RCVS Certificate in Advanced Veterinary Practice

Veterinary Professional Studies
(Postgraduate Certificate/Diploma/MSc)

STUDENT HANDBOOK

Veterinary Postgraduate Unit
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WELCOME FROM THE DIRECTOR OF VETERINARY POSTGRADUATE EDUCTION

Dear Student

On behalf of everyone here, a very warm welcome to the University of Liverpool's Veterinary Postgraduate Unit which sits within the Institute of Veterinary Science.

The unit offers a number of further study programmes for the postgraduate veterinarian. Whatever your area of interest or stage in your career, you will find options to help you advance and develop your veterinary skills: from accredited programmes such as the CertAVP, to programmes for veterinarians interested in research training or a career in academia.

Further information on all our programmes and options for further study can be found on our website. Alternatively, 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.

Catherine McGowan

Professor Catherine McGowan
Director of Veterinary Postgraduate Education

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 in VITAL.

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THE RCVS CERTIFICATE IN ADVANCED VETERINARY PRACTICE PROGRAMME

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. All modules are also approved by the University, and can concurrently be used to accumulate credit for a postgraduate award in Veterinary Professional Studies, provided the modules are completed within the stipulated time frames and in the correct order (see below).

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.

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. 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.

We strongly recommend that candidates 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 Univeristy 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 are unique in delivering 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 a 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.

As an optional extra, you will also have the opportunity to enrol on modules 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 - January, May and August – and each module consists of 16-weeks of study. A & B modules run every semester. It is possible to complete all 6 modules within a 2-year time 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 a number of assignments with set submission dates and feedback provided by module tutors. Assignments take various forms, including written case reports, essays, short answer questions and assessed discussion boards. Some modules also require the completion of a case log.

Candidates 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. Candidates 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 once per year, in spring, at the University's Leahurst campus. 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. There is no additional cost for assessment throughout each module however, 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 registerable qualification.

Before starting to work towards individual modules you must first enrol for the CertAVP with the RCVS, in order 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 Institute of Veterinary Science now offers Postgraduate Certificate, Diploma and Masters 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)

Candidates 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

Postgraduate Diploma in Veterinary Professional Studies (120 credits)

Candidates who successfully complete a further 60 credits following the CertAVP with the University of Liverpool will also be eligible for a PgDip in Veterinary Professional Studies. Candidates can choose from further CertAVP modules, Veterinary Business Management modules or a range of 20 Credit unit modules including our Clinical Placement module and modules in epidemiology and research design.

Candidates 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

Masters in Veterinary Professional Studies (180 credits)

Candidates who successfully complete a 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.

Maximum registration period: 6 years

Programme Learning Outcomes

PgCert

On successful completion of the PgCert, candidates 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.

PgDip

On successful completion of the PgDip, candidates 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, candidates 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

Modules can be chosen from any CertAVP designation – Equine, Small Animal, or Production Animal - or from Veterinary Business Management (CertVBM) 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 & Human Society (20 credits)
- Evidence based Veterinary Medicine (10 credits)
- Clinical Audit (10 credits)
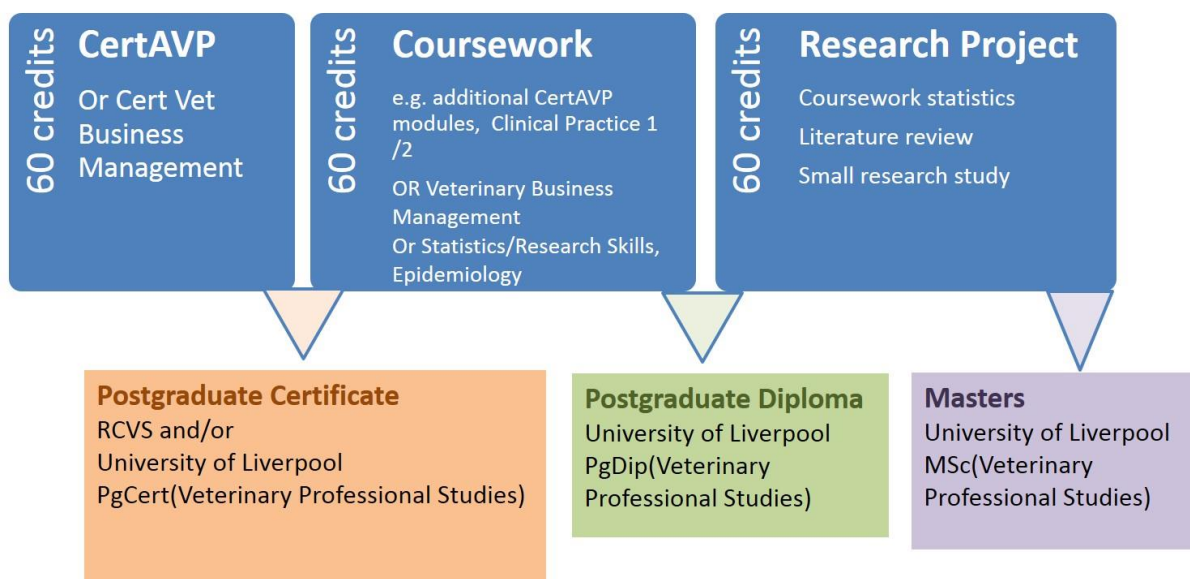- Other modules may become available depending on individuals' need.

