UNIVERSITY OF LIVERPOOL

Veterinary Postgraduate Unit

STUDENT HANDBOOK
& DEGREE AWARDS

- ✓ RCVS Certificate in Advanced Veterinary Practice
- ✓ University of Liverpool Postgraduate Certificate in Veterinary Professional Studies

WELCOME FROM THE PROGRAMME DIRECTOR

Dear Student,

On behalf of everyone here at the University of Liverpool's Veterinary Postgraduate Unit (part of the School of Veterinary Science), I would like to extend a very warm welcome to you.

The Veterinary Professional Studies programme will give you opportunities to advance and develop your veterinary skills, whatever your area of interest or stage in career. As well as offering a route to the accredited RCVS CertAVP qualification, there are also options to extend your study beyond the certificate, for those wishing to develop further clinical skills and knowledge, or those interested in research training or a career in academia.

Further information on all our programmes, options for further study and CPD during or beyond this programme, can be found on our [website](#). Alternatively, please telephone our office to speak to one of the team who will be more than happy to help.

In the meantime, we hope you enjoy your studies with us at Liverpool.

Ros Carslake
Programme Director

PURPOSE OF THE HANDBOOK

This handbook is applicable to anyone studying with us as part of their RCVS Certificate in Advanced Veterinary Practice and/or the University of Liverpool's Veterinary Professional Studies programme. It has been written to provide all the information you need to help you understand how your study is organised, where you can obtain further information and assistance, what you can expect from the unit, and also what we expect from you.

You should read it thoroughly during the early weeks of your programme. If you need to refer back to it at any point you will find a copy within your modules on our online teaching and learning platform.

DOING A CERTAVP? DON'T MISS OUT ON YOUR CHANCE TO CLAIM A UNIVERSITY OF LIVERPOOL AWARD...

With the pressure of studying in and around family and work commitments it is totally understandable that many of you choose to take a break between modules. We are always happy to support vets on their journey towards a CertAVP but we are concerned that some of you might not realise you may be missing out on the opportunity to claim a University of Liverpool award.

All our CertAVP modules are approved not only by the RCVS, but also by the University of Liverpool as part of the Veterinary Professional Studies programme. Each module is worth 10 credits and this means that successful completion of the 60 credit CertAVP with the University of Liverpool now also gives you 60 credits towards the Veterinary Professional Studies programme, meaning you can graduate with a PgCert in Veterinary Professional Studies alongside your CertAVP, with no extra study involved!

However, although the RCVS have a ten-year time limit for completion of the CertAVP, the PgCert, including all grading and final ratification at module review board, must be completed within **3 years**. This still allows for some breaks between modules, but the timeframe is tighter. We offer our modules 3 times a year so this means you **have a maximum of 8 "semesters" to complete your 6 modules if you wish to be eligible for your degree award.**

Why bother?

Many of you will have enrolled on the programme for the purposes of achieving your CertAVP but if you do complete your CertAVP in 3 years or less you get the opportunity not only to claim another award for no extra work but also to continue on the Veterinary Professional Studies (VPS) programme and build on the credits earned from a CertAVP to gain a higher degree such as a PgDip, or MSc.

Additional modules can be selected from any of the CertAVP modules, the Veterinary Business Management programme, or from a selection of modules designed specifically for the VPS programme. This means you can continue your learning journey in a structured way and keep up to date with a variety of clinical and non-clinical subjects whilst working towards higher awards.

Don't miss your opportunity to gain further qualifications. If you have any questions about how the CertAVP and Veterinary Professional Studies programme are interlinked don't hesitate to contact us at the Veterinary Postgraduate Unit. The only thing to be aware of is that the higher degrees are less flexible in terms of extensions and timeframes, as we have special rules for the Cert modules. The timescales and rules required to complete each award along with further information around the programme can be found from page 7 onwards.

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This flexible postgraduate veterinary qualification is designed so that you can choose the areas of study that are of most interest or relevance to you. The Royal College of Veterinary Surgeons (RCVS) have accredited the University of Liverpool to provide and assess a range of modules, which can be accumulated towards the RCVS CertAVP.

You may begin your CertAVP with one year's experience as a practising vet but to complete your certificate you must have been practising for at least three years.

