



The Scottish MSc in Primary Care

Handbook

January 2010

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“The Scottish MSc in Primary Care is based on the fundamental belief in the importance of multidisciplinary teamwork in taking forward advances in primary care. The context of care demands practitioners who are flexible, innovative and responsive to new challenges within organisations where demands can be constant and ever changing. Working together is seen as a vital component in offering the highest possible quality of service”

1 Introduction

Introduction

This Handbook aims to provide the information for both students and institutions about the Scottish MSc in Primary Care.

It includes contacts at all institutions, and everything students need to know to undertake the programme. It includes a record of decisions taken by the Management Board, which includes representatives from all partners: University of Aberdeen, University of Dundee and Queen Margaret University as Full Partners, and University of Edinburgh, University of Glasgow and The Robert Gordon University as Associate Partners.

Background

The Scottish MSc in Primary Care is based on the importance of multidisciplinary teamwork in taking forward advances in primary care. The context of care demands practitioners who are flexible, innovative and responsive to new challenges within organisations where demands can be continual and constantly changing. Working together is seen as a vital component in offering the highest possible quality of service.

Government policy has placed increasing emphasis on the importance of primary care, in terms of both policy and resources. In the health sphere, this has led to the phrase, 'a primary care centred NHS'. These changes in health provision have occurred within a setting of global issues relating to an ageing population, predominance of chronic disorders, prevention of ill health, limited resources and the impact of the environment. These epidemiological and demographic trends require practitioners who are proactive in responding to change, basing decisions and innovations on current and valid knowledge.

In educational terms, it is now recognised that education is not only a prescribed programme of qualifications, but involves continuing professional development as part of a life-long learning process.

The Scottish MSc in Primary Care offers the flexibility and range for individuals to follow specific interests relevant to their workplace setting, undertaking a postgraduate certificate or diploma, or to follow the full programme to gain a Masters qualification.

2 Contacts and Communication

2.1 Central Administration

The best person to contact for information will really depend upon the nature of your query. The first point of contact should be the institution from which you intend to graduate.

For any query regarding the academic content of a module, the best person to contact will be the module leader of the particular module in question. If advice is being sought concerning module choices or dissertation, the best person to contact will be the Academic Tutor.

Central Administration can provide some module information – for example how each institution is delivering the core elements of the programme. Central Administration can also facilitate matriculation and module enrolment at any one of the partner institutions.

If you have a query about a subject or issue which does not fall under any of the headings in this handbook, then please do not hesitate to contact Central Administration. They will be able to help, or at the very least put you in touch with someone who can.

2.2 Function

The University of Dundee is responsible for Central Administration of the Postgraduate (PG) Certificate, Postgraduate (PG) Diploma and the Degree of Masters of Science (MSc) in Primary Care (hereafter called the Scottish MSc in Primary Care). Responsible for providing a service for all students on the programme, Central Administration is in the unique position of being able view the Scottish MSc in Primary Care from a wider perspective and see the “bigger picture” (i.e. any inter-institutional issues or problems relating to modules will become evident more quickly). Any problems arising will be collated centrally before being presented to the appropriate institution for resolution. If resolution cannot be found, or if the problems are of a more serious nature, they will be brought to the attention of the management board.

2.3 Communication

Individual institutions are responsible for communicating with students and potential students as well as representatives within each of the higher education institutions (academic tutors/representatives, finance/registry contacts, course secretaries and module tutors) and individuals within other organisations (sponsors etc.) However, the aim of most communication will be to meet the needs of the student.

Most queries will be referred to individual institutions, for example when individual modules will run, and how to enrol upon a module.

It should be stressed that Central Administration will not provide advice to students concerning the academic content of any module, which will be referred to individual

2 Contacts and Communication

institutions.

So, central administration may be the student's first point of contact, but the query is usually referred on to individual institutions.

Central Administrator
Claire Neillie The Mackenzie Building Tayside Centre for General Practice University of Dundee Kirsty Semple Way Dundee DD2 4BF tel. 01382 420045 email. c.neillie@cpse.dundee.ac.uk

2.4 University of Aberdeen

Departmental Administrator	Programme Co-ordinator
Helen Robertson, Administrator tel: 01224 553205 email: h.d.robertson@abdn.ac.uk Centre of Academic Primary care Forresterhill Health Centre University of Aberdeen Westburn Road Aberdeen AB25 2AY	Dr George Shirriffs Senior Lecturer (Clinical) tel. 01224 559490 email. ggshirriffs@btinternet.com Centre of Academic Primary Care Forresterhill Health Centre University of Aberdeen Westburn Road Aberdeen AB25 8AY

2 Contacts and Communication

2.5 University of Dundee

Administration	Academic Tutor
<p>Ms Amanda Boyle PDA Administrator / Assistant to Dr Mairi Scott tel. 01382 420149 email. A.Boyle@cpse.dundee.ac.uk</p> <p>Professional Development Academy Tayside Centre for General Practice University of Dundee The Mackenzie Building Kirsty Semple Way Dundee DD2 4BF</p>	<p>Dr Mairi Scott Senior Lecturer, Director of Community Based Professional Development tel. 01382 420078 email. m.scott@cpse.dundee.ac.uk</p> <p>The Mackenzie Building Tayside Centre for General Practice University of Dundee Kirsty Semple Way Dundee DD2 4BF</p>

