

## NOTICE TO ALL STUDENTS STUDYING THE AMTRA SQP: FARM ANIMAL MODULE

As of August 2011:

a) Students completing assessments in England, Wales or Scotland should post **the original and one copy** of their Farm Animal project, in paper format and by the same deadline, an **electronic** copy of this project. The electronic copy should be saved as a Microsoft Office Word document, without any pictures or appendices, provided either by e-mail or along with the paper copies on a USB flash memory stick or CD-Rom or may be sent through as an e-mail attachment. All should meet the criteria stated in the project guidelines, for the attention of:

Animals Business Development –  
AMTRA Project  
Harper Adams University College  
Newport  
Shropshire, TF10 8NB  
e-mail address is:  
[sqp@harper-adams.ac.uk](mailto:sqp@harper-adams.ac.uk)

b) Students completing assessments at CAFRE, Greenmount Campus should post the **original** to Harper Adams University College at the address above and a **copy** of their Farm Animal project, written to meet the criteria stated in the project guidelines, for the attention of:

Ms Louise Millsopp  
CAFRE  
Greenmount College  
45 Tirgracy Road, Muckamore  
Antrim, BT41 4PS

In addition, by the same deadline, an **electronic** copy of this project in the form of a Microsoft Office Word document, without any pictures or appendices, should be provided either by e-mail or along with the original paper copy on a USB flash memory stick or CD-Rom to Harper Adams.

- All** students should ensure they include;
1. a signed copy of the project brief they worked to (which can be found in your manual and on the AMTRA website)
  2. a covering note stating their name, the date and the centre at which they will be sitting their assessments.

Students should keep a copy for their own records. It is the responsibility of the student to ensure that Harper Adams University College receives their work for marking before the deadline.

Please be aware that the **last** submission date for all projects is 5.00 pm on the working day two weeks prior to assessments. You will be notified of the exact date in the Programme of your examination acknowledgement pack. If you have any concerns regarding this, please contact the Animals Business Development - AMTRA Project at Harper Adams University College on (01952) 815485 or AMTRA directly on 01359 245801

e-mail address for electronic copies is:

[sqp@harper-adams.ac.uk](mailto:sqp@harper-adams.ac.uk)

When sending an electronic copy – ensure that it is a Word (.doc) document and that there are no pictures or photographs. Also state where you will be sitting your written examinations

Note that the deadline applies to both electronic and paper copies. If either is late then the whole of the Farm Animal project element of the module will be marked as late – remember it is your responsibility to ensure that all elements arrive before the deadline