4 Students who successfully complete the assessment for one or more of the **240 hour short courses** may be considered for progression to the following related awards:

- *Postgraduate Certificate in Livestock Health and Production*
- *Postgraduate Diploma in Livestock Health and Production*
- *MSc degree in Livestock Health and Production*
- *Postgraduate Certificate in Veterinary Epidemiology and Public Health*
- *Postgraduate Diploma in Veterinary Epidemiology and Public Health*
- *MSc degree in Veterinary Epidemiology and Public Health*.

3.5 Students who are permitted to progress may be credited with certain **240 hour short courses** successfully completed (see paragraph 2.2).

3.6 Further rules governing progression to the MSc degrees, Postgraduate Diplomas and Postgraduate Certificates are given in paragraph 3 of the Short Course General Regulations.

3.7 There is **no** progression from **35 hour short courses**.

4. Entrance requirements

35 hour short courses

4.1 There are no formal entrance requirements for 35 hour short courses.

50 hour or 240 hour short courses

4.2 In order to be eligible to register for a 50 hour or 240 hour short course governed by these Regulations, an applicant must hold a degree or a technical or professional qualification and work experience considered appropriate and relevant by the University.

4.3 In order to be eligible to register for a 50 hour or 240 hour short course governed by these Regulations, an applicant whose first language is not English must provide documentary evidence acceptable to the University that the applicant has, no more than three years prior to the application, either been educated in English (minimum 18 months); or worked in English (minimum 18 months); or passed a test of English proficiency

acceptable to the University of London – for example IELTS with an overall score of 6.5 with a minimum of 6.0 in each sub-test or TOEFL score of 580 (or 237 in the computerised test) plus 4.5 in the Test of Written English (TWE)/Essay rating.

4.4 Students are also required to meet the appropriate computer hardware and software requirements.

4.5 Applicants who do not satisfy these requirements may be considered by the University on an individual basis.

5. Assessment

5.1 Students may choose whether or not to be formally assessed in the credit bearing **50 hour and 240 hour short courses** for which they are registered. Students who choose to be formally assessed will be examined to the same standard as that required by students registered for the related MSc degree, Postgraduate Diploma, or Postgraduate Certificate. **Paragraphs 5.2 to 5.6 apply to all students who wish to be assessed.**

5.2 Each **50 hour** credit bearing short course will be assessed by a written assignment.

5.3 Each **240 hour** credit bearing short course will be assessed by an assignment and unseen written paper (see paragraph 3.2 for students who are progressing from a 50 hour short course).

5.4 Examinations by unseen written paper, whenever held, will take place on one occasion each year, normally in October. This applies to **240 hour short courses** only.

5.5 A student taking a **50 hour** or **240 hour** credit bearing short course, who fails to satisfy the Examiners in an examination at the first attempt will be permitted to make **one** further attempt at that examination. The maximum number of attempts permitted at any examination is **two** (Short Course General Regulations, paragraph 6.1), *provided* the student's registration has not expired.

5.6 There is **no formal assessment** for the **35 hour short courses** (see paragraph 1.13 of the Short Course General Regulations). Students may submit a short answer paper for assessment if required. See Schedule C of the Short Course Programme Regulations for the assessment criteria.

Marks

5.7 The overall pass mark for a **50 hour** or **240 hour short course** is 50%.

5.8 Information on assessment criteria and how a mark is achieved for a **50 hour** or **240 hour short course** are given in Schedules C and D of the Programme Regulations for the awards.

6. Fees

6.1 The fees payable to the University are as follows:

Fee per short course:	
35 hour short course	£350
50 hour short course	£475
240 hour short course	£1295

Transfer fee (*from a 50 hour short course to a 240 hour short course only*) £830

Examination re-entry fee £157
(*Payable by students who enter an examination on a second occasion, having failed on the first occasion*)

6.2 No study materials will be despatched until all fees due have been received.

6.3 The fees above refer to the 2010 year only.

6.4 A fee is normally levied by all examination centres (other than London) and Overseas Examination Centres. This fee is payable by students who choose to be assessed each time they make an examination entry. The University cannot be responsible for this fee, nor can it influence the level of fee charged.

Progression to an award

6.5 When a student progresses from a **240 hour short course** to the related Postgraduate Certificate, Postgraduate Diploma or MSc degree, the following additional fees shall be payable:

- a **registration fee** to register for the Postgraduate Certificate, Postgraduate Diploma or MSc degree in Livestock Health and Production or the Postgraduate Certificate, Postgraduate Diploma and MSc degree in Veterinary Epidemiology and Public Health
- the **relevant course fees**.

Refunds

6.6 A refund of the short course fee will be given where the fee has been paid but no study materials have been despatched. Such refund will be subject to a charge determined by the University (currently £50).

Schedule A / Progression within credit bearing short courses

Progression from 50 hour credit bearing short courses to 240 hour credit bearing short courses

Students taking the following 50 hour short courses may only be considered for progression to the following specified 240 hour short course:

50 hour short course code	50 hour short course title	240 hour short course code	240 hour short course title
V50 100T	Advanced risk analysis using @RISK software	667 0015	Surveillance and investigation of animal health
V50 200T	Herd health management	667 0015	Surveillance and investigation of animal health
V50 300T	Animal disease surveillance	667 0015	Surveillance and investigation of animal health
V50 400T	Database management and analysis in animal health surveillance	667 0015	Surveillance and investigation of animal health
V50 500T	Disease modelling	667 0015	Surveillance and investigation of animal health
V50 100U	Introduction to veterinary public health, risk analysis and risk assessment	667 0006	Veterinary public health
V50 200U	Zoonoses of parasitic, bacterial and viral origin	667 0006	Veterinary public health
V50 300U	Principles of food safety and 'farm to fork' concept	667 0006	Veterinary public health
V50 400U	Control of food safety: red meat, poultry, eggs, milk and milk products	667 0006	Veterinary public health
V50 500U	Development of a disease control programme: salmonella in pigs and bovine	667 0006	Veterinary public health
V50 100W	Introduction to statistics, hypothesis testing, study design and analysis of data	667 0004	Epidemiology and animal health economics
V50 200W	Principles, methodology and sampling in epidemiological investigations	667 0004	Epidemiology and animal health economics
V50 300W	Design and analysis of epidemiological investigations – observational and intervention studies	667 0004	Epidemiology and animal health economics
V50 400W	Quantitative aspects of diagnostic testing and information management in epidemiological investigation	667 0004	Epidemiology and animal health economics
V50 500W	Tools for economic analysis in epidemiology	667 0004	Epidemiology and animal health economics

Schedule B / Course outlines

35 Hour short courses (non-credit bearing)

Animal transport and slaughter – critical welfare considerations [V35 A005]

In this course you will learn about the animal welfare issues involved in the handling, transport, and slaughter of livestock. You will learn about the behavioral principles of animal handling, animal welfare issues that arise during transport and the importance of well-designed and managed pre-slaughter handling systems. At the end of the course you will be able to provide advice on the design and management of facilities for loading and unloading animals, lairages, races, stockyards, and restraint equipment to prevent transport-related animal welfare problems. Implementation of auditing systems to maintain high levels of welfare during transport, handling and slaughter is an essential component of the knowledge gained.

