



**UNIVERSITY
OF LONDON**

Programme Regulations 2018–2019

Clinical Trials

MSc
PGDip
PGCert
and Individual modules

Important document – please read
This document contains important
information that governs your
registration, assessment and
programme of study

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Important information regarding the Programme Regulations

About this document

Last revised: 15 June 2018

As a student registered with the University of London you are governed by the General Regulations and Programme Regulations associated with your programme of study.

The Programme Regulations are designed and developed by the London School of Hygiene and Tropical Medicine (LSHTM) who are responsible for the academic direction of the programme. Programme Regulations, together with the Student Handbook, will provide the detailed rules and guidance for your programme of study. Further information about how to use the Programme Regulations can be found in the [Student Guide](#).

In addition to Programme Regulations you will have to abide by the [General Regulations](#). These regulations apply to all students registered for a programme of study with the University of London and provide the rules governing registration and assessment on all programmes; they also indicate what you may expect on completion of your programme of study and how you may pursue a complaint, should that be necessary. Programme Regulations should be read in conjunction with the General Regulations.

The relevant General Regulations and the Programme Regulations relating to your registration with us are for the current year and not in the year in which you initially registered.

On all matters where the regulations are to be interpreted, or are silent, our decision will be final.

Further information about your programme of study is outlined in the Programme Specification which is available on the relevant programmes page of the website. The Programme Specification gives a broad overview of the structure and content of the programme as well as the learning outcomes students will achieve as they progress.

Terminology

The following language is specific to the Clinical Trials programme:

Modules: Individual units of a programme are called modules. Each module is a self-contained, formally structured learning experience with a coherent and explicit set of learning outcomes and assessment criteria.

If you have a query about any of the programme information provided please contact us. You should use the *Ask a question* tab in the [student portal](#).

Changes to Clinical Trials Regulations 2018-2019

- The LSHTM Recognition of Prior Learning (RPL) policy has been updated to allow RPL from external institutions (previously only LSHTM modules were considered). Applications to have RPL applied will be considered on a case-by-case basis.
- The Scheme of Award has been amended so from 2018-2019 it is possible for students to be awarded a Merit degree (see [Appendix B](#): Assessment and Award Scheme).
- PHM210 Managing Health Services is no longer being withdrawn.
- From 2018-2019, students studying modules CTM203, CTM206 and CTM209 will no longer be assessed by a written examination and an assessed assignment. Instead, students will be required to submit two assessed assignments for each module.

- A student registered for CTM203/206/209 who has completed one element of assessment but not the other prior to 1 September 2018, will be required to complete the existing method of assessment (the outstanding written examination or the assessed assignment).
- A student registered for CTM203/206/209 prior to 1 September 2018 who is required to resit, will need to complete the unseen written examination and an assessed assignment.
- If a student registered for module CTM203 and has obtained a Grade Point Average (GPA) of less than 1.0 on the assessed assignment or the written examination, or both, prior to 1 September 2018, then the failed element(s) must be resat.

1 Structure of the programmes

1.1

The **MSc Clinical Trials** consists of:

- Four compulsory CTM1 modules
- One compulsory CTM2 module (CTM201)
- Five elective modules selected from a list of options, at least three of which must be CTM2 modules.
- One compulsory integrating module (CTM210)

1.2

The **Postgraduate Diploma Clinical Trials** consists of:

- Four compulsory CTM1 modules
- Four elective modules selected from a list of options, at least three of which must be CTM2 modules.

1.3

The **Postgraduate Certificate Clinical Trials** consists of:

- Four compulsory CTM1 modules.

[Appendix A](#) gives the full structure and content of the programmes.

1.4

The Programme Director has the right to consider the suitability of your chosen modules for the MSc or Postgraduate Diploma and, with stated reason, may restrict your chosen options.

1.5

If you have registered for an elective module but have not attempted the assignment or unseen written examination for that module (or have obtained a fail grade for the module overall at the first attempt), you may apply to change to another elective module. If you fail the module overall at a second attempt, you will not be allowed to change to another option. If you apply to change module(s) and have entered either element of examination for the elective module concerned, you will not be able to change until after the results have been published. Up to three elective modules only may be changed in this way. If you change your choice of elective module(s), you will be required to pay the full fee for the newly chosen module.

Individual modules

1.6

You may apply to register for one or more individual modules as a stand-alone module, instead of registering for the MSc, Postgraduate Diploma or Postgraduate Certificate Clinical Trials.

1.7

The following Clinical Trials modules are available on a stand-alone basis:

CTM101	Fundamentals of clinical trials
CTM102	Basic statistics for clinical trials
CTM103	Clinical trials in practice
CTM104	Reporting and reviewing clinical trials
CTM201	Protocol development
CTM202	Trial designs
CTM203	Project management and research co-ordination
CTM204	Regulatory affairs, good clinical practice and ethics
CTM205	Data management
CTM206	Data monitoring and interim analyses
CTM207	Design and analysis of epidemiological studies
CTM208	Further statistical methods in clinical trials
CTM209	Cluster randomised trials

1.8

Some modules may require you to have prior knowledge or experience in a particular subject area before you study the module. Information on such prerequisites is given in the individual module specifications.

1.9

Successful completion by formal assessment of an individual module may be taken into account for credit towards the MSc, Postgraduate Diploma or Postgraduate Certificate. If you transfer your registration from an individual module to the MSc, Postgraduate Diploma or Postgraduate Certificate, you must meet the rules of progression for that award.

Blended learning

1.10

Blended Learning study enables you to combine distance learning study with a period of full-time study at the LSHTM. If you have registered for the MSc degree or Postgraduate Diploma and have been allowed to proceed to the elective modules, you may study up to two elective modules at the LSHTM in place of distance learning elective modules. There will be restrictions on the choice of elective modules available for Blended Learning study, the period of time in which the modules must be completed and the number of students who can register for Blended Learning study each year.

1.11

Please note that modules studied by Blended Learning are subject to the London School of Hygiene and Tropical Medicine (LSHTM) regulations.

