



UNIVERSITY
OF LONDON

INTERNATIONAL
PROGRAMMES

Programme Regulations 2016–17

Demography and Health

MSc
PGDip
PGCert

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

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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 College of the University of London responsible for the programme and they normally take account of the associated arrangements within the College. Programme Regulations, together with the London School of Hygiene & Tropical Medicine (LSHTM) 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 International Academy 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.

A [Glossary](#) provides an explanation of the terms used in this document.

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 <https://my.londoninternational.ac.uk>.

To note:

Throughout the Regulations, 'we' 'us' and 'our' mean the University of London; 'you' and 'your' mean the student, or where applicable, all students.

The programme will be offered for the first time in 2016-17.

1 Structure of the programmes

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

1.1

The **MSc Demography and Health** consists of:

- Four compulsory core modules (two DEM1 modules, EPM101 and EPM102); and
- Two compulsory DEM2 modules;

and either

- Six elective modules selected from a list of options (which must include at least two of the remaining DEM2 modules);

or

- Three elective modules selected from a list of options (which must include at least two of the remaining DEM2 modules);

and

- A Project Report.

The **PGDip Demography and Health** consists of:

- Four compulsory core modules (two DEM1 modules, EPM101 and EPM102);

and

- Two compulsory DEM2 modules;

and

- Two elective modules selected from a list of options.

The **PGCert Demography and Health** consists of:

- Four compulsory core modules (two DEM1 modules, EPM101 and EPM102).

1.2

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

1.3

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 that you would like to withdraw from, you will not be able to change until after the results have been published. Up to three elective modules (45 credits) 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.

1.4

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.

Blended learning

1.5

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

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

See [Glossary](#) for the definition of 'effective date of registration'.

Effective date of registration

2.1

Your effective date for registration will be 1 September for the MSc, Postgraduate Diploma and Postgraduate Certificate Demography and Health.

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

3. Recognition of prior learning and credit transfer

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

3.1

Accreditation of prior learning for a module previously studied at LSHTM may be considered for the MSc, Postgraduate Diploma or the Postgraduate Certificate Demography and Health. All applications for credit will be considered on a discretionary basis.

4 Assessment for the programme

Assessment methods

4.1

Each DEM1 will be assessed by a timed unseen written examination and a written assignment, weighted on the scale 70:30. Each EPM1 module will be assessed by a timed unseen written examination.

4.2

The elective GHM1 modules will be assessed by a timed unseen written examination.

4.3

Each DEM2 module and the elective EPM3 modules will be assessed by a timed unseen written examination and a written assignment(s). The mark awarded for the DEM2 and EPM3 modules will be based on the mark obtained in the written examination and the mark for the assignment(s), weighted on the scale 70:30.

4.4

The elective modules EPM105 Writing and reviewing epidemiological papers and EPM201 Study design: writing a grant application will each be assessed by one written assignment. For EPM201, an outline plan for the assignment must be submitted initially. If the outline plan has not been submitted prior to submission of the final written assignment, the written assignment will not be accepted for marking.

4.5

The Project Report (DEM300) (MSc only) will be assessed by submission of one written report of up to 10,000 words.

4.6

Where the assessment for a module comprises both an unseen written examination and an assignment(s) you are expected to submit 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 allowed to carry forward the grade awarded for the element attempted for one year only. The Board of Examiners will decide if you can carry over your grades for module elements of longer than one year.

4.8

Assignments, projects and other similar work must be your own work and must be written without the assistance of other people, except where you are clearly allowed to work as a group and submit a piece of work jointly. When group work is submitted, all students working in the group must confirm the nature of their contribution to the submitted work.

Date of examinations

4.9

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

4.10

The assignments for all modules must be submitted 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 must be submitted electronically (unless otherwise specified in the assignment guidelines).

4.11

Extensions to assignment deadlines will only be given in mitigating circumstances and will only be considered if you have written to the Programme Director before the deadline. An assignment

received after the deadline, without an agreed extension, will either be downgraded or will not be marked.

