



**UNIVERSITY  
OF LONDON**  
INTERNATIONAL  
PROGRAMMES

Programme Specification  
and Regulations

2015

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**MSc degree, Postgraduate Diploma,  
Postgraduate Certificate and Individual  
Modules in Livestock Health and Production  
and in Veterinary Epidemiology and Public  
Health**

**Important document – please read.**

This document contains important information that governs your registration, assessment and programme of study.

# Programme Specification and Regulations for the MSc degree, Postgraduate Diploma, Postgraduate Certificate and Individual Modules in Livestock Health and Production and in Veterinary Epidemiology and Public Health

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# Important information regarding the Programme Specification and Regulations

## About this document

Last revised 01/10/2014

This Programme Specification and Regulations document is presented in support of our commitment to the nationally agreed reference points for assuring the quality and standards of higher education, known as the UK Quality Code for Higher Education. Further information can be found at:

[www.qaa.ac.uk/assuringstandardsandquality/Pages/default.aspx](http://www.qaa.ac.uk/assuringstandardsandquality/Pages/default.aspx)

1

This document contains all the regulations for a specific programme(s) and the associated regulations for individual modules that can be taken on a stand-alone basis.

- The [Programme Specification](#) sets out the core regulatory information about the programme and is supplemented by the [Detailed Regulations](#) (which includes relevant [Appendices](#)).
- Programme details for the completion of individual modules are outlined in the [Programme specification for individual modules](#) and the corresponding regulations are in the [Detailed Regulations](#) (which includes relevant [Appendices](#))
- The document also contains a [Glossary](#) which defines certain terms used within the document and a section with details about [related documents and sources of information](#) to which a student is likely to need to refer at different times in their studies.

2

Some regulations are general regulations, which mean that they apply to all University of London International Programmes at a given level of study. These regulations are marked with (GR) next to the paragraph number.

3

Students registered for any of the programmes covered by this programme specification and these detailed regulations are required to comply with procedures, deadlines and instructions issued by the University, including the University of London Regulations. The University is not responsible for any consequences arising from students' failure to comply with the regulations, procedures, deadlines or instructions.

See the section on [related documents and sources of information](#).

4

On all matters where the regulations need to be interpreted, or where there is no regulation that exactly covers your situation, the University's decision is final.

5

For the duration of a student's registration for a specific programme, core elements (set out in the Programme Specification) of that programme will remain un-changed unless appropriate consultation with students takes place. However, the Programme Specification and Regulations are reviewed and published annually, and certain programme details are subject to change. Each year's programme specification and detailed regulations replaces those of the previous year, and students must ensure that they always refer to the current version. Changes for registered students will be introduced as follows:

- Two years' notice will be given when a module is withdrawn, when a syllabus is substantially amended, when a prerequisite for a module is introduced, and when the assessment method for a module is changed.
- Five years' notice will be given if the University decides to withdraw the programme.
- All other regulations may be amended without notice. If a change to the regulations is considered to have an adverse effect on a student, appropriate student consultation will take place prior to introducing the change to a current student cohort. Normally, major changes to a programme will only be introduced for a new cohort of students.

Examples of changes to the regulations which can be considered to have an adverse effect for registered students are significant changes to the structure of the programme, changes to the progression rules in the programme, changes to the weighting of modules and changes to pass marks or the classification of the award.

## **6**

Students registered for the programmes covered by this programme specification and regulations are registered with the University of London International Academy. The University of London International Academy is based on a partnership between the University of London and certain Colleges of the University. The Colleges of the University of London and the University of London International Academy collaborate to deliver the University of London International Programmes.

## **7**

All University of London International Programmes adhere to the University's agreed policies for academic programmes and awards.

## **8**

Every effort is taken to ensure the accuracy of the material produced by the University of London International Programmes and likewise, the content contained within the pages of this document. This document contains links to third-party sites; the University of London International Programmes is not responsible for the content of these sites. Likewise, references and links to any such websites should not be taken as an endorsement by the University of opinions expressed or services provided at those sites.

# Programme Specification 2015

For prospectus details about the programme, please see [www.londoninternational.ac.uk/content/postgraduate-programmes-veterinary-health](http://www.londoninternational.ac.uk/content/postgraduate-programmes-veterinary-health)

## Title and name of awards

See [Glossary](#) for an explanation of terms.

Master of Science in Livestock Health and Production (MSc)

Postgraduate Diploma in Livestock Health and Production (PG Dip)

Postgraduate Certificate in Livestock Health and Production (PG Cert)

Master of Science in Veterinary Epidemiology and Public Health (MSc)

Postgraduate Diploma in Veterinary Epidemiology and Public Health (PG Dip)

Postgraduate Certificate in Veterinary Epidemiology and Public Health (PG Cert)

Students graduating with a University of London award will be sent two documents: a final diploma 'parchment', and a diploma supplement. The final diploma will indicate registration with the University of London and the award of a University of London Degree or Diploma, incorporating the University of London logo and signature of the Vice-Chancellor, and indicating that the Royal Veterinary College was the Lead College involved. The diploma supplement will describe the nature, level and content of the programme that has been successfully completed, including a transcript of modules taken and marks achieved as well as the overall classification. It also provides further information about the role of the Lead College and method of study.

## Level of the programmes

The FHEQ forms part of the UK Quality Code for Higher Education of the [Quality Assurance Agency for Higher Education](#) (QAA).

The awards are placed at the following Levels of the Framework for Higher Education Qualifications (FHEQ):

- Master of Science degree – Level 7
- Postgraduate Diploma – Level 7
- Postgraduate Certificate – Level 7

## Relevant QAA subject benchmarks group(s)

See the [QAA website](#) for information:

Veterinary Sciences

[www.qaa.ac.uk/en/Publications/Documents/SBS-consultation-vet-nursing.pdf](http://www.qaa.ac.uk/en/Publications/Documents/SBS-consultation-vet-nursing.pdf)

## Awarding body

University of London

## Registering bodies

[University of London International Academy](#) and the [Royal Veterinary College](#)

## Lead College

See [Glossary](#) for an explanation.

[Royal Veterinary College, University of London](#)

## Accreditation by professional or statutory body

Not applicable

## Language of study and assessment

See also [section 4](#) of the Detailed Regulations.

English

## Mode of study

Find further details about student support in the [Programme handbook](#).

Study is by distance and flexible learning.

## Programme structures

### MSc, Postgraduate Diploma and Postgraduate Certificate

See full details in [section 1](#) of the Detailed Regulations.

The MSc degrees in Livestock Health and Production and in Veterinary Epidemiology and Public Health consist of seven modules as follows:

- three compulsory core modules *plus*
- four further optional modules from a selection.

The Postgraduate Diploma in Livestock Health and Production consists of four modules as follows:

- one compulsory core module *plus*
- one further core module chosen from two *plus*
- two optional modules from a selection.

The Postgraduate Diploma in Veterinary Epidemiology and Public Health consists of four modules as follows:

- two compulsory core modules *plus*
- two optional modules from a selection.

The Postgraduate Certificate in Livestock Health and Production consists of two core modules as follows:

- one compulsory core module plus
- one further core module chosen from two.

The Postgraduate Certificate in Veterinary Epidemiology and Public Health

- two compulsory core modules.

Details of credits and accreditation of prior learning are to be found in [section 2](#) of the Detailed Regulations.

Applications for credit from students and graduates of the University of London will be considered on a discretionary basis.

No other accreditation of prior learning will be considered for these programmes.

The maximum and minimum periods of registration, from a student's effective date of registration, are:

	Minimum	Maximum
MSc degree	Two years	Five years
Postgraduate Diploma	Two years	Five years
Postgraduate Certificate	One year	Five years

Study materials are made available after registration and on payment of the applicable fee.

Registration may be extended, subject to approval and payment of applicable fees.

Full details are in [section 3](#) of the Detailed Regulations.

Some modules of these programmes are offered as non-credit bearing individual modules and credit bearing individual modules. A student who successfully completes the assessment for the 240 hour credit bearing individual module may be considered for progression to one of the MSc degrees, Postgraduate Diplomas or Postgraduate Certificates. There is no progression from the 35 hour, or 50 hour, non-credit bearing individual modules. A student may take any number of non-credit bearing and credit bearing individual modules, but only two relevant 240 hour individual modules can be counted as credit towards a Postgraduate Diploma or MSc degree, or one relevant 240 hour individual module may be counted towards a Postgraduate Certificate.

In order to be able to **progress** from the Postgraduate Certificate to the related Postgraduate Diploma or MSc degree, a student must normally pass both core modules and receive a recommendation from the Examiners that they may proceed to the remaining modules of the related diploma or degree.

In order to be able to **progress** from the Postgraduate Diploma to the MSc degree, a student must normally pass the four Postgraduate Diploma modules and receive a recommendation from the Examiners that they may proceed to the remaining modules of the related degree.

At the discretion of the Board of Examiners, a student registered for the MSc degree who does not pass all the modules for the degree may be awarded *either*

- the Postgraduate Diploma provided they have passed the **four** modules comprising the Diploma or
- the Postgraduate Certificate provided they have passed the **two** core modules comprising the Certificate.

A student may transfer their registration from the MSc degree to the Postgraduate Diploma or Postgraduate Certificate.

Awards are given on the following basis:

- **MSc degree:** students must have attempted, and passed in seven modules.
- **Postgraduate Diploma:** students must have attempted and passed in four modules.
- **Postgraduate Certificate:** students must have attempted and passed in two modules.

The award of the MSc degree, Postgraduate Diploma and Postgraduate Certificate is normally given on the basis of achieving an average mark within the appropriate range. Examiners have discretion to take into account a student's overall performance.

The MSc degree, Postgraduate Diploma and Postgraduate Certificate may be awarded with the following grading - Distinction, Merit, Pass or Fail as follows:

Mark range	Class Equivalent
75+	Distinction
65-74	Merit
50-64	Pass
0-49	Fail

See also [section 8](#) of the Detailed Regulations.



## Credit value of modules

Where credits are assigned to modules of a programme, credit indicates the amount of learning undertaken, and a specified credit level indicates the relative depth of learning involved.

The credit value indicates the amount of learning in terms of notional study hours, and the level of learning in terms of depth, complexity and intellectual demand.

For the awards of MSc, Postgraduate Diploma and Postgraduate Certificate in Livestock Health and Production or Veterinary Epidemiology and Public Health, credit has not been assigned.

Further information about the credit systems used by universities in the UK and Europe is available in:

The Higher Education Credit Framework for England,  
[www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/creditframework.pdf](http://www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/creditframework.pdf)

The Framework for Higher Education Qualifications in England,  
[www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/FHEQ08.pdf](http://www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/FHEQ08.pdf)

The European Credit Transfer and Accumulation System, [http://ec.europa.eu/education/tools/ects\\_en.htm](http://ec.europa.eu/education/tools/ects_en.htm)

## Entrance requirements

See [www.londoninternational.ac.uk](http://www.londoninternational.ac.uk) for details on the application process.

You must satisfy the relevant entrance requirements given in this section. In order to be considered for admission as an International Programmes Student, you must also submit an application according to the procedures and deadlines set out in the appropriate prospectus or the website.

### Entrance Requirements for awards at FHEQ Level 7

#### Qualifications:

The programme entrance requirements are given on our website.

Programme entrance requirements are on the Requirements tab for your programme on our [website](#).

### English language requirements

The programme's English language requirements are given on our website.

Programme entrance requirements are on the Requirements tab for your programme on our [website](#).

### Internet access

All students are required to have consistent internet access, allowing them to access the following resources:

- The student portal
- The University of London and the Royal Veterinary College email addresses
- Details of their student records
- Programme resources on the VLE (as applicable)
- Programme resources on the University of London International Programmes website
- The Programme Specification and Regulations for their programme of study
- The University Regulations and the University of London International Programmes Student Charter
- The University of London and the Royal Veterinary College online libraries.

### Computer requirements

The computer requirements are given on our website.

The computer requirements are on the Requirements tab for your programme on our [website](#).

## Students with specific access requirements

Students with specific access requirements should refer to [section 12](#) of the Detailed Regulations.

The University of London International Programmes welcomes applications from students with disabilities and/or specific access requirements. It aims to provide the appropriate support to enable students with specific access requirements to have the same chance as all other students to successfully complete their studies.

Every reasonable effort will be made to ensure that both the application procedure and the programme itself are organised and delivered to offer all students the opportunity to participate fully. Students with a disability or others who may need special arrangements to assist in taking examinations (such as a separate room or special aids) should complete the relevant section of the application form, or contact the Inclusive Practice Manager. Requests will be considered by a University panel, which aims to ensure that students with specific access requirements are neither advantaged nor disadvantaged when compared with other students.

For further information, see [Inclusive Practice Policy](#)

## Sources of funding and scholarships

Information about potential sources of funding and scholarships is updated annually and available on the website.

For information, please see [www.rvc.ac.uk](http://www.rvc.ac.uk) and [www.londoninternational.ac.uk/distance-and-flexible-learning/funding-your-study](http://www.londoninternational.ac.uk/distance-and-flexible-learning/funding-your-study).

## Educational aims and learning outcomes of the programmes

### Livestock Health and Production: MSc degree, Postgraduate Diploma and Postgraduate Certificate

These programmes are aimed primarily at veterinarians, animal health specialists and livestock farmers. Optional modules make these programmes suitable for people from a range of professional backgrounds. The programmes address contemporary issues of livestock production and have a worldwide relevance.

Successful completion of the Postgraduate Certificate or Postgraduate Diploma may allow progression to the related MSc degree. Successful completion of the MSc degree may allow students to progress to postgraduate research in the field of study or a related area.

The core modules provide an essential introduction to a variety of approaches, methods and subjects. These modules are designed to equip students with the preliminary practical and intellectual skills necessary for progression to the next level. Within the Postgraduate Diploma and the MSc degree there is a natural progression from the core modules to the optional modules. Within the selection of optional modules there is an element of choice in subject matter and disciplinary areas of study. Although the optional modules may not in themselves be more difficult, students will develop a greater understanding and a sophistication of thinking as they work through the modules.

The programmes aim to provide students with:

- Knowledge on agents of animal diseases and how animals respond to them.
- Advanced knowledge in animal nutrition, breeding and management to optimise animal health and production.
- Farming systems approach to animal production and an understanding of how to appraise and monitor livestock production systems through development and execution.

Depending on the options taken, the MSc degree and Postgraduate Diploma also aim to provide students with:

- Comprehensive appreciation of welfare and ethical issues connected with farm animal practice.
- A detailed knowledge of animal diseases of major economic importance with diagnostic principles and control and treatments.
- Comprehensive insight in to the management of fertility to optimise animal productivity.
- The use of economic concepts in animal health and production.

- The perceptions of what constitutes safe food production and the necessary tools to make an objective judgment of contemporary issues such as antibiotic resistance.
- Facts on economic and livestock policy for development under different socio-economic conditions.
- Information on how to formulate a hypothesis and undertake a research project, analyse and present data and how to develop a grant application.

The **learning outcomes** of the programmes are as follows:

### **Knowledge and Understanding**

A student will be able to demonstrate an understanding of:

- Internal and external components of health and how animals respond to agents of disease, at an individual and population level.
- How feeding, breeding, management and interaction with the environment, influence animal production and disease.
- Appropriate husbandry for different animals in diverse environmental and socio-economic conditions.
- The role in the protection of human health through the safe production of foods of animal origin, control of zoonotic disease and environment.
- The diseases of major economic importance in each category of farm animal production.
- Management and manipulation of fertility to optimise animal productivity.
- Future livestock development and the provision and use of tools to analyse the issues confronting producers, their advisers, planners and policy makers.
- Concepts of epidemiological investigations and the use of economic methods in animal health and production.

### **Practical skills**

A student will be able to:

- Adapt locally available raw materials, conditions, rules and management structure to optimise animal health and production.
- Demonstrate scientific skills, including critical review of the scientific literature.
- Use decision making skills to analyse animal health problems at farm and national level.

### **Intellectual and Cognitive skills**

A student will be able to develop skills in:

- Planning
- Logic and reasoning
- Comprehension
- Visual and auditory processing
- Long-term memory

### **Transferable skills**

A student will be able to develop and demonstrate:

- Independent learning, taking responsibility for own studies.
- Time management skills.
- Organizational skills.
- Becoming a reflective self-manager, by taking a systematic, analytical, strategic and reflective approach to study tasks.
- Information gathering and analytical skills to make own judgements about ideas and knowledge.
- Language skills.
- Information technology skills.

- Understanding of own strengths and weaknesses, remaining optimistic by positive thinking in an isolated study situation.

## **Veterinary Epidemiology and Public Health: MSc degree, Postgraduate Diploma and Postgraduate Certificate**

These programmes are aimed at animal health specialists, epidemiologists and public health specialists with an understanding of the conceptual basis of veterinary epidemiology and public health.

