UNIVERSITY OF LONDON

INTERNATIONAL PROGRAMMES

Programme Regulations 2016–17

Global Health Policy

MSc
PGDip
PGCert
and Individual modules

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

Contents

Important information regarding the Programme Regulations

About this document

Last revised: 18 April 2016

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 and 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.

Changes to the Global Health Policy Regulations 2016-17

- PHM202 Communicable disease control has been withdrawn

1   Structure of the programmes

1.1

The **MSc Global Health Policy** consists of:

• Four compulsory GHM1 modules; and either

• Five elective modules selected from a list of options and a Project Report: or

• Eight elective modules selected from a list of options

1.2

The **Postgraduate Diploma Global Health Policy** consists of:

• Four compulsory GHM1 modules; and

• Four elective modules selected from a list of options

1.3

The **Postgraduate Certificate Global Health Policy** consists of:

• Four compulsory GHM1 modules

Appendix A and Appendix B give 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 degree and 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 (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.

1.6

If you are an MSc student registered for the project option you may switch to three elective modules instead of the project option before your project proposal has been formally approved and no extra fees will be payable.

Once registered for the project option you may withdraw and switch to three elective modules after the project proposal has been formally approved (i.e. either before the final project report is submitted for examination or if the project report has been failed at the first attempt) but will have to pay the full elective module fee(s) for each new module(s).

If you fail the project report examination at a second attempt you will not be allowed to change to elective modules in place of the failed project report and will therefore have failed the MSc.

Individual modules

1.7

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 Global Health Policy.

1.8

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

GHM101   The economics of global health policy

GHM102   The politics of global health policy

GHM103   Environmental change and global health policy

GHM104   Issues in global health policy

GHM201   Health systems

1.9

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.

1.10

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

1.11

Blended Learning study enables you to combine distance learning with a period of full-time study at the London School of Hygiene & Tropical Medicine. If you registered for either the MSc degree or the Postgraduate Diploma and have been allowed to proceed to the elective modules you may study up to two elective modules at the London School of Hygiene & Tropical Medicine 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 of registration will be 1 September (for the MSc, Postgraduate Diploma, 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 Global Health Policy, Postgraduate Diploma Global Health Policy or the MSc Global Health Policy, you will be given a new period of registration as an International Programmes student. The maximum period of registration will be the same for all students registered for the same programme.

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 Global Health Policy. All applications for credit will be considered on a discretionary basis.

Assessment methods

4.1

Each GHM1 module will be assessed by a timed unseen written examination.

See glossary for the definition of 'examination' and 'written examination'.

4.2

Each elective module (with the exception of the EPM101 module and the Project Report) will usually be assessed by a timed unseen written examination and a written assignment and one or more written assignment(s), weighted on the scale 70:30.

4.3

The grade awarded for each elective GHM module (with the exception of the Project Report) will be based on the grade obtained in the written paper and the grade for the assignment(s), weighted on the scale 70:30 (examination: assignment).

4.4

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

4.5

You must submit the assignment(s) and sit the unseen written examination for a module in the same academic year.

4.6

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.

4.7

Assignments, essays, projects, reports, dissertations and other similar work must be your own work and must be written without the assistance of other people, except where you are allowed to work as a group and submit a joint piece of work. When you submit a piece of group work, all students working in the group must submit a declaration confirming the nature of their contribution to the work.

Date of examinations

4.8

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

> See the website for the list of examination centres.

4.9

You must submit all module assignments 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).

4.10

Extensions to the assignment deadlines will only be given where there are 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.

4.11

An initial proposal must be submitted for approval of the project. Full details about how to submit the project proposal and other project report stages and deadlines for submission, including word limit and format requirements, are included in the Project Report Guidelines.

Extensions to the project proposal and project report submission deadlines will only be given where there are 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

4.12

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). 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 that 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 modules of the Postgraduate Certificate, Postgraduate Diploma, the MSc and individual modules taken on a stand-alone basis from the Global Health Policy programme, the highest grade awarded will count towards the final award, whether received at the first or subsequent attempt.

