



# FACE-TO-FACE MSC AWARD SCHEME

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## ACADEMIC YEAR 2016-17

### 1. SCOPE OF THIS DOCUMENT

1.1 This Award Scheme sets out rules for making awards for Masters degrees taught face-to-face at the London School of Hygiene & Tropical Medicine (LSHTM, or 'the School').

1.2 This Award Scheme covers the following Master of Science (MSc) programmes:

- Control of Infectious Diseases (CID)
- Demography & Health (D&H)
- Epidemiology (EPI)
- Global Mental Health (GMH) [Taught jointly with King's College London] \*
- Immunology of Infectious Diseases (IID)
- Medical Entomology for Disease Control (MEDiC)
- Medical Microbiology (MM)
- Medical Parasitology (MP)
- Medical Statistics (MS)
- Molecular Biology of Infectious Diseases (MBID)
- Nutrition for Global Health (NGH)
- Public Health (PH)
- Public Health for Eye Care (PHEC)
- Public Health for Development (PH4D)
- Reproductive & Sexual Health Research (RSHR)
- Tropical Medicine & International Health (TMIH)

\* **VARIATION:** *MSc Global Mental Health is taught jointly with KCL but falls under the LSHTM MSc Awards Scheme. Any variations for this programme will be highlighted in this Award Scheme.*

1.3 This Award Scheme does not cover:

- Distance Learning programmes offered in collaboration with the University of London International Programmes, for which a separate 'Assessment and Award Scheme' exists.
- Joint programmes offered in collaboration with other University of London Colleges which do not fall under the LSHTM MSc Award Scheme. Individual award schemes and regulations exist for these programmes, maintained by whichever college has been designated as the 'assessment institution' under the collaborative agreement:
  - MSc Health Policy, Planning & Financing (HPPF) (Taught jointly with the London School of Economics)

- MSc One Health (Infectious Diseases) (Taught jointly with the Royal Veterinary College).
- MSc Veterinary Epidemiology (Taught jointly with the Royal Veterinary College).

## 2. **GENERAL ASSESSMENT PRINCIPLES**

2.1 Assessment of all aspects of these programmes should operate in compliance with the LSHTM *Assessment code of practice*, in the [Assessment Handbook](#). A number of key points from the Assessment code of practice have been reiterated below.

### ***Grading scales and criteria***

2.2 LSHTM uses a standard assessment system, marking against six integer grade points (GPs) on a scale from 0 to 5. Grades 2 and above are pass grades, whilst grades below 2 are fail grades. Standard descriptors for the level of work required to attain each grade are as follows:

<b>Grade point</b>	<b>Descriptor</b>	<b>Typical work should include evidence of:</b>
<b>5</b>	Excellent	Excellent engagement with the topic, excellent depth of understanding and insight, excellent argument and analysis. Generally, this work will be 'distinction standard'.  ➤ NB that excellent work does not have to be 'outstanding' or exceptional by comparison with other students; these grades should not be capped to a limited number of students per class or cohort. Nor should such work be expected to be 100% perfect – some minor inaccuracies or omissions may be permissible.
<b>4</b>	Very good	Very good engagement with the topic, very good depth of understanding and insight, very good argument and analysis. This work may be 'borderline distinction standard'.  ➤ Note that very good work may have some inaccuracies or omissions but not enough to question the understanding of the subject matter.
<b>3</b>	Good	Good (but not necessarily comprehensive) engagement with the topic, clear understanding and insight, reasonable argument and analysis, but may have inaccuracies or omissions.
<b>2</b>	Satisfactory	Adequate evidence of engagement with the topic but some gaps in understanding or insight, routine argument and analysis, and may have inaccuracies or omissions.
<b>1</b>	Unsatisfactory / poor (fail)	Inadequate engagement with the topic, gaps in understanding, poor argument and analysis.
<b>0</b>	Very poor (fail)	Poor engagement with the topic, limited understanding, very poor argument and analysis.  Null mark may be given where work has not been submitted, or is in serious breach of assessment criteria/regulations.