Successful completion of the Postgraduate Certificate or Postgraduate Diploma may allow progression to the related MSc degree. Successful completion of the MSc degree may allow students to progress to postgraduate research in the field of study or a related area.

The core modules provide an essential introduction to a variety of approaches, methods and subjects. These modules are designed to equip students with the preliminary practical and intellectual skills necessary for progression to the next level. Within the Postgraduate Diploma and the MSc degree there is a natural progression from the core modules to the optional modules. Within the selection of optional modules there is an element of choice in subject matter and disciplinary areas of study. Although the optional modules may not in themselves be more difficult, students will develop a greater understanding and a sophistication of thinking as they work through the modules.

The programmes aim to provide students with:

- An understanding of the role of veterinary epidemiology and economics in the design and delivery of effective livestock services.
- Knowledge of risk analysis approaches in food safety and how human health can be protected through control of zoonotic diseases.
- Skills in basic and advanced statistical methods in order to undertake epidemiological investigations and disease modelling.

Depending on the options taken, the MSc degree and Postgraduate Diploma also aim to provide students with:

- An understanding of the farming systems approach to animal production and how to appraise and monitor livestock production systems through development and execution.
- Information on how to formulate a hypothesis and undertake a research project, analyse and present data and how to develop a grant application.
- Facts on economic and livestock policy for development of farming systems under different socio-economic conditions.
- Knowledge so that they can develop their own strategies for combating chronic farm animal diseases, control zoonotic diseases through surveillance and apply herd health programmes to maximise economic returns from animal production.

The **learning outcomes** of the programmes are as follows:

### **Knowledge and Understanding**

A student will be able to demonstrate an understanding of:

- Concepts of epidemiological investigations and to use economic methods in animal health and production.
- Statistical methods used in veterinary epidemiology to analyse data
- Spatial data analysis methods to interpret geographic data
- The role in the protection of human health through the safe production of foods of animal origin, control of zoonotic disease and environment.
- Future livestock development and the provision and use of tools to analyse the issues confronting producers, their advisers, planners and policy makers.
- Appropriate husbandry for different animals in diverse environmental and socio-economic conditions.
- Disease surveillance programmes and the tools that can be used to assist decision making in relation to disease control and prevention.

### **Practical skills**

A student will be able to:

- Analyse epidemiological data and interpret them clearly
- Display spatial maps using geographical information systems software
- Perform risk analysis and build and analyse risk models using @RISK software
- Develop scientific skills, including critical review of the scientific literature.
- Demonstrate decision making skills to analyse animal health problems at farm and national level.

Together with the specific knowledge based and practical skills, all students are expected to acquire a range of cognitive and transferable skills.

### **Intellectual and Cognitive skills**

A student will be able to develop skills in:

- Planning
- Logic and reasoning
- Comprehension
- Visual and auditory processing
- Long-term memory

### **Transferable skills**

A student will be able to develop and demonstrate:

- Independent learning skills, taking responsibility for own studies.
- Time management skills.
- Organizational skills.
- Becoming a reflective self-manager, by taking a systematic, analytical, strategic and reflective approach to study tasks.
- Information gathering and analytical skills to make own judgements about ideas and knowledge.
- Written skills.
- Information technology skills.
- Understanding of own strengths and weaknesses, and ability to work effectively in an isolated study situation.

## **Learning, teaching and assessment strategies**

These programmes are designed so that the student is provided with all the primary material required to complete the module. This includes directed study notes in a Study Guide, a collection of reading material such as journal articles and extracts from text books (the Reader) and textbooks where appropriate. Wider reading to supplement the study material is recommended.

These programmes combine educational methods that encourage self-directed learning, reflection on personal experience, and critical thinking with web technology and access to online resources. The programme uses a virtual learning environment that enables students to engage in collaborative learning. Students can also contact academic tutors through the distance learning office at RVC.

Up to three Tutor-marked assignments (TMAs) may be assessed for each module. These TMAs act both as formative and summative assessments. Each TMA is marked and returned to the student to help the student understand how well they are doing and learn how to improve. The highest mark gained counts towards the formal coursework assessment element for the modules.

It is University of London International Programmes policy that there should be a preponderance of unseen written examinations in the assessment of programmes. This is to ensure security and reduce the possibility of plagiarism. In these programmes unseen written examination constitutes 80% of the programme assessment. The unseen written examinations are structured not only to assess knowledge and understanding but also to examine the way that students manage data, solve problems, evaluate ideas and the organizational skills they use to structure answers, while allowing the standard of intellectual and transferable skills to be assessed.

There is one optional module (the Research Project) available to the MSc degree which is assessed by submission of a research paper and by an oral examination. Specific practical skills and transferable skills are assessed.

Assessment criteria for the programme will indicate the level at which the skills have been achieved.

## Assessment methods

Find full details of the assessment and the Scheme of award in sections [4](#) and [8](#) of the Detailed Regulations.

With the exception of the Research Project, modules will be assessed by a three-hour unseen written examination, which may contain essay and/or shorter questions.

Students will also be required to submit up to three TMAs per module, the highest mark of which will count as part of the formal assessment.

The mark awarded for each module will be based on both the written examination and the TMA weighted in the scale 80:20 respectively.

All candidates must have completed and been assessed in one TMA prior to the examination. Written examinations will be held in October at examination centres throughout the world. TMAs are subject to deadlines but can be submitted at any time during the year leading up to the examination.

The optional Research Project is assessed by the submission of a paper suitable for publication in an identified scientific journal (80%) and an oral examination conducted either face-to-face or via the telephone (20%).

The written examinations take place annually in October and are held at established centres worldwide.

## Student support and guidance

There is further information on support and guidance in the [Student guide](#) and the [Programme handbook](#).

The following summarises the support and guidance available to students:

- a Study Guide for each module studied (containing directed learning notes);
- a Reader (containing photocopied journal articles and book chapters);
- textbooks for certain modules;
- CD-ROMs for certain modules;
- regulations, containing full details of syllabuses, programme structure, assessment regulations, degree classification criteria, etc;
- past examination papers and Examiners' commentaries for the past two years, which provide generic feedback from assessment where these are available;
- a Programme handbook that includes information about the learning resources, the procedures for assessment and examinations and advice on study skills;
- a Student guide to the International Programmes that includes advice on registration, fees, the University of London Online Library and graduation;
- access to the Royal Veterinary College's VLE which offers a discussion board and academic tutorials;
- access to the University of London Online Library;
- access to the Royal Veterinary College Online Library;
- access to the University of London library - registered students may use the resources located within the Senate House library (for a small additional fee);
- access to the Royal Veterinary College libraries subject to appointment;
- the Student Charter that states key mutual obligations between the University of London International Programmes and its students.

See [www.londoninternational.ac.uk/distance-flexible-learning/student-charter](http://www.londoninternational.ac.uk/distance-flexible-learning/student-charter) for further information.

## Quality evaluation and enhancement

Refer to the University of London International Programmes [website](#) for its policies and procedures in quality assurance.

The Colleges of the University of London and the University of London International Academy collaborate to deliver the University of London International Programmes. The policies, partnerships and systems are defined within our key documents: The Quality Framework, the Quality Assurance Schedules, Guidelines for Examinations and Detailed Regulations for each programme.

### Parity of award standards

- Every programme of study is developed and approved by a Lead College, or Consortia, to the same standards and requirements as would be applied in the Lead College(s);
- Learning materials are written and examinations are set and marked by academic staff employed or chosen by the Lead Colleges, who are required to apply the University's academic standards.

### Review and evaluation mechanisms

Procedures are in place to assure the quality of the programme development, delivery, management, systematic monitoring and ongoing review and enhancement of all University of London International Programmes. Enhancements are made as necessary to ensure that systems remain effective and rigorous.

- Annual programme reports are prepared in order to enhance individual programmes and to plan ahead;
- Periodic programme reviews are conducted on a 4-6 year cycle to review how a programme has developed over time and ensure that it remains current and up-to-date;
- Annual External and Intercollegiate Examiner reports are prepared by independent External and Intercollegiate Examiners to confirm that a programme has been assessed properly and meets the appropriate academic standards;
- Comprehensive student information statistics are reviewed annually and feed into all systematic reporting within the University of London International Academy.

### Student feedback mechanisms

Annual Student Experience Surveys collect programme level feedback according to the student lifecycle and the stages reached by students in their learning. In addition some Lead Colleges schedule their own module surveys;

Virtual Learning Environments (VLEs) provide the opportunity for informal feedback and discussion;

University of London International Academy committees and sub-committees include student membership where appropriate. Some programmes recruit their own student representatives at the programme level.

The University of London International Programmes website provides further information on the governance structure, including Terms of Reference, Agendas and Papers and can be accessed via:

[www.londoninternational.ac.uk/our-global-reputation/governance](http://www.londoninternational.ac.uk/our-global-reputation/governance)

This Programme Specification is presented in support of our commitment to the nationally agreed reference points for assuring the quality and standards of higher education, known as the UK Quality Code for Higher Education. Further information can be found at: [www.qaa.ac.uk/assuringstandardsandquality/quality-code/Pages/default.aspx](http://www.qaa.ac.uk/assuringstandardsandquality/quality-code/Pages/default.aspx)

## After Graduation

### Possible routes to further study

Successful completion of the programme may serve as preparation for students who wish to go on to take further study in the subject area – whether to be undertaken at the Royal Veterinary College or elsewhere.

### Possible graduate employment routes

The Livestock Health and Production programmes are designed for those who wish to pursue careers as veterinarians, animal health specialists and livestock farmers.

The Veterinary Epidemiology and Public Health programmes are designed for those who wish to pursue careers in veterinary epidemiology, different areas of animal health and in veterinary public health.

### **Careers advice and resources**

The University of London's Careers Service can provide confidential advice and guidance appropriate to the diverse needs of students, at any stage of their career. Advisers can assist on an individual basis (including help with career planning, CV writing and interview technique), in small groups or online, through the e-Advice service. Students may also make use of the dedicated careers library.

For further information, please see [www.thecareersgroup.co.uk/](http://www.thecareersgroup.co.uk/)

### **The Alumni Association**

Membership of the International Programmes Alumni Association is free and open to all graduates of the University of London International Programmes. This is a diverse community of over 150,000 alumni in more than 190 countries, including local chapters and social networking groups, and with regular events, communications and opportunities to meet fellow alumni in many different parts of the world. The Association aims to provide past students with lifelong links to the School and each other, and is keen to foster a vibrant and active alumni community. All alumni are encouraged to register their details and participate further.

For further information, please see [www.londoninternational.ac.uk/alumni](http://www.londoninternational.ac.uk/alumni), [www.facebook.com/LondonU](https://www.facebook.com/LondonU) and <http://linkd.in/alumniassociation>



## Detailed Regulations

Throughout the Regulations, 'we' 'us' and 'our' mean the University of London; 'you' and 'your' mean the student, or where applicable all students.

### 1 Structures of the programmes

[Appendix A](#) and [Appendix B](#) give the full structure and content of the programme.

For how to progress through the degree, see [section 7](#).

#### 1.1

The MSc degree in Livestock Health and Production consists of seven modules, as follows:

- three compulsory core modules *plus*
- four further optional modules from a selection.

#### 1.2

The Postgraduate Diploma in Livestock Health and Production consists of four modules, as follows:

- one compulsory core module *plus*
- one further core module *plus*
- two optional modules.

#### 1.3

The Postgraduate Certificate in Livestock Health and Production consists of two modules, as follows:

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

#### 1.4

The MSc degree in Veterinary Epidemiology and Public Health consist of seven modules, as follows:

- three compulsory core modules *plus*
- four further optional modules from a selection.

#### 1.5

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

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

#### 1.6

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

- two compulsory core modules.

#### 1.7

Find details on credits and accreditation of prior learning in [section 2](#).

Applications for credit from students and graduates of the University of London will be considered on a discretionary basis. Accreditation of prior learning will not be considered for study outside the University of London.

#### 1.8 (GR)

You are responsible for making sure that your choice of modules is in line with the current regulations.

#### 1.9 (GR)

You can only select from available modules. Not all modules are available every year.

Details of modules offered are available through the student portal, [my.londoninternational.ac.uk](http://my.londoninternational.ac.uk).

### 1.10

You can apply to change your choice of optional modules at any time. However, if you have entered the examination for the module concerned, we will not consider your application to change modules until the results for that session are published.

It may not always be possible to allow you to change your choice of module, particularly after study materials have been despatched. We will consider applications to change modules on an individual basis and if we allow you to change a module we will charge a fee.

## Individual modules

### 1.11

A student may apply to register for one or more individual modules on a stand-alone basis, either instead of, or at the same as registering for the MSc, Postgraduate Diploma or Postgraduate Certificate in either Livestock Health and Production or Veterinary Epidemiology and Public Health.

Full regulations governing [Individual Modules](#) (previously referred to as short courses) are given separately.

## 2 Credit transfer and accreditation of prior learning

APL (the term applies to non-University of London credit) will not be considered for any of the programmes or awards offered by RVC described in this document. However, credit transfer (the term applies to credit awarded by a College of the University of London) may be considered.

See the [Glossary](#) for definitions of 'credit', 'credit transfer' and 'accreditation of prior learning'.

### 2.1 (GR)

We have the right to review the credit transfer and accreditation of prior learning (APL) policy for all awards each year.

### 2.2 (GR)

We will not award any credit transfers or APL unless you make an application by following the instructions on our website. You may need to pay the credit transfer or APL application fee when you make an application.

### 2.3 (GR)

All applications are considered on an individual basis and credits and APL are awarded at our discretion.

### 2.4 (GR)

If you make a successful application for credit transfer or APL, you will normally only receive the award for which you originally registered, upon successful completion of all assessments.

### 2.5 (GR)

If you withdraw from your registered programme before completing it, you will normally only receive a transcript detailing the number and level of credits undertaken with us.

### 2.6 (GR)

To maintain the relevance of your learning, we will normally only accept credit awarded within the last five years from other providers.

## Credit transfer

### 2.7 (GR)

You may be considered for credit transfer in specific subjects if you are appropriately qualified and satisfy the entrance requirements for the award. An application cannot be considered after you have entered the examination in the subject(s) concerned.

### 2.8 (GR)

If you are awarded credit, the mark you received for the subject previously studied may be carried forward to your record and will contribute towards your award, in accordance with the scheme for award.

### 2.9 (GR)

We will produce a final transcript for you that will detail the subjects that you received credit for and the year in which this credit was awarded.

### **2.10 (GR)**

We will decide if you may be awarded credit for any credit bearing individual courses or individual modules that you have successfully completed. You must apply for credit transfer within three years of completing the individual courses or individual modules.

### **2.11 (GR)**

You will not receive any credit for the successful completion of a non-credit bearing individual course or module.

### **2.12 (GR)**

If you cancel your registration and then register afresh for a new programme, you will not be permitted to carry credit for any modules previously passed.

## **Accreditation of prior learning (APL)**

See [www.londoninternational.ac.uk/applications-admissions/accreditation-prior-learning](http://www.londoninternational.ac.uk/applications-admissions/accreditation-prior-learning) for procedures and deadlines for applying for APL.

### **2.13 (GR)**

You may be considered for APL for specific subjects if you are appropriately qualified and satisfy the entrance requirements for the award. An application will be considered on the basis of successfully completed studies at an appropriate level.

### **2.14 (GR)**

We will award APL at our discretion as it may not be permitted for all programmes. Where APL is permitted, it can only be awarded for up to one third of your programme.

### **2.15 (GR)**

APL can only be awarded for whole named modules, not for part of a module. APL cannot be granted for a dissertation element, project or final examination of a programme award at FHEQ level 7.

### **2.16 (GR)**

APL can only be awarded for whole modules at or equivalent to FHEQ level 7 or higher.

### **2.17 (GR)**

The offer of APL is valid for the period of time indicated in your confirmation letter. If you do not sit an examination within the period, the offer of APL will end and you will need to make a new application for APL.

### **2.18 (GR)**

The offer of APL is only valid for the module and programme of study stated in your confirmation letter. APL will no longer be valid if the programme is withdrawn before you register. If you transfer your registration to another programme, you may need to submit another application for APL.

### **2.19 (GR)**

You are not allowed to register for a module for which you have been awarded APL.

### **2.20 (GR)**

You are not allowed to sit an examination for a module for which you have been awarded APL unless you request that the APL is retracted before entering for the examination.

### **2.21 (GR)**

Applications for APL cannot be considered after you have entered the examination for the relevant module.

### **2.22 (GR)**

If you fail the examination for a module, then you may not apply for APL for that failed module at a later date.

### **2.23 (GR)**

The mark you obtained for a module for which APL has been awarded will not be carried forward to your record and will not contribute towards the classification of your award.

## 3 Registration

### Effective date of registration

See [Glossary](#) for the definition of Effective date of registration.

#### 3.1 (GR)

There will be an effective date of registration for all students.