Assessment: short answer paper

An introduction to risk analysis and risk assessment [V35 F001]

Risk analysis is being used increasingly in the arena of veterinary public health, and it is essential that those working in the field should have a basic understanding of the terminology and methods used. This course is designed to give you that basic understanding of risk analysis, with particular emphasis on risk assessment.

Assessment: short answer paper

An overview of zoonotic diseases caused by bacteria, virus and rickettsia [V35 F003]

In this course you will gain an overview of the most important zoonotic bacterial, viral, rickettsial and prion diseases present worldwide. Focusing on some of the diseases that are of major importance to human health, including examples of food-borne zoonotic infections of bacterial origin and newly emerged viral and prion zoonoses, such as transmissible spongiform encephalopathies (TSEs). The significant epidemiological aspects of these zoonotic infections and the difficulties encountered in formulating control measures will also be discussed.

Assessment: short answer paper

An overview of zoonotic diseases caused by parasites [V35 F002]

This course will provide you with a comparative overview of the most important water-borne and food-borne parasitic zoonoses. The course will focus on those diseases that are most prevalent in the human population and the factors responsible for their importance. The reasons governing the emergence or re-emergence, over the last 25 years, of a number of parasitic zoonoses will also be analysed.

Assessment: short answer paper

Control of food safety – eggs, milk and milk products [V35 F006]

This course will enable you to understand the importance of contaminated shell eggs, and products derived from them, as vehicles for human infection, principally that caused by salmonella enterica serovar enteritidis. The course also provides information on how salmonella enteritidis contaminates eggs

and the control measures that can be introduced to prevent human infection. In the second part the infections of public health significance that may be transmitted to the human population via milk and milk products are described. Measures that need to be taken to ensure clean, hygienic and safe production of milk and milk products are outlined.

Assessment: short answer paper

Control of food safety – red meat and poultry [V35 F005]

This course is concerned primarily with microbiological aspects of red and poultry meat production. Methods to reduce microbiological contamination throughout the entire production chain of meat, including slaughter, preparation of fresh meat, cutting, packaging, storage and supply to the consumer, are outlined. Control systems such as good manufacturing practice (GMP) and hazard analysis critical control points (HACCP) are important procedures in the production of safe meat and these techniques are reviewed in the course.

Assessment: short answer paper

Database management at farms [V35 G002]

Data is meaningless unless it can be analysed to obtain information. Data analysis requires methodically organised data in a carefully designed system that can be used for statistical analysis. A properly organised system is also important to update and retrieve data as and when necessary. In this course you will learn what database management means and how computer software can be used to interrogate and handle databases to gain meaningful information from them. You will become acquainted with some of the technical language used to describe databases, and you will gain an understanding of the important points to consider in designing databases.

Assessment: short answer paper

Design and analysis of epidemiological investigations – observational studies [V35 D004]

This course will introduce you to observational studies that are conducted on populations. Some important observational studies will be presented and their weaknesses and strengths discussed. The course will demonstrate techniques for measuring association between disease and risk factors from these studies. You will learn about the subtle but important differences between the measures of association and the most suitable application for each measure. The statistical tests most frequently used for observational studies will be presented. The problems of study design and bias, and the effect of interaction between variables will be discussed in relation to measurement of risk.

Assessment: short answer paper

Design and analysis of epidemiological investigations – intervention studies [V35 D005]

This course will give you a good introduction to intervention studies, often also called 'clinical trials' or 'experimental studies'. You will learn why and how intervention studies are

used, and with what objectives. The course will discuss specific design requirements for these studies and the measures of association

between disease and intervention that are employed in clinical trials. The strengths and weaknesses of these studies will be presented and the statistical testing requirements for clinical trials discussed.

Assessment: short answer paper

Development of a disease control programme – bovine TB [V35 F008]

This course will provide an overview of bovine tuberculosis (TB) control, a classic example of veterinary public health in action. It will summarise past and present approaches to controlling the disease and indicate their strengths and weaknesses. The example of bovine TB in Great Britain will be used extensively to illustrate the possible elements of a disease eradication programme and the types of problem that you may meet. This information will enable you to develop your own strategies for combating similar chronic farm animal diseases.

Assessment: short answer paper

Development of a disease control programme – salmonella in pigs [V35 F007]

Using the example of salmonella infection in the Danish pig industry, this course will explain the epidemiological basis for establishing disease control programmes and the use of epidemiology to improve our understanding of a disease within such a programme. The dynamics of disease control/eradication and the interactions between diagnostic laboratories and the disease control programme are described in detail.

Assessment: short answer paper

Diagnostic decision making and epidemiological disease and information management [V35 D010]

This course will introduce you to diagnostic decision-making, a process which most clinicians deal with by combining factual knowledge, experience and intuition. The application of epidemiology to the improvement of livestock health and production requires responsible management of disease information. From collecting data on milk production from a single dairy farm to using country-wide disease data to determine national livestock import policies, careful and appropriate data management is essential. This course will introduce you to the types of data you might encounter, methods of collecting and storing those data, and some of the many epidemiological tools available to extract as much information as possible for production and disease management decisions.

Assessment: short answer paper

Introduction to statistics and hypothesis testing [V35 D001]

Statistics, narrowly defined, is the skill of data manipulation and analysis. Although statistics is based on mathematical theory, the level of maths involved in this course is relatively simple. The course sets out to introduce the role of statistics in veterinary and animal health statistics and introduce the language and basic theory of probability and explain its relevance in statistics. You will also learn about the concepts of sampling from a population, principles of hypothesis testing and see how to test a hypothesis using chi-square and t-tests.

Assessment: short answer paper

Principles of farm animal economic analysis [V35 D006]

This course on farm animal health economics will provide you with an introduction to the role that economics plays in decision making in the field of animal health. You will start by looking at the sorts of issues that might be involved, and the different perspectives from which issues can be considered. You will then go on to learn about important concepts used in animal health economics before preparing for the practical work in the course by reading about the tools used by animal health economists. The final part is a very practical session which will take you through the steps involved in calculating the output of livestock enterprises.

Assessment: short answer paper

Principles of food safety control and antibiotic resistance [V35 F004]

Throughout the world, food-borne human illness is increasing and is mainly associated with foods of animal origin. This course outlines the typical food safety hazards and identifies areas that can be monitored to increase safe production of food. In the second part of the course an overview of the controversial subject of the veterinary use of antibiotics, the associated problem of antibiotic resistance and the implications for public health are discussed. The course will provide you with the necessary tools to make an objective judgement of this topic.

Assessment: short answer paper

Principles of veterinary epidemiological investigations and some descriptive epidemiological methods [V35 D003]

This course will provide an introduction to veterinary epidemiology together with an overview of the history and current state of this field. It will introduce the concept of disease occurrence as a complex interaction between host, agent and environmental factors and present descriptive epidemiology as a means of summarising disease within a population. Finally the techniques of descriptive data analysis and data summary will be demonstrated using examples of analytical techniques from animal health studies.

