

Postgraduate Diploma/Master of Science in

Diabetes Care

Welcome Pack

iheed⁺
transcending boundaries
transforming medical education


WARWICK
THE UNIVERSITY OF WARWICK

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Programme Timetable

The **Postgraduate Diploma in Diabetes Care** is a 12-month programme comprising of six 6-week modules.

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

The tutorials will be held at the following times*

- **Thursdays at 19:00 GMT (UK time)**
- **Fridays at 11:00 GMT (UK time)**

* Please note, our academic week begins on Monday, but **no tutorials during your modules will take place on Mondays.**

Please check your Calendars in Canvas for specific times, dates and Zoom links for your assigned group. **You will be granted access to Canvas on Friday, 16th May 2025.**

The following pages contain the weekly schedule for your academic year.

	Week starting with		
	Sun, 25 May 2025	Induction Week	
SEMESTER 1	Sun, 01 Jun 2025	M1W1	Epidemiology
M1: Core Principles	Sun, 08 Jun 2025	M1W2	Diagnosis
	Sun, 15 Jun 2025	M1W3	Screening
	Sun, 22 Jun 2025	M1W4	Prediabetes and Prevention
	Sun, 29 Jun 2025	M1W5	Classification and Clinical Presentation
	Sun, 06 Jul 2025	M1W6	Evidence Based Medicine
	Sun, 13 Jul 2025	Reading Week	
	Sun, 20 Jul 2025	M1 Essay + Exam	M1 Essay due: 20 Jul 2025 M1 Exam window this week
	Sun, 27 Jul 2025	Week Off	
SEMESTER 1	Sun, 03 Aug 2025	M2W1	Patient Empowerment
M2: Self-Management	Sun, 10 Aug 2025	M2W2	Psychology and Behavioural Change
	Sun, 17 Aug 2025	M2W3	Structured Education Programmes
	Sun, 24 Aug 2025	M2W4	Physical Activity
	Sun, 31 Aug 2025	M2W5	Self-Monitoring and Sick Days
	Sun, 07 Sep 2025	M2W6	Acute Complications
	Sun, 14 Sep 2025	Reading Week	
	Sun, 21 Sep 2025	M2 Essay + Exam	M2 Essay due: 21 Sep 25 M2 Exam window this week
	Sun, 28 Sep 2025	Week Off	
SEMESTER 1	Sun, 05 Oct 2025	M3W1	Why do we treat diabetes?
M3: Treatment	Sun, 12 Oct 2025	M3W2	Diabetes and Primary Care
	Sun, 19 Oct 2025	M3W3	Drug Treatments
	Sun, 26 Oct 2025	M3W4	Insulin and CSII
	Sun, 02 Nov 2025	M3W5	Surgery
	Sun, 09 Nov 2025	M3W6	Diabetes in Children and Adolescents
	Sun, 16 Nov 2025	Reading Week	
	Sun, 23 Nov 2025	M3 Essay + Exam	M3 Essay due: 23 Nov 25 M3 Exam window this week
	Sun, 30 Nov 2025	Week Off	

	Week starting with		
SEMESTER 2 M4: Microvascular Complications	Sun, 07 Dec 2025	M4W1	Pathophysiology
	Sun, 14 Dec 2025	M4W2	Retinopathy
	Sun, 21 Dec 2025	Christmas break	(no workshops)
	Sun, 28 Dec 2025	Christmas break	(no workshops)
	Sun, 04 Jan 2026	M4W3	Nephropathy
	Sun, 11 Jan 2026	M4W4	Neuropathy
	Sun, 18 Jan 2026	M4W5	Foot Care
	Sun, 25 Jan 2026	M4W6	Primary and Secondary Complications
	Sun, 01 Feb 2026	Reading Week	
	Sun, 08 Feb 2026	M4 Essay + Exam	M4 Essay due: 8 Feb 26 M4 Exam window this week
	Sun, 15 Feb 2026	Week Off	
SEMESTER 2 M5: Macrovascular Complications	Sun, 22 Feb 2026	M5W1	Pathophysiology
	Sun, 01 Mar 2026	M5W2	Coronary Artery Disease
	Sun, 08 Mar 2026	M5W3	Cerebrovascular Disease
	Sun, 15 Mar 2026	Eid break	(no workshops)
	Sun, 22 Mar 2026	M5W4	Peripheral Artery Disease
	Sun, 29 Mar 2026	Easter Week	(no workshops)
	Sun, 05 Apr 2026	M5W5	Hypertension and Hyperlipidaemia
	Sun, 12 Apr 2026	M5W6	Primary and Secondary Complications
	Sun, 19 Apr 2026	Reading Week	
	Sun, 26 Apr 2026	M5 Essay + Exam	M5 Essay due: 26 Apr 26 M5 Exam window this week
	Sun, 03 May 2026	Week Off	
SEMESTER 2 M6: Special Circumstances	Sun, 10 May 2026	M6W1	Pregnancy and Diabetes
	Sun, 17 May 2026	M6W2	Ramadan and Hajj
	Sun, 24 May 2026	M6W3	Sport and Travel
	Sun, 31 May 2026	M6W4	Mental Health Issues
	Sun, 07 Jun 2026	M6W5	Diabetes in Later Life
	Sun, 14 Jun 2026	M6W6	Chronic Care Model Revised
	Sun, 21 Jun 2026	Reading Week	
	Sun, 28 Jun 2026	M6 Essay + Exam	M6 Essay due: 28 Jun 26 M6 Exam window this week