2.6 Queen Margaret University

Administration	
<p>Iseabail Cameron Senior Admissions Officer tel. 0131 474 0000 email. admissions@qmu.ac.uk Admissions Office Queen Margaret University Edinburgh EH21 6UU</p>	
Academic Co-ordinator	Academic Tutor
<p>Ms Ishbel Rutherford Lecturer tel. 0131 474 0000 email. irutherford@qmu.ac.uk</p> <p>School of Health Sciences- Nursing Queen Margaret University Edinburgh EH21 6UU</p>	<p>Dr Shona Cameron Programme Leader tel. 0131 474 0000 email. scameron@qmu.ac.uk</p> <p>School of Health Sciences- Nursing Queen Margaret University Edinburgh EH21 6UU</p>

2 Contacts and Communication

2.7 University of Edinburgh

Administration	Academic Representative
Mrs Lorna Sheal MSc Secretary tel. 0131 650 3890 email. l.sheal@ed.ac.uk School of Health in Social Science University of Edinburgh Medical School, Teviot Place Edinburgh EH8 9AG	Dr Anne Robertson Lecturer tel. 0131 650 1000 email. anne.robertson@ed.ac.uk School of Health Nursing University of Edinburgh Old Med Quad Edinburgh EH8 9AG

2.8 University of Glasgow

Administration	Academic Representative
Mrs Christine Fitzpatrick Administrative Secretary tel. 0141 330 8300 email. cf48h@clinmed.gla.ac.uk General Practice and Primary Care Division of Community Based Sciences University of Glasgow 1 Horselethill Road Glasgow G12 9LX	Dr Sandra McGregor MPC Course Coordinator tel. 0141 330 8301 email. jsmg2u@clinmed.gla.ac.uk General Practice and Primary Care Division of Community Based Sciences University of Glasgow 1 Horselethill Road Glasgow G12 9LX

2.9 The Robert Gordon University

Administration	Academic Representative
Miss Karen Henderson Postgraduate Programmes Administrator tel. 01224 262502 email. k.henderson@rgu.ac.uk School of Pharmacy The Robert Gordon University Schoolhill Aberdeen AB10 1FR	Dr Scott Cunningham Postgraduate Course Leader tel. 01224 262553 email. s.cunningham@rgu.ac.uk School of Pharmacy The Robert Gordon University Schoolhill Aberdeen AB10 1FR

2 Contacts and Communication

2.10 Website

The Scottish MSc in Primary Care is on the Internet at www.sspc.ac.uk

Descriptions of all the different modules on offer through the programme are available on the website, including the most popular modules selected by other students.

In addition each institution within the partnership has its own website where you can access additional information about the individual institution and its facilities:

University of Aberdeen	www.abdn.ac.uk
University of Dundee	www.dundee.ac.uk
Queen Margaret University	www.qmu.ac.uk
University of Edinburgh	www.ed.ac.uk
University of Glasgow	www.gla.ac.uk
The Robert Gordon University	www.rgu.ac.uk

2.11 Email

All key staff use email as an accepted form of communication in addition to post and telephone.

3 Central Administration

3.1 The Role of Central Administration

The role of central administration is to administer the programme, and provide a central point of information for all involved, for institutions, current students, and potential applicants.

The contact details are listed under 2.3.

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3.2 Frequently Asked Questions

The following are answers to the most Frequently Asked Questions received by the Central Administration. If the answer to your particular query is not listed below, please do not hesitate to contact the Central Administration on tel. 01382 420045 email. c.neillie@cpse.dundee.ac.uk

WHAT DOES IT COST?

The Scottish MSc in Primary Care is paid for on a module by module basis, so there is no large initial outlay. The only initial cost is the application fee of £50 (non refundable).

The costing varies and it is advisable to look at each Institutional website for these costs or contact the Co-ordinator at these institutions who will be able to help you.

On average, the full Masters degree in Primary Care would currently cost around £4,000 - £5,500, for EU students. For international students, a different fee structure applies (enquire of individual institutions). The programme may of course cost more or less depending on the modules a student selects and the time period over which the programme is studied. If you are seeking sponsorship from any source to finance your study, you are advised to build in an element for price increases over the duration of your study of approximately 15-20%

IS THE SCOTTISH MSc IN PRIMARY CARE SUITABLE FOR INTERNATIONAL STUDENTS?

Many of the Scottish MSc in Primary Care modules are designed for primary care professionals who practise (or will practise) within a primary care setting in the UK i.e. the content is specific to current legislation and working practices within the UK. The programme also requires the student to attend at least one of the three full partner institutions. However, the programme also welcomes the diversity of approach offered by students from different contexts. So, potential applicants should contact their institution of choice to discuss their requirements.

CAN I COMPLETE THE SCOTTISH MSc IN PRIMARY CARE BY DISTANCE LEARNING?

No. There are a number of modules accredited to the Scottish MSc in Primary Care which are offered by distance learning. However, the majority are delivered face-to-face or by blended learning within Scottish higher education institutions.

CAN I APPLY TO THE PROGRAMME AT ANY TIME DURING THE YEAR?

Yes, but it is worth bearing in mind that the majority of modules accredited to the Scottish MSc in Primary Care are offered face-to-face and are therefore tied to the academic calendar (which runs from September to June)

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HOW CAN I APPLY TO THE SCOTTISH MSc IN PRIMARY CARE?

To apply to the Scottish MSc in Primary Care please contact *your institution of choice* or contact Claire Neillie Central Administration on tel. 01382 420045 or email c.neillie@cpse.dundee.ac.uk

HOW MANY MODULES WILL I HAVE TO COMPLETE?

The number of modules you complete will depend on which award you wish to exit with. A postgraduate certificate consists of 60 Scottish Credit Qualification Framework (SCQF) points, a postgraduate Diploma 120 SCQF points and the full Masters programme 180 SCQF points. .

