

Regulations for Postgraduate Taught Programmes

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Target Audience	
People who need a detailed knowledge of the Regulations	Director of Education; Academic Registrar; Directors of Studies; Quality Unit staff
People who need a broad understanding of the Regulations	Module convenors; Academic staff involved in marking assessments; Students
People who need to know that the Regulations exist	All academic and administrative staff involved with teaching

Contents

1	Introduction	3
2	Definitions	3
3	Module and Credit Requirements	3
4	Awards and Programme Titles	4
5	Pass Mark and Classification	5
6	Programme Structure	7
7	Registration Periods	8
8	Reassessment	8
9	Recognised Prior Learning	9

1 Introduction

- 1.1 These regulations cover postgraduate taught provision at the Liverpool School of Tropical Medicine leading to one of the following awards:
 - Master's degree (180 credits)
 - Postgraduate Diploma (120 credits)
 - Postgraduate Certificate (60 credits)
 - Postgraduate Award (30 credits)
- 1.2 'Postgraduate' relates to the standard of work required of the student at assessment rather than the entrant must be a graduate.
- 1.3 Exemptions from these regulations may be granted by the Learning and Teaching Committee only where a clear academic case has been presented.

2 Definitions

- 2.1 **Master's Degree:** A vocational or non-vocational programme of study, involving a substantial piece of research or independent study and a range of assessed modules. The level of study will be sufficiently challenging to demonstrate intellectual development beyond an undergraduate Honours degree, and reflects the equivalent of one year's full-time study. Students will become independent learners with the necessary skills to undertake a higher research degree or to pursue continuing professional development.
- 2.2 **Postgraduate Diploma:** A vocational or non-vocational programme of study taught and assessed at Master's level but not involving a substantial piece of research or independent study.
- 2.3 **Postgraduate Certificate:** A vocational or non-vocational programme taught and assessed at Master's level but not involving a substantial piece of research or independent study and covering a narrower range of material.
- 2.4 **Postgraduate Award:** A vocational or non-vocational programme taught and assessed at Master's level but not involving a substantial piece of independent work and focussed on particular knowledge and skills.

3 Module and Credit Requirements

- 3.1 All provision under these regulations should be modularised, with each module being assigned appropriate assessment(s) detailed in the module specification. The form of assessment(s) will be approved in line with procedures in place for module approval.
- 3.2 Credit values should be assigned on the basis that one credit represents 10 hours of student effort (either formal contact time, assessment, or independent study)

- 3.3 A Master's degree programme will consist of taught modules of either 10, 20 or 30 credits and a 60 credit research module.
- 3.3.1 A programme of study leading to a **Master's degree** shall:
- 3.3.2 Require successful completion of at least 180 credits at FHEQ level 7;
- 3.3.3 Include a 60 credit independent research project
- 3.3.4 Include exit points where a student may be awarded a Postgraduate Diploma, Certificate or Award (named or unnamed) provided they have successfully completed the required number of credits for the award (which may not include the 60 credit research project module).
- 3.4 A programme of study leading to a **Postgraduate Diploma** shall:
- 3.4.1 Require successful completion of at least 120 credits at FHEQ level 7;
- 3.4.2 Be comprised either of all taught modules if an entry award, or may include the 60 credit research project module if an exit award;
- 3.4.3 Include exit points where a student may be awarded a Postgraduate Certificate or Award (named or unnamed) provided they have successfully completed the required number of credits for the award. This may not include the 60 credit research project module.
- 3.5 A programme of study leading to a **Postgraduate Certificate** shall:
- 3.5.1 Require successful completion of at least 60 credits at FHEQ level 7
- 3.5.2 Be comprised of all taught modules
- 3.5.3 Include an exit point where a student may be awarded a Postgraduate Award (named or unnamed) provided they have successfully completed the required number of credits for the award.
- 3.6 A programme of study leading to a **Postgraduate Award** shall require successful completion of at least 30 credits at FHEQ level 7