Please Note: For completion of many of the modules you will be expected to submit case reports or case portfolios to demonstrate your clinical experience. In some instances (i.e. for some equine modules) your case portfolio may require you to have performed certain procedures or techniques under the supervision of a veterinary surgeon with a suitable postgraduate qualification. Case reports should refer to cases for which you were the primary clinician, therefore cases seen when you were an undergraduate student or where the clinical decision making was not your own are not suitable for selection. Cases are generally able to be used anytime within your CertAVP enrolment period and not just within each module time frame. It is important that you are aware of the requirements of each module before enrolment to ensure that you have sufficient clinical experience to complete these assessments.

Programme Structure

In order to be awarded the Certificate in Advanced Veterinary Practice (CertAVP), you must successfully complete the following modules:

- 1 x A-Module
- 1 x B-Module
- 4 x C-Modules

You can replace a C-Module with an additional B-Module if you prefer.

You can either work towards a general CertAVP qualification, which allows you the flexibility to choose from a broad range of C-modules, or you can opt for a named qualification – a 'designated certificate' - in a particular subject area which is awarded after successful completion of the appropriate modules and a final "synoptic" examination.

We strongly recommend that students studying at the University of Liverpool complete A & B modules in order, prior to studying their four additional C-modules. **This is a requirement for completion of a Veterinary Professional Studies degree award.**

In addition to the clinical CertAVP modules available, the university's 'Veterinary Business Management' core modules have also been approved by the RCVS, and can be counted as C-modules towards the CertAVP.

To be eligible for award of your University of Liverpool Postgraduate certificate in veterinary professional studies award, all 6 modules must be **completed within three years** of commencement of the first module.

Method of Teaching

If you choose to study your CertAVP modules at the University of Liverpool, you will be welcomed into a supportive teaching environment, designed to help you to get the most from your student experience.

We deliver our modules as part of a fully-taught, structured e-learning programme and students are supported by veterinarians who are specialists in their subject area. You will not work in isolation but as part of an online teaching group, with regular contact with your fellow students and academics online via evening journal clubs and discussion boards. This virtual learning environment also includes full access to the University of Liverpool's extensive online library.

Some modules will also have the option to enrol as a 'full course participant' where, in addition to the e-learning programme, you will attend an associated practical workshop at the Leahurst campus.

Timetable

Modules are provided over three semesters, commencing each September, January and April, each consisting of 12-weeks of study. A & B modules run every semester. It is, therefore, usually straightforward to complete all 6 modules within a 2-year period however, the RCVS grants 10 years in which to complete all modules. A copy of the timetables can be found on the website.

Assessment

Assessment is on-going and throughout each module there are assignments with set submission dates.. Assignments take various forms, including written case reports, essays, short answer questions, assessed discussion boards, evening journal clubs and case logs. Feedback is provided by module tutors.

Students who wish to work towards a 'designated certificate' must also successfully complete a Synoptic Examination following completion of all six modules. The University of Liverpool provides the Synoptic Examination as a separate examination **on behalf of** the RCVS. Students who have successfully completed at least 50% of their CertAVP modules with the University, are eligible to sit their exam at the University.

Synoptic Examinations take place in-person at the University's Leahurst campus, with some designations also having the option of a remote online exam. Synoptic dates are published on our website. Bookings must be received at least three months in advance of the Examination date. Places are limited and early booking is recommended. Please contact us directly to book your place.

Fees

Modules are priced individually, and you can book and pay for one module at a time. Module fees include all teaching and assessment. There is an additional fee for Synoptic Examinations. Current fees are listed on booking forms.

How to Enrol

The CertAVP programme is open to Members of the Royal College of Veterinary Surgeons (MRCVS), or to veterinary professionals who hold a recognised veterinary qualification.

Before starting to work towards individual modules you must first enrol for the CertAVP with the RCVS for your modules to be counted towards the Certificate qualification. You should also inform the RCVS of your intention to study your CertAVP modules at the University of Liverpool. Further information on enrolling with the RCVS can be found on the RCVS website.

If you wish to enrol onto a module with the University of Liverpool, please complete the appropriate booking form. If you are new to studying CertAVP modules at the University, you will also be required to complete a New Student Registration Form.

THE VETERINARY PROFESSIONAL STUDIES PROGRAMME

The University of Liverpool's School of Veterinary Science offers Postgraduate Certificate, Diploma and Master's level awards for veterinary surgeons in Veterinary Professional Studies.