Modules accredited to the Scottish MSc in Primary Care vary in SCQF accreditation from 3 SCQF point modules to 60 SCQF points for the Masters dissertation. However on average, an individual module is worth around 15-20 SCQF points.

So, the number of modules you need to undertake depends on which qualification you are aiming for and the SCQF accreditation of the modules you choose.

WHY IS THERE A 60 POINT CORE ELEMENT?

A scoping exercise was carried out among healthcare professionals and stakeholders, and it was agreed that to take practice forward in primary care, there were some necessary core elements, including a focus on self-awareness, leadership, evidence-based practice, and policy and systems thinking.

The three main partner institutions deliver this in slightly different modes. For more information, see the website, or contact the academic lead at your selected institution.

HOW LONG DOES THE PROGRAMME TAKE TO COMPLETE?

The Scottish MSc in Primary Care can be undertaken over 1 year full-time, or on a part-time basis, it can normally take 3-5 years to complete. If you are concerned about approaching the 3-5 year completion limit, please do not hesitate to contact the Academic Tutor at your awarding institution to discuss this further. All the institutions have a maximum length of registration.

WHAT IS THE DIFFERENCE BETWEEN A FULL PARTNER AND AN ASSOCIATE PARTNER INSTITUTION?

The partnership consists of six higher education institutions involved in delivery of a range of modules available to the Scottish MSc in Primary Care. There are three full partner and three associate partner institutions. Associate partners offer a range of modules to the Scottish MSc in Primary Care. Full partners or awarding institutions also offer a range of modules to the programme. However, in addition they offer the core modules, the dissertation module and can award students a Certificate, Diploma or Masters Degree in Primary Care. So, students can only graduate from a full partner institution.

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CAN I GRADUATE FROM ANY OF THE PARTNER INSTITUTIONS?

The three institutions that can provide the final award are: University of Aberdeen, University of Dundee, and Queen Margaret University.

DO I HAVE TO COMPLETE BOTH THE CORE MODULES AND MY DISSERTATION AT MY AWARDING INSTITUTION?

No, you must complete the dissertation at your awarding institution but it is possible to complete elements of the core at one of the other partner institutions. However, it is worth bearing in mind that you must complete the majority of your final award at the institution you intend to graduate from. For example if you wish to exit with a certificate then you should complete at least 30 SCQF points at your awarding institution; if you intend to exit with a diploma you must complete at least 60 SCQF points and for the MSc at least 90 SCQF points.

All students must obtain prior approval of their choices from the academic lead at their graduating institution, to ensure their choices meet the outcomes of the programme.

DO I HAVE ANY CHOICES?

Yes, you can choose modules worth 60 points. The modules must be credit rated at Level 11 (Masters), be multi-disciplinary, and be applicable to Primary Care

You can choose how you meet these criteria.

However, see above comment about obtaining prior approval from your graduating institution

3 Central Administration

CAN I STUDY MODULES FROM OTHER MASTERS PROGRAMMES (ELECTIVES) AND ACCREDIT THESE TO MY SCOTTISH MSc IN PRIMARY CARE?

In consultation with your Academic Tutor you may negotiate to complete 'electives' from other partner institutions. If you do wish to complete an elective you must satisfy two conditions. First, the module must be SCQF accredited at Masters standard and second, you must seek the agreement of your Academic Tutor prior to the commencement of the module. Final decisions regarding the study of electives are the responsibility of the Academic Tutor.

HOW DOES THIS WORK?

To allow the flexibility required, both across the faculties of a single institution and across the partner institutions themselves, the Scottish Credit Accumulation and Transfer (SCOTCAT) framework is used, and the modules are rated at SCQF Level 11. Each module, whenever and wherever accredited to the student, has an intrinsic stand-alone value in terms of the overall SCQF points. This allows for modules to be undertaken in different institutions (by reciprocal agreement) or by different methods, such as distance learning or portfolio assessment, and to have equal value in terms of student effort and learning outcomes, allowing them to "count" towards the final qualification.

One SCQF point is equivalent to 10 hours of "academic effort" (i.e. seminar work, reading, writing and project work). The full Masters is accredited with 180 SCQF points. Therefore it is assumed that the full Masters will take 1800 hours to complete – the equivalent of one full academic year. This means that for a 20 SCQF point module you can expect to dedicate 200 hours of your time. It is anticipated that most students will take 3 - 5 years to complete the Scottish MSc in Primary Care at Masters level on a part-time basis.

CAN I GAIN CREDIT FROM PREVIOUS STUDY OR EXPERIENCE WITHIN MY SCOTTISH MSc IN PRIMARY CARE?

You can apply to accredit SCQF points from modules previously studied to your Scottish MSc in Primary Care through RPL (Recognition of Prior Learning). Again, you must satisfy two conditions. First, the module must be SCQF accredited at Masters standard and second, the module cannot already be accredited to another award (i.e. you must not double count SCQF credits). Any applications for accreditation of prior learning should be made in consultation with your Academic Tutor.

HOW DO I ENROL UPON A MODULE AT ANOTHER PARTNER INSTITUTION?

To enrol upon a module you must be a current Scottish MSc in Primary Care student who is matriculated at the awarding institution. For advice on how to enrol upon a module, please contact *your institution of choice*. There are slight differences between institutions.

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For any other queries regarding module enrolment please do not hesitate to contact Central Administration on tel. 01382 420045 email. c.neillie@cpse.dundee.ac.uk

WHEN CAN I REGISTER FOR MY DISSERTATION?

