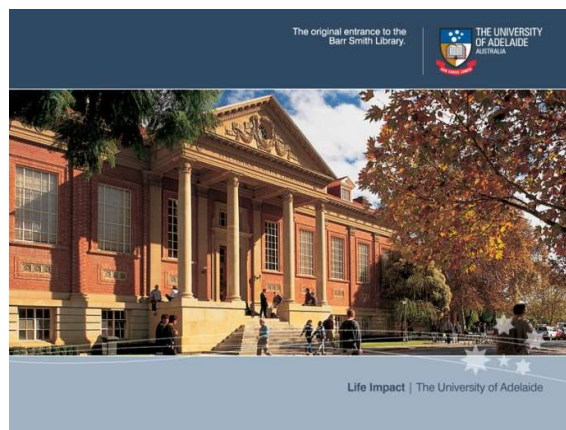


PROGRAMME GUIDELINES AND POLICIES

MASTER OF SCIENCE AND GRADUATE CERTIFICATE PROGRAMMES IN ADDICTION STUDIES

Year 2016/2017



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TABLE OF CONTENTS

MASTER OF SCIENCE IN ADDICTION STUDIES PROGRAMME GUIDELINES AND POLICIES

INTRODUCTION	5
PROGRAMME OVERVIEW FOR STUDENTS BEGINNING IPAS, AUGUST 2017	5
PROGRAMME DURATION: FULL-TIME STUDENTS	5
PROGRAM DURATION: PART-TIME STUDENTS	7
GRADUATE ATTRIBUTES	9
PROGRAMME MISSION AND STUDENT LEARNING OBJECTIVES	9
PROGRAMME CONTENT	9
DESCRIPTION OF COURSES/MODULES	10
SEMESTER 1 (FALL SEMESTER).....	10
<i>PUBLIC HEALTH ISSUES AND APPROACHES TO ADDICTION (IPAS 602)</i>	10
<i>TREATMENT OF ADDICTION: CRITICAL ISSUES (IPAS 605)</i>	10
<i>BIOLOGICAL BASIS OF ADDICTION (IPAS 600)</i>	10
<i>RESEARCH METHODOLOGY IN THE ADDICTIONS (IPAS 606)</i>	10
SEMESTER 2 (SPRING SEMESTER).....	11
<i>ADDICTION POLICY (IPAS 602)</i>	11
<i>TREATMENT OF ADDICTIONS: PSYCHOSOCIAL INTERVENTIONS (IPAS 605)</i>	11
<i>TREATMENT OF ADDICTIONS: PHARMACOTHERAPIES (IPAS 604)</i>	11
<i>RESEARCH PROJECT IN ADDICTIONS (IPAS 692)</i>	11
BEFORE YOU START!	12
YOUR ONLINE CONTACT INFORMATION AND CONTACTING US	13
STUDENT EMAIL ADDRESSES	13
ENROLMENT STATUS, FEES AND GRADUATION ENQUIRIES, CHANGE OF ADDRESS OR PERSONAL DETAILS	13
GENERAL PROGRAMME ADMINISTRATION ENQUIRIES.....	14 13
POSTAL ADDRESS	14
PROGRAMME CONTENT AND ACADEMIC PROGRESS ENQUIRIES (ALL COURSES).....	15
IMPORTANT NOTICE	15
DEPARTMENTAL WEBSITES.....	16
CRITICAL DATES FOR 2016/2017	16
CRITICAL DATES FOR ENROLMENT AND WITHDRAWAL.....	16 16
CRITICAL DATES, FALL 2016).....	16 16
CRITICAL DATES, SPRING 2017	16 16
ACCESSING PROGRAMME MATERIAL:	16
BLACKBOARD ACCESS AND CONTENT	16
ENQUIRIES OR PROBLEMS RELATED TO BLACKBOARD	18
STUDY AIDS	19 19
ONLINE LIBRARY RESOURCES AT	20
VIRGINIA COMMONWEALTH UNIVERSITY	20
ONLINE RESOURCES AT KING'S COLLEGE LONDON	21
ONLINE LIBRARIES AND IT SERVICES	21

ONLINE RESOURCES AT THE UNIVERSITY OF ADELAIDE	24
WEBSITE AND MYUNI ACCESS	24
WRITING AND SPEAKING AT UNIVERSITY	26
STUDY STRATEGIES	26
STUDY WEEKS	26
STUDYING AT HOME	26
ORGANISING YOUR STUDY	27
ASSESSMENT	28
FORMATIVE	28
SUMMATIVE (CONTRIBUTING TO FINAL MARKS)	28
ASSESSMENT INSTRUCTIONS	30
DISCUSSION BOARD PARTICIPATION	30
DISCUSSION BOARD GUIDELINES AND TIPS	30
WRITTEN ASSIGNMENTS	31
FORMAT REQUIREMENTS FOR ALL WRITTEN ASSIGNMENTS	32
WRITTEN ASSIGNMENTS SUBMISSIONS	33
LATE SUBMISSIONS	34
EXAMINATION	35
SUPERVISOR AND VENUE	35
EXAMINATION MATERIALS	35
PERMISSION TO ATTEND EXAMINATION	36
SUPPLEMENTARY EXAMINATION	36
GRADING SYSTEM	36
MARKS AND GRADES	36
POLICIES	38
STUDENTS WITH DISABILITIES	38
STUDENT COMPLAINTS POLICY	38
ACADEMIC PROGRESS	38
VCU HONOR SYSTEM	38
PLAGIARISM AND RELATED FORMS OF CHEATING	39
PLAGIARISM AND COLLUSION	39
CONSEQUENCES OF PLAGIARISM AND COLLUSION	39
ADDITIONAL KING'S COLLEGE LONDON INFORMATION ON PLAGIARISM AND COLLUSION	40
EXAMINATIONS	41
LEAVE OF ABSENCE	41
GRADUATION	41
GRADUATION CEREMONY	41
GRADUATION AT VIRGINIA COMMONWEALTH UNIVERSITY	41
GRADUATION AT UNIVERSITY OF ADELAIDE	42
GRADUATION CEREMONY AT KING'S COLLEGE LONDON	43
PTES SURVEY	44
WHY SHOULD I TAKE PART?	44
WHAT DO I NEED TO DO?	44
WHAT HAPPENS TO THE RESULTS?	44
APPENDIX 1 – IPAS; GUIDANCE NOTES ON MITIGATING CIRCUMSTANCES	45
APPENDIX 2 – IPAS; EXTENSION REQUEST FORM	48
APPENDIX 3 – IPAS; NOTIFICATION OF EXAMINATION ABSENCE FORM	50

INTRODUCTION

PROGRAMME OVERVIEW FOR STUDENTS BEGINNING IPAS, AUGUST 2016

This is an information handbook for students beginning the Master of Science in Addiction Studies and Certificate Programmes in Addiction Studies through the International Programme in Addiction Studies (IPAS) in August 2016. You will find important information about assessments and policies in the third part of this handbook. **Students who enrolled in the programme in 2015 or before should refer to the Programme Manual that was provided to you in your first year of entry.** This Programme is only available in external, distance education mode.

PROGRAMME DURATION: FULL-TIME STUDENTS (Master of Science and Certificate Programmes)

Modules within IPAS Programme are offered on a modified semester schedule, with courses staggered to allow periods of focused learning in specific modules. Students in the full-time MS programme will complete 4 modules in each semester. Students in the FT Advanced Certificate will complete 3 modules in the first semester. Students in the FT Intermediate Certificate will complete 2 modules in the first semester.

Module Start and End Dates, First Semester (Fall semester)

Public Health Issues and Approaches to Addiction*
Biological Basis of Addiction*

Aug 15, 2016	First day of class
Sept 26-Sept 29, 2016	Mid-semester reading week: no classes
Nov 8, 2016	Last class week
Nov 13-17, 2016	End of term reading week
Nov 21-25	Exam (to be scheduled within this period)

Treatment of Addiction: Critical Issues**
Research Methods in Addiction***

Sept 5, 2016	First day of class
Oct 16-20, 2016	Mid-semester reading week: no classes
Nov 28, 2016	Last class week
Dec 5-9, 2016	End of term reading week
Dec 12-16, 2016	Exam (to be scheduled within this period)

*Modules in MS, FT Intermediate and Advanced Certificate Programmes

**Modules in MS and Advanced Certificate Programmes

***Module in MS Programme only

Module Start and End Dates, Second Semester (Spring semester)

Treatment of Addiction: Psychosocial Interventions*

January 16, 2017	First day of class
Feb 27- Mar 3, 2017	Mid-semester reading week
April 10, 2017	Last class week
April 17-21, 2017	End of term Reading week
April 24-28, 2017	Exam to be scheduled in this period

Addiction Policy**

Treatment of Addiction: Pharmacotherapies**

Feb 6, 2017	First day of class
Mar 27-31, 2017	Mid-semester reading week
May 1, 2017	Last class week
May 8-12, 2017	End of term Reading week
May 15, 2017	Exam to be scheduled in this period

Research Project in Addictions***

Note there is no reading week during this course because there is no stringent or regular class schedule beyond the first several weeks. Project is carried out individually with project supervisor.

Jan 16, 2017	First day of class
June 30, 2017	Last day of class

*Modules in MS, FT Intermediate and Advanced Certificate Programmes

**Modules in MS and Advanced Certificate Programmes

***Module in MS Programme only

NB: Within the VCU system, the official names for semesters 1 and 2 are "Fall term" and "Spring term" respectively. This may be confusing to many in the Southern hemisphere, but you will sometimes hear these terms.

PROGRAM DURATION AND SCHEDULE: PART-TIME STUDENTS**

The Master of Science in Addiction Studies Programme and Advanced Graduate Certificate Programme part-time options will be completed over 24 months.

YEAR 1

Modules within IPAS Programme are offered on a modified semester schedule, with courses staggered to allow periods of focused learning in specific modules. Students in the part-time MS programme will complete two modules in each semester of their enrollment. Students in the part-time Advanced Certificate will complete two modules per semester in the first year and one module per semester in the second year. Students in the FT Intermediate Certificate will complete 1 module per semester across three semesters.

Module Start and End Dates, First Semester (Fall semester)**Public Health Issues and Approaches to Addiction***

Aug 15, 2016	First day of class
Sept 26-Sept 29, 2016	Mid-semester reading week: no classes
Nov 8, 2016	Last class week
Nov 13-17, 2016	End of term reading week
Nov 21-25	Exam (to be scheduled within this period)

Treatment of Addiction: Critical Issues**

Sept 5, 2016	First day of class
Oct 16-20, 2016	Mid-semester reading week: no classes
Nov 28, 2016	Last class week
Dec 5-9, 2016	End of term reading week
Dec 12-16, 2016	Exam (to be scheduled within this period)

Module Start and End Dates, Second (Spring) Semester**Treatment of Addiction: Psychosocial Interventions***

January 16, 2017	First day of class
Feb 27- Mar 3, 2017	Mid-semester reading week
April 10, 2017	Last class week
April 17-21, 2017	End of term Reading week
April 24-28, 2017	Exam to be scheduled in this period

Addiction Policy**

Feb 6, 2017	First day of class
Mar 27-31, 2017	Mid-semester reading week
May 1, 2017	Last class week
May 8-12, 2017	End of term Reading week
May 15, 2017	Exam to be scheduled in this period

YEAR 2 First Semester ("Fall 2017" Semester in VCU terms)**Orientation Weeks July 31-August 13****Biological Basis of Addiction***

Aug 14, 2017	First day of class
Sept 25-Sept 28, 2017	Mid-semester reading week: no classes
Nov 7, 2017	Last class week
Nov 12-16, 2017	End of term reading week
Nov 21-25, 2017	Exam (to be scheduled within this period)

Research Methods in Addiction***

Sept 4, 2017	First day of class
Oct 15-19, 2017	Mid semester reading week: no classes
Nov 27, 2017	Last class week
Dec 4-8, 2017	End of term reading week
Dec 11-15- 2017	Exam (to be scheduled within this period)

Second Semester ("Spring 2018" term in VCU language)**Treatment of Addiction: Pharmacotherapies****

Feb 5, 2018	First day of class
Mar 26-30, 2018	Mid-semester reading week
April 30, 2018	Last class week
May 7-11, 2018	End of term Reading week
May 14 , 2018	Exam to be scheduled in this period

Research Project in Addictions***

Note there is no reading week during this course because there is no stringent or regular class schedule beyond the first several weeks. Project is carried out individually with project supervisor.