For those of you who successfully complete the Postgraduate Diploma and choose to progress to the **Masters (MSc) in Diabetes Care** (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, 16th May 2025** you will receive an email from us with your log in details 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 UK time** and **19:00 UK time**. The live sessions last approximately 1-1.5 hours.

You do not need to attend both. For your convenience, select the session that suits you the best and attend that one. In case you cannot make it, the sessions will be recorded and posted on Canvas Resources Page.

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

Please use this [time zone converter](#) to check the time in your own locality.

You will find a list of all resources mentioned in the “What should I do before I attend?” column on the next page in the Important Resources List.

Day & Date	Time	Activity	What Should I do before I attend?	Zoom link to join
Monday, 26th May 2025	11:00 – 12:30 GMT or 19:00-20:30 GMT	<u>All Programme Welcome</u> Overview of iheed/ University of Warwick Partnership Canvas Q&A Academic Integrity and Writing Q&A	Watch the Introduction to Canvas video and complete the Canvas Checklist Familiarize yourself with the resources in the Important Resources List	Please click here to join
Thursday, 29th May 2025	11:00 – 12:30 GMT or 19:00-20:30 GMT	Diabetes patient case review	A discussion board will open for you to contribute on Canvas. Please engage.	Please click here to join

Important Resources List

Who to contact for...

ISSUE	EMAIL
Payment plan set up and providing required documentation	admissions@iheed.org
Finance related questions <u>AFTER</u> you set up payment	studentfinance@iheed.org
Technical support	studentsupport@iheed.org
Any admin programme related questions (e.g. extension requests, Canvas navigation...)	diabetessupport@iheed.org

Navigating Canvas

- [Canvas Checklist](#)
- [Introduction to Canvas](#) video
- [Criteria for Success Checklist](#)

Referencing and Academic Writing Skills

- [Reading a Question and Planning an Essay](#) video
- [Editing your Essay](#) video
- [Section Structure: the IDEALS Method](#) video
- [IDEALS Example Text](#) document
- [How to Reference](#) video
- [Using Zotero to Maintain References](#) video
- [Warwick Harvard Referencing Guide](#)

Regulations and Supports Available

- [Plagiarism and Academic Integrity](#) video
- [Using AI](#) video
- [AI Policy](#) document
- [Programme Expectations](#) video
- [Mitigating Circumstances](#) video
- [Resubmission Options](#) video

Programme Registration

To formally complete your registration to the University of Warwick/iheed Postgraduate Diploma in Diabetes Care, you must have all of the following documents submitted **by 17:00 GMT on Friday, 30th May 2025** (the end of the Induction Week).

After this point, registration on the May 2025 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 (e.g., passport, driving license, or National identity card).

5. Student Contract

You must sign the student contract.

Programme Completion Criteria: Scheme of Assessment

Continuous Assessments – 2,000-word Module Essays

Each module concludes with the submission of a module assignment – a 2,000-word essay on a topic provided to students at the start of each module.

The end of module essay is worth 70% of the grade for each module.

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

Make sure to finish the Academic Writing Module and go through all the Academic Support on Resources page on Canvas before writing your essay.

