

**Taught
Masters
Student
Handbook**



2018/19

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LSTM Taught Masters Student Handbook

On request, information in this Handbook can be made available in an alternative format. Please contact your Programme Administrator.

Emergency Information

In case of emergency, telephone 24 hour security on extension 3187/mobile: 0777604307. Further information can be found on Page 30.

Term Dates for MSc Students

Castle Head Field Trip (BCPDV/ MBPDV)	Wednesday 5 September - Friday 7 September 2018
Registration BCPDV/ MBPDV	Tuesday 4 September 2018
Induction Week	Monday 10 September - Friday 14 September 2018
Sem 1 Teaching	Monday 17 September - Friday 7 December 2018
Sem 1 Assessments	Monday 10 December - Friday 14 December 2018
Christmas Holiday	Monday 17 December 2018 – Wednesday 2 January 2019
Sem 1 Written Assignments Submission Deadline	Thursday 3 January 2019 (23.55hours)
Sem 2 Block 1 Teaching	Monday 7 January- Friday 8 February 2019
Sem 2 Block 2 Teaching	Monday 11 February – Friday 8 March 2019
Sem 2 Assessments	Monday 4 February – Friday 8 February 2019 Monday 11 March - Friday 15 March 2019 Monday 15 April – Thursday 18 April 2019
Easter Holidays	Friday 19 April – Friday 26 April 2019
Sem 2 Block 3 Teaching	Monday 18 March – Friday 12 April 2019
Easter Break	Friday 19 April – Friday 26 April 2019
Preparation for Research Project Presentations	Monday 29 April – Friday 3 May 2019
Research Project Presentations	Tuesday 7 May – Friday 11 May 2019
Research Project	May - August 2019
Dissertation Submission Deadline	Thursday 15 August 2019 (23.55hours)
Re-sits and resubmissions	Monday 2 September – Friday 13 September 2019
MSc final exam board	Friday 4 October 2019 (provisional)
Graduation ceremony	December 2019 (TBA)

Useful Contacts

Programme Directors/Administrators

Programme	Director of Studies	
MSc Tropical Paediatrics	Dr Sylviane Defres	Sylviane.defres@lstmed.ac.uk
MSc Tropical & Infectious Diseases	Dr Sylviane Defres	Sylviane.defres@lstmed.ac.uk
MSc International Public Health	Mary Lyons	Mary.lyons@lstmed.ac.uk
MSc Biology & Control of Parasites & Disease Vectors	Dr James La Course	jameslac@lstmed.ac.uk
MSc Molecular Biology of Parasites & Disease Vectors	Dr James La Course	jameslac@lstmed.ac.uk
MSc Humanitarian Health Programme Management	Dr Tim O'Dempsey	tim.odempsey@lstmed.ac.uk
MSc Humanitarian Studies	Dr Tim O'Dempsey	tim.odempsey@lstmed.ac.uk
Programme Administrators		studentsupport@lstmed.ac.uk 3232

Board of Examiners

Chair of Board of Examiners	Prof David Laloo	director@lstmed.ac.uk 3261
Secretary to Board of Examiners	Ruth Pollard	ruth.pollard@lstmed.ac.uk 3266
Assessment Officer	Prof Phil Padfield	phil.padfield@lstmed.ac.uk 3262

External Examiners 2018/19

MSc International Public Health	Prof Daniel Chandramohan, LSHTM
MSc International Public Health (SRH)	Dr Jane MacDougall, Addenbrooke's Hospital, Cambridge
MSc Tropical & Infectious Diseases	Prof Tom Evans, University of Glasgow
MSc Tropical Paediatrics	Dr Neil Kennedy, Queen's University, Belfast
MSc Biology & Control of Parasites And Disease Vectors	Dr Paul Horrocks, Keele University
MSc Molecular Biology of Parasites And Disease Vectors	Dr Julian Rayner, Sanger Institute
MSc Humanitarian Studies	Dr Geoff O'Brien, University of Northumbria
MSc Humanitarian Health Programme Management	Dr Geoff O'Brien, University of Northumberland

Other Useful Contacts

Dean of Education	Prof Phil Padfield	3262
	Phil.padfield@lstmed.ac.uk	

Academic Registrar	Ruth Pollard ruth.pollard@lstmed.ac.uk	3266
Library Manager	Jackie Pearce library@lstmed.ac.uk	4339
Student Experience Officer	Leah Dempsey studentsupport@lstmed.ac.uk	3232
Teaching Laboratory Manager	Maria Midgley maria.midgley@lstmed.ac.uk	3136
LSTM Facilities Supervisor	Jeremy Gould jeremy.gould@lstmed.ac.uk	2512
LSTM Laboratory Manager	Tadge Szeztak tadge.szeztak@lstmed.ac.uk	3175
LSTM Computer Services	tmcs@lstmed.ac.uk	3250
Estates Office		3173

1. Student Support and Advice

Reading Lists

Prior to arrival, students on all MSc programmes receive some information about pre-course reading. Some resources support the first semester Research Methods module and are designed to assess students' existing knowledge of statistics. Other texts are recommended for specific programmes. You should use the pre-course reading lists as a source of reference during the year.

Reading lists for individual modules can also be found in Brightspace. Some of the reading is essential to the understanding of the module and will be expected to be completed. Other resources are designed to extend students' knowledge in their particular areas of interest. If you cannot find a recommended book in the library, tell the Module Convenor, so that they can investigate this with the library staff.

If you would like to suggest a purchase for the library, there is a form you can complete on the student intranet at: <https://lstmed.sharepoint.com/sites/Students/SitePages/Home.aspx>

Support in Writing and Completing Module Assignments

Students should contact the relevant Module Convenor to seek help if they have any difficulty in writing and completing the required assessments for that module. If a Module Convenor determines that a student needs special support in developing essay writing or other relevant skills to complete a module, it is the duty of the Module Convenor to report this to the Director of Studies who will arrange appropriate support for the student in discussion with the Student Experience Officer.

Learning and Study Skills Support

LSTM students have the opportunity to build and develop their skills for learning, such as study skills, time management and information literacy, as well as employability skills, such as group-working and critical thinking. These skills are introduced as part of the induction programme and are then applied and reinforced during individual modules. For MSc students in particular, when studying 'Research Methods' modules (TROP934/936 according to the chosen MSc), students gain the information and develop the skills needed to plan, undertake, analyse and present their research project, including IT skills, information retrieval and critical appraisal, quantitative and qualitative research methods, research ethics and ethical approval processes.

Another useful resource is the LearnHigher website (<http://www.learnhigher.ac.uk>), particularly its pages designed especially for higher education students. The University of Liverpool has been a partner in building this resource bank.

The following link takes you to a useful resource from Palgrave Macmillan.

http://www.skills4studycampus.com/taster/An_introduction.html

Academic Support for Students with Disabilities

Academic support for students with disabilities is co-ordinated by the Student Experience Officer. For more information on the support available and how to access it, please refer to the Student Guide to LSTM.

