

Master's in Clinical Research

Student Welcome Pack



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Programme Timetable

The **Master of Science in Clinical Research** is a 24-month programme comprising of three semesters. The first two semesters are three 6-week modules (6 months each) & the final semester consists of a 10-month research project.

Please note that the week begins on a Monday, with the weekly discussion going live the preceding Friday. Please contribute to the weekly discussion as you take yourself through the self-directed content.

Weekly Tutorials

The tutorials will be held at the following times –

- **Europe Group** - 19:30 Thursday (UK)
- **Global Group** - 13:00 Friday (UK)

Please check your Calendars in Canvas for specific dates and Zoom links for your tutorials. **You will be granted access to canvas on Friday 20th September 2024.**

Course Timetable*

No tutorials take place on Monday. Monday is highlighted below as the start of our academic week.

SEMESTER 1

Understanding Evidence in Practice	Monday 23 September 2024	Induction Week	Programme Overview
	Monday 30 September 2024	M1W1	An introduction to clinical research
	Monday 7 October 2024	M1W2	Research ethics and governance
	Monday 14 October 2024	M1W3	Introduction to evidence-based research and practice
	Monday 21 October 2024	Reading Week	
	Monday 28 October 2024	M1W4	Developing clinical research questions
	Monday 4 November 2024	M1W5	Refining clinical research questions
	Monday 11 November 2024	M1W6	Finding and appraising the evidence
	Monday 18 November 2024	Reading Week	
	M1 Report Deadline: 24 Nov 2024 M1 Exam Window: 25 Nov – 28 Nov 2024		
Clinical Research Design	Monday 2 December 2024	M2W1	An introduction to key study designs and methodologies
	Monday 9 December 2024	M2W2	Qualitative study designs
	Monday 16 December 2024	Holidays	
	Monday 23 December 2024	Holidays	
	Monday 30 December 2024	Holidays	
	Monday 6 January 2025	M2W3	Quantitative study designs
	Monday 13 January 2025	Reading Week	
	Monday 20 January 2025	M2W4	Population, sampling, and bias
	Monday 27 January 2025	M2W5	Systematic Reviews
	Monday 3 February 2025	M2W6	Critical appraisal of peer-reviewed literature
Clinical Research Analysis	Monday 10 February 2025	Reading Week	
	M2 Report Deadline: 16 Feb 2025 M2 Exam Window: 17 Feb – 20 Feb 2025		
	Monday 24 February 2025	M3W1	Data collection and data management
	Monday 3 March 2025	M3W2	Selection of analysis techniques
	Monday 10 March 2025	M3W3	Qualitative data analysis
	Monday 17 March 2025	Reading Week	
	Monday 24 March 2025	M3W4	Quantitative data analysis.
	Monday 31 March 2025	Holidays	
	Monday 7 April 2025	M3W5	Describing and summarising data
	Monday 14 April 2025	M3W6	Interpretation & displaying data
	Monday 21 April 2025	Holidays	
	Monday 28 April 2025	Reading Week	
	M3 Report Deadline: 04 May 2025 M3 Exam Window: 05 May – 08 May 2025		