4 Awards and Programme Titles

- 4.1 Awards may be named or unnamed. A named award carries the title of the programme that the student has successfully completed (e.g. Master's Degree in.....) An unnamed award carries a title which reflects the level achieved (e.g. Master's Degree)
- 4.2 Named awards will normally be given if:
- 4.2.1 The student was registered for an approved programme of study and has successfully completed the required modules as detailed in the programme specification or;

- 4.2.2 The student was registered for an approved programme of study and has not successfully completed all the required modules as detailed in the programme specification but has successfully completed the required modules for a lower award or;
- 4.2.3 The student was registered for an approved programme of study but exits having successfully completed the required modules for a named exit award as detailed in the programme specification.
- 4.2.4 In order to become eligible for a named award candidates who have successfully completed stand-alone modules which are the required elements of an approved programme of study, as detailed in the programme specification, must register for the relevant award within the maximum registration period (Section 7)
- 4.3 Unnamed awards will normally be given if the student has failed to successfully complete the modules required for a named award as detailed in the programme specification, but has met the minimum credit requirements for the award.
- 4.4 Where a candidate has previously accepted a named or unnamed award but subsequently chooses to continue their studies and successfully completes modules required for a higher award within the maximum registration period they will be required to return the lower award in order to become eligible for the higher award.

5 Pass Mark and Classification

- 5.1 All Master's level degrees, diplomas and certificates will have a module pass mark of 50%.
- 5.2 All Master's level degrees, diplomas and certificates require students to achieve a mark of 50% or more in all modules. However, where the overall average mark in all taught modules is 50% or above, a mark of 40-49% in one module of 20 credits or in two 10 credit modules will be deemed compensatable. The compensation rule will not apply to the Postgraduate Award or to stand-alone modules.
- 5.3 Master's, Postgraduate Diploma, Postgraduate Certificate and Postgraduate Awards will be classified as Distinction or Merit according to the criteria below. This also applies to students who have passed credit after reassessment and to students who register for an award but exit with a lower award.
- 5.3.1 For a Master's degree with **Distinction**, a student must achieve:
- A Distinction grade for the dissertation and;
 - An overall average of at least 70% in 120 credits of taught modules
- 5.3.2 For a Postgraduate Diploma with **Distinction**, a student must achieve:
- An overall average mark of at least 70% in 120 credits of taught modules; or
 - An overall average mark of at least 70% in 60 credits of taught modules and a Distinction grade for the dissertation

- 5.3.3 For a Postgraduate Certificate with **Distinction**, a student must achieve:
- An overall average mark of at least 70% in 60 credits of taught modules
- 5.3.4 For a Postgraduate Award with **Distinction**, a student must achieve:
- An overall average mark of at least 70% in 30 credits of taught modules
- 5.3.5 For a Master's degree with **Merit**, a student must achieve:
- A Merit grade for the dissertation and;
 - An overall average mark of at least 60% in 120 credits of taught modules
- 5.3.6 For a Postgraduate Diploma with **Merit**, a student must achieve:
- An overall average mark of at least 60% in 120 credits of taught modules; or
 - An overall average mark of at least 60% in 60 credits of taught modules and a Distinction grade for the dissertation
- 5.3.7 For a Postgraduate Certificate with **Merit**, a student must achieve:
- An overall average mark of at least 60% in 60 credits of taught modules
- 5.3.8 For a Postgraduate Award with Merit, a student must achieve:
- An overall average mark of at least 60%
- 5.4 Average marks falling up to 2% below any grade boundary are deemed to be borderline cases. In these cases the award is determined by consideration of the profile of marks across all taught modules. To be awarded the higher grade, at least 50% of the taught credits must be at the higher grade.
- 5.5 For the purposes of calculating the overall average mark and determining classification, marks for modules passed by reassessment will be capped at 50%. Marks for modules passed by virtue of the compensation rule will be recorded as a pass mark of 50%.
- 5.6 Students who take modules on a stand-alone basis will become eligible for an award with Merit or Distinction where they:
- 5.6.1 Subsequently register for a programme of study which leads to an award and successfully complete the required credit through the study of appropriate modules as defined in the programme specification. or;
- 5.6.2 Accumulate sufficient credit for an unnamed award in accordance with an approved programme of study
- 5.7 Where a student has successfully completed modules which exceed the required credit for the award the calculation of the overall average mark and determination of classification will be based on the modules with the higher marks.