#### 3.2

For the MSc, Postgraduate Diploma and Postgraduate Certificate in both Livestock Health and Production, and Veterinary Epidemiology and Public Health your effective date of registration will be 1st January in the year that you initially registered.

#### 3.3

If your effective date of registration is 1 January the first opportunity you have to sit an examination will be in October of the same year.

### Period of registration

#### 3.4 (GR)

The normal maximum and minimum periods of registration for awards are as follows:

	Minimum	Maximum
Masters degree	1 year	5 years
Postgraduate Diploma	1 year	5 years
Postgraduate Certificate	6 months	5 years

Please note that the minimum time to complete awards on these particular programmes are longer than the absolute minimums specified by the University above. The PG Cert for these programmes may be completed in a minimum of one year and the PG Dip and MSc degree may be completed in a minimum of two years. We will not allow you to reduce your minimum period of registration.

#### 3.5 (GR)

If you progress from the Postgraduate Diploma or Postgraduate Certificate to a related degree, we will grant you the maximum period of registration to complete the degree counted from the effective date of registration for your Postgraduate Diploma or Postgraduate Certificate.

#### 3.6 (GR)

If you have not completed all the requirements of an award within the maximum period of registration, you may apply to renew your registration for a further maximum period specified by the programme for which you are registered. Our decision whether to allow you to extend or renew your registration will depend on your progress during your previous period of registration. If we approve your application, you must keep to the regulations that apply during the new period of registration and you must pay the registration fee and any other fees that apply.

#### 3.7

Where renewal or extension of registration is permitted, the credit awarded for modules successfully completed will be at our discretion.

#### 3.8

If you successfully pass a 240 hour individual module whilst registered under the regulations for individual modules and we allow you to progress and transfer your registration to the PG Cert, PG Dip or MSc degree, we will give you a new effective date of registration and a new maximum period of registration of five years.

## Confirmation of continuing study

The continuing registration procedure is sent out annually to students.

### 3.9 (GR)

To maintain your registration with us, you must complete the annual continuing registration process, and pay any appropriate fees, by the deadlines given on our website.

### 3.10 (GR)

You will only be allowed to complete your continuing registration after the deadline in exceptional circumstances and for a limited time. You will also have to pay a late continuing registration fee.

If you do not maintain your registration and want to continue your studies, you should contact us through the student portal, [my.londoninternational.ac.uk](http://my.londoninternational.ac.uk). All cases will be considered on an individual basis.

## Cancellation of registration

### 3.11 (GR)

You can cancel your registration at any time.

[Section 10](#) gives refund information.

### 3.12 (GR)

If you have entered for an examination, your cancellation of registration will only be effective after the release of the examination results for your programme.

## Registration of our former students

### 3.13 (GR)

If you were previously registered with us, or enrolled on a programme of study at a college of the University of London, you will only be allowed to register as a new International Programmes student if you meet the entrance requirements for your programme and have paid us all fees and accounts that were due. If you do not meet this condition you will not be allowed to register again as an International Programmes Student.

### 3.14 (GR)

If you have previously received a University of London award, or if we cancelled your registration because you had taken an examination the maximum number of times allowed without success, you may be allowed to register again for a programme of study in a different subject or field of study.

### 3.15 (GR)

If you have previously received a University of London award, or if we cancelled your registration because you had taken an examination the maximum number of times allowed without success, you can only register for a programme of study in the same subject or field of study if we agree to this. We may not allow this for all programmes. We will consider all applications individually and we will decide whether to award any credit for modules you have previously passed.

### 3.16 (GR)

If we allow you to register again, you must pay a new registration fee. You will receive a new maximum period of registration relevant to that programme.

### 3.17

We will not allow you to register again for either Livestock Health and Production or Veterinary Epidemiology and Public Health if we terminated your registration because you exhausted the maximum number of examination attempts while registered previously for either programme.

### 3.18

For both Livestock Health and Production, and Veterinary Epidemiology and Public Health, if you have:

- accepted the award of the PG Cert we will not allow you to register subsequently for, or be awarded, the PG Dip or the MSc degree
- accepted the award of the PG Dip we will not allow you to register subsequently for, or be awarded, the MSc degree.

## 4 Assessment for the programme

### 4.1 (GR)

When sitting an examination you must keep to the rules given in the Notice to Candidates, which you will receive with the Admission Notice, as well as the regulations given in this section.

### Assessment methods

### 4.2 (GR)

All examinations will be based on the syllabuses that are current for the year of the examination concerned. You must make sure that you have studied the correct syllabuses.

### 4.3 (GR)

Examinations are governed by the regulations in force at the time of the examination and not at the time you initially registered or first attempted the examination concerned, except where the conditions for changing regulations with notice apply.

See the [Important Information](#) on changes to regulations.

### 4.4 (GR)

Where necessary, examiners may change the format or the rubric of a written paper examination without giving notice.

### 4.5 (GR)

Written paper examinations are held at authorised examination centres worldwide. In countries where there is an authorised examination centre, you must use the facilities provided by that centre. We will not set up an alternative centre in those countries but, where possible, we will try to help if you need special examination arrangements.

See the website for the [list of examination centres](#).

### 4.6 (GR)

Oral (speaking) and aural (listening) examinations, if these apply, are normally held only in London. We may give an examination centre outside London permission to hold oral or aural examinations as long as we are satisfied with their arrangements for carrying out the examinations. If it is not possible for you to take the oral or aural examinations outside London, you can apply for permission to take these examinations in London and the written paper examinations elsewhere in the United Kingdom or Ireland or overseas.

Students should note that the oral examination that forms part of the assessment for the Research project is conducted by teleconference; there is no need to come to London.

### 4.7 (GR)

All examinations are held at the discretion of the examination centre and you must keep to any conditions they may set.

### 4.8

Each module, except for the Research project, will be assessed by one three-hour unseen written paper examination (80%) and by one tutor marked assignment (TMA) (20%). The Research project (MSc degree only) is assessed by the production of a paper suitable for publication in an identified scientific journal (80%) and an oral examination (20%).

See [Glossary](#) for the definition of 'examination' and 'written paper examination'. The oral examination will be conducted either face to face or via telephone in November/December. Further details can be found in the Programme handbook which can be accessed through the [student portal](#).

### 4.9

If you do not submit at least one TMA before the deadline date any entry you have made to enter the examination will be withdrawn for that module in that year.

### 4.10

Research projects and TMAs submitted after the due deadline will be subject to the late submission policy, as outlined in the Programme handbook.

#### 4.11

If a TMA is received after the submission deadline given in the Programme handbook, the mark for the TMA will not be available before the related written examination is taken.

#### 4.12

A maximum of three TMAs may be submitted for assessment per module. This maximum applies to the entire registration period for a module, including any examination re-sit or any other circumstance. If you submit more than one TMA, the mark for the best TMA will count when calculating the overall mark for the module. The TMA and written paper do not have to be attempted in the same year.

If you think that you might miss the deadline for submitting a TMA follow the advice in the Programme handbook: [www.londoninternational.ac.uk/community-support-resources/current-students/handbooks](http://www.londoninternational.ac.uk/community-support-resources/current-students/handbooks)

#### 4.13

We strongly advise that all TMAs should be new pieces of work. However, should you choose to re-use previously submitted work in a subsequent TMA:

- a) You must reference the original use of that work, and must comply with the regulations governing plagiarism.
- 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.

#### 4.14

The overall mark awarded for each module, except for the Research project, will be calculated using a ratio of the marks obtained in the written paper and the TMA. The written paper mark and the TMA mark will be weighted in the ratio 80:20.

#### 4.15

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

#### 4.16

The TMA will take the form of written work specified in the study materials for each module.

#### 4.17

TMAs must be submitted to the Programme Administrator at the address given and according to the dates provided in the Programme handbook.

### Research project

You are strongly encouraged to study Research design, management and grant application writing [LVM014] prior to undertaking the Research project [LVM200].

#### 4.18

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.

#### 4.19

The overall mark awarded for the Research project will be calculated using a ratio of the marks obtained in the written paper and the oral examination. The written paper mark and the oral examination mark will be weighted in the ratio 80:20.

#### 4.20

Students taking the research project will be required to take an oral examination conducted either face-to-face or via telephone in November/December.

#### 4.21

Deadlines and further details are available in the [Programme handbook](#).

The following dates apply to the research project:

- **By 30 September** – in the year prior to undertaking the research project – a student is required to submit to the Programme Director for approval, a research outline of approximately 800 words in length.
- **By 1 December** – in the year prior to undertaking the Research Project – a student will be advised of the outcome of their research outline. If the Programme Director approves the outline, then the student may then register and prepare a detailed research proposal (1500 words).
- **By 1 January** – a student must submit their research proposal for review by the Programme Director and an appropriate subject expert.
- **By 31 January** – once the proposal has been approved, a supervisor will be selected. In all cases, there will be an RVC supervisor and an attempt will be made to identify and obtain guidance from a local university or research institute.
- **Between February and August** – a student will be expected to conduct their research.
- **During May** – the supervisor will conduct a mid-term assessment of a student's progress. A student will be expected to write up their research in the form of a literature review and a scientific report for publication.
- **By 31 October** - the completed research paper must be submitted by post or courier to the Distance Learning Office at the Royal Veterinary College. 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.

## Date of examinations

### 4.22

Written paper examinations take place in October each year.

### 4.23 (GR)

At any examination session, all students will sit the same written paper examination, on the same date, at the same local time, except where there are unavoidable delays in the arrangement. However, we have the right to set different papers in the same subject in separate countries and in different time zones.

### 4.24 (GR)

Where delays cannot be avoided in countries other than the United Kingdom, the examination centre will arrange for the relevant examinations to be taken with as little variation as possible from the original dates and times we have assigned to them. You must keep to these revised arrangements. We have the right not to mark an examination taken at a different time from the time we set.

## Sitting examinations

### 4.25 (GR)

If you want to sit an examination in any given year, you must have:

- registered with us as an International Programmes student for the relevant programme of study; and
- entered for the examination in line with our and the appropriate examination centre's instructions and deadlines and paid all relevant fees.

### 4.26 (GR)

You must apply to the relevant examination centre for permission to sit the examination with them. We cannot accept responsibility for making local examination arrangements for you. The examination centre will decide whether to accept or refuse your application to sit an examination with them.

### 4.27 (GR)

All examination centres normally charge a local examination centre fee which is separate to any examination entry fee that is paid to us. You must pay this fee directly to the centre each time you enter an examination. We are only responsible for local examination centre fees charged at University of London centres in London. For all other examination centres, we are not responsible for the examination fee and cannot set the level of examination fee charged.

### 4.28 (GR)

You must provide the answers to all examinations in English, except where the syllabus or rubric for an examination states otherwise.



#### **4.29 (GR)**

When sitting a written paper examination, the examination centre has the right to ask you to stay in the examination room for the whole time allowed for the relevant examination.

#### **4.30(GR)**

We own all examination scripts and we will not return them to students. We will keep all question papers.

#### **4.31 (GR)**

If the markers cannot read your script, they will pass it to the Chair of the Board of Examiners and the External or Intercollegiate Examiner. If the Board of Examiners and the External or Intercollegiate Examiner cannot read your script, you will be assigned a mark of zero for the illegible parts and this may result in a fail. This will count as an examination attempt.

If you find handwriting difficult due to medical or learning difficulties, you should apply to us for special arrangements to be made. Further information is available on the website <http://www.londoninternational.ac.uk/sar>

### **Materials and aids allowed in the examination room**

See [section 6](#) for assessment offences and penalties

#### **4.32 (GR)**

You must complete examinations without aids, unless stated otherwise in the individual module descriptions or any permitted materials list provided with your admission notice.

#### **4.33 (GR)**

You must not take electronic communication devices into the examinations. These include, but are not limited to, personal digital assistants (PDAs) and mobile phones.

#### **4.34 (GR)**

The use of calculators in the examination is strictly controlled. You may only use a calculator in examinations if this is stated in the module description, noted on the permitted materials list or noted on the examination question paper.

#### **4.35 (GR)**

We will not provide calculators. You are responsible for providing your own calculator and for making sure that it meets the conditions set out below and that it is in working order for the examination. You should make sure that you have a spare calculator (which must also meet the conditions set out below) in case your calculator fails during the examination, or you must be prepared to continue the examination without a calculator. You are not allowed to borrow another student's calculator during the examination. If you use an electronic calculator in an examination, you must write on your examination script the name and type of calculator you used.

#### **4.36 (GR)**

If you are allowed to use a calculator in an examination, you must keep to the conditions listed below, unless the module description or the information provided with your admission notice tells you otherwise.

Calculators must:

- be hand-held, compact and portable;
- be quiet when in use;
- have no external wires;
- be non-programmable; and
- not be capable of receiving, storing or displaying user-supplied non-numerical data.

You must not use a calculator that communicates or displays textual, graphical or algebraic information (other than error messages).

#### **4.37 (GR)**

If you use a calculator that does not meet the above conditions, you will have committed an assessment offence and the rules governing such offences will apply.

#### **4.38 (GR)**

It is an examination offence to take into, or use in, the examination room any unauthorised materials or aids. You must not take into the examination room, or consult during the examination, any books, notes,

instruments or other materials or aids that are not allowed. You must give any of these items to the invigilator before the examination starts.

## **Mitigating circumstances during the examination session**

### **4.39 (GR)**

Mitigating circumstances are any serious circumstances beyond your control which may have adversely affected your academic performance. You must contact us with details of any mitigating circumstances you wish to be considered within three weeks of the last examination in the session concerned. We will not normally consider mitigating circumstances if you do not contact us within this period. You will be asked to provide any formal certification you may have in relation to your circumstances.

Further details on mitigating circumstances are available on the [website](#).

## **Administrative recheck of marks**

### **4.40 (GR)**

You may apply to us to recheck your results if you think a mark you have received is due to an administrative error.

### **4.41 (GR)**

If you want to apply for an administrative recheck of your marks, you must do so by specific deadlines and by following the procedure set out on your student portal.

Details are available through the student portal, [my.londoninternational.ac.uk](http://my.londoninternational.ac.uk)

### **4.42 (GR)**

If you want to apply for an administrative recheck of your marks, you must pay an administrative fee. If we find that there was a mistake in your mark, we will refund the administrative fee.

### **4.43 (GR)**

We will not consider appeals against examination results that are made on academic grounds.

Further information on the Procedure for Consideration of Representations Concerning Decisions of Boards of Examiners is available on the website <http://www.london.ac.uk/976.html>.

## **5 Number of attempts permitted at an examination**

### **5.1**

The maximum number of attempts permitted at any examination is two.

### **5.2**

If you are re-entering an examination the Examiners will decide if you can carry forward the mark obtained on the TMA.

### **5.3 (GR)**

If you fail an examination, and you have not yet met the conditions to be considered for the relevant award, you may be allowed or required to resit the examination up to the maximum number of attempts as long as your registration has not expired.

### **5.4 (GR)**

As soon as you enter an examination hall to attempt a written paper examination this counts as an examination attempt. If you do not turn up for an examination, this will not normally count as an attempt.

### **5.5 (GR)**

You will not be allowed to enter for an examination that you have already passed or for which credit has been awarded.

### **5.6 (GR)**

The result you get for your most recent attempt at an examination will replace any mark or grade you were previously awarded for that examination unless the detailed programme regulations state otherwise. However, all your marks will appear on the diploma supplement.

## 5.7 (GR)

If you fail an examination for any module on the final attempt, your registration for that programme will end unless the Board of Examiners, or programme regulations, recommend otherwise.

## 5.8 (GR)

If you cancel your registration and then register afresh for a new programme, you will not be permitted to carry any failed attempts at modules from your previous registration.

## 5.9 (GR)

If you have already attempted examinations for the Postgraduate Certificate, then these will count towards the number of attempts allowed for modules of the Postgraduate Diploma.

## 5.10 (GR)

If you have already attempted examinations for the Postgraduate Certificate or Postgraduate Diploma, then these will count towards the number of attempts allowed for modules of the degree.

## 5.11

If you fail to satisfy the Examiners at the second attempt at any examination, your registration for the relevant award will cease. You will not be permitted re-register for further study on this programme.

# 6 Assessment offences and penalties

## 6.1 (GR)

Allegations of assessment offence will be considered under the Procedures for the Consideration of Allegations of Assessment Offence, unless it is deemed more appropriate to refer them for consideration under University of London Ordinance 17: Code of Student Discipline. If you are subject to an allegation of assessment offence you will have all pending results withheld until your case is settled. If there is evidence that you have broken the regulations, a penalty may apply.

## 6.2 (GR)

All work which you submit for assessment must be your own, expressed in your own words and include your own ideas and judgements. If you make use of somebody else's work it must always be clearly attributed to them.

For fuller details on assessment offences and how to avoid them, see the [Student guide](#) and the [Programme handbook](#).