If completing the full Masters, you would normally be expected to complete 120 SCQF points before embarking upon your dissertation. Further guidance regarding the dissertation please contact your individual institution.

CAN I ACCESS UNIVERSITY LIBRARIES?

To access any of the partner institution libraries you must hold a current matriculation card for that particular institution. Matriculation cards are provided by the partner institutions each academic session (if you experience any problems in obtaining a matriculation card, please contact Central Administration on tel. 01382 420045 email. c.neillie@cpse.dundee.ac.uk)

Each of the six providing institutions will provide slightly different library services to part time students. For further information please contact the central library at your particular institution.

CAN I ACCESS LIBRARIES AT OTHER UNIVERSITIES OR HIGHER EDUCATION INSTITUTIONS?

There is a service provided by UK Libraries Plus (a co-operative venture between higher education libraries) which allows part time and distance learning students to use libraries conveniently near to home or work - at no admission fee.

There are currently **144** Institutions participating in the UK Libraries Plus Scheme.

For details of participating libraries near you, please visit the UK Libraries Plus website at <http://www.uklibrariesplus.ac.uk/index.htm>

3.3 Finance

On joining the programme, the student will be requested to pay a £50 joining fee, to support funding the central administration and website.

All other financial queries should be addressed to the relevant institutions.

3.4 Database

Central Administration maintains a record for every student progressing through the Scottish MSc in Primary Care. Each record consists of a paper file and a database record. The database record contains details of each of the modules to be studied, in progress and completed by the student. It is worth noting that Central Administration does not store the transcripts/certificates for each of the modules completed by a

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student. Students are responsible for storing their own transcripts/certificates. The awarding institution will require a record of all completed modules, to enable the student to progress and complete.

A reminder will be sent to students each year in October, so they can update Central Administration of their details.

Statistics can be produced from this database on request. For further information, please contact Central Administration

4 Management Board

4.1 Management Board Structure

4.1.1 Purpose, Scope, Duration and Authorisation

4.1.1.1 The Scottish MSc in Primary Care was first established by the University of Dundee, the University of Aberdeen and Queen Margaret University, Edinburgh, to encourage multidisciplinary teamwork between primary care professionals and continued professional development in Scotland. The programme continues to offer opportunities for multidisciplinary/interprofessional learning, and postgraduate education for all primary care professionals. In 2008, the programme has been redesigned to accommodate the recent changes in health service needs and international interest.

4.1.1.2 The current Inter-institutional agreement and Associate Partnership agreements are between the following institutions:

Full Partners

University of Aberdeen
University of Dundee
Queen Margaret University

Associate Partners

University of Edinburgh
University of Glasgow
The Robert Gordon University

The remit of the Management Board concerns the joint design, management and delivery of a programme of study leading to the award by each of the full partner institutions of a postgraduate certificate, postgraduate diploma or MSc in primary care.

4.1.2 Academic Standards and Quality Assurance

4.1.2.1 The academic standards and quality of the Scottish MSc in Primary Care shall be maintained through each institution's quality assurance procedures. The delivery of the core elements will be overseen by the Management Board within the agreed curriculum framework. Students' choices will be approved by the academic representative of the student's graduating institution, to meet the agreed aims and philosophy of the programme.

4.1.3 Management Arrangements

4.1.3.1 A Management Board was established to administer the Scottish MSc in Primary Care at all partner institutions.

4.1.3.2 Membership of the Scottish MSc in Primary Care Management Board

The membership of the Management Board will comprise two delegates from each full and associate partner institutions which constitute the Scottish MSc in Primary Care partnership. The Dean of the relevant Faculty, or similar authority of each partner institution, shall appoint its own representative to serve on the Management Board. One of the full partner representatives will be appointed Convenor for a two-year period. This position will then be rotated every two years as follows: Dundee, QMU and Aberdeen, then any other full partner institutions that may join the collaboration. The Vice Convenor who will be appointed from the institution next in line to the Convenor of the Management Board will shadow the Convenor for the second year of office to ensure continuity. Each institution may nominate a deputy to attend/act on behalf of their institution if their lead delegate is absent. In such

6 Management Board

circumstances, the nominated deputy will have the voting rights of the lead representative.

In attendance as necessary will be:

Independent Advisers
Observers for Potential Partners
Finance/Contracts Officers from each member institution

4.1.3.3 Remit and Role of the Management Board and Members

The remit of the Management Board will be approved by the Dean of the relevant faculty or similar authority of each partner institution. The remit shall consider key issues both as individual institutions and within the overall framework of the Scottish MSc in Primary Care. This shall include:

- Developing the strategic direction of the Scottish MSc in Primary Care, and collaborating in the promotion of taught postgraduate programmes for primary care professionals
- Assessment and review of the programme
- Quality assurance arrangements for Core Modules and Dissertation

4.1.4 **Management Board Structure**

4.1.4.1 Role of the Convenor

At any meeting of the Management Board, the Convenor, if present shall preside. If the Convenor is absent for any reason, the Vice-Convenor will preside and if he/she is absent, a Management Board member who the members shall choose, shall preside.

If any member institution fails to attend, without prior notice, two or more consecutive meetings of the Management Board, the representative of that institution should be contacted by the Convenor to raise the issue of representation by that institution. If that institution continues not to attend the Management Board, membership for that institution should be considered for termination. A member may at any time resign by giving notice in writing to the Convenor indicating alternative representation from their institution.

4.1.4.2 Meetings

Formal business meetings of the Management Board will be held three times a year. The location of the meetings will usually rotate.