Credits cannot be counted towards more than one University of Liverpool award (degree) i.e. candidates who have graduated with a PgCert in Veterinary Business Management (PgCertVBM) 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.

Academic Requirements

Candidates must either be MRCVS, or alternatively must hold a registerable qualification. This will be determined by checking the RCVS register for UK veterinary qualifications. Potential international candidates may be eligible, in which case a certified copy of their degree will be checked against published Veterinary degree providers (available from the RCVS).

If the applicant is from a country where English is not the first Language they will be required to show evidence of attainment of English at a minimum IELTS score of 7 or equivalent.

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)

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 pages: https://www.liverpool.ac.uk/csd/email/forwarding/.

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.

VITAL

Virtual Interactive Teaching at Liverpool (VITAL) is the online teaching platform used to deliver our modules. VITAL supports learning and teaching activities across the Internet and the Veterinary Postgraduate Unit actively uses your modules in VITAL 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.

Students are expected to monitor information concerning their study on their module in VITAL regularly. Teaching specific information will be communicated via your module in VITAL and examples of the types of information that will be displayed there include: assessment feedback, journal club reminders and updates to module materials. Generic information about your study will also be communicated via your module in VITAL, and examples of the type of information that will be displayed there include: copies of this handbook, 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: http://www.liv.ac.uk/cpdvets

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.

STUDENT RESPONSIBILITIES

Time and Study Commitment

As a postgraduate student 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. Weekly time commitments may vary week to week, but you are expected to study a minimum of approximately 6.25 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 in order 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 in order to be able to complete the modules. You will need to have access to a computer with the following minimum technical specification and accessories:

Windows

- 1.4GHz Intel® Pentium® 4 or faster processor (or equivalent) for Microsoft® Windows® XP, Windows 7 or Windows 8; 2GHz Pentium 4 or faster processor (or equivalent) for Windows Vista®
- Windows XP, Windows Vista, Windows 7
- 512MB of RAM (1GB recommended) for Windows XP, Windows 7; 1GB of RAM (2GB recommended) for Windows Vista
- Microsoft Internet Explorer 7, 8, 9, 10; Mozilla Firefox; Google Chrome
- Adobe® Flash® Player 10.3

Mac OS

- 1.83GHz Intel Core™ Duo or faster processor
- 512MB of RAM (1GB recommended)
- Mac OS X, 10.5, 10.6, 10.7.4, 10.8
- No Adobe Connect Add-in support for Mac OS X 10.5 (Leopard). Users on Leopard can attend meetings in the browser.
- Mozilla Firefox; Apple Safari; Google Chrome
- Adobe Flash Player 10.3

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).

Software: Internet Explorer 7 or greater, Microsoft Office 2007 or 2010, up-to-date Adobe Acrobat Reader and Adobe Flash Player (both Adobe products are available via a free download).

Webcam with Microphone: minimum pixel picture quality of 640x480

Broadband Internet connection: 1MBps minimum internet connection speed. Wired internet connection recommended for online tutorials.

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 Computing Services Department on 0151 794 4567 or email helpdesk@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 programme as a whole.

For modules running in autumn, students will be invited to complete module feedback surveys and for modules running in spring and summer 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 in order to 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.

ASSESSMENT INFORMATION

Penalties for Word-counts

For assessments that have a recommended number of words, students should submit work that does not exceed this figure by plus 10%. 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. In order to verify cases presented by students as part of a case log or as 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

A student who fails the overall cumulative assessment for a module (the minimum pass mark is 50%) may be allowed to resubmit one or more items of assessment within 3 months of the module completion date. The Module Review Board will determine whether you are permitted the opportunity to re-sit failed assessments. The marks gained will be capped at 50% except where the re-sit is a consequence of approved mitigating circumstances – often referred to as a 'first-sit'. The results of any resubmission attempts will be ratified at the next Module Review Board.

If resubmission is unsuccessful, or the student fails to resubmit in the invited period, the student will fail the module and be required to retake the module next time it runs. Module

fees will apply. Failure of the same module more than once or several modules in succession will result in discussion as Module Review Board and may result in termination of studies.

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.

Case reports and essays are required to be submitted via Turnitin and are checked for academic integrity. It is critical that, in order to avoid the potential for inadvertent plagiarism, 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 out iLearn resource within your module in VITAL. Under the section on Information skills is a section on plagiarism and under the section on academic writing skills there is a section on quotes and paraphrasing and referencing.

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

If you submit an assignment on time you can expect feedback within 2 weeks (for case reports, this will be 2 weeks following the deadline for comments on other cases). However, if you submit later than the due date you may not receive feedback for up to a month afterwards. Feedback can be found in the "My Grades" section of the module in VITAL.

There are several examiners who mark the assessments, this is a necessity and dictated by the RCVS and University regulations. This inevitably leads 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 gradually 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 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 (something reasonably clinical) 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 in VITAL.