SEMESTER 2

Design of Clinical Trials	Monday 12 May 2025	M4W1	Introduction & ethics in clinical trials
	Monday 19 May 2025	M4W2	Study protocol & clinical trial designs
	Monday 26 May 2025	M4W3	Methodological considerations for clinical trials
	Monday 2 June 2025	Reading Week	
	Monday 9 June 2025	M4W4	Study populations & participant selection
	Monday 16 June 2025	M4W5	Data quality planning in clinical trials
	Monday 23 June 2025	M4W6	Cost planning in clinical trials
	Monday 30 June 2025	Reading Week	
	M4 Essay Deadline: 06 Jul 2025		
Management of Patient-Centred Approach	Monday 14 July 2025	M5W1	Ethics, privacy, & safety in clinical trials
	Monday 21 July 2025	M5W2	Clinical trial management & conduct
	Monday 28 July 2025	M5W3	Management, capturing, & validation of data
	Monday 4 August 2025	Reading Week	
	Monday 11 August 2025	M5W4	Managing study closeout, analysis, & data sharing
	Monday 18 August 2025	M5W5	Reporting of results
	Monday 25 August 2025	M5W6	Regulatory issues in clinical trials
	Monday 1 September 2025	Reading Week	
	Module 5 Essay Deadline: 07 Sept 2025 M5 Presentation Deadline: 11 Sept 2025		
Leadership in Clinical Research	Monday 15 September 2025	M6W1	Introduction to Leadership
	Monday 22 September 2025	M6W2	Challenges & support
	Monday 29 September 2025	M6W3	Organizational structures
	Monday 6 October 2025	Reading Week	
	Monday 13 October 2025	M6W4	Organisational culture
	Monday 20 October 2025	M6W5	Change management
	Monday 27 October 2025	M6W6	Strategic leadership
	Monday 3 November 2025	Reading Week	
	M6 Essay Deadline: 09 Nov 2025 M6 Presentation Deadline: 13 Nov 2025		

* The weekly order of topics during a Module may change.

For those of you who successfully complete the Postgraduate Diploma (Modules 1-6) and choose to progress to Module 7 (MSc), beginning in January 2026 (exact date TBC), there will be an additional 10-months in which you will complete an 8-week taught component on research methods, followed by a 24-week professional project, culminating in a conference poster presentation and 4,000-word journal article.

Induction Week

Induction week provides you an important opportunity to meet with faculty, peers and familiarise yourself with the programme structure, academic expectations and what supports are available to you. We look forward to seeing you there!

On Friday 20th Sept 2024 you will get access to the [iheed Online Learning Environment – Canvas](#).

The below sessions have been designed to give you everything you need to know in advance of Module 1 commencing.

Please note that for the below timetable there will be two available times 11:00 (GMT+1) and 19:00 (GMT+1); you will find both links in the Course Calendar in Canvas. **Please note, you only need to attend either the morning session OR the evening session.** The links in Canvas will be set up to your time zone.

Day & Date	Activity
Monday 23 Sept	Programme Overview How to use Using the Online Learning Environment
Tuesday 24 Sept (Self-Directed, no zoom session)	Navigate Canvas. Set up Profile settings.
Wednesday 25 Sept	Introduction to Academic Writing

Access to all induction week events will be available through the online platform, via the Canvas Calendar.

Programme Registration

To formally complete your registration to the University of Warwick/iheed MSc in Clinical Research, you must have all of the following documents submitted **by 17:00 (UK) on Friday 27th Sept** (the end of the Induction Week).

After this point, registration on the September 2024 intake will not be possible.

1. University Certificate

You must provide us your original certificate, and a certified translated version in English if needed.

2. Personal Statement

You must provide us with a short personal statement (minimum of 400 words) on your current role/position, interest in the subject area and hopes for the future on completion of programme

3. Recommendation Letter

You must provide a recommendation letter that gives a character reference, confirms employment and outlines your suitability for the programme. It can be from an employer, line manager, or your educational institute.

4. Identification

You must provide an identification card which has your name, face and date of birth all visible. This is used during the online examinations (Eg. Passport, driving license, or National identity card).

5. Student Contract

You must sign the student contract. The name must match your identification document.

Programme Completion Criteria: Scheme of Assessment

Module Assessments

Please see the mandatory summative assessments for each module in the table below;

Semester	Module	Assessment 1	Assessment 2
1	1	2000 word written report (70%)	60 min exam (30%)
1	2	2000 word written report (70%)	60 min exam (30%)
1	3	2000 word written report (70%)	60 min exam (30%)
2	4	4000 word written review (100%)	
2	5	3200 word written essay (80%)	10 min pre-recorded presentation (20%)
2	6	3000 word written review (70%)	10 min pre-recorded presentation (30%)
3	7	4000 word written article (80%)	5 min live poster presentation (20%)

To achieve a good result in a written assignment, students must demonstrate knowledge of the subject, the ability to critically evaluate the literature and ensure appropriate referencing throughout.