## Examination related offences

## 6.3 (GR)

Unless you are told otherwise, the only materials you must enter the examination room with are your admission notice and pens. You will be informed in advance by us if any further materials (for example, statute books or calculators) are permitted. It is an assessment offence for you to take into, or use in, the examination room any materials or aids which are not permitted. This includes, but is not limited to, notes, mobile phones, tablets or electronic devices and materials that are allowed but which have been amended or annotated.

For more rules on the materials and aids that are allowed in the examination, see [section 4](#).

## 6.4 (GR)

It is an assessment offence to fail to act on a routine instruction or reasonable request from an invigilator, or to engage in conduct that causes a disturbance in the examination room. Violent, indecent, disorderly, threatening or offensive behaviour or language used during an examination may be treated as a disciplinary matter under Ordinance 17: Code of Student Discipline.

## 6.5 (GR)

It is an assessment offence to exchange any information with another student during an examination. This includes, but is not limited to, speaking, gesturing, passing notes, copying or allowing your work to be copied.

## 6.6 (GR)

It is an assessment offence to reveal any details of an examination paper in such a way that a student who is yet to sit that paper may be advantaged. This includes, but is not limited to, online discussions.

## 6.7 (GR)

It is an assessment offence to take stationery or other materials from the venue in which the examination is held. This includes, but is not limited to, question papers and supplementary answer books.

## Plagiarism

### 6.8 (GR)

Plagiarism is the intentional or unintentional use of somebody else's work, when it is not properly referenced and is therefore presented as your own. Another person's work includes any source that is published or unpublished, including words, images, diagrams, formulae, audio recordings, computer code, ideas and judgements, discoveries and results. Plagiarism is an assessment offence.

### 6.9 (GR)

Direct quotations from the published or unpublished work of any person must always be clearly identified and you must provide a full reference to the source in a proper form. Equally, if you summarise any person's ideas or judgements, you must credit that person in the text and give full details of the work you have summarised in a proper form.

For details on how to reference correctly and avoid plagiarism, see the [Student guide](#) and the [Programme handbook](#).

### 6.10 (GR)

It is an assessment offence to submit work which has been written jointly by two or more people unless explicitly stated otherwise in [section 4](#). If two people submit identical or substantially similar pieces of work, this will be treated as plagiarism. You are responsible for protecting your own work and for preventing other students from copying from you.

### 6.11 (GR)

It is an assessment offence to submit assignments, essays, projects, reports, dissertations and other work more than once to satisfy different requirements of the same course, or which you have submitted previously to another course or institution, or for publication, unless the detailed regulations or programme specification state otherwise, or you have been given permission to do so. Submitting the same piece of work twice (or a significant part of the same piece of work) is an offence of 'self-plagiarism'.

### 6.12 (GR)

You must sign a declaration for all work you submit, stating that you understand what is meant by plagiarism and confirming that the work is entirely your own and that you have acknowledged any published or unpublished work of other people that you have referred to, in line with our requirements.

For further information on Statutes, Ordinances and Regulations, see [www.london.ac.uk/975.html](http://www.london.ac.uk/975.html)

## 7 Progression within the programme

### General progression rules

#### 7.1

You do not have to enter examinations every year. Within the limits set by the regulations and the minimum and maximum registration periods, you may decide:

- when to be examined,
- the number of modules to attempt each year and
- the order in which courses are examined.

#### 7.2

For the Postgraduate Diploma and MSc degree:

- If your effective date of registration is 1 January 2010 or before you are strongly advised to study one or more of the compulsory core modules before taking any optional modules.
- If your effective date of registration is 1 January 2011 or after you may not register for an optional module unless you have registered or are registering for all the core modules.

### 7.3

You are strongly advised to study Research Design, Management and Grant Application Writing [LVM014] before taking the Research Project [LVM200].

### 7.4

You are strongly advised to study Statistical Methods in Veterinary Epidemiology [VPM012] before taking Advanced Statistical Methods in Veterinary Epidemiology [VPM013].

### 7.5

If you enter examinations in any year you may attempt examinations in a minimum of one module and a maximum of four modules, excluding re-sits.

### 7.6

If you are allowed to progress, in either the Livestock Health and Production or the Veterinary Epidemiology and Public Health programmes, you may be credited with the modules successfully passed.

### 7.7

Previous attempts at the assessments for modules of the Postgraduate Certificate or Postgraduate Diploma will count towards the maximum number of attempts permitted for those modules if you progress to the Postgraduate Diploma or MSc degree.

### 7.8 (GR)

There is no automatic progression between the Postgraduate Certificate and the Postgraduate Diploma. Satisfactory completion of the Postgraduate Certificate does not in itself guarantee entry to the Postgraduate Diploma. In order to proceed to the Postgraduate Diploma, a registered student must normally successfully complete all the prescribed Postgraduate Certificate subjects at the required level and receive a recommendation from the Board of Examiners that they may proceed.

### 7.9 (GR)

To progress from a Postgraduate Certificate or Postgraduate Diploma to the degree, you must normally successfully complete the Postgraduate Certificate or Postgraduate Diploma and receive a recommendation from the Board of Examiners that you be allowed to progress to the degree. There is no guarantee of progressing to the degree even if you complete the Postgraduate Certificate or Postgraduate Diploma. There is normally no automatic progression from a Postgraduate Certificate or Postgraduate Diploma to the degree.

## **Progression from the Postgraduate Certificate to the Postgraduate Diploma or MSc degree**

### 7.10

To progress from the:

- Postgraduate Certificate to the Postgraduate Diploma or MSc in Livestock Health and Production, or from the
- Postgraduate Certificate to the Postgraduate Diploma or MSc in Veterinary Epidemiology and Public Health,

you must normally obtain a pass at the required level in each of the two Postgraduate Certificate modules and receive a recommendation from the Examiners that you may proceed to the remaining modules of the respective Postgraduate Diploma or MSc degree.

## **Progression from the Postgraduate Diploma to the MSc degree**

### 7.11

To progress from the:

- Postgraduate Diploma to the MSc in Livestock Health and Production, or from the
- Postgraduate Diploma to the MSc in Veterinary Epidemiology and Public Health,

you must normally obtain a pass at the required level in each of the four Postgraduate Diploma modules and receive a recommendation from the Examiners that you may proceed to the remaining modules of the MSc degree.

## **If you progress but do not complete**

### **7.12**

If you pass the Postgraduate Certificate and choose to progress to the Postgraduate Diploma or MSc degree, but do not subsequently satisfy the requirements of the Postgraduate Diploma or MSc degree, then the Board of Examiners may decide to award you the Postgraduate Certificate with effect from the year that you passed the requirements of the award.

### **7.13**

If you pass the Postgraduate Diploma and choose to progress to the MSc degree, but do not subsequently satisfy the requirements of the MSc degree, then the Board of Examiners may decide to award you the Postgraduate Diploma with effect from the year that you passed the requirements of Postgraduate Diploma.

## **If you accept the award**

### **7.14**

If you accept the award of the Postgraduate Certificate or the Postgraduate Diploma you will not be permitted to register at a later date for either the Postgraduate Diploma or the MSc degree for either of the programmes in Livestock Health and Production or Veterinary Epidemiology and Public Health.

### **7.15**

If you pass the Postgraduate Certificate or the Postgraduate Diploma, and receive an invitation to progress and transfer your registration to the Postgraduate Diploma or MSc degree, but do not notify us of your decision within your period of registration, you will be granted the award that you passed with effect from the year that you passed it.

## **8 Schemes of award**

### **8.1**

The Board of Examiners normally awards the MSc degree, Postgraduate Diploma or Postgraduate Certificate in accordance with the marks and ranges described in the scheme of award. However, the Board of Examiners may also decide to consider a student's overall performance.

### **8.2**

The overall mark for each module, except for the Research project [LVM200], is calculated using a ratio of the marks achieved for the unseen written paper (80%) and the TMA (20%). The highest mark of the submitted TMAs counts towards the overall mark.

### **8.3**

The overall mark for the Research project [LVM200] is calculated using a ratio of the marks achieved for the research paper (80%) and the oral examination (20%).

### **8.4**

The overall pass mark for each module is 50% or above.

### **8.5**

To be considered for the award of the MSc degree, you must attempt and pass seven modules.

### **8.6**

To be considered for the award of the Postgraduate Diploma, you must attempt and pass four modules.

### **8.7**

To be considered for the award of the Postgraduate Certificate, you must attempt and pass two modules.

### **8.8**

The MSc degree, Postgraduate Diploma and Postgraduate Certificate will be awarded with distinction if you receive an overall combined average mark for all modules of 75% or above, with no single module having received a mark of less than 60%.

### **8.9**

The MSc degree, Postgraduate Diploma and Postgraduate Certificate will be awarded with Merit if you receive an overall combined average mark for all modules in the range 65–74%, with no single module having received a mark of less than 50%.

## 9 Final diploma and diploma supplement

### The award

#### 9.1 (GR)

If we grant you an award you will receive the following documents under our seal.

- A final diploma certificate
- A diploma supplement, which is a detailed record of your studies

See [Glossary](#) for a further explanation of a diploma supplement. It may take three to six months to receive the above documents.

### Who is eligible for an award

#### 9.2 (GR)

To be eligible for an award, you must have:

- registered with us for the relevant programme of study;
- met the requirements for the relevant award and kept fully to the regulations for the programme concerned; and
- paid all fees and accounts that are due.

We have the right to withhold the award if you fail to meet any of these conditions.

### Intermediate awards

#### 9.3

If you registered for the MSc degree in Livestock Health and Production, but do not pass in the seven modules that comprise the MSc, the Board of Examiners may decide to grant you either the Postgraduate Diploma or the Postgraduate Certificate in Livestock Health and Production provided that you have passed the four modules that comprise the Postgraduate Diploma or in the two modules that comprise the Postgraduate Certificate.

#### 9.4

If you registered for the Postgraduate Diploma in Livestock Health and Production, but do not pass in the four modules that comprise the Postgraduate Diploma, the Board of Examiners may decide to grant you the Postgraduate Certificate in Livestock Health and Production provided that you have passed the two modules that comprise the Postgraduate Certificate.

#### 9.5

If you registered for the MSc degree in Veterinary Epidemiology and Public Health, but do not pass in the seven modules that comprise the MSc, the Board of Examiners may decide to grant you either the Postgraduate Diploma or the Postgraduate Certificate in Veterinary Epidemiology and Public Health provided that you have passed the four modules that comprise the Postgraduate Diploma or in the two modules that comprise the Postgraduate Certificate.

#### 9.6

If you are registered for the Postgraduate Diploma in Veterinary Epidemiology and Public Health, but do not pass in the four modules that comprise the Postgraduate Diploma, the Board of Examiners may decide to grant you the Postgraduate Certificate in Veterinary Epidemiology and Public Health provided that you have passed the two modules that comprise the Postgraduate Certificate.

## 10 Fees and refunds

### Fees

#### 10.1 (GR)

Where they apply, you must pay all fees for the programme in full and in line with our deadlines.

#### 10.2 (GR)

We have the right to change our published fees and to make extra charges. We may change our fees every year.

### **10.3 (GR)**

If we allow you to transfer your registration to a different award you may be required to pay a new registration fee for that award or the appropriate continuing registration fee or remaining module fees, whichever apply.

### **10.4 (GR)**

If you are registered for individual modules, and we allow you to progress to an award at level 7, you will have to pay the relevant registration fee and the fees for the remaining modules.

### **10.5 (GR)**

If we allow you to transfer your registration to an alternative programme, you must pay the full fees for the new programme. We will decide if you must also pay administrative fees. Any unallocated fees that you have previously paid will be applied to your new programme.

### **10.6 (GR)**

If we allow you to renew your registration after your first period of registration ends, you must pay the new registration fee in full. If your programme of study is being phased out, you will be charged a proportion of the full registration fee, depending on the number of years remaining before the last examination for your programme. You must also pay any continuing registration fees or the appropriate remaining module fees under the regulations in force at that time.

Details of the programme fees payable and other costs are detailed on the website, <http://www.londoninternational.ac.uk/fees>.

## **Refunds**

### **10.7 (GR)**

There are statutory regulations in the UK relating to the refund of fees paid for services rendered. These regulations state that fees should be refunded where a cancellation request is received within seven days of the original delivery of that service. You can request a cancellation of any service and a full refund of the corresponding fees paid to us. All authorised refunds are refunded back to the payee.

A request for a refund should be submitted through the student portal, [my.londoninternational.ac.uk](http://my.londoninternational.ac.uk).

### **10.8 (GR)**

After the seven working day period described in 10.7, application handling fees, APL application fees and examination entry fees, as applicable, are not refundable. Examination entry fees cannot be transferred from one examination to another. If a request for a refund is not submitted within seven working days as described in 10.7, fees are not refundable and cannot be transferred to other services. In exceptional circumstances a request may be considered for a refund at our discretion and a proportion of the fees paid may be refunded. In these instances an additional administration fee will be deducted.

### **10.9 (GR)**

If we decide to withdraw a programme, and you have not yet registered, we will give you a full refund of any pre-paid fees within 30 days of receiving your request for a refund. If you have already registered for the programme, we will allow you to complete the programme according to the regulations on the notice period that applies.

### **10.10 (GR)**

If you have registered for a programme for the first time and you are affected by a subsequent change in regulations or new set of regulations, you may be considered for a full refund of any fees you have paid. All requests must be submitted within three weeks of the publication of the new programme specification and regulations.

See paragraph 5 in [Important Information](#) regarding the Programme Specification and Regulations.

### **10.11 (GR)**

If there is a maximum number of students that we can admit to a programme, we will refund your registration fees and module fees (if these apply) in full if you try to register but cannot because we have already reached the maximum number.



## 11 Transfer of registration

### General transfer rules

Details of how to apply to transfer are in the [Student guide](#)

#### 11.1 (GR)

We will consider all applications to transfer your registration on an individual basis. We will decide:

- whether to allow you to transfer your registration
- whether you must pay any extra fees and
- how long the new registration period will last for.

You will need to pay a fee if you transfer between programmes more than once. If we decide to refund any fees, the conditions in [section 10](#) will apply.

#### 11.2

If we allow you to transfer and give you credit on the basis of modules previously passed, we will not allow you to re-enter the examination for those modules. The marks obtained at the assessments at which the modules were passed will contribute towards your final award as appropriate.

#### 11.3 (GR)

If you apply to transfer your registration after you have entered for any examination, we will not consider your application until after we have published the result of that examination. In deciding whether to allow you to transfer, we will take into account your examination record.

### Registering afresh

#### 11.4 (GR)

If you are not allowed to transfer to a particular programme but you want to join that programme anyway, you must cancel your existing registration and apply to register afresh. You must already meet the entrance requirements for the programme.

#### 11.5

If you register afresh you 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.

### Transfer from the Postgraduate Certificate or Postgraduate Diploma to the degree

#### 11.6 (GR)

If you have successfully completed the examinations for your Postgraduate Certificate or Postgraduate Diploma, but you have not accepted the award, you may apply to transfer your registration to the Postgraduate Diploma or degree (respectively). Your application to transfer will be subject to the rules of progression that apply to the Postgraduate Diploma or degree.

### Transfer from the degree to the Postgraduate Certificate or Postgraduate Diploma

#### 11.7 (GR)

You may only transfer your registration from the degree to the related Postgraduate Certificate or Postgraduate Diploma if a Postgraduate Certificate or Postgraduate Diploma are included in your programme specification and we agree to the transfer.

### Transfer between the Livestock Health and Production programme and the Veterinary Epidemiology and Public Health programme

#### 11.8

Subject to satisfying the rules of progression you may transfer your registration from the:

- MSc degree in Livestock Health and Production to the MSc degree in Veterinary Epidemiology and Public Health and vice versa
- Postgraduate Diploma in Livestock Health and Production to the Postgraduate Diploma in Veterinary Epidemiology and Public Health and vice versa

- Postgraduate Certificate in Livestock Health and Production to the Postgraduate Certificate in Veterinary Epidemiology and Public Health and vice versa.

## **Transfer to other programmes at Level 7 of the FHEQ**

### **11.9 (GR)**

You can apply to transfer your registration to another programme at the same FHEQ level. You must satisfy the entrance requirements and any transfer regulations for the programme you want to transfer to. You may also be required to cancel your registration and register afresh.

## **Transfers to programmes at Levels 4, 5 and 6 of the FHEQ**

### **11.10 (GR)**

You will not be allowed to transfer your registration from a programme at FHEQ level 7 to a programme at FHEQ level 4, 5 or 6.

## **Transfer of College-based students**

### **11.11 (GR)**

If you are studying as a College-based student of the University of London, you may apply to complete your studies for the same or similar award by transferring and registering as an International Programmes student.

## **12 Students with specific access requirements**

### **12.1 (GR)**

We operate an Inclusive Practice Policy.