Moderation

Any student who achieves a final borderline mark of 45-55% will be moderated by the module co-ordinator or designated module moderator (as per University of Liverpool Regulations). 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 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. Primary remit is to approve completed module marks giving the external examiner the opportunity to comment.

Students should be aware that all assessment grades are provisional pending ratification at the Module Review 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 synoptic examination marks and recommend award or not (pass/fail) of the award and/or designation for each individual taking into consideration any extenuating circumstances.

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

STUDENT SUPPORT

If you are experiencing difficulties with any aspect of your study, you should contact your Module Coordinator in the first instance, who will be happy to discuss any issues. You can also contact members of the Administrative Team via their email address, which can be found at the start of this handbook.

Disability Support

The Disability Support Team is responsible for the co-ordination of support for disabled students 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.liv.ac.uk/studentsupport/disability/) for further information and guidance.

To speak with a member of the Team please telephone the Disability Support Team on (0151) 794 4714, 794 5117, 795 0323 or contact them by email: disteam@liv.ac.uk

Please Note: Any disclosure made must also be reported to Liz O'Sullivan (Examinations Officer) at the start of your module so that any individual support you may require be put into place for you as soon as possible.

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Procedure for Handling Requests for Extensions

If a student has a valid reason for late submission, there will be no penalty for assessment submitted late but still within the module period provided there has been prior notification by email to the Assessment Administrator (eosulliv@liv.ac.uk).

An extension to the due date (without penalty) outside the module period may be granted by the Assessment Administrator or their designated nominee on medical or other exceptional grounds providing the student completes a request for extension form (accessed via the module in VITAL) normally giving at least 10 working days' notice.

Any assessment submitted late outside of the module period (without approval) will be subject to a penalty of 5% per working day (capped at 50% i.e. a student who would have otherwise passed, cannot fail solely on late submission as per University of Liverpool guidelines). Assessment which requires, in part, group interaction within a certain time frame may have marks deducted if the late submission falls outside of the interaction period.

Procedure for Handling Extenuating Circumstances Claims

If students are experiencing ANY difficulties which they feel are impacting on their studies they are strongly advised to speak to their Module Coordinator or the Assessment Administrator, who will advise whether to submit a written statement (with supporting written evidence) of extenuating circumstances (forms available to download from the modules in VITAL). Sometimes students do not want to reveal their circumstances, thinking they are not serious enough, or too embarrassing. However, students are advised that these are held in the strictest confidence, and it is preferable to allow an experienced neutral party (the Committee members) to decide on their significance in relation to your studies.

A statement can be submitted any time during your study, but ONLY up to three days after the date of an examination or a submissions date, unless stated otherwise. The Extenuating Circumstances Committee meets before each Board of Examiners meeting. Extenuating circumstances can ONLY be taken into account if the Committee accepts them.

Deadline dates for submission of extenuating circumstances will be posted on the module in VITAL and also sent out via email for synoptic exam candidates.

Where a student is aware of a pre-existing extenuating circumstance that may adversely affect their performance in a clinical assessment e.g. synoptic examinations, the professional requirement is that they should not practise until well enough to do so. You should therefore not undertake the clinical assessment and you should present your evidence of extenuating

circumstances as outlined above. Attending a clinical assessment is a declaration that you are fit to sit that assessment and therefore a retrospective application for consideration of extenuating circumstances maybe considered under fitness to practise procedures.

For the most up to date procedures, please visit the link below:
https://www.liverpool.ac.uk/student-administration/exams/extenuating-circumstances/

Procedure for Handling Module Deferrals

A student who has a suitable reason is able to defer any module once, within a period of up to 2 years, without incurring any further charges. If a module is deferred more than once, a fee of 50% of the module cost will need to be paid to re-commence the module. It is the responsibility of the participant to re-book, within the booking deadline, onto the module that they wish to defer onto. If deferral is within a 2 year time period, completed assessment will be carried over. If the time period is greater than 2 years, any completed assessment will have to be resubmitted and 50% of the module cost will need to be paid to re-commence the module.

Procedure for Suspending your Studies

You may find it necessary at some point during your programme to suspend your studies. This of course may be for a variety of reasons, which can be personal, financial or academic.

The University has a number of support services available for you if you need guidance or advice. In all cases, we advise you to discuss any possibility of suspension with the Programme Administrator (charlie.russell@liv.ac.uk).

If you do decide to suspend your studies, you will need to complete a Suspension of Studies Form and have this approved by the Institute. For the most up to date procedures and a copy of the form, please visit: https://www.liverpool.ac.uk/student-administration/student-administration-centre/student-record/suspensions/

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 visit: https://www.liverpool.ac.uk/student-administration/student-administration-centre/policies-procedures/appeals/

UNIVERSITY STUDENT HANDBOOK

Although aimed predominately at students studying on-campus, the handbook for Postgraduate Taught Students has been written to provide all the information you need to help you through your University career and seeks to ensure that you know all there is to know about our services and facilities; where to find them and when to use them. It also sets out the rules, regulations and policies to be followed as a member of the University

community and tells you about other sources of information likely to be useful to you throughout your studies.