Personal Tutoring

All students on Masters programmes in LSTM are allocated a Personal Tutor. The Personal Tutor is the first port of call if students have any general problems or difficulties with the programme as a whole, or personal problems that they would like to discuss. The tutor will also discuss progress and can advise on your personal and career development. Students should meet with their Personal Tutor early in the programme and arrange regular, brief meetings. Students are responsible for arranging meetings with their tutors.

Director of Studies

The Director of Studies will offer advice on academic matters related to the programme, progress on the programme and guidance on optional module choices. They can advise on matters of academic integrity such as avoiding plagiarism, and will often act as a 'signposting' service to sources of advice relating to non-academic matters. They will not proof read drafts of assignments.

Module Convenor

Module convenors can give students further information about their module and guidance about choosing the right optional modules for their interests and needs. They will advise on the types of assessments the module employs. They will not proof read drafts of assignments.

Dissertation Supervisor

Masters students are allocated a dissertation supervisor after they have chosen their dissertation project. The amount of support given by a project supervisor is subject to strict guidelines. Students are given further information about supervision arrangements in Semester 2.

2. Your Programme of Study

LSTM Masters programmes are governed by the rules and regulations regarding assessment set out in the Code of Practice on Assessment and Feedback and the Regulations for Postgraduate Taught Programmes. These documents can be found at: <http://www.lstmed.ac.uk/study/quality-manual>

More detailed information about the modules you can take, the type and time of your teaching sessions, the learning resources you will need to use, and the detailed assessment criteria will be provided in the Programme Handbook and through Brightspace.

You should remember that you are responsible for your own learning and make sure you understand what is expected of you, particularly in terms of attendance and academic integrity. Lecturers will provide you with a framework, in lectures, seminars etc. and make sure you are aware of the key issues, debates and challenges relevant to your programme. However, we expect you to expand and enhance this through private study. Studying at postgraduate level, you should take a critical and questioning approach to the information provided and use an evidence-based approach to reach your own conclusions. Lecturers will be happy to engage in discussion with you and to hear your views and opinions.

Code of Practice on Assessment and Feedback

The Code of Practice on Assessment and Feedback is a statement of the principles underlying the design, implementation and review of assessment strategies in taught programmes, the submission of coursework and sitting of examinations, marking, and the provision of feedback. It sets out the principles relating to consideration of extenuating circumstances, deferral of assessment, and reassessment opportunities.

Regulations for Postgraduate Taught Programmes

The Regulations for Postgraduate Taught Programmes set out the framework for awarding of credit-bearing taught programmes.

The Code and Regulations can be found at <http://www.lstmed.ac.uk/study/quality-manual>

LSTM Learning, Teaching and Assessment Strategy

The approaches to teaching, learning and assessment at LSTM are designed to help all students to express their full potential through a combination of formal teaching and directed student-centred learning. Lectures highlight key points and provide participants with a core knowledge base. Students are expected to enhance this core knowledge and become reflective independent learners through guided enquiry-based self-study and use of on-line learning packages. In addition to scheduled lectures, tutorials and practicals, programmes contain 'non-contact time' for private study. To succeed in their programme, it is important that students use this time effectively to carry out a range of activities, including assessment tasks, preparation for classes, background reading, research, note-taking, revision, consultation with staff and informal discussions with other students. Self-study is supported by informal staff contact, scheduled help sessions and on-line discussion boards moderated by teaching staff. For a 10 credit module, the learning activity should total around 100 hours (see below 'Module and Credit Requirements'). On most modules, students can expect to spend around 2/3rds of this time in self-study.

To develop cognitive and intellectual skills, programmes involve discussion of key issues, analysis and interpretation of resource material and practice in applying concepts and solving problems. Group work develops students' abilities to work co-operatively, promotes creativity, provides opportunities to reflect critically and enables participants to take more responsibility for their own learning, as well as learn from each other. Practical skills are developed through opportunities to practise activities in the laboratory and in the field.

Students can also take advantage of lectures given by the many distinguished researchers and policy-makers who regularly visit LSTM. The L&T methods adopted reflect the diversity of the LSTM student population and an ethical and culturally sensitive approach is emphasised throughout. All students have a personal tutor who gives individual advice on academic work and on any problems that may affect their studies.

Assessments are designed to encourage the student to develop and improve on a range of skills, including synthesising and evaluating information, academic writing, numerical and IT skills, team-working, presentation skills, and time management. Both formative and summative assessment approaches are used. The type(s) of coursework assessment used in a module depend on the learning outcomes and may include an essay or critical review; a scenario or case study; a dissertation or research proposal; or an oral presentation or poster. Examinations are also used and may take a variety of formats (e.g. essays; short answer questions; multiple choice questions; oral examination).

Programme information, including specifications for individual MSc programmes can be found by following the links on LSTM's website:

<http://www.lstmed.ac.uk/study>

Programme Structure

Full-time Master's degrees, Postgraduate Diplomas, Postgraduate Certificates and Postgraduate Awards are normally delivered within the following timeframes:

- Master's degree: 1 year
- Postgraduate Diploma: 30 weeks
- Postgraduate Certificate: 15 weeks
- Postgraduate Award: 8 weeks

The period of time over which the programme is designed to be studied must be stated in the programme specification. Specific pre-requisites for individual modules will be detailed in the module specification.

Students confirm registration for an approved programme of study on arrival and will only be eligible for a different award if they change their registration or if the award is an exit award.

Students may register for Master's modules on a stand-alone basis with or without academic credit. If they choose to undertake academic credit, this may be accumulated towards an award, provided the criteria as defined in the programme specification are met. Students who initially register for modules on this basis before registering for a programme of study at a later date may be permitted to complete the required modules over a longer period and/or in a different sequence to that described in the programme specification, provided this is with the approval of the Director of Studies and within the maximum registration period.

In addition to the general entry requirements for admission to a Master's programme as detailed on the LSTM website, candidates may be required to meet additional entry criteria for a particular programme such as suitable work experience or professional qualifications as defined in the programme specification.

Programmes of study are designed to enable students to choose from a number of optional modules.

Full-time programmes of study are designed to ensure that the spread of credit is distributed evenly across the specified period of study. For a taught Master's programme, each semester should be made up of 60 credits. Any variation in structure should be fully justified on academic grounds and approved by the Learning & Teaching Committee.

Programmes of study are normally designed to begin at the start of the academic year, but it may be possible for a student to start a Certificate programme at the beginning of Semester 2 if this is specified in the Programme Specification.

Students planning to undertake laboratory/field-based research for their research project module who have failed key taught components and as a result are deemed by the Board of Examiners as a risk to themselves and/or others, may be prevented from progressing to the research project module until the relevant taught components have been passed.

In a Master's programme, the deadline for submission of the research project will normally be 15 weeks after the end of the taught modules. Students who are required to be reassessed in three or more assignments, or who have extenuating circumstances, will be granted an extension of 3 months for the submission of the dissertation.

Module and Credit Requirements

LSTM regulations state that all provision should be modularised; with each module being assigned appropriate assessment(s) detailed in the module specification. The form of assessment shall be approved by the Learning & Teaching Committee in accordance with the requirements of the programme and module approval processes in place.

Credit values should be assigned on the basis that one credit represents 10 hours of student effort (either formal contact time, assessment, or independent study).