Project report

5.6

If your project proposal has been approved and you enter to be examined in the Project Report you must submit the final report before the annual stated submission deadline in the same academic year. If you do not submit the report before the annual deadline (or within an agreed extension deadline) the report will not be accepted that year. But you may submit your report the following year, again before the annual stated submission deadline of the new academic 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. Extensions to the project submission deadline will only be granted where there are mitigating circumstances and if requested prior to the submission deadline.

If your project proposal is not approved and your project is deemed unsuitable, you may be required by the Project Organisers to either (a) defer the project to the following year and submit a new project proposal for approval; or (b) withdraw from the project option altogether and choose three elective modules in place of the project (you would not have to pay additionally for the three elective modules).

5.7

If you fail the Project Report at the first attempt, the Board of Examiners will decide whether you should:

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 and pay the usual project resit fee. Usually, once either of (a) (b) or (c) has been carried out, no further attempt at the project may be made.

> More details about mitigating circumstances can be found 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 the London School of Hygiene & Tropical Medicine 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 London School of Hygiene & Tropical Medicine's Ethics Committee.

7   Progression within the programme

MSc Global Health Policy

7.1

You may choose to study and be examined in a maximum of *either* four GHM1 modules *or* eight elective modules in any one year. If you have registered for the Project Report you may choose to study and be examined in a maximum of five elective modules plus the Project Report in any one year. If you have been allowed to start elective module studies whilst you complete your remaining GHM1 module you may study and be examined in the remaining GHM1 module in addition to the elective modules mentioned above (including the Project Report) in any one year. Resit attempts may be made in addition to the maximum number of modules stated above.

7.2

You are recommended to submit the Project Report in the final year of study.

Postgraduate Diploma Global Health Policy

7.3

If you have registered for the Postgraduate Diploma you may choose to study and be examined in a maximum of either four GHM1 modules or four elective modules in any one year. If you have been allowed to start elective module studies whilst you complete the remaining GHM1 module you may study and be examined in the remaining GHM1 module 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/or the Project report (MSc only) you must pass at least three GHM1 modules with a minimum Grade Point Average (GPA) of 2.00.

Postgraduate Certificate Global Health Policy

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 GHM1 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 decided 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 set out 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.

Exit awards

8.6

If you registered for the Postgraduate Diploma Global Health Policy or MSc Global Health Policy, 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 Award and Assessment Scheme.

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

Receiving related awards

8.7

If you successfully complete the formal assessment of credit bearing 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.

> Information on assessment criteria and how the grades obtained for individual modules might contribute to a related award are given in Appendix C.

9 Transfer of registration

Transfer of registration from the Postgraduate Certificate or Postgraduate Diploma Global Health Policy to the MSc Global Health Policy

9.1

To transfer registration from the Postgraduate Certificate or Postgraduate Diploma to the MSc, you must pass three GHM1 modules (with a GPA of at least 2.00).

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 MSc degree.

Progression from the Postgraduate Certificate Global Health Policy to the Postgraduate Diploma Global Health Policy

9.3

To transfer registration from the Postgraduate Certificate to the Postgraduate Diploma, you must pass three GHM1 modules (with a GPA of at least 2.00).

9.4

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

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 Global Health Policy, you must follow the sequence of modules given within the individual course structures and module specifications in Appendix A and Appendix B. 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 course page, under the structure tab.

Postgraduate Certificate Global Health Policy

Four compulsory core modules (60 credits in total)

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]

GHM104   Issues in global health policy [15 credits]

Postgraduate Diploma Global Health Policy

Four compulsory core modules (60 credits in total)

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]

GHM104   Issues in global health policy [15 credits]

     +

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

Up to two LSHTM in-house modules via the blended learning study option may be chosen in place of up to two of the elective modules, subject to module restrictions.

MSc Global Health Policy

Four compulsory core modules (60 credits in total)

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]

GHM104   Issues in global health policy [15 credits]

     +

Either

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

and

- **GHM300 Project report (45 credits)**

Or

- **Eight elective modules (120 credits in total)** selected from the list of options below.
  Up to two LSHTM in-house modules via the blended learning study option may be chosen in place of up to two of the elective modules, subject to module restrictions.