Assessment: short answer paper

Risk analysis using @RISK software [V35 G001]

It takes many years of practice to become a fully trained quantitative risk assessor; this course is not designed to bring you to that level of competence. The aim instead is to familiarise you with the methodology and provide a good grounding in the main skills, on which you can build in practice. The course will demonstrate how you can use the probability theory to build a simple quantitative model. To do this you will be working with a software package called @RISK.

Assessment: short answer paper

Sampling in epidemiological investigations [V35 D009]

This course will examine the technique of making inferences about large populations on the basis of examination of a sample. You will learn about the techniques required for the effective sampling of populations and examine the statistical assumptions that underpin sampling theory. Possible sources of error in the process will also be discussed. The course emphasises the practical use of sampling theory to answer epidemiological questions, giving examples of how sampling techniques may be used effectively in epidemiological investigations.

Assessment: short answer paper

Statistical aspects of study design and analysis of data [V35 D002]

Statistical skills involve knowing how to design your study, collect and analyse the data and draw conclusions from the results. In this course you will learn about the underlying concepts of study design, including the basic principles of optimal sample size estimation. The course will then move on to introduce simple linear correlation and regression, which are concerned with investigating the joint relationship between two variables. You will complete the course by learning about some simple nonparametric methods of analysis.

Assessment: short answer paper

Tools for economic analysis [V35 D007]

This course concentrates on the methodologies used for decision making in the field of animal health and production. The emphasis will be to explain the basic principles involved and will enable you to familiarise yourself with the techniques of partial and benefit-cost analysis through a series of exercises. The course will also provide you with knowledge to critically assess work done by others. Finally the course will present some of the economic tools that can be used to analyse the risk and uncertainty associated with livestock production.

Assessment: short answer paper

Use of economic tools in epidemiology [V35 D008]

This course will present some examples of how economic tools can be applied to analyse diseases and also exercises to provide practice and build confidence in the use of these tools. You are not expected to carry out the complete analysis, but are expected

to interpret results or output from economic tools. By the end of this course you will be able to assess livestock disease control decisions at farm and project level. (Note: in order to study this course you should first complete the course on *Tools for economic analysis*.)

Assessment: short answer paper

Welfare issues in extensive farming systems [V35 A004]

The welfare of extensively farmed animals is influenced by a number of characteristic factors, such as climate, food availability, handling, parasites, predators, etc. Uniquely, these factors interact in a complex way to ensure there are no simple answers to questions of animal welfare. The six sections in this course will help you to understand the complex interplay between the different factors and will provide insights into interpreting the dilemmas they bring.

Assessment: short answer paper

Welfare issues in systems involving confinement [V35 A003]

Intensive farming systems have reduced production costs and maximised outputs but have led to many animal welfare issues. Confinement of animals to smaller spaces leads to many psychological, behavioural and physical problems. Today these issues are debated and scientists and agricultural engineers have worked together to produce enclosures and environments which better meet the needs of animals. This course will explore these issues in detail and you will gain a better understanding of the economic and political ramifications that may be involved in improving husbandry systems.

Assessment: short answer paper

50 Hour short courses (credit bearing)

Advanced risk analysis using @RISK software [V50 100T]

Risk analysis is being used increasingly in animal health, particularly in relation to trade. It therefore has become essential for people working in animal health policy to have a basic understanding of the terminology and methods used in risk assessment. This course aims to give you that basic understanding, with particular emphasis on qualitative and quantitative risk assessment. The final part of the course explores quantitative risk analysis and demonstrates how you can use the frameworks and probability theory to build a simple quantitative model. To do this you will be working with a software package called @RISK.

Assessment: one written assignment

Animal disease surveillance [V50 300T]

Animal disease surveillance is one of the key functions of animal health services. It has become more important in the last twenty years with the increasing concern for food safety and the emergence of new and exotic diseases, along with the traditional role of measuring disease and monitoring the control of endemic diseases. The evaluation of surveillance is another integral part of any system and must be considered at design stage. This course will introduce you to the principles of disease control, the components of such programmes and their implementation and evaluation, focused on infectious diseases. The detailed

description of the traditional disease control strategies will provide you with a deep understanding of the complexity of the decision-making process and how epidemiological tools can help in the control and eradication of animal diseases at regional and national level.

Assessment: one written assignment

Control of food safety: red meat, poultry, eggs, milk and milk products [V50 400U]

This course is concerned primarily with microbiological aspects of food safety in the production of red and poultry meat, eggs, milk and milk products. Methods to reduce microbiological contamination in meat during the entire production chain, from farm to slaughterhouse to the retail outlet, are discussed. The course also enables students to understand the importance of contaminated shell eggs, and products derived from them, as vehicles for human infection, principally that caused by salmonella enterica serovar enteritidis. In the final part of the course infections that may be transmitted to the human population via milk and milk products and methods to reduce such contamination are described.

Assessment: one written assignment

Database management and analysis in animal health surveillance [V50 400T]

In epidemiological investigations and disease surveillance, data is collected to describe patterns of disease or production measurements, or to investigate relationships between risk factors and outcome variables such as disease using statistical methods. In this course you will be introduced to different methods for organising your data in a database and how to extract tailored information from a database using queries. You will learn how to transfer data between database management systems, and how to manipulate data more efficiently by writing simple programmes to perform complex data queries that are not provided by standard database software.

Assessment: one written assignment

Design and analysis of epidemiological investigations – observational and intervention studies [V50 300W]

This course will introduce you to observational and intervention studies that are conducted on populations. The course will demonstrate techniques for measuring association between disease and risk factors from these studies. You will learn about the subtle but important differences between the measures of association and the most suitable application for each measure. The strengths and weaknesses of these studies will be presented and the statistical testing requirements will be discussed.

Assessment: one written assignment

Development of a disease control programme: salmonella in pigs and bovine TB [V50 500U]

This course will allow you to analyse two examples of national disease control programmes in veterinary public health, namely the salmonella control programme in pig herds in Denmark and the tuberculosis control programme of cattle in the UK. Examples from these two programmes will be used extensively to illustrate the important elements of a disease eradication programme. At the end of this course you will be encouraged to develop your own strategies for combating similar chronic farm animal diseases.

Assessment: one written assignment

Disease modelling [V50 500T]

Simulation models have become an important component of decision making in relation to control of infectious diseases, as had been demonstrated during recent epidemics of FMD and SARS. Models provide the facility to examine 'what if' questions regarding contemplated management choices in the context of current disease control and herd production performance. They also provide a mechanism for generating hypotheses about the important components of an epidemiological system. The course represents an introduction to the concepts of deterministic and stochastic disease modelling.

Assessment: one written assignment

Herd health management [V50 200T]

The management of information that relates to production, animal health, reproduction and financial records is the foundation of food animal production-oriented health programs. Good information allows managers to make appropriate decisions for the day-to-day operation of their farms, identify shortfalls in performance, and to monitor the effectiveness of interventions. This course will introduce you to herd health programmes and describe the economic principles which should

be applied in the design and delivery of these programmes. The programmes that operate in dairy cattle herds, sheep flocks, pig herds and poultry flocks are explored with examples. In the last part of the course the role of computers in herd health management are described in detail, using the CamDairy software package, which is designed to manage dairy farms as an example.