4.12

An initial proposal must be submitted for approval of the project. Full details about how to submit the project proposal and final report, including deadlines for submission, word limit and format requirements, are provided in the Project Report Guidelines. Extensions to the project proposal and final Project Report submission deadlines will only be given in mitigating circumstances and will only be considered if you have written to the Project Organiser before the deadline. A Project Report received after the deadline, without an agreed extension, will not be marked.

Materials and aids allowed in the examination room

4.13

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 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). Mitigating circumstances may be taken into account which allow for more attempts.

5.2

If you fail an elective module, having failed both the assignment and unseen written examination, you will normally have to resit at least one element of the module assessment, but may have to resit both elements.

5.3

If you fail an elective module, having passed one element but not the other, you will normally have to resit the failed element. You cannot resit an element you have already passed.

5.4

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

5.5

For modules of the Postgraduate Certificate, Postgraduate Diploma and MSc Demography and Health the highest grade awarded will count towards the final award, whether received at the first or subsequent attempt.

Project Report (DEM300)

5.6

If your proposal for the Project Report has been approved and you are unable to submit the completed report by the stated deadline you must either request an extension to the deadline or request a deferral from the Project Organiser before the submission deadline. An extension to the deadline for the final Project Report submission will only be granted where there are mitigating circumstances and if requested before the deadline. A Project Report received after the deadline, without an agreed extension, will not be considered for marking and you will have to resubmit your

Project Report for marking the following year. If you submit your Project Report the following year you must ensure that you have registered for the project that year, that you have entered to be examined in the Project Report, and that your project is updated in the light of any changes in guidelines that apply for the year submitted.

If your project is deemed unsuitable, you may be required by the Project Organisers to defer the project to the following year and submit a new project proposal for approval.

5.7

If you fail the Project Report at the first attempt, the Board of Examiners will decide which of the following types of resit you must carry out:

- a) revise and resubmit the failed project within a timescale determined by the Board of Examiners, or
- b) collect new data and revise/update the project, and resubmit at a subsequent examination; or
- c) make a fresh application for approval of a topic and offer a new report, at a subsequent examination.

If you carry out (b) or (c) above, you must re-register to resit the Project Report and pay the project resit fee. Usually, once either of (a) (b) or (c) has been carried out, you cannot make further attempts at the project.

More details can be found about [mitigating circumstances](#) on the webpage and in the [General Regulations](#).

Details of the LSHTM resits and mitigating (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 on 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 and plagiarism.

6.2

All project work must abide by the ethical requirements of LSHTM and any involved external organisations. It is your responsibility to seek the approval needed from external organisations. If your work needs ethical approval you must receive approval before beginning those elements of the project. If you fail to gain the right ethical approval or breach the terms of your original ethical approval submission penalties will be applied to your work (details are given in the Project Guidelines). Penalties may be set by the LSHTM Faculty Taught Course Director and the Programme Director under delegated authority from the relevant Exam Board and in consultation with a nominated member of the LSHTM's Ethics Committee.

7 Progression within the programme

MSc Demography and Health

7.1

You may choose to study and be examined in a maximum of either the two DEM1, EPM101 and EPM102 modules or DEM201, DEM202 and 6 elective modules in any one year (or DEM201, DEM202, 3 elective modules and the DEM300 Project Report). If you have been allowed to start

elective module studies whilst completing a remaining EPM1 module you may study and be examined in the remaining EPM1 module in the same year as DEM201, DEM202 and 6 elective modules (or DEM201, DEM202, 3 elective modules and DEM300 Project Report). Resit attempts may be made in addition to the maximum number of modules stated above.

7.2

You must take and be examined in DEM101 Introduction to Demographic Analysis and DEM102 Population Studies in your first stage of study, either at the same time as, or in advance of the two EPM1 modules. To progress to elective module studies you must obtain a minimum Grade Point Average of 2.00 for each of DEM101 and DEM102.

7.3

It is highly recommended that students undertake the DEM300 Project Report. In order to register for the DEM300 Project Report, you must have already registered for all the modules needed to complete the degree, either in a previous year, or in the same year.

