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## **F2F POSTGRADUATE TAUGHT DEGREE REGULATIONS – 2017/18**

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## 1. **OVERVIEW**

### 1.1 **Regulation of Degrees and Diplomas**

Senate of the London School of Hygiene & Tropical Medicine is empowered by the School's Council to:

- a) Consider and make recommendations to the Council on: the organisation of the teaching and research work of the School; the institution, granting, conferment and revocation of academic awards of the School, and
- b) Consider and determine all matters affecting programmes of instruction, and the arrangements for examinations and the granting of prizes and certificates.

Senate has appointed a Learning and Teaching Committee and Quality and Standards Committee to advise in these matters. All references to Council in the Regulations and Procedures incorporate the Learning and Teaching Committee and Quality and Standards Committee where both have powers delegated to them by Senate.

These regulations must be read in conjunction with the publication [Teaching Policies and Codes of Practice](#).

### 1.2 **Award of a Degree or a Diploma**

The Chair of Senate of the London School of Hygiene & Tropical Medicine is authorised to award Postgraduate Taught Degrees of the University of London Diplomas of the London School of Hygiene & Tropical Medicine in accordance with these Regulations and Procedures to students registered as students of the School.

### 1.3 **Revocation of a Degree or a Diploma**

The Chair of Senate may, on behalf of the Council of the University or Senate of the London School of Hygiene & Tropical Medicine, revoke any Degree or Diploma granted by the School in accordance with Regulation 1.2, if it shall be discovered at any time and proved to the satisfaction of the School that:

- a) There was an administrative error in the award made under the procedures required by the Standing Orders of Council to regulate the conduct of Masters, Diploma and Certificate programmes;
- b) Subsequent to an award, a Board of Examiners, having taken into account information which was unavailable at the time its decision was made, determines that a student's classification should be altered; or
- c) That in exceptional circumstances, the award should be revoked for any other good cause, after consultation with the Academic Registrar.

### 1.4 **Distance Learning Programmes**

These regulations do not apply to distance learning programmes. Distance learning students should refer to the Distance Learning Regulations.

### 1.5 **Research Degrees**

These regulations do not apply to research students except where research students are following taught postgraduate modules or undertaking a taught postgraduate programme as part of their research degree. Research students should refer to the Research Degree Regulations for their research degree programme of study.

## 1.6 **Terminology**

In these regulations the word 'programme' is used where an award is being referred to. The School usually refers to awards as 'courses'. The word 'programme' has been used to remove any confusion when the word course is used with a different meaning.

## 2. **DEFINITION OF A STUDENT**

2.1 A student of the School for the purposes of these Regulations is a person enrolled on a programme of study leading to the award of a Taught Master's Degree, a Postgraduate Diploma or Postgraduate Certificate of the University of London.

## 3. **PUBLICATION OF REGULATIONS**

3.1 The School Regulations for face-to-face Taught Master's, Postgraduate Diploma and Postgraduate Certificate students are made available on the School's website.

3.2 Amendments to existing School Regulations which may be approved by Senate in the course of a session will be published in the School Regulations for the following sessions. Major amendments will normally be incorporated in the published School Regulations not later than the beginning of the session in which they come into force.

3.3 No amendment to the method of assessment for postgraduate degrees, diplomas, certificates and modules will be approved by Senate once these have been published.

## 4. **ENTRANCE REQUIREMENTS**

4.1 In order to be admitted to a Taught Master's degree programme, Postgraduate Diploma or Postgraduate Certificate of the London School of Hygiene & Tropical Medicine as a student, a student must:

- a) - hold the equivalent of at least a second class honours degree of the University of London; or  
- hold a professional or other qualification obtained by written examinations and judged by the School to be the equivalent of a Second Class Honours degree or better; or  
- have relevant professional experience or training

and

- b) satisfy additional requirements where prescribed for admission to specific programmes. These additional requirements are specified in the relevant programme regulations.

4.2 The School may prescribe English language and/or other tests as conditions of admission.

4.3 Application for admission to a programme and registration shall be undertaken in accordance with procedures specified by the School.

4.4 Satisfaction of the criteria referred to in Regulations 4.1 to 4.3 does not guarantee admission to the School.

## **5. ADMISSION OF STUDENTS**

- 5.1 Students are admitted to one of the following taught postgraduate awards: Master's degree, Postgraduate Diploma or a Postgraduate Certificate.

## **6. REGISTRATION PROCEDURE**

- 6.1 Students who wish to proceed to a degree of the London School of Hygiene & Tropical Medicine are required to register as students of the School. Registration must be made through the School Registry. Backdated registration for a programme of study is not permitted.