Make sure to join the induction week session on Academic Writing for a refresher on academic writing, an overview of the assignments & some information on Turnitin – the software used to determine plagiarism and tips on how to improve your essays.

Examinations

A comprehensive 60min exam will be administered online at the end of each module in Semester 1.

The exam will be closed book and will be conducted online using remote invigilation (known as proctoring) for the duration of the examination. This enables you to sit the exam from the comfort of your home, or office or anywhere you can find a quiet room and Wi-Fi.

There will be a security check (ID to be provided and camera used to sweep the room/desk) before the exam paper is released to you.

Exams must be completed with a desktop or laptop; you **cannot** use a tablet or an iPad.

The camera/microphone/speakers must remain on at all times, and you cannot leave the room or use an external monitor.

The examinations will be graded, the grade indicating whether the student has an acceptable level of knowledge-gain and application to a clinical situation at a postgraduate level in the field of clinical research.

Exams are worth 30% of the overall module grade in Semester 1, and each module must be passed independently. There is no compensation of marks between modules or assessments.

Exam Questions

The exam will be made up of MCQs (multiple choice questions) and KFPs (key feature problems). Some questions will require you to type in an answer.

The questions will come from the topics in the core online content – fringe areas and topics covered by the supplementary reading will not be included.

Allocation of Marks

- Marks are displayed per question.
- The question stem will indicate the number of responses required.
- Where a question requires more than one response, the total points for the question are divided by the number of correct answers.
- This amount is awarded for every correct answer selected and deducted for every incorrect answer selected.
- No points are awarded or deducted for correct or incorrect answers that are not selected.

Special Requirements

If you need additional time or other requirements for the exam, please contact the program manager well in advance of the exam sitting.

There will be further information for exam rules/guidance, as well as a mock to familiarise yourself with the exam procedures in advance of the first exam.

Please note the following:

Passing grade: A **pass mark of 50%** must be achieved in your overall module score. There is compensation between assessment elements.

Due dates: The assignment due dates are highlighted in your timetable. Extension requests must be made no later than 7 days before the due date. The penalty for late submissions is 5% deduction for each day. If an assignment is submitted, and there is no extension request, it will be considered a DNS (did not submit) and result in a grade of 0%.

Resubmissions: If an assignment is failed, there is a chance for resubmission or repeat.

All resubmissions are automatically capped at the pass mark of 50%. Where an element of a module is failed, the 50% cap is applied on the entire module. A failed resubmission/repeat will result in the removal from the course.

Appeals can be made to the Mitigating Circumstances panel prior to an Exam Board.

Mitigating Circumstances: There will be a chance to submit mitigating circumstance claims appeals prior to each Exam Board. All claims must be submitted by the deadline and should be supplemented with all necessary documents/evidence. The MC panel will review the cases anonymously and provide a judgement on the relevance, severity, and timeliness of each case.

An online form will be circulated to all students in advance of the deadline, and all submitted claims will be discussed at the Mitigating Circumstances Panel.

If a third attempt is granted, participants will re-join the course at the point at which their progress was paused. If the third attempt is not granted, the permanent withdrawal of the participant from the course will be confirmed at the Board of Examiners.

Results:

All results are provisional until ratified and confirmed by the Board of Examiners.

Introduction to the Online Learning Environment

All the programme materials can be found in the iheed Online Learning Environment (OLE) – Canvas.

You will all be issued log in details at the start of your Induction Week which will grant you access to all the programme materials.