Please note the following:

Passing grade: A **pass mark of 50%** must be achieved in each essay and examination. However, there is compensation between module 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. When doing a repeat, Module grade is capped at 50%. A failed repeat will result in the removal from the course.

Appeals can be made to the Mitigating Circumstances panel 20 days after the assessment due date.

Mitigating Circumstances: There will be a chance to submit mitigating circumstance claims appeals prior to each assessment. All claims must be submitted 20 days after the assessment due date 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.

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.

End-of-Module Online Examinations

The exams 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.

A security check (ID to be provided and camera used to sweep the room/desk) is done before start of every exam, i.e. 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 always remain on, and you cannot leave the room or use an external monitor. When setting up your camera, please be aware that your whole face must be visible on camera during the exam.

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 diabetes.

Exams are worth 30% of the overall module grade, and each module must be passed independently.

There is compensation of marks between the assessments as long the average score of the Module is 50% or more.

Exam Questions

The exam will be made up of MCQs (multiple choice questions).

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.
- 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.

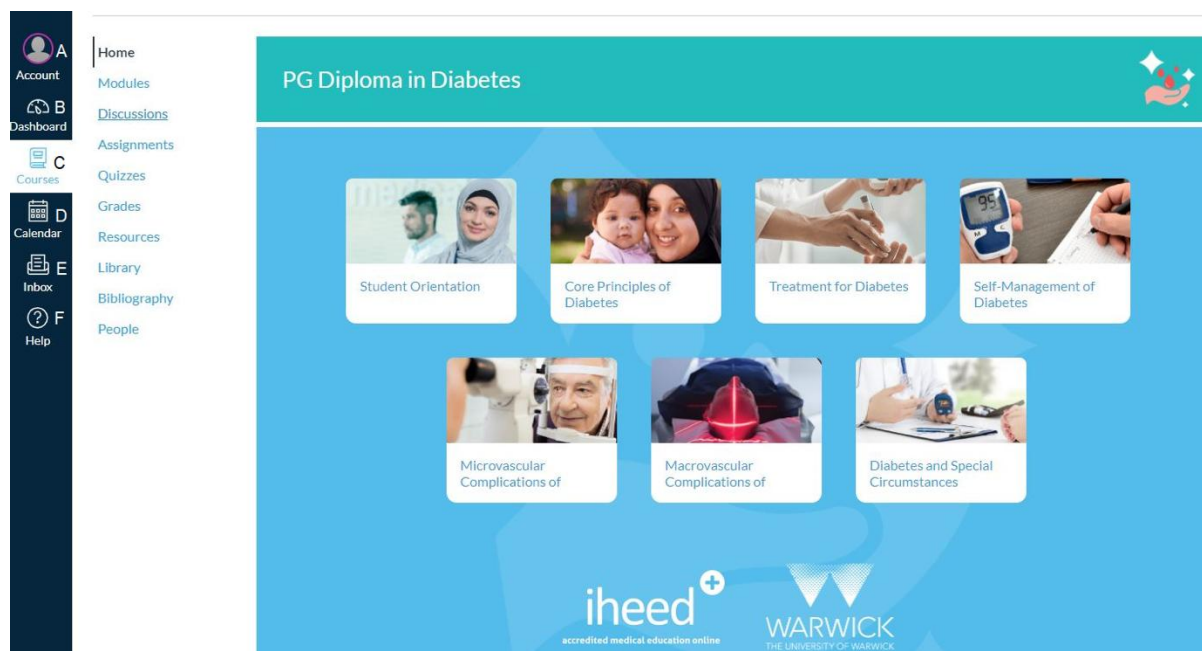
There will be further information for exam rules/guidance, as well as a practice exam to familiarise yourself with the exam procedures in advance of the first exam.

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**.