Details related to Blended Learning study are set out in the Guidelines for Blended Learning, found on the [LSHTM website](#), under the 'How you study' tab.

2 Registration

Effective date of registration

2.1

Your effective date for registration will be 1 September (for the MSc, Postgraduate Diploma, and Postgraduate Certificate and for individual modules).

Period of registration

2.2

The maximum and minimum periods of registration, from your effective date of registration, are:

	Minimum	Maximum
MSc	Two years	Five years
Postgraduate Diploma	Two years	Five years
Postgraduate Certificate	One year	Five years
Individual modules	One year	Two years

2.3

If you are registered for individual modules and have been allowed to transfer from an individual module to the Postgraduate Certificate, Postgraduate Diploma or the MSc Clinical Trials, you will be given a new period of registration as a University of London student. The maximum period of registration will be the same for all students registered for the same programme.

3. Credit transfer and recognition of prior learning

To be read in conjunction with the [General Regulations](#), Section 3.

3.1

If you are registered for the MSc, you may apply for recognition of prior learning mapped against modules up to a total of 60 UK credits.

3.2

If you are registered for the Postgraduate Diploma, you may apply for recognition of prior learning mapped against modules up to a total of 40 UK credits.

3.3

If you are registered for the Postgraduate Certificate, you may apply for recognition of prior learning mapped against modules up to a total of 20 UK credits.

3.4

Credit transfer for a module previously studied at LSHTM may be considered for the MSc, Postgraduate Diploma or the Postgraduate Certificate. All applications for credit transfer and recognition of prior learning will be considered on a discretionary case-by-case basis.

4 Assessment for the programme

4.1

Each CTM1 module will be assessed by a timed unseen written examination.

4.2

CTM2 modules will be assessed by a timed unseen written examination and/or by one or more written assignments.

4.3

Each EPM, IDM and PHM elective module will normally be assessed by a timed unseen written examination and a written assignment.

4.4

CTM210, the integrating module (MSc only), will be assessed by a written integrating report.

4.5

CTM201 Protocol development will be assessed by a written assignment

4.6

Where the assessment for a module comprises a written paper and/or assignment(s) you are expected to submit all the assignment(s) and sit the unseen written examination for a module in the same academic year.

4.7

If you attempt only one element of the assessment for a module in a given academic year you may be permitted to carry forward the grade awarded for the element attempted for one year only. Permission to carry over individual element grades for longer than one year will be decided by the Board of Examiners.

4.8

Assignments, reports and other similar work must be your own work and must be written without the help of other people, except where you are given permission to work as a group and submit a joint piece of work. If you are working in a group you will need to submit a declaration, confirming the nature of your contribution to the submitted work.

Date of examinations

4.9

Timed unseen written examinations normally take place in June each year.

See the website for the list of [examination centres](#).

4.10

Assignments and the integrating report (CTM210) must be received by the deadlines given in the guidelines for the assignments and the LSHTM Student Handbook, both of which are available to registered students on the LSHTM Virtual Learning Environment. Assignments and the integrating report must be submitted electronically (unless otherwise specified in the assignment guidelines).

4.11

Extensions to assignment deadlines will only be given in extenuating circumstances, and will only be considered if an application to the LSHTM Extenuating Circumstances Committee is made and has been received before the deadline. An assignment received after the deadline without an agreed extension, will either be downgraded or will not be marked.

Materials and aids allowed in the examination room

4.12

Pre-programmable calculators may be used (see the 'Permitted materials list' that will accompany your 'Notice to candidates').

See [General Regulations](#)' rules for taking written examinations.

5 Number of attempts permitted at an examination

5.1

The maximum number of attempts permitted at any assignment or unseen written examination is two. If you fail a module at the first attempt, you will be allowed to make a second attempt (resit). Extenuating circumstances may be taken into account which allow for more attempts.

5.2

If you fail an elective module which is assessed by two or more elements of assessment (unseen written examination and/or one or more assignment(s)), you will normally have to resit at least one element of the module assessment, but may have to resit both or all elements.

5.3

If you fail an elective module which is assessed by two or more elements of assessment (unseen written examination and/or one or more assignment(s)), having passed one element but not the other, you cannot resit an element you have already passed.

5.4

If you resit the assignment element of a module assessment, you will be required to submit a fresh assignment in answer to a new question or assignment topic.

5.5

For all modules the highest grade awarded will count towards the final award, whether received at the first or subsequent attempt.

Integrating module

5.6

If you fail the integrating module report (CTM210) you must submit a fresh report in answer to a new question or report topic.

More details can be found about [extenuating circumstances](#) on the University of London website and in the [General Regulations](#).

Details of the LSHTM resits and extenuating circumstances policies are available to registered students on the LSHTM Virtual Learning Environment.

6 Assessment offences and penalties

6.1

Penalties may be applied to assessed work that does not comply with guidance given in programme materials or is not submitted by the stated deadlines. You should check the guidance given for individual assignments and the integrating report (CTM210) in the LSHTM Virtual Learning Environment. Penalties such as grade reductions (including reduction to a fail grade) may apply for work that is late, over-length or for poor academic quality or plagiarism.

7 Progression within the programme

MSc Clinical Trials

7.1

You may choose to study and be examined in a maximum of either four CTM1 modules or six elective modules plus the integrating module (CTM210) in any one year. If you have been allowed to start elective module studies whilst you complete your remaining CTM1 modules, you may be examined in the remaining CTM1 modules, six elective modules and the integrating module, in the same year. Resit attempts may be made in addition to the maximum number of modules stated above.

7.2

You are expected to study for the integrating module by submitting the integrating report (CTM210) in the same year that you take your last unseen written examinations or the following year. You must obtain the Programme Director's permission if you wish to submit the integrating report in an alternative year.

Postgraduate Diploma Clinical Trials

7.3

You may choose to study and be examined in a minimum of one and a maximum of *either* four CTM1 modules *or* four elective modules in any one year. If you are given permission to start elective module studies whilst completing your CTM1 modules, you may be examined in the remaining CTM1 modules in the same year as up to four elective modules. Resit attempts may be made in addition to the maximum number of modules stated above.