A Master's degree programme will consist of taught modules of either 10, 20, or 30 credits and a 60 credit research module.

i. A programme of study leading to a **Master's degree** shall:

- a) Require successful completion of at least 180 credits at FHEQ level 7;
- b) Include a 60 credit independent research project;
- c) Include exit points where a student may be awarded a Postgraduate Diploma, Certificate or Award (named or unnamed) provided they have successfully completed the required number of credits for the award (which may not include the 60 credit research project module).

ii. A programme of study leading to a **Postgraduate Diploma** shall:

- a) Require successful completion of at least 120 credits at FHEQ level 7;
- b) Be comprised either of all taught modules if an entry award, or may include the 60 credit research project module if an exit award;

- c) Include exit points where a student may be awarded a Postgraduate Certificate or Award (named or unnamed) provided they have successfully completed the required number of credits for the award. This may not include the 60 credit research project module.

iii. A programme of study leading to a Postgraduate Certificate shall:

- a) Require successful completion of at least 60 credits at FHEQ level 7;
- b) Be comprised of all taught modules;
- c) Include an exit point where a student may be awarded a Postgraduate Award (named or unnamed) provided they have successfully completed the required number of credits for the award.

iv. A programme of study leading to a Postgraduate Award shall require successful completion of at least 30 credits at FHEQ level 7.

Awards and Programme Titles

Awards may be named or unnamed. A named award carries the title of the programme that the student has successfully completed (eg Master's Degree in). An unnamed award carries a title which reflects the level achieved (eg Master's Degree)

Named awards will normally be given if:

- a) The student was registered for an approved programme of study and has successfully completed the required modules as detailed in the programme specification or;
- b) The student was registered for an approved programme of study and has not successfully completed all the required modules as detailed in the programme specification but has successfully completed the required modules for a lower award or;
- c) The student was registered for an approved programme of study but exits having successfully completed the required modules for a named exit award as detailed in the programme specification.

In order to become eligible for a named award candidates who have successfully completed stand-alone modules which are the required elements of an approved programme of study, as detailed in the programme specification, must register for the relevant award within the maximum registration period.

Unnamed awards will normally be given if the student has failed to successfully complete the modules required for a named award as detailed in the programme specification, but has met the minimum credit requirements for the award.

Where a student has previously accepted a named or unnamed award but subsequently chooses to continue their studies and successfully completes modules required for a higher award within the maximum registration period they will be required to return the lower award in order to become eligible for the higher award.

Full details of criteria for named and unnamed awards can be found in the programme specifications on Brightspace.

Recognised Prior Learning

Credit attributed to previous certificated or experiential learning may contribute up to one third of the total credit required for a postgraduate award.

Pass Mark and Classification

All Master's level degrees, diplomas and certificates will have a pass mark of 50%.

All Master's level degrees, diplomas and certificates require students to achieve a mark of 50% or more in all modules. However, where the overall average mark in all taught modules is 50% or above, a mark

of 40-49% in one module of 20 credits or in two 10 credit modules will be deemed compensatable. The compensation rule will not apply to the Postgraduate Award or to stand-alone modules.

MSc students at LSTM are required to gain a minimum mark of 40% for the Research Proposal in order to pass TROP934/936.

Master's, Postgraduate Diploma, Postgraduate Certificate and Postgraduate Awards will be classified as Distinction or Merit according to the criteria below. This also applies to students who have passed credit after reassessment and to students who register for an award but exit with a lower award.

For a Master's Degree with **Distinction** a student must achieve:

- A Distinction grade for the dissertation and;
- An overall average of at least 70% in 120 credits of taught modules.

For a Postgraduate Diploma with **Distinction** a student must achieve:

- An overall average mark of at least 70% in 120 credits of taught modules; or
- An overall average mark of at least 70% in 60 credits of taught modules and a Distinction grade for the dissertation.

For a Postgraduate Certificate with **Distinction** a student must achieve:

- An overall average mark of at least 70% in 60 credits of taught modules.

For a Postgraduate Award with **Distinction**, a student must achieve:

- An overall average mark of at least 70% in 30 credits of taught modules.

For a Master's Degree with **Merit** a student must achieve:

- A Merit grade for the dissertation and;
- An overall average mark of at least 60% in 120 credits of taught modules.

For a Postgraduate Diploma with **Merit** a student must achieve:

- An overall average mark of at least 60% in 120 credits of taught modules; or
- An overall average mark of at least 60% in 60 credits of taught modules and a Merit grade for the dissertation.

For a Postgraduate Certificate with **Merit** a student must achieve:

- An overall average mark of at least 60% in 60 credits of taught modules.

For a Postgraduate Award with **Merit** a student must achieve:

- An overall average mark of at least 60%

Average marks falling up to 2% below any grade boundary are deemed to be borderline cases. In these cases the award is determined by consideration of the profile of marks across all taught modules. To be awarded the higher grade, at least 50% of the taught credits must be at the higher grade.

For the purposes of calculating the overall average mark and determining classification, marks for modules passed by reassessment will be capped at 50%. Marks for modules passed by virtue of the compensation rule will be recorded as a pass mark of 50%.

Students who take modules on a stand-alone basis will become eligible for an award with Merit or Distinction where they:

- Subsequently register for a programme of study which leads to an award and successfully complete the required credit through the study of appropriate modules as defined in the programme specification or;
- Accumulate sufficient credit for an unnamed award in accordance with an approved programme of study.

Where a student has successfully completed modules which exceed the required credit for the award, the calculation of the overall average mark and determination of classification will be based on the modules with the higher marks.

Module Choices

MSc students will be registered automatically for the 'Required' modules for their programme and may then select optional modules from the list provided in the Programme Handbook. **Required modules are required to achieve the programme learning outcomes and must be taken by all students following that programme.** Optional modules have been identified as most suitable for contributing to the attainment of the programme learning outcomes. However, depending on their background or interests, students may opt for alternatives in place of the Optional modules, subject to the agreement of the Director of Studies for their programme. Students who wish to take modules which are not recommended options for the programme must complete the appropriate form (available from the Student Intranet). It is important that students confirm optional module choices by the deadline date of 23 November 2018. If students attend a module for which they are not registered, they will have problems in obtaining results/credit for that module. Requests to change module choices after the deadline date must be made in writing on the appropriate form (available from the student intranet) and will be allowed only under exceptional circumstances. Please note that modules have a designated minimum number of students and therefore may be withdrawn if insufficient students register. If a module that you have selected as an option is subsequently withdrawn, you will be notified as soon as possible and asked to make a different choice. Information on all modules and programme specifications can be found in Brightspace and on the LSTM website.

Overseas Projects

MSc students have the option of undertaking a project which involves travelling overseas to collect data to be written up into the dissertation. Alternatively, they may stay in Liverpool to conduct a desk-based study or carry out experimental work in one of the LSTM laboratories. When choosing an overseas project, students should consider not only the cost involved, but also the extra time involved in planning an overseas trip, including gaining ethical approval, if applicable. Students are sometimes surprised at the extra burden this creates, at a time when other assessments are also due for submission. Nevertheless, at the end of the programme, many of our students feel that the overseas project was one of the most enriching experiences of their lives, and it is viewed as a particular strength of MSc programmes at LSTM.