7.4

The DEM300 Project Report must be submitted in the same year that you enter to complete the award, except where you have been given permission by the Programme Director to submit the Project Report in an earlier year.

Postgraduate Diploma Demography and Health

7.5

If you are registered for the Postgraduate Diploma you may choose to study and be examined in a maximum of either the DEM101, DEM102, EPM101 and EPM102 modules or DEM201, DEM202 and 2 elective modules in any one year. If you have been allowed to start elective module studies whilst completing the remaining EPM1 module you may study and be examined in the remaining EPM1 module, DEM201, DEM202 and up to 2 elective modules in the same year. Resit attempts may be made in addition to the maximum number of modules stated above.

7.6

You must take and be examined in DEM101 Introduction to Demographic Analysis and DEM102 Population Studies in your first stage of study, either at the same time as, or in advance of the two EPM1 modules. To progress to elective module studies you must obtain a minimum Grade Point Average of 2.00 for each of DEM101 and DEM102.

Postgraduate Certificate Demography and Health

7.7

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 of the core DEM1 and EPM1 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 written examinations, module assignments and the Project Report (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 and of the Postgraduate Certificate is determined as set out in the Assessment and Award Scheme.

8.4

The final award classification (pass or distinction) will be based on the final award GPA, which will be calculated as shown in the 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 C](#) for information on the Assessment and Award Scheme.

Exit awards

8.6

If you registered for the Postgraduate Diploma Demography and Health or MSc Demography and Health, an exit award (i.e. a related certificate or diploma) may be granted to you if you either do not 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 ([Appendix C](#)).

The award of the Postgraduate Certificate Demography and Health or Postgraduate Diploma Demography and Health will be with effect from the year in which you successfully completed all components of that award.

9 Transfer of registration

Transfer of registration from the Postgraduate Certificate or Postgraduate Diploma Demography and Health to the MSc Demography and Health

9.1

If you have passed a minimum of three core modules (which must include DEM101 Introduction to Demographic Analysis and DEM102 Population Studies, each of which must be passed with a Grade Point Average of 2.00 or higher) you will be allowed to transfer registration to the Postgraduate Diploma or MSc as appropriate, and proceed to study the DEM2 and elective modules.

9.2

If you have been awarded a Postgraduate Certificate or Postgraduate Diploma you must give up your certificate or diploma to us if you later wish to progress on to the degree.

Transfer of registration from the Postgraduate Certificate Epidemiology to the Postgraduate Diploma Epidemiology

9.3

If you have passed DEM101 Introduction to Demographic Analysis and DEM102 Population Studies, each with a minimum GPA of 2.00, you will be allowed to transfer registration to the Postgraduate Diploma, and proceed to the DEM2 and elective modules.

9.4

If you have been awarded a Postgraduate Certificate you must give up your Certificate to us if you later wish to transfer registration to the Postgraduate Diploma.

Appendix A – Structure of the programmes

Postgraduate Certificate Health

Four compulsory modules

DEM101	Introduction to Demographic Analysis [15 credits]
DEM102	Population Studies [15 credits]
EPM101	Fundamentals of Epidemiology [15 credits]
EPM102	Statistics with Computing [15 credits]

Postgraduate Diploma

Four compulsory modules

DEM101	Introduction to Demographic Analysis [15 credits]
DEM102	Population Studies [15 credits]
EPM101	Fundamentals of Epidemiology [15 credits]
EPM102	Statistics with Computing [15 credits]

+

DEM201	Demographic Data: Sources, Collection and Evaluation [15 credits]
DEM202	Demographic Analysis: Further Methods and Models [15 credits]

+

Two of the following list of elective modules:

DEM203	Contemporary Demographic Trends and Issues [15 credits]
DEM204	Demographic Analysis: Applications and Extensions [15 credits]
DEM205	Analysis of Survey and Population Data [15 credits]
EPM301	Epidemiology of Communicable Diseases [15 credits]
GHM101	The Economics of Global Health Policy [15 credits]
GHM102	The Politics of Global Health Policy [15 credits]
GHM103	Environmental Change and Global Health Policy [15 credits]