Jan 15, 2018	First day of class
June 29 2018	Last day of class

****Modules in MS and Advanced Certificate Programmes**

*****Module in MS Programme only**

GRADUATE ATTRIBUTES

Graduates of the Master of Science in Addiction Studies Programme will have an understanding of the pharmacology of alcohol and other drugs of dependence and the mechanisms underlying the development of dependence, and will be able to:

- Become specialists in addiction by integrating programme material of current knowledge on drug and alcohol problems into their profession/practice
- Demonstrate detailed knowledge of drugs and comparative addiction treatment
- Identify and prioritize public health issues related to addiction
- Translate research into more effective policies at the local, state, national, and/or international level to address public health issues
- Translate research on addiction into more effective treatment practices
- Demonstrate detailed knowledge of comparative addictions policies
- Critically evaluate research and research methodology on drug and alcohol problems

PROGRAMME MISSION and STUDENT LEARNING OBJECTIVES

The mission of the International Program in Addiction Studies (IPAS) leading to a Master of Science in Addiction Studies degree is to offer students cross-cultural exposure to the critical prevention, treatment, research and policy issues facing the field through distance learning technologies. This program will speed the dissemination of the latest international addictions-related knowledge, especially to remote locations around the world, and help students compare international perspectives, translating this knowledge into more effective prevention and treatment practices and evidence-based policies within their own countries.

Specific Student Learning Objectives:

Integrated knowledge of addiction science: The student will demonstrate an appropriate level of knowledge of the current elements of addiction science as related to disciplinary specialization, and a more detailed understanding of the individual area of scholarship, including an appropriate familiarity with the research literature and the ability to evaluate and critique publication.

Problem Solving Skills: Students will demonstrate an appropriate level of skill in the identification and selection of meaningful problems to be addressed in addiction research and practice, including the ability to defend said identifications and to design and develop appropriate methods to solve said problems as measured by rubric.

Research Design: Students will demonstrate the achievement of an appropriate level of competence in the ability to appraise, develop and implement research studies.

Written communication skills: The candidate will use effective written communication skills to present information related to addiction causes, interventions, treatments, and policies using appropriate vocabulary, figures, tables, and citations.

PROGRAMME CONTENT

The multi-factorial nature (biological, psychological and social) of substance use problems and the resultant multidisciplinary nature of their treatment and management are reflected in the programme content. The international nature of the programme will bring a focus to cross-national and cross-cultural variations in attitudes, approaches, interventions and policies related to addiction.

DESCRIPTION OF COURSES/MODULES

Semester 1 (“Fall semester” modules)

PUBLIC HEALTH ISSUES AND APPROACHES TO ADDICTION (IPAS 602)

This course/module provides an introduction to basic concepts and research methods in Public Health and Epidemiology as they relate to the study of addictions, as well as an in-depth consideration of the personal, social, economic, and cultural burdens/costs associated with drug and alcohol abuse and dependence. Individual and community-based risk and protective factors related to addictions and primary and secondary prevention efforts aimed at reducing the addictions-related public health burden are also a focus. An online lecture format featuring presentations by leading researchers and policymakers in the field of addictions will be used, along with readings, online discussions, and writing assignments, to (1) gain a greater understanding of the enormous costs of addictions at every level of society, and (2) introduce students to some of the current thinking and programs related to the primary and secondary prevention of addictions.

TREATMENT OF ADDICTIONS: CRITICAL ISSUES (IPAS 605)

This course/module is designed to enable students to gain advanced understanding of the critical issues involved in the identification, assessment, diagnosis and classification of individuals who misuse substances. Barriers to treatment (religion, etc.) will be considered. Students will explore and critically examine treatment options in special settings (for instance, prisons, criminal justice and employment) and in special populations (for instance, pregnancy, the homeless). Students will also have the opportunity to explore approaches used with specialist populations such as young people.

BIOLOGICAL BASIS OF ADDICTION (IPAS 600)

This course/module is designed to provide an overview of the neuropharmacology of drugs of abuse and dependence, including basic principles of drug action as well as comprehensive coverage of the major classes of drugs (opioids, stimulants, nicotine, alcohol, sedatives, cannabis, hallucinogens). Students will study mechanisms of action, effects, and pharmacokinetics as well as tolerance and dependence for each of these drugs/drug classes. The reasons for addiction, including biological, genetic, cultural and other determinants will be discussed. Students will learn about laboratory-based methods used in addiction research.

RESEARCH METHODOLOGY IN THE ADDICTIONS (IPAS 606)

This course/module is designed to enable students to develop knowledge and understanding of the different methodological processes underpinning research in the addictions. The research principles involved in hypothesis testing and estimation procedures will be covered as well as the generic skills necessary to undertake a small research project, analyze data and interpret statistical findings. Students will have an opportunity to discuss the ethical issues that arise from working with and collecting data from vulnerable individuals such as those who use psychoactive substances

During this module and with the help of faculty, students will choose a research project for secondary analysis from a list of topics provided in December of the academic year in which the project is to be completed. Alternatively, a topic for an appropriately structured systematic review and/or meta-analysis can be proposed by the student. This will allow students to begin independent readings in their topic of choice and to gain a better sense of the plausibility of their project.

SEMESTER 2 COURSE/MODULES (“Spring Semester”)

TREATMENT OF ADDICTION: PSYCHOSOCIAL INTERVENTIONS (IPAS 601)

This course/module is designed to explore the scientific basis and treatment of substance misuse from a psychological perspective germane to the management of drug, alcohol and nicotine dependence. Students will have the opportunity to evaluate the principles of different theoretical approaches underlying psychological assessment and evidence-based practice.

During this course/module, students will develop a critical awareness of the current literature related to psychological theories of addiction. Students will examine the use and comparative efficacy of different psychological therapies in clinical practice including brief interventions, Cognitive Behavioural Therapy and Motivational Interviewing/MET. Other interventions (group work, self help) will also be examined alongside the evidence base for Relapse Prevention, Contingency Management and Therapeutic Communities.

ADDICTION POLICY (IPAS 603)

This course/module is designed to provide students of differing backgrounds with an understanding of the process by which international addiction health policy is formed and reformed around the use and misuse of both licit and illicit drugs. The course will look at the epidemiology of addiction around the world and the relationship between the burden of addiction and the corresponding effects of national and international drug policies.

TREATMENT OF ADDICTION: PHARMACOTHERAPIES (IPAS 604)

This course/module is designed to provide an overview of the pharmacological management of alcohol and drug addiction. It will cover the management of withdrawal from alcohol, sedatives, opioids, cannabis and stimulants, as well as long-term management of dependence on opioids, tobacco and alcohol. Additional topics include international perspectives on management of dependence, management of dependence during pregnancy, and the process of medication development.

RESEARCH PROJECT IN ADDICTIONS (IPAS 692)

The final research project is a core requirement for the Master of Science Programme and is the key element distinguishing the MSc from a professional certificate or a postgraduate diploma programme. It provides the opportunity to demonstrate specialized understanding of the issue of collecting data from vulnerable groups, and the exercise of independent critical judgment. It also builds other skills, notably independence and creativity. The purpose of the research project is to have students demonstrate competence in the integration and analysis of data related to addictions to further the translation of this knowledge into more effective policies and practices, in keeping with the stated aims of the programme.

Due to the nature of this distance learning programme, original data collection for the research project will not be possible in all but exceptional circumstances. This is due to the difficulty of obtaining ethical approval from three universities simultaneously, as well as challenges in supervising data collection from afar. As a result, research projects will be based on analysis of either publically available anonymized data sets (such as the National Survey on Drug Use and Health collected yearly in the US), or of de-identified data made available by research supervisors for the programme. Alternatively, students can work on a systematic literature review/meta-analysis after it has been approved by the course coordinator. The necessary defining feature is that the research project should demonstrate

an appropriate level of academic rigor and understanding of implications of the findings of the projects.

A designated project supervisor will help to guide the student through project completion. Students will be required to meet online, via teleconferencing with, or phone their supervisor in order to ensure adequate progress on the project once the course/module begins. Draft research projects will be due 4 weeks before the end of the module to allow time for formative feedback and, where necessary, revision before final submission.

BEFORE YOU START!

BEFORE you start the Master of Science in Addiction Studies Programme - **since you will be a student at all three universities** - you **MUST**:

1. Set up a VCU eID, email, and password.
2. Set up your University of Adelaide identification and email
3. Set up your KCL identification

This will give you access to the online services of each of the universities, and to email.

Please be aware that you will be enrolled each semester by administrative staff at VCU for the courses that are required for either part-time or full-time students, depending on your status. If you wish to withdraw from courses, please have Dr. Loos request the withdrawal and she will notify the other Programme Directors of your decision. You are responsible for being aware of the withdrawal dates for the course, and are responsible for payments if your withdrawal request comes after the withdrawal deadlines.

YOUR ONLINE CONTACT INFORMATION AND CONTACTING US

STUDENT EMAIL ADDRESSES

Although this programme is offered by distance education, students are encouraged to contact us at any time, particularly those having difficulty with the programme content and in meeting assignment deadlines. Once enrolled you will be automatically given a student identification number and email address at each participating university. Having an ID and account for each system will allow you to access online resources at all three schools.

However for the purposes of contacting faculty, for submission of programme materials, and other official business related to the programme, **we ask that you use the student email that you receive from Virginia Commonwealth University**, which is the administrative host for the programme. We will also contact you on this email address for any urgent issues and expect you to check it regularly. Failure to check this email account regularly can lead to missed important payment and academic deadlines, which can negatively impact student progress and lead to late fees.

Your student email user name is your e-ID followed by @vcu.edu. So, for example, if my e-ID is meloos, my email address is meloos@vcu.edu. The password you set at the time you received your e-ID will also serve as your email password. Please use email as a preferred means of communication. Once you are enrolled and settled, we will normally contact you via your VCU student email address. You may forward your email to another email account, but please note that staff on this programme will only contact you on the VCU email. Also, you can forward your KCL and UA email to the same account.

You can log in to your student email through the **VCU** web page:

<http://www.vcu.edu> or <https://my.vcu.edu/group/myvcu/home>

You can also send your email to instructors and members of your courses from Blackboard, the online learning interface at VCU (see information below).

You will be required to promptly respond to any written, electronic, fax or telephone communication from any of the Programme Directors, Course/Module Coordinators, or Programme Administrator. Failure to respond in a timely fashion may jeopardize the successful completion of a course/module or assignment

If you are ever in Adelaide, London or Richmond, please come and see us. Please call or email ahead of time if you would like to visit us.

ENROLMENT STATUS, FEES AND GRADUATION ENQUIRIES, CHANGE OF ADDRESS OR PERSONAL DETAILS

You will be able to change your address, obtain registration details, obtain graduation details, withdraw from courses or view your fee status and request unofficial academic transcript online at:

<https://my.vcu.edu/group/myvcu/home>

Invoices for outstanding fees will be sent to your email and can be viewed in VCU e-services. The IPAS team does not have insight in any issues around fees. Please contact student finance with any questions.

A very informative page that can help you with many questions is:

<http://www.vcu.edu/students/index.php>

Here you can also access ample information about payment of fees. We will not be involved with the collection of fees, and for privacy reasons we do not have any insight in these matters. We will initially be involved in scholarship payment of ISAS scholarships only.