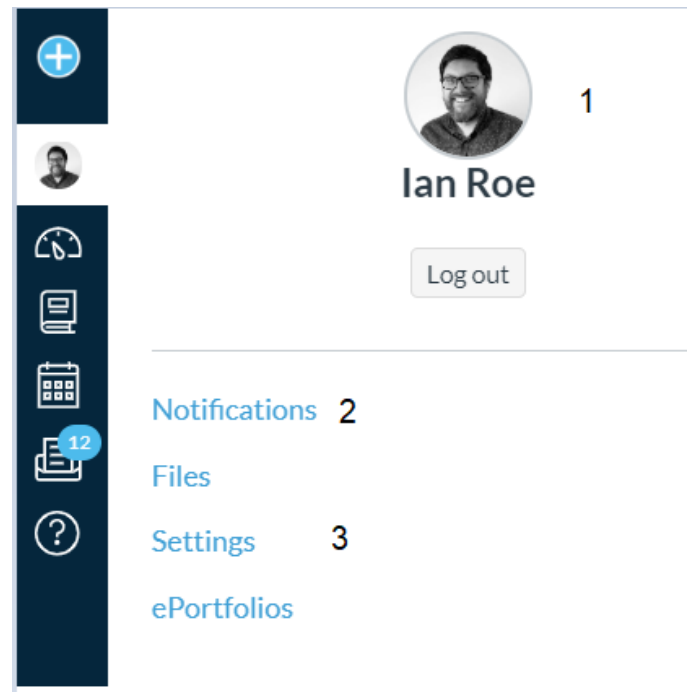
Once you sign in, you will come to this **Homepage**.



On the very left-hand menu you can see (A) Account, (B) Dashboard, (C) Courses, (D) Calendar, (E) Inbox and (F) Help.

Under **(A) Account**, you can post a **profile picture** (1) – this will appear by your discussion posts, and it is a nice way to familiarise yourselves with your group, even while working on the self-directed material; you can choose how frequent your **notifications** (2) are – you can ask to receive a daily or weekly report of events, you can ask to receive a notification when any post is made in a discussion you are involved in, or you can switch it off entirely! The **settings** (3) include setting your time zone*, changing password and editing preferred contact methods.

**Please ensure you have set the time zone correctly as Canvas will create a bespoke calendar for each student. As you may be in different time zones, this could cause confusion if not set properly.*



The **Dashboard** and **Courses** will bring you to the same page – providing a breakdown to subject/topics and to the content for each module.

Each subsequent tile represents one Module of your programme; starting with Module 1. By choosing one of these, you will then be brought to six more tiles, each representing a week's worth of self-directed content.

PROGRAM STRUCTURE

Search for an item name...

	Understanding Evidence in Practice	
	Introduction to Clinical Research	18
	Research Ethics and Governance	21
	Introduction to Evidence-Based Research and Practice	15
	Developing and Refining Clinical Research Questions	15
	Finding and Appraising the Evidence	17
	Research Challenge	1
	Assessment for introduction to clinical research	1

Each week there will be a series of **Learning Outcomes**, and throughout the programme material you will be introduced to Reflective Questions, Case Studies, and Interactive Multimedia to help you guide you through the week. At the end of the week, we will meet online for a tutorial.