Additionally, an annual quality assurance meeting will be held, to address issues such as external examiner's reports, student transcripts and dissertations. Meetings of the Management Board may be held on an ad-hoc basis through telephone/ video conferencing. The Management Board will conduct its business in as open a manner as possible. Minutes of the management board meetings are available on request.

Before each meeting of the Management Board, an agenda and papers specifying the business proposed to be transacted shall be emailed to the members of the Management Board 10 days before the meeting. This will

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ensure that each member has had time to discuss the proposed business with their institution prior to the Management Board meeting.

Any Board member desiring to move a motion or include an item of business on the agenda, shall advise Central Administration two weeks before the meeting. Motions or items of business to be included on an agenda at the request of outside agencies should be by prior agreement with the Convenor.

The Convenor may only permit any other business not specified on the agenda to be brought before the meeting if they consider it desirable or expedient. Any such items must be agreed with the Convenor at the beginning of each meeting. Any items disallowed can be carried forward to the next Management Board meeting.

Members shall declare to the Convenor at the beginning of each meeting, any pecuniary interest in any items of business included on the agenda and shall take no part in subsequent discussions/decisions on the matter.

4.1.4.3 Record of Attendance

The names of the Convenor and Committee members present at the Management Board meeting shall be recorded in the minutes of the meeting.

4.1.4.4 Quorum Arrangements

No business shall be transacted at a meeting unless at least two voting partners are present.

4.1.4.5 Voting

All questions put to the vote shall, at the discretion of the Convenor, be determined by oral expression or by a show of hands. Votes may also be taken by paper ballot either at the direction of the convenor or by proposal and second of the management board. Each Full Partner institution will have one vote.

If a Management Board member requires, his/her vote shall be recorded by name.

Under no circumstances may an absent Management Board member vote *in absentia*.

Where possible, all decisions shall be unanimous. Where agreement cannot be reached, a decision shall be determined by a majority of the votes of Management Board members present. In the case of an equality of votes, or where agreement cannot be reached, each member must go back to their Institution to re-discuss the issue again prior to the next Management Board meeting

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4.1.4.6 Minutes of the Meeting

The minutes of the proceedings of a Management Board meeting shall be drawn up and submitted for agreement at the next appropriate meeting of the Management Board.

No discussion shall take place upon the minutes except upon their accuracy or where the person presiding considers discussion appropriate, e.g. where further matters have arisen relating to a previous topic.

4.1.4.7 Extraordinary Meetings

The Convenor may call an extraordinary meeting of the Management Board at any time. If the Convenor refuses to call a Management Board meeting after a requisition for that purpose (signed by at least two Management Board members) has been presented to the Convenor, or if without so refusing, the Convenor does not call a meeting within seven days after such a requisition has been presented, such two or more Management Board members may forthwith call a meeting.

In the case of a meeting called by Management Board members in default of the Convenor, the agenda shall be prepared and signed by those members and no other business shall be transacted at the meeting other than that specified on the agenda.

4.1.4.8 Other Committees which are part of the Management Board

The Management Board may appoint additional committees consisting wholly or partly of members of the Management Board, to undertake specific areas of work. Upon the formation of any such committee, the Management Board must define the committee's roles and responsibilities and any delegation of functions or funding.

Minutes of these committees should be received for consideration at the next meeting of the Management Board.

The constitution of the Management Board, as far as it is applicable, shall apply with appropriate alteration to meetings of any such committees.

The Convenor of these committees shall normally be appointed by the Management Board, but where this is not done, the committee at its first meeting, before proceeding to any other business, shall elect a Convenor and, if it so desires, a Vice Convenor.

Business shall not be transacted at any committee unless at least one-third of the whole number of the committee is present. In no case shall the quorum be fewer than two persons.

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4.1.5 Termination of the Agreement

4.1.5.1 A partner institution may terminate the agreement by giving six months' notice in writing before the start of an academic session. After giving such notice no further students shall be admitted by that institution to the Scottish MSc in Primary Care.

4.1.6 Disputes and Breaches of Contract

4.1.6.1 The Agreement shall be interpreted in accordance with the law of Scotland.

4.1.6.2 In the event of differences arising between any of the partner institutions in respect of the Agreement, the institutions concerned will undertake to resolve the issues jointly. The Principals shall have ultimate authority for the resolution of differences, which have not been resolved at other levels. In the event of the Principals being unable to resolve the differences, the relevant parties shall accept the decision of an independent arbiter appointed jointly by the institutions concerned.

4.1.6.3 Disputes from Students

In the event of any disputes from students, any individual student appeals are dealt with by the relevant institution concerned.

4.1.7 Miscellaneous

4.1.7.1 Amendments to this Document

Each time a new institution joins or leaves the Scottish MSc in Primary Care partnership, this document must be updated.

4.1.7.2 Urgent Action

Where the Convenor of the Management Board (or, in their absence, the Vice Convenor) authorises urgent action in respect of a matter on behalf of the institutions, which would normally have been considered by the Management Board itself, such action shall be reported at the next meeting of the Management Board.

4.1.7.4 Management Board Costs

All costs incurred by the Management Board (i.e. travel expenses, meeting room hire and catering) shall be met by the appropriate partner institutions.

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4.2 Partner Status

General

The Scottish MSc in Primary Care is designed for ALL primary care professionals. It was designed as an inclusive programme and therefore fosters and promotes this inclusiveness, supporting the programme philosophy.