- 2.3 **VARIATION: for MSc GMH:** Student results for modules led by KCL will originally be graded using KCL's grading system, and then converted to the LSHTM grading system for the programme overall using the following standard grade conversion table:

KCL percentage mark	LSHTM grade point
70-100	5
60-69	4
55-59	3
50-54	2
40-49	1
<40	0

< = Less than

### **Marking schemes**

- 2.4 Staff setting individual assessments should prepare more detailed criteria ('marking schemes') for placing students in each grade descriptor, which must be adhered to by marking staff. The descriptors above are intended as a general reference point to ensure consistency, but more specific requirements will differ from assessment to assessment.

### **Double-marking**

- 2.5 All summative assessed work will be double-marked and any discrepancies between markers resolved before a grade is agreed. Pairs of markers must agree any grades which are formally reported to students.

### **Principles for combining grades**

- 2.6 Where an assessment has a number of components which are individually double-marked to agree an integer grade, these component grades may be averaged together (according to a weighting set out in the marking scheme) to generate an overall grade point average (GPA). Calculations and record-keeping systems should mathematically combine and bring forward data without rounding where possible; results should be reported to students (and if necessary, rounded) to two decimal places.

## **3. CREDIT FRAMEWORK AND STRUCTURE OF AWARDS**

- 3.1 The School operates a credit framework whereby the final award is determined on the basis of accumulating the required number of credits.
- 3.2 The credit-bearing **elements** of each MSc programme are Term 1 modules (considered as a block), individual modules from Terms 2 and 3, and the research project. Each element may in turn be split into further **components**. Examples of components include the different exam papers (and for some programmes, practical exams) used to assess Term 1 learning; separate group work and individual coursework tasks used to assess a specific module; etc. Components do not have a credit value in themselves, although gaining credits will depend on assessment results for different components.

3.3 The School's MSc programmes are structured as outlined in the table below. Programme-specific variations are given in paragraphs 4.6 and 4.19.

<i>When</i>	<b>Term 1 (Oct-Dec) plus exams</b>	<b>Terms 2 &amp; 3 (Jan-May)</b>	<b>Term 3 (June-Sept)</b>
<i>What</i>	A range of taught modules of different sizes, considered together as a 'super-module'	5 taught modules	Research project
<i>Credits</i>	60 credits (awarded as a single credit-bearing element)	75 credits (15 credits per module)	45 credits (a single piece of work)
<i>Assessed by</i>	Unseen written exams in the summer (Papers 1 & 2), plus a practical exam in Term 1 for certain programmes only	In-course assessment for each module	Project report (max. 10,000 words)
<i>Grades awarded credits</i>	A minimum mark of 2 is required for all components combined, with Paper 1 = $\geq 1$ and Paper 2 = $\geq 1$	A minimum mark of 2 is required for each module; one module with a mark of 1 to 1.99 can be compensated provided the combined GPA for the 5 modules is $\geq 2$	A minimum mark of 2 is required.

( $\geq$  means equal to or greater than)

#### 4. **AWARD SCHEME**

##### ***Gaining credits***

4.1 Credits will be awarded for the successful completion of individual credit-bearing elements (modules or the project) of the award. Where a student fails to gain credits, they will be required to resit as described in Section 5 below.

##### ***Modules in Term 1 (with assessment through summer exams)***

4.2 Modules taken in Term 1, are considered as a 60-credit block, or 'super-module', for each programme. This is assessed through the summer exams, and also through a practical exam for certain programmes. Although individual sub-modules in Term 1 may have an indicative credit rating attached to them to help students gauge their size or the amount of work involved, credits can only be given for Term 1 as a whole and not for individual modules, which merely form components.

4.3 The summer exams are structured as two separate 3-hour unseen written examinations, known as Paper 1 and Paper 2. Individual Exam Boards will set and agree specific marking schemes for each paper in advance. Principles for grading questions within exam papers (according to a specific marking scheme for each individual paper), and combining grades into an overall GPA for each paper (according to weightings set out in the marking scheme), are set out in the LSHTM *Assessment code of practice* in the [Assessment Handbook](#).

**VARIATION MSc GMH:** This will be adapted where appropriate to also align with KCL assessment practices.

4.4 **For MScs, CID, D&H, EPI, GMH, IID, MBID, NGH, PH, PH4D, PHEC and RSHR,** Term 1 is summatively assessed solely through the summer exams. The overall GPA for this element of the award (the ‘examination GPA’) is based on an average of the two paper GPAs, weighted equally.