Completion of Assignments

Details of the assessment of each module will be outlined at the beginning of the programme, including submission dates. Students will be expected to observe these dates. If you have a good reason for not being able to submit your assessment on time, you should request an extension (See below).

You may find that a deadline for two assignments falls on the same day, particularly in Semester 2 if you are taking two modules within the same block. This is to ensure that each module contains an appropriate number of learning hours to cover all learning outcomes of that module. Students should plan their work accordingly – for example, there is nothing to stop you uploading one of the assignments by an earlier date then working on the other one.

Students should not 'opt out' or fail to make a reasonable attempt at assessments. Where the Board of Examiners decides that a student has failed to give a good reason for absencing him/herself from an assessment, or has not made a reasonable attempt, the Board of Examiners shall reserve the right to deny the student the opportunity to re-sit the failed component.

Format

- All assignments must be typed
- Arial font, size 11pt
- Margins:
 - 3.8cm left-hand margin
 - 3.8cm top margin
 - 2.5cm right-hand margin
 - 2.5 bottom margin
- 1.5 line spacing
- Pages should be numbered consecutively throughout, including appendices
- Numbers should be centred at the bottom of each page
- Word count must be included on front page

Word Count

A word count limit is set for all written assignments and is posted on Brightspace in the relevant module folder. Failure to include a word count will lead to an automatic penalty of 5%. Exceeding the word count by more than 10% will lead to a penalty being applied. The LSTM word count policy and guidelines for students can be found on the Student Intranet. Students should pay particular attention to the guidelines regarding the use of tables and text boxes, as this can catch students out.

Referencing

The standard referencing system used for submitted course work is Harvard. For more information and guidance please refer to LSTM's Harvard referencing guide which is available via the Library web pages:

<https://lstmed.sharepoint.com/Departments/Information-Services/Pages/Student-Sessions.aspx>

Students who use an alternative referencing system will be penalised. EndNote X7 reference management software is also available to download from the student intranet. Further information on the Harvard system and reference management will be given in the 'Research Methods' modules TROP934 and TROP936.

Extensions

If you believe that you have a good reason for not being able to submit your coursework by the deadline date, you should complete an Extension Request Form (downloadable from Brightspace) and e-mail to assessment@lstmed.ac.uk normally at least seven days before the assessment deadline date. This will be forwarded to the relevant Director of Studies for approval. Please note that extensions are granted only in **exceptional circumstances**, (such as medical problems, family illness, bereavement etc.). Extensions for longer than 2 weeks and those relating to the dissertation must be approved by the Dean of Education. Last minute computer related problems will not be accepted as grounds for granting an extension. If the circumstances are particularly sensitive, you may exceptionally submit the form directly to the Student Support Desk in a sealed envelope for the personal attention of the Dean of Education.

Extension or Extenuating Circumstances?

If you are experiencing difficulties in meeting a deadline, you should always apply for an extension **in advance**, rather than applying for extenuating circumstances **afterwards**. The Extenuating Circumstances Committee will not normally uphold a claim for missing a deadline due to circumstances where a student could reasonably be expected to have requested an extension unless the student can satisfactorily justify why it was not possible for them to make this request. Similarly, if an extension was granted, a claim for extenuating circumstances will not be upheld unless the student can make a strong case that the extension was not sufficient mitigation for the circumstances under consideration. You can find further information about the extenuating circumstances procedure on page 21.

Deferral of Examinations

LSTM normally takes a 'fit to sit' approach to examinations. If a student feels they are unlikely to perform to the best of their ability due to illness or other extenuating circumstances, they should complete an 'Application to Defer an Examination' form (available on Brightspace). Applications should be emailed to assessment@lstmed.ac.uk and will be passed to the Dean of Education (or Academic Registrar in his absence) for consideration. The student will be informed as soon as possible if the application has been granted. Requests for deferrals will be considered only up to 24 hours before the examination is due to take place, except in exceptional and unforeseen circumstances. If a deferral is agreed, the student will be offered a re-sit (to count as a 'first sit') during the relevant re-examination period. All requests to defer must be supported by valid evidence of extenuating circumstances. If it is not possible to provide evidence at the time of requesting the deferral, the student must ensure that it is provided as soon as possible after the examination. If evidence is not received subsequently or is deemed to be unsatisfactory, the examination will be treated as a first sit and a mark of zero will be awarded. Under such circumstances, the student will still be offered a re-sit but it will count as a 'second sit'.

Deferral of assessment is not a right and permission will only be given in exceptional circumstances

The Extenuating Circumstances Committee will not normally uphold a claim for missing or underperforming in an examination due to circumstances where a student could reasonably be expected to have requested a deferral unless the student can satisfactorily justify why it was not possible for them to make this request.

Examination Rules and Behaviour

You must read the Student Procedures for the Conduct of Examinations before you undertake any examination at LSTM. The procedures can be found on the student intranet, under Assessment Regulations:

<https://lstmed.sharepoint.com/sites/Students/SitePages/Assessment%20Regulations.aspx>

The following is a summary of the key points:

- You **MUST** attend all exams unless prevented by illness or other extenuating circumstances
- You **CANNOT** enter an exam room more than 30 minutes after the start of an exam. You **CANNOT** leave an exam less than 30 minutes before the end
- You **MUST** enter an exam room in silence and put any bags and coats in the designated area
- You **MUST** arrive at the exam room at least 15 minutes before the exam is due to start in order to hear any announcements
- You **MUST** switch off any mobile phone or similar device and leave it in the designated area in the exam room
- You **MUST NOT** have any unauthorised material with you at your exam desk, including books, papers, manuscripts, or a mobile phone or any other electronic data storage device
- You **MUST NOT** take into an exam room any blank paper; all rough work **MUST** be done in the exam booklets which are provided
- You **CAN** take into an exam room any pens, pencils, erasers, rulers, pencil sharpeners and permitted technical drawing equipment (such as protractors and compasses). However, these **MUST** be placed in a clear plastic bag. You **MUST NOT** bring in any pencil case or box for these items.
- You **MUST NOT** disturb other candidates
- You **MUST** follow any instructions given by an invigilator
- You **MUST NOT** communicate with any other candidate in an exam room or pass a calculator to any other candidate during an exam
- You **MUST NOT** impersonate another exam candidate or allow yourself to be impersonated. You **MUST** put your student ID card or other photo identification on your exam desk.
- You **MUST NOT** use scrap paper and **MUST** do all rough work in your answer book
- You **MUST NOT** leave the exam room until your exam answer book has been collected and you **MUST NOT** take out of the exam room any other item provided unless you are allowed to do so
- If you arrive late, you will not be allowed extra time. If you believe that there is good reason why you could not arrive on time, you should submit a claim for extenuating circumstances.