Requirements for joining the Collaboration

- All potential institutions must agree to abide by the current regulations and agreements laid down in the Inter-Institutional Agreement (Full partners and Associate Partners) and this Handbook.
- All modules must be SCQF accredited (or equivalent) at Masters level, SCQF level 11
- Institutions (full or associate) must agree, in principle, to accept students registered on the Scottish MSc in Primary Care programme for individual modules, subject to availability and module pre-requisites.

Differences between Full and Associate Status

All Partners

- Must nominate a representative and deputy to represent the institution
- Must abide by the Management Board decisions and agreements (past and future)

Full Partners:

- Can put forward institution representatives for the rotating position of Programme Director/Management Board Convenor
- Provide the Core Modules
- Provide the dissertation (60 SCQF points)
- Can graduate students under the titles PG Certificate, PG Diploma and MSc in Primary Care.
- Must provide modules to a value of at least 120 SCQF points, within the curriculum criteria.

Associate Partners:

- Do not provide the Core Modules
- Do not provide the dissertation (60 SCQF points)
- Cannot graduate students for any award under the titles PG Certificate, PG Diploma and Scottish MSc in Primary Care.
- Must provide at least 4 modules each worth a minimum of 15 SCQF points, within the curriculum criteria

5 Modules/Courses

For the purpose of these documents modules will be referred to instead of courses.

5.1 Inter-institutional Agreement

- Inter-Institutional Agreement (Full Partner) – see Appendix 1
- Inter-Institutional Agreement (Associate Partner) – see Appendix 2

5.1.1 Students

- 5.1.1.1 To ensure consistency in entry standards, the criteria for admission shall be agreed by all participating institutions.

These are a degree or equivalent qualification, and at least two years experience in a continuing professional primary care role. (The Universities are not responsible for obtaining suitable professional employment.)

- 5.1.1.2 Students shall be matriculated as postgraduate taught students at the institution at which they choose to graduate (i.e. the “awarding” institution). They shall be required to accept that institution’s standard terms governing offers of admission (including those relating to appeals and discipline in so far as these relate to studies being taken at the institution).

- 5.1.1.3 Matriculated students of an awarding institution shall be eligible to enrol for modules accredited to the Scottish MSc in Primary Care at any of the partner institutions without further examination of their fitness for admission. They shall be matriculated as Registered Postgraduate Students (or the equivalent) of the partner institution(s) for the duration of the module(s). They shall be required to accept the partner institution’s standard terms governing offers of admission (including those relating to appeals and discipline in so far as these relate to studies being undertaken at a partner institution), and shall be entitled to the rights and privileges accorded by the partner institution(s) to its students

5 Modules/Courses

5.2 Programme, SCQF and Award Details

5.2.1. Programme, SCQF and Award detail

- 5.2.1.1 Candidates shall be required to undertake the core modules (60 credits) and select modules from the list as approved by their institution's representative as appropriate to the Scottish MSc in Primary Care up to a combined total of 60 and 120 SCQF credits for the PG Certificate and PG Diploma, respectively. In addition, candidates of the full MSc shall complete a Dissertation or equivalent (60 SCQF credits), giving a total of 180 SCQF credits.
- 5.2.1.2 Any student wishing to study a particular module must ensure that they meet two requirements. Firstly, the module must be SCQF accredited at Masters level (SCQF level 11). Second, and most important, the study of any module requires the agreement of the candidate's academic tutor. This agreement must be sought prior to the commencement of the module. The academic tutor's decision about appropriateness will be based on its applicability to primary care, and meeting the ethos of the programme. Normally not more than 40 credits can be imported from institutions external to the partnership.
- 5.2.1.3 Candidates may also attain RPL for previous studies. However, these again must be SCQF accredited at SCQF level 11 and approved in consultation with the candidate's academic tutor.
- 5.2.1.4 Progression to dissertation shall be dependent upon achieving an appropriate standard in modules to the value of 120 SCQF credits, which must include the core modules.
- 5.2.1.5 All full partners of the inter-institutional agreement shall be required to participate in the provision of the core modules and to offer the dissertation. Candidates shall be required to undertake a majority of their programme i.e. modules to a value greater than 30, 60 and 90 SCQF credits for the PG Certificate, PG Diploma and MSc, respectively, at a single partner institution, which shall be deemed to be their "awarding" institution: this must include the Dissertation for MSc candidates. The remaining modules required for the programme may be taken at any of the other partner institutions (full or associate).