If you still need help, please contact:

VCU's Division of Student Affairs and Enrolment Services

Phone +1 804 828 1244
Facsimile +1 804 828 2180
Email dsaes@vcu.edu

GENERAL PROGRAMME ADMINISTRATION ENQUIRIES

For general information about the administration of the IPAS Programme at VCU, please contact

VCU Programme Director

Phone

E-mail address

Dr. Mary Loos

+ 1 804 828 8019

meloos@vcu.edu (preferred)

POSTAL ADDRESS

Mary Loos, PhD
International Programme in Addiction Studies
Department of Psychology
806 West Franklin Street
P.O. Box 842018
Richmond, VA 23284-2018
United States

PROGRAMME CONTENT AND ACADEMIC PROGRESS ENQUIRIES (ALL COURSES)

If you have questions related to specific courses offered by the faculty of KCL, UA or VCU, please contact the appropriate Programme Directors via email initially and, if necessary, via telephone:

At the University of Adelaide

Dr Femke Buisman-Pijlman	E-mail: ipas@adelaide.edu.au Phone: + 61 8 8313 5989 Facsimile: + 61 8 8224 0685
Dr Abdallah Salem	E-mail: abdallah.salem@adelaide.edu.au Phone: + 61 8 8313 34327

At King's College London:

Dr Anna Williams	E-mail: Anna.v.williams@kcl.ac.uk
Ms Louise Braithewaite Programme Administrator	E-mail: ipas@kcl.ac.uk Phone: +44 207 848 0682 Facsimile: + 44 207 848 0818
Jacqueline Szczerbinski Programmes Coordinator	E-mail: jacqueline.szczerbinski@kcl.ac.uk Phone: +44 (0)207 848 0611 Facsimile: +44 (0)207 708 0017

At Virginia Commonwealth University

Dr Mary Loos	E-mail: meloos@vcu.edu Phone: + 1 804 828 8019 Facsimile: + 1 804 828 2237
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IMPORTANT NOTICE

Please inform all Programme Directors (Dr Mary Loos, Dr Femke Buisman-Pijlman, and Dr Anna Williams) IN WRITING (email, fax or mail) about:

- Change of address or personal details**
 Please note that it is the responsibility of the student to notify the programme organizers of any change in their circumstances. Inability to contact the student may result in the student missing important deadlines. Lack of knowledge about assignment deadlines due to communication problems will not be accepted as a viable explanation for late submission
- Intention to change the type of enrolment**
 Please note that failure to notify Dr Mary Loos in a timely fashion about changes in the type of enrolment (PT or FT) may lead you to incur costs for courses not completed.
- Intention to withdraw from a course or programme**
 Please note that failure to withdraw from a module/course by the specific cut off dates set by VCU and listed in the "Critical dates" section of this manual will incur financial costs.

DEPARTMENTAL WEBSITES

We encourage you to look at the websites of the academic departments/institutes that you are now a part of as a postgraduate student on this programme. To learn more about the people in our departments and what they do, visit our web sites:

VCU	http://www.ipas.vcu.edu
KCL	www.kcl.ac.uk/iop/depts/addictions
UA	http://www.adelaide.edu.au/addiction/

CRITICAL DATES FOR ACADEMIC YEAR 2016/2017

CRITICAL DATES FOR ENROLMENT, PAYMENT, AND WITHDRAWAL

For each course you take deadlines apply to enrol, withdraw and pay fees. These deadlines are referred to as critical dates. The dates for the first semester are listed below. If you are not enrolled in a course, you will not be given access to the teaching material provided on Blackboard.

CRITICAL DATES, SEMESTER 1 (FALL 2016)

Last day to add or drop a incurring tuition fees for first courses	August 31, 2016
Last day to withdraw without failure (WNF)	November 4, 2016

CRITICAL DATES, SEMESTER 2 (SPRING 2017)

Last day to add a course or drop a course without incurring fees	January 23, 2017
Last day to withdraw without failure (WNF)	March 24, 2017

Below are helpful weblinks to pages with important information regarding tuition/fee schedules, as well as an optional installment payment plan:

<http://accounting.vcu.edu/tuition/> and

<http://accounting.vcu.edu/installment/>

ACCESSING PROGRAMME MATERIAL: BLACKBOARD ACCESS AND CONTENT

Blackboard is the online education service provided to VCU's students and staff. From Blackboard you will be able to access information on all courses/modules you are enrolled in this year; review course study material; check your grades (confidential); check average class grades for each test assignment or exam; receive messages placed on the Announcements notice board; participate in Discussion Boards; and access the University's online resources (e.g., electronic journals), personal tools, etc. You will need to go through Blackboard to access all course-related material.

Your username and password for Blackboard are your e-ID and password.

You can easily access Blackboard from the VCU home page:

<http://www.vcu.edu>

or at

<https://blackboard.vcu.edu/webapps/portal/frameset.jsp>

Once logged on to Blackboard, you will find that information is customised to present only details relevant to you and the online content for courses/modules that you are undertaking this year. You can use Blackboard to manage your workload through its features and tools. You will be required to participate in a Discussion Forum regularly (see below).

If you have difficulties navigating the Blackboard platform or would like to know more about its features, click on the Help button at the top of the Blackboard webpage. Please refer to the paragraph on getting help with Blackboard about troubleshooting.

If you are not logged into Blackboard, go to:

<https://blackboard.vcu.edu/webapps/portal/frameset.jsp>

You will be able to access the **VCU Libraries** through Blackboard (click on “VCU Libraries” tab) or directly (using the same username and password).

<http://www.library.vcu.edu/>

However, we strongly suggest that you use the IPAS International Library portal designed specifically for students in our programme by our excellent team of librarians. From this portal you will be able to quickly access not only VCU libraries, but once you have your KCL and University of Adelaide ids, you will also be able to access their libraries as well.

<http://guides.library.vcu.edu/ipas>

ENQUIRIES OR PROBLEMS RELATED TO BLACKBOARD

You may experience some difficulties with Blackboard along the way, either due to local settings on your computer, your internet connection or problems and outages from Blackboard. You can either call or email the helpIT Center at VCU (help desk) to assist you with these issues.

Please read your emails from VCU and check your “myVCU” page for notifications about scheduled maintenance and downtime.

The helpIT Center can be contacted by phone:

Phone: +1 804 828 2227

HelpIT hours (all hours are based on US Eastern time):

Monday to Friday 7:30 AM-9:30 PM

Saturday 10:00 AM-2:00 PM

Sunday 1:00-4:00 PM

Please note that hours may vary during holiday periods.

You can also email helpIT@vcu.edu to communicate with the helpIT Center

Because of the time differences, you will often use email. Please indicate in the subject line that you are studying by distance education. This should reduce the processing time of your question. Please complete the following email template to ensure that they have every chance to be able to respond to your enquiry without needing to contact you for further information before they can get started.

NB: THEY CANNOT HELP YOU WITHOUT SUFFICIENT INFORMATION.

- | |
|--|
| <ul style="list-style-type: none">• VCU e-id (i.e., first part of your VCU email address)• V number (also known as Banner ID)• Full name:• Operating system on the computer you are experiencing the problem: e.g., Windows XP• Internet browser that is being used when experiencing the problem: e.g., Mozilla or Internet Explorer 9• Location and time: e.g., Botswana 10 am local time• Type of internet connection: e.g., dial-up from home• Course/module name in Blackboard: e.g., ADDICTION POLICIES (IDAS 603)• Describe what you were trying to do: e.g., access Blackboard or do a quiz or view a lecture• Describe the problem that was encountered:• Describe any error messages that were presented:• Have you previously been able to complete this same task on the computer that is now causing problems?:• If yes, has anything changed on this computer recently?: |
|--|

STUDY AIDS

The Master of Science in Addiction Studies Programme curriculum has been designed to be self-contained. You will be provided with the following study aids for each course/module:

- **Lectures:** Lectures are provided online. Lecture duration varies between 30 and 90 minutes. The lectures outline and exemplify core concepts necessary to grasp the topic. Your readings will expand on material presented in these lectures. Lecture handouts are provided online in PowerPoint pdf files that can be viewed, downloaded or printed out.
- **Course Handbook/Syllabus:** A course handbook/syllabus is available online for each course. These contain specific information about the course/module including course learning objectives, assessments and course timetable.
- **Topic Outlines:** Topic outlines are provided online for each study topic and include learning objectives, title of the concept lecture, list of readings and revision questions for each topic. The revision questions are provided at the end of each topic outline and are intended to help you revise the content of the topic. You do not need to provide your answers to us.
- **Readings:** A series of suggested readings are listed in the Topic Outline. Some of these are essential (i.e., their content may be assessed) and others are optional. Readings may be provided in the VCU library course reserve or online (in the form of pdf files or as links to relevant websites). Additional or further readings are not a compulsory component but are a useful addition to the core content. The online readings include both journal articles and book chapters chosen from a variety of sources, which may also represent a wide range of disciplines necessary for the examination of drug-related issues.
- **Discussion Board:** The discussion board is a useful tool for exchanging information and ideas, and is an important part of your summative assessment (pp 27-29). You will be expected to discuss study topics with other students, but you can also discuss problems you may encounter while studying. A set number of contributions is compulsory.
- **Online tests:** The online tests are self-assessments designed to help you determine your progress. The tests are provided for most of the topics, and their completion may be compulsory in some courses/modules. However, the mark for the tests usually does not contribute to the overall mark for the course/module. You may be required to attempt each test at least once in order to be eligible to sit for the examination, but you are encouraged to take the tests as many times as you wish until you are satisfied with the result. In addition to the correct answers, brief individual feedback is provided for some of the tests. Please note that these tests are not included in the topic outline.
- **Blackboard – Online Education Service:** Blackboard provides online access to course study material (handbook, topic outlines, lectures, lecture notes, readings and assignments/tests), Programme Guidelines and Policies (that you are currently reading) and related forms, announcements, grades (your own and class average), Discussion Board, student email and other online tools.

You are required to become familiar with copyright information prior to accessing online study material. Copyright law differs across countries, and U.S. copyright laws will primarily govern the programme. There will be information about copyrights and appropriate use in your orientation materials.

ONLINE LIBRARY RESOURCES AT VIRGINIA COMMONWEALTH UNIVERSITY

VCU Libraries comprise one of Virginia's most outstanding and comprehensive library systems. There are two main library collections: one housed in the James Branch Cabell Library on the Monroe Park Campus, and the other housed at the Tompkins McCaw Library on the Medical College of Virginia (MCV) Campus. Both libraries have significant electronic holdings, which are available to registered students in possession of a valid e-ID and password.

When you enrol at VCU, you will be given instructions with regard to how to access your VCU electronic ID (e-ID) and set your password. Please keep your VCU e-ID and password in a place where they can be easily located in the event that you need to use them. IPAS programme staff will not be able to readily assist you with changes to your accounts. For help with electronic account problems, please contact: helpIT@vcu.edu or call the numbers listed in the "Blackboard and Online Learning Environment" section above.

A special electronic study guide and library interface known as the IPAS International Library has been prepared specifically for our programme by librarians at VCU, KCL, and UA. We envision that this will be your primary entry point into VCU's electronic library holdings. Access to this guide can be found at:

<http://guides.library.vcu.edu/ipas>

However, electronic holdings at VCU Libraries can always be accessed through the main Library page at:

www.vcu.edu/libraries

Materials held on electronic reserve for specific courses can be accessed at:

www.library.vcu.edu/reserves/

In addition to giving you access to library resources at VCU, your e-id will also allow you to utilize VCU email systems, which will be the primary means of communication for the programme.

GENERAL RULES FOR GRADUATE STUDY AT VCU

It is essential that you familiarize yourself with the VCU regulations for graduate study as these regulations (including provisions for continuous enrollment, and time limits on degree completion, will apply to you. **Please use the following link to access the General Academic Regulations for Graduate Students.** You should note that many processes, such as registration and withdrawal from courses, will be handled for you while VCU is the programme host. However, you will need to contact the VCU Programme Director to inform her of any changes in status so that graduate school dates and deadlines can be followed to the extent possible.

<http://bulletin.vcu.edu/graduate/study/general-academic-regulations-graduate-students/>

ONLINE RESOURCES AT KING'S COLLEGE LONDON

Online Libraries and IT Services

The online programme at King's College London is located at the Institute of Psychiatry, Psychology and Neuroscience (IoPPN) in London. The IoPPN Library is one of the largest psychiatric libraries in Western Europe, with access to several thousand electronic journals and over 42,000 books/multimedia items.

IPAS students will be asked to enroll as a student at the Institute of Psychiatry, Psychology and Neuroscience, King's College London. The online enrolment process will activate your King's IT account and create your King's online profile through the student record portal. You will receive an email from King's College London, which will contain your username, temporary password and instructions on how to enroll online. It is important you complete the enrolment task upon receipt of the enrolment email. Please make sure you keep a note of your King's College London username and password as you will need these details to access King's College London online resources.

