

CIPA Introductory Patent Administrators' Course

Course Information 2018 – 2019

CIPA's Introductory Patent Administrators' Course will start w/c 3 September 2018 and the last teaching session will be w/c 26 November 2018.

Course outline

The course will follow the same syllabus as the 2018 – 9 course and the structure will be as follows. The face-to-face dates are those of the CIPA provided course, they may vary for in-house courses.

Week 1	Introductory Unit 1	Face-to-Face*	6 September
Week 2	Unit 2 GB	Webinar**	w/c 10 September
Week 3	Unit 2 GB	Webinar	w/c 17 September
Week 4	Unit 2 GB	Face-to-Face	27 September
Week 5	Unit 3 PCT	Webinar	w/c 1 October
Week 6	Unit 3 PCT	Webinar	w/c 8 October
Week 7	Unit 3 PCT	Face-to-Face	18 October
Week 8	Unit 4 EP	Webinar	w/c 22 October
Week 9	Unit 4 EP	Webinar	w/c 29 October
Week 10	Unit 4 EP	Face-to-Face	8 November
Week 11	Unit 5 Designs	Webinar	w/c 12 November
Week 12	Unit 5 and Revision	Face-to-Face	22 November
Week 13	Revision	Webinar	w/c 26 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 to external students where possible. 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

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 14 May 2018
Registration closes	Monday 2 July 2018

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 will 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 3 December 2018, and it may be undertaken at any time between then and Friday 11 January 2019. The live examination takes place from 2pm to 4.15pm on 24 January 2019 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;
- ii. short answer questions such as data entry or date calculations;
- 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 and a member of the education team will be happy to help.