Programme Aims

This programme aims to:

1. develop the professional skills and knowledge of veterinary surgeons with emphasis on clinical reasoning and evidence-based clinical practice, enabling them to be competent independent practitioners, delivering a consistently high standard of practice to their clients.
2. produce high calibre graduates equipped with the necessary skills and knowledge to play leading roles in the veterinary profession and to be active participants in lifelong learning.

Programme Structure

Postgraduate Certificate in Veterinary Professional Studies (60 credits)

Students who successfully complete 6 Certificate in Advanced Veterinary Practice (CertAVP) modules with the University of Liverpool* (i.e. 60 credits), will be eligible for a PgCert in Veterinary Professional Studies, awarded by the University, in addition to the CertAVP qualification awarded by the RCVS. *_Must include the core A-FAVP.1 module and one of the B modules_

Maximum registration period: 3 years**

* Please Note: The maximum registration period includes all extensions and suspensions and any resit opportunities, and requires all grading to be complete and ratified at module review board, so students must allow at least one semester after they complete their studies to finalise their degree award in time.

Learning Outcomes

On successful completion of the PgCert, students will be able to demonstrate:

1. an in-depth knowledge of the diagnosis and management of animal diseases and disorders and a critical awareness of developments at the forefront of their area of professional practice.
2. an in-depth understanding of the processes of clinical reasoning and evidence-based medicine and the ability to incorporate these into veterinary practice.
3. critical evaluation the efficacy and efficiency of their practice and, where appropriate, to propose new approaches to professional practice.
4. a critical awareness of professional, ethical and legal issues that frame veterinary practice.
5. a comprehensive understanding of effective communication at different levels including clients and professional colleagues.

6. critical evaluation of the scientific literature relating to their area of work.

Available Modules

Modules can be chosen from any CertAVP designation – Equine, Small Animal, or Production Animal or other modules such as EBVM and Audit which are not related to a particular species.

The Veterinary Business Management modules are only available to students who take the entire programme. Individual modules cannot be taken outside of the programme. Students who wish to have some VBM exposure but not the full programme can instead take the C-VML.1 Principles of Veterinary Management and Leadership module.

Please see Appendix A for further information around the PgDip/MSc programme structure, learning outcomes and module options.

Fees

Modules are priced individually, and you can book and pay for one module at a time. Current fees are listed on the [booking forms](#).

How to Enrol

To book your place on any of our modules or programmes please complete and return the appropriate Booking Form and/or Registration Form which can be accessed via the [website](#).

COMMUNICATION WITH STUDENTS

There are several ways in which we will communicate with students, and it is important that you familiarise yourself with these areas so that you can check for messages and notices regularly. Failure to do so may mean that you miss important information regarding your study.

Email

All students are provided with a University email account and once your registration is complete, all University communications will be sent to this account. It is very important that you check this regularly, and also during any breaks in your study. To forward your University of Liverpool email onto another account, please review the following [page.](#)

If you do email academic or administrative staff, please do so only from your University email account stating the module you are enrolled on and if possible, your student ID number. In a unit with approximately 700+ students each semester, this will help us to identify you more easily and respond to your enquiry.

Please try to find information in this handbook, through your modules or through the Veterinary Postgraduate Unit web pages in the first instance; if you cannot find what you are looking for, let us know so that we can post that information for the benefit of other students.

Canvas Based Messaging Service

The platform which hosts the modules (Canvas) also offers the option of a Canvas based messaging service. Email remains the preferred choice for communication, but students are

welcome to use the Canvas messaging service when contacting one another or their module coordinator if their module coordinator directs them to do so. Please note, if your module coordinator does not ask you to use Canvas messaging, they are unlikely to check messages from there and so please use email or the discussion area.

Student Intranet and Liverpool Life

As a student at the University of Liverpool you have full access to the [Student Intranet](#). Within this site you will find all the information, advice and guidance required to help you manage your academic life such as online library support, IT support, access to policies and procedures, support around managing your study and much more. We recommend you set the Student Intranet as your home page whilst you are studying.

Within the Student Intranet, you will also find Liverpool Life, which is the University of Liverpool's portal for current students. Within the portal you can access your programme results and transcripts and the facility to request official documentation.

Canvas

Canvas is the online teaching platform (virtual learning environment) used to deliver our modules. Canvas supports learning and teaching activities across the internet and the Veterinary Postgraduate Unit actively uses your modules in Canvas to deliver essential information to students.