Assessment: one written assignment

Introduction to statistics, hypothesis testing, study design and analysis of data [V50 100W]

This course is designed to explain the basic concepts of statistics and provide a basic introduction to statistical analysis in veterinary and animal health fields. You will also learn about the principles of hypothesis testing, concepts of sampling, study design and parametric and nonparametric methods of data analysis. It is assumed that you have not previously attended any statistics courses, so that the whole subject of statistical analysis is new to you.

Assessment: one written assignment

Introduction to veterinary public health, risk analysis and risk assessment [V50 100U]

In this course the diverse nature of Veterinary Public Health (VPH) is explored and your perceptions of what constitutes VPH are challenged. This introductory course to VPH will introduce you to the concept that food can constitute a hazard to human health, and will show you how to measure the risk to consumer health. It is aimed to give a basic understanding of risk analysis, with particular emphasis on qualitative and quantitative risk assessment.

Assessment: one written assignment

Principles, methodology and sampling in epidemiological investigations [V50 200W]

This course is intended to provide you with an overview of the scope of modern epidemiology and to introduce the basic concepts of epidemiological investigations. The course will introduce methods for describing the frequency of disease occurrence in animal populations, including risks and rates. During the course you will examine the technique of making inferences about large populations on the basis of examination of a sample. You will learn about the techniques required for the effective sampling of populations and examine the statistical assumptions that underpin sampling theory. The course emphasises the practical use of sampling theory to answer epidemiological questions, giving examples of how sampling techniques may be used effectively in epidemiological investigations.

Assessment: one written assignment

Principles of food safety control and 'farm to fork' concept [V50 300U]

This course will introduce the concept that foods can be hazardous and examines how to control food safety hazards throughout the chain of production, storage and distribution. Suitable control measures to avoid food poisoning bacteria and viruses that may contaminate ready-to-eat food are also identified. In the second part of the course an overview of the controversial subject of the veterinary use of antibiotics, the associated problem of antibiotic resistance, and the implications for public health is discussed. The course will provide you with the necessary tools to make an objective judgement of this topic.

Assessment: one written assignment

Quantitative aspects of diagnostic testing and information management in epidemiological investigations [V50 400W]

This course will introduce you to the quantitative aspects of interpreting the results of diagnostic tests. It adds an important dimension to diagnostic decision-making. The course will introduce you to the types of data you might encounter, methods of collecting and storing those data, and some of the many epidemiological tools available to extract as much information as possible for production and disease management decisions.

Assessment: one written assignment

Tools for economic analysis in epidemiology [V50 500W]

This course will introduce the principles of economic analysis and a number of tools used to aid decision-making in the field of animal health economics. This is a very practical module,

throughout which you will learn how to use the tools in a number of activities and case studies at the same time as gaining an appreciation of the issues involved so as to be able to critically review the work of others. It is assumed that you have not previously studied animal health economics, so that the whole subject is new to you.

Assessment: one written assignment

Zoonoses of parasitic, bacterial and viral origin [V50 200U]

This course will provide an overview of some major zoonotic diseases, their epidemiology and their control. It considers some emerging and re-emerging zoonoses that are of importance to human health. The course is subdivided to allow separate coverage of parasites, bacteria, and finally viruses, rickettsia and prions.

Assessment: one written assignment

240 Hour short courses (credit bearing)

Advanced statistical methods in veterinary epidemiology [667 0013]

Prerequisites: Statistical methods in veterinary epidemiology [667 0012]

Students intending to study this optional module will require access to Arc View 9.0 GIS software, plus the extensions, Spatial Analyst and 3D Analyst. The cost of the GIS software is NOT included in your course fee and you will need to purchase it if you do not have access to it. Please see Regulations 8.3 for further information.

This course will provide an introduction to advanced methods of statistical modelling of epidemiological data.

Subject areas:

- analysis of spatial data
- modelling of production data
- advanced aspects of multivariable regression analysis
- analysis of correlated data; meta-analysis and systematic reviews

Assessment: one three-hour unseen written paper containing essay and/or short answer questions (80%) and a written assignment (20%).

Animal disease (current concepts) [667 0001]

(formerly Animal disease Part I (current concepts))

This course will enable the student to appreciate the external and internal components of health-agents of disease and how animals respond to them, at an individual and population level.

Subject areas:

- Immunology
- Parasitology
- Microbiology
- Introduction to veterinary epidemiology
- Principles of veterinary pathology

Assessment: one three-hour unseen written paper containing essay and/or short answer questions (80%) and a written assignment (20%).

Animal disease Part II (infectious and production diseases – a species approach) [667 0008]

This course may only be chosen by students whose effective date of registration is 1 January 2008 or before. To be examined for the last time in 2010, except for a re-sit in 2011.

This course will provide an in-depth examination of diseases of major economic importance in each category of farm animal.

Subject areas:

An introduction to therapeutics - Diagnostic principles
Infectious, production and parasitological diseases of:

- cattle, small ruminants, pigs, poultry (choice of three out of four)
- equids, camelids, rabbits and others (choice of one from three).

The epidemiology, clinical diagnosis, control and treatment of each disease in both temperate and tropical/subtropical areas, as appropriate, will be considered.

Assessment: one three-hour unseen written paper containing essay and/or short answer questions (80%) and a written assignment (20%).

Animal welfare [667 0016]

This course will provide a comprehensive appreciation of welfare and ethical issues connected with farm animal practice, animal breeding, transport and slaughter, companion animals, laboratory animals, animals used in competition and wildlife.

Subject areas:

- An introduction to veterinary ethics; the physiology of pain, distress, fear and anxiety
- The effects of genetics on animal welfare
- Specific welfare issues in companion, farmed, laboratory, wild and competitive animals
- Welfare issues in animal husbandry systems transport and slaughter

Assessment: one three-hour unseen written paper containing essay and/or short answer questions (80%) and a written assignment (20%).

Developing and monitoring of livestock production systems [667 0018]

This course will adopt a farming systems approach to permit the student to place livestock production within the context of the utilisation of resources. This will allow a critical consideration of appropriate husbandry for different animals in diverse environmental and socio-economic conditions.

Subject areas:

- An introduction to farming systems
- Details of major livestock production systems
- Developing and monitoring of functioning livestock systems with farmers, including organic farming
- Environmental, welfare and breeding issues in sustainable livestock husbandry

Assessment: one three-hour unseen written paper containing essay and/or short answer questions (80%) and a written assignment (20%).

Economics for livestock development and policy [667 0019]

The objectives of this course are to stimulate awareness of the socio-economic, political and environmental issues that will affect future livestock development and to provide the tools to analyse the issues confronting producers, their advisers, planners and policy makers.

Subject areas:

- Basic concepts of the economics of livestock production
- Extensive, medium intensity and intensive systems of livestock production
- Marketing and policy
- Further economics for the analysis of livestock development
- Tools for livestock economists

Assessment: one three-hour unseen written paper containing essay and/or short answer questions (80%) and a written assignment (20%).

Epidemiology and animal health economics [667 0004]

This course will enable students to understand the role of epidemiology and economics in the design and delivery of effective veterinary services aimed at improved animal health and productivity.

