

Mixed Mode Policy for Postgraduate Taught Programmes

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1. SCOPE

This policy applies to all London School of Hygiene and Tropical Medicine (LSHTM) registered students studying a Postgraduate Diploma or Masters programme by Distance Learning, In-person Intensive or Online Intensive modes of delivery.

Only elective modules may be swapped under this policy. Core modules on all programmes are excluded.

This policy does not apply to those students studying Postgraduate Certificates as only elective modules may be swapped under this Policy. This Policy may not be applicable to students studying with a visa or who are in receipt of funding, such as US Federal Loans, where additional restrictions apply.

2. PURPOSE AND OVERVIEW

LSHTM has arrangements which permit students registered on a Distance Learning (DL), In-person Intensive or Online Intensive Masters and Postgraduate Diploma programmes to attend modules delivered via a different mode of study within certain parameters.

The intention of the policy is to provide increased flexibility of study for students registered with LSHTM and opportunities to experience a different way of learning.

Parameters relate to the number of modules permitted to be swapped, when and which modules are included (or excluded). Where the same module exists in different modes, a student is only able to study the module in one of the modes.

3. POLICY

3.1 Distance Learning Students

- 3.2 Subject to programme-specific restrictions, students registered for a Distance Learning Masters programme are offered the opportunity to study up to four In-person Intensive modules in London in place of elective modules available in their programme of study. Providing an opportunity for DL students to study up to four In-person Intensive modules in the same time-slot may make a period of full-time study in London more attractive to a DL student.
- 3.3 Alternatively, students registered for a DL Masters may study up to 2 In-person Intensive and/or up to 2 Online Intensive elective modules.
- 3.4 DL students registered for a Postgraduate Diploma (PGDip) may take up to two In-person Intensive modules in London in place of elective modules available on their programme of study.
- 3.5 DL students registered for a Postgraduate Certificate (PGCert) are not permitted to swap modes of delivery for any modules.

3.6 In-person Intensive Students

- 3.7 Subject to programme-specific restrictions, In-person intensive MSc students are offered the opportunity to substitute up to 2 of their term 2 and 3 intensive elective modules with DL or Online Intensive modules.
- 3.8 Part-time or split-study In-person Intensive MSc students are permitted to substitute up to a total of two of their term 2 or 3 elective modules with DL or Online Intensive modules.
- 3.9 In-person Intensive students registered for a Postgraduate Diploma may study up to 2 DL or up to 2 Online Intensive elective modules.
- 3.10 In-person Intensive students registered for a Postgraduate Certificate are not permitted to swap modes of delivery for any modules.

3.11 Online Intensive Students

- 3.12 Subject to programme-specific restrictions, Online Intensive MSc students are offered the opportunity to study up to 2 DL elective modules or up to 2 Intensive elective modules.
- 3.13 Online Intensive students registered for a Postgraduate Diploma may study up to 2 DL or up to 2 Online Intensive elective modules.
- 3.14 Online Intensive students registered for a Postgraduate Certificate are not permitted to swap modes of delivery for any modules.

Table 1:

Prog type	DL students can study:	In-person Intensive students can study:	Online Intensive students can study:
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Masters	Up to 4 In-Person Intensive elective modules or up to 2 In-person Intensive and up to 2 Online Intensive elective modules	Up to 2 DL modules instead of C, D or E elective modules or Up to 2 Online Intensive elective modules within programme structure.	Up to 2 DL elective modules or Up to 2 In-Person Intensive elective modules
PGDip	Up to 2 In-person Intensive elective Modules	Up to 2 DL elective modules or Up to 2 Online Intensive elective modules	Up to 2 DL elective modules or Up to 2 In-person Intensive elective modules
PGCert	n/a*	n/a*	n/a*

Alternative view of Table 1:

	Student registered for:		
	In-person intensive	Online intensive	DL
Available modules			
In-person intensive			
Pg cert	n/a	0	0
Pg dip	n/a	2	2
MSc	n/a	2	4
Online intensive			
Pg cert	0	n/a	0
Pg dip	2	n/a	2
MSc	2	n/a	2
DL			
Pg cert	0	0	n/a
Pg dip	2	2	n/a
MSc	2	2	n/a

4. Fees

- 4.1 Intensive In-person students: There is no increase, or reduction, in fees when choosing to study DL or Online Intensive modules.
- 4.2 DL students pay the individual module fee for In-person Intensive or Online Intensive modules. DL students will also need to be mindful of the additional costs of studying in-person in London (such as accommodation fees, cost of living and travel costs).

5. Procedure and Timeline

5.1 Each MSc and PG Dip programme specifies which alternative modules are eligible for substitution. Details can be found as follows:

- 5.1.1 For In-person Intensive and Online Intensive students, details are provided in the relevant Programme Handbook with a specific appendix on Mixed Mode FAQs, a list of eligible modules and relevant application deadline.
- 5.1.2 For DL students, a Mixed Mode Information Sheet is published on Moodle. The content includes details about eligibility and restrictions, fees, eligible modules, assessments, timetable and the relevant application deadline.

5.2 Programmes may be subject to a cap on the number of students joining a module, due to resourcing restrictions.

5.3 Application

5.3.1 In-person Intensive and Online Intensive students:

- Students should discuss options with their Programme Director and/or Module Organiser after which they email their MSc administrator with a request to swap modes.
- Students should submit their request by the module choice deadline, usually around mid-November. Requests to swap modes can usually be made from early November.
- A list of confirmed module choices is then compiled by the Education Administration Manager and submitted to the Head of Online Application Systems to load into AMS/EMS for the record.

5.3.2 DL students:

- DL students submit an application via the LSHTM application portal similar to an application for a Short Course. The application is administered by the Short Courses Team.
- Students should submit their application by the module choice deadline (usually around mid-November).
- DL Education Administration Managers review applications and confirm the students' eligibility with the Short Courses team.
- The Short Courses team inform DL students of the application outcome and send a payment invoice where relevant.

6. Governance

6.1 All programmes are expected to adhere to the Policy to ensure a consistent approach across the School.

6.2 Individual programmes determine which modules may be offered under this policy and set any caps to manage resources effectively where required.

6.3 The relevant Programme Committee will agree the application of this policy to a programme which will be noted at Faculty Education Committee. Any deviation from the Policy will be discussed at Programme Committee, approved at Faculty Education Committee and noted at Programme and Module Review Committee (PMRC).