## **7. PROGRAMME OF STUDY AND CREDITS**

- 7.1 The total minimum number of credits required for an award shall be:
- 180 credits for a Master's degree
  - 120 credits for a Postgraduate Diploma
  - 60 credits for a Postgraduate Certificate
- 7.2 The School will publish the approved Programme Specification for each programme annually.

### **Master's degrees**

- 7.3 The programme of study for each Master's degree shall include:
- a) A taught component comprising modules of study in the named subject area, which provide structured and progressive grounding relevant to the fields of study;
  - b) Elements designed to broaden candidates' knowledge, experience and understanding by equipping them with a range of transferable skills; and
  - c) A research component, assessed by means of a significant piece of writing in the form of a Project Report, which enables the candidate to demonstrate initiative and creativity in formulating and carrying out a clearly planned and rigorously justified research project.
- 7.4 Students shall be required to obtain the appropriate number of credits through satisfactory performance in approved formal assessments.

### **Postgraduate Diploma**

- 7.5 Where allowed, candidates who do not complete a whole Master's degree programme, but who have achieved the appropriate number of credits through the satisfactory completion of formal assessments associated with the taught components of the degree programme may be considered for the award of a Postgraduate Diploma.

### **Postgraduate Certificate**

- 7.6 Where allowed, candidates who do not complete a whole Master's degree programme, but who have achieved the appropriate number of credits through the satisfactory completion of formal assessments associated with the taught components of the degree programme may be considered for the award of a Postgraduate Certificate.

## 8. **TAUGHT MASTER'S PERIODS OF REGISTRATION AND MODES OF STUDY**

8.1 Students must complete their degree requirement within the set period from the date of their first enrolment. Students who fail to complete their degree within the set period will be ineligible for the award of their degree unless there are extenuating circumstances accepted by the School.

8.2 Taught Master's programmes of study can normally be followed on a full-time, part-time or split-study basis. Where students study on a part-time or split-study basis they may be required to take certain modules in particular years to ensure they meet the pre-requisite requirements for the degree.

8.3 The minimum and maximum periods of registration are as follows:

<b>Award</b>	<b>Minimum</b>	<b>Maximum</b>
Master's	Full time: 1 year Part time: 2 years	Full time: 3 years Part time: 5 years
Postgraduate Diploma	Full time: 8 months Part time: 16 months	Full time: 3 years Part time: 4 years
Postgraduate Certificate	Full time: 4 months Part time: 8 months	Full time: 2 years Part time: 3 years

8.4 Exemption from the normal period of registration can be requested by the Programme Director. Exemptions must be made to the relevant Faculty Taught Programme Director who will review the request in consultation with the Academic Registrar. Where agreement cannot be reached between the Taught Programme Director and the Academic Registrar then a final decision will be made by the Pro-Director (Learning and Teaching).

8.5 The School may allow a student to transfer from one programme to another within the School. Such permission will be given only on the recommendation of the Programme Director and Taught Programme Director for the student's current degree programme and for the programme into which the student wishes to transfer. The maximum period of registration includes any internal transfers to a different degree.

8.6 The overall period of registration includes interruption of studies, repeat years of study and deferral of assessments due to extenuating circumstances

## 9. **FEES**

9.1 Please see the School's [Tuition Fees Policy](#) for full details regarding tuition fee payment, refunds and penalties for late/non-payment.

## 10. **ACADEMIC YEAR**

10.1 The term 'academic year' normally means the period extending from the beginning of October to the end of September inclusive.

## 11. **ATTENDANCE**

11.1 In order to benefit fully from their programme, students are expected to attend all relevant and/or required classes, which include, as appropriate to the programme, lectures, tutorials, seminars, language classes and practical sessions. Please see the School's [Student Attendance Policy](#) for guidance.

- 11.2 To satisfy the requirements of Regulation 11.1 and in order to be assessed in any assessment element, a student shall normally be required to have attended a minimum of 80% of the teaching sessions associated with that programme element.
- 11.3 Students who withdraw before completing the approved programme of study may be required to restart the whole programme or repeat elements of the programme should they subsequently re-register.

## **12. INTERRUPTION OF STUDIES**

- 12.1 An Interruption of Studies may be granted to a candidate on grounds of illness or other adequate cause. Taught Master's students are permitted to interrupt their studies for a maximum period of two years. All decisions will be made in accordance with the guidance in the School's [Interruption & Withdrawal of Study Procedure](#).