- You SHOULD write legibly
- If you consider that your performance or attendance at an exam was affected by circumstances outside your control, you should submit a claim for extenuating circumstances
- If you have a disability and need adjustments made to your exam arrangements, you SHOULD seek advice as early as possible before the exams from the Student Experience Officer.
- Unless stated otherwise, you MUST only use a non-programmable calculator
- You CAN take into an exam room a clear plastic bottle of water. You MUST NOT bring in any other type of bottle and no other drink or food, unless you have a declared medical condition and have been given permission to do so through your Support Plan.
- The use of bilingual dictionaries during examinations is allowed subject to the condition that they do not contain any additional material that may help the student in the examination of the subject concerned. The invigilator has the authority to inspect any dictionary. Electronic and English language dictionaries are not permitted.

You should be aware that LSTM treats the upholding of its examination standards very seriously indeed. In particular, LSTM considers the introduction of unauthorised material (books, notes, manuscripts, mobile phone or other electronic data storage device) into an exam room to be an especially serious offence. In all reported cases, matters will be investigated by the Dean of Education and a recommendation made to the Board of Examiners. This may involve a written warning, deduction of marks, a zero mark, or, in extreme cases, termination of studies.

Calculators

Students may use any model of non-programmable calculator. Programmable models can be used but only when specified in the exam paper rubric and if students have been given prior notice.

Submitting Assignments

You will need to submit all assignments electronically through Brightspace, which will automatically serve as a receipt. Please bear in mind that the submission through Brightspace will be counted as the official submission time, and if you leave submission until the last minute, delays caused by the computer being slow in uploading may result in penalties being applied for late submission. Brightspace allows you to upload late, but assignments uploaded after the deadline are flagged as 'late' and standard penalties are applied. Computer malfunction or failure will not be accepted as an excuse for late submission. In the unlikely event that you have problems uploading; immediately email a copy of the assignment to the TEL Unit (TEL@lstmed.ac.uk).

For all assessments, you should take care to upload the correct file. If you realise you have uploaded the incorrect file, you should email the TEL Unit (TEL@lstmed.ac.uk) immediately, attaching the correct version, and copying the Quality Unit (quality@lstmed.ac.uk) into the email. Provided the correct document is received before the deadline, the TEL Unit will delete the file so you can upload the correct version. We cannot accept substitute files once the deadline has passed, but if you think you may have a case for extenuating circumstances, do not open or make further changes to the document you intended to upload, but email it immediately to the TEL Unit (copying in Quality@lstmed.ac.uk).

For detailed instructions on handing in your dissertation, please refer to the Dissertation Guidelines on Brightspace TROP942.

Submitting your coursework to the plagiarism detection tool in Brightspace.

The plagiarism detection tool in Brightspace ('Turnitin') allows markers to manage the submission of student coursework and check for plagiarism electronically. A full briefing on avoiding plagiarism will be given during induction week.

NB. You will find full instructions for the use of Turnitin in the Assessment area of each Brightspace module/programme.

Anonymous Marking

Anonymous submission is automatically set up on assessments submitted through Brightspace. Please

do not submit your assignment with any personal identifiers (Such as your name or student number) on the covering/ title page. **The covering/ title page should only include the following information:**

The Module (Trop) Number:

Assignment Title:

Anonymous exam number:

If you do not know your exam number, please contact your Programme Administrator

In the case of examinations, students should write their exam number on their examination scripts to ensure anonymous marking. To keep these numbers secure, they are not issued to invigilators, and candidates who do not know their numbers in the examination will be asked to put their name on their examination scripts.

Assignments are marked anonymously wherever possible. Nevertheless, it may be possible for a marker to be able to identify a student, for example if the student has been assigned an advisor to help them prepare the assignment, or if the assessment is oral. The MSc dissertation is not marked anonymously. It will be stated in Brightspace if assignments will **not** be anonymously marked.

File requirements

Files submitted through Turnitin must comply with the guidance below.

- File must be less than 20 MB
- The maximum paper length is 400 pages.
- File Types allowed: MS Word, WordPerfect, PostScript, PDF, HTML, RTF and plain text.

File names

All files to be submitted through Turnitin must start with your anonymous exam number followed by a title, see the example below.

24578 Introduction to Tropical Medicine and Health.docx

Late Submission of Assessed Work

LSTM has standard penalties for the late submission of assessed work. These are:

Coursework submitted late will incur a daily penalty of 5% of the total marks available for the assessment for up to five days after the deadline but will not be reduced below the pass mark of 50%. Coursework submitted more than five days after the deadline will receive a mark of zero. In such circumstances, where a student is required to re-sit/re-take the assessment, the reassessment task must be different from the original assessment. Re-submission of the original piece of work is not permissible, except in the case of project work or dissertations. In exceptional cases, where assignments are not required to be submitted electronically, penalties will be applied for working days only. For these purposes, a working day is defined as a day when LSTM is open and staff would normally be available for work and thus also be available for contact by students. However, Good Friday and Bank Holiday Mondays will be treated as working days for these purposes.

Marking and Moderation

For every assessment task which contributes to an award there must be one or more internal examiner(s) appointed from those approved by or on behalf of the relevant Board of Studies, one of whom shall be designated as the internal examiner responsible for the assessment as a whole. The internal examiner(s) shall be responsible for marking the assessment in relation to the stated criteria for the assessment, any agreed marking scheme and the qualitative marking descriptors and marks scale.

Examinations and written assignments are normally marked anonymously. However, the Master's dissertation is not marked anonymously, due to the close involvement of the supervisor in the project.

Moderation is the sampling of assessed work to check whether or not the standards are appropriate and have been applied consistently. Moderators are asked to confirm that appropriateness of the mark awarded by the marker and comment on their perceived quality of the feedback to students. Individual marks may not be changed on the basis of moderating a sample since a student could be advantaged or disadvantaged depending on whether or not their assessment was sampled. Moderation of marking must be undertaken in circumstances set out in the Code of Practice on Assessment and Feedback : <http://www.lstmed.ac.uk/study/quality-manual>

For LSTM Master's programmes, the module convenor takes major responsibility of marking the assignments or the examinations according to set criteria, and a second marker is responsible either for double-marking or moderating at least a sample of the assignments to ensure fairness and consistency of the assessment. The External Examiner also scrutinises a selection of assessments. MSc dissertations are all double-marked by two internal assessors.

General Assessment Criteria

The following general criteria apply to assignments and examinations. Specific assessment criteria for individual assignments will be provided in Brightspace.

%	COMMENTS
90-100	Distinction Absolutely outstanding answer. Factually flawless; strong degree of originality and critical insight; clearly organised; comprehensive coverage; extensive evidence of supplementary reading; style and presentation excellent.
80-89	Distinction Outstanding answer. Factually flawless; clearly organised; logical; good evidence of supplementary reading; originality and critical insight present; style and presentation excellent.
70-79	Distinction Very good answer. Factually flawless; some originality of thought and critical insight; evidence of outside reading; good coverage; style, presentation and organisation very good.
60-69	Merit Comprehensive answer. Clear; logical; thorough; factually sound with no serious errors; evidence of outside reading and/or originality and critical insight; style, presentation and organisation good.
50-59	Pass Adequate answer. Accurate but limited to lecture material; perhaps some errors or key facts missing; no originality; little evidence of outside reading; style, presentation and organisation moderate.
40-49	Fail Incomplete answer. Information fairly sparse; some inaccuracies; answer broadly relevant to question but poor coverage of lecture material; no sign of outside reading; style, presentation and organisation poor.
30-39	Fail Deficient answer. Poorly directed at question; many omissions or errors but some relevant facts correct; understanding poor; style, presentation and organisation poor.
15-29	Fail Very deficient answer. Answer largely irrelevant to the question; a few facts correct but many omissions and errors; style, presentation, grammar and organisation very poor.
0-14	Fail Totally inadequate answer. Little relevance to question or little factual material; wrong approach; style, presentation, grammar and organisation extremely poor.

