Taught Masters Student Handbook

LSTM

LIVERPOOL SCHOOL
OF TROPICAL MEDICINE

2016/17

Contents

LSTM Taught Masters Student Handbook

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

Emergency Information

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

Term Dates for MSc Students

Preston Montford Field Trip (BCPDV/ MBPDV)	Wednesday 7 September - Friday 9 September 2016
Registration BCPDV/ MBPDV	Tuesday 6 September 2016
Induction Week	Monday 12 September - Friday 16 September 2016
Sem 1 Teaching	Monday 19 September - Friday 9 December 2016
Sem 1 Assessments	Monday 12 December - Friday 16 December 2016
Christmas Holiday	Monday 19 December 2016 – Monday 2 January 2016
Sem 1 Written Assignments Submission Deadline	Midnight, Thursday 5 January 2017
Sem 2 Teaching	Monday 9 January- Thursday 13 April 2017
Sem 2 Assessments	Monday 13 March – Friday 17 March 2017 Tuesday 18 April - Friday 28 April 2017
Easter Bank Holidays	Friday 14 April - Monday 17 April 2017
Research Project	May - August 2017
Dissertation Submission Deadline	Midnight, Thursday 17 August 2017
Re-sits and resubmissions	Monday 4 September – Friday 15 September 2017
MSc final exam board	6 October 2017 (provisional)
Graduation ceremonies	December 2017 (dates to be confirmed by UoL)

Useful Contacts

Programme Directors/Administrators

Programme	Director	Administrator	Ext
MSc Tropical Paediatrics	Dr Ralf Weigel weigel@lstmed.ac.uk	Karen Eves karen.eves@lstmed.ac.uk	3757
MSc International Public Health	Mary Lyons mary.lyons@lstmed.ac.uk	Michelle Ferguson michelle.ferguson@lstmed.ac.uk	3730
MSc Tropical & Infectious Diseases	Dr. Ralf Weigel weigel@lstmed.ac.uk	Karen Eves karen.eves@lstmed.ac.uk	3757
MSc Biology& Control of Parasites & Disease Vectors	Dr James La Course jameslac@lstmed.ac.uk	Michelle Ferguson michelle.ferguson@lstmed.ac.uk	3730
MSc Molecular Biology of Parasites & Disease Vectors	Dr James La Course jameslac@lstmed.ac.uk	Michelle Ferguson michelle.ferguson@lstmed.ac.uk	3730
MSc Humanitarian Health Programme Management	Prof Barry Munslow barry.munslow@lstmed.ac.uk	Diane Leatherbarrow mylstm@lstmed.ac.uk	7029363
MSc Humanitarian Studies	Prof Barry Munslow barry.munslow@lstmed.ac.uk	Diane Leatherbarrow mylstm@lstmed.ac.uk	7029363

Board of Examiners

Chair of Board of Examiners	Prof Janet Hemingway	klc@lstmed.ac.uk	3261
Secretary to Board of Examiners	Ruth Pollard	ruth.pollard@lstmed.ac.uk	3266
Assessment Officer	Dr Sue Assinder	sue.assinder@lstmed.ac.uk	2515

External Examiners 2016/17

MSc International Public Health	Dr Tim Ensor, Leeds University
MSc International Public Health (SRH)	Dr Alison Wright, Royal Free Hospital, London
MSc Tropical & Infectious Diseases	Prof Tom Evans, University of Glasgow
MSc Tropical Paediatrics	Dr Matthew Ellis, Bristol University
MSc Biology & Control of Parasites And Disease Vectors	Dr Paul Horrocks, Keele University
MSc Molecular Biology of Parasites And Disease Vectors	Prof Eileen Devaney, University of Glasgow
MSc Humanitarian Studies	Prof Alpaslan Ozerdem, Coventry University
MSc Humanitarian Health Programme Management	Prof Alpaslan Ozerdem, Coventry University