MSc

Four compulsory modules

DEM101	Introduction to Demographic Analysis [15 credits]
DEM102	Population Studies [15 credits]
EPM101	Fundamentals of Epidemiology [15 credits]
EPM102	Statistics with Computing [15 credits]

+

DEM201	Demographic Data: Sources, Collection and Evaluation [15 credits]
DEM202	Demographic Analysis: Further Methods and Models [15 credits]

+

Three of the following list of elective modules (which must include at least **two** of DEM203, DEM204 or DEM205):

DEM203	Contemporary Demographic Trends and Issues [15 credits]
DEM204	Demographic Analysis: Applications and Extensions [15 credits]
DEM205	Analysis of Survey and Population Data [15 credits]
EPM301	Epidemiology of Communicable Diseases [15 credits]
GHM101	The Economics of Global Health Policy [15 credits]
GHM102	The Politics of Global Health Policy [15 credits]
GHM103	Environmental Change and Global Health Policy [15 credits]

+

and either

DEM300 Project Specification [45 credits]

or

Three further modules (which must include at least **two** of DEM203, DEM204 or DEM205) chosen either from the elective module list above or from the following:

EPM103	Practical Epidemiology [15 credits]
EPM105	Writing and reviewing epidemiological papers [15 credits]
EPM201	Study Design: Writing a Grant Application [15 credits]
EPM302	Modelling and the Dynamics of Infectious Diseases [15 credits]
EPM307	Global Epidemiology of Non-Communicable Diseases [15 credits]

Important Notes:

- You must check each module specification prior to registration as modules may have specific prerequisites for study.
- The examination numbers precede the module titles and these numbers should be used when completing examination entry forms.
- Not all elective modules will necessarily be available every year.

Appendix B – Module Specifications

The information below is subject to occasional review and specifications detailing the full aims and learning objectives for each of the following modules should be referred to separately.

They can be found online on the [course page](#), under the Structure tab; and at www.lshtm.ac.uk (check the Structure tab on the programme pages).

DEM1 modules

Content: The compulsory DEM1 modules consist of Computer-Assisted Learning (CAL) sessions. These are provided online with additional online resources provided.

Assessment: Formal assessment of each of the compulsory modules will be by a written assignment (30%) and one timed unseen written examination (70%).

Pre-requisites:

- DEM101 Introduction to Demographic Analysis
- DEM102 Population Studies

DEM2 modules

Content: These modules consist of Computer-Assisted Learning (CAL) sessions, unless indicated otherwise below. These are provided online with additional online resources provided.

Assessment: Formal assessment of each of the DEM2 modules, unless indicated otherwise below, will consist of one Assessed Assignment (30%) and by one timed unseen written examination (70%).

Pre-requisites: You must have passed DEM101 and DEM102. If you choose to study DEM204 and/or DEM205 you must additionally have studied EPM102 prior to studying this module.

- DEM201 Demographic Data: Sources, Collection and Evaluation
- DEM202 Demographic Analysis: Further Methods and Models
- DEM203 Contemporary Demographic Trends and Issues
- DEM204 Demographic Analysis: Applications and Extensions
- DEM205 Analysis of Survey and Population Data

EPM modules

Content: The EPM modules consist of Computer-Assisted Learning (CAL) sessions, unless indicated otherwise below. These are provided online and on CDROM with additional online resources provided.

Assessment: Formal assessment of the EPM1 modules will be by a timed unseen written examination (100%). Modules EPM105 and EPM201 will be assessed 100% by a written assignment. Formal assessment of each of the EPM3 modules consists of one assessed assignment (30%) and a timed unseen written examination (70%).

To study the EPM modules you must have regular access to a computer to work through the module study materials, and regular access to the internet to access the Virtual Learning Environment, to access the study materials, benefit from online library facilities, participate in the

modules' online forum discussions and submit assignments. Further pre-requisite knowledge may apply and is noted below.

- EPM101 Fundamentals of epidemiology
- EPM102 Statistics with computing

Pre-requisites: You are recommended to study EPM102 at the same time as EPM101.