Elective modules

CTM2

CTM203   Project management and research coordination [15 credits]

CTM204   Regulatory affairs, good clinical practice and ethics [15 credits]

CTM205   Data management [15 credits]

EPM1

EPM101   Fundamentals of epidemiology [15 credits]

EPM3

EPM307   Global epidemiology of non-communicable diseases [15 credits]

GHM2

GHM201   Health systems [15 credits]

IDM2

IDM202   Nutrition and infection [15 credits]

IDM213   Immunology of infection and vaccines [15 credits]

IDM3

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

IDM5

IDM501   HIV/AIDS [15 credits]

IDM502   Tuberculosis [15 credits]

IDM503   Malaria [15 credits]

PHM2

PHM201   Analytical models for decision making [15 credits]

PHM205   Environmental epidemiology [15 credits]

PHM207   Health care evaluation [15 credits]

PHM211   Medical anthropology in public health [15 credits]

PHM213   Principles and practice of health promotion [15 credits]

PHM214   Conflict and health [15 credits]

PHM215   History and health [15 credits]

Important Notes:

- You must check individual module specifications prior to registration as modules may have specific prerequisites for study. In particular, the EPM307 module requires you to have previously studied EPM101 and have a knowledge of basic statistics and practical epidemiological concepts prior to studying EPM307 (copies of EPM102 *Statistics with Computing* and EPM103 *Practical Epidemiology* are provided). 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.

- Module EPM307 replaces module EPM303 *Epidemiology of Non-communicable Diseases*. Grades and credit awarded for EPM303 may be counted in place of EPM307 if taken prior to EPM307 being available. If you have already successfully completed EPM303, or failed EPM303 at a second attempt, you cannot register for EPM307. Except with the special permission of the Programme Director, if you wish to take module EPM307 you must study EPM101 *Fundamentals of Epidemiology* before studying EPM307. You must also have a knowledge of basic statistics and practical epidemiological concepts prior to studying EPM307 (copies of EPM102 *Statistics with Computing* and EPM103 *Practical Epidemiology* are provided).

- Recommendations for the sequence of study modules can be found in the LSHTM Student Handbook.

- 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 review and so specifications for each module 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 individual programme pages).

CTM2 elective modules

Content: The module content is structured around self-study sessions and additional resources provided online.

Assessment: Formal assessment of the modules consists of one assessed assignment (20%) and a timed unseen written examination (80%).

- CTM203 Project Management and Research Coordination
- CTM204 Regulatory Affairs, Good Clinical Practice and Ethics
- CTM205 Data Management

GHM1 compulsory core modules

Content: The compulsory core modules are self-directed using study materials and additional resources provided online.

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

- GHM101 Economics of global health policy
- GHM102 The politics of global health policy
- GHM103 Environmental change and global health policy
- GHM104 Issues in global health policy

GHM2

Content: The module content is structured around self-study sessions and additional resources provided online.

Assessment: Formal assessment of the module consists of one assessed assignment (30%) and a timed unseen written examination (70%).

- GHM201 Health systems

EPM elective modules

Content: The modules' content is structured around self-study sessions provided online and by CD-ROM with additional resources provided online.

Assessment: Formal assessment of the EPM101 module consists of a timed unseen written examination. Module EPM307 is assessed by assignment (30%) and by a timed unseen written examination (70%).

- EPM101 Fundamentals of Epidemiology
- EPM307 Global epidemiology of non-communicable diseases

> **You must ensure that you have studied EPM101** *Fundamentals of Epidemiology* **before studying this module**, and have a knowledge of basic statistics and practical epidemiological concepts (copies of EPM102 *Statistics with Computing* and EPM103 *Practical Epidemiology* are provided with the EPM101 module).

IDM modules

Content: The modules consist of self-directed sessions delivered through printed materials or on CDROM, with additional online resources.

Assessment: Formal assessment of the modules include an assessed assignment (30%) and a timed unseen written examination (70%).

Pre-requisites: If you have not previously studied the Infectious Disease programme core modules, you must have a prior knowledge of basic biochemistry, cell biology, genetics and immunology to be able to work through and benefit fully from these modules.

- IDM202 Nutrition and Infection
- IDM213 Immunology of infection and vaccines
- IDM301 Epidemiology and control of infectious diseases in developing countries
- IDM501 HIV/AIDS
- IDM502 Tuberculosis
- IDM503 Malaria

PHM2

Content: The study of PHM2 modules is self-directed using printed or online materials, with additional online resources.