Other Useful Contacts

Director of Education	Dr Sue Assinder sue.assinder@lstmed.ac.uk	2515
Academic Registrar	Ruth Pollard ruth.pollard@lstmed.ac.uk	3266
Library Manager	Jackie Pearce library@lstmed.ac.uk	4339
Registry Manager	Rebecca Riley rebecca.riley@lstmed.ac.uk	3176
Student Experience Officer	Sarah Jones sarah.jones@lstmed.ac.uk	3756
Teaching Laboratory Manager	Maria Midgley maria.midgley@lstmed.ac.uk	3136
LSTM Facilities Supervisor	Jeremy Gould jeremy.gould@lstmed.ac.uk	2512
LSTM Laboratory Manager	Tadge Szeztak tadge.szeztak@lstmed.ac.uk	3175
LSTM Computer Services	tmcs@lstmed.ac.uk	3250
Estates Office		3173

1. Student Support and Advice

Reading Lists

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

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

If you would like to suggest a purchase for the library, there is a form you can complete on the student intranet at: http://pcwww.liv.ac.uk/lstmstudents/library_computing/book_request.htm

Support in Writing and Completing Module Assignments

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

Learning and Study Skills Support

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

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

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

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

Academic Support for Students with Disabilities

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

Personal Tutoring

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

Director of Studies

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

Module Convenor

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

Dissertation Supervisor

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

2. Your Programme of Study

LSTM Masters programmes are governed by the rules and regulations regarding assessment set out by the University of Liverpool. Several of the following paragraphs are based on University of Liverpool rules, the full version of which can be viewed at the web addresses indicated.

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

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

Code of Practice on Assessment

The University of Liverpool Code of Practice on Assessment brings together the main institutional policies and rules on assessment. The Code is an authoritative statement of the philosophy and principles underlying all assessment activities and of the University's expectations in relation to how academic subjects design, implement and review assessment strategies for all taught programmes of study.

The Code is intended to inform staff and students, as well as individuals from outside the University such as external examiners and external reviewers. . It also reflects the external reference points that the University has to comply with such as the Quality Assurance Agency for Higher Education's UK Quality Code for Higher Education, the Framework for Higher Education Qualifications in England, Wales and Northern Ireland, and individual subject benchmark statements.

The Code and its appendices can be accessed at www.liv.ac.uk/student-administration/exams/policies-procedures/code-of-practice-assessment

LSTM Learning, Teaching and Assessment Strategy

The approaches to teaching, learning and assessment at LSTM are designed to help all students to express their full potential through a combination of formal teaching and directed student-centred

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

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

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

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

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

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

Programme Structure

University regulations state that the structure for full-time taught postgraduate programmes shall be as follows:

i.   Master's – the full-time period of study leading to a Master's Degree shall be 12 months.

ii.   Postgraduate Diploma – the full-time period of study leading to a Postgraduate Diploma shall be 30 weeks.

iii.   Postgraduate Certificate – the full-time period of study leading to a Postgraduate Certificate shall be 15 weeks.

iv.   Postgraduate Award – the full-time period of study leading to a Postgraduate Award shall be 8 weeks.

v.   For the Master's Degree and the Postgraduate Diploma the 'taught' modules should normally be divided equally between the two semesters; i.e. students should normally take taught modules totalling 60 credits in each semester. However, programmes may be designed with imbalances of up to 15 taught credits between semesters; e.g. 52.5 credits in semester one and 67.5 credits in semester two. Any proposal for a programme to be designed with a greater imbalance of workload (up to 30 taught credits difference between the two semesters) will

require specific permission from the Academic Quality and Standards Committee. Such permission will only be given in exceptional circumstances on submission and acceptance of a satisfactory rationale. In exceptional circumstances, individual students may be allowed to choose options in their programme of studies which would result in an imbalance of up to 30 taught credits; e.g. 45 credits in semester one and 75 credits in semester two. Such choices require the specific permission of the Director of Studies for the programme and a student choosing such a pattern of study must be made aware that the fact of uneven workload will not be regarded as a mitigating factor in the case of failure in assessment.

vi. All provision should be semesterised. Programmes may be designed to begin at the start of any semester and may have intakes annually, at the beginning of every semester or less frequently than annually.

vii. Dissertations or projects or independent research module assessments shall be submitted by 17th August 2017.

viii. Where a student is required to re-sit or re-take failed assessments, the Board of Examiners shall grant an automatic extension for the submission of the dissertation to 16th November if they are required to re-sit (with or without mitigating circumstances) modules totalling 30 credits provided this involves the re-submission of more than two independent assessments.