## **13. ENTRY AND RE-ENTRY TO ASSESSMENTS**

- 13.1 A student will be entered in the assessments for the programme which they are registered at the first opportunity.
- 13.2 No student will be admitted to an assessment unless they have satisfactorily met the attendance requirements and has completed the work required in accordance with the Regulations.
- 13.3 All students are bound by the Regulations in force at the time of registering for their award.
- 13.4 Students who are absent from an assessment without formal permission will have that assessment counted as an attempt and will be awarded a mark of zero for that assessment unless they have acceptable extenuating circumstances in line with the School's [Extenuating Circumstances Policy](#).
- 13.5 A student will be assessed in accordance with the School's Regulations and any individual programme regulations in place for their award unless they have deferred or withdrawn under these Regulations.
- 13.6 A student will not be re-assessed in any assessment which they have already passed or if an award has been made.
- 13.7 Special examination arrangements may be made for a student who is ill, disabled, pregnant or have other just cause to require such arrangements in line with the School's Special Examination Arrangements Policy available in the [Assessment Handbook](#). Applications for special examination arrangements should be made to the Student Advisor as early as possible after registration and no later than six weeks before the date of the student's first assessment. Applications received after this date will only be considered in exceptional circumstances such as illness or accidental injury.
- 13.8 To be eligible for the award of a Master's degree or LSHTM diploma a student must satisfy the examiners in the assessment prescribed for the programme within the maximum period of registration permitted by these Regulations.

## **14. ASSESSMENT**

- 14.1 In the context of these Regulations, 'assessment' refers to all types of assessed work within a face-to-face taught postgraduate programme of study at the School. This includes all varieties of module assessments including formal School examinations and Project Reports. Where the word 'examination' is used, this will refer explicitly to formal written examinations.

- 14.2 The formal written examinations for each taught Master's programme shall normally take place on one occasion only each academic year.
- 14.3 The taught Master's Project Report will be examined on one occasion only in each year. The date for submission will be set out in the individual programme regulations. The only exception will be where a student fails the degree programme because of a failed Project Report and has failed no other failed assessments. In such cases, the student may be permitted to re-submit their Project Report by the relevant Board of Examiners and an early re-submission date will be set.
- 14.4 All project work must abide by the ethical requirements of the London School of Hygiene & Tropical Medicine and any involved external organisations. It is the student's responsibility to seek the approval needed from external organisations. If the work requires ethical approval this must be in place prior to beginning those elements of the project. If the student fails to gain the right ethical approval or breaches the terms of their original ethical approval, submission penalties will be applied to the work (details are given in the Project Guidelines). Penalties may be set by the Taught Programme Director and Programme Director under delegated authority from the relevant Board of Examiners and in consultation with a nominated member of the LSHTM's Ethics Committee.
- 14.5 In exceptional circumstances the School may allow variation of the method(s) of assessment for a module, in respect of some or all students. In exceptional circumstances the School may agree to alternative assessment arrangements as follows:
- a) Where a student has a documented disability and/ or learning difficulty or other valid health reason requiring a variation of assessment methods.
  - b) Where exceptional and unforeseen circumstances, other than those described in 14.5(a), warrant a variation of assessment for an individual student or cohort of students. Such exceptional requests must be approved by the Academic Registrar in consultation with the Pro-Director (Learning and Teaching).
- 14.6 (a) The Board of Examiners may permit the use of books, notes, instruments or other materials or aids in specific examinations (written, practical, oral or similar). If this is permitted the requirements will be set out in the instructions for the examination.
- (b) Where students are permitted to use their own electronic calculators in examinations, it must be of the hand-held type, quiet in operation and compact, and must have its own power supply. Students are entirely responsible for ensuring that their calculators are in working order for their examination and for providing in advance for alternative means of calculating in the event of the calculator failing during the examination. The unauthorised use of material stored in a pre-programmable memory will constitute cheating.
- 14.7 Except as provided in paragraph 14.7 above, no books, notes, instruments or other materials or aids whatsoever may be introduced into an examination room or be handled or consulted during an examination. Any such materials or aids in the possession of the student on entry to the examination room must be deposited immediately with the Invigilator.
- 14.8 Any unauthorised materials or aids introduced by a student into an examination room must be given to the Invigilator upon request. Any aids may be handed over by the Invigilator to the School authorities which may make copies and the original aids (together with any copies) may be retained by the School at its absolute discretion.
- 14.9 Students shall not, unless expressly so authorised, pass any information from one to another during an examination nor shall any student act in collusion with another student or other person or copy from another student or engage in any similar activity.
- 14.10 At any examination by written papers taken under supervision or where the Regulations for any qualification provide for part of an examination to consist of 'take-away' papers, essays or other work

written in a student's own time, coursework assessment or any similar form of test, the work submitted by the student must be their own and any quotation from the published or unpublished works of other persons must be duly acknowledged.