This facility takes advantage of web technologies to enable quick and easy provision of module materials and other relevant information, wherever you are in the world. It also allows students to communicate effectively with their peers, academics involved in the module and the VPU staff.

Students are expected to monitor information concerning their study on their online module regularly. Teaching specific information will be communicated via your online module either formally, in the structured sections, or informally in the form of announcements and discussion posts. Examples of the types of information that will be displayed there include: assessment feedback, reminders for key dates and updates to module materials. Generic information about your study will also be communicated via your online module, and examples of the type of information that will be displayed there include: copies of this handbook, frequently-asked-questions (FAQs), regulations and guidance, useful web-links, and University documentation such as Extenuating Circumstances Guidelines.

Veterinary Postgraduate Unit Website

The Veterinary Postgraduate Unit's website is: https://www.liverpool.ac.uk/vets/cpd/

External Post

Sometimes we need to contact you via the external postal system (e.g. issuing certificates) so it is important that the unit is kept informed of any changes to your address.

Telephone Contact

All staff have a direct telephone number, and many have voicemail. You can find the numbers within the 'Background & Contacts' section within this handbook, but also on each module.

STUDENT RESPONSIBILITIES

All members of the University community – students, alumni and staff – share responsibility for the continued success of the institution and our students. The [Student Charter](#) sets out our partnership in learning, what the University will provide and what students should undertake. When reading this charter please bear in mind that in our modular programmes your Academic advisor is your module coordinator in the first instance.

Time and Study Commitment

As a postgraduate student studying at Master's level you are expected to be motivated and self-directed, and are responsible for organising your own time and making sure that assessment deadlines and other requirements are met. As a distance-learning student this is particularly important.

The modules are studied over 12 weeks and time commitments may vary week to week, but you are expected to study approximately 8 hours a week for a 10-credit module. If you are having difficulty in meeting any module requirements it is your responsibility to let the Assessment Administrator or your Module Coordinator know.

Online Communication

As an online programme, much of the communication is in written form, such as in group discussion boards, and we ask that you follow these guidelines to ensure that communication is effective and productive:

- Communication should be constructive, positive and respectful
- Don't attack or judge prematurely
- Write clearly and re-read messages before sending to avoid misinterpretation or misunderstanding
- Use appropriate grammar and punctuation
    - Don't use all capital letters, it can be considered SHOUTING
    - Don't use exclamation marks to emphasise frustration!!!!!!
    - Don't use red writing, this can be interpreted as being angry or annoyed
- Don't write impulsively or write anything that you would not say face to face

Computer Requirements

As an online programme you will be accessing a range of tools via the internet. Some basic requirements are required to complete the modules. You will need to have access to a computer with the following minimum technical specification and accessories:

For Windows and Mac

- **Operating System:** Windows 10, Mac OS 10.11 (El Capitan) or higher
- **Processor:** Intel i3 or equivalent; 2GHz or higher
- **Hard Drive:** 80 GB or greater
- **Memory:** 2 GB of RAM or higher, 4GB preferred, depending on the OS
- **Internet Connection:** Broadband internet connection. Note: If you are using a mobile internet provider, you may experience timeouts, IP address issues, session problems, or

course mail issues caused by latency. You may also incur additional costs if you go over your mobile data allowance.

- **Browser:** Firefox, Google Chrome. To verify that your browser has all required plugins, use [Canvas's Browser Checker.](#)
- **Software:** Mozilla Firefox or Google Chrome, Microsoft Office 2016, 2019 or Office 365, up-to-date Adobe Acrobat Reader***** (Adobe products are available via a free download).
- **Graphics and Sound:** Capable of viewing video/audio over the internet (try YouTube with your machine to see if you can play and hear a video).
- **Webcam/Microphone:** Camera enabled device or separate webcam. Microphone enabled device or separate microphone
- **Mobile App Requirements:** Device OS iOS 11+ Android 5+

If you do not have the minimum specification outlined above or would like to ask a question about the technical requirements of joining our courses, please contact IT Services on 0151 794 4567 or email servicedesk@liverpool.ac.uk and let them know what equipment you have, as there may be free***** updates that can be applied to your computer to help make it compatible with our learning systems.