If you have any questions about the King's enrolment process please contact the King's Programme Administrator, ipas@kcl.ac.uk.

Email

You can access your King's College London email using an email client (e.g Outlook) or web browser from anywhere with an internet connection.

Your username for the email service is your King's username plus @kcl.ac.uk as in the example: k1123456@kcl.ac.uk.

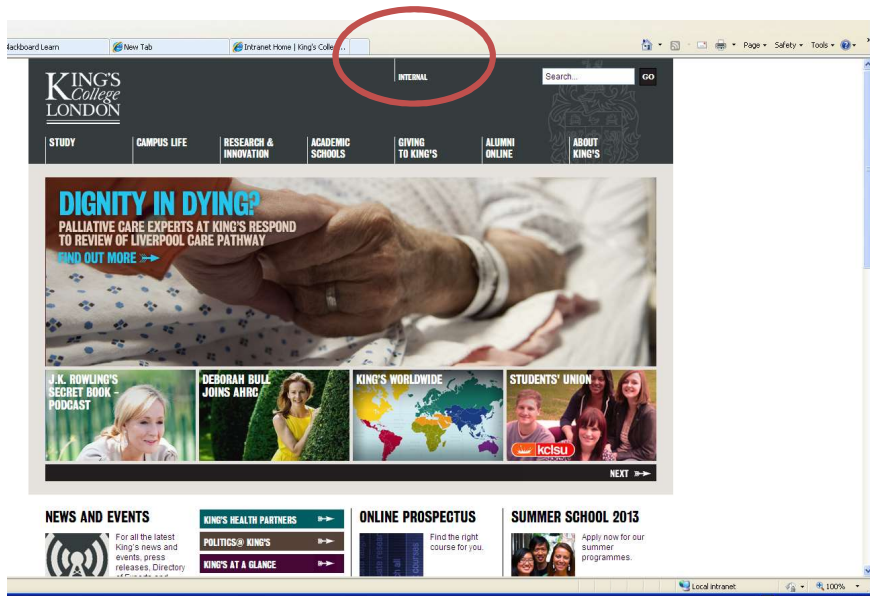
Log in to Outlook Web App at <http://outlook.com/kcl.ac.uk>

More information about your email account can be found on the [King's College London website](#).

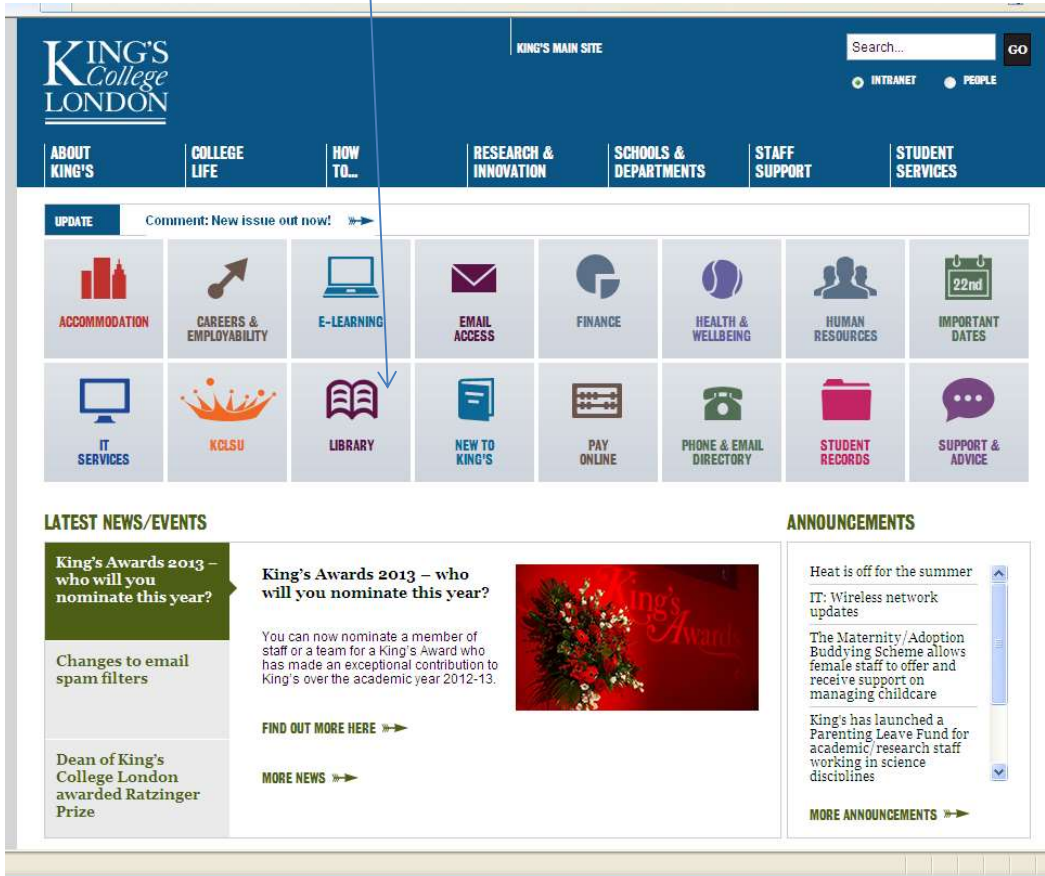
What does this give me access to?

You'll be able to log onto [Student Records](#) and have access to an extensive and rapidly growing number of local and remotely accessible electronic resources, including bibliographic and full text databases, electronic journals and books, international library catalogues, internet resource discovery tools, subject gateways, data sets, subject specific databases and multimedia resources. Most of these are accessible from outside King's. E-journals and databases, and e-books via the [Library catalogue](#). A username and password is needed to use some of the e-resources, especially off-campus - this will usually be your King's username and password.

To access the Library, click INTERNAL on the Kings College London main page



And then select LIBRARY



And then FIND RESOURCES

The screenshot shows the King's College London Library Services website. At the top, there is a dark navigation bar with the King's College London logo on the left and a search bar on the right. Below the navigation bar, there are several menu items: PROSPECTIVE STUDENTS, CAMPUS LIFE, RESEARCH & INNOVATION, FACULTIES, GIVING TO KING'S, ALUMNI ONLINE, and ABOUT KING'S. The main content area has a teal header for 'LIBRARY SERVICES'. On the left, there is a sidebar with links to ABOUT US, NEWS AND EVENTS, VISITING LIBRARIES AND ARCHIVES, USING OUR SERVICES, NHS, COLLECTIONS AND RESOURCES, SUBJECT SUPPORT, RESEARCH SUPPORT, INFORMATION MANAGEMENT, HELP AND GUIDANCE, FEEDBACK, and CONTACT US. The center of the page features a large image of a battle scene with the text 'CURRENT MAUGHAN LIBRARY EXHIBITION THE BATTLE OF WATERLOO'. Below the image, there are sections for 'Find resources' (listing Library catalogue, E-journals, Databases, Library@home, MyReadingLists, and Library Search) and 'Quick links' (listing Opening hours, Renew your books, Group Study Room booking, Finding your library, Borrowing, and Visiting other libraries). On the right, there is a 'LIBRARY SEARCH' box with a search input field and a 'Search' button.

A range of bibliographic databases, including Medline, EMBASE, PsycINFO, Web of Science, and Scopus, can be used to find psychiatric, psychopharmacology, neuroscience, sociology, social care, behavioural sciences and mental health research published in peer-reviewed journal literature. E-books including Psychiatry Online, the Medicines Complete reference books, the Henry Stewart Talks (online seminars narrated by leading scientists covering a wide range of topical biomedical topics) and many titles on your reading lists are also available electronically off-campus.

Graduates have access to a vast range of IT and e-Skills short courses including email and calendar management in Outlook; Office; Nvivo; SPSS; information retrieval; bibliographic software; customised courses for graduates such as Word; and long documents for theses and PowerPoint for posters. In addition, graduates have 'anytime anywhere' access to online self-paced courses from the Microsoft IT Academy. Training opportunities for graduate students can be found on StudentRecords.

Useful links: -

[King's College London Library Search:](#)

https://librarysearch.kcl.ac.uk/primo_library/libweb/action/search.do

Library Search is a single search interface enabling you to simultaneously search the library catalogue, the King's research portal and archives and millions of journal and newspaper articles. [More information can be found here.](#)

[Library Guide: Psychology:](#) <http://libguides.kcl.ac.uk/psychology/>

[Library Guide: Psychiatry :](#) <http://libguides.kcl.ac.uk/psychiatry/>

ONLINE RESOURCES AT THE UNIVERSITY OF ADELAIDE

WEBSITE AND MYUNI ACCESS

The University of Adelaide website (www.adelaide.edu.au) holds important and useful information for students. From the University's **homepage**, you can access useful student resources using the **Student tab**. Your username and password for the resources and Access Adelaide are the same as for your University of Adelaide email.

The screenshot shows the University of Adelaide website homepage. At the top, there is a navigation bar with the university's name and logo, and a search bar. Below the navigation bar, there are several menu items: About, Study at Adelaide, Learning & Teaching, Research, Faculties, Engage, Students, and Staff. The main content area features a large red banner for "RESEARCH TUESDAYS ICE STORM" with the text "FREE PUBLIC LECTURE - 9 AUGUST" and a "LEARN MORE/REGISTER" button. Below the banner, there are several sections: "Degree Finder" with a search bar and a "Search" button; "Study With Us" with a photo of a woman; "Research at Adelaide" with a photo of two people; "Open Day 2016" with a photo of a woman and the text "Sunday 14 August 2016"; "Building Appeal" with a photo of a building; "Research Stories" with a photo of a person working on a computer; and "Research Tuesdays" with a photo of a lecture hall and the text "Public lecture series".

MyUni is the online education service provided to the University of Adelaide's students and staff comparable to MyVCU. You can access MyUni directly or via "Unified", the student portal (<https://unified.adelaide.edu.au>).

Unified

Log-in

Student Mail

My Uni

Library

Access Adelaide

Welcome

There are a range of student services available online and on campus.

If you can't find what you need online, come to Information Services in Hub Central. We have campus maps, program and course information brochures, computers for general use and printing.

If we don't have the answer to your enquiry, we will find someone who does!

At the University Contact Centre you can pay your fees, collect graduation certificates, purchase academic transcripts. You can also purchase extra printing and internet quota. The University Contact Centre will also assist with all your ID Card requirements.

Find what you're looking for

- ▶ Student Services
- ▶ Study Resources
- ▶ Online Services

You can easily access both MyUni and your email from the University of Adelaide home page.

<http://www.adelaide.edu.au> or <https://myuni.adelaide.edu.au>

If you have difficulties with navigating the MyUni website or would like to know more about its features, click on the Help button on the top banner of the MyUni webpage.

You will be able to access the **Barr Smith Library** directly or through MyUni (using the same username and password). After login you can access the journals and e-books and look at resources and advice. You can for example find advice on how to search and reference. Students who are in Australia can also use the library services for distance education students.

<http://www.adelaide.edu.au/library/>

University Libraries

THE UNIVERSITY of ADELAIDE

Library / LibGuides / Referencing Styles & Academic Writing / Referencing

Referencing Styles & Academic Writing: Referencing

Enter Search Words Search

Referencing EndNote Academic writing Subject-specific writing guides

Using references

Referencing (or citing) is acknowledging the sources of information that you have used in your written work at university (for example, in an essay or a report, or in your thesis).

Citing a reference acknowledges the work of the author you have consulted and enables others to locate the item that you have cited.

University of Adelaide Referencing Guides

Visit the University of Adelaide's Writing Centre webpages for a range of Referencing Guides which can be downloaded or viewed online.

- APA
- Harvard
- Note
- Vancouver

Print referencing guides

Publication Manual of the American Psychological Association by American Psychological Association Staff
Call Number: 808.06615 A512p.6
Publication Date: 2010

WRITING AND SPEAKING AT UNIVERSITY

The University has excellent resources to help your study. For example, you can do an online course (available free of charge to all students) in Writing and Speaking at Uni. You can access these through MyUni or via the Student Tab.