External Examiners

External examiners are appointed for all LSTM courses which result in an award being made. These examiners, senior academics or persons with professional expertise, are independent of LSTM. They help LSTM to ensure that the standards of its awards are comparable with similar subjects and awards in other UK Universities. They ensure that the assessment processes in LSTM are appropriate, rigorous, fair and fairly operated and are in line with institutional regulations and guidelines. Where relevant they ensure that accreditation requirements of any professional or statutory body are met.

External examiners have the right to see all assessed work from the modules they examine, but where there are large numbers of students on a module they would normally see samples of work.

Details of LSTM External Examiners for 2018-19 can be found on Page 1. On no account should you attempt to make contact directly with the external examiners. If you have any queries about their involvement in your degree programme or assessment you should seek advice from your tutor.

Timing of Assessments and Disclosure of Results

Students will be notified of the deadlines for all assignments and dates of examinations at the beginning of the programme. For Master's modules, at least one assessment will be scheduled after the end of teaching during the associated assessment period. Timing of in-course assessments will take account of the students' assessment commitments across the programme.

LSTM aims to return marks and feedback to students within 4 weeks of the submission deadline. However, there are occasions when it can take longer (e.g. if there are multiple assignments to be marked by the same marker(s) or if extra time is needed to agree marks through the moderation / double marking processes). Students will be notified as soon as possible if this is the case and will be given a new date by which they can expect to receive marks and feedback.

The disclosure of marks is made on the understanding that they:

- a) will remain provisional until a final determination is made at the main meeting of the Board of Examiners held in the autumn;
- b) are released at this stage for general guidance only;
- c) may be subject to further amendment at the main meeting of the Board of Examiners.

Provision of Feedback to Students

The LSTM procedure on the provision of feedback to students can be found on the LSTM website: <http://www.lstmed.ac.uk/study/quality-manual>.

Feedback to students will be provided on all assignments, either by the LSTM Quality Unit or through the VLE. Feedback may take various forms, depending on the nature of the assessment, including individual written comments, generic class feedback (written or oral), or the opportunity to discuss your assessment with the marker. Students will be given generic feedback on examinations via the VLE or at a group meeting. Examination scripts may be annotated but will not be returned to the student. Comments may be shared with individual students who request a face-to-face meeting with the marker. If you feel that you would like additional feedback to that offered, you should talk to the module convenor.

Official Announcement of Degree Results

Provisional degree results will be available to students following the Board of Examiners' meeting in October. Results are ratified by the LSTM Audit Committee, which meets three times a year, in October, February and June. Students on LSTM MSc programmes which commence in September will normally graduate in December of the following year, and receive their official transcripts and certificates at the December graduation ceremony. If students do not attend the graduation ceremony, the certificate and transcript will be posted to the permanent address given in the Student Information System (SIS).

Re-assessment

For all programmes, students are normally offered one reassessment opportunity for each failed component. Where there are several assessment components for a module, the Board of Examiners will determine which element(s) of a failed module shall be offered as re-sit(s). The LSTM Board of Examiners may extend the dissertation deadline by up to three months for students requiring reassessment in multiple components

Students may not re-sit or re-submit assessments where they have achieved a mark of 50% or above, or where they have passed the module overall (except in the case of extenuating circumstances).

Students may proceed with a dissertation if they have failed taught modules, but may be prevented from doing so if failure to complete key modules would mean that undertaking the dissertation project would put themselves and/or others at risk.

Marks achieved in reassessment shall be recorded on the transcript as the actual mark achieved, but will be flagged to indicate they were achieved at a second or subsequent attempt and will be capped at 50% for the purposes of calculating the overall award. The mark achieved in reassessment is the one which will count, even if lower than the original.

For MSc programmes, re-sits for first and second semester modules will normally take place in early September after submission of the dissertation. An exception is the Research Proposal (TROP934/936), for which all students must gain a minimum mark of 40%. Failed proposals must be re-submitted in mid-March in order to meet deadlines for project planning and submission for ethical approval (if applicable).

Students who register on a Master's or Postgraduate Diploma but who exit with a lower award because of failure in assessment or because of withdrawing from the programme with good reason, will be eligible for a Merit or Distinction for the lower award provided they meet the criteria on page 11.

Resubmission of a Master's Dissertation

A failed dissertation may be resubmitted on one further occasion only, within one year of the date of first submission. A decision will be made by the markers, through the marking rubric, as to whether the dissertation is 'redeemable'. If the dissertation is considered 'redeemable', the student will be given the opportunity of re-submitting on the same topic with minor modifications. Students whose dissertation is not considered 'redeemable' will register for a Semester's supervision, paying the relevant fee. Students who are required to re-write the dissertation on a new topic will undertake either a desk-based or lab-based project in LSTM. Resubmission, re-examination and where relevant, bench fees will apply.

7. Dealing with Problems and Difficulties

Poor Attendance

Students who attend regularly are generally successful in their studies. You are permitted to proceed with your approved programme of study if you maintain acceptable progress as evidenced by your regular attendance, satisfactory results in relevant formative and summative assessments and the proper completion of any other work given to you. Students are required to attend for at least 80% of course contact hours, such as lectures, seminars, laboratory practical sessions, group work and tutorials.

As part of its responsibilities as a registered immigration sponsor, LSTM has to monitor and report to UK Visas & Immigration (UKVI), any international student with a Tier 4 (General) visa that fail to meet expected attendance levels. Registers will be kept for teaching sessions/ examinations and Academic Registry staff will review attendance on a regular basis. LSTM has a statutory responsibility to report any student who entered the UK on a Tier 4 student visa and who:

- Fails to register by the end of the prescribed enrolment period;

- Misses 10 expected contacts*
- Significantly changes their circumstances (e.g. change of length of programme)
- Withdraws from the programme
- Defers entry onto the programme

The Code of Practice for Monitoring Student Attendance (Tier 4) can be viewed on the LSTM website: <http://www.lstmed.ac.uk/study/quality-manual>

*In the case of students on taught programmes, contact points are primarily lectures, but other points of contact are submission of coursework and attending examinations.

International students who, under Tier 4 of the points-based immigration system, require a visa to study in the UK should be aware that LSTM is registered as a UKVI Immigration Sponsor. In this regard LSTM has statutory responsibilities to monitor and report to UKVI any international student who fails to attend regularly and within normal expected attendance levels within LSTM.

Non-attendance or poor attendance may ultimately lead to a decision of termination of studies by a Board of Examiners. The consequence of this for a Tier 4 international student is that LSTM would cease its immigration sponsorship of the student and this would mean that they would have to immediately leave the UK.