### **12.2 (GR)**

If you have specific access requirements, we will make every reasonable effort to meet your needs. This may include providing study materials in a different format (for example, large print) or by making special arrangements for examinations. If we are unable to provide the study materials in the format you have asked for, we will suggest an alternative where possible.

Inclusive Practice Policy is available [here](#).

## **Special examination arrangements**

### **12.3 (GR)**

We will consider applications for you to use special aids or for extra time in written paper examinations if you have a disability or specific access requirements.

### **12.4 (GR)**

A panel will consider requests to use special aids or for extra time in written paper examinations, and ensure that you are neither disadvantaged nor advantaged by any arrangements made when compared with other students. We cannot guarantee that special examination arrangements will be possible in every case.

### **12.5 (GR)**

In very exceptional circumstances we may make special arrangements for you to take written paper examinations at a temporary examination centre, where this is an option. This may require an additional fee payment. We cannot arrange for you to take oral or practical examinations in a temporary examination centre although (in exceptional cases) we may allow you to use special aids during these exams. It is not normally possible to take written paper examinations in your home.

Students requiring special examination arrangements are strongly advised to apply for such arrangements well in advance. Further details are available on the website, <http://www.londoninternational.ac.uk/sar>.

## **13 Complaints, suspension and termination of registration**

### **Complaints**

#### **13.1 (GR)**

If you have a complaint against us you should follow the Procedure for University of London International Programmes Student Complaints available on the website.

Procedure for University of London International Programmes Student Complaints is available on the website, <http://www.londoninternational.ac.uk/complaints>.

### **Suspension and termination of your registration by us**

#### **13.2 (GR)**

If you fail to pay the appropriate fees or breach any relevant disciplinary or conduct code, we reserve the right to apply the Code of Student Discipline and Suspension and Termination of Registration of Students in Debt process as described in the University of London Ordinances (Ordinance 17 and 18 respectively).

#### **13.3 (GR)**

Your registration may be terminated if you are found to have obtained an offer of registration on the basis of a fraudulent, dishonest or incomplete statement.

## Programme specification for individual modules 2015

For prospectus details about the programme, please see [www.londoninternational.ac.uk/rvc](http://www.londoninternational.ac.uk/rvc)

### Brief summary of provision for individual modules

See [Glossary](#) for an explanation of terms.

The Royal Veterinary Colleges offers individual modules through the University of London International Programmes. Individual modules accommodate either 35, 50 or 240 notional study hours.

The 240 hour individual modules are whole modules taken from the Livestock Health and Production and the Veterinary Epidemiology and Public Health degree programmes. A student may take any number of individual modules but if a student wishes to progress to one of the degree programmes, only two relevant 240 hour individual modules may be counted as credit towards a Postgraduate Diploma or MSc degree, and only one relevant 240 hour individual module may be counted towards a Postgraduate Certificate.

A student may choose whether or not to be formally assessed in the credit bearing individual modules for which they are registered. The assessment for each 240 hour individual module comprises a TMA and a three-hour unseen written paper.

Shorter individual modules which are non-credit bearing are also offered. These are called 35 hour individual modules and 50 hour individual modules. Each 35 hour individual module will be assessed by either a short answer paper or a tutor-marked assignment (TMA). Each 50 hour individual module will be assessed by a written TMA.

Students who have satisfactorily completed the assessment for an individual module for which they are registered will be sent two documents: a certificate of achievement and a diploma supplement. The diploma supplement will describe the nature, level and content of the programme that has been successfully completed, including a transcript of modules taken and marks achieved as well as the overall classification. It also provides further information about the role of the Lead College and method of study.

### Level of individual modules

The FHEQ forms part of the UK Quality Code for Higher Education of the Quality Assurance Agency for Higher Education (QAA).

All individual modules available to be taken as a stand-alone modules are placed at the following Levels of the Framework for Higher Education Qualifications (FHEQ):

- Level 7

### Relevant QAA subject benchmarks group

See the [QAA website](#) for information.

Veterinary Sciences

[www.qaa.ac.uk/en/Publications/Documents/Subject-benchmark-statement-Veterinary-science-.pdf](http://www.qaa.ac.uk/en/Publications/Documents/Subject-benchmark-statement-Veterinary-science-.pdf)

### Awarding body

Individual modules do not automatically lead to a University of London award.

University of London

### Registering bodies

[University of London International Academy](#) and the [Royal Veterinary College](#)

### Lead College

See [Glossary](#) for an explanation.

[Royal Veterinary College, University of London](#)

## Language of study and assessment

English

See [section 3](#) of the Individual Module regulations for information about assessment.

## Mode of study

Find further details about student support in the [Programme handbook](#).

Study is by distance and flexible learning.

## Entrance requirements

See [www.londoninternational.ac.uk](http://www.londoninternational.ac.uk) for details on the application process.

Students with specific access requirements should refer to [Section 10](#) of the Detailed Regulations for the provision of individual modules.

You must satisfy the relevant entrance requirements given on the [website](#). In order to be considered for registration for individual modules, you must also submit an application that is in accordance with the procedures and deadlines set out on the website.

## Entrance Requirements

### Qualifications:

The programme entrance requirements are given on our website.

Programme entrance requirements are on the Requirements tab for your programme on our [website](#).

## English language requirements

The programme's English language requirements are given on our website.

Programme entrance requirements are on the Requirements tab for your programme on our [website](#).

## Internet access

All students are required to have consistent internet access, allowing them to access the following resources:

- The student portal
- The University of London and the Royal Veterinary College email addresses
- Details of their student records
- Programme resources on the VLE (as applicable)
- Programme resources on the University of London International Programmes website
- The Programme Specification and Regulations for their programme of study
- The University Regulations and the University of London International Programmes Student Charter
- The University of London and the Royal Veterinary College online libraries.

## Computer requirements

The computer requirements are given on our website.

The computer requirements are on the Requirements tab for your programme on our [website](#).

## Students with specific access requirements

Students with specific access requirements should refer to [Section 10](#) of the Detailed Regulations.

The University of London International Programmes welcomes applications from students with disabilities and/or specific access requirements. It aims to provide the appropriate support to enable students

with specific access requirements to have the same chance as all other students to successfully complete their studies.

Every reasonable effort will be made to ensure that both the application procedure and the programme itself are organised and delivered to offer all students the opportunity to participate fully. Students with a disability or others who may need special arrangements to assist in taking examinations (such as separate room or special aids) should complete the relevant section of the application form, or contact the Inclusive Practice Manager. Requests will be considered by a University panel, which aims to ensure that students with specific access requirements are neither advantaged nor disadvantaged when compared with other students.

For further information, see [Inclusive Practice Policy](#)

## Progression and credit

Refer to [Section 6](#) of the Detailed Regulations for individual modules

Students who successfully complete the assessment for one or more of the 240 hour individual modules in this individual modules programme may be considered for progression to the MSc degree or Postgraduate Diploma in Livestock Health and Production or Veterinary Epidemiology and Public Health.

A maximum of two 240 hour individual modules may be counted as credit towards a Postgraduate Diploma or MSc degree, and only one relevant 240 hour individual module may be counted towards a Postgraduate Certificate. The awarding of credit will be subject to the module(s) being in the structure of the award to which the student applies.

Credit for the individual modules(s) may only be considered if an application is made within three years of the completion of the relevant modules.

Neither progression nor credit is automatic.

### Credit value of modules

Where credits are assigned to modules of a programme, credit indicates the amount of learning undertaken, and a specified credit level indicates the relative depth of learning involved.

The credit value indicates the amount of learning in terms of notional study hours, and the level of learning in terms of depth, complexity and intellectual demand.

For the individual modules offered in the Livestock Health and Production or Veterinary Epidemiology and Public Health programmes, credit has not been assigned.

Further information about the credit systems used by universities in the UK and Europe is available in:

The Higher Education Credit Framework for England,  
[www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/creditframework.pdf](http://www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/creditframework.pdf)

The Framework for Higher Education Qualifications in England,  
[www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/FHEQ08.pdf](http://www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/FHEQ08.pdf)

The European Credit Transfer and Accumulation System, [http://ec.europa.eu/education/tools/ects\\_en.htm](http://ec.europa.eu/education/tools/ects_en.htm)

## Detailed Regulations for the provision of individual modules

Throughout the Regulations, 'we' 'us' and 'our' mean the University of London; 'you' and 'your' mean the student, or where applicable all students.

### 1 Individual modules available for study on a stand-alone basis

[Appendix B](#) gives individual module outlines.

#### 1.1

The following modules are available to study on a stand-alone basis:

#### **35 hour non-credit bearing individual modules**

- Animal disease modelling
- Introduction to statistics and hypothesis testing
- Statistical aspects of study design and analysis of data
- Principles of veterinary epidemiological investigations and some descriptive epidemiological methods
- Design and analysis of epidemiological investigations – observational studies
- Design and analysis of epidemiological investigations – intervention studies
- Principles of farm animal economic analysis
- Tools for economic analysis
- Use of economic tools in epidemiology
- Sampling in epidemiological investigations
- Diagnostic decision making and epidemiological disease information management
- An introduction to risk analysis and risk assessment
- An overview of zoonotic diseases caused by parasites
- An overview of zoonotic diseases caused by bacteria, virus and rickettsia
- Principles of food safety control and antibiotic resistance
- Control of food safety – red meat and poultry
- Control of food safety – eggs, milk and milk products
- Development of a disease control programme – salmonella in pigs
- Development of a disease control programme – bovine TB
- Risk analysis using @RISK software
- Welfare issues in systems involving confinement
- Welfare issues in extensive farming systems
- Animal transport and slaughter – critical welfare considerations
- Animal health analysis and database management on farms (formerly known as Database management at farms)

#### **50 hour non-credit bearing individual modules**

- Advanced risk analysis using @RISK software
- Herd health management
- Animal disease surveillance
- Introduction to veterinary public health, risk analysis and risk assessment
- Zoonoses of parasitic, bacterial and viral origin
- Principles of food safety control and 'farm to fork' concept

- Control of food safety: red meat, poultry, eggs, milk and milk products
- Development of a disease control programme: salmonella in pigs and bovine TB
- Introduction to statistics, hypothesis testing, study design and analysis of data
- Principles, methodology and sampling in epidemiological investigations
- Design and analysis of epidemiological investigations – observational and intervention studies
- Tools for economic analysis in epidemiology

## 240 hour credit bearing individual modules

- Animal disease (current concepts)
- Principles of livestock production
- Developing and monitoring of livestock production systems
- Epidemiology and animal health economics
- Veterinary public health
- Reproduction and fertility – a species approach
- Economics for livestock development and policy
- Statistical methods in veterinary epidemiology
- Animal welfare
- Advanced statistical methods in veterinary epidemiology \*
- Management of infectious disease outbreaks in animal populations
- Research design, management and grant application writing
- Surveillance and investigation of animal health
- Sustainable Livestock Farming in the Environment

\*If you intend to study this optional module you will need access to ArcGIS software (version 9 or higher), plus the extensions, Spatial Analyst and 3D Analyst. The cost of the Geographic Information Software (GIS) software is not included in your module fee and you will need to purchase if you do not have access to it.

Three of the 240 hour individual modules have been broken down into further 50 hour individual modules, further details in [Appendix A](#).

### 1.2

All modules accommodate either 35, 50 or 240 notional study hours.

### 1.3

You may take any number of individual modules, but only two relevant 240 hour individual modules may be counted as credit towards a Postgraduate Diploma or MSc degree, or one relevant 240 hour individual module may be counted towards a Postgraduate Certificate. A student who has successfully completed individual modules in excess of these maximums will not be awarded credit in respect of these modules.

### 1.4 (GR)

You can apply to take any module that is available unless you have already received a related award. In this case you may not normally take a module which is the same as, or equivalent to a module you have already passed.

### 1.5 (GR)

You can only select from available modules. Not all modules are available every year.

## 2 Registration

### Effective date of registration

#### 2.1 (GR)

There will be an effective date of registration for all students.



## 2.2

If there is a limit to the number of students who can be registered each year, the registration of an applicant will only be confirmed if there is a place available for that study year. An applicant whose registration is not confirmed will be made a conditional offer of registration for the following year.

## Period of registration

### 2.3

The maximum and minimum periods of registration are:

	Minimum	Maximum
Credit bearing 240 hour individual modules	One year	Two years
Non-credit bearing 50 hour individual modules	None	Two years
Non-credit bearing 35 hour individual modules	None	Two years

### 2.4 (GR)

If you progress from a credit bearing individual module to the related award, we will grant you the maximum period of registration to complete the award, counted from the effective date of registration for the individual module. This maximum period of registration will be the same as the maximum registration period for other students who are registered for the same award.

### 2.5 (GR)

If you have not completed all the requirements of an award within the maximum period of registration, you may apply to renew your registration for a further maximum period specified by the programme for which you are registered. Our decision whether to allow you to extend or renew your registration will depend on your progress during your previous period of registration. If we approve your application, you must keep to the regulations that apply during the new period of registration and you must pay the registration fee and any other fees that apply.

### 2.6 (GR)

Where renewal or extension of registration is permitted, the credit awarded for modules successfully completed will be at our discretion.

## Confirmation of continuing study

### 2.7 (GR)

To maintain your registration with us, you must complete the annual continuing registration process, and pay any appropriate fees, by the deadlines given on our website.

We send the continuing registration procedure to students each year. See [www.londoninternational.ac.uk/fees](http://www.londoninternational.ac.uk/fees) for the continuing registration fee.

### 2.8 (GR)

You will only be allowed to complete your continuing registration after the deadline in exceptional circumstances and for a limited time. You will also have to pay a late continuing registration fee.

If you do not maintain your registration and want to continue your studies, you should contact us through the student portal, [my.londoninternational.ac.uk](http://my.londoninternational.ac.uk). All cases will be considered on an individual basis.

## **Cancellation of registration**

### **2.9 (GR)**

You can cancel your registration at any time.

[Section 9](#) gives refund information.

## **Registration of former students of the University**

### **2.10 (GR)**

If you were previously registered with us or enrolled on a programme of study at a college of the University of London, you will only be allowed to register as a new International Programmes student if you meet the entrance requirements for your programme, and have paid us all fees and accounts that were due. If you do not meet this condition you will not be allowed to register again.

### **2.11 (GR)**

If you have previously received a University of London award, or if we cancelled your registration because you had taken an examination the maximum number of times allowed without success, you may be allowed to register again for a programme of study in a different subject or field of study.

### **2.12 (GR)**

If you have previously received a University of London award, or if we cancelled your registration because you had taken an examination the maximum number of times allowed without success, you can only register for a programme of study in the same subject or field of study if we agree to this. We may not allow this for all programmes. We will consider all applications individually and we will decide whether to award any credit for modules you have previously passed

### **2.13 (GR)**

If we allow you to register again, you must pay a new registration fee. You will receive a new maximum period of registration relevant to that programme of study.

## **3 Assessment**

### **3.1 (GR)**

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, except where the conditions for changing regulations with notice apply.

### **3.2 (GR)**

When sitting an examination you must keep to the rules given in the Notice to Candidates, which you will receive with the Admission Notice, as well as the regulations given in this section.

### **3.3 (GR)**

If you choose to be formally assessed for an individual module, you will be examined to the same standard as students who sit examinations for the related degree, diploma or certificate.

## **Assessment methods**

### **3.4 (GR)**

Credit bearing individual modules will be assessed using the forms of assessment associated with the degree, diploma or certificate.

See [section 4](#) of the degree regulations.

### **3.5 (GR)**

All examinations will be based on the module outlines that are current for the year of the examination concerned. You must ensure that you have studied the correct module outlines.

### **3.6 (GR)**

Where necessary, examiners may change the format or the rubric of a written paper examination without giving notice.

### 3.7 (GR)

Written paper examinations are held at authorised examination centres worldwide. In countries where there is an authorised examination centre, you must use the facilities provided by that centre. We will not set up an alternative centre in those countries but, where possible, we will try to help if you need special examination arrangements.

See the website for the [list of examination centres](#).

### 3.8 (GR)

All examinations are held at the discretion of the examination centre and you must keep to any conditions they may set.

### 3.9 (GR)

Oral (speaking) and aural (listening) examinations, if these apply, are normally held only in London. We may give an examination centre outside London permission to hold oral/aural examinations as long as we are satisfied with their arrangements for carrying out the examinations. If it is not possible for you to take the oral/aural examinations outside London, you can apply for permission to take these examinations in London and the written paper examinations elsewhere in the United Kingdom or Ireland or overseas.

### 3.10

Each 35 hour individual module will be assessed by a short answer paper or written TMA, each 50 hour individual module will be assessed by a written TMA and each 240 hour credit bearing individual module will be assessed by a TMA and three-hour unseen written paper.

See the [Glossary](#) for the definition of 'examination' and 'written paper examination'.

