

## CIPA Introductory Patent Administrators' Course

### Course Information 2017 – 2018

CIPA's Introductory Patent Administrators' Course will start w/c 4 September 2017, and the last teaching session will be w/c 27 November 2017.

#### Course outline

The course will follow the same syllabus as the 2016 course and the structure will be:

Week 1	Introductory Unit 1	Face to Face*	7 September
Week 2	Unit 2 GB	Webinar**	w/c 11 September
Week 3	Unit 2 GB	Webinar	w/c 18 September
Week 4	Unit 2 GB	Face to Face	28 September
Week 5	Unit 3 PCT	Webinar	w/c 2 October
Week 6	Unit 3 PCT	Webinar	w/c 9 October
Week 7	Unit 3 PCT	Face to Face	19 October
Week 8	Unit 4 EP	Webinar	w/c 23 October
Week 9	Unit 4 EP	Webinar	w/c 30 October
Week 10	Unit 4 EP	Face to Face	9 November
Week 11	Unit 5 Designs	Webinar	w/c 13 November
Week 12	Unit 5 and Revision	Face to Face	23 November
Week 13	Revision	Webinar	w/c 27 November

\* Face to face sessions will be 2.5 hours long. Attendance at these sessions must be in person.

\*\* Webinars will be approximately 1 hour long.

The course is delivered through a blended learning model. The advantages of this approach are:

- Consistency of experience for students within and across courses.
- Less time spent away from the office and travelling.
- More flexibility for students (and firms) as to how and when students learn.

The **primary purpose** of the webinars is to transmit information and set activities (form filling, deadline calculations and so on).

The **primary purpose** of the face to face sessions is to consolidate the learning from the webinar by reviewing in detail the completed activities.

The IPAC [syllabus](#) gives the details of the content of the course unit by unit.

#### CIPA and in-house courses

CIPA will offer a public course in London for the face to face sessions. In-house courses will also be available, sometimes to external students. The full list of options will be available on the IPAC examination registration form.

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#### **Course and Examination Fees**

Details of the fees for both the course and examination can be found [here](#).

#### **Registration dates**

All the dates for the course and examinations can be found on the PEB website [here](#). The IPAC registration form will be posted on the PEB website between these dates:

Registration opens	Monday 15 May 2017
Registration closes	Monday 3 July 2017

When candidates register they agree to be bound by the CIPA IPAC [Course Policies](#).

#### **Mentors**

All students will be required to nominate a mentor, who will be able help them with the set activities and must be available to meet with them and answer any questions. CIPA will issue a Mentor Handbook to each mentor.

#### **Course materials**

In addition to providing access to the webinars CIPA will provide all students with a hard copy of the Student Handbook. CIPA will also provide Course Booklets. There will be two booklets: one for Units 1 to 3, issued on completion of Unit 3 and one covering Units 4 and 5 and issued on completion of Unit 5. They will provide a summary of the content provided in the webinars. They are designed to support the webinars and can be used to consolidate learning in conjunction with the student's own notes and attendance at the face to face sessions.

#### **Examinations**

The examinations are administered by the Patent Examination Board. In registering for the examination, candidates are agreeing to be bound by the [Patent Examination Board](#) policies.

The mock examination and mark scheme will be released to mentors on Monday 4 December 2017, and it may be undertaken at any time between then and Friday 12 January 2018. The live examination takes place at 2pm on 25 January 2018 at various locations, depending on demand.

Past question papers, mark schemes, Examiners' Reports and sample pass scripts can be found [here](#).

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#### **The question paper**

This syllabus is assessed via a closed book examination. It is two hours in length with an additional 15 minutes reading time allowed before candidates may start writing.

The law that will be assessed is the law that is current at the date of the last taught session of the course.

The questions will test the syllabus subject content and learning outcomes. Each question paper will comprise questions with a marks range from 1 to 15. All the questions will be compulsory. The question paper will be out of 80 marks. All units, but not necessarily all the learning outcomes, will be assessed in all question papers.

The questions will be either:

- i. form-based or
- ii. short answer questions such as data entry or date calculations or
- iii. longer answer questions where an explanation is required or
- iv. a short scenario with related questions. (The scenario materials will either be part of the question or provided as a separate scenario.)

Additionally, questions may be set which relate to the scenario presented in any form-based question.

If reasoning, explanation and/or calculation workings are required in an answer, the question will advise the candidate accordingly.

#### **Materials provided in the examination**

Calendars for the relevant years, and Patent Offices closure dates will always be provided where needed.

Any other materials which the examiners wish candidates to have in order to answer a question will also be provided either as part of the question or separately.

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#### **Course Policies**

The CIPA IPAC Course Policies can be found [here](#). Your attention is drawn to the attendance and withdrawal policies.

#### **Quality assurance of the course**

The CIPA Quality Assurance Policies for the IPAC can be found [here](#).

#### **Questions?**

If you have any questions please email: [pac@cipa.org.uk](mailto:pac@cipa.org.uk), and a member of the education team will be happy to help.