Directors of Studies, or their nominated representatives, will review your attendance on a regular basis. Where there is evidence that a student is failing to engage satisfactorily with the programme, the Progress Board will request that the student attend a formal Progress Panel with the relevant Director of Studies, a member of academic staff not involved in teaching or assessing the student and the Academic Registrar. The purpose of the Panel will be to advise the student on what is required in order to improve and, if appropriate, to explain to the student the options available to change registration status or to withdraw from the programme.

Students should be aware that, in all cases, fee liability continues to accrue, even where students are not attending regularly, unless arrangements are made to change your registration status. Further information about changing your registration status is given later in this chapter.

Further information about Progress can be found in the Code of Practice on Monitoring Student Progress and the Conduct of Boards of Examiners: <http://www.lstmed.ac.uk/study/quality-manual>

Sickness Absence Policy

Attendance is monitored through daily registers. If you are unable to attend either lectures or assessments through illness or other reasons, you should inform studentsupport@lstmed.ac.uk or contact the Student Support Desk on 0151 705 3232.

Absence for reasons other than illness can only be allowed after a request has been approved by Director of Studies.

Extenuating Circumstances

Students sometimes perform more poorly in assessments (whether examinations or other types of assessments) than their previous performance or achievements would have predicted. Sometimes this poor performance can be attributed, or partially attributed, to particular circumstances beyond the control of the student. These circumstances are described as 'extenuating circumstances' if they are accepted as a reason for the poorer than expected performance.

Extenuating circumstances may, for example, include:

- Illness affecting the student
- Bereavement
- Serious illness affecting a close family member
- Unforeseeable or unpreventable events

Independent documentary evidence, such as medical certificates, must be provided in all cases to verify extenuating circumstances. It is the responsibility of the student to report all circumstances they wish to be taken into consideration by submitting a claim to Assessment@lstmed.ac.uk.

Extenuating circumstances should be reported as soon as possible (normally within five working days) after the events under consideration occur, and normally no later than one week before the meeting of the Board of Examiners at which the assessment concerned will be considered.

If you are unable to attend an examination or assessment which counts towards the final mark of a module owing to illness or other unavoidable circumstances, you must inform the Academic Registry, preferably in writing or by email, **before the examination or assessment deadline**, in order for the absence to be regarded as authorised.

Provided that acceptable evidence of 'good cause' for such absence (e.g. a medical note) is presented for consideration by the Extenuating Circumstances Committee in accordance with the procedures set out in the Code of Practice on Assessment and Feedback, you would be granted a right to re-sit as a first attempt (unless the examination missed was not a 'first attempt' examination). Only in exceptional circumstances, where a Board of Examiners, on the advice of the Extenuating Circumstances Committee, judges that it was not feasible for a student to have provided prior notification, will a student who is absent from an examination or fails to submit an assessment without informing the School in advance, be granted a 'first attempt' re-sit.

Boards of Examiners may determine that a student who is absent from an examination or fails to submit an assessment without good cause (even when they have informed LSTM in advance) should not be granted a re-sit attempt until the subsequent academic year.

Students are encouraged to speak to their Director of Studies or Personal Tutor before submitting a claim for extenuating circumstances and, in all cases, students who wish to submit a claim must do so using the official form, which is available on the student intranet. Students should email completed extenuating circumstances forms to Assessment@lstmed.ac.uk.

A claim for extenuating circumstances will not normally be upheld if an extension to an assignment or deferral of an examination was granted or could have been requested.

For claims that are accepted, the Extenuating Circumstances Committee will make a recommendation to the Board of Examiners on the impact of the extenuating circumstances and action to be taken. Where circumstances are accepted as a reason for poorer than expected performance, the most common outcome is for students to be allowed (where practicable) to retake the assessment as if it were a first attempt. A Board of Examiners is not permitted to alter any mark. A student's mark can only be changed if they re-sit or re-submit the assessment.

Further information regarding extenuating circumstances, can be found within the Code of Practice on Assessment and Feedback: <http://www.lstmed.ac.uk/study/quality-manual>

Academic Integrity

Academic integrity is concerned with the ethical code that applies to the standards by which the academic community operates. It represents the values of honesty, fairness and respect for others. While this encompasses the expectation that students will not cheat in assessments nor deliberately try to mislead examiners and assessors, it is just as important to emphasise the positive role that academic integrity plays in each student's intellectual and professional development and in their successful transition to graduate employment and future careers. Students who embrace academic integrity understand that they must produce their own work, acknowledging explicitly any material that has been included from other sources or legitimate collaboration, and to present their own findings, conclusions or data based on appropriate and ethical practice.

There are conventions of academic practice, such as established referencing and citation protocols, which both display and ensure academic integrity. The acquisition of relevant study skills such as effective note-taking, the ability to critically evaluate other writers' theories and concepts, and presentation skills, will help students to understand these conventions. Failure to adhere to these conventions can result in poor academic practice or, if there is a clear intention to deceive examiners and assessors, to unfair and/or dishonest academic practice.

The following definitions of academic misconduct are contained within the Code of Practice on Academic Integrity and apply to all types of work submitted by students, including, for example, written work, diagrams, charts, tables and pictures.

Poor academic practice is a failure by the student to fully appreciate the rules of academic writing. Examples include:

- Minor errors, such as missing quotation marks, mistakes in referencing or citation, gaps in the bibliography or reference list or poor paraphrasing
- Material that is appropriately referenced but has been copied extensively from other sources, either verbatim (word for word) or with minor re-wording.
- Self-plagiarism, when a student submits a piece of work (or part thereof) for assessment on more than one occasion.

Poor academic practice is not a disciplinary offence but can result in the mark being penalised through judicious use of the marking rubric. Feedback to students will reflect the fact that marks have been deducted for poor academic practice and will include advice on how students can avoid such mistakes in future work.

Breaches of Academic Integrity include plagiarism, collusion, copying, falsification of data and commissioning.

Plagiarism is when a student misrepresents, as his/her own work, work in the public domain, written or otherwise, of any other person (including another student) or of any institution. Examples include:

- Material that has been copied from other sources, either verbatim (word for word), or with minor re-wording without appropriate referencing
- The deliberate presentation of another's ideas as one's own

Collusion is when, unless with official approval, (eg in the case of group projects), two or more students collaborate in the preparation and production of work and then present it for assessment in an identical or substantially similar form as the product of their individual efforts.

Copying is when a student presents work for assessment that has been copied from a student or other person without their knowledge.

Falsification of data is when a student presents data based on work purported to have been carried out by the student that has been invented or altered.

Commissioning is when a student presents for assessment work that has been procured (by financial or other inducement means) for this purpose. This includes requesting another party to prepare all or part of an assignment (with or without payment) on the student's behalf.

Assignments submitted through Brightspace are automatically checked for similarity to other sources by a plagiarism detection tool 'Turnitin'. Turnitin will detect copying from assignments submitted by other current or previous students and from assignments that you have submitted previously. If you copy from an assignment given to you by a lecturer as an example, or which you obtain from a previous student, or if there is a higher than expected level of similarity between assignments submitted by two or more students, these are treated as breaches of academic integrity.