### 3.11

The mark awarded for the 35 hour individual modules is based on either a short answer paper or written TMA (100%). The mark awarded for the 50 hour individual modules is based on the TMA only (100%). The mark awarded for the 240 hour individual modules is based on the TMA (20%) and written paper examination (80%).

See [Appendix B](#) for module assessment.

### 3.12

For 240 hour individual modules, TMAs submitted after the due deadline will be subject to the late submission policy, as outlined in the Programme handbook.

### 3.13

For 240 hour individual modules, if you do not submit at least one TMA before the deadline date any entry you have made to enter the examination will be withdrawn for that module in that year.

### 3.14

For 240 hour individual modules, TMAs that are received after the final submission deadline given in the Programme handbook will not receive a mark higher than the minimum pass mark.

### 3.15

For 240 hour individual modules, when a TMA is received after the final submission deadline given in the Programme handbook, the mark for the TMA will not be available before you have taken the related written examination.

### 3.16

For 240 hour individual modules, a maximum of three TMAs may be submitted for assessment per module. This maximum applies to the entire registration period for a module, including any examination re-sit or any other circumstance. If a student submits more than one TMA, the mark for the best TMA will count when calculating the overall mark for the module. The TMA and written paper do not need to be attempted in the same year.

If you think that you might miss the deadline for submitting a TMA follow the advice in the Programme handbook: <http://www.londoninternational.ac.uk/guide-handbooks>

## Date of examinations

### 3.17

Written paper examinations for the 240 hour individual modules take place in October each year.

### 3.18 (GR)

At any examination session, all students will be examined by the same written paper examination, on the same date, at the same time, except where there are unavoidable delays in the arrangement. However, we have the right to set different papers in the same subject in separate countries and in different time zones.

### 3.19 (GR)

Where delays are unavoidable in countries other than the United Kingdom, the examination centre will arrange for the relevant examinations to be taken with as little deviation as possible from the original dates and times assigned to them. You must abide by these revised arrangements. We have the right not to mark an examination taken at a different time from the time we set.

## Sitting examinations

### 3.20 (GR)

If you want to sit an examination in any given year you must have:

- registered with us as an International Programmes Student for the individual modules concerned; and
- entered for the examination in line with our and the appropriate examination centre's instructions and deadlines and paid all relevant fees.

### 3.21 (GR)

You must apply to the relevant examination centre for permission to sit the examination with them. We cannot accept responsibility for making local examination arrangements for you. The examination centre will decide whether to accept or refuse your application to enter an examination with them.

### 3.22 (GR)

All examination centres normally charge a local examination centre fee which is separate to any examination entry fee that is paid to us. You must pay this fee directly to the centre each time you enter an examination. We are only responsible for local examination centre fees charged at University of London centres in London. For all other examination centres, we are not responsible for the examination fee and cannot set the level of examination fee charged.

### 3.23 (GR)

You must provide the answers to all examinations in English, except where the syllabus or rubric for an examination states otherwise.

### 3.24 (GR)

When sitting a written paper examination, the examination centre has the right to ask you to stay in the examination room for the whole time allowed for the relevant examination.

### 3.25 (GR)

We own all examination scripts and we will not return them to students. We will keep all question papers.

### 3.26 (GR)

If the markers cannot read your script, they will pass it to the Chair of the Board of Examiners and the External or Intercollegiate Examiner. If the Board of Examiners and the External or Intercollegiate Examiner cannot read your script, you will be assigned a mark of zero for the illegible parts and this may result in a fail. This will count as an examination attempt.

If you find handwriting difficult due to medical or learning difficulties, you should apply to us for special arrangements to be made. Further information is available on the website <http://www.londoninternational.ac.uk/sar>

## Materials and aids allowed in the examination room

### 3.27

You must complete examinations without aids, unless stated otherwise in the individual module descriptions or any permitted materials list provided with your admission notice.

Students who have entered an examination will be sent their Admission Notice/timetable and a definitive list of materials permitted in the examination room.

### 3.28 (GR)

You must not take electronic communication devices into the examinations. These include, but are not limited to, personal digital assistants (PDAs) and mobile phones.

### 3.29 (GR)

The use of calculators in the examination is strictly controlled. You may only use a calculator in examinations if this is stated in the module description, noted on the permitted materials list or noted on the examination question paper.

### 3.30 (GR)

We will not provide calculators. You are responsible for providing your own calculator and for making sure that it meets the conditions set out below and it is in working order for the examination. You should make sure that you have a spare calculator (which must also meet the conditions set out below) in case your calculator fails during the examination, or you must be prepared to continue the examination without a calculator. You are not allowed to borrow another student's calculator during the examination. If you use an electronic calculator in an examination, you must write on your examination script the name and type of calculator you used.

### 3.31 (GR)

If you are allowed to use a calculator in an examination, you must keep to the conditions listed below, unless the module description or the information provided with your admission notice tells you otherwise.

Calculators must:

- be hand-held, compact and portable;
- be quiet when in use;
- have no external wires;
- be non-programmable; and
- not be capable of receiving, storing or displaying user-supplied non-numerical data.

You must not use a calculator that communicates or displays textual, graphical or algebraic information (other than error messages).

### 3.32 (GR)

If you use a calculator that does not meet the above conditions, you will have committed an assessment offence and the rules governing such offences will apply.

### 3.33 (GR)

It is an examination offence to take into, or use in, the examination room any unauthorised materials or aids. You must not take into the examination room, or consult during the examination, any books, notes, instruments or other materials or aids that are not allowed. You must give any of these items to the invigilator before the examination starts.

## Mitigating circumstances during the examination sessions

### 3.34 (GR)

Mitigating Circumstances are any serious circumstances beyond your control which may have adversely affected your academic performance. You must contact us with details of any mitigating circumstances you wish to be considered within three weeks of the last examination in the session concerned. We will not normally consider mitigating circumstances if you do not contact us within this period. You will be asked to provide any formal certification you may have in relation to your circumstances.

Further details on mitigating circumstances are available on the [website](#).

## **Administrative re-check of marks**

### **3.35 (GR)**

You may apply to us to recheck your results if you think a mark you have received is due to an administrative error.

### **3.36 (GR)**

If you want to apply for an administrative recheck of your marks, you must do so by specific deadlines and by following the procedure set out on your student portal.

Details are available through the student portal, [my.londoninternational.ac.uk](http://my.londoninternational.ac.uk)

### **3.37 (GR)**

If you want to apply for an administrative recheck of your marks, you must pay an administrative fee. If we find that there was a mistake in your mark, we will refund the administrative fee.

### **3.38 (GR)**

We will not consider appeals against examination results that are made on academic grounds.

Further information on the Procedure for Consideration of Representations Concerning Decisions of Boards of Examiners is available on the website <http://www.london.ac.uk/976.html>.

## **Non-credit bearing individual modules**

### **3.39 (GR)**

Non-credit bearing individual modules are not formally assessed. However, you may choose whether or not to enter for the assessment for the non-credit bearing individual modules that you are registered for.

### **3.40 (GR)**

The completion of non-credit bearing individual modules will not be taken into account for admission, or for credit, to a related or unrelated Postgraduate award.

## **4 Number of attempts permitted at an examination**

### **4.1**

The maximum number of attempts permitted at any examination is two.

### **4.2 (GR)**

If you fail an examination, and you have not yet met the conditions to be considered for the relevant award, you may be allowed or required to resit the examination up to the maximum number of attempts as long as your registration has not expired.

### **4.3 (GR)**

As soon as you enter an examination hall to attempt a written paper examination this counts as an examination attempt. If you do not turn up for an examination, this will not normally count as an attempt.

### **4.4 (GR)**

You will not be allowed to have a second attempt at any examination, or part of examination, that you have already passed.

### **4.5 (GR)**

You will not be allowed to re-enter for an examination that you have previously passed and been awarded credit.

### **4.6 (GR)**

The result you get for your most recent attempt at an examination will replace any mark or grade you were previously awarded for that examination unless the programme regulations state otherwise. However, all your marks will appear on the diploma supplement.

### **4.7 (GR)**

If you fail an examination for any module on the final attempt, your registration for that programme of study will end unless the Board of Examiners, or programme regulations, recommend otherwise.

## 5 Assessment offences and penalties

### 5.1 (GR)

Allegations of assessment offence will be considered under the Procedures for the Consideration of Allegations of Assessment Offence, unless it is deemed more appropriate to refer them for consideration under University of London Ordinance 17: Code of Student Discipline. If you are subject to an allegation of assessment offence you will have all pending results withheld until your case is settled. If there is evidence that you have broken the regulations, a penalty may apply.

### 5.2 (GR)

All work which you submit for assessment must be your own, expressed in your own words and include your own ideas and judgements. If you make use of somebody else's work it must always be clearly attributed to them.

For fuller details on assessment offences and how to avoid them, see the [Student guide](#).

### Examination related offences

#### 5.3 (GR)

Unless you are told otherwise, the only materials you must enter the examination room with are your admission notice and pens. You will be informed in advance by us if any further materials (for example, statute books or calculators) are permitted. It is an assessment offence for you to take into, or use in, the examination room any materials or aids which are not permitted. This includes, but is not limited to, notes, mobile phones, tablets or electronic devices and materials that are allowed but which have been amended or annotated.

For more rules on the materials and aids that are allowed in the examination, see [section 3](#).

#### 5.4 (GR)

It is an assessment offence to fail to act on a routine instruction or reasonable request from an invigilator, or to engage in conduct that causes a disturbance in the examination room. Violent, indecent, disorderly, threatening or offensive behaviour or language used during an examination may be treated as a disciplinary matter under Ordinance 17: Code of Student Discipline.

#### 5.5 (GR)

It is an assessment offence to exchange any information with another student during an examination. This includes, but is not limited to, speaking, gesturing, passing notes, copying or allowing your work to be copied.

#### 5.6 (GR)

It is an assessment offence to reveal any details of an examination paper in such a way that a student who is yet to sit that paper may be advantaged. This includes, but is not limited to, online discussions.

#### 5.7 (GR)

It is an assessment offence to take stationery or other materials from the venue in which the examination is held. This includes, but is not limited to, question papers and supplementary answer books.

### Plagiarism

#### 5.8 (GR)

Plagiarism is the intentional or unintentional use of somebody else's work, when it is not properly referenced and is therefore presented as your own. Another person's work includes any source that is published or unpublished, including words, images, diagrams, formulae, audio recordings, computer code, ideas and judgements, discoveries and results. Plagiarism is an assessment offence.

#### 5.9 (GR)

Direct quotations from the published or unpublished work of any person must always be clearly identified and you must provide a full reference to the source in a proper form. Equally, if you summarise any person's ideas or judgements, you must credit that person in the text and give full details of the work you have summarised in a proper form.

For details on how to reference correctly and avoid plagiarism, see the [Student guide and Programme handbook](#).

### **5.10 (GR)**

It is an assessment offence to submit work which has been written jointly by two or more people unless explicitly stated otherwise in section 3. If two people submit identical or substantially similar pieces of work, this will be treated as plagiarism. You are responsible for protecting your own work and for preventing other students from copying from you.

### **5.11 (GR)**

It is an assessment offence to submit assignments, essays, projects, reports, dissertations and other work more than once to satisfy different requirements of the same module, or which you have submitted previously to another programme or institution, or for publication, unless the detailed regulations or programme specification state otherwise, or you have been given permission to do so. Submitting the same piece of work twice (or a significant part of the same piece of work) is an offence of 'self-plagiarism'.

### **5.12 (GR)**

You must sign a declaration for all work you submit, stating that you understand what is meant by plagiarism and confirming that the work is entirely your own and that you have acknowledged any published or unpublished work of other people that you have referred to, in line with our requirements.

For further information on Statutes, Ordinances and Regulations, see [www.london.ac.uk/975.html](http://www.london.ac.uk/975.html).

## **6 Progression from individual modules**

### **Progression from credit bearing individual modules**

#### **6.1 (GR)**

If you successfully complete the formal assessment for a credit bearing individual module, then this may be taken into account if you progress to another award. We will decide if you are allowed to progress.

#### **6.2 (GR)**

All applications for progression from an individual module to a related award will be considered on an individual basis. We will decide if you are allowed to progress.

#### **6.3 (GR)**

If you do not complete the formal assessment for an individual module, you will still be allowed to progress to an award as long as you satisfy the entrance requirements for the award that you are progressing to.

#### **6.4**

If we allow you to progress, all applications to receive credit for an individual module(s) on a related award will be considered on an individual basis. We will decide whether to grant you credit. If we grant you credit, the mark achieved for a credit bearing module may contribute to the related award.

#### **6.5**

If you are allowed to progress you may be credited with a maximum of two 240 hour individual modules if transferring to the Postgraduate Diploma or MSc degree or one 240 hour individual module if transferring to the Postgraduate Certificate. A condition of granting you credit is that the individual module(s) you have successfully passed form part of structure of the degree, diploma or certificate to which you wish to transfer.

#### **6.6**

Progression may be permitted from 240 hour individual modules 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.

#### **6.7**

You are strongly advised to study Statistical Methods in Veterinary Epidemiology [VPM012] before taking Advanced Statistical Methods in Veterinary Epidemiology [VPM013].



## Non-credit bearing modules

### 6.8 (GR)

Successful completion of a non-credit bearing individual module will not be taken into account for admission to any award.

### 6.9 (GR)

If you are registered for a non-credit bearing individual module, you can apply to register for an award as long as you satisfy the entrance requirements for that award.

### 6.10

There is no progression from the 35 hour individual modules to the 50 hour or 240 hour individual modules and there is no progression from the 50 hour individual modules to the 240 hour individual modules.

## 7 Marks

### 7.1

The overall pass mark for a 50 hour or 240 hour individual module is 50%.

See [Appendix C](#) for information on how to achieve a particular mark.

### 7.2

A mark or grade awarded for an individual module will not replace any mark or grade for a degree or diploma already awarded.

## 8 Receiving the Certificate of Registration and Certificate of Achievement

### 8.1 (GR)

If you are registered with us for individual modules, you will receive a *certificate of registration* if you have:

- complied with the Regulations in all respects; and
- paid all due fees to the University.

### 8.2 (GR)

We will present you with a *certificate of achievement* if you have:

- successfully completed the assessment for an individual module that you are registered for
- successfully completed any study requirements for the individual module and kept fully to the regulations for the programme concerned
- paid all fees and accounts that are due.

See [Glossary](#) for a further explanation of a diploma supplement. It may take three to six months to receive the above documents.

### 8.3 (GR)

We have the right to withhold the certificate if you fail to meet any of these conditions.

## 9 Fees and refunds

### Fees

#### 9.1 (GR)

Where they apply, you must pay all fees for your programme of study in full and in line with our deadlines.

#### 9.2 (GR)

We have the right to change our published fees and to make extra charges. We may change our fees every year.

#### 9.3 (GR)

If you are registered for individual modules, and you are allowed to progress to an award at level 7, you will have to pay the relevant registration fee and the fees for the remaining modules.

#### **9.4 (GR)**

If we allow you to transfer your registration to an alternative programme of study, you must pay the full fees for the new programme. We will decide if you must also pay administrative fees. Any unallocated fees that you have previously paid will be applied to your new programme.

#### **9.5 (GR)**

If we allow you to renew your registration after your first period of registration ends, you must pay the new registration fee in full. You must also pay any continuing registration fees under the regulations in force at that time.

Details of the programme fees payable and other costs are detailed on the website, <http://www.londoninternational.ac.uk/fees>.

### **Refunds**

A request for a refund should be submitted through the student portal, [my.londoninternational.ac.uk](http://my.londoninternational.ac.uk)

#### **9.6 (GR)**

There are statutory regulations in the UK relating to the refund of fees paid for services rendered. These regulations state that fees should be refunded where a cancellation request is received within seven days of the original delivery of that service. You can request a cancellation of any service and a full refund of the corresponding fees paid to us by sending a request in writing through your student portal. The request must be received by us within seven working days of the original delivery of that service. All authorised refunds are refunded back to the payee.

#### **9.7 (GR)**

After the seven working day period described in 9.6, application handling fees, accreditation of prior learning application fees and examination entry fees, as applicable, are not refundable. Examination entry fees cannot be transferred from one examination to another. If a request for a refund is not submitted within seven working days as described in 9.6 fees are not refundable and cannot be transferred to other services. In exceptional circumstances a request may be considered for a refund at our discretion and a proportion of the fees paid may be refunded. In these instances an additional administration fee will be deducted.

#### **9.8 (GR)**

If we decide to withdraw a programme, and you have not yet registered, we will give you a full refund of any pre-paid fees within 30 days of receiving your request for a refund. If you have already registered for the programme, we will allow you to complete the programme according to the regulations on the notice period that applies. .

#### **9.9 (GR)**

If you have registered for a programme of study for the first time and you are affected by a subsequent change in regulations or new set of regulations, you may be considered for a full refund of any fees you have paid. All requests must be submitted within three weeks of the publication of the new programme specification and regulations.