Resources include:

Essay Writing
Writing Paragraphs
Cohesive Writing
Communication Skills
Plagiarism, Citation, and Referencing

STUDY STRATEGIES

STUDY WEEKS

Each of the courses/modules (with the exception of the Research Project in the Addictions) will consist of ten topics offered over 14 weeks. As you undertake this distance programme, it is imperative that you keep up with the study schedule and inform the course/module leader at the earliest opportunity if you are facing any difficulty in meeting deadlines.

A timetable for each course/module is provided within Blackboard in the Course Information section. Students studying on the full-time programme will be expected to **dedicate 30-35 hours per week to the programme** to cover lectures, readings, topic research and revision tests. Students on the part-time programme **should allow for 15-20 hours of study time per week**.

Students studying on the full-time programme may not use work commitments as a reason for not fulfilling programme obligations and would not be expected to be in full-time employment.

STUDYING AT HOME

ORGANISING YOUR STUDY

For those students who are finding the idea of going back to study daunting, the following guide to successful study skills may be helpful.

Hay I, Bochner D and Dungey C, (2002). *Making the Grade: A Guide to Successful Communication and Study*, Oxford University Press, Second Edition.

Some general tips:

- Check for VCU email communication and Blackboard Announcements regularly (we require checking a minimum of three times per week and suggest at least once per day).
- Organise your time and space to avoid interruptions.
- Inform your family and/or work about your study hours and explain that during that time you are in class.

Essential practice includes:

- Maintaining reliable internet access.
- Backing up all electronic submissions on memory stick/computer.

Although technical glitches may occur and things may go wrong from time to time when studying (and teaching) online, please understand that you are responsible for ensuring that you have the capacity to take part in the programme and submit work on time.

We will try to provide as much support as we can - contact us via ipas@vcu.edu if you feel that you need help.

Responsibilities of the student:

- **It is important for students to take responsibility in ensuring their own reliable access to the internet.**
- **The programme CANNOT assist you in any way with obtaining or maintaining internet access on your end.**
- **Please plan ahead carefully and start assignments early, as inability to access the internet is generally NOT an acceptable reason for failure to submit course material contributing to your final mark.**
- **If the problem is with the Blackboard system itself, then extensions will be arranged.**

Please consider alternative internet access routes in case your computer fails.

ASSESSMENT

Assessment is an integral part of the learning process. On this programme we will use a variety of assessment types to help guide your learning and maintain motivation.

In most of the courses/modules, the following types of assessment will be used:

- 1) formative
- 2) summative

FORMATIVE (ASSESSMENTS USED TO SELF_ASSESS COMPREHENSION OF MATERIAL)

Formative assessment tasks are provided in the form of online tests to help you learn and improve your level of understanding of the course material. "Formative" means that the result of the assessment is not included in the calculation of the final mark for the course. Formative assessments will usually be provided on a weekly basis but can be undertaken at any time as well as multiple times, once they are available. Feedback will be provided in the form of correct answers and test scores. Brief individual feedback may be provided where questions are answered in the form of a short essay. You will see the results of the test immediately upon completion and will be able to do the test again if you wish to improve your score. The test results **will not contribute to your final grade for the course**, although their completion may be compulsory. In some courses/modules you will be required to complete all formative assessment tasks in order to receive permission to undertake a written examination for the course/module. Specific details can be found in course handbooks.

SUMMATIVE (ASSESSMENTS CONTRIBUTING TO FINAL MARKS)

This is a common assessment type that is designed to grade and judge students' level of understanding and skill development for progression or certification.

In most of the courses/modules on this programme, summative assessment consists of the following components:

- 1) Discussion Board Participation
- 2) Written Assignment(s)
- 3) Written Examination

Specific details for the assessment components and their relative weighting can be found in course/module handbooks.

ASSESSMENT INSTRUCTIONS

Assessment of programme material will vary across courses/modules, and specific details can be found in handbooks. **This booklet only outlines general requirements and instructions.**

Please follow the guidelines below when participating in online discussion, preparing your assignments and/or organising your examination throughout the academic year.

If you fail an assessed element of a module, there is a chance that you will fail the module. In such an instance you will be offered a re-sit for that element. The mark for any re-sit of an assessed element will be capped at the minimum pass mark if the attempt is deserving of a passing grade. If upon re-taking the assignment you fail for the second time, you will fail the module. In this eventuality you will need to repeat the entire module at the next time it is available. Generally this will be the following year.

DISCUSSION BOARD PARTICIPATION

Discussion Board is a useful tool for exchanging information and ideas. You will be expected to discuss a variety of study topics with other students. You will practice using the Discussion Board in the first week of the programme.

The basic component of the Discussion Board is a message (also called a **post**). A message is “posted” by a student or a member of the teaching staff, meaning that they entered the message and submitted it to the Discussion Board. Messages may include an attached file.

The Discussion Board is an asynchronous tool; that is, other users do not have to be online at the time of posting to read the message – they can read it and join the discussion at any time.

Each course/module of the Master of Science (with the exception of the Research Project) consists of nine or ten topics, one for each scheduled week. The discussions (**Forums**) are generally initiated **on a weekly basis** (one topic each week), although there are scheduled weeks in each course when no discussion board is assigned. The Forum titles correspond to the titles of the study topics. Messages (**postings**) are organised into **Threads**. A Thread is a subtopic of a conversation in a Forum and includes the original message and all the responses to that message. The responses are usually indented and indicated by a “Re:” (for “regarding”).

In the IPAS Programme, there will be a minimum of seven required discussions during the course of each module. Although students will be responsible for reading and responding to discussion topics each week, the level of participation expected will vary for each student by week.

In the first week of the course, **all students** will be required to post an initial extended original response to the question(s) posed by the instructor. In addition to an original response, all students will also be responsible for providing at least two responses/follow-up questions to the posts of other students. Failure to provide additional posts will reduce marks for the week’s discussion. Having all students participate in the first week’s discussion will allow students to become engaged with the course material immediately, and also will allow instructors to provide feedback to all students early in the course to shape their ongoing work.

Following the first week, students will be divided into three groups (A, B, and C). In the weeks that follow, students in each group will take turns leading the discussion. For example, in week 2, students

assigned to group A will provide extended responses to the weekly question, while students in groups B and C will be responsible for reading the extended posting of their peers and responding to or commenting on, at minimum, the posts of two **different** classmates. In week 3, group B will take the lead and groups A and C will comment, while in week 4, group C will take the lead. Students in the lead group for a particular week will need to provide two additional responses in addition to their initial response, and attempt to address any questions posted to them. Students may provide more than two additional responses, but this is the minimum expected.

Thus, each student is responsible for formally and fully responding to the week's discussion question during three weeks: Week 1 (all students) and two additional weeks.

There will be at least two weeks without an assigned discussion, usually corresponding to weeks that major assignments or examinations are being completed to allow for revision.

The Discussion Board component of the course will be assessed. The administrative and teaching staff will monitor the Forum and moderate the discussion if necessary. Your ability to effectively communicate your intellectual curiosity and ideas to others in an online discussion will be assessed. In most of the courses/modules the mark will contribute up to 20% of the overall grade. Each week that a student serves as a "lead" discussant will count 30% toward their discussion board mark. The remaining weeks, when students are only required to comment on the posts of others will make up the additional 10% of the mark.

For the weeks you serve as a primary respondent, you will be graded on:

- Evidence of reading the essential reading material
- Level of understanding of the topic
- Ability to initiate a thread of discussion
- Critical thinking and debate
- Appropriate citation and referencing

For the weeks when students are primarily responding to the posts of others, students will be assessed in terms of the number of responses posted (a minimum of two) and will receive credit for participation.

Should you experience any difficulties, please contact the HelpIT Center at helpIT@vcu.edu.

* The manner in which Discussion Board is managed may be subject to revision depending upon enrolment.

DISCUSSION BOARD GUIDELINES AND TIPS

The following guidelines will help you meet the requirements for this component:

1. Your postings should reflect an understanding of or question about the course material. Focus on the questions posted (don't let the discussion stray), but also bring in related thoughts and materials, other readings, or questions that occur to you from the ongoing discussion.
2. You are expected to actively contribute to discussion board on a regular basis, as this is an assessed part of each course/module.
3. Initial Postings should be a minimum of two short paragraphs and a maximum of approximately one page. We want you to be thorough but succinct.
4. Use proper etiquette (proper language, spelling, typing, etc).

5. Your postings should advance the group's negotiation of ideas and meanings about the material; that is, your contributions should go beyond a 'ditto.' Avoid postings that are limited to "I agree" or "great idea" etc. If you agree (or disagree) with a posting, then say **why** you agree by supporting your statement with concepts from the readings or by bringing in related examples or experience. Some ways you can further the discussion (and apply higher levels of thinking skills) include:
 - a. Posing a substantive question aimed at furthering the group's understanding.
 - b. Expressing opinions or observations. These should be offered in depth and supported by more than personal views. Try to use quotes from the articles that support your postings. Include page numbers when you do this.
 - c. Making a connection between the current discussion and previous discussions, a personal experience, or concepts from the readings.
 - d. Commenting on or asking for clarification of another student's statement.
 - e. Synthesizing other students' responses.
6. Use the Discussion Board to discuss study materials and share information that is related to the course. Posting irrelevant or inappropriate messages may result in the loss of Discussion Board privileges and impact your participation grade.
7. Remember that while we will be assessing your participation and your ability to synthesize, analyze and clarify information learned in the topic, do not be afraid of making mistakes, indicating that you are having difficulties with understanding the study material, or raising controversial or unorthodox issues (as long as they are relevant to the topic discussed).

WRITTEN ASSIGNMENTS

Written assignments may include case studies, essays, literature reviews, project reports, etc.

It is important to aspire to high standards when writing your assignments. This includes striving to achieve high standards in both the content of your written work and its presentation. Remember that one important learning outcome is the ability to locate, analyze, synthesize and present information in a planned and organised manner. These are also important transferable skills that will be useful in other areas of your professional and personal activities.

Assignments that do not conform to the format requirements will be marked down or returned for correction prior to marking at the discretion of the Program Coordinator.

You should attach a formal cover sheet to the front of all assignments with a description of the assignment submitted and with details of the module and your student number.

FORMAT REQUIREMENTS FOR ALL WRITTEN ASSIGNMENTS

Please note a failure to adhere to the format below may result in lost marks for summative assignments.

Font: Arial or Times New Roman

Font size: 12

Word Limit: The ability to write in a concise and informative style is one of the very important skills you will be expected to master during this course. You are strongly advised to adhere to the word limit suggested for each written assignment (excluding reference list).

Deviations within 10% on either side are acceptable; however, a deviation of more than 10% may be penalised at the discretion of the course director. Word length only includes the body of text - not the references list, title page or cover sheet.

Layout: Clearly separate sections.
Use headings and subheadings.
Highlight them in **Bold** or *Italics* depending on the hierarchy and be consistent throughout the text.
Insert page numbers.

Writing Style: Specific guidelines for each assignment are included in the course handbooks (e.g., essay style).

Essay writing: You must attempt to answer the question as it is asked. Changing the question in any way is not permitted and will result in assignment failure.

Reference Style: It is important to make it clear to the reader what is your personal opinion and what is an account of someone else's opinion or findings. It is also important to be able to use quotations and references appropriately. Plagiarism (which is presenting someone else's words as your own, or failing to acknowledge the source of information presented) is a serious offence, and it is important to learn how to avoid it (see more on plagiarism later in this booklet).

Your referencing style should be consistent throughout the text and in the references list. There are a number of reference styles that are used by an academic community.

It is strongly recommended that you use the APA system, although some courses may also accept other options, such as the Harvard system. Some examples are provided below. Briefly:

In the text of your assignment (case study, essay, etc):

- cite references by the author's name and date:
For example:
at the end of a sentence: "...has been described (Simpson, 1999)."
at the beginning or mid-sentence: "As described by Simpson (1999)"
- If there is more than one reference to support a statement, cite them chronologically.
- Use "and" to link the names of two co-authors (Simpson and Collin, 2000).
- Use "*et al*" if there are more than two co-authors (Simpson *et al.*, 2001).

In the references list of your assignment:

- List references at the end of the paper in alphabetical order.
- Make sure that all references in the text are listed at the end of the paper and *vice versa*.