6 Programme Structure

- 6.1 Full-time Master's degrees, Postgraduate Diplomas, Postgraduate Certificates and Postgraduate Awards are normally delivered within the following timeframes:
- Master's degree: 1 year
 - Postgraduate Diploma: 30 weeks
 - Postgraduate Certificate: 15 weeks
 - Postgraduate Award: 8 weeks
- 6.2 The period of time over which the programme is designed to be studied must be stated in the programme specification.
- 6.3 Specific pre-requisites for individual modules will be detailed in the module specification.
- 6.4 Students confirm registration for an approved programme of study on arrival and will only be eligible for a different award if they change their registration or if the award is an exit award.
- 6.5 Students may register for Master's modules on a stand-alone basis with or without academic credit. If they choose to undertake academic credit, this may be accumulated towards an award, provided the criteria as defined in the programme specification are met. Students who initially register for modules on this basis before registering for a programme of study at a later date may be permitted to complete the required modules over a longer period and/or in a different sequence to that described in the programme specification, provided this is with the approval of the Director of Studies and within the maximum registration period.
- 6.6 In addition to the general entry requirements for admission to a Master's programme as detailed on the LSTM website, candidates may be required to meet additional entry criteria for a particular programme such as suitable work experience or professional qualifications as defined in the programme specification.
- 6.7 Programmes of study are designed to enable students to choose from a number of optional modules.
- 6.8 Full-time programmes of study are designed to ensure that the spread of credit is distributed evenly across the specified period of study. For a taught Master's programme, each semester should be made up of 60 credits. Any variation in structure should be fully justified on academic grounds and approved by the Learning and Teaching Committee.
- 6.9 Programmes of study are normally designed to begin at the start of the academic year, but it may be possible for a student to start a Certificate programme at the beginning of Semester 2 if this is specified in the programme specification.
- 6.10 Students planning to undertake laboratory/field-based research for their research project module who have failed key taught components and as a result are deemed by the Board of Examiners as a risk to themselves and/or others, may be prevented from progressing to the research project module until the relevant taught components have been passed.

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

7 Registration Periods

- 7.1 The maximum periods (including periods of suspension and reassessment) that a student on one of the above programmes may be registered and remain eligible for the award for which they are registered are as follows:
- Master's degree: 3 years
 - Postgraduate Diploma: 2 years
 - Postgraduate Certificate: 18 months
 - Postgraduate Award: 1 year
- 7.2 Where a student registers for a lower award and subsequently registers for a higher award within the same programme, the period of registration for the lower award will be counted towards the period of registration for the higher award in calculating the maximum registration period.
- 7.3 The registration period will commence from the date of registration for the first module that carries credit that is to be recognised for the award.

8 Reassessment

- 8.1 Students who fail one or more modules at the first attempt will normally be offered one reassessment opportunity for each failed component. Reassessment will normally take place in the defined reassessment period, but where this is not possible, within 12 months of the failed assessment.
- 8.2 A failed research project may be submitted on one further occasion only, within one year of the original date of submission.
- 8.3 Marks achieved through reassessment will be capped at 50% for the purpose of calculating the overall average mark and determining classification for an award. The actual mark achieved through reassessment will be the mark recorded on the transcript.
- 8.4 The same reassessment opportunities apply for students registered for stand-alone modules. Students may use stand-alone modules which have been successfully passed on reassessment towards an award but the mark will be capped at 50% for the purpose of calculating the subsequent overall award.
- 8.5 Students will not be permitted a reassessment opportunity for any module or assignment they have passed, with the aim of improving the mark except in the case of mitigating circumstances.

9 Recognised Prior Learning

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

Annex of Modifications

Version	Date of issue	Details of modification from previous version
1.1	30.01.15	Minor edits following review by Management Committee 28.01.15