- 14.11 Failure to observe any of the provisions of paragraphs 14.7 to 14.11 above will constitute an examination offence. All examination offences will be treated as cheating or irregularities of a similar character under the School's [Assessment Irregularities Procedure for Taught Programmes](#). Under these Regulations students found to have committed an offence may be excluded from all further examinations of the School.
- 14.12 All answers to examination questions must be written in English.
- 14.13 Examination scripts are the property of the School and will not be returned to students.
- 14.14 Except where stipulated in individual programme Handbooks, no assessed work, including examination scripts, coursework, dissertations, are returnable to students.

## **15. RE-ASSESSMENT**

- 15.1 A student who does not successfully complete an assessment or part of the assessment for which they have entered at the first entry, may re-enter for that assessment on one further occasion only as agreed by the Board of Examiners.
- 15.2 The right to re-enter an assessment will be subject to the agreement of the Board of Examiners of the School.
- 15.3 Re-assessment will normally take place at the next available opportunity. Further guidance can be found in the School's [Resit Policy](#).
- 15.4 Students may not enter to be re-assessed in any assessment element (whatever its mark) if they have passed the programme overall.
- 15.5 Students proposing to resit an examination shall be bound by the Regulations which were in force at the time of the first sitting of the examination.
- 15.6 Students being re-assessed are normally only permitted to sit assessments for the modules they sat previously.

## **16. BOARDS OF EXAMINERS**

- 16.1 The School shall set up Boards of Examiners for each programme. Full guidance can be found in the School's [Exam Board Guidance](#) webpages.
- 16.2 Each Board shall include examiners who are not members of staff of the School. These External Examiners shall have regard to the totality of each degree programme and shall be involved and particularly influential in the decisions relating to the award of every degree. They shall report to the School each year, and shall comment specifically on the validity and integrity of the assessment process and the standard of student attainment.
- 16.2 Examination procedures shall ensure that assessment is and can be shown to be fair and impartial.
- 16.3 Each Board of Examiners shall ensure, among other things, that the application of the School's [Face-to-face MSc Award Scheme](#), including local rules where allowed, has regard to the totality of the



programme and to the requirements for progression within it, and to the requirement for each student to achieve a satisfactory overall standard.

## **17. AWARDING OF A DEGREE**

- 17.1 To be eligible for the award of a taught Master's degree, Postgraduate Diploma or Postgraduate Certificate, a student must, within the maximum period of registration, pass degree elements amounting to at least the minimum number of credits specified in Regulation 7.1, of which the required elements of the programme concerned shall form a part.
- 17.2 Boards of Examiners shall ratify assessment grades as set out in the [Face-to-face MSc Award Scheme](#) in force at the time the student started the programme.
- 17.3 Boards of Examiners shall determine the final degree classification of a student in line with the Face-to-face MSc Award Scheme. There are two classifications of award in the Master's degree: *Distinction* and *Pass*, which are also outlined in the Face-to-face MSc Award Scheme.
- 17.4 If a student has entered for the last assessment necessary to qualify for award of a degree of the University of London or the School, but has an outstanding academic debt that they have not settled or made acceptable arrangements to settle, no report will be made on the result of the assessments until payment has been made in full.

## **18. EXTENUATING CIRCUMSTANCES**

- 18.1 A candidate who is prevented from completing assessments due to extenuating circumstances should follow the guidance as outlined in the School's [Extenuating Circumstances Policy](#).

## **19. ASSESSMENT GRADES AND NOTIFICATION OF FINAL RESULTS**

- 19.1 After the Board of Examiners have reached a decision, every student will be notified of their results.
- 19.2 All results are provisional until ratified by the Board of Examiners and official notification has been sent out by the Registry.
- 19.3 A certificate under the Seal of the University of London shall be subsequently delivered to each student who has been awarded a Master of Science Degree, Postgraduate Diploma or Postgraduate Certificate of the University.

## **20. APPEALS AGAINST DECISIONS OF BOARDS OF EXAMINERS**

- 20.1 Appeals against decisions of Boards of Examiners must be made in the format and within the timeframe prescribed in the [Academic Appeals Procedure](#).

## **21. STUDENT DISCIPLINARY PROCEDURE**

- 21.1 The School has a [Student Disciplinary Procedure](#) in place for dealing with non-academic disciplinary matters.

**22. STUDENT TERMINATION OF STUDIES PROCEDURE**

22.1 The School has a [Student Termination of Studies Procedure](#) in place for dealing with cases of unsatisfactory academic progress.

**23. SUSPENSION OF REGULATIONS**

23.1 Applications for suspension of these regulations may be approved by the Academic Registrar.

*Last updated – 22/09/2017  
Head of Registry*