A reference for a **journal article** should include (in this order):

1. The names and initials of all authors
2. Year of publication
3. Full title of article
4. Journal (in its abbreviated form)
5. Volume number
6. First and last page of the article

Example:

Lago J A and Kosten T, (1994). "Stimulant Withdrawal". *Addiction* 89: 1477-1481.

A reference for a **book** should include (in this order):

1. The names and initials of all authors
2. Year of publication
3. Title of book
4. Names and initials of editors
5. Number of the edition if there is more than one
6. First and last page of the chapter being referenced
7. Name of publisher
8. Town of publication

Example:

Gold S, Miller N S and Jonas J M, (1997). "Cocaine (and Crack): Neurobiology" In: *Substance Abuse: A Comprehensive Textbook*, Lowinson J H, Ruiz P, Millman R B and Langford J L (Eds) (3rd Edition) (pp 166-181), Williams and Wilkins: Maryland.

A reference for a **document on WWW** should include (in this order):

1. The names and initials of all authors if available (or full title of article if names are not available)
2. Year of publication (if available)
3. Full title of article
4. Retrieved Date
5. URL

Example:

Dawson, J, Smith, L, Deubert, K & Grey-Smith, S (2002) '*S' Trek referencing, not plagiarism*. Retrieved October 31, 2002, from <http://studytrekk.lis.curtin.edu.au/>

Referencing academic work is a very important skill that we will expect you to acquire during the programme.

WRITTEN ASSIGNMENTS SUBMISSIONS

You will receive and submit your written assignments electronically via the Assignment section in Blackboard or via email if you are instructed to do so.

In each course where written assignments are required, you will receive specific instructions as to the manner in which you will be expected to make assignment submissions. Please refer to your course handbook for instructions.

LATE SUBMISSIONS

Please consider the following information carefully:

1. It is important that you learn how to effectively manage your time, organise your study efficiently and prepare assignments on time.
2. If you expect to have difficulty in submitting an assignment on time you must discuss this with the course/module coordinator ahead of time and before the submission date.
3. **You will need to formally seek permission from the course/module organiser for late submission before the deadline has passed. Please use the IPAS form for extensions and provide additional documents, like a doctor's certificate detailing the lost study time. The extent of the extension will largely be based on the information provided in the doctor's certificate. More detailed information about the processes and forms involved in seeking extensions on papers/examinations can be found in Appendices 1-3 at the end of this document.**
4. **Extensions to the assignment deadline are not given automatically, and poor time management will not be accepted as a reasonable explanation for lateness.**
5. Work commitments are not usually acceptable as a reason for late submission, especially for students that have decided to do the Programme in full-time.
6. Other reasons that are not usually acceptable:

“I lost my work on my computer”

“my computer broke down and I had not saved a copy”

“my dog ate my essay”

Although personal circumstances will be taken into consideration, a **penalty of 5% per day** will be subtracted unless a formal extension is granted. Students who do not submit work on time and who do not inform their course/module coordinator ahead of time will have their grades capped at the minimum pass mark if their assignment is deserving of a passing grade.

What to do if you need an extension:

If you are faced with circumstances that make it impossible to complete your work in a timely fashion, you must submit an **extension request form (See Appendix A)**. This should be submitted to your course/module instructor, and you must await response from him or her as to acceptance of the request for extension.

Completing an extension request form will not automatically lead to withdrawal from the course/module. If you feel that you will not be able to complete the course/module in a timely fashion, YOU MUST INFORM THE VCU Programme Director, Mary Loos, at meloos@vcu.edu. She will then inform the other Programme Directors. Please note that if you have passed the “drop” or “withdrawal” dates listed in the “Critical Dates” section of this manual, you will still be responsible for payment.

Extension request forms will be posted in the Course Information section of Blackboard in each course/module.

Please be advised that this is an intensive programme. Family holidays and similar events are not considered reasons for an inability to complete assignments. If you need to travel, it is essential that

you be aware that it is your responsibility to assure reliable internet access. If you have any doubt of your ability to maintain contact with the programme, you must let us know ahead of time, and you can chose not to enroll in a course.

EXAMINATION

Several courses use exams that can be either supervised written exams or computer-based open book exam. These exams will have a specific time at which they need to be completed. The duration and mode of the examination may vary by course/module at the discretion of the course/module director.

SUPERVISOR AND VENUE

Where there is an unseen written examination, the student will be responsible for organising both venue (with computer) and examination supervisor. Your course/module handbook will indicate the date by which you will have to provide the course/module coordinator with the details of your nominated examiner. This mode of examination offers many advantages to the student, such as flexibility in time and location of the exam. If you feel disadvantaged by sitting the exam on a computer (e.g. due to disability), you may request alternative arrangements based on the normal VCU exam regulations in a timely fashion.

The nominated person should be university level academic personnel. If you have difficulty finding an independent academic, please contact your course/module coordinator.

The supervisor CAN NOT be a member of your immediate family or a work colleague.

The Exam Supervisor Details form is available on Blackboard. The completed form should be returned to the course coordinator by the due date indicated on Blackboard. A statutory declaration form will be signed by the supervisor and the student at the time of the exam. The examination parcel will be emailed to the nominated supervisor along with the Exam Supervisor Instruction Sheet. Note that we cannot accept responsibility for your supervisor not receiving the examination paper if the form is not received by the due date. The examination supervisor will be responsible for conducting the examination according to the instructions and sending the documents back to us. Exam work from closed-book exams submitted by students will not be marked.

A venue must provide the student with privacy and quiet for the duration of the examination. A suitable venue, for example, might be a classroom at the local high school, or side room in a library. Most examinations may require a **computer** (without internet access).

EXAMINATION MATERIALS

All written examinations may be “open-book” or “closed book”.

Materials permitted in examination venue for a closed book exam:

- Loose pens and pencils
- Eraser
- Other items as specified by the course/module director
- Dictionaries may be used if allowed by the course/module director, but must be held by the invigilator/exam proctor while not immediately in use.

The examiner is responsible for ensuring that the student does not take any material into the examination that would contravene the regulations of the Programme. Students may take a small bag into the examination venue. They should remove any materials permitted in the examination venue on their arrival, then place the bag under their desk until they leave. Mobile phones need to be handed to the examiner.

Students are not allowed to take notes or exam papers out of the exam venue.

PERMISSION TO ATTEND EXAMINATION

Students are eligible to attend examination if the prescribed work has been completed to the satisfaction of the teaching staff concerned, and if students have complied with the general IPAS requirements to sit an exam (payment of fees, etc.). Satisfactory discussion board participation is a prerequisite for taking the exam.

Students who are refused permission to sit for examination shall be deemed to have failed the examination.

SUPPLEMENTARY EXAMINATION

Supplementary examinations may be granted on medical, compassionate or academic grounds. This will need to be ratified by the Program Coordinator.

GRADING SYSTEM

MARKS AND GRADES

The tripartite nature of the IPAS programme can make marks and grades somewhat confusing, so please read the following section carefully.

The US, UK, and Australia all use somewhat different marking schemes. When you are given a mark for a specific assignment in a course/module, that mark will be given **IN THE MARKING SCHEME OF THE UNIVERSITY THAT IS RESPONSIBLE FOR RUNNING THE COURSE/MODULE.**

This is important, as a “50,” for example, means very different things in the US and the UK. In the US this is a low failing grade; in the UK and Australia it is a minimally passing grade. Students from the US often panic when receiving a 65, when in the other grading schemes this is a strong mark. Similarly, an 85 in the US system, which would be a passing mark, does not reflect the same performance as an 85 in the UK or Australian system, where this would be an exceptionally high mark.

Your final course/module mark will be converted into the marking schemes of all three countries so that marks can be finalized in all three University systems.

Please note:

- If you fail an element of the course/module, there is a risk you may fail the whole course/module. At the discretion of the instructor, you may be offered the possibility of repeating and resubmitting the failed element. If offered a re-sit, your score will be capped

at the minimum passing grade for the element. If you are offered a re-sit and you do not submit it within 2 weeks, your original failing grade will be used in the calculation of your final mark for the course. If you fail the course, you will be required to repeat the whole course/module the next time it is available (courses/modules are usually run once per year).

- Students who fail their final examination will be allowed to “re-sit” the examination once; however, a successful re-sit achieving a pass or over will be capped at the minimum Pass mark in the three grading schemes. This re-sit must be completed within 2 weeks of initial failure notification. Failure to comply within this time limit will result in course/module failure.
- Students who do not gain enough marks to be awarded a pass will receive a grade of ‘Incomplete Fail’ (or “F” in the U.S. grading scheme) for the particular course/module.
- Students who have failed a course/module twice may not re-enrol in that course except by special permission of the faculty. Specific conditions may apply to the re-enrolment.
- Students who withdraw from the course/module (subject) after the census date* will receive a Withdraw No Fail (WNF) or Withdraw Fail (WF) grade (depending on the date the course/module was dropped).
- Please see Critical Dates Section for specific WNF dates for each teaching period in 2016.

POLICIES

STUDENTS WITH DISABILITIES

The VCU administration advises that Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 require Virginia Commonwealth University to provide an 'academic adjustment' and/or a 'reasonable accommodation' to any qualified individual with a physical or mental disability who self-identifies as having such. Please let us know as soon as possible if you need special help.

The Disability Support Services Office website provides more information:

<http://www.students.vcu.edu/dss/>

STUDENT COMPLAINTS POLICY

VCU's policies regarding grade disputes or other complaints can be found at:

<http://www.students.vcu.edu/policies.html>

Please contact us in the first instance if you have any issues or problems.

ACADEMIC PROGRESS

In the case of poorly performing students, the IPAS programme committee may prescribe rules for review of academic progress. Any student who meets the requirement for review will be asked to show cause as to why they should be permitted to continue their studies. Students who cannot adequately explain poor academic performance may have their enrolment cancelled or restricted, and/or be precluded from undertaking further studies toward their programme.

Students whose student accounts are in deficit from a prior grading period at the time of the start of a new grading period will not be allowed to progress to the next set of courses until such time as their account is cleared, or they have formal permission from the Office of Student Accounting to do so. **All financial appeals must be initiated by the student.** Students in arrears at the time of graduation will also not be allowed to matriculate until all accounts are cleared.

VCU HONOR SYSTEM

Any persons enrolled in any course offered by VCU are responsible for acting in accordance with the provisions of VCU Honor Code. An integral part of the VCU HONOR SYSTEM is the Honor Pledge:

"On my honor, I have neither given nor received aid on this assignment."

All work is considered to be pledged unless the instructor specifies otherwise. This includes online activities.

Six acts are violations of the policy: Cheating, Plagiarism, Facilitating Academic Dishonesty, Abuse of Academic Materials, Stealing, and Lying. There are also six penalties, which may be imposed upon students who are found guilty of violations: Honor Probation, Assignment of Grades, Suspension, Expulsion, Revocation, and Other Relevant Sanctions. All members of the University community are responsible for bringing charges against a student believed to be in violation of the VCU HONOR

SYSTEM. Charges may be informal (anonymous and verbal) or formal (written). Under the informal route, the Coordinator meets with the accused to obtain an explanation. Under the formal route, written charges are filed with the Coordinator, who investigates by consulting with all parties involved. The Coordinator may refer the matter to the Academic Campus Honor Council for a hearing in instances where the Coordinator feels the accused student may be subject to suspension or expulsion from the University.

The current Interim Honor System in its entirety can be reviewed on the Web at

<http://policy.vcu.edu/sites/default/files/Honor%20System%20-%20Interim.pdf>

The Honor System must be upheld and enforced by each member of the Virginia Commonwealth University community. The fundamental attributes of our community are honor and integrity. We are privileged to operate with this Honor System.

PLAGIARISM AND RELATED FORMS OF CHEATING

PLAGIARISM AND COLLUSION

The most common forms of academic dishonesty in assignments are plagiarism and collusion. We will define them here so that all students understand their meaning. Students might breach these important fundamental principles unknowingly, so please review this information carefully.

Plagiarism: using another person's ideas, designs, words or works without appropriate acknowledgement. This does not only apply to copying of text, but also to lack of immediate referencing of opinions and findings of others.