Subject areas:

- Introduction to statistics
- Introduction to veterinary epidemiology – basic principles, descriptive epidemiology, study design, sampling, quantitative aspects of diagnostic testing
- Animal health economics – principles, partial budgets, decision tree analysis, cost benefit ratio, economics and project planning.

Assessment: one three-hour unseen written paper containing essay and/or short answer questions (80%) and a written assignment (20%).

Management of infectious disease outbreaks in animal populations [667 0017]

This course will provide both the theoretical and practical information required for the management of a major infectious disease outbreak of farm animals.

Subject areas:

- Epidemiology of infectious viral diseases
- Risk and cost-benefit analysis

- Surveillance
- Diagnosis and vaccination strategies before and during an outbreak
- Contingency planning and case studies are used to illustrate how disease outbreaks could be better managed.

Assessment: one three-hour unseen written paper containing essay and/or short answer questions (80%) and a written assignment (20%)

Principles of livestock production [667 0002]

This course will enable the student to understand how feeding, breeding, management and interaction with the environment influence animal production and disease.

Subject areas:

- General principles of nutrition
- Specialised areas of nutrition. Students will select 3 of the following options:
 - Feeding dairy cows
 - Feeding dual purpose, beef and draught cattle
 - Feeding sheep and goats
 - Pig nutrition
 - Poultry nutrition
- Nutrition of horses, camelids & rabbits

In all the above cases, consideration will be given to the different resources available in temperate and tropical/subtropical regions.

- Environmental studies, including climatic effects and housing
- Genetics
- The physiology of growth and lactation; the relevance of reproduction on livestock production.

Assessment: one three-hour unseen written paper containing essay and/or short answer questions (80%) and a written assignment (20%).

Reproduction and fertility – a species approach [667 0009]

This course will enable students to gain a comprehensive insight into the physiology of reproduction and the management and manipulation of fertility to optimise animal productivity.

Subject areas:

- General principles of reproduction
- Introduction to reproductive anatomy and physiology
- Control of breeding
- Fertilisation, conception and pregnancy
- Reproductive disorders and disease

Embryo transfer and assisted reproduction

Reproduction management

Students will be required to specialise in three of the following: cattle, small ruminants, pigs, camelids, rabbits and poultry, equids.

Assessment: one three-hour unseen written paper containing essay and/or short answer questions (80%) and a written assignment (20%).

Research design, management and grant application writing [667 0014]

This course will enable students to undertake a research project, with an appropriate study design to validate a hypothesis and analyse the data, including the presentation of results and writing a grant application.

Subject areas:

- Introduction to scientific research and how to formulate a hypothesis

- Literature search, critical analysis of papers and writing a scientific review
- Experimental and statistical design in project planning;
- Project management
- Preparing data for analysis - qualitative data, quantitative data; statistical analysis and analysing the validity of findings
- Report writing, presentation of data and writing a scientific paper
- Introduction to grant application writing, planning the project and budget
- Guidelines to writing a good grant proposal

Assessment: one three-hour unseen written paper containing essay and/or short answer questions (80%) and a written assignment (20%).

Statistical methods in veterinary epidemiology [667 0012]

The objectives of this course are to introduce statistical methods used in veterinary epidemiology to enable the students to conduct multi-variable analysis and statistical modelling of epidemiological data.

Subject areas:

- Introduction to measures of effect
- Analysis of cohort studies and case-control studies
- Likelihood, Multivariable analysis and statistical modelling
- Simple logistic model, Logistic regression, Poisson regression and Cox regression.

Assessment: one three-hour unseen written paper containing essay and/or short answer questions (80%) and a written assignment (20%).

Surveillance and investigation of animal health [667 0015]

This course will provide in-depth knowledge of qualitative and quantitative risk analysis, animal health surveillance programmes and introduce students to disease modelling.

Subject areas:

- Qualitative and quantitative risk analysis
- Design and evaluation of animal health surveillance and control programmes involving multiple herds
- Disease control methods involving multiple herds
- Farm-level animal disease and production surveillance
- Disease modelling using Deterministic and Stochastic modelling.

Assessment: one three-hour unseen written paper containing essay and/or short answer questions (80%) and a written assignment (20%).

Sustainable livestock farming in the environment [667 0020]

This new course aims to provide an understanding of the threats presented by changes in the environment on livestock production and wildlife population, and explains the ways in which global and regional environmental change can impact on sustainability of farming systems, conservation of ecosystems and animal health. It will outline approaches that can be used to minimise unwanted environmental impacts of modern farming and land use systems, as well as consider the values academics, researchers, veterinarians and livestock specialists attach to the environment and to conservation issues. The course will also

guide students in the approach they take in future when considering animal–environment interactions.

Assessment: one three-hour unseen written paper containing essay and/or short answer questions (80%) and a written assignment (20%).

Veterinary public health [667 0006]

The course will examine the role of veterinarians and other related professionals in the protection of human health through the safe production of foods of animal origin, control of zoonotic disease and environmental contamination.

Subject areas:

- Disease surveillance recording and risk analysis
- Zoonoses and their control
- Disseminating information on veterinary public health
- Quality and safety assurance in food production (meat, milk and eggs)
- Development of disease control programmes

Assessment: one three-hour unseen written paper containing essay and/or short answer questions (80%) and a written assignment (20%).

Schedule C/ Assessment criteria

The assessment criteria for the 240 hour and 50 hour short courses is given in Schedule D of the Programme Regulations.

A short answer paper assessment for the 35 hour short courses will be marked out of 10 according to the following scheme:

Mark out of 10 (Tutor marked assignment)	Descriptor	Factual information and integration of knowledge	Understanding of concepts and critical ability	Presentation
10	Perfect	Factually flawless; excellent integration of knowledge	Full understanding; excellent critical ability	Excellent style and expression
9	Almost perfect	Factually, almost flawless; good integration of knowledge	Full understanding; good critical ability	Excellent style and presentation
8	Excellent: Distinction standard	Relevant factually information well covered and weighted appropriately; good integration of knowledge	Good understanding; good critical ability	Style and expression very good
7	Very Good: Merit Standard	Relevant factually information well covered; some integration of knowledge	Good understanding, good critical ability	Style and expression good
6	Convincing pass	Sufficient relevant factual information but lacking in depth; little or no integration of knowledge	Some understanding; moderate critical ability	Style and expression generally good
5	Minimum Adequate	Barely sufficient relevant factual information; no integration of knowledge	Some understanding; some critical ability	Style and expression adequate
4	Definite, but not bad failure	Some relevant factual information but lacking in breadth and/or depth; no integration of knowledge	Some limited understanding; no critical ability	Style and expression poor
3	Bad failure	Considerable defects in relevant factual information; no integration of knowledge	Considerable defects in understanding but not totally lacking; no critical ability	Style and expression very poor
2	Very bad failure	Only a few correct pieces of relevant factual information	Very little (or no) understanding; no critical ability	Style and expression terrible
1	Almost no competent response	At most, one or two pieces of relevant factual information	None	Not relevant
0	Not submitted/no answer	No relevant factual information	None	Not relevant

Short Course General Regulations: Masters Level Programmes

1. The Regulations

1.1 The University offers a number of short course programmes to External students. These short course programmes include credit bearing and non-credit bearing short courses.