Module and Credit Requirements

University of Liverpool regulations state that all provision should be modularised; each module must be assessed and given a credit value and an associated level. The form of assessment shall be approved by the Learning & Teaching Committee in accordance with the requirements of the programme and module approval processes in place.

Credit values should be assigned on the basis that 10 hours of student commitment (divided into variable mixes of contact and private study hours) should be allocated 1 credit point.

Each programme of study shall consist of a number of 'taught' modules which shall each have a value of 5 or 7.5 or 10 or 15 or 20 or 30 or 40 or 45 credit points; it should be noted that it is not required for all 'taught' modules in a programme to have the same credit value, programmes can consist of modules with different credit values.

The number of credit points attached to a single module dissertation or project shall normally be 60; or there shall be two modules of independent research totalling 60 credits.

In LSTM taught modules are 10, 20 or 30 credits and the dissertation is 60 credits.

All provision should comply with the following minimum credit requirements:

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

a) require successful completion of at least 180 credits; either all at FHEQ level 7, or a combination of FHEQ level 7 and up to 30 credits of modules at FHEQ level 6;
b) include research consisting of a single project or dissertation module normally worth 60 credits or two independent research modules totalling 60 credits;
c) include an exit point whereby a student shall be awarded a named/unnamed Postgraduate Diploma upon successfully completing 120 credits; either all at FHEQ level 7, or a combination of FHEQ level 7 and FHEQ level 6 modules of which up to 30 credits are permitted at level 6; the 120 credits may include dissertation, project or independent research credits;
d) include an exit point whereby a student shall be awarded a named/unnamed Postgraduate Certificate upon successfully completing 60 credits; either all at FHEQ level 7, or a combination of FHEQ level 7 and FHEQ level 6 modules of which up to 15 credits are permitted at level 6; the 60 credits may not include dissertation, project or independent research credits.

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

a) require successful completion of at least 120 credits from taught modules; either all at FHEQ level 7, or a combination of FHEQ level 7 and FHEQ level 6 modules of which up to 30 credits are permitted at level 6. A Postgraduate Diploma programme may not include a single 60 credit dissertation or project module among the credit to be achieved; credit achieved on a single 60 credit dissertation or project module, or two independent research modules totalling 60 credits, may only contribute to the award of a Postgraduate Diploma when it is an exit award. However, a Postgraduate Diploma may include up to a maximum of 30 credits of independent research;

b) include an exit point whereby a student shall be awarded a named/unnamed Postgraduate Certificate upon successfully completing 60 credits; either all at FHEQ level 7, or a combination of FHEQ level 7 and FHEQ level 6 modules of which up to 15 credits are permitted at level 6.

i. A programme of study leading to a Postgraduate Certificate shall require successful completion of at least 60 credits from taught modules; either all at FHEQ level 7, or a combination of FHEQ level 7 and FHEQ level 6 modules of which up to 15 credits are permitted at level 6; the 60 credits may include up to 30 credits of independent research.

ii. A programme of study leading to a Postgraduate Award shall require successful completion of at least 30 credits of 'taught' modules; either all at FHEQ level 7 or a combination of FHEQ level 7 and up to 7.5 credits of modules at FHEQ level 6.

Awards and Programme Titles

The awards of a Postgraduate Diploma, Postgraduate Certificate and Postgraduate Award may be named or unnamed. A named award carries the name of an approved programme of study that the student successfully completed and will indicate the subject or discipline studies (e.g. Postgraduate Certificate in … [subject area]); an unnamed award simply states the level of qualification achieved.

The default position is that named awards will be given if either:

i. the student was registered onto the award and has successfully completed the required modules for the award; or

ii. the student was registered onto a higher award (Postgraduate Certificate, Postgraduate Diploma or Master's) and exits with a lower award having successfully completed the required modules for the exit award.