Feedback from Students to Staff

Student feedback is very important for the review and development of modules and the whole programme as a whole. All modules have an anonymous module feedback survey which we invite you to complete. In some years, students are invited to take part in the Postgraduate Taught Experience Survey (PTES), run in conjunction with the Higher Education Academy. The overall aim of these surveys is to identify where improvements can be made so we can enhance the quality of individual modules and the programme. A high response rate is vital to obtain useful results and participation is greatly appreciated.

Informal feedback is welcome at any time, via the discussion board, email or phone.

Student complaints

The Student Charter sets out the general entitlements and responsibilities of students. If you believe you have a legitimate complaint that cannot be solved in the first instance by communication with our team, you should refer to the [Student Charter](#) to clarify what is reasonable for you to expect from the University in the relevant area and whether you have discharged your corresponding liabilities. If, having consulted the Student Charter, you wish to proceed with a complaint you may invoke the Student Complaints Policy and Procedure. For more information, please click [here.](#)

ASSESSMENT INFORMATION

Penalties for Word Counts

For assessments that have a recommended number of words, students should not submit work that exceeds this figure by plus 10%. Penalties will be applied for exceeding the word count and in some cases where assessors are looking for students to present work succinctly penalties may be applied as soon as the word count has been exceeded. Please refer to the specific grading rubrics/ assessment criteria for guidance and note that assessors may stop marking beyond the permitted word length. Unless stated otherwise in specific assessment guidelines, tables, diagrams, references and appendices are not included in the word count

Assessment Authenticity

We have a system of authentication for case reports and case logs for quality assurance of these components of the modules. A document providing further details including what you need to do whilst compiling your case submissions is available in the module case report and case log pages of your module.

In brief, please ensure that you retain the individual case number and supporting documentation such as images/lab results when compiling future case reports. To verify that cases presented in case logs or case reports are genuine, we will randomly select one or two students from each module and request copies of supporting documentation for certain work.

Please contact your Module Coordinator if you have any queries after reading the complete document.

Failing Assessments

The minimum module pass mark is 50%. For clinical modules with two or more case reports, students must also achieve at least 50% in the cumulative case report component of module assessment to pass the module. A student with incomplete assessment(s) at Module Review Board will be considered a fail for the module (except where the student has approved Extenuating Circumstances), irrespective of their final cumulative grade.

Where a module is failed, including due to incomplete assessments, students may be allowed one re-assessment opportunity for one or more assessment items, usually within 3 months of the module completion date, in which they can attempt to increase their grade to above the pass mark. Where the case report component is failed, only those case reports that have failed need to be re-attempted.

The Module Review Board will determine whether you are permitted a re-assessment opportunity for any failed assessments, and any students failing the module will be contacted about re-assessment opportunities following the grades being ratified at the Module Review Board meeting. The marks gained for any individual module through reassessment will be capped at 50% for the purposes of calculating the overall average mark and determining classification for an award, except where the re-assessment is a consequence of approved Extenuating Circumstances, in which case the re-assessment will be considered as a first attempt.

The actual mark achieved through re-assessment will be the mark recorded on the transcript. The results of any resubmission attempts will be ratified at the next Module Review Board. If, at the re-assessment opportunity, the student does not achieve the module pass mark, or if they fail to submit any re-assessment attempt, they will fail the module.

If, following a reassessment opportunity, a student fails the programme's required modules (the core A and B modules), they cannot progress or be awarded a University of Liverpool degree. If an optional module is failed, another module can be used in order for a student to achieve the award, if there is time within the maximum registration period.

Please note, this does not affect your ability to complete the modules as part of the RCVS CertAVP qualification. A failed module can be taken again in full (module fees will apply), but just cannot be used towards a University of Liverpool degree award.

Academic Integrity

By submitting your work you are agreeing to the University's [Academic Integrity Policy](#) that you have not plagiarised nor copied material, nor have you embellished, fabricated nor falsified any of the data nor have you colluded in producing the work nor submitted commissioned or procured work.

Written submissions are required to be submitted via Turnitin and are checked for academic integrity. To avoid the potential for inadvertent plagiarism, it is critical that all works are appropriately referenced. Please ensure that you check the "originality" score in Turnitin once you submit your work. It is your responsibility to highlight any potential issues arising from this score, particularly if you believe that there is a specific reason for the high score. In general scores above 25% will be critically examined.

If you are unsure of what the University considers plagiarism or how to reference material correctly, please visit our Skills4Study resource, accessed from within your module or via the university student homepages.