4.5 **VARIATION: For MScs MEDiC, MM, MP, MS and TMIH,** Term 1 is summatively assessed through the summer exams and through a practical exam taken during Term 1. The practical exam may be a single component (usually assessed with an integer GP), or several distinct tests (grades from which may be combined into a ‘practical’ GPA). For these programmes, the overall ‘examination GPA’ is calculated as follows:

Programme	Examination GPA algorithm
MEDiC MP	<b>(Paper 1 GPA + Paper 2 GPA + Practical GPA) ÷ 3</b> <i>i.e. a 2:1 weighting between summer exams and the practical</i>
MM MS TMIH	<b>[2.5 x (Paper 1 GPA + Paper 2 GPA) + (Practical GPA)] ÷ 6</b> <i>i.e. a 5:1 weighting between summer exams and the practical</i>

4.6 To gain credits for the Term 1 element of the award, students must achieve an overall examination GPA of 2.00 or above.

- A GPA of at least 1.0 must be achieved for each individual summer exam paper.
- One individual summer exam paper may have a GPA between 1.0 and 1.99 provided the overall examination GPA is 2.00 or above.
- For programmes with a practical exam component, any grade may be achieved in the practical provided the overall examination GPA is 2.00 or above.
- If the overall exam GPA is less than 2, but an increase of one integer grade on one question on one paper could have brought the overall result up to 2 or above, Exam Boards should use the process for deciding borderline cases to determine whether or not the candidate should pass the examined element and gain the associated credits.
- **VARIATION: for MScs MEDiC and MP,** in addition to the above requirements an average GPA of at least 1.5 must be achieved for the two summer examination papers combined.

Failure to meet the above conditions will result in failure of the entire Term 1 element, with no credits being awarded. Any components graded below 2.00, be they summer exam papers or practicals, may or must be resat as determined by the Exam Board (as described in Section 5 below).

4.7 The GPAs for Paper 1, Paper 2 and any practical examination (possibly including further sub-components) are reported separately to Boards of Examiners.

4.8 Student transcripts will show GPAs for Paper 1, Paper 2, any practical exam where taken, and the overall examination.

### **Modules in Terms 2 and 3**

- 4.9 Modules taken in Terms 2 and 3 are all worth 15 credits each, and are assessed individually.
- 4.10 Modules may be assessed through a variety of methods including essays, other written coursework, short written exams, multiple-choice tests, practical exams, group work, presentations or other methods. Oversight of assessment for individual modules is delegated by responsible Exam Boards to individual Module Organisers, who should set and agree specific marking schemes for their modules in advance. Principles for grading, and for combining grades from different assessment components into an overall GPA for each module (according to agreed and published weightings), are set out in the LSHTM *Assessment Code of Practice* in the [Assessment Handbook](#).

**VARIATION MSc GMH:** The principles for grading will follow the assessment practices of the institution responsible for the module.

- 4.11 To gain credits for an individual Term 2 or 3 module, students must normally achieve a GPA of 2.00 or above.
- 4.12 Credits may be granted for one individual Term 2 or 3 module with a GPA between 1.0 and 1.99, provided an average GPA of 2.00 or above has been achieved across all five individually-assessed modules from Terms 2 and 3 (including the module graded between 1.0 and 1.99). This is known as compensation. The average GPA across all modules taken in Terms 2 and 3 (which should be equally weighted) is known as the 'compensation GPA'. If it is not possible to compensate a grade between 1.0 and 1.99, that module will be failed with no credits being awarded; any components graded below 2.00 must then be resat (as described in Section 5 below).
- 4.13 **Variation: for MSc IID**, students are able to undertake an extended project (as described at paragraph 4.19 below) which means that only three individually-assessed modules are taken, in Term 2, rather than five being taken in Terms 2 and 3. If one of these modules is graded between 1.0 and 1.99, credits may still be granted provided the average GPA across all three modules (the compensation GPA) is 2.00 or above.
- 4.14 A GPA of at least 1.0 must be achieved for each individual module from Terms 2 and 3. Grades below 1.0 will result in failure of the module, with no credits being awarded, and a requirement to resit (as described in Section 5 below) any components graded below 2.00.
- 4.15 The GPAs for individual modules are reported separately to Boards of Examiners.
- 4.16 Student transcripts will show GPAs for individual modules.