Progression to elective module studies (Postgraduate Diploma and MSc only)

7.4

To proceed to the elective modules and integrating module (MSc only), you must pass two CTM1 modules. One of these modules must be CTM101 Fundamentals of Clinical Trials, which you must pass with a Grade Point Average (GPA) of at least 2.0.

Postgraduate Certificate Clinical Trials

7.5

If you are registered for the Postgraduate Certificate you may choose to study and be examined in a minimum of one and a maximum of four CTM1 modules in any one year. Resit attempts may be made in addition to the maximum number of modules stated above.

8 Scheme of award

8.1

The Board of Examiners will make a decision on the final award classification once the criteria for that award have been met. Once you have met the criteria for the award on which you are registered, you will not be allowed to resit any failed modules or substitute any failed modules with other modules.

8.2

All unseen written examinations, module assignments and the integrating report (CTM210) (MSc only) will be marked and grades combined according to the [Assessment and Award Scheme](#).

8.3

The final outcome of the award of MSc, Postgraduate Diploma or Postgraduate Certificate is decided as set out in the [Assessment and Award Scheme](#).

8.4

The final award classification will be based on the final award GPA, which will be calculated as set out in the [Appendix B](#) Assessment and Award Scheme.

8.5

In order to be awarded the MSc, Postgraduate Diploma or Postgraduate Certificate you must satisfy the Examiners in the assessment for all the necessary components of the award.

See [Appendix B](#) for information on the Assessment and Award Scheme.

Exit awards

8.6

If you registered for the Postgraduate Diploma Clinical Trials or MSc Clinical Trials, an exit award (i.e. a related certificate or diploma) may be granted to you if you either do not satisfactorily complete, or withdraw early from, the programme you are currently registered on, provided that you have fully met the requirements for an exit award as detailed in the [Assessment and Award Scheme](#).

The award of the Postgraduate Certificate Clinical Trials or Postgraduate Diploma Clinical Trials will be with effect from the year in which you successfully completed all components for that award.

Receiving related awards

8.7

If you successfully complete the formal assessment of individual modules, you may apply to receive a related award provided that you meet the requirements for that award and apply within three years of the successful completion of the relevant modules.

9 Transfer of registration

Transfer of registration from the Postgraduate Certificate or Postgraduate Diploma Clinical Trials to the MSc Clinical Trials

9.1

If you have passed two CTM1 modules (which must include CTM101 Fundamentals of Clinical Trials with a GPA of at least 2.00), you will be permitted to transfer registration to the MSc degree and advance to elective module studies.

9.2

If you have been awarded the Postgraduate Certificate or Postgraduate Diploma you must give up your certificate or diploma to us if you wish to transfer to the MSc degree.

Transfer of registration from the Postgraduate Certificate Clinical Trials to the Postgraduate Diploma Clinical Trials

9.3

You will be allowed to transfer registration to the Postgraduate Diploma and continue to the elective modules if you have passed at least two of the CTM1 modules. One of these must be CTM101 Fundamentals of Clinical Trials, which must be passed with a minimum GPA of 2.00.

9.4

If you have been awarded the Postgraduate Certificate, this will be rescinded on transfer to the Postgraduate Diploma as credit from the same modules cannot contribute to two different awards.

Progression and transfer of registration from an individual module

9.5

If you wish to progress from an individual module and register for the Postgraduate Certificate, Postgraduate Diploma or MSc Clinical Trials, you must follow the sequence of modules given within the individual programme structures and module specifications in [Appendix A](#). Advice on the previous knowledge you are expected to have to undertake a particular module is also given within the module specifications.

Appendix A – Structure of the programmes

All module specifications can be found on the LSHTM [website](#).

Postgraduate Certificate Clinical Trials

Four compulsory core modules (60 credits in total)

CTM101	Fundamentals of clinical trials [15 credits]
CTM102	Basic statistics for clinical trials [15 credits]
CTM103	Clinical trials in practice [15 credits] *
CTM104	Reporting and reviewing clinical trials [15 credits] *

Postgraduate Diploma Clinical Trials

Four compulsory core modules (60 credits in total)

CTM101	Fundamentals of clinical trials [15 credits]
CTM102	Basic statistics for clinical trials [15 credits]
CTM103	Clinical trials in practice [15 credits] *
CTM104	Reporting and reviewing clinical trials [15 credits] *

+

Four elective modules (60 credits in total) selected from the list of options below.

At least **three** of these must be selected from the CTM2 selection group. The remaining module can be selected from the EPM3, GHM2, IDM2, IDM3, IDM5 or PHM2 selection groups.

Credit for one module studied at LSHTM (blended learning study) may be allowed in place of one of the above elective modules, subject to module restrictions.

MSc Clinical Trials

Four compulsory core modules (60 credits in total)

CTM101	Fundamentals of clinical trials [15 credits]
CTM102	Basic statistics for clinical trials [15 credits]
CTM103	Clinical trials in practice [15 credits] *
CTM104	Reporting and reviewing clinical trials [15 credits] *

+

One compulsory module

CTM201	Protocol development [15 credits]
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+

Five elective modules (75 credits in total) selected from the list of options below.

At least **three** of these must be selected from the CTM2 selection group. The remaining module can be selected from the EPM3, GHM2, IDM2, IDM3, IDM5 or PHM2 selection groups.

+

CTM210 A compulsory integrating module [30 credits]

Credit for up to two modules studied at LSHTM (blended learning study) may be allowed in place of up to two of the above elective modules, subject to module restrictions.

- * You are advised to study CTM101 Fundamentals of clinical trials and CTM102 Basic statistics for clinical trials before studying these modules.