Assessment: Formal assessment of each of the PHM2 modules is by one or more assignments (30%), and by a timed unseen written examination (70%).

- PHM201 Analytical models for decision making

Pre-requisite: If you wish to study this module you will need to use a computer that has spreadsheet software capable of reading Microsoft Excel version 5 (or later) files for a PC, and have a CD-ROM drive. To complete this module you must be capable of carrying out basic functions using Excel software and should feel confident in basic mathematics (primarily arithmetic) and simple logic.

- PHM205 Environmental epidemiology

Pre-requisite: You may find it useful to have basic knowledge of epidemiology equivalent to the Epidemiology programme core module e.g. EPM101 *Fundamentals of Epidemiology* before you study this module.

- PHM207 Health care evaluation
- PHM211 Medical anthropology in public health
- PHM213 Principles and practice of health promotion

Pre-requisite: it is recommended that you have some experience in the field of health promotion before studying this module.

- PHM214 Conflict and health

- PHM215 History and health

Pre-requisite: This module is recommended if you have an interest in past trajectories of public health and health services, and in applying knowledge and understanding of the past to present-day issues. It is useful but certainly not essential for you to have had some background in social science disciplines.

- PHM216 Sexual health

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 all 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 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 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. Where the exam paper marking scheme does <u>not</u> 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:

∑ (Question GP x Question weighting) = 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. ∑ (GPAs for all core modules) ÷ (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. ∑ (GPAs for all core modules) ÷ (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 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 a 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	May exit with PGCert
		All 60 core credits, and 60 or more further credits	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	*where no project is taken:* = [30% x (average GPA across DEM101, DEM102, EPM101 and EPM102 modules) + [70% x (average GPA across best 7 elective modules)] *where a project is taken:* = [30% x (average GPA across DEM101, DEM102, EPM101 and EPM102 modules)] + [40% x (average GPA across best 4 elective modules)] + [30% x (project GPA)] *if a project is taken but the project grade is lower than that for any elective module, but not lower than 2.00:* = [30% x (average GPA across DEM101, DEM102, EPM101 and EPM102 modules)] + [50% x (average GPA across all 5 elective modules)] + [20% x (project GPA)]

	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	*where no project is taken:* = [30% x (average GPA across 4 GHM1 modules) + [70% x (average GPA across best 7 elective modules)] *where a project is taken:* = [30% x (average GPA across 4 GHM1 modules)] + [40% x (average GPA across best 4 elective modules)] + [30% x (project GPA)] *if a project is taken but the project grade is lower than that for any elective module, but not lower than 2.00:* = [30% x (average GPA across 4 GHM1 modules)] + [50% x (average GPA across all 5 elective modules)] + [20% x (project GPA)]

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	*where no project is taken:* = [30% x (average GPA across 4 IDM1 modules)] + [70% x (average GPA across best 7 elective modules) *where a project is taken:* = [30% x (average GPA across 4 IDM1 modules)] + [40% x (average GPA across best 4 elective modules)] + [30% x (project GPA) *where a project is taken but the project grade is lower than that for any elective module, but not lower than 2.00:* = [30% x (average GPA across 4 IDM1 modules)] + [50% x (average GPA across all 5 elective modules)] + [20% x (project GPA)]

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	*where no project is taken:* = [30% x (average GPA across 6 PHM1 modules) + [70% x (average GPA across best 7 further elective modules)] *where a project is taken:* = [30% x (average GPA across 6 PHM1 modules)] + [40% x (average GPA across best 4 further elective modules)] + [30% x (project GPA) *where a project is taken but the project grade is lower than that for any elective module, but not lower than 2.00:* = [30% x (average GPA across 6 PHM1 modules) + [50% x (average GPA across all 5 further elective modules)] + [20% x (project GPA)] *where the project was/is completed at the previous weighting:* = [30% x (average GPA across 6 PHM1 modules)] + [50% x (average GPA across best 5 further elective modules)] + [20% x (project GPA)] *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% x (average GPA across 6 PHM1 modules)] + [60% x (average GPA across all 6 elective modules)] + [10% x (project GPA)] *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'.*

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.