It is important to be aware that there can be large cultural differences in student experiences with appropriate referencing and citation. You must be sure to make yourself aware of the expectations for this programme. An interesting article related to cultural differences in use of sources can be found at:

<http://uc.vcu.edu/learning-support/writing-center/safeassign/safeassign-culture-a-complicating-factor/>

Collusion: another person assisting in the production of an assessment submission without the express requirement, consent or knowledge of the assessor. *Remember that collusion involves both getting help and giving help on evaluated tasks that are supposed to be done independently (e.g., tests, quizzes, written projects).*

CONSEQUENCES OF PLAGIARISM AND COLLUSION

The penalties associated with plagiarism and collusion are designed to impose sanctions on offenders that reflect the seriousness of the University's commitment to academic integrity.

Penalties may include:

- the requirement to revise and resubmit assessment work
- receiving a result of zero for the assessment work
- failing the course, expulsion
- notice on academic transcripts indicating honor code violation

ADDITIONAL KING'S COLLEGE LONDON POLICY ON PLAGIARISM AND COLLUSION

Your work will be passed through the web-based service 'Turnitin' in order to check if your essay is original and adequately referenced. Your essay will be analysed carefully for plagiarism in case the Turnitin Index is over 30%. If plagiarism is confirmed, at the first offence, and depending on the severity of the case, 10%, 50% or 100% of the essay grade will be deducted. A re-submission will normally be necessary and this submission will be capped at 50%. If a second offence happens, a failed grade will be attributed and there will not be an opportunity for re-submission.

Plagiarism and related forms of cheating

Plagiarism is the taking of another person's thoughts, words, results, judgements, ideas, images etc, and presenting them as your own.

Plagiarism is a form of cheating and a serious academic offence. All allegations of plagiarism will be investigated and may result in action being taken under the College's Misconduct regulations. A substantiated charge of plagiarism will result in a penalty being ordered ranging from a mark of zero for the assessed work to expulsion from the College.

Collusion is another form of cheating as is the unacknowledged use of material prepared by several persons working together.

Students are reminded that all work that they submit as part of the requirements for any examination or assessment of the College or of the University of London must be expressed in their own words and incorporate their own ideas and judgements. Direct quotations from the published or unpublished work of others, including that of other students, must always be identified as such by being placed inside quotation marks with a full reference to the source provided in the proper form. Paraphrasing - using other words to express another person's ideas or judgements - must also be acknowledged (in a footnote or bracket following the paraphrasing) and referenced. In the same way, the authors of images and audiovisual presentations must be acknowledged.

Students should take particular care to avoid plagiarism and collusion in coursework, essays and reports, especially when using electronic sources or when working in a group.

Students should also take care in the use of their own work. Credit can only be given once for a particular piece of assessed work. Submitting the same piece of work (or a significant part thereof) twice for assessment will be regarded as cheating.

Unacknowledged collaboration may result in a charge of plagiarism or in a charge of collusion.

Students are advised to consult School and departmental guidance on the proper presentation of work and the most appropriate way to reference sources. Students should be aware that academic staff have considerable expertise in identifying plagiarism and have access to electronic detection services to assist them.

If you are not sure about your work, please consult your module leader.

EXAMINATIONS

Any form of cheating in examinations is expressly forbidden by the VCU Honor Policy whether it is using unauthorized resources, prior knowledge of exam information, etc.

LEAVE OF ABSENCE

Leave of absence (LOA). When experiencing unexpected extended delays or personal setbacks, Graduate students should request leaves of absence from their programs through written appeals to their Programme Director. It is important to note that students need to separately withdraw from courses or abstain from enrolling in courses if they do not wish to incur fees. The Programme Directors will forward the requests to the appropriate school dean/dean designee who, following departmental governance procedures, will forward their recommendations and any supporting documentation to the dean of the Graduate School, who will respond for the university. Students who are out of compliance with continuous enrolment policies ([see policy on Continuous enrolment for degree-seeking graduate students](#)) and who have not been granted approved leaves of absence by the graduate dean must reapply for admission to VCU and to their graduate degree programs. **Graduate students with approved leaves of absence are exempted from continuous enrolment requirements for the LOA period.** Students should note that while leaves of absence temporarily suspend continuous enrolment requirements, they do not extend time limits for completion of degrees. (See [policy on Exceptions](#).)

See policy at: <http://www.pubapps.vcu.edu/bulletins/about/?uid=10045&iid=31071>

GRADUATION

GRADUATION CEREMONY

Students who have completed all requirements for graduation should apply for graduation at their host university to receive the joined degree. You should also request graduation at the two other universities. You may attend a graduation ceremony at the University of your choice (Adelaide, Virginia Commonwealth or King's College London) or request to receive the testamur in absentia. If you want to receive the degree without visiting a ceremony, please follow the steps of Adelaide University and indicate that you want to graduate in absentia. You can also request a transcript listing all of your grades at any of the universities.

GRADUATION AT VIRGINIA COMMONWEALTH UNIVERSITY

In order to graduate from VCU and be included in a graduation ceremony, students must submit a graduation application in the early part of the term in which they intend to graduate (early June for IPAS students who will be completing their degree on time). Because of the unique nature of this programme, usually the Programme Director will initiate the graduation application for the student, and then get permission from the student to submit it on their behalf. When the student has successfully completed all the requirements for graduation, a revised copy of this form is submitted to the University for appropriate signatures.

Graduation ceremonies are only held two times per year at VCU: in mid-December and in early May. Students graduating in August are welcome to attend the December graduation ceremony. If you wish to attend, please contact the VCU Programme Director. You will be required to wear appropriate academic dress, which can be obtained through the VCU bookstore.

Because most IPAS students do not choose to come to a graduation ceremony, your diploma/certificate will be mailed to you at the address you identify on your graduation application UNLESS YOU LET US KNOW AHEAD OF TIME that you wish to participate in a graduation ceremony. If you decide to do so, please inform the VCU Programme Director where you intend to participate in the ceremony, and the testamur will be delivered to the appropriate department. Information about how to obtain copies of VCU transcripts can be obtained at:

www.enrollment.vcu.edu/rar/transcripts.html

GRADUATION AT UNIVERSITY OF ADELAIDE

To finalize your degree, you will need to request graduation at The University of Adelaide. This does not mean that you need to attend the graduation locally, although you can choose to do so. The graduation process will guide you through a few steps and will ask whether you wish to attend the graduation in Adelaide (only) or receive an Adelaide academic transcript by mail. Applications are managed online, this does mean that you will need to keep your login details for your Adelaide ID and keep renewing it once a year. You will be reminded of this repeatedly in your Adelaide email.

So please always submit your request for graduation at the University of Adelaide using Access Adelaide or the link provided on the website. <http://www.adelaide.edu.au/student/graduations/> This will ensure that completion of your degree is recorded; this will be recorded on your academic transcript.

Graduations applications are an online process via Access Adelaide. The Graduations website will provide you with detailed information about the graduation process, including deadlines for each Graduation ceremony.

The University of Adelaide holds graduation ceremonies in Adelaide and offshore in Singapore in April each year.

To apply, proceed through the Steps for Graduation. Please complete these even if you do not choose to attend a graduation ceremony. Note that late applications are not accepted.

Important Deadlines for Graduations in Adelaide University

The Graduations website also has a page that sets out important deadlines for the graduation process.

On the Graduations home page ('Information about Graduations') click on 'Important Deadlines' on the left-hand side. The 'Important Deadlines' page provides, *inter alia*, the last day for submitting your application to graduate via Access Adelaide, the date from which you can view your ceremony allocation, the last day to surrender a parchment (if required), the date you can view your Eligibility (to Graduate) letter on Access Adelaide, the last day to resolve any issues preventing you from graduating, change of any name details, award details, etc. This page also provides a handy downloadable [Important Dates Checklist](#) for you to use.

When completing the Application online (at Step 1), you can choose whether you wish to either:

- attend the ceremony 'In Person', in which case you will receive your parchment at the ceremony (and not at KCL or VCU)
- or
- graduate 'In Absentia', which means you will not attend the ceremony in person.

Attending a Graduation Ceremony (Academic Dress)

If you are graduating at a ceremony at the University of Adelaide, you are required to wear full academic dress. This usually consists of a gown, a hood or stole, and a mortar board or bonnet. Each degree has a different coloured hood or stole, and the gowns vary depending on the degree. The staff that hire out the academic dress know what colour your hood should be and which gown to wear. There is more information about where you can hire or purchase academic dress on the Graduations website at:

<http://www.adelaide.edu.au/student/graduations/students/howtograduate/>

Although the actual diploma (parchment) that you receive upon graduation from IPAS will be produced by and sent to you from VCU, you can choose to visit a graduation ceremony at any of the three Universities administering this programme.

GRADUATION CEREMONY AT KING'S COLLEGE LONDON

In order to graduate from King's College London, you should contact the following office to book your graduation:

graduation@kcl.ac.uk

Booking opens each year in mid/late October for the winter graduation ceremonies and in mid/late April for the summer graduation ceremonies. Places for ceremonies are allocated as bookings are made, so in order to avoid any disappointment we would advise booking your place as soon as possible. On occasion, ceremonies become full prior to the closing date; if this is the case, an alternative ceremony date will be offered to you.

Students and their guests are strongly advised to book their place prior to committing to travel and/or accommodation plans. The Graduation Office cannot be held liable for any travel or accommodation booked.

If you find that you are unable to attend the first ceremony you are invited to, you are welcome to come to the following session of ceremonies. You are only permitted to defer once, after which point, in fairness to future graduates, it will not be possible to include you in a ceremony. You can defer your ceremony place through your MyPage Student Record.

If you do not defer your invitation to book and should you later decide that you wish to attend the next session of ceremonies, it is your responsibility to make yourself aware of the deadline and to book your place. You will not be sent an invitation to book your place, as invitations are only sent to students who have previously selected to defer their place or are being invited for the first time.

For more information please go to:

<http://www.kcl.ac.uk/campuslife/services/grad/index.aspx>

The Student Registration Office is responsible for the production of official College transcripts for students who have completed their degree. In order to request a King's transcript of your degree please go to:

<http://www.kcl.ac.uk/campuslife/services/examinations/transcripts/ordering/index.aspx>

PTES Survey

Kings College London invites all students once a year on taught postgraduate programmes to take part in the Postgraduate Taught Experience Survey (PTES) which is a survey voluntarily undertaken by British Universities seeking information from students about their study experience.

The survey is an online questionnaire and consists of multiple choice questions about different aspects of life on a graduate programmes at King's. Respondents to PTES provide important benchmarks for individual programmes against anonymous, aggregated results in comparator institutions, while maintaining confidentiality and anonymity.

Why should I take part?

This survey gives you an unprecedented opportunity to have your say about studying at King's: to note areas of strength and good practice as well as identify areas where improvements can be made. The information you provide will be taken very seriously and considered at the highest level in the College. Your input will make a valuable contribution to both the local and the collegiate picture of the postgraduate provision at King's. PTES enables your views to be given in a safe, secure manner. Your survey results will not be tracked back to identify you in any way and all survey results will be presented in an aggregated and anonymised form. The results of PTES are not made public but are available for departments and Schools to consider within the College.

What do I need to do?

Around early April, you will receive an email (from your KCL account) inviting you to complete this survey. A unique user name and password will be included in the email, along with a direct link to the online questionnaire. You will be asked to feedback on five key areas: 'Teaching and Learning'; 'Career and Professional Development'; 'Learning Resources'; 'Organisation and Management' and; 'Assessment and Feedback'. Completing the survey will take about 30 minutes.

What happens to the results?

Survey results will be disseminated to all areas of the College during the summer. We take these results seriously. Positive feedback about your experience will help future cohorts enrolling onto your programme of study and will provide useful material for internal comparative analysis across the discipline and programmes. Collective responses about the need for improvement will also help the College and the IOPPN to work strategically and practically to make things better. For further information about what the IOPPN has done in action to previous surveys please visit the following webpage:

<http://www.kcl.ac.uk/loP/study/ptes/yousaidwedid.aspx>

Appendix 1 – IPAS; Guidance Notes on Mitigating Circumstances

It is a Programme requirement that all students take or submit their assessments at times prescribed by faculty of the Programme. However, it is acknowledged that exceptionally, through illness or other good cause a student may be unable to meet these requirements. In such instances Programme regulations allow students to submit details of their mitigating circumstances for consideration by boards of examiners. The boards will use the information submitted to determine whether the mitigating circumstances provided by the student are an acceptable reason for missing an assessment for example. This document provides information on the Programme's mitigating circumstances procedures.