Learning outcomes

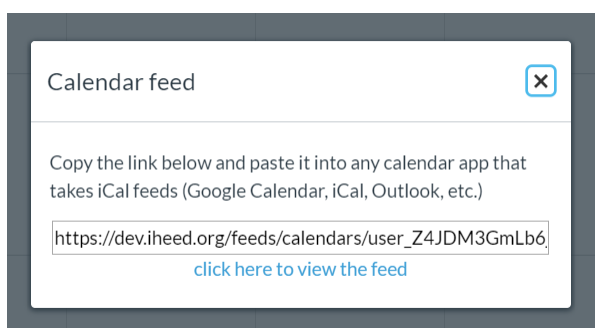
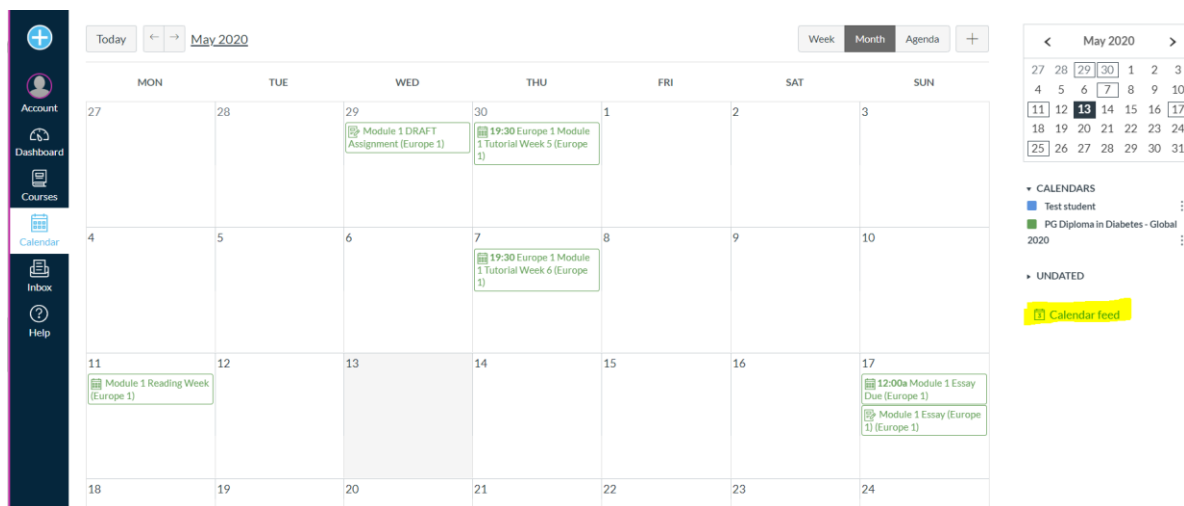
On successful completion of this module, you will be able to:

- > differentiate between research, practice, and quality projects
- > describe different types of clinical research
- > analyze the current and future impact of the COVID-19 pandemic on clinical research
- > describe the research process and stages involved in conducting clinical research
- > examine the current issues and challenges of conducting clinical research
- > illustrate the ways in which research can "impact"

The **Calendar (D)** is where you will find your programme timetable. Zoom links for each of your online tutorial sessions will be provided here, as well as the dates for your exams.

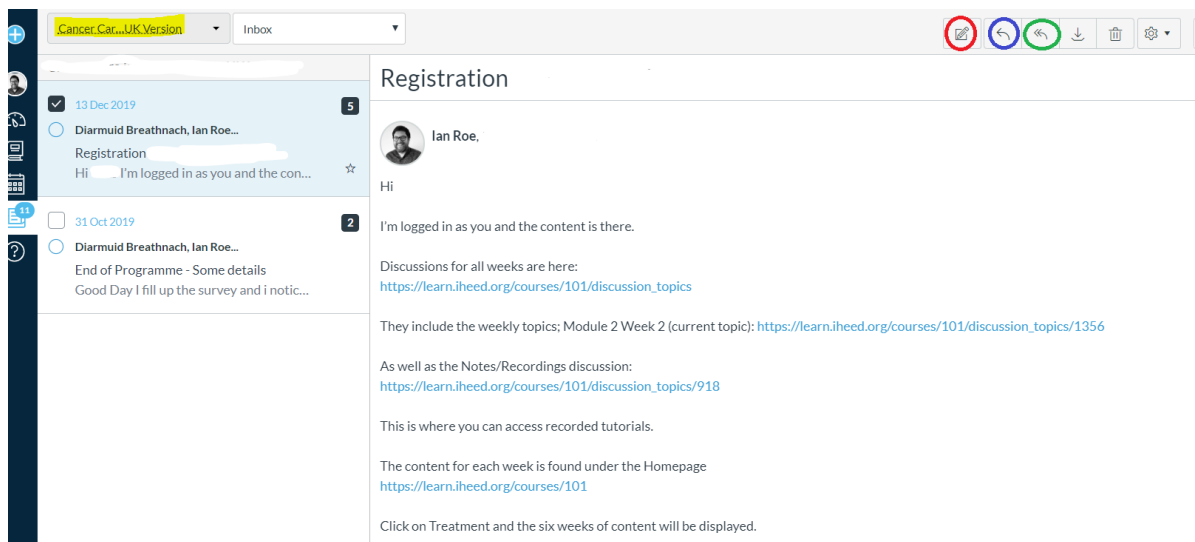
The Calendar is directly linked to your **time zone settings**, so please ensure that you are registered to the correct time zone so that you know when your classes are on.