Elective modules

MSc and Postgraduate Diploma students must select from the following:

CTM2

CTM201	Protocol development [15 credits]
CTM202	Trial designs [15 credits]
CTM203	Project management and research co-ordination [15 credits]
CTM204	Regulatory affairs, good clinical practice and ethics [15 credits]
CTM205	Data management [15 credits]
CTM206	Data monitoring and interim analyses [15 credits]
CTM207	Design and analysis of epidemiological studies [15 credits]
CTM208	Further statistical methods in clinical trials [15 credits]
CTM209	Cluster randomised trials [15 credits]

EPM3

EPM301	Epidemiology of communicable diseases [15 credits]
EPM302	Modelling and the dynamics of infectious diseases [15 credits]
EPM304	Advanced statistical methods in epidemiology [15 credits]
EPM307	Global epidemiology of non-communicable diseases [15 credits]

GHM2

GHM201	Health Systems [15 credits]
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IDM2

IDM201	Bacterial infections [15 credits]
IDM202	Nutrition and infection [15 credits]
IDM203	Parasitology [15 credits]
IDM204	Viral infections [15 credits]
IDM205	Healthcare-associated infections [15 credits]
IDM213	Immunology of infection and vaccines [15 credits]
IDM215	Water, sanitation and hygiene [15 credits]

IDM3

IDM301	Epidemiology and control of infectious diseases in developing countries [15 credits]
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IDM5

IDM501	HIV/AIDS [15 credits]
IDM502	Tuberculosis [15 credits]

IDM503 Malaria [15 credits]

PHM2

PHM201 Analytical models for decision making [15 credits]

PHM203 Economic analysis for health policy [15 credits]

PHM204 Economic evaluation [15 credits]

PHM205 Environmental epidemiology [15 credits]

PHM206 Environmental health policy [15 credits]

PHM207 Health care evaluation [15 credits]

PHM209 Globalisation and health [15 credits]

PHM210 Managing health services [15 credits]

PHM211 Medical anthropology in public health [15 credits]

PHM212 Organisational management [15 credits]

PHM213 Principles and practice of health promotion [15 credits]

PHM214 Conflict and health [15 credits]

PHM215 History and health [15 credits]

PHM216 Sexual health [15 credits]

PHM218 Applied communicable disease control [15 credits]

Important Notes:

- You must check each module specification prior to registration as modules may have specific prerequisites for study. In particular, many of the IDM modules require you to have a prior knowledge of basic biochemistry, cell biology, genetics and immunology in order to be able to work through and benefit fully from the module.
- Some modules have been withdrawn from study and replaced with updated versions. You may not register for or study some current modules if you have already been awarded credits and a grade for an equivalent withdrawn module - see Appendix A1.
- Students must not be registered for, and cannot study both, CTM208 and EPM304.
- Except with the special permission of the Programme Director, a student must study CTM208 *Further Statistical Methods in Clinical Trials* or EPM304 *Advanced Statistical Methods in Epidemiology* before studying CTM209.
- Except with the special permission of the Programme Director, a student must study CTM207 *Design and Analysis of Epidemiological Studies* before studying the EPM3 modules.
- Requests from students wishing to register for a module that is not on the lists above will be considered on an individual basis by the Programme Director.
- Some elective modules may not be available every year.

Appendix A1 – Module restrictions

Some modules have been withdrawn from study and replaced with updated versions. You may not register for or study the following currently available modules if you have already been awarded credits and a grade for the equivalent withdrawn module as follows:

Module currently available:	Previous module withdrawn:
EPM307 Global epidemiology of non-communicable diseases	EPM303 Epidemiology of non-communicable diseases
IDM215 Water, sanitation and hygiene	IDM210 Water and sanitation
PHM218 Applied communicable disease control	PHM202 Communicable disease control

Appendix B – Assessment and Award Scheme

Scope of this document

This document sets out principles of assessment and rules for making awards for the following programmes offered by the University of London under the academic direction of the London School of Hygiene & Tropical Medicine (LSHTM):

- Clinical Trials (CT)
- Demography and Health (DH)
- Epidemiology (EP)
- Global Health Policy (GHP)
- Infectious Diseases (ID)
- Public Health (PH)

Each of these programmes offers awards of Master of Science (MSc), Postgraduate Diploma (PGDip), and Postgraduate Certificate (PGCert).

General assessment principles

Assessment of all elements of these programmes should operate in compliance with the LSHTM *Assessment Code of Practice*, a number of key points from which have been incorporated or reiterated in the specific principles and rules detailed below.

Grading scales and criteria

LSHTM (the School) 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. Table 1 (overleaf) outlines the standard descriptors which describe the level of work required to attain each grade.

Marking schemes

More detailed criteria ('marking schemes') may be set for individual assessments to enable the placing of assessment in each grade category. The descriptors in Table 1 are intended as a general reference point to ensure consistency, but more specific requirements may differ from assessment to assessment.

Double-marking

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

Where an assessment has a number of elements which are individually double-marked, these element grades may be averaged together (according to a weighting set out in the marking scheme) to generate a 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.

Award components and elements

The major components of each programme or award are modules. Award components may be split into different elements – for example, an ‘assessed assignment’ element and an ‘examination’ element for a particular module.

Table 1: Standard descriptors for each grade*

Grade point	Descriptor	Typical work should include evidence of...	Simple general criteria for qualitative work	Simple general criteria for quantitative work
5	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.	A comprehensive discussion of the topic giving all relevant information, showing in-depth critical understanding of the topic, going beyond conventional answers, and bringing in additional relevant ideas or material.	All correct.
4	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.	A full discussion of the topic that includes all relevant information and critical evaluation.	Almost all correct, none incorrect.
3	Good	Good (but not necessarily comprehensive) engagement with the topic, clear understanding and insight, reasonable argument and analysis, but may have inaccuracies or omissions.	The major points are discussed, but relevant, though less important considerations, are omitted.	Most correct, a few incorrect allowed.
2	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.	Sufficient relevant information is included but not all major points are discussed, and there may be some errors in interpretation.	Essential parts correct (to be defined for each task), some incorrect.
1	Unsatisfactory / poor (fail)	Inadequate engagement with the topic, gaps in understanding, poor argument and analysis.	A few points are included, but lack of understanding is shown together with use of irrelevant points.	Some correct but essential part (to be defined for each task) incorrect or unknown.
0	Very poor (fail)	Poor engagement with the topic, limited understanding, very poor argument and analysis.	None of the major points present; many irrelevant points included and a serious lack of understanding	Very few (or none) correct, essential parts incorrect.
0	Not submitted (null)	Null mark may be given where work has not been submitted, or is in serious breach of assessment criteria/regulations.	Not submitted	Not attempted

* See Table 9 for the conversion table used by Clinical Trials.