- EPM103 Practical epidemiology

Pre-requisites: You must have studied both EPM101 and EPM102.

- EPM105 Writing and reviewing epidemiological papers

Content: The main learning material for EPM105 is in the form of a printed study guide, with additional reading material and online resources provided.

Pre-requisites: You must have studied EPM101, EPM102 and EPM103.

- EPM201 Study design: writing a grant application

Content: The main learning material for EPM201 is in the form of a printed study guide, with additional reading material and online resources provided.

Pre-requisites: You must have completed EPM101, EPM102, and are recommended to have completed EPM103 and EPM105.

- EPM301 Epidemiology of communicable diseases

Assessment: Prospective students should note that this module includes assessment based on a group exercise.

Pre-requisites: You must have completed EPM101, EPM102 and are recommended to have completed EPM103 or have equivalent basic epidemiological knowledge and skills. The material is at an advanced level and includes some interpretation of mathematical formulae.

- EPM302 Modelling and the dynamics of infectious diseases

Pre-requisites: You must have completed EPM101 and EPM102 or have equivalent basic epidemiological knowledge and skills. If you undertake this module you are expected to be capable of carrying out basic functions using Excel software. The software used in the module is not fully compatible on Apple Mac computers.

- EPM307 Global epidemiology of non-communicable diseases

GHM1 modules

Content: The GHM1 modules are self-directed using materials provided online and via CDROM, with additional online resources provided.

Assessment: Formal assessment of the GHM1 modules consists of a timed unseen written examination, which will account for 100% of the final module grade.

- GHM101 Economics of global health policy
- GHM102 The politics of global health policy
- GHM103 Environmental change and global health policy

Appendix C – Assessment and Award Scheme

Scope of this document

This document sets out principles of assessment and rules for making awards for the following courses offered by the University of London International Programmes 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 courses offers awards of Master of Science (MSc), Postgraduate Diploma (PGDip), and Postgraduate Certificate (PGCert).

General assessment principles

Assessment of all elements of these courses 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 course or award are modules. Some courses offer additional types of assessed component, namely projects, integrating reports or qualifying exams. Award

components may in turn 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...
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.
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.
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.
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.
1	Unsatisfactory / poor (fail)	Inadequate engagement with the topic, gaps in understanding, poor argument and analysis.
0	Very poor (fail)	Poor engagement with the topic, limited understanding, very poor argument and analysis.
0	Not submitted (null)	Null mark may be given where work has not been submitted, or is in serious breach of assessment criteria/regulations.

* Table 8 for the conversion table used by Clinical Trials and across a six programmes.

Specific assessment rules

1. Grades for module assignments

1.1 All 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 grade point (GP) on the standard scale, which is reported to the student and can be taken forward for combination with other GPs or GPAs. (See Table 8 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 grade point, 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. 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 grade point average (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 8 for the conversion table used by Clinical Trials.)

3. Grades for modules overall

3.1 Where a module is assessed solely via an assessed assignment (e.g. CTM201, CTM210, EPM105, EPM201), the module will be graded as outlined in Section 1 above.

3.2 Where a module is assessed solely via an unseen written exam (e.g. CTM1, EPM101, EPM102, EPM103, GHM1, IDM1, PHM1), the module will be graded as outlined in Section 2 above.

3.3 Where a module is assessed through both an assignment and an examination, the module will be graded with an overall GPA calculated as follows:

- For DEM1, DEM2, EPM202, EPM3, GHM2, IDM2, IDM3, IDM5, IDM6 and PHM2 modules –
(30% x assignment GP) + (70% x examination GPA) = module GPA.
- For CTM2 modules (except CTM201 and CTM210) –
(20% x assignment GP) + (80% x examination GPA) = module GPA.