1.2 The provision of credit bearing and non-credit bearing short course programmes at Masters level, and the registration of External students for credit and non-credit bearing short courses, is regulated by both these General Regulations and the Short Course Programme Regulations.

1.3 Registered External students are required to comply with these General Regulations and the appropriate Short Course Programme Regulations. They must also comply with the procedures, deadlines and instructions issued by the University in, for example, the relevant Student handbook and in the Notice to Candidates, which is sent to students prior to an examination. The University is not responsible for any consequences arising from failure to comply with these Regulations, procedures, deadlines or instructions.

1.4 The rules relating to credit bearing and non-credit bearing short courses in any given year are those included in the General Regulations and the relevant Short Course Programme Regulations for that current year and not in the year in which the student initially registered.

1.5 To register for a short course programme as an External student, an applicant must satisfy any entrance requirements for the short course programme concerned. In addition, an applicant who was either previously registered as an External student or who was previously enrolled at a constituent College or Institute of the University of London must have made satisfactory payment to the University or College/Institute of all due fees and accounts. An applicant who fails to satisfy this condition will **not** be permitted to register, or to register again, as an External student.

1.6 On all matters concerning the interpretation of these Regulations and the Short Course Programme Regulations, or on which they are silent, the decision of the University shall be final.

Changes to the short course provision

1.7 Short course programmes are reviewed annually and are subject to change. Two years' notice will normally be given to registered students of any major amendment to a programme, particularly where courses are to be withdrawn.

Terminology and definitions

1.8 A 'short course programme' is a collection of short courses in a particular field of study, as defined in the relevant Short Course Programme Regulations.

1.9 'Credit bearing' short courses are short courses that may be taken into account for admission, and for credit, to a related or unrelated Postgraduate degree, diploma or certificate provided the formal assessment of that short course has been successfully completed.

1.10 'Non-credit bearing' short courses are short courses that may **not** be taken into account for admission to a related or unrelated Postgraduate degree, diploma or certificate. No credit or exemption for the related or unrelated degree, diploma or certificate will be given.

1.11 Credit bearing and non-credit bearing short courses are collectively known as 'short courses' in these Regulations.

1.12 These Short Course General Regulations describe the individual elements of a short course programme as 'subjects'. In the relevant Short Course Programme Regulations these may be called 'courses', 'units', 'modules' or 'sections'.

1.13 'Formal assessment' is the means by which credit bearing short courses are examined. The forms of assessment associated with the appropriate level of postgraduate study are used.

1.14 The term 'examination' used in these Regulations refers to the **entire** assessment for a credit bearing short course, and includes not only the written paper for that short course but also any coursework, project, dissertation or online requirements that count towards the final assessment.

1.15 Where short courses are associated with a particular Postgraduate degree, diploma and/or certificate, these are referred to as '**related**' degrees, diplomas and certificates.

1.16 The 'Admission Notice' is provided to each student who has made an entry to an examination. The Admission Notice contains the student's candidate number and confirmation of the dates and time of the examination(s) for which he/she has entered.

1.17 The 'Notice to Candidates' contains prescribed rules for the examinations. The Notice to Candidates is provided to students together with their Admission Notice.

Student complaints procedure

1.18 The University has a *Procedure for External student complaints* which can be found on the External System web site.

2. Short courses

2.1 The short courses available are given in the relevant Short Course Programme Regulations for the current year.

2.2 The relevant Short Course Programme Regulations indicate whether there is a maximum limit to the number of credit bearing and non-credit bearing short courses that may be taken on that programme and will state a maximum if a limit applies.

2.3 All credit bearing short courses will accommodate no less than 50 notional study hours.

2.4 Notional hours for non-credit bearing short courses are indicated in the relevant Short Course Programme Regulations.

2.5 Students may apply to take any short course available in a year unless they have already been awarded a related degree/diploma/certificate, in which case they may not normally offer a short course which is the same as, or equivalent to, a subject previously passed.

2.6 All students registering for any short course will receive a certificate of registration. A certificate of achievement will be presented to students who have satisfactorily completed any study requirements indicated in the relevant Short Course Programme Regulations and who successfully complete the assessment of a short course.

2.7 To be eligible for a certificate of registration and a certificate of achievement, a student must have been registered for that short course as an External student and must have complied with the Regulations in all respects, and have made satisfactory payment to the University of all due fees. The University reserves the right not to present a certificate to students who fail to satisfy any of these conditions.

2.8 A mark or grade awarded for a short course will not replace any mark or grade for a degree, diploma or certificate already awarded.

2.9 Unless the relevant Short Course Programme Regulations state otherwise, a student whose registration for a short course has been terminated because he or she has exhausted the permitted number of attempts at an examination may apply to register again as an External student for a short course or award in the same or different subject or field of study. All applications will be considered on an individual basis. Permission to register in these circumstances will be given at the discretion of the University and will be subject to any further conditions specified in these Short Course General Regulations or in the relevant Short Course Programme Regulations, or by the University.

3. Progression to a degree, diploma or certificate

Credit bearing short courses

3.1 Successful completion by formal assessment of a credit bearing short course or courses may be taken into account for admission to a related or unrelated Postgraduate degree, diploma or certificate.

3.2 Successful completion by formal assessment of a credit bearing short course or courses may be taken into account for credit towards the related Postgraduate degree, diploma or certificate, provided that the application is made within **three** years of the completion of the relevant course or courses.

3.3 Where indicated in the relevant Short Course Programme Regulations, a student who has successfully completed the formal assessment of the relevant credit bearing short courses may apply to receive any related awards provided they satisfy the requirements for those awards and the application is made within **three** years of the completion of the relevant short courses.

3.4 Successful completion of a credit bearing short course or courses does not in itself automatically satisfy entry requirements for any Postgraduate degree, diploma or certificate, or ensure credit.

3.5 All applications for progression from a credit bearing short course to a Postgraduate degree, diploma or certificate will be considered on an individual basis and permission to progress, and, where appropriate, to receive credit, will be at the discretion of the University.

3.6 A student who does not successfully complete the assessment for a credit bearing short course may be permitted to proceed to a degree, diploma or certificate **provided** he or she satisfies the entrance requirements for the degree, diploma or certificate concerned. Such students may be required to cancel their existing registration and to submit a fresh application for registration and comply with the Regulations for that degree, diploma or certificate.

Non-credit bearing short courses

3.7 The completion of a non-credit bearing short course or courses will not be taken into account for admission, or for credit, to a related or unrelated Postgraduate degree, diploma or certificate.

3.8 A student who is registered for a non-credit bearing short course or courses may apply to register for a degree, diploma or certificate provided he or she satisfies the entrance requirements for the degree, diploma or certificate concerned. Such students may be required to cancel their existing registration and to submit a fresh application for registration and comply with the Regulations for that degree, diploma or certificate.

4. Period of registration

4.1 Students registering for a short course will be registered for a maximum period of two years. There is no minimum period of registration, unless indicated otherwise in the relevant Short Course Programme Regulations.