5 Modules/Courses

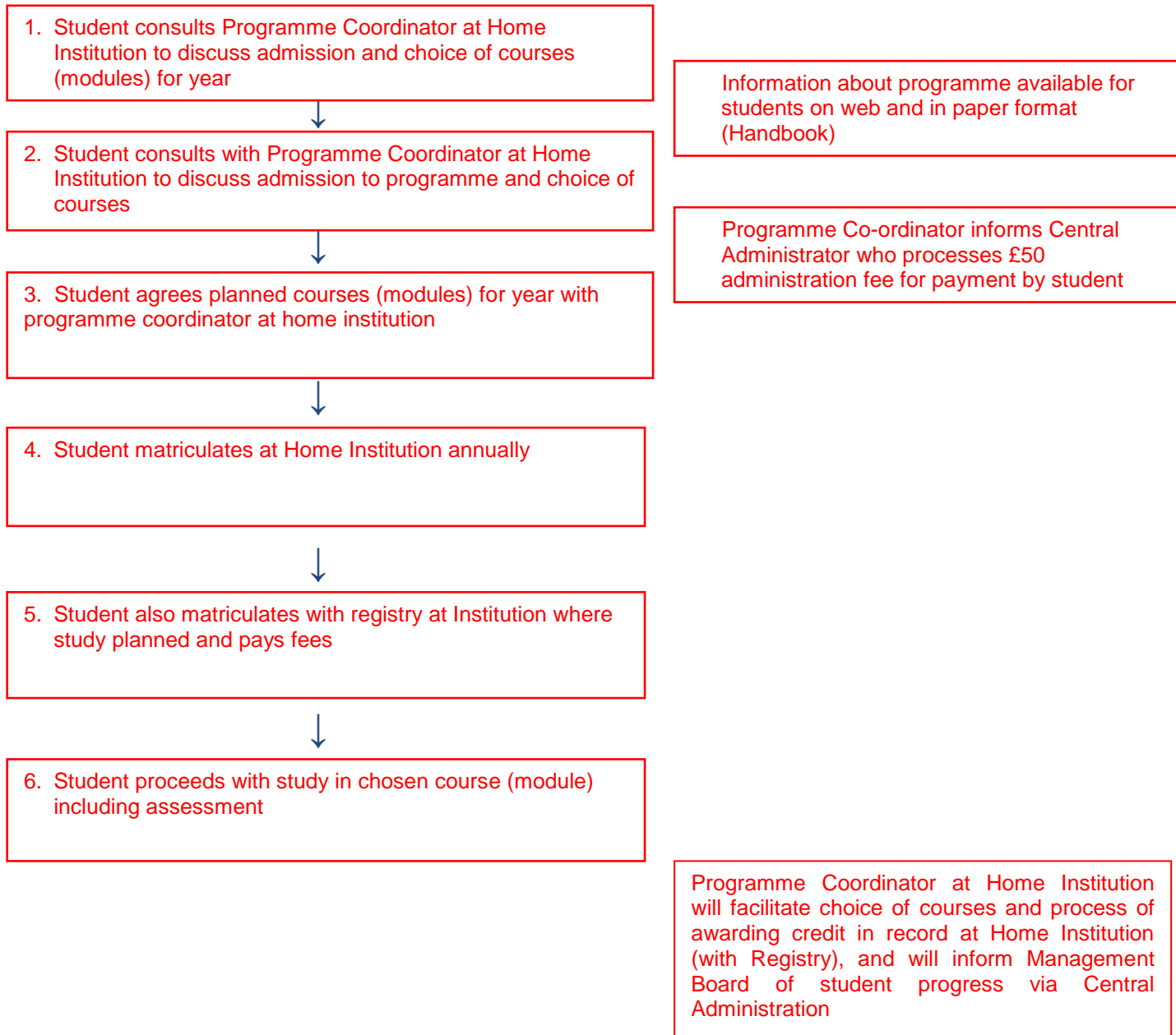
- 5.2.1.6 Candidates shall be awarded the PG Certificate or PG Diploma in Primary Care, or the MSc in Primary Care by their awarding institution subject to completion, at an appropriate standard, of modules to the value of 60, 120 and 180 SCQF credits, respectively. The Scottish MSc in Primary Care shall not be awarded to a candidate who fails to complete the Dissertation to an appropriate standard, irrespective of their performance in other modules: such candidates may, at the discretion of the Examiners, be awarded a PG Diploma.

6 Management Board

Module Enrolment Process

The following diagram provides a representation of the module choice and enrolment process. Once the student has completed a module, the process begins again from step 1 below.

STUDENT



6 Management Board

FOOTNOTES

1. Student makes a module choice

The student selects a module they would like to study and contacts Home Institution.

2. Advice or paperwork provided

3. Student returns completed paperwork or informs HEI Co-ordinator

4. Central Administration facilitates the module enrolment process

Central Administration will contact the appropriate HEI co-ordinator to facilitate the matriculation and module enrolment process.

5. Registry processes student information

Registry processes the student information and provides the student with a matriculation card/enrols on module as appropriate. Each institution will have its own system for matriculation.

Registry will liaise with their Finance Department to notify of any invoices that need to be raised. These will be invoiced in accordance with the information supplied on the student's application form or award letter (if appropriate)

Where possible the Finance Departments will invoice as appropriate prior to the commencement of the module.

6. Student completes a module

When a student completes a module, a certificate/transcript or letter stating the SCQF points gained will only be awarded if the module has been paid for in full and the student has passed the assignments or examinations to the required standard.

Please note

It is the student's responsibility to give these transcripts to their academic contact.

6 Management Board

5.3 Matriculation

All students should matriculate annually at their awarding institution if they intend to study during the academic year (September/October to June). Central Administration is responsible for facilitating this process, although the individual institutions actually matriculate the students and issue matriculation cards for library and computing facilities.

5.4 Electives and Programme Planning

Students may study electives (i.e. modules which are studied elsewhere but not at partner institutions) which can count towards their final award. However, any student wishing to study an elective must ensure that they meet two requirements. Firstly, the module must be SCQF accredited at Masters level. Second, and most important, the study of an elective requires the agreement of the candidate's academic tutor. This agreement must be sought prior to the commencement of the module.

5.5 Curriculum Criteria

It is important for the Scottish MSc in Primary Care to remain true to the original vision and objectives – i.e. to offer a multi-disciplinary postgraduate qualification for professionals, with an interest in working in Primary Care.

Criteria for Module normally approved in the Scottish MSc in Primary Care

- All modules must be SCQF accredited at SCQF level 11, postgraduate level.
- All modules must have a primary care or community focus or application.
- Where possible, modules should try to encourage multi-disciplinary team working, through the actual course content or through the introduction of workshops and seminars to facilitate this process.
- Modules must be suitable for at least three of the following professions: doctor, nurse, AHP, pharmacist, dentist, optician, manager/administrator and social worker.