See paragraph 5 in [Important Information](#) regarding the Programme Specification

#### **9.10 (GR)**

If there is a maximum number of students that we can admit to a programme, we will refund your registration fees and module fees (if these apply) in full if you try to register but cannot because we have already reached the maximum number.

## **10 Specific access requirements or disabilities**

#### **10.1 (GR)**

We operate an Inclusive Practice Policy.

#### **10.2 (GR)**

If you have specific access requirements, we will make every reasonable effort to meet your needs. This may include providing any study materials in a different format (for example, large print) or by making special arrangements for examinations. If we are unable to provide the study materials in the format you have asked for, we will suggest an alternative where possible.

Inclusive Practice Policy is available [here](#).

## **Special examination arrangements**

### **10.3 (GR)**

We will consider applications for you to use special aids or for extra time in written paper examinations if you have a disability or specific access requirements.

### **10.4 (GR)**

A panel will consider requests to use special aids or for extra time in written paper examinations, and ensure that you are neither disadvantaged nor advantaged by any arrangements made when compared with other students. We cannot guarantee that special examination arrangements will be possible in every case.

### **10.5 (GR)**

In very exceptional circumstances we may make special arrangements for you to take written paper examinations at a temporary examination centre, where this is an option. This may require an additional fee payment. We cannot arrange for you to take oral or practical examinations although (in exceptional cases) we may allow you to use special aids during these exams. It is not normally possible to take written paper examinations in your home.

Students requiring special examination arrangements are strongly advised to apply for such arrangements well in advance. Further details are available on the website, <http://www.londoninternational.ac.uk/sar>.

## **11 Complaints, suspension and termination of registration**

### **Complaints**

#### **11.1 (GR)**

If you have a complaint against us you should follow the Procedure for University of London International Programmes Student Complaints available on the website.

Procedure for University of London International Programmes Student Complaints is available on the website, <http://www.londoninternational.ac.uk/complaints>.

### **Suspension and termination of your registration by us**

#### **11.2 (GR)**

If you fail to pay the appropriate fees or breach any relevant disciplinary or conduct code, we reserve the right to apply the Code of Student Discipline and Suspension and Termination of Registration of Students in Debt process as described in the University of London Ordinances (Ordinance 17 and 18 respectively).

#### **11.3 (GR)**

Your registration may be terminated if you are found to have obtained an offer of registration on the basis of a fraudulent, dishonest or incomplete statement.

## Appendix A – Structure

### Postgraduate Certificate in Livestock Health and Production

**One compulsory core module:**

- Animal disease (current concepts) [LHM001]

+

**One further core module from:**

- Developing and monitoring of livestock production systems [VPM018]
- Principles of livestock production [LHM002]

### Postgraduate Diploma in Livestock Health and Production

**One compulsory core module:**

- Animal disease (current concepts) [LHM001]

+

**One further core module from:**

- Developing and monitoring of livestock production systems [VPM018]
- Principles of livestock production [LHM002]

+

**Two optional modules chosen from:**

- Developing and monitoring of livestock production systems (if not taken as a core module) [VPM018]
- Principles of livestock production (if not taken as a core module) [LHM002]
- Animal welfare [LHM016]
- Economics for livestock development and policy [LVM019]
- Epidemiology and animal health economics [LVM004]
- Management of infectious disease outbreaks in animal populations [LVM017]
- Reproduction and fertility – a species approach [LHM009]
- Research design, management and grant application writing [LVM014]
- Sustainable livestock farming in the environment [LHM020]
- Veterinary public health [LVM006]

### MSc in Livestock Health and Production

**Three compulsory core modules:**

- Animal disease (current concepts) [LHM001]
- Developing and monitoring of livestock production systems [VPM018]
- Principles of livestock production [LHM002]

+

**Four optional modules chosen from:**

- Animal welfare [LHM016]
- Economics for livestock development and policy [LVM019]
- Epidemiology and animal health economics [LVM004]
- Management of infectious disease outbreaks in animal populations [LVM017]
- Reproduction and fertility – a species approach [LHM009]

- Research design, management and grant application writing [LVM014]
- Research Project in Livestock Health and Production [LVM200]
- Sustainable livestock farming in the environment [LHM020]
- Veterinary public health [LVM006]

## Postgraduate Certificate in Veterinary Epidemiology and Public Health

### Two compulsory core modules:

- Epidemiology and animal health economics [LVM004]
- Veterinary public health [LVM006]

## Postgraduate Diploma in Veterinary Epidemiology and Public Health

### Two compulsory core modules:

- Epidemiology and animal health economics [LVM004]
- Veterinary public health [LVM006]

+

### Two optional modules chosen from:

- Advanced statistical methods in veterinary epidemiology† [VPM013]
- Developing and monitoring of livestock production systems [VPM018]
- Economics for livestock development and policy [LVM019]
- Management of infectious disease outbreaks in animal populations [LVM017]
- Research design, management and grant application writing [LVM014]
- Statistical methods in veterinary epidemiology [VPM012]
- Surveillance and investigation of animal health [VPM015]

† To study VPM013 you will need access to ArcGIS software (version 9 or higher). The cost of the GIS software is NOT included in your module fee and you will need to purchase if you do not have access to it.

## MSc in Veterinary Epidemiology and Public Health

### Three compulsory core modules:

- Epidemiology and animal health economics [LVM004]
- Statistical methods in veterinary epidemiology [VPM012]
- Veterinary public health [LVM006]

+

### Four optional modules chosen from:

- Advanced statistical methods in veterinary epidemiology † [VPM013]
- Developing and monitoring of livestock production systems [VPM018]
- Economics for livestock development and policy [LVM019]
- Management of infectious disease outbreaks in animal populations [LVM017]
- Research design, management and grant application writing [LVM014]
- Research project in Veterinary Epidemiology and Public Health [LVM200]
- Surveillance and investigation of animal health [VPM015]

† To study VPM013 you will need access to ArcGIS software (version 9 or higher). The cost of the GIS software is NOT included in your module fee and you will need to purchase if you do not have access to it.

## Appendix B – Module Outlines

### Postgraduate Certificate, Postgraduate Diploma, MSc degree and 240 hour individual modules (credit bearing)

#### Advanced statistical methods in veterinary epidemiology [VPM013]

*You are strongly advised to study Statistical Methods in Veterinary Epidemiology [VPM012] before taking Advanced Statistical Methods in Veterinary Epidemiology [VPM013].*

*To study Advanced Statistical Methods in Veterinary Epidemiology [VPM013] you need access to ArcGIS software (version 9 or higher). The cost of the software is not included in the course fees.*

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 TMA (20%).*

#### Animal disease (current concepts) [LHM001]

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 TMA (20%).*

#### Animal welfare [LHM016]

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 TMA (20%).*

#### Developing and monitoring of livestock production systems VPM018]

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 TMA (20%).*

### **Economics for livestock development and policy [LVM019]**

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 TMA (20%).*

### **Epidemiology and animal health economics [LVM004]**

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 TMA (20%).*

### **Management of infectious disease outbreaks in animal populations [LVM017]**

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 TMA (20%).*

### **Principles of livestock production [LHM002]**

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 TMA (20%).*

### **Reproduction and fertility – a species approach [LHM009]**

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 TMA (20%).*

### **Research design, management and grant application writing [LVM014]**

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 TMA (20%).*

### **Research project (MSc degree only) [LVM200]**

*You are strongly advised to study Research design, management and grant application writing [LVM014] before taking the Research Project [LVM200]. The Research project [LVM200] is only available to MSc students and not as a 240 hour individual module.*

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 [VPM012]**

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 TMA (20%).*

### **Surveillance and investigation of animal health [VPM015]**

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 TMA (20%).*

### **Sustainable livestock farming in the environment [LHM020]**

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 TMA (20%).*

### **Veterinary public health [LVM006]**

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 TMA (20%).*

## **35 hour individual modules (non-credit bearing)**

### **Animal Disease Modelling [LVM334]**

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: TMA*

**Animal health analysis and database management on farms** (formerly known as Database management at farms) [LVM333]

In this course you will learn what is meant by database management and how computer software can be used to interrogate and handle databases to gain meaningful information from them, including summary statistics and graphs. 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 them.

*Assessment: TMA*

**Animal transport and slaughter – critical welfare considerations** [LVM305]

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** [LVM324]

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** [LVM326]

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** [LVM325]

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** [LVM329]

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** [LVM328]

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*

**Design and analysis of epidemiological investigations – observational studies** [LVM317]

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 [LVM318]**

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 [LVM331]**

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 [LVM330]**

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 information management [LVM323]**

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 [LVM314]**

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 [LVM319]**

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 [LVM327]**

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 [LVM316]**

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 [LVM332]**

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: TMA*

### **Sampling in epidemiological investigations [LVM322]**

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 [LVM315]**

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 [LVM320]**

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 [LVM321]**

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 [LVM304]**

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 [LVM303]**

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 individual modules (non-credit bearing)**

### **Advanced risk analysis using @RISK software [LVM501]**

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 TMA*

### **Animal disease surveillance [LVM503]**

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 TMA*

### **Control of food safety: red meat, poultry, eggs, milk and milk products [LVM509]**

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 TMA*

### **Design and analysis of epidemiological investigations – observational and intervention studies [LVM513]**

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 TMA*

### **Development of a disease control programme: salmonella in pigs and bovine TB [LVM501]**

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 TMA*

### **Herd health management [LVM502]**

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 TMA*

### **Introduction to statistics, hypothesis testing, study design and analysis of data [LVM511]**

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 TMA*

### **Introduction to veterinary public health, risk analysis and risk assessment [LVM506]**

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 TMA*

### **Principles, methodology and sampling in epidemiological investigations [LVM512]**

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 TMA*

### **Principles of food safety control and 'farm to fork' concept [LVM508]**

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 TMA*

### **Tools for economic analysis in epidemiology [LVM515]**

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 TMA*

### **Zoonoses of parasitic, bacterial and viral origin [LVM507]**

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 TMA*

## Appendix C – Assessment Criteria – Essay questions

The assessment criteria for the 35 hour individual modules are given in [Appendix D](#).

Mark descriptor	Long Answer Questions	Research Project Reports	Mark (%)	MSc, PG Dip, PG Cert., 240 and 50 hour individual modules
No answer	<p><b>Selection and coverage of material</b> Nothing presented or completely incorrect information or containing nothing at all of relevance.</p> <p><b>Understanding</b> None evident. No evidence of wider reading of an appropriate nature.</p> <p><b>Structure, clarity and presentation</b> None or extremely poor.</p>	<p><b>Selection and coverage of material</b> Nothing presented or completely incorrect information or containing nothing at all of relevance.</p> <p><b>Understanding</b> None evident.</p> <p><b>Structure, clarity and presentation</b> None or extremely poor.</p>	0	Fail
Extremely poor answer	<p><b>Selection and coverage of material</b> Hardly any information or information that is almost entirely incorrect or irrelevant.</p> <p><b>Understanding</b> No or almost no understanding evident. No, or almost no, evidence of wider reading of an appropriate nature.</p>	<p><b>Selection and coverage of material</b> Hardly any information or information that is almost entirely incorrect or irrelevant.</p> <p><b>Understanding</b> No or almost no understanding evident.</p>	15	Fail

	<p><b>Structure, clarity and presentation</b> None or very poor.</p>	<p><b>Structure, clarity and presentation</b> None or very poor.</p>		
Very poor answer	<p><b>Selection and coverage of material</b> Very limited amount of information that is correct and relevant.</p> <p><b>Understanding</b> If any, extremely limited evidence of understanding. No, or almost no, evidence of wider reading of an appropriate nature.</p> <p><b>Structure, clarity and presentation</b> Very poor.</p>	<p><b>Selection and coverage of material</b> Very limited amount of information that is correct and relevant.</p> <p><b>Understanding</b> If any, extremely limited evidence of understanding.</p> <p><b>Structure, clarity and presentation</b> Very poor.</p>	27	Fail
Poor answer	<p><b>Selection and coverage of material</b> Little information that is correct and relevant.</p> <p><b>Understanding</b> If any, very limited evidence of understanding. There may be evidence of very limited wider reading of an appropriate nature.</p> <p><b>Structure, clarity and presentation</b> Poor.</p>	<p><b>Selection and coverage of material</b> 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><b>Understanding</b> 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>	35	Fail



		<b>Structure, clarity and presentation</b> Poor.		
Clearly deficient answer	<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>	<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>	42	Fail
Deficient answer	<p><b>Selection and coverage of material</b></p> <p>Superficial coverage of topic that is descriptive and flawed by many important omissions and/or significant errors.</p> <p><b>Understanding</b></p> <p>Some evidence of understanding but not of original thought or critical analysis. Evidence of limited wider reading of an appropriate nature.</p> <p><b>Structure, clarity and presentation</b></p> <p>Some disorganisation in structure, lack of organisation, and deficiencies in clarity of expression.</p>	<p><b>Selection and coverage of material</b></p> <p>Superficial coverage with incomplete record of aims and methods of practical work and flawed by errors &amp;/or omissions. Little comment on most observations.</p> <p><b>Understanding</b></p> <p>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><b>Structure, clarity and presentation</b></p> <p>Adequate, although may not be entirely systematic</p>	45	Fail
Marginally deficient answer	<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>	<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>	48	Fail
Adequate answer	<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>	<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>	52	Pass

Sound answer	<p><b>Selection and coverage of material</b></p> <p>Basic coverage of main aspects of topic but with some significant omissions/inaccuracies/errors.</p> <p><b>Understanding</b></p> <p>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><b>Structure, clarity and presentation</b></p> <p>In general, organised and logical presentation with adequate clarity of expression.</p>	<p><b>Selection and coverage of material</b></p> <p>Systematic account of task with adequate record of aims and methods of practical work and no significant errors, omissions or inaccuracies. Appropriate speculation is unlikely or, if present, is likely to be unsubstantiated.</p> <p><b>Understanding</b></p> <p>Limited evidence of original/innovative thought.</p> <p>Sufficient reference to published work from authoritative sources. Data are largely accurate but there may be some unexplained observations or assertions.</p> <p><b>Structure, clarity and presentation</b></p> <p>Reasonably well organised and logically presented with adequate clarity of expression.</p>	55	Pass
Very sound answer	<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>	58	Pass
Quite good answer	<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><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>	62	Pass

<p>Good answer</p>	<p><b>Selection and coverage of material</b></p> <p>Good coverage of relevant material and clear evidence of critical judgement in selection of information. Few or no significant omissions or errors.</p> <p><b>Understanding</b></p> <p>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><b>Structure, clarity and presentation</b></p> <p>Logical and organised structure with clarity of expression.</p>	<p><b>Selection and coverage of material</b></p> <p>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><b>Understanding</b></p> <p>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><b>Structure, clarity and presentation</b></p> <p>Logical and well-organised account with clarity of expression.</p>	<p>65</p>	<p>Merit</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 and/or less significant 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>	<p>Merit</p>
<p>Extremely good answer</p>	<p><b>Selection and coverage of material</b></p> <p>Question answered fully and accurately. Few errors and/or omissions and none of significance.</p> <p><b>Understanding</b></p> <p>Thorough grasp of concepts with evidence of powers of</p>	<p><b>Selection and coverage of material</b></p> <p>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>75</p>	<p>Distinction</p>

	<p>critical analysis, argument and original thinking . Evidence of extensive wider reading of an appropriate nature.</p> <p><b>Structure, clarity and presentation</b></p> <p>Logical and organised structure with clarity of expression.</p>	<p><b>Understanding</b></p> <p>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><b>Structure, clarity and presentation</b></p> <p>Very well organised.</p>		
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>	82	Distinction
Outstanding answer	<p><i>As for 82 but with strong evidence of independent thinking throughout and no omissions or factual errors.</i></p>	<p><i>As for 82 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>	90	Distinction
Exceptional answer	<p><b>Selection and coverage of material</b></p> <p>Exceptional depth of coverage with no identifiable errors or omissions.</p> <p><b>Understanding</b></p> <p>Exceptional powers of analysis, argument, synthesis and insight. Considerable evidence of extensive wider reading of an appropriate nature.</p>	<p><b>Selection and coverage of material</b></p> <p>Exceptional depth of coverage with no identifiable errors or omissions.</p> <p><b>Understanding</b></p> <p>Exceptional powers of analysis, argument, synthesis and insight.</p>	100	Distinction

	<b>Structure, clarity and presentation</b> Flawless.	<b>Structure, clarity and presentation</b> Flawless. Of publishable standard with only amendments in style/formatting required.		
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## Appendix D – Assessment Criteria – Short answer questions and problem solving

The assessment criteria for the 240 hour and 50 hour individual modules are given in [Appendix C](#).