4.2 Applications for a renewal of registration for a further two years, or for an extension of registration of one year beyond the prescribed maximum period, may be made by students who have not completed all the requirements for a short course for which they are registered. A fee may be payable.

4.3 Renewal of registration and extension of registration are approved only at the discretion of the University and will be subject to the General Regulations and Short Course Programme Regulations that are current at the time of renewal or extension.

4.4 Students who are permitted to proceed from a credit bearing short course to a Postgraduate degree, diploma or certificate will be given a new period of registration as an External student, effective from the date of registration for the degree, diploma or certificate concerned. The maximum period of registration permitted will be the same as for all other degree, diploma or certificate students registered for that programme, as indicated in paragraph 5 of the relevant Programme Regulations.

4.5 If a student fails to pay the appropriate fees or breaches any relevant disciplinary or conduct code, the University reserves the right to apply the *Code of Student Discipline* and *The Suspension and Termination of Registration of Students in Debt* process as described in the University of London Ordinances (Ordinance 17 and 18 respectively).

5. Assessment

5.1 The assessment of a short course or courses is governed by the Short Course General Regulations and the relevant Short Course Programme Regulations that is applicable at the time of the examination and **not** at the time that a student was initially registered or first attempted the examination/assessment concerned.

Credit bearing short courses

5.2 The assessment for credit bearing short courses varies and is as described in the relevant Short Course Programme Regulations.

5.3 Credit bearing short courses will be formally assessed using the forms of assessment associated with the appropriate level of postgraduate study.

5.4 Students may choose whether or not to be formally assessed in the credit bearing short course for which they are registered. Students who choose to be formally assessed will be examined to the same standard as that required by students registered for the related degree, diploma or certificate. All students must comply with the rules given in the Short Course Programme Regulations for those examinations, and may not make more than the number of attempts permitted.

5.5 In order to sit an examination, a student must:

- have completed the relevant application and registration/enrolment procedures with the University by the appropriate deadlines and be registered as an External student for the short course concerned **and**
- have made an examination entry in accordance with both the University's and the appropriate examination centre/Overseas Examination Centre's instructions and deadlines.

5.6 Except in the circumstances of paragraph 5.7, all examinations by written paper for the same short course, wherever held, will take place on the same date and at the same time. The University reserves the right to set different papers in the same subject in separate countries and in different time zones.

5.7 In the event of any unavoidable delay in the arrangement of examinations in a country other than the United Kingdom, the Overseas Examination Centre will arrange for the relevant papers to be taken with as little deviation as possible from the original dates assigned to them. Students are required to abide by any such revised arrangements. The University reserves the right not to mark a paper taken at a different time from that prescribed.

5.8 Where it is deemed necessary, Examiners may change the format or rubric of a written paper, from that of a previous year, without prior notice to students.

5.9 Except where the syllabus/course outline or rubric for a written paper for a particular short course indicates otherwise, all answers to examinations must be written in English.

Examination centres

5.10 Examinations by written paper are held at established examination centres worldwide.

5.11 Outside the United Kingdom and Republic of Ireland, examinations are conducted by independent bodies known as Overseas Examination Centres.

5.12 In countries where an established Overseas Examination Centre exists, students must use the facilities provided by that Centre. The University will not establish an alternative centre in those countries.

5.13 All examinations are held at the discretion of the examination centre/Overseas Examination Centre and are subject to any conditions they may impose.

5.14 Students are required to apply to the relevant examination centre/Overseas Examination Centre for permission to sit an examination. The University can accept no responsibility for making examination arrangements on behalf of a student. It is entirely at the discretion of the examination centre or Overseas Examination Centre to accept or refuse an entry to an examination.

5.15 A fee is normally levied by all examination centres (other than London) and Overseas Examination Centres. This fee is payable by students each time they make an examination entry. The University cannot be responsible for this fee nor can it influence the level of fee charged.

Non-credit bearing short courses

5.16 The assessment for non-credit bearing short courses varies and is as described in the Short Course Programme Regulations. There is **no** formal assessment for non-credit bearing courses.

5.17 Students may choose whether or not to be assessed in the non-credit bearing short course for which they are registered. All students who choose to be assessed must comply with the rules and deadlines given in the Short Course Programme Regulations for the assessment.

5.18 All forms of assessment must be written in English, unless the Short Course Programme Regulations state otherwise.

5.19 In addition to paragraph 5, students are required to comply with the rules on the conduct of examinations given in paragraph 8 of these Regulations.

6. Number of attempts permitted

6.1 A student who fails to satisfy the Examiners in an examination at the first attempt will be permitted to make one further attempt at that examination. The maximum number of attempts permitted at any examination for a short course is **two**.

6.2 A student who enters an examination hall to attempt a written paper will be considered to have made an examination attempt. Unless otherwise stated in the Programme Regulations, absence from an examination will not count as an attempt

6.3 The mark or grade awarded for a second attempt at an examination will supersede any previously awarded mark or grade for that examination, unless otherwise indicated in the relevant Short Course Programme Regulations.

6.4 If a student fails to satisfy the Examiners at a second attempt at any examination his or her registration for the short course concerned will cease.

6.5 Except as otherwise provided for by the University, students may not make a further attempt at the examination for a short course that has been passed.

7. Students with a disability and/or special needs

7.1 The University has a policy for External students with a disability and/or special needs and a statement explaining this policy is given on the External System web site.

7.2 As part of its policy, the University will make every reasonable effort to accommodate the requirements of a student with a disability and/or special needs by, wherever possible, providing any study materials in a different format (e.g. large print) or another medium, and/or by making special examination arrangements. If the University is unable to provide the study materials in the format which has been requested, the University will endeavour to make an alternative suggestion.

Special examination arrangements

7.3 The University has a Panel which considers special examination arrangements for students with a disability and/or special needs. The aim of the Panel is to make sure that a student with a disability and/or special needs is neither disadvantaged nor advantaged when compared to other students. The University cannot guarantee that special examination arrangements will be possible in every case.

7.4 Applications from students with a disability and/or special needs may be considered for the use of special aids or for extra time in the examinations.

7.5 Special arrangements for examinations at an ad hoc centre may be made in very exceptional circumstances and then only in the United Kingdom. Arrangements cannot be made for oral or practical examinations to be held at an ad hoc centre, although in exceptional cases it may be possible to permit the use of special aids. Arrangements for examinations in a student's home are not made. Additional fees may be payable for arrangements at an ad hoc centre.

7.6 A student who finds handwriting difficult due to medical or learning difficulties must apply to the University for special arrangements to be made. The University will not transcribe illegible scripts. Any script deemed illegible by the Board of Examiners will be assigned a mark of zero and a fail result will be given. This will count as an attempt at the examination.

8. Conduct of examinations

8.1 All students are required to comply with the rules governing the conduct of examinations given below, and for credit bearing short course students, in the Notice to Candidates accompanying the Admissions Notice.

Representations about examinations

8.2 Students who wish the Board of Examiners to know of any illness or other adequate cause which they think may have affected their performance must immediately inform the Examinations Office and furnish a supporting medical certificate or other supporting certification obtained at the time of illness. Notification received more than three weeks after the date of the last examination will not be taken into account by the Examiners.