Specific assessment rules

1. Grades for module assignments

- 1.1 Module assessed assignments will be graded by two markers, who should assign an agreed GP (5, 4, 3, 2, 1 or 0).
- 1.2 Percentage or numeric marking schemes may be used for some elements of work. In such cases, percentages or numeric mark totals should be converted to a GP on the standard scale, which can be taken forward for combination with other GPs or GPAs. (See Table 9 for the conversion table used by Clinical Trials).

2. Grades for unseen written examinations

Exam Boards must approve specific marking schemes for each exam paper at the point where the exam questions are approved. In most cases, individual exam questions should be marked as a single unit of assessment on the integer grading scale. However, exam questions may be based on numeric marking schemes, producing numeric results which are then converted to a GPA using an appropriate specific conversion scheme.

- 2.1 Where a question is being marked with an overall integer GP, if the two markers have awarded different grades, then the difference must be reconciled by discussion between them, not in some way averaged away. Where a question is marked using a numeric marking scheme (see 2.2 below), the two marks may be averaged and then converted to a GP, provided that the marks do not differ by more than 20% of the available marks – in which case the markers must discuss and reconcile to a final mark.
- 2.2 Where a numeric marking scheme is used, and the exam paper marking scheme requires that an integer GP be awarded for the question, the two markers will agree a final mark for each question – to be converted to a GP using the agreed scheme for that paper (see Table 10 for the scheme used by Epidemiology). Where the exam paper marking scheme does not require an integer GP to be awarded for individual questions, the procedure outlined in point 2.4 below should be followed.
- 2.3 After 2.1 or 2.2 above have been applied, the final GPs for each question in the paper will be combined and the mean calculated to provide the final GPA for that paper, in line with question weightings in the agreed marking scheme for the paper, as follows:
$$\sum (\text{Question GP} \times \text{Question weighting}) = \text{GPA for whole paper.}$$
- 2.4 As an alternative to 2.1, 2.2 and 2.3 above, approved marking schemes may specify that individual exam questions be marked numerically, and scores combined into a numeric result for the overall paper which is then converted to a GPA for the paper (this conversion should produce a GPA and should not round to an integer GP). Numeric marks should be reconciled between markers for each individual question (as per 2.1 above), such that a single agreed numeric mark can be calculated for the paper as a whole and then converted to a GPA (see Table 9 for the conversion table used by Clinical Trials).

3. Grades for modules overall

- 3.1 Module assessment is summarised in Table 2.
- 3.2 Where a module is assessed solely by an assessed assignment (AA), the module will be graded as outlined in Section 1 above.
- 3.3 Where a module is assessed solely by an unseen written exam, the module will be graded as outlined in Section 2 above.

- 3.4 Where a module is assessed by two elements of assessment, the module will be graded with an overall GPA calculated as outlined in Table 2.
- 3.5 Where a module has changed assessment method and students registered in a previous year for the module have not completed all elements of assessment for the module or are required to resit some/all of the module assessment, such students will normally be required to sit the assessment method set in the year they first entered to be examined in the module.

Table 2: Module assessment summary

Modules	Assessment and GPA calculation
CTM1	Unseen written examination (100%)
CTM202, CTM204, CTM205, CTM207, CTM208	$(20\% \times \text{AA GP}) + (80\% \times \text{exam GPA}) = \text{module GPA}$
CTM201, CTM210	AA (100%)
CTM203	$(30\% \times \text{AA1 GP}) + (70\% \times \text{AA2 GP}) = \text{module GPA}$
CTM206, CTM209	$(50\% \times \text{AA1 GP}) + (50\% \times \text{AA2 GP}) = \text{module GPA}$
DEM1, DEM2	$(30\% \times \text{AA GP}) + (70\% \times \text{exam GPA}) = \text{module GPA}$
EPM101, EPM102, EPM103	Unseen written examination (100%)
EPM105, EPM201	AA (100%)
EPM202, EPM3	$(30\% \times \text{AA GP}) + (70\% \times \text{exam GPA}) = \text{module GPA}$
GHM101, GHM102, GHM103	Unseen written examination (100%)
GHM104, GHM204	$(30\% \times \text{AA GP}) + (70\% \times \text{exam GPA}) = \text{module GPA}$
GHM201	$(50\% \times \text{AA1 GP}) + (50\% \times \text{AA2 GP}) = \text{module GPA}$
GHM202, GHM203	$(30\% \times \text{AA1 GP}) + (70\% \times \text{AA2 GP}) = \text{module GPA}$
IDM101, IDM103, IDM104	Unseen written examination (100%)
IDM102	$(50\% \times \text{AA1 GP}) + (50\% \times \text{AA2 GP}) = \text{module GPA}$
IDM2, IDM3, IDM5, IDM6	$(30\% \times \text{AA GP}) + (70\% \times \text{exam GPA}) = \text{module GPA}$
PHM1	Unseen written examination (100%)
PHM2	$(30\% \times \text{AA GP}) + (70\% \times \text{exam GPA}) = \text{module GPA}$

4. Project Reports

- 4.1 MSc projects (assessed wholly by a Project Report) will be marked by two markers who will award an agreed GP (5, 4, 3, 2, 1 or 0).

5. Qualifying examination (EP only)

- 5.1 For the MSc EP programme, the additional qualifying examination EPM400 will be marked by an unseen written paper as set out in Section 2.

Award scheme

The programmes operate a credit system, introduced from September 2011. Final awards will be determined on the basis of accumulating the required number of credits for that award.