A student cannot be assessed more than once on the same piece of work (i.e. case reports, essays etc. cannot be resubmitted even if it is a different module or a different topic).

Assessment Feedback

For CertAVP modules, if you submit an assignment on time, you can generally expect feedback within 2 weeks of the due date excluding public holidays (for case reports, this will be 2 weeks following the deadline for comments on other cases). However, if you submit late, you may not receive feedback until the end of the module. Feedback can be found in your online module.

For all other university modules and those with larger assessments such as the EBVM knowledge summary or clinical audit, the typical university feedback period of 1 month will be applied.

There are several examiners who mark the assessments, this is a necessity and dictated by the RCVS and University regulations. This may lead to some differences of opinion on what constitutes the "correct" way to do/write anything!

On the positive side it means that your work is assessed by examiners who are clinically active, research active and others whose busiest area is knowledge exchange. If you can assimilate all the pieces of advice it should help you with any future writing/research project and with the compilation of advisory reports to clients/insurance companies/colleagues etc.

Please be aware that the most critical marking and feedback is often the most valuable to you. Some comments will be made purely to give you the assessor's personal point of view. This view may not always be the same as you or other assessors. It is important to be aware that you will not have your grade reduced as a result of personal opinions such as this, but we consider it extremely valuable to you to have access to specialist opinion. To see a high standard of writing we suggest reading case reports which have been published in The Veterinary Record or similar and use this as a sensible gold standard for writing.

Grading Rubrics

Specific grading rubrics will be used for all assessment, and these will be available within the

relevant assessment instructions page on your online module.

Moderation

Any student who achieves a final borderline mark of 45-55% will be moderated by the Module Coordinator or designated module moderator (as per University of Liverpool Regulations). For clinical modules with two or more case reports, candidates with a borderline cumulative case report score of less than 50%, but a final module score of 55% or over will also be moderated. This means marks may be adjusted to ensure they are consistent and fair. Any moderated cases where there is variation of >10% will be flagged and discussed by both examiners. Where agreement is not easily reached these will be passed on to the External Examiner to mediate the final grade.

Boards

A Module Review Board/Board of Examiners will be formed consisting of academics contributing to the assessment for the relevant module being examined, Module Coordinator or representative and the External Examiner. This will be held three times a year. The Primary remit is to approve completed module marks, giving the External Examiner the opportunity to comment. Where students have failed, the Board of Examiners will include a Progress Board and progress of any failed students will be discussed and outcomes decided taking into consideration any extenuating circumstances.

Students should be aware that all assessment grades are provisional pending ratification at the relevant Board.

A separate Examination Board will be held to approve the synoptic examinations and any final awards that have been achieved. The primary remit is to confirm the synoptic examination marks and recommend award or not (pass/fail) of the designation for each individual, taking into consideration any extenuating circumstances.

A separate programme level Module Review and Examination Board is held for students at PgDip and Msc level.

STUDENT SUPPORT

The Disability Support Team is responsible for the co-ordination of support for students with disabilities or specific learning difficulties and provides a specialist guidance and support service for all prospective and current students.

They provide support and advice to students with a wide range of impairments. This can include, but is not limited to:

- Visual impairment
- Hearing impairment
- Mobility impairment
- Medical conditions which may be long term or progressive (e.g. epilepsy, chronic fatigue syndrome)
- Mental health difficulties
- Autistic spectrum disorder (ASD) e.g. Asperger's Syndrome.
- Specific learning difficulties (e.g. dyslexia, dyspraxia, dyscalculia)

Please visit the Disability Support Team's website (http://www.liverpool.ac.uk/studentsupport/disability/) for further information and guidance.

To speak with a member of the Team and arrange for a support plan to be put in place, please telephone the Disability Support Team on (0151) 794 4714, 794 5117, 795 0323 or contact them by email: disteam@liverpool.ac.uk

Please Note: Any disclosure made must also be reported to the Assessment Administrator on vpusupport@liverpool.ac.uk at the start of your module so that any individual support outlined in your plan (e.g. additional time allowances etc.) can be put into place for you as soon as possible.

<div align="center">**PROCEDURES**</div>

Procedure for Handling Requests for Extensions

Due to the flexible nature of the CertAVP/PgCert in Veterinary Professional Studies, we have special rules that are more flexible that the University's rules for extensions. See section 6. Of the Code of Practice of Assessment

Our local rules are outlined below, but please be aware, that these rules are only for the Certificates, and students who progress to the PgDip or MSc will revert back to normal University of Liverpool rules. Those will be outlined in the PgDip/MSc handbook.