6 Management Board

6.1 Application Process

Applicants are advised to consult the website, or central administration for initial advice. Central administration will refer the applicants on to individual institutions.

Applicants will follow the individual university's postgraduate application process.

Successful applicants' details will be forwarded to central administration for processing, and collection of the £50 joining fee.

6.2 Method of Assessment

For all regulations covering assessments, referencing, marking criteria, academic dishonesty, retrievals, and appeals, consult the regulations at the awarding institutions.

It is the student's responsibility to familiarise themselves with the regulations of their modules & institution (assessment, marketing criteria etc.

7 Academic Tutors

7.1 Student Support

The Academic Tutor will act as a facilitator and mentor to the student throughout the study of the Scottish MSc in Primary Care. They will encourage the student to optimise their learning opportunities. The Academic Tutor is expected to refer students to other appropriate agencies and fully trained staff either within their own institutions or at partner institutions for support and resolution of issues of concern to both Tutor and student.

The Academic Tutor may expect to act as an advocate on behalf of the student and in this role can be expected to make statements, either written or oral, to various committees and boards as requested to do so.

7.2 Expectations of the Academic Tutor

The Academic Tutor will be the direct link between the student and the programme. They will play a key role in the support network for the student offered by the modules, departments and institutions involved.

The Academic Tutor will make clear to the student the boundaries of their supporting role and encourage the student to make use of other facilities, where appropriate.

The Academic Tutor can expect to remain with the same student for the duration of their study of the Scottish MSc in Primary Care. In some cases the student or the tutor may request that a different tutor be assigned. This may also be appropriate if the student changes their awarding/graduating institution.

An Academic Tutor will keep an agreed record of each meeting with the student, ideally it will indicate areas for action and will be filed with the student records.

The Academic Tutor may meet with their tutees as a group, but should always be prepared to meet each tutee individually.

7 Academic Tutors

7.3 Expectations of the Student

The student must expect to meet with their Tutor at least once a year. Tutees may request further meetings, but it is the responsibility of the student and staff that at least one meeting takes place.

The student can expect to be part of a Tutor Group, which is likely to comprise of students at different stages of the programme. The student may also expect to meet with other members of a Tutor Group on at least one occasion during the academic year to foster group support.

The student, during their studies, is expected to accept the responsibilities of autonomy and independence and this includes acknowledging and using the Tutoring System in a responsible manner and with sensitivity.

The student can expect to take responsibility for any agreed course of action, which may result as an outcome from the meetings.

7.4 Quality Assessment & Role of External Examiner

Marks are provisional until approved by the external examiner and ratified by relevant assessment/examination board. Transcripts are generated after this approval process

8 Appendices

MSc IN PRIMARY CARE MSc IN PRIMARY CARE



PROGRAMME PLANNER

Name:	
Date:	

Proposed Award	Please tick award you plan to study for.	Awarding Institution (Institution you plan to graduate from) *1
Certificate (60 points)		
Diploma (120 points)		
Masters (180 points) (including a dissertation*2)		

	2yrs	3yrs	4yrs	5yrs		
Planned Length of Study*3						

Module Choices

Module Title	Year	Sem *4	Points *5	Day	Time *6	Instit. *1

8 Appendices

NOTES:

*1 Current awarding Institutions are

University of Aberdeen
University of Dundee
Queen Margaret University

*2 The dissertation can only be taken by Masters students on achievement of 120 SCQF points for modules completed as part of the Scottish MSc in Primary Care programme. It must be taken at the institution from which you wish to graduate and is worth 60 SCQF points.

*3

Planned Length of Study:	Average points per year based on a full Masters	Possible combinations:
1yrs	180	1 x 60 point modules & 1 x 60 point modules & 2 x 15 point modules
2yrs	90	6 x 15 point modules OR 3 x 20 point modules & 2 x 15 point modules
3yrs	60	4 x 15 point modules OR 3 x 20 point module
4yrs	45	3 modules of 15 points OR 2 modules of 20 points
5yrs	30	2 modules of 15 points OR 1 module of 20 points

*4 Semester or Term – usually 1 / 2 or Autumn/ Spring.

*5 The majority of modules accredited to the programme are worth 15 or 20 SCQF points. The translation into student effort is 10 hours for each SCQF point (i.e. 150 hours of student effort for a 15 SCQF point module and 200 hours of student effort for a 20 SCQF point module).

*6 Time slots are usually am, pm, block or full day. Please note that some modules are taught on a weekly basis, while others only require attendance on specific days.

*7 This 60 point core modules are compulsory for all students wishing to take the Certificate, Diploma or Masters in Primary Care. They are offered by all full partner/ awarding institutions, usually once a year.

*8 All Masters students are strongly advised to select at least one research module.

8 Appendices

A4 Core Modules

The core modules are offered by all of the full partners/awarding institutions in the collaboration and introduces the underlying themes of the Scottish MSc in Primary Care, those of self-awareness and effective leadership in professional roles within primary care.

The learning outcomes of the 60 point core elements are agreed and shared across the institutions.

However, each of the institutions deliver these learning outcomes in a slightly different way. Detailed information about this can be found at the programme website:

www.sspc.ac.uk

It is a compulsory component of the Scottish MSc in Primary Care regardless of whether you exit at Certificate, Diploma or Masters level and it is suggested that where possible you start these module on joining the programme.

This core element is multidisciplinary.

Information about the delivery of this core at each institution can be obtained by contacting the representatives listed in section 2.