6. Award of credits

- 6.1 Credits will be awarded for the successful completion of programme components (which may be offered by individual modules on a compulsory or elective basis), as follows:
- PHM1 modules [*known as 'core' modules*] – 10 credits each

- CTM1, DEM1, EPM1, GHM1 and IDM1 modules [*known as 'core' modules*] – 15 credits each
- CTM2, DEM2, EPM2, EPM3, GHM2, IDM2, IDM3, IDM5, IDM6, PHM2 modules [*known as 'elective' modules*] – 15 credits each
- CTM210 (integrating module) – 30 credits
- DH, EP, GHP, ID and PH project reports – 45 credits*

* Where the previous shorter project option has already been taken by MSc PH students registered prior to 1 September 2011 who transfer into the credit framework, this will be assigned 30 credits.

- 6.2 In order to gain credits for a particular award component, students must normally pass that component with an overall GP or GPA of at least 2.00. Otherwise, credit may only be awarded using the credit compensation rules in Section 7 below.
- 6.3 Students cannot gain credits for a particular award component if they obtain an overall GP or GPA of less than 1.00 for any of:
- The award component overall
 - The assessed assignment element (where there is an assessed assignment)
- 6.4 Students cannot gain credits for any of the following specific award components if they obtain an overall GP or GPA of less than 2.00:
- The Project Report (DH, EP, GHP, ID or PH MSc students)
 - CTM210 Integrating Module (CT MSc students only)
 - CTM101 Fundamentals of Clinical Trials (CT students only)
 - DEM101 Introduction to Demographic Analysis (DH students only)
 - DEM102 Population Studies (DH students only)
 - EPM101 Fundamentals of Epidemiology (EP students only)
 - EPM102 Statistics for Epidemiology (EP students only)
 - PHM206 Environmental Health Policy (only for MSc Public Health students registered on the Environment & Health stream)
 - PHM212 Organisational Management (only for MSc Public Health students registered on the Health Services Management stream)
 - PHM213 Principles and Practice of Health Promotion (only for MSc Public Health students registered on the Health Promotion stream)
- These are known as 'uncompensatable' award components. (See also Table 3 below.)
- 6.5 Where a student fails to gain credits for a module, they have the option to either resit the failed component of the module assessment, as outlined in Section 11.1 below, or substitute the failed module with an alternative elective module, as outlined in Section 11.2 below in order to gain credit.
- 6.6 DH, GHP, ID and PH students choosing to study the Project report must pass the Project report with a grade of 2.00 or above. Students who have failed the Project report once have the option to re-submit it. Alternatively, students have the option to substitute three further elective modules in place of the report in order to gain credits. For PH students who have taken the shorter project option (not available for students registered for the project after 2010-11), then two further elective modules should be substituted rather than three.

7. Credit compensation rules

While credit is normally given for successful completion of award components with a grade of 2.00 or above, credit may also under certain very limited circumstances be given where a

grade between 1.00 and 1.99 is obtained. This is known as compensation. Compensation requires that the student achieves higher grades across a designated range of other modules and award components so as to 'compensate' a poorer grade.

- 7.1 If a student receives grades between 1.00 and 1.99 for modules other than the uncompensatable modules listed in paragraph 6.4 above, these may be treated as 'compensatable' until sufficient other modules or award components have been taken.
- 7.2 Students may choose to resit any failed but compensatable module(s) or element(s), as described in Section 11 below.
- 7.3 Compensation should be determined i.e. either approved or denied, as set out in Tables 3 and 4. Table 3 summarises what must be taken into account for this (i.e. that to compensate a specific component, performance across a wider set of components must be considered). Table 4 describes precisely how to calculate the associated 'compensation GPA' (which is different from the 'award GPA' described in Section 12 of this document), weighting the award components involved (e.g. modules, project, integrating module) according to their credit values.
- 7.4 MSc EP only: if a GPA between 1.00 and 1.99 is obtained for the EPM400 qualifying exam, then it may be compensated provided no more than one module has been compensated, and the 'compensation GPA' (calculated against all components contributing to the award, as per Table 4) is at least 2.00.

Table 3: Determination of compensation

Award	Compensatable element	Components used to consider compensation	Decision to allow compensation
PGCert	One core module (i.e. from CTM1, EPM1, GHM1, IDM1, PHM1) with GPA 1.00-1.99	All core modules	If overall GPA across all components considered ≥ 2 : allow compensation.
PGDip	One module from across any of those taken (core or elective) with GPA 1.00-1.99	All modules taken for PGDip	If overall GPA across all award components ≥ 2 : allow compensation.
MSc	One core module (i.e. from CTM1, EPM1, GHM1, IDM1, PHM1) with GPA 1.00-1.99 <u>and/or</u> One further module (i.e. from CTM2 (not CTM210), DEM2, EPM2, EPM3, GHM2, IDM2, IDM3, IDM5, IDM6, PHM2) with GPA 1.00-1.99 [Or, for MSc EP only: an EPM400 GPA between 1.00 and 1.99 may be compensated, along with one other core or elective module.]	All core modules <u>and/or</u> All credit-bearing components of the award taken after the core stage (i.e. elective-stage modules and any project or integrating report). [For MSc EP only, if compensating EPM400: All components of the total award, also factoring in EPM400.]	If overall GPA across 'core' components ≥ 2 : allow compensation <u>and/or</u> If overall GPA across remaining components of the award ≥ 2 : allow compensation. [For MSc EP only, if compensating EPM400: If overall GPA across all components & elements of the award ≥ 2 : allow compensation.]