What are Mitigating Circumstances?

They are unforeseen circumstances, outside a student's control, that have a significant detrimental effect on his/her performance.

In what ways might mitigating circumstances affect my academic performance?

There are two situations in which a board of examiners within the Programme can take mitigating circumstances into account;

- 1) Where the mitigating circumstances mean that a student is unable to meet a published deadline for submission of assessed work
- 2) Where the mitigating circumstances mean that a student is unable to take an examination at the prescribed time

Each of these situations requires a student to submit a different form in order to notify the boards of examiners of their mitigating circumstances (see below).

What should I do if my mitigating circumstances mean I am unable to meet a deadline?

In this situation you are required to submit an **Extension Request Form (ERF)** (please see **Appendix 2**)

You should use this form to request an extension to a deadline as soon as you become aware that you will be unable to meet the original published deadline. You can submit the form, along with appropriate documentary evidence, any time before the deadline.

If at all possible you should continue to work towards the original published deadline until the outcome of your request is known. Whilst the Programme Director will reach a decision on your request as soon as is reasonably possible, you should be aware that it can take up to 14 calendar days. Consequently, when you make a request close to the original published deadline your submission may not be considered until after the deadline has passed. In that situation you should submit your work as soon as is reasonably possible after the deadline, even if you have not been notified of the outcome of your extension request.

Please note that work submitted late will only receive a mark if the mitigating circumstances are considered acceptable. If your mitigating circumstances are considered unacceptable your coursework will be deemed late and will receive a mark of zero as per College policy.

If you need help in deciding whether your mitigating circumstances might constitute an acceptable reason for late submission of work then you are advised to seek advice from a member of academic staff (for example your personal tutor, senior tutor or the relevant module leader) or the KCLSU Advice Centre. The final decision rests with the Chair of the Programme/Part Board of Examiners responsible for your degree programme.

What should I do if my mitigating circumstances mean I am unable to sit an examination? (includes in-course assessments and primary summative assessments)

In this situation you are required to submit a **Notification of Examination Absence (NEA)** form (please refer to **Appendix 3**)

The form can be submitted at any time before an examination but no later than 7 calendar days after the date of a missed examination. The completed form must normally be supported by appropriate documentary evidence, but you should not delay submitting the form if you do not yet have the appropriate documentary evidence.

When submitting the form before an examination it is important that you continue to work towards your examination if at all possible until the outcome of your submission is known (normally within 14 calendar days from the from the date of submission).

If you need help in deciding whether your mitigating circumstances might constitute an acceptable reason for missing an examination then you are advised to seek advice from a member of academic staff (for example your personal tutor, senior tutor or the relevant module leader) or the KCLSU Advice Centre. The final decision rests with the Chair of the Programme/Part Board of Examiners responsible for your degree programme.

You should be aware that the Programme operates a strict “**fit to sit**” policy; if you present yourself for an examination then you are declaring yourself as fit to be assessed and cannot subsequently decide that taking the examination was a mistake because you did not perform as well as you had hoped because of your illness for example. The only exceptions to this are;

- where you are taken ill *during* an examination and so are unable to complete it. In that instance you should report your illness to an invigilator in the examination hall who will provide you with a signed “incidence report form”. You should make an appointment with a doctor to obtain a medical certificate as soon as is reasonably possible and submit the medical certificate and incidence report form along with a completed Notification of Examination Absence form.
- where you have evidence that illness or other circumstances rendered you unable to make a rational decision as to your fitness. In this instance you should submit the Notification of Examination Absence form along with supporting documentation that explains why you were unfit and why you were unable to make a rational decision as to your fitness.

If your mitigating circumstances are deemed a valid reason for missing an assessment then one of the following will be applied to the missed assessment;

- You will be awarded a replacement assessment at a later date
- You will be awarded an alternative form of assessment at a later date
- The assessment will be declared void and your module mark rescaled such that the module mark is based only on those elements of assessment you completed

If your mitigating circumstances are not deemed a valid reason for missing an assessment then you will be marked as absent from the assessment and awarded a mark of zero.

Will my marks be increased due to my mitigating circumstances?

No. College regulations do not permit marks for individual elements of assessment to be adjusted to compensate for mitigating circumstances.

What kind of mitigating circumstances would normally be considered valid?

It is not possible to provide a complete list and each claim made by a student is considered on its merit. However, listed below are some examples of mitigating circumstances that when supported by appropriate documentary evidence would normally be deemed acceptable:

- Bereavement – loss of close relative/significant other;
- Serious short term illness affecting the student;
- Serious illness affecting a close family member;
- Deterioration of a long term physical health and / or mental health condition
- Significant adverse personal/family circumstances;
- Other serious unforeseen factors, which have a significant impact on your ability to complete your assessments;

What kind of mitigating circumstances would normally be considered invalid?

It is not possible to provide a complete list but claims made on the basis of the following mitigating circumstance would not normally be deemed acceptable:

- Minor ailments such as cough, cold, headache etc.
- Personal disruptions or events that could have been anticipated such as holidays, moving house;
- Poor time management;
- Financial pressures;
- Computer/printer/photocopier problems;
- Feeling unprepared for an examination;

What is acceptable supporting documentary evidence?

Supporting documentary evidence must be provided by an independent third party and is required in all cases to support a student's claim of mitigating circumstances. In all cases the evidence provided must be signed, dated and presented on official headed paper. It must be written in English with the source of translation provided if the document has been translated.

It is not possible to provide a complete list of acceptable evidence but examples include:

- Doctor's note;
- Letter from a hospital consultant;
- Hospital appointment form showing clearly the students name and date of birth;
- Letter from a counsellor;
- Letter from a solicitor;
- Police report;
- Death certificate;

You should seek advice from your personal tutor if you are unsure of what evidence you might be able to provide in support of your claim.

Where should I submit the forms?

This will depend on your programme of study. Details will be found in your programme handbook

Who makes the final decision?

All claims of mitigation are considered by the Program Director responsible for your degree programme
In reaching a decision the following will take into consideration;

- Whether the mitigating circumstances are significant including the period covered;
- The number of assessments affected; within a given module there is a limit to the number of assessments you can miss whilst still being able to demonstrate that you have achieved the learning outcomes of the module;
- The authenticity of the evidence provided;

When will I get a response to my submission and what will I get back?

You will normally be notified of the Chair's decision within 14 calendar days from the date you submit the form, but bear in mind that it may take longer during periods when the College is closed, notably the Christmas and New Year period. You will be contacted via your KCL email address and normally the response will summarise the outcome of your submission. You can however request a full copy of the Chair's decision letter.

Can I appeal against the decision?

You can appeal against a decision of the Board of Examiners but submitting an EDR2 form. Please read the guidance notes associated with the EDR2 form carefully before lodging an appeal.

Appendix 2 – IPAS; Extension Request Form

To students: Please read the guidance notes on mitigating circumstances carefully before completing and submitting this form. You can also seek guidance from your Course/Module Director.

Use this form to request an extension to the original published submission deadline for a piece of assessed work. DO NOT use this form if you miss an examination through illness or other good cause; in that situation you should complete a *Notification of Examination Absence* form.

IPAS faculty will use the information contained within this form, along with any supporting documentation, to determine whether your reasons for being unable to meet the original published submission deadline are, or are not, acceptable. If you need help in deciding whether your mitigating circumstances might constitute an acceptable reason for late submission of work then you are advised to seek advice from a member of academic staff (for example your the relevant module leader). The final decision rests with the Director responsible for your degree programme.

You should use this form to request an extension to a deadline as soon as you become aware that you will be unable to meet the original published deadline.

If at all possible you should continue to work towards the original published deadline until the outcome of your request is known. Whilst the Program Director will reach a decision on your request as soon as is reasonably possible, you should be aware that it can take up to 14 calendar days. Consequently, when you make a request close to the original published deadline your submission may not be considered until after the deadline has passed. In that situation you should submit your work as soon as is reasonably possible after the deadline, even if you have not been notified of the outcome of your extension request. You should be aware that in such instances, if your reasons for requesting an extension are deemed unacceptable, your work will receive a mark of zero.

Personal Details	
Full name:	Student number:
Programme of study:	Candidate number:
Year of study:	VCU email address (you will be notified of the outcome via this email address):

Deadline(s) that will be missed					
Module Code	Module Name	Assessment description e.g. essay 1	Original published deadline	Requested deadline extension (please state date)	For Exam Board use only

Details of mitigating circumstances

Please provide details – including dates - of the mitigating circumstances that will lead you to be unable to meet the original published deadline (continue on a separate sheet if necessary).

Supporting documentation (please see guidance notes for examples of acceptable documentation)

1. Are copies of documentation in support of your claim attached (please ✓) Yes No (go to Q2)

2. If NO, please state when you will be able to supply documentation in support your claim (normally this will be within 14 calendar days of the date of your submission), or explain (here) why you are not able to do so:

Please note that a final decision cannot be made until you supply the documentation and that unsupported claims will be normally be rejected.

Student declaration

I confirm that all the information contained in this statement is accurate and complete to the best of my knowledge and I understand that the College regards the submission of false mitigation as a very serious offence and will be subject to disciplinary action. I consent to the information being used by the relevant Boards of Examiners to come to a decision, and understand that the information will be treated in the strictest confidence.

Signature of student:.....Date:.....

Once completed please submit TWO copies of this form, along with copies of your documentary evidence, to the receiving office relevant to your programme of study (details will be found in your programme handbook).

Appendix 3 – IPAS; Notification of Examination Absence Form

Please note that this form replaces the Mitigating Circumstances Form (MCF)

To students: Please read the guidance notes on mitigating circumstances carefully before completing and submitting this form. You can also seek guidance from your personal tutor or the KCLSU Advice Centre.

Use this form to notify the Programme/Part Board of Examiners of mitigating circumstances that will prevent, or have prevented, you from taking an examination. In this context an “examination” includes in-course assessments and primary summative examinations.

DO NOT use this form to apply for an extension to a submission deadline; in that situation you should complete an *Extension Request Form*.

The Programme Directors will use the information contained within this form, along with any supporting documentation, to determine whether your reasons for missing the examination are or are not acceptable.

The Programme Directors will consider your submission and you will be notified of their decision normally within 14 calendar days of the date you submit the form. The decision will be either;

- your reasons for missing the examination are deemed acceptable. In this instance you will be informed of how your absence be taken into account.
- or
- your reasons for missing the examination are deemed unacceptable. In this instance you will be awarded a mark of zero for the missed examination.

You should be aware that the Programme operates a strict “fit to sit” policy; if you start an examination then you are declaring yourself as fit to be assessed and cannot subsequently withdraw from that examination. The only exceptions to this are;

- where you are taken ill *during* an examination and so are unable to complete it
- where you have evidence that illness or other circumstances rendered you unable to make a rational decision as to your fitness

Personal Details	
Full name:	Student number:
Programme of study:	Candidate number:
Year of study:	KCL email address (you will be notified of the outcome via this email address):

Examinations that will be or have been missed				
Module Code	Module Name	Examination missed (e.g. final examination, OSCE, seminar presentation)	Date of original examination	For Exam Board use only

Details of mitigating circumstances

Please provide details – including dates - of the mitigating circumstances that will lead/have led you to miss your examination(s) (continue on a separate sheet if necessary).

Supporting documentation (please see guidance notes for examples of acceptable documentation)

1. Are copies of documentation in support of your claim attached (please ✓) Yes No (go to Q2)
2. If NO, please state when you will be able to supply documentation in support your claim (normally this will be within 14 calendar days of the date of your submission), or explain (here) why you are not able to do so:

Please note that a final decision cannot be made until you supply the documentation and that unsupported claims will be normally be rejected.

Student declaration

I confirm that all the information contained in this statement is accurate and complete to the best of my knowledge and I understand that the College regards the submission of false mitigation as a very serious offence and will be subject to disciplinary action. I consent to the information being used by the relevant Boards of Examiners to come to a decision, and understand that the information will be treated in the strictest confidence.

Signature of student:.....Date:.....

Once completed please submit TWO copies of this form, along with copies of your documentary evidence, to the receiving office relevant to your programme of study (details will be found in your programme handbook).