Requests for extensions should only be made for unexpected situations. As a postgraduate student you are expected to be motivated and self-directed, and are responsible for organising your own time (e.g. holidays/travel) and making sure that assessment deadlines and other requirements are met.

If a student has a valid reason for late submission there will usually be no penalty for assessment submitted late, but still within the module period, provided prior notification and approval by email to the Assessment Administrator has been made. A request can only be made within the 5 working days prior to the due date for the relevant assessment.

Assessment which requires, in part, group interaction within a certain time frame may still have marks deducted if the late submission falls outside of the interaction period, even if still within the module period.

Any assessment submitted late outside of the module period (without an approved extension) will be subject to a penalty of 5% per working day for a maximum of 10 working days (capped at 50%). Submissions made 10 working days beyond the end of the module will receive a mark of zero.

A penalty free extension to the due date, up to 10 working days beyond the module period, may be granted by the Assessment Administrator (in agreement with the Module Coordinator) providing the student completes a Request for Minor Extension form (accessed via the online module). A request can only be made within the 5 working days prior to the end of the module.

An extension beyond the period of 10 working days following completion of the module will only be granted by the Assessment Administrator (in agreement with the Director of Studies) to students who have approved Extenuating Circumstances on medical or other exceptional grounds in line with the examples of acceptance evidence (Section 3.4 CoPA Appendix M), up to

a maximum of 12 months. The student must complete a Request for Extension with Extenuating Circumstances form (accessed via the online module) submitted <u>at least 10 working days</u> prior to Module Review Board for approval by the Extenuating Circumstances Committee. A student who fails to submit or complete all assessment items within a maximum of 12 months will be recorded as failed due to incompletion at the subsequent Module Review Board. The student's right to resubmission will not be affected - please see the Assessment Regulations for further information.

Procedure for Handling Extenuating Circumstances Claims

We recognise that sometimes students can perform poorly in assessments due to circumstances beyond their control. These circumstances are described as extenuating circumstances.

Extenuating circumstances might include:

- Illness affecting the student
- Bereavement
- Serious illness affecting a close family member
- Unforeseeable or unpreventable events.

Independent documentary evidence, such as medical certificates, must be provided in all cases to verify extenuating circumstances.

You must submit your claim within five working days after the events under consideration occur and no later than 3 days after the date of an examination or submission date, unless otherwise stated. Once you have submitted your extenuating circumstances claim form (accessed via the online module) and supporting evidence, your case will be considered by the department or school's Extenuating Circumstances Committee before the main Board of Examiners' meeting.

If a Board of Examiners accepts that there have been extenuating circumstances surrounding your performance, it will usually not regard the poorer than expected performance at its face value in making decisions about your progress in studies or final degree classification. You will be informed of the outcome of your claim after the meeting of the Board of Examiners.
Further information, forms and deadline dates for submission of Extenuating Circumstances will be posted on the online module.

For the most up to date procedures, please click here.

Procedure for Handling Assessment Appeals

The University is committed to ensuring that it provides for its students a high-quality educational experience, supported by appropriate academic services. It recognises, however, that there might be occasions when students will feel that they have cause to appeal against an academic decision made by a Module Review Board or Board of Examiners in relation to their studies.

The Assessment Appeals Procedure outlines the details of appeal considerations and, in the event of an appeal being unsuccessful, students' rights to further appeal. For the most up to date procedures, timescales and links to the policy, please click here.

APPENDIX A

Programme Structure

Postgraduate Diploma in Veterinary Professional Studies (120 credits)

Students who successfully complete a further 60 credits following the CertAVP or the CertVBM with the University of Liverpool will also be eligible for a PgDip in Veterinary Professional Studies. Students can choose from further CertAVP modules, the Veterinary Business Management programme or a range of or a range of 20 Credit modules including Clinical Placement modules, Clinical Audit, Evidence Based Veterinary Medicine and modules in Epidemiology and Animals and Humans in Society (Sociological Research).

Students who completed their University of Liverpool PgCert in Veterinary Business Management first and progress to a higher award in Veterinary Professional Studies must complete the core A-FAVP.1 module and one of the B modules.