By default, time zone is set to GMT.



You can sync the Canvas calendar to any calendar you use (iCal, Outlook etc) by clicking on **Calendar Feed** – this means any changes/edits to calendar events will be highlighted in real-time.

The **Inbox (E)** allows you to contact the tutor, programme administrator or any fellow participants. Your Canvas messaging is synced to your preferred contact email as chosen in your **Settings**. Important class information will be sent to all students via Canvas inbox and by a supplementary email.



Your programme name will be highlighted in the top-left corner, and all emails are displayed on the left.

Click on the pencil to **compose** a new mail, the single arrow to **reply** directly or the double arrow to **reply all**.

The screenshot shows the 'Compose message' form. The 'Course' dropdown is set to 'PG Diploma...lobal 2020'. The 'To' field contains 'Ian Roe'. The 'Subject' field contains 'This is just like any other email'. There is a checkbox for 'Send an individual message to each recipient' which is unchecked. A green circle highlights the 'Add recipient' icon (a person icon) next to the 'To' field. Below the form, there is a text area for writing the message, a 'Cancel' button, and a 'Send' button. At the bottom left, there are icons for attaching files and videos.

The **Help** button (F) is for technical issues – if there is an unresponsive page or a broken link, you can let the IT team know here. For more general queries, please contact the Academic Affairs team by email, OR post in the Student/Technical Queries Discussion forum.

With the secondary navigation menu, the important ones to pay attention to are:

- Home,
- Discussions,
- Grades,
- Library and
- Resources.

Home will always bring you to the default landing page. From here you can navigate to the section of the programme that you need to get to for any given week.

Discussions is your student forum – as well as the *weekly discussion* to complement the self-guided materials, you can also find some *pinned discussions*.

There is a useful pinned discussion *Technical Questions* – use this discussion to post any issues you encounter during your studies such as broken links or other questions surrounding the programme.

After the online induction, we will publish an *Introductory Discussion* as well, where you can post a little bit of information about yourself and get to know your fellow participants.

Grades will be the space in Canvas where you can find your results for each module essay and semester exam. You will be notified when these grades are published.

Library section gives you access to a number of literature databases through an Open Athens account.

One of the most useful links you will need during the Postgraduate Diploma/Master of Science is the **Resources** page. Here you will find a list of recorded sessions and slides/materials from the tutorials. We monitor attendance of tutorials for our own records; but in case you miss a session, a recording will be made available as well as the resources/materials used in that class.

Online Tutorials: Using Zoom

For the tutorials, we will be using an online video conferencing app called **Zoom**. This can be used on laptops, desktops, phones and tablets. The first step is for you to install the Zoom app on your desktop, which you can do from the link below:

<https://zoom.us/download>

- Install Zoom Client for meetings on your desktop
- Install the appropriate Zoom mobile app

If you are using a phone or tablet, you will need to get the Zoom app from Google Play or the Apple app store.

Zoom house rules

- **Audio**
 - o *We recommend using headphones while on Zoom calls*
 - o *If you are in a busy room, please be aware of background noise.*
 - o *It is a good idea to mute your microphone when you are not speaking as this eliminates all ambient noise and improves the experience for all participants.*
 - o *This does not mean we want to discourage participation – please ask any questions you have (just remember to unmute yourself first!)*
- **Visual**
 - o *Please keep your camera on – it is nicer for everyone to see the faces of participants,*
 - o *If bandwidth (or Wi-Fi) is low, turning the camera off can help the audio, but where possible please keep the camera on.*
- **Chat**
 - o *Some people may be more comfortable asking their questions over Chat rather than speaking out loud in front of the group; we will make sure that the tutor is made aware of any questions that come in that way.*
 - o *If there are additional questions, you can always post them in the weekly discussion.*
- **Recording**
 - o *Please note that the tutorials are recorded. This is for student purposes only.*
 - o *The recordings will be found under **Resources**, for you to watch back on demand.*