The 35 hour individual modules 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

## Appendix E – 240 hour individual modules with the corresponding 50 hour individual modules

240 hour individual module codes	240 hour individual module titles	50 hour individual module codes	50 hour individual module titles
VPM015	Surveillance and investigation of animal health	LVM501	Advanced risk analysis using @RISK software
VPM015	Surveillance and investigation of animal health	LVM502	Herd health management
VPM015	Surveillance and investigation of animal health	LVM503	Animal disease surveillance
VPM015	Surveillance and investigation of animal health	LVM504	Database management and analysis in animal health surveillance

LVM006	Veterinary public health	LVM506	Introduction to veterinary public health, risk analysis and risk assessment
LVM006	Veterinary public health	LVM507	Zoonoses of parasitic, bacterial and viral origin
LVM006	Veterinary public health	LVM508	Principles of food safety and 'farm to fork' concept
LVM006	Veterinary public health	LVM509	Control of food safety: red meat, poultry, eggs, milk and milk products
LVM006	Veterinary public health	LVM510	Development of a disease control programme: salmonella in pigs and bovine

LVM004	Epidemiology and animal health economics	LVM511	Introduction to statistics, hypothesis testing, study design and analysis of data
LVM004	Epidemiology and animal health economics	LVM512	Principles, methodology and sampling in epidemiological investigations
LVM004	Epidemiology and animal health economics	LVM513	Design and analysis of epidemiological investigations – observational and intervention studies
LVM004	Epidemiology and animal health economics	LVM514	Quantitative aspects of diagnostic testing and information management in epidemiological investigation
LVM004	Epidemiology and animal health economics	LVM515	Tools for economic analysis in epidemiology

## Glossary of terms

[A](#), [B](#), [C](#), [D](#), [E](#), [F](#), [G](#), [I](#), [L](#), [M](#), [N](#), [O](#), [P](#), [Q](#), [R](#), [S](#), [T](#), [U](#), [W](#)

Throughout the glossary, 'we' 'us' and 'our' mean the University of London; 'you' and 'your' mean the student, or, where applicable, all students.

### Accreditation of prior learning (APL)

Accreditation of prior learning (APL) is defined as the recognition of previously acquired learning which can be mapped against particular learning outcomes of courses or modules within a programme. If you are awarded APL you will be exempt from study and assessment of the course/module for which APL was awarded. This means that you are considered to have completed the course/module for the purposes of progression within the programme. The mark obtained for the course/module for which APL was awarded will not be carried forward to your record and will not contribute towards the award classification.

Your transcript will indicate any course/module for which APL has been granted.

### Admission Notice

You will receive an Admission Notice whenever you enter for an examination. It is the document which allows you to enter the Exam Hall, and it lists your contact details, candidate number and the dates and times of your examinations. You will receive the Notice to Candidates with this document.

### Aegrotat degree

This is an honours degree awarded without classification (i.e. an unclassified degree). You may apply for a degree under the aegrotat provisions if, due to mitigating circumstances, you are unable to sit an examination or your performance was adversely affected. The aegrotat provisions would only normally be applied if your mitigating circumstances are serious and are likely to prevent you from returning to complete your studies in the usual way. The aegrotat provisions allow the Board of Examiners to award a classified degree using the marks already attained if they feel it is appropriate to do so.

### Appendices

Any Appendices are part of the regulations and supplement the Detailed Regulations.

### Assessment

Assessment is the means by which your ability, progress and achievement are measured against criteria. The purpose of assessment is for you to demonstrate that you have achieved the standard required for the award you seek and have met the intended aims and learning outcomes of the programme of study.

### Assessment criteria

The assessment criteria describe what is required to achieve a particular mark or result. Assessment criteria are based on the knowledge, understanding and skills you need to evidence in the work being assessed and through which the intended learning outcomes are demonstrated. You will find the assessment criteria in an Appendix to the Detailed Regulations.

### Award

An award is a qualification. It may be a degree, diploma of higher education or certificate of higher education with a specific title. The different awards and their qualification level are defined within the Framework for Higher Education Qualifications.

### Awarding body

The awarding body refers to the institution that awards your degree. An International Programmes Student receives a University of London award, and therefore the University of London is the awarding body.

### Board of Examiners

A Board of Examiners is appointed for each programme or for each group of related programmes. The Lead College nominates Board members and these are then contracted to the University for their services. The Board of Examiners follows guidelines and regulations laid down by the University. It ensures that



assessment is, and can be demonstrated to be, fair and impartial. A Board's responsibilities include the setting of papers, marking of scripts and determining final results.

## **Classified degree**

Degrees are classified as first class, upper second class, lower second class or third class. Classification will be based on marks awarded in all the required modules and as outlined in the Scheme of award for each programme.

## **Compulsory course/module**

A compulsory course/module is an individual unit of study which must be taken (i.e. the examination must be attempted) as part of the requirements for the programme concerned.

## **Course**

Individual units of a programme are called courses at undergraduate level and modules at postgraduate level. Each unit is a self-contained, formally structured learning experience with a coherent and explicit set of learning outcomes and assessment criteria.

## **Credit**

The credit value of a course/module indicates 'how much' learning is expected. You are awarded credit after you have successfully completed a course/module to which credit has been assigned. Each course/module to which credit has been assigned has only one level for its credit; qualifications/awards may include courses/modules with credit at more than one level.

One credit represents 10 notional study hours.

A bachelor's degree with honours normally includes the equivalent of a minimum of three years full-time study which would be expressed as 360 credits, or 3,600 notional study hours.

If mapped to the European Credit Transfer and Accumulation System (ECTS), the 360 credits would be equivalent to 180 ECTS credits.

For more information on academic credit in higher education in England, see [www.qaa.ac.uk](http://www.qaa.ac.uk)

## **Credit bearing individual courses/modules**

These are individual courses or modules that may be taken into account for admission, and for credit, towards a related or unrelated degree or diploma provided the formal assessment of the course/module has been successfully completed.

(See also Individual course/module).

## **Credit transfer**

'Credit transfer' allows you to use the mark that you gained from a course or module completed during a previous registration with us, or with a College or Institute of the University of London, to contribute towards your final award. Not all programmes are able to accept credit transfer. Where it is accepted it will be subject to the classification rules for the programme you wish to study.

## **Diploma Supplement (see also 'Final diploma')**

On successful completion of your programme you will be awarded with the final diploma and a Diploma Supplement. The purpose of the supplement is to provide sufficient independent data to improve the international 'transparency' and fair academic and professional recognition of awards. It provides a description of the nature, level, context, content and status of the studies that you followed and successfully completed and includes a transcript of courses taken and marks achieved, as well as the overall classification, where applicable. The model used was developed by the European Commission, Council of Europe and UNESCO/CEPES.

## **Effective date of registration**

You will be notified of your effective date of registration. The effective date of registration indicates the point when your registration began. It determines the year in which you may first enter an examination and when your registration expires. The effective date of registration may differ from the date on which you actually registered. Some programmes have more than one effective date of registration.

## **Examination**

The term 'examination' refers to any method used to examine you in a particular course/module. Methods include, but are not limited to, a written paper examination, coursework, project, dissertation, or online participation requirements. (See also 'assessment'.)

## **Examination attempt**

If you enter an examination room to sit a written paper examination this will count as an examination attempt.

## **Examination centre**

The University has authorised examination centres worldwide. An examination centre is a place where you go to sit your written paper examinations. You must sit any written paper examinations at one of these centres.

## **Exclusion**

Where courses/modules may not be taken together under any circumstances, normally because there is an overlap in content.

## **Exit Award**

If you are unable to complete your programme of study you may apply for an exit award. Exit qualifications are awarded at the discretion of the Board of Examiners and are based on the number of credits and the type of course or module you have successfully completed. The qualifications equate to the intermediate levels of the target award, for example, you may apply for a Diploma of Higher Education if you are unable to complete an honours degree programme.

## **Extension of registration**

Where your registration is extended by a specified length of time.

## **Final diploma**

The final diploma is the certificate (or parchment) that you receive from the University of London when you have successfully completed a programme of study leading to an award of the University.

## **Formal assessment**

This is the means by which credit bearing individual courses/modules are examined. The forms of assessment may vary according to the learning outcomes being examined.

## **Framework for Higher Education Qualifications (FHEQ)**

The FHEQ forms part of the UK Quality Code for Higher Education published by the Quality Assurance Agency for Higher Education (QAA). University of London awards are identified as being at one of the levels contained within the FHEQ.

## **General regulations**

General regulations establish threshold rules upon which programme-specific regulations are based.

## **Guidelines for Examinations**

The Guidelines for Examinations contain the details of the responsibilities and conduct of examinations for University of London International Programmes.

## **Individual courses/modules**

For some programmes, you may register for individual courses/modules (also referred to as 'short courses' or 'career and personal development study' in some instances).

Individual courses/modules do not lead to an award but may be considered for entry and/or credit towards, a programme of study leading to an award. There are separate regulations governing provision of individual courses/modules.

## **Institutions with Diploma teaching status**

For some named Diploma awards you are required to attend an institution that has been recognised by the University of London International Academy to teach the diploma. Institutions with Diploma teaching status have been approved to do so by the Lead College and the University of London, in accordance with a set of agreed criteria.

## **Intermediate award**

Some programmes have a number of exit points at intermediate levels of the target award. At various stages in your studies, you may become eligible for an intermediate award, such as the Certificate of Higher Education or the Postgraduate Diploma. You do not receive intermediate awards from us unless you terminate your studies without proceeding further. Should you decide, following receipt of an intermediate award, to return to your studies at a later date, you will be asked to surrender the intermediate award.

## **International Programmes Student**

When you register with the University of London International Academy to undertake a programme of study.

## **Laws Consortium**

The group of University of London Colleges that has responsibility for the academic management and development of the undergraduate Laws programme.

## **Lead College**

A single College or Institute that has responsibility for the academic management and development of individual programmes of study and related student matters.

## **Learning outcomes**

Statement of what you are expected to know, understand and /or be able to demonstrate after completion of a process of learning.

## **Module**

Individual units of a programme are called modules at postgraduate level and courses at undergraduate level. Each unit is a self-contained, formally structured learning experience with a coherent and explicit set of learning outcomes and assessment criteria.

## **Non-credit bearing individual courses/modules**

These are individual courses/modules that do not have a credit value assigned to them. Their completion will not contribute to an award, or count as entry requirements

## **Notice to Candidates**

The Notice to Candidates is the rules of conduct for examinations, together with some more general advice on the exam process. You will receive this document with the Admissions Notice.

## **Plagiarism**

Plagiarism is the presentation of another person's thoughts or words as if they were your 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.

## **Prerequisite**

A prerequisite is a specified course/module that must be passed before you are permitted to attempt the examination for another particular course/module.

## **Programme or programme of study**

A programme or programme of study is a structured pathway (or pathways) of learning designed to equip you with knowledge, understanding, subject specific skills and key skills relevant to the level of study. A programme of study can lead to a qualification, award of credit, or certificate of completion.

## **Programme Handbook**

The Programme Handbook will provide academic guidance to help you progress through your studies, including how your programme is structured, the support you will receive from your Lead College and advice on assessment and how to prepare. See also Student Guide.

## **Programme Specification**

This is the published statements about the intended learning outcomes of programmes of study, containing information about teaching and learning methods, support and assessment methods, and how individual units relate to levels of achievement.. The Programme Specification is regulatory in nature and is supplemented by the Detailed Regulations.

## **Progression**

Progression is the term given to the process by which you proceed within a particular programme of study. In order to progress you must satisfy certain conditions, usually involving attempting and passing a certain number of courses/modules.

## **Related/unrelated programme**

Where an individual course/module is associated with a particular degree, diploma and/or certificate, these are referred to as 'related' programmes. 'Unrelated' programmes are those which have no association with the individual courses/modules.

## **Scheme of award**

The scheme of award shows how marks are awarded and how your results are calculated both for individual courses/modules and for the award as a whole.

## **Short courses**

See Individual courses/modules

## **Syllabus**

The syllabus (also referred to as course/module outline) gives a detailed description of the content of a course/module and its intended learning outcomes. All Programme Specifications and Regulations have an Appendix with a detailed syllabus for the respective courses/modules.

## **Student Guide**

This annually updated guide provides essential information about the University of London International Programmes and provides a useful summary of where to go for advice and information at every stage of your student life cycle.

## **Subject benchmark**

Subject benchmarks set out expectations about standards of degrees in a range of subject areas, as defined by the Quality Assurance Agency. They describe what gives a discipline its coherence and identity, and define what can be expected of a graduate in terms of the abilities and skills needed to develop understanding or competence in the subject.

## **Temporary examination centre**

This is a venue which we have agreed can be used by students with specific access requirements. It may not be on the list of approved examination centres.

## **Transcript**

The University will issue an official transcript which shows the courses/modules you have studied and the marks you have obtained for each course/module. The transcript will be issued as part of the diploma supplement document (see diploma supplement). If further transcripts are required, these can be obtained from the transcripts office and these will be certified using the signature of the Chief Operating Officer of the University of London International Programmes and his official Seal. There is a charge for additional copies.

## **Transfer**

Transfer is the process by which you may move between programmes in accordance with specific rules. Where the transfer is from diploma (or access route) to degree this is sometimes referred to as 'progression' as you are considered to be moving from one level of award to another level.

## **University**

Refers to the University of London, which is a federation of independent Colleges and Central Academic Bodies

## **University of London International Academy**

A Central Academic Body of the University of London collaborating with twelve Lead Colleges. The product of this collaboration is the University of London International Programmes

## **University of London International Programmes**

The Colleges of the University of London and the University of London International Academy collaborate to deliver the University of London International Programmes.

## **Written paper examination**

A written paper examination is an examination which you write in a controlled environment. These are the examinations that are taken at examination centres worldwide. A time limit is given and you are not permitted to use any aids, except where these are indicated in the Detailed Regulations or Notice to Candidates.

## Related documents and other sources of information

### Guidelines for Examinations

These guidelines contain the details of the responsibilities and conduct of University of London International Academy Boards of Examiners

See: [www.londoninternational.ac.uk/sites/default/files/magazine/guidelines\\_for\\_examinations\\_11\\_12.pdf](http://www.londoninternational.ac.uk/sites/default/files/magazine/guidelines_for_examinations_11_12.pdf)

### Inclusive Practice Policy

The University has a policy by which the needs of students with disabilities and/or specific access requirements are considered in terms of both their studies and their examinations.

More information can be found on: [www.londoninternational.ac.uk/sar](http://www.londoninternational.ac.uk/sar)

### List of examination centres

An examination centre is a place where a student goes to attempt their written paper examinations. The University has authorised examination centres worldwide. Students are required to sit any written paper examinations at one of these centres.

See: [www.londoninternational.ac.uk/exams](http://www.londoninternational.ac.uk/exams)

### List of institutions with Diploma Teaching status

For some undergraduate diplomas, registered students are required to attend a teaching institution that has Diploma Teaching status. Diploma Teaching status is granted to a teaching institution through application by the institution and inspection by the Lead College (or Undergraduate Laws Programme) against its established criteria.

See [www.londoninternational.ac.uk/online-search/institutions](http://www.londoninternational.ac.uk/online-search/institutions)

See also 'How you study' [www.londoninternational.ac.uk/distance-and-flexible-learning/how-you-study](http://www.londoninternational.ac.uk/distance-and-flexible-learning/how-you-study)

### Programme Handbook

Each programme handbook is written by the academic staff at the Lead College for your programme. It will include academic guidance about how to study, the support and learning resources that are available to you and how to study and prepare for examinations.

The handbook/manual is either sent to students when they register, made available on the Virtual Learning Environment or via the web.

See: [www.londoninternational.ac.uk/community-support-resources/current-students/handbooks](http://www.londoninternational.ac.uk/community-support-resources/current-students/handbooks)

### Quality Framework

The Quality Framework outlines the key principles on which the quality assurance partnership between the central University and the Lead Colleges/Consortia is based

See: [www.londoninternational.ac.uk/our-global-reputation/governance/quality-schedules](http://www.londoninternational.ac.uk/our-global-reputation/governance/quality-schedules)

### Student Charter

The University has a Student Charter which is intended to state key mutual obligations between the University of London International Programmes and its International Programmes Students

See: [www.londoninternational.ac.uk/distance-flexible-learning/student-charter](http://www.londoninternational.ac.uk/distance-flexible-learning/student-charter)

### Student complaints procedure

The University has a procedure for considering complaints made by International Programmes Students. The objective is to solve problems quickly, simply and fairly.

See: [www.londoninternational.ac.uk/complaints](http://www.londoninternational.ac.uk/complaints)

## **Student Guide**

The Student Guide is produced for the benefit of all students. It includes information, advice and guidance on the different stages and different demands of the student life cycle. It will be a valuable point of reference throughout your studies.

See: [www.londoninternational.ac.uk/community-support-resources/current-students/handbooks](http://www.londoninternational.ac.uk/community-support-resources/current-students/handbooks)