Table 4: Determining compensation GPA

Award and component for which compensation is to be applied	Algorithm for 'compensation GPA' (formulae below must produce a GPA of 2.0 or above to allow compensation)
A PGCert module	= (100% x average GPA for all core modules) [i.e. $\sum (GPA\text{s for all core modules}) \div (\text{no. of core modules})]$
A PGDip module	= (50% x average GPA for all core modules) + (50% x average GPA for 4 best elective modules) <i>[Note that it is possible that more than 4 elective modules will have been taken; if so only the best 4 should be counted.]</i>
A core MSc module	= (100% x average GPA for all core modules) [i.e. $\sum (GPA\text{s for all core modules}) \div (\text{no. of core modules})]$
An elective-stage MSc module	For CT: = (75% x average GPA for CTM201 and 5 elective modules) + (25% x GPA for integrating report) For EP: = (62.5% x average GPA for EPM201, EPM202 and 3 other elective modules) + (37.5% x project GPA) For DH, GHP, ID or PH where no project is taken: = (100% x average GPA for all 8 elective modules) For DH, GHP, ID or PH where a project <u>is</u> taken: = (62.5% x average GPA for all 5 elective modules) + (37.5% x project GPA) For PH where the shorter project is taken (2011-12 only): = (75% x average GPA for all 6 elective modules) + (25% x project GPA)
MSc qualifying exam (EP only, if EPM400 GPA is 1.00 to 1.99)	For EP: = [20% x (average GPA across 4 EPM1 modules)] + [40% x (average GPA across EPM201, EPM202 and 3 other elective modules)] + [30% x (project GPA)] + [10% x (EPM400 GPA)]

7.5 Once compensation has been calculated and approved it will normally be possible to make an award immediately (or where an MSc student is compensated for a core module, to confirm permission to continue to elective studies). If compensation is not approved, then either the student may need to resit in order to be re-considered for the award, or they may considered for exit from the programme with an alternative award (see paragraph 11.4 below).

8. Progression rules

Progression rules governing how and when students may proceed through different stages of their programme and be given permission to study further or elective modules, or transfer to another award within the programme, are set out in the Detailed Regulations.

9. Determination of the final award

9.1 The number of credits that must be obtained to achieve each award is outlined in Table 5:

Table 5: Number of credits required for an award

Award	Number of credits required
Postgraduate Certificate	60
Postgraduate Diploma	120
MSc	180

9.2 For an award to be made, credits must be gained from an approved list of required components. These are listed in the detailed Programme Regulations.

10. Exit awards on expiry of registration

10.1 If a student's registration expires and is not renewed before they have completed the award they initially registered for, the Exam Board should consider whether they satisfy the requirements for an alternative award (e.g. a PGDip or PGCert) and award this accordingly.

11. Resits and failures

- 11.1 If a student fails to gain credits for a particular award component on the first attempt (after applying the rules in Sections 6 and 7 above), they will be permitted one further attempt, as a 'resit'. Only failed elements of failed award components, i.e. those with GPA below 2.00, may be re-sat – as determined by the Exam Board. Where a component has a single assessment which is not divided into further elements (e.g. as is generally the case for projects), this component must be re-sat as a whole. Where any element has been re-sat, the overall component GPA will be capped to 3.00 – although a higher GPA may be achieved, and reported back to the student, for the specific elements which have been re-sat.
- 11.2 Where an elective component is failed once, the student may choose not to resit and instead register for (and pay for) a substitute elective component, provided further choices remain available. Only three elective modules may be changed in this way. The substitute component is not considered to be a resit and the standard number of attempts will be permitted.
- 11.3 Determination of awards may include compensation of failed modules, as described in Section 7 above. Provided sufficient credit has been achieved to make an award, any additional modules which have been taken and failed will not affect or be included in the final award calculation.
- 11.4 If a student fails to gain credits for a required award component 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 components which have otherwise been passed or appropriately compensated. If the components they have completed to date (excluding the twice-failed component) satisfy the requirements for an alternative award, then their eligibility for the alternative may be assessed, with any compensation re-calculated. The student may then exit the programme with this alternative award, as outlined in Table 6:

Table 6: Eligibility for an award when exiting programme

Stage of study	Element failed twice (credits denied)	Credits already gained from other elements passed	Outcome for student
Core modules	Core module – i.e. CTM1, DEM1, EPM1, GHM1, IDM1, PHM1	Up to 45 credits from other core modules	No award
Elective modules	Elective module – i.e. CTM2, DEM2, EPM2, EPM3, GHM2, IDM2, IDM3, IDM5, IDM6, PHM2; project or integrating report.	All 60 core credits; but less than 60 further credits All 60 core credits, and 60 or more further credits	May exit with PGCert May exit with PGDip

12. Final award classification rules

12.1 Where all elements of an award have been completed and any compensation rules applied, an 'award GPA' should be calculated to assess eligibility for an award with distinction or merit. The relevant formulae for different programmes and awards are outlined in Table 7:

Table 7: Determination of final award GPA

Programme	Award	Final GPA algorithm
CT	PGCert	= Average GPA across 4 CTM1 modules.
CT	PGDip	= [(3/7) x (average GPA across 4 CTM1 modules)] + [(4/7) x (average GPA across 4 elective modules)]
CT	MSc	= [30% x (average GPA across 4 CTM1 modules)] + [50% x (average GPA across CTM201 and best 4 other elective modules)] + [20% x (CTM210 GPA)]

Programme	Award	Final GPA algorithm
DH	PGCert	= Average GPA across DEM101, DEM102, EPM101 and EPM102 modules
DH	PGDip	= [(3/7) x (average GPA across DEM101, DEM102, EPM101 and EPM102 modules)] + [(4/7) x (average GPA across 4 elective modules)]
DH	MSc	<p><i>where no project is taken:</i> = [30% x (average GPA across DEM101, DEM102, EPM101 and EPM102 modules) + [70% x (average GPA across best 7 elective modules)]</p> <p><i>where a project is taken:</i> = [30% x (average GPA across DEM101, DEM102, EPM101 and EPM102 modules)] + [40% x (average GPA across best 4 elective modules)] + [30% x (project GPA)]</p> <p><i>if a project is taken but the project grade is lower than that for any elective module, but not lower than 2.00:</i> = [30% x (average GPA across DEM101, DEM102, EPM101 and EPM102 modules)] + [50% x (average GPA across all 5 elective modules)] + [20% x (project GPA)]</p>