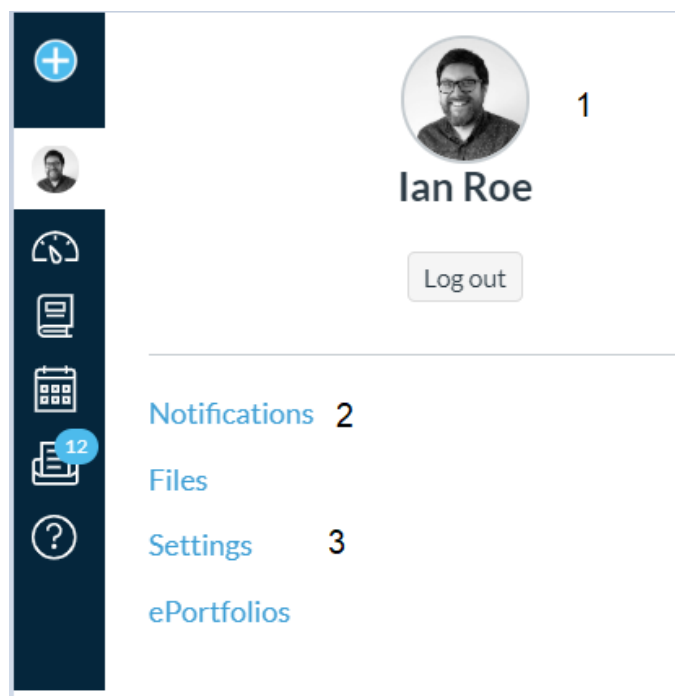


On the very left-hand menu you can see:

- (A) Account
- (B) Dashboard
- (C) Courses
- (D) Calendar
- (E) Inbox
- (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, starting with the **Student Orientation**, we recommend that you go through the Orientation Module during Induction Week.

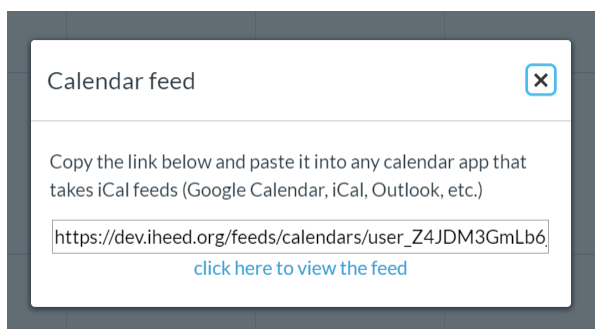
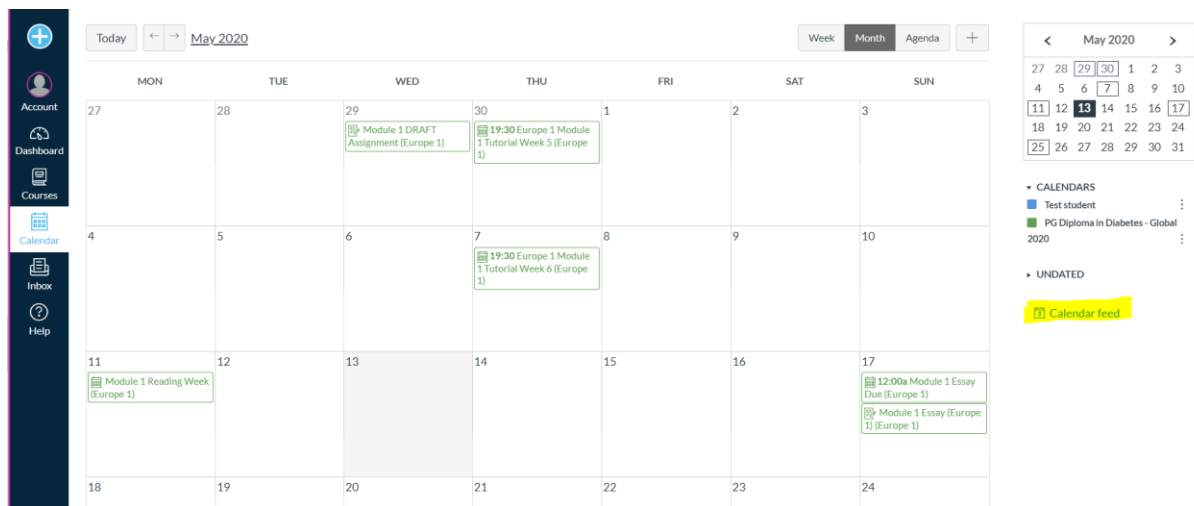
Each subsequent tile represents one Module of your programme: starting with Core Principles of Diabetes. By choosing one of these, you will then be brought to six more tiles, each representing a week's worth of self-directed content.

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.

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.