8.3 Appeals against the results of examinations may not be made on academic grounds. The University will consider representations concerning examination results made on the

grounds of administrative error or where there is concern that the examination may not have been conducted in accordance with the relevant Instructions and/or Regulations. An administration fee (currently £50 per paper) is payable for the consideration of such representations (refundable in the event that an error is found). Any representation must be made within one month of the publication of the decision of the Board of Examiners to which it relates and should be addressed to the Head of Special Examination Services and be accompanied by payment of the administration fee. Representations must state the grounds on which the appeal is made and provide evidence to support it. Further information on the procedure may be obtained from the Head of Special Examination Services.

Permitted materials

8.4 A student may use in the examination only such books, notes, statutes, statistical tables, instruments, or other materials as are specifically permitted in the relevant Short Course Programme Regulations and/or the Admission Notice/timetable. No other books, notes, instruments, or other materials or aids whatsoever may be introduced into an examination room or be handled or consulted during an examination. Any such materials or aids in the possession of a student on entry to the examination room must be deposited immediately with the Invigilator before the examination starts. It is an examination offence to introduce unauthorised materials into the examination room.

8.5 The use of calculators in the examinations is strictly controlled. Students may use their own electronic calculators in the examinations provided that:

- the relevant Short Course Programme Regulations permit this
- the calculator complies with the specification given in paragraph 8.6
- Where no such permission is given in the Short Course Programme Regulations, calculators may **not** be used.

8.6 Where calculators are permitted, the following specification will apply, unless the relevant Short Course Programme Regulations state otherwise:

- Non-programmable. The use of a calculator or other electronic device that communicates, stores textual or numerical information, or displays textual (except error) messages, graphical or algebraic information is strictly forbidden. The use of a calculator with alphabet and/or symbol keys not listed below is strictly forbidden.
- PDA's, mobile phones or other devices are forbidden
- Hand held
- Compact
- Portable
- Solar and/or battery powered
- Quiet in operation
- The use of calculators with the following symbols and functions **only** are permitted:
 - Digit keys 0 to 9 and decimal point;
 - Keys for basic arithmetical functions of addition, subtraction, multiplication, division and equals;
 - Percentage key;
 - Square root key;
 - Basic 3 key memory (MRC, M-, M+);
 - Clear keys (C, AC);
 - On/off key.

8.7 The use of any calculator other than the type specified in the paragraph 8.6 of the Short Course General Regulations, or in paragraph 6 of the Short Course Programme Regulations, will constitute an examination offence and will be subject to the provisions in paragraph 8.16 of these regulations. Students are responsible for ensuring that their calculators are in working order for the examination. Students must ensure that they have alternative means of calculation in the event of the calculator failing during the examination, either through the use of a second calculator, which also complies with the specification given in the relevant Short Course Programme Regulations, or to continue the examination without the use of a calculator. If students use electronic calculators in examinations they must indicate on their examination scripts the name and type of machine used. Calculators will **not** be provided by the University.

Examination offences

8.8 It is an examination offence to introduce into, or use in the examination room, unauthorised materials or aids. Any unauthorised materials or aids brought into an examination room and not deposited with the Invigilator (see paragraph 8.4) must be surrendered to the Invigilator on request. Any materials or aids so surrendered may be handed over by the Invigilator to the University which may make copies of them. The original materials or aids (together with all such copies) may be retained by the University at its absolute discretion.

8.9 Students must not pass any information from one to another during an examination of a written paper. A student may not act in collusion with another student or any other person, nor copy from another student, nor engage in any similar activity. Any of these activities constitutes an examination offence.

8.10 Plagiarism is the presentation of another person's thoughts or words as if they were the student's own: for example, copying from text books and other sources (including the Internet) without due acknowledgement that the passages quoted are copied and without giving the source of those passages (see paragraph 8.12). Plagiarism is an examination offence.

8.11 All work submitted as part of the requirements for any examination must therefore be expressed in the student's own words and incorporate his or her own ideas and judgements.

8.12 Direct quotations from the published or unpublished work of another person must always be clearly identified as such and a full reference to the source must be provided in the proper form. A series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism in the same way as an unacknowledged quotation from a single source. Equally, if another person's ideas or judgements are summarised, the student must refer to that person in the text, and give details of the work to which reference is made. Further instructions on acknowledging other people's work and the extent to which other sources may be quoted is given in student handbook.

8.13 It is an examination offence to submit work which has been written jointly by two or more persons, unless expressly permitted in the Short Course Programme Regulations or student handbook.

8.14 Assignments, essays, projects, reports, dissertations and other similar work must therefore be the student's own work and must be written without the assistance of other people, except where expressly permitted in the Short Course Programme

Regulations or student handbook. Students will be required to submit a signed declaration for all such work submitted, stating that they understand what is meant by plagiarism, and confirming that the work submitted is entirely their own and that the use of published or unpublished works of other people has been acknowledged in accordance with the University's requirements.

8.15 It is the responsibility of the student to safeguard his or her assignments, essays, projects, reports, dissertations and other similar work and to prevent them from being copied by other students.

8.16 The examination offences listed in the foregoing paragraphs will be treated as cheating or irregularities of a similar character under the provisions of the Regulations for Proceedings in respect of Examination Offences by Candidates for University Awards, except as otherwise provided for in the Short Course Programme Regulations or student handbook. Under the Regulations for Proceedings in respect of Examination Offences by Candidates for University Awards students found to have committed an offence may have the results of their examinations withheld, and may be excluded from all future examinations of the University. A copy of these Regulations may be obtained from the Head of Special Examination Services.

Other matters

8.17 The University reserves the right to require students sitting an examination for a written paper to remain within the examination hall or its precincts for the duration of the relevant paper.

8.18 All examination scripts are the property of the University and will not be returned to students. Answers to assignments, essays, course projects and other similar work written in the student's own time will only be returned to the student as described in the relevant short course programme manual. Final reports on research projects or dissertations will not be returned to students, unless indicated otherwise in the Short Course Programme Regulations.

8.19 All question papers will be retained by the University.

9. Fees

9.1 Students are required to pay the fees that are due in any particular year in full at the time when they fall due. Fees must be paid in accordance with the University's procedures and deadlines given in the prospectus and the relevant Short Course Programme Regulations.

9.2 The University reserves the right to amend previously announced fees. The University also reserves the right to make additional charges.

9.3 Students who are permitted to proceed from a short course to a Postgraduate diploma, degree or certificate (see paragraph 3) will be required to pay the registration fee for the diploma, degree or certificate and the fee for the remaining subjects.

9.4 Students who are permitted to renew their registration at the expiry of the initial period of registration (see paragraph 4.2) will, as applicable, be required to pay a further fee for the relevant short course concerned.

Refunds

9.5 Fees will only be refunded in exceptional circumstances and at the discretion of the University. All refunds will be subject to an administrative charge determined by the University.

9.6 Examination re-entry fees, where applicable, are not refundable nor can they be transferred from one examination to a later one. A student is liable for the full fee at any subsequent entry, in accordance with the Regulations then in force.



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