Programme	Award	Final GPA algorithm
EP	PGCert	= Average GPA across 4 EPM1 modules
EP	PGDip	= [(3/7) x (average GPA across 4 EPM1 modules)] + [(4/7) x (average GPA across EP201, EP202 and 2 elective modules)]
EP	MSc	= [20% x (average GPA across 4 EPM1 modules)] + [40% x (average GPA across EPM201, EPM202 and best 2 other elective modules)] + [30% x (project GPA)] + [10% x (EPM400 GPA)]

**Programme Regulations 2018-2019 Clinical Trials
(MSc/PGDip/PGCert/Individual modules)**

Programme	Award	Final GPA algorithm
GHP	PGCert	= Average GPA across 4 GHM1 modules
GHP	PGDip	= [(3/7) x (average GPA across 4 GHM1 modules)] + [(4/7) x (average GPA across 4 elective modules)]
GHP	MSc	<p><i>where no project is taken:</i> = [30% x (average GPA across 4 GHM1 modules) + 70% x (average GPA across best 7 elective modules)]</p> <p><i>where a project is taken:</i> = [30% x (average GPA across 4 GHM1 modules)] + [40% x (average GPA across best 4 elective modules)] + [30% x (project GPA)]</p> <p><i>if a project is taken but the project grade is lower than that for any elective module, but not lower than 2.00:</i> = [30% x (average GPA across 4 GHM1 modules)] + [50% x (average GPA across all 5 elective modules)] + [20% x (project GPA)]</p>

Programme	Award	Final GPA algorithm
ID	PGCert	= Average GPA across 4 IDM1 modules.
ID	PGDip	= [(3/7) x (average GPA across 4 IDM1 modules)] + [(4/7) x (average GPA across 4 elective modules)]
ID	MSc	<p><i>where no project is taken:</i> = [30% x (average GPA across 4 IDM1 modules)] + [70% x (average GPA across best 7 elective modules)]</p> <p><i>where a project is taken:</i> = [30% x (average GPA across 4 IDM1 modules)] + [40% x (average GPA across best 4 elective modules)] + [30% x (project GPA)]</p> <p><i>where a project is taken but the project grade is lower than that for any elective module, but not lower than 2.00:</i> = [30% x (average GPA across 4 IDM1 modules)] + [50% x (average GPA across all 5 elective modules)] + [20% x (project GPA)]</p>

Programme	Award	Final GPA algorithm
PH	PGCert	= Average GPA across 6 PHM1 modules
PH	PGDip	= [(3/7) x (average GPA across 6 PHM1 modules)] + [(4/7) x (average GPA across 4 elective modules)]
PH	MSc	<p><i>where no project is taken:</i> = [30% x (average GPA across 6 PHM1 modules) + 70% x (average GPA across best 7 further elective modules)]</p> <p><i>where a project is taken:</i> = [30% x (average GPA across 6 PHM1 modules)] + [40% x (average GPA across best 4 further elective modules)] + [30% x (project GPA)]</p>

	<p>where a project is taken but the project grade is lower than that for any elective module, but not lower than 2.00: $= [30\% \times (\text{average GPA across 6 PHM1 modules}) + [50\% \times (\text{average GPA across all 5 further elective modules})] + [20\% \times (\text{project GPA})]$</p> <p>where the project was/is completed at the previous weighting: $= [30\% \times (\text{average GPA across 6 PHM1 modules})] + [50\% \times (\text{average GPA across best 5 further elective modules})] + [20\% \times (\text{project GPA})]$</p> <p>where the project was/is completed at the previous weighting, graded lower than that for any elective module, but not lower than 2.00: $= [30\% \times (\text{average GPA across 6 PHM1 modules})] + [60\% \times (\text{average GPA across all 6 elective modules})] + [10\% \times (\text{project GPA})]$</p> <p><i>For students who have HSM core module credits, references to '6 PHM1 modules' in any of the formulae above should be substituted with '4 HS1 modules'.</i></p>
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12.2 Where a student has gained more than the requisite amount of credits for an award, the set of components with the best grades should normally be included in the final award GPA.

12.3 The final award classification should then be determined as outlined in Table 8:

Table 8: Determination of final award classification

Award GPA	Classification
2.00 - 3.84	Pass
3.70 – 3.84	Consider merit
3.85 – 4.29	Merit
4.00 - 4.29	Consider distinction
4.30 - 5.00	Distinction

In the case of 'Consider Merit' or 'Consider Distinction' candidates, Exam Boards will decide the final classification (either Pass, Merit or Distinction) using the scrutiny process laid out in the LSHTM *Guidance Notes for Boards of Examiners*.

13. Reporting award results to candidates

13.1 Award results must be agreed by the Board of Examiners and signed off by the Chair and the External Examiner(s).

13.2 The University of London and LSHTM will advise candidates of their award results.

Table 9: Conversion table used by Clinical Trials

Mark (out of 100)	GP/GPA	Descriptor	Typical work should include evidence of...
76 up	4.6 - 5	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.
66.5 - 75.99	3.65 - 4.59	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.
56.5 - 66.49	2.65 - 3.64	Good	Good (but not necessarily comprehensive) engagement with the topic, clear understanding and insight, reasonable argument and analysis, but may have inaccuracies or omissions.
50 - 56.49	2 - 2.64	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.
40 - 49.99	1 - 1.99	Unsatisfactory /poor (fail)	Inadequate engagement with the topic, gaps in understanding, poor argument and analysis.
0 - 39.99	0 - 0.99	Very poor (fail) / not submitted (null)	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.

Table 10 Conversion scheme used by Epidemiology

The mean percentage of all questions for an exam paper is calculated, and the following formula is used, subject to the discretion of the Board of Examiners, to convert this mean percentage to an overall grade point for the module exam paper:

Mean percentage (P)	Grade point (GP)
If $P \geq 80\%$	GP = 5
If $40\% \leq P \leq 79\%$	GP = $(P - 30)/10$
If $P < 40\%$	GP = 0