### **The Research Project**

- 4.17 The project is worth 45 credits, and is assessed as a single piece of work.
- 4.18 Students must pass the project with a grade of 2.00 or above in order to gain credits. Exam Boards will set and agree specific marking schemes for projects, and make the key details

known to students, in advance. The overall mark may be either an integer grade point, based on the School's standard grading scale; or a non-integer GPA, calculated from sub-components of the project as defined in the marking scheme. Principles for grading projects are set out in the LSHTM *Assessment Code of Practice* in the [Assessment Handbook](#).

- 4.19 **VARIATION MSc IID**: Students are able to undertake an extended project commencing from Term 2 which is worth **75 credits**. A specific marking scheme (with defined sub-components) should be set and agreed for this in advance, and made known to students.

## 5. **RESITS**

- 5.1 If a student fails to gain credits for a particular award element on the first attempt, they will be permitted one further attempt, as a resit. Only failed components of failed award elements, i.e. those with GPA below 2.00, may be resat – as determined by the Exam Board. Where the Term 1 examinations, a module or project is resat, its overall GPA will be capped to 3.00 (even though higher specific GPAs may have been achieved, and reported back to the student, for the particular components which have been resat).

**VARIATION MSc GMH**: For modules led by KCL, grade capping will follow KCL policy.

- 5.2 If a student fails to gain credits for a required award element on the second attempt, they will be ineligible for the award and will be withdrawn from the programme. However, the student will retain credits for elements which have otherwise been passed or appropriately compensated.
- 5.3 In lieu of resitting, a student who fails to gain credits for a particular optional module on the first attempt may apply to the Exam Board to take a different optional module instead as part of their award registration (with the full fee for the replacement module being payable).
- Only modules which are available as standard optional options for the award may be taken as replacements, save by special decision of the Exam Board.
  - Up to three optional modules only, to a total of 45 credits, may be changed in this way.
  - If a replacement module taken in this way is itself failed, then a standard second attempt will be permitted. However, substitution of a replacement module with another different optional module is not permitted.
  - A student who fails to gain credits for any optional module on the second attempt will not be eligible to change to another option; nor is such a change possible in respect of compulsory elements of a particular award; nor is such a change possible for optional modules which have been passed.
- 5.4 If a student's assessment is affected by extenuating circumstances, this may be taken into consideration in line with the LSHTM Extenuating Circumstances procedure.

**VARIATION MSc GMH**: The [LSHTM Extenuating Circumstances](#) procedure will be followed for LSHTM (for Term 1 modules / summer exams, LSHTM-led Term 2 or 3 modules, or projects / dissertations). The KCL Mitigating Circumstances procedure will be followed for KCL-led Term 2 or 3 modules). KCL staff should be invited to join LSHTM panels considering extenuation for GMH students in respect of Term 1 modules / summer exams or projects / dissertations.

## 6. CREDITS REQUIRED FOR THE FINAL AWARD

### *General*

- 6.1 Modules which are not specifically listed as options in the Programme Specification, but which the student had been given specific permission to register for by the Programme Director (following separate formal procedures), may also be recognised as contributing to an MSc or PG Dip award.

### *Award of MSc*

- 6.2 To be awarded an MSc, a student must obtain 180 credits from the specific set of modules and project offered by the programme, as set out in the Programme Specification. This may include a mix of compulsory and optional modules.

### *Award of Postgraduate Diploma (PGDip)*

- 6.3 If a student fails to complete the MSc Project, they may be eligible for the award of Postgraduate Diploma (PGDip) if they have gained at least 120 credits. A student will need to have passed the exam component (with current compensation and borderline discretion applying) and four term 2/3 modules. The PG Dip will have the same name as their MSc. However, no stream name should be attached unless they have passed the compulsory modules for the MSc, where relevant.