Maximum registration period: 4 years*****

Master's in veterinary professional studies (180 credits)

Students who successfully complete the final Research Project module (60 credits), in addition to 120 credits with the University of Liverpool, will be eligible for an MSc in Veterinary Professional Studies. Entry onto this module is allowed following successful completion of 80 credits of the programme so that students can time the single entry point for the module to suit their needs.

Maximum registration period: 6 years*****

* Please Note: The maximum registration period includes all extensions and suspensions and any resit opportunities and requires all grading to be complete and ratified at module review board, so students must allow at least one semester after they complete their studies to finalise their degree award in time.

Learning Outcomes

PgDip

On successful completion of the PgDip, students will be able to demonstrate:

1. an in-depth knowledge of the diagnosis and management of animal diseases and disorders and a critical awareness of developments at the forefront of their area of professional practice.
2. an in-depth understanding of the processes of clinical reasoning and evidence-based medicine and the ability to incorporate these into veterinary practice.
3. critical evaluation the efficacy and efficiency of their practice and, where appropriate, to propose new approaches to professional practice.
4. a critical awareness of professional, ethical and legal issues that frame veterinary practice.
5. a comprehensive understanding of effective communication at different levels including

clients and professional colleagues.

6. a systematic understanding of how established techniques of research and clinical enquiry are used to create and interpret knowledge in their professional area.
7. a comprehensive understanding of the core areas of veterinary business management; finance and accounting, human resources, marketing and business strategy and entrepreneurship (Veterinary business management modules only);

MSc

On successful completion of the MSc, students will be able to demonstrate:

1. an in-depth knowledge of the diagnosis and management of animal diseases and disorders and a critical awareness of developments at the forefront of their area of professional practice.
2. an in-depth understanding of the processes of clinical reasoning and evidence-based medicine and the ability to incorporate these into veterinary practice.
3. critical evaluation the efficacy and efficiency of their practice and, where appropriate, to propose new approaches to professional practice.
4. a critical awareness of professional, ethical and legal issues that frame veterinary practice.
5. a comprehensive understanding of effective communication at different levels including clients and professional colleagues.
6. a systematic understanding of how established techniques of research and clinical enquiry are used to create and interpret knowledge in their professional area.
7. a comprehensive understanding of the core areas of veterinary business management; finance and accounting, human resources, marketing and business strategy and entrepreneurship (Veterinary Business Management modules only).
8. undertake independent research, critically evaluate research methodologies and develop critiques of them, and propose new hypotheses for the implementation of research results into practice.

Available Modules

As well as seventy 10-credit CertAVP modules, the following modules are also available as part of the Postgraduate Diploma/MSc in Veterinary Professional Studies:

- Clinical Placement Modules 1 and 2 (20 credits each)
- Research Module (60 credits)
- Introduction to Epidemiology (20 credits)
- Animals in Society and Introduction to Social Science Methods (20 credits)
- Other modules may become available depending on demand.
- Some modules may be recognised from other programmes either within or outside the University of Liverpool to build up credits towards a PgDip or MSc, please ask the VPU Support team (vpusupport@liverpool.ac.uk) for more information.

The Veterinary Business Management modules are only available to students who take the entire programme and individual modules cannot be used.
Students who wish to have some VBM exposure but not the full programme can instead take the C-VML.1 Principles of Veterinary Management and Leadership module.

Credits cannot be counted towards more than one University of Liverpool award (degree) i.e.

students who have graduated with a PgCert in Veterinary Business Management (PgCert) from the University of Liverpool, cannot use the same credits towards a Veterinary Professional Studies higher award. However, if an award is not taken (i.e. you continue and do not graduate), all modules undertaken can count towards a higher degree.

The following image represents an overview of the pathways available for higher awards in Veterinary Professional Studies.

| 60 credits | **CertAVP**
Or Cert Vet Business Management | 60 credits | **Coursework**
e.g. additional CertAVP modules, Clinical Practice 1 /2

OR Veterinary Business Management
Or Statistics/Research Skills, Epidemiology | 60 credits | **Research Project**
Coursework statistics
Literature review
Small research study |

Postgraduate Certificate
RCVS and/or
University of Liverpool
PgCert(Veterinary Professional Studies)

Postgraduate Diploma
University of Liverpool
PgDip(Veterinary Professional Studies)

Masters
University of Liverpool
MSc(Veterinary Professional Studies)