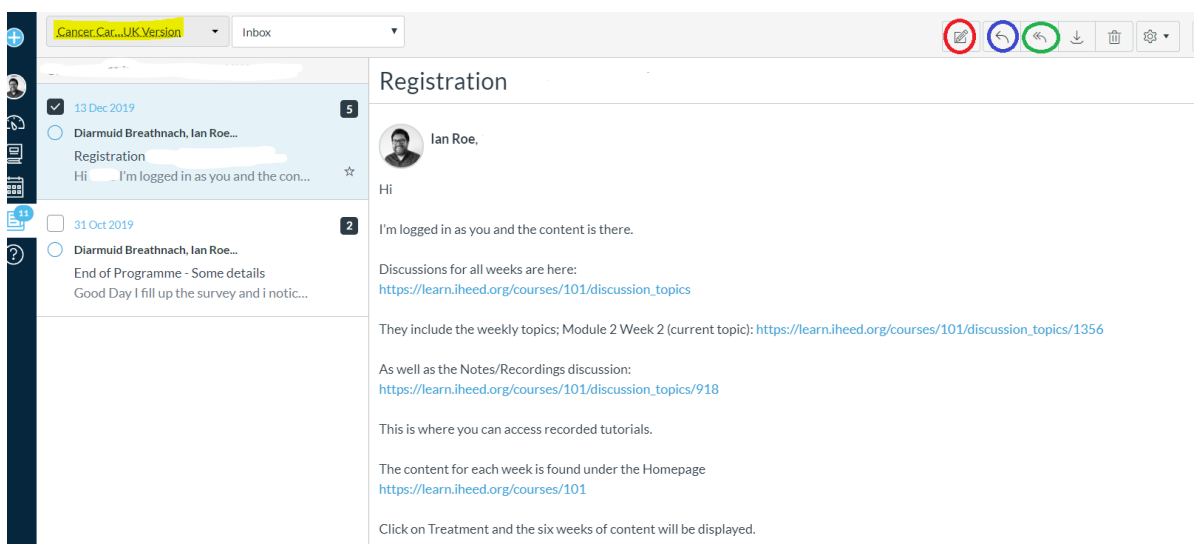
The Calendar is directly linked to your **time zone settings**, so please ensure that you are registered to the correct time zone so that you know when your classes are on.

By default, time zone is set to GMT.



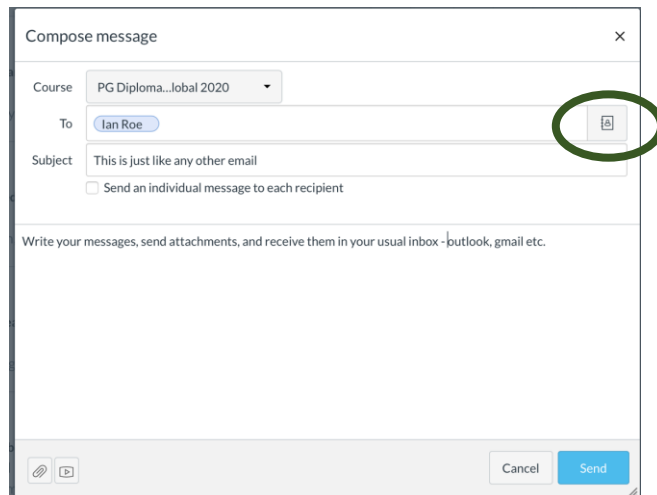
You can sync the Canvas calendar to any calendar you use (iCal, Outlook etc) by clicking on **Calendar Feed** – this means any changes/edits to calendar events will be highlighted in real-time.

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 **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, 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.

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**
 - *We recommend using headphones while on Zoom calls.*
 - *If you are in a busy room, please be aware of background noise.*
 - *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.*
 - *This does not mean we want to discourage participation – please ask any questions you have (just remember to unmute yourself first).*
- **Visual**
 - *Please keep your **camera on** – it is nicer for everyone to see the faces of participants.*
 - *If bandwidth (or Wi-Fi) is low, turning the camera off can help the audio, but where possible please keep the camera on.*
- **Chat**
 - *Please change your zoom name to reflect your real one so attendance can be taken*
 - *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.*
 - *If there are additional questions, you can always post them in the weekly discussion.*
- **Recording**
 - *Please note that the tutorials are recorded. This is for student purposes only.*
 - *The recordings will be found under **Resources**, for you to watch back on demand.*