## 7. FINAL AWARD CLASSIFICATION RULES

- 7.1 Where sufficient credit has been gained to make an MSc award, an 'award GPA' should be calculated to indicate the student's standard of performance on the programme and assess eligibility for an award with distinction. The formula for this is:

$$\begin{array}{lll} \text{Examination GPA} & \times 30\%] \\ \text{Module GPA} & \times 40\%] & = \text{Overall Award GPA} \\ \text{Project GPA} & \times 30\%] \end{array}$$

**VARIATION MSc IID:** Where extended project has been taken (as described in paragraph 4.19), the Module GPA is calculated as the average GPA from the three modules taken in Term 2. The award GPA should be calculated as:

$$\begin{array}{lll} \text{Examination GPA} & \times 30\%] \\ \text{Module GPA} & \times 30\%] & = \text{Overall Award GPA} \\ \text{Project GPA} & \times 40\%] \end{array}$$

- 7.2 **Examination GPA** is that from Term 1, as assessed through the summer exams and any practical – as described at paragraphs 4.4 (for programmes without a practical) or 4.5 (for programmes with a practical) above.
- 7.3 **Module GPA** is calculated as:



- **MScs, MEDiC, CID, D&H, MM, MP, MS, PH4D, PHEC, NGH, RSHR and TMIH:** The 4 four highest-graded modules of the 5 modules taken in Terms 2 and 3, i.e., the best four out of five individually-assessed module grades contribute to the award GPA, and the worst module grade is discounted.
- **VARIATION [Table 1] MScs EPI, IID, MBID and PH:** The average GPA from across the specific module(s) detailed in the table below, plus the two or three highest-graded modules (so that the average is based on four modules) of those remaining from the five modules taken in Terms 2 and 3. The modules listed below must always contribute to the award GPA, and the lowest grade achieved on other individually-assessed modules is discounted.
- **VARIATION [Table 2] MSc GMH:** The average GPA from across all five modules taken in Terms 2 and 3 (two compulsory and three optional).

**Table 1 (EPI, IID, MBID and PH)**

<b>MSc Programme</b>	<b>Modules which must be included in Module GPA calculation</b>
MEDiC	3141 Vector Sampling, Identification and Incrimination 3176 Integrated Vector Management
EPI	2400 Study Design: Writing a Study Proposal 2402 Statistical Methods in Epidemiology
IID	3134 Advanced Immunology 1 3144 Advanced Immunology 2
MBID	3158 Advanced Training in Molecular Biology
PH (Public Health)	1608 Principles & Practice of Public Health
PH (Environment & Health)	1300 Environmental Health Policy
PH (Health Promotion)	1807 Health Promotion Approaches and Methods
PH (Health Services Management)	1607 Health Services Management
PH (Health Services Research)	1702 Proposal Development
PH (Health Economics)	1501 Economic Evaluation

**Table 2 (GMH)**

<b>GMH Variation</b>
<p><b>Compulsory Modules in Terms 2 &amp; 3</b></p> <p>2342 Design &amp; Evaluation of Mental Health Programmes KCL Scaling Up Packages of Care for Mental Disorders</p> <p>Students must achieve a GPA of 2.0 or above in each/either module. Compensation by performance in other modules is not permitted. Grades below 2.0 will result in failure of the module and a requirement to resit any complements graded below 2.0.</p>
<p><b>Optional modules taken in Terms 2 and 3</b></p> <p>Students must normally achieve a GPA of 2.0 or above in each individual module to gain credits for that module. However, compensation may be permitted for <u>one</u> elective Term 2 or 3 module with a GPA between 1.0 and 1.99, provided an average GPA of 2.0 or above has been achieved across all five individually-assessed modules from Terms 2 and 3 (including the module graded between 1.0 and 1.99). The average GPA across all modules</p>

**GMH Variation**

taken in Terms 2 and 3 (which should be equally weighted) is known as the 'compensation GPA'. If it is not possible to compensate a grade between 1.0 and 1.99, that module will be failed with no credits being awarded; any components graded below 2.0 must then be resat.

7.4 **Project GPA** is as described at paragraph 4.18 above.

7.5 The **final award classification** should then be determined as follows:

<b>Award GPA</b>	<b>Classification</b>
2.00 to 4.14	Pass
4.15 to 4.29	Consider distinction
4.30 to 5.00	Distinction

In the case of a Consider Distinction candidate, Exam Boards will decide the final classification (either Pass or Distinction) using the process laid out in the [LSHTM Exam Board handbook](#).