3.4 Prior to October 2016 module CTM201 was assessed partly by unseen written examination (20%) and partly by assessed assignment (80%). From October 2016 module CTM201 will be assessed 100% by assessed assignment. A student registered for CTM201 prior to 1 September 2016 who has completed one element of assessment but not the other (i.e. the unseen written paper or the assessed assignment) prior to 1 September 2016 must continue to complete both elements of assessment. If a student registered for module CTM201 prior to 1 September 2016 and has obtained a GPA of less than 1.0 on the assessed assignment or the unseen written examination, or both, prior to 1 September 2016, then the failed element(s) must be re-sat.

4. Project Reports (DH, EP, GHP, ID, PH)

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 course, 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. For students with an initial registration date of 1 September 2011, and for students registered prior to this date who have opted to transfer into the credit system, the final award 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 course components (which may be offered by individual courses 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 – 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 with Computing (EP students only)

These are known as ‘uncompensatable’ award components. (See also Table 2 below.)

6.5 Where a student fails to gain credits, they will be required to either resit or substitute an alternative elective component as described in Section 11 below.

6.6 DH, GHP, ID and PH students choosing to study the Project report must either pass the Project report with a grade of 2.00 or above, or 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 2 and 3. Table 2 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 3 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 3) is at least 2.00.

Table 2: 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, 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 3: 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. $\sum (GPAs \text{ for all core modules}) \div (\text{no. of core modules})$]
A PGDip module	= (50% x average GPA for all core modules) + (50% x average GPA for 4 best elective modules) [Note that it is possible that more than 4 elective modules will have been taken; if so only the best 4 should be counted.]
A core MSc module	= (100% x average GPA for all core modules) [i.e. $\sum (GPAs \text{ for all core modules}) \div (\text{no. of core modules})$]
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 (E400 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 be 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 course and be given permission to study further or elective modules, or transfer to another award within the course, 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 4:

Table 4: 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 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 only 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 course. 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 5:

Table 5: 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. The relevant formulae for different courses and awards are outlined in Table 6:

Table 6: Determination of final award GPA

Course	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)]

Course	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>

Course	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 (E400 GPA)]

Course	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>

Course	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>

Course	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><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 6 PHM1 modules) + [50% x (average GPA across all 5 further elective modules)] + [20% x (project GPA)]</p> <p><i>where the project was/is completed at the previous weighting:</i> = [30% x (average GPA across 6 PHM1 modules)] + [50% x (average GPA across best 5 further elective modules)] + [20% x (project GPA)]</p> <p><i>where the project was/is completed at the previous weighting, graded lower than that for any elective module, but not lower than 2.00:</i> = [30% x (average GPA across 6 PHM1 modules)] + [60% x (average GPA across all 6 elective modules)] + [10% x (project GPA)]</p> <p><i>For students who have transferred to the new scheme with HSM core modules, references to '6 PHM1 modules' in any of the formulae above should be substituted with '4 HS1 modules'.</i></p>

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 7:

Table 7: Determination of final award classification

Award GPA	Classification
2.00-3.99	Pass
4.00-4.29	Consider distinction
4.30-5.00	Distinction

In the case of 'Consider Distinction' candidates, Exam Boards will decide the final classification (either Pass 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 International Programmes and LSHTM will advise candidates of their award results.

Table 8: Conversion table used by Clinical Trials

Mark (out of 100)	GP/GPA	General criteria
76 up	4.6 - 5	Excellent. A comprehensive answer giving all relevant information, showing in-depth critical understanding and well thought through in all aspects.
66.5 - 75.99	3.65 - 4.59	Very good. A full discussion of the topic that includes all relevant information and critical evaluation.
56.5 - 66.49	2.65 - 3.64	Good. The major points are dealt with, but relevant though less important considerations are omitted or not fully addressed.
50 - 56.49	2 - 2.64	Satisfactory. Sufficient relevant points are included, but not all major points are discussed, and there may be some errors in the handling of some sections.
40 - 49.99	1 - 1.99	Unsatisfactory /poor (fail). Muddled answer, showing a real lack of understanding of major points, and irrelevant points included.
0 - 39.99	0 - 0.99	Very poor (fail). Very muddled, with none of the major issues addressed; many irrelevant points included, serious lack of understanding of issues. Null mark may be given where work has not been submitted, or is in serious breach of assessment criteria/regulations.