To avoid 'self-plagiarism', you must not re-use an assignment for one module to satisfy the requirements of another module. Self-plagiarism is a problem because you cannot be given credit twice for the same piece of work. In some modules you will be given quite a lot of freedom to choose the topic of your assignment or its context. You should avoid deliberately choosing a topic or context that overlaps

significantly with a previous assignment. The only exception is overlap between the Research Proposal (TROP934/936) and the Dissertation (TROP942). If you feel that overlap between other assignments is unavoidable, you should discuss the issue with the Module Convenor and note at the end of the later assignment that you have been given permission to re-use material. We would expect this to be limited to short passages of text, usually in an introductory section. If you wish to re-use a figure that you produced for a previous assignment, you should acknowledge this in the figure legend.

We are aware that there are free on-line tools you can access in order to have work checked for matches to other sources. Please use these with caution. It is not an offence to use these tools but LSTM does not encourage their use. We aim to teach students the art of academic writing, which not be achieved if students simply aim to beat the software.

LSTM reserves the right to viva students who are suspected of breaching academic integrity, to ensure that they have produced their own work.

Students found to have committed academic misconduct are liable to be severely penalised. They may be given a mark of zero for the assessment concerned, in the most serious cases, may even be required to suspend or terminate their studies.

For more information please refer to the LSTM Code of Practice on Academic Integrity which is available on the LSTM website within the Quality Manual: <http://www.lstmed.ac.uk/study/quality-manual>

Changes to your Registration

Suspension and Withdrawal

Circumstances, often relating to ill-health but also relating to other personal reasons, occasionally lead a student to consider withdrawing from their studies or suspending their studies for a period of time. Suspending studies on the grounds of ill health, financial difficulties or other personal reasons suspends your fee liability and your requirement to undertake assessments. This allows you to take time out of your studies in order that you can regain your health or sort out other problems without financial or academic penalty before you return and re-start your studies.

In the first instance you should discuss your circumstances with your Director of Studies or Personal Tutor or seek advice from the Academic Registrar. Where students do suspend this is frequently with a view to returning in the next academic session. In all cases of withdrawal or suspension there are financial consequences arising from such decisions and it is therefore essential that you ensure that LSTM receives **formal** notice of such action. Suspension/withdrawal forms are available from the Academic Registry. Failure to inform LSTM of your withdrawal or suspension of studies by completing the correct form means that your registration remains active and your tuition fee liability continues to accrue. Fees will not be refunded in the event of you failing to complete the proper form, even if you claim you did not attend during the period for which you are charged.

All requests for a suspension of studies **must** be approved by your Director of Studies and will not normally be granted retrospectively.

If you do suspend your studies, it is important that you contact LSTM one month prior to your expected return date to confirm that you will be returning to study. This will enable the Academic Registry to ensure that your academic registration is updated. You will be reminded to do this by email.

Information about refunds of fees can be found in the Code of Practice on Payment and Refund of Tuition Fees which can be found on the LSTM website: <http://www.lstmed.ac.uk/study/quality-manual>

Programme Transfers

If you decide that your programme of study is unsuitable for your needs and you wish to consider transferring to another programme in LSTM, you should first discuss your wish with your Personal Tutor or Director of Studies. The most appropriate time to transfer to another programme is before choosing

Semester 2 optional modules. If the transfer is approved by the relevant Director of Studies, the Academic Registrar will arrange for the change in registration to be made.

Implications of Registration Changes

International students (i.e. those who require a Tier 4 visa to study in the UK) should be aware that, as your immigration sponsor, LSTM is required by law to inform the UK Home Office of any changes to your registration. In the case of both withdrawal and suspension, your current visa will be curtailed (cease to be valid) and you will need to leave the UK immediately. If you are suspending your studies for a time, you will need to return to your home country **for the entire period of your suspension**. You will also need to make a request for a new CAS from LSTM between three and six months before you wish to recommence your studies in order to allow sufficient time for you to apply for and be issued with a new Tier 4 visa which will allow you to re-enter the UK to resume your studies. You will only be able to make this application from outside of the UK. The Academic Registrar can provide advice on visa issues.

Misconduct

As a student you are expected to conduct yourself, both on and off the campus, in a manner which demonstrates respect for LSTM, its staff, fellow students and property, and for other members of the local community in general. LSTM has a formal procedure for dealing with cases of misconduct. Academic misconduct is dealt with under the Procedure for the Conduct of Examinations or the Code of Practice on Academic Integrity.

Activities that LSTM regards as constituting misconduct include:

- Any breach of LSTM regulations or Codes of Practice;
- Violent, indecent, disorderly, threatening, intimidating or offensive behaviour, noise or language (whether expressed orally, in writing or electronically, including blogs, social networking websites and other electronic means), and/or excessive consumption of alcohol while on LSTM premises;
- Possession, sale or use of illegal drugs on LSTM premises;
- Harassment of any student, member of staff or visitor to LSTM;
- Any act of fraud, deception or dishonesty in relation to LSTM or its staff or in relation to being a student of LSTM;
- Theft or misuse of LSTM property, or the property of its students, staff or visitors;
- Misuse or unauthorised use of LSTM premises or items of property, including the misuse of computers and the communications network or any breach of LSTM's policy on the use of its information systems;
- Damage or defacement to LSTM property, or the property of students, staff or visitors to LSTM caused intentionally or recklessly;
- Action which may cause injury or jeopardise safety on LSTM premises, including occupation of LSTM premises after being required to leave by an authorised member of staff;
- Failure to provide identity such as name or student ID card to a member of staff in circumstances where a request to do so is reasonable;
- Any conduct that brings LSTM into disrepute;
- Failure to comply with any punishment imposed as a result of LSTM disciplinary procedures or contempt of those procedures.

Dealing with Misconduct

Minor misconduct (such as disruptive behaviour in lectures) may be dealt with by any member of LSTM staff by verbal warning without instigating disciplinary procedures. More serious or repeated instances of misconduct will be investigated by the Dean of Education, who may issue a written warning or convene a meeting of the Disciplinary Panel. The Disciplinary Panel will consider action to be taken, which may, in serious cases, result in suspension or exclusion.

Criminal Offences

LSTM has a duty of care to its staff and therefore needs to be informed of any alleged criminal activity by its staff or students. If at any time during a student's registration on a programme of study at LSTM

he/she is charged with a criminal offence (other than parking or speeding offences), the student is required to report this to the Academic Registrar.

Academic Appeals

LSTM can consider an appeal from a student against the decision of a Board of Examiners, provided that the appeal is submitted on appropriate grounds. Before considering whether or not there are grounds for appeal, it is essential that a student consults with the Director of Studies to clarify any possible misunderstanding about the basis of the decision of the Board of Examiners. Appeals can be made against the non-award of a degree, diploma or certificate, against the classification or other mark of differentiation of an award, or against the decision to make a different award from that which the student was attempting to qualify at that point of the programme. Students should refer to the Procedure for Dealing with Academic Appeals for further information: <http://www.lstmed.ac.uk/study/quality-manual>

Complaints

Complaints about matters unrelated to academic assessment are dealt with under the LSTM Complaints Procedure (please refer to the Student Guide to LSTM).