The awards of Postgraduate Diploma, Postgraduate Certificate and Postgraduate Award will not carry the name of the programme in the following circumstances:

iii. the programme has been designed to provide only unnamed exit awards, and this is made clear in the programme documentation; or

iv. the programme has been designed with named exit awards that are only given upon successful completion of a specific combination of modules within the programme and the student has failed to achieve a Master's award and has failed to pass the specified combination of modules required for a named Postgraduate Diploma, Postgraduate Certificate or Postgraduate Award but has passed sufficient credit to achieve a Postgraduate Diploma, Postgraduate Certificate or Postgraduate Award which shall be awarded without the name of the programme.

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

Recognised Prior Learning

Credit attributed to previous certificated or experiential learning may contribute up to one third of the total credit required for a postgraduate award. Applications for recognised prior learning to contribute to a University of Liverpool award will be considered in accordance with the relevant University policy.

Pass Mark and Classification

All MSc programmes are made up of taught modules totalling 120 credits, and a dissertation which is the equivalent of 60 credits, where 1 credit equates to 10 hours of student learning. A module is a freestanding component of the programme which has its own learning outcomes and assessment. At the start of each module, students will be provided with detailed documentation about the organisation and structure of the module, reading materials and types of assessment methods involved.

The pass mark for each MSc module and the research dissertation is 50%. Where there is more than one component of assessment within a module, the overall pass mark is 50%, unless it is specifically stated that a pass in an individual component is required. **MSc students at LSTM are required to gain a minimum mark of 40% for the Research Proposal in order to pass TROP934/936**.

The University Code of Practice on Assessment states that for Postgraduate degrees:

All provision will have clearly defined assessments for each module with a pass mark of 50%. If the programme of study includes level 3 modules, which have a pass mark of 40%, students must achieve 50% or more for the credit to be recognised for a postgraduate award.

All provision leading to the award of a Master's, Postgraduate Diploma or Postgraduate Certificate shall include the following:

a) a requirement to achieve a mark of 50% or more in every taught module and in any dissertation, project or independent research modules, except that where the average of the total marks in all taught modules is 50% or above, a mark of 40-49% shall be deemed compensatable in taught modules only totalling up to 20 credits. Compensation shall not be applied where more than 20 taught credits are failed, or to any credit contributing to a Postgraduate Award. It should also be noted that the range of compensatable marks for FHEQ level 6 modules which contribute credit towards a postgraduate award shall also be 40-49.

b) provision for a mark of Merit or Distinction to be awarded according to the criteria below. Marks passed on reassessment are capped at 50% but may be counted towards a Merit or Distinction. Also, marks achieved in modules which are passed under the compensation rule may be counted toward a Merit or Distinction. It should be noted that students who register on a Master's, Postgraduate Diploma or Postgraduate Certificate but who exit with a lower award, will be eligible for a Merit or Distinction for the lower award, provided the student meets the criteria outlined below:

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

- a mark of at least 60% for the dissertation, project or independent research modules; and
- marks of at least 60% in modules accounting for at least half of the credit of the overall award; and
- an overall average mark of at least 60%.

For a Postgraduate Diploma with Merit a student must achieve:

- marks of at least 60% in modules accounting for at least half of the credit of the overall award; and
- an overall average mark of at least 60%.

For a Postgraduate Certificate with Merit a student must achieve:

- marks of at least 60% in modules accounting for at least half of the credit of the overall award; and
- an overall average mark of at least 60%.

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

- a mark of at least 70% for the dissertation, project or independent research modules; and

- marks of at least 70% in modules accounting for at least half of the credit of the overall award; and
- an overall average mark of at least 70%.

For a Postgraduate Diploma with Distinction a student must achieve:

- marks of at least 70% in modules accounting for at least half of the credit of the overall award; and
- an overall average mark of at least 70%.

For a Postgraduate Certificate with Distinction a student must achieve:

- marks of at least 70% in modules accounting for at least half of the credit of the overall award; and
- an overall average mark of at least 70%.

For a Postgraduate Award with Distinction a student must achieve:

- an overall average mark of at least 70%

For a Postgraduate Award with Merit a student must achieve:

- an overall average mark of at least 60%

Module Choices

MSc students will be registered automatically for the 'Required' modules for their programme and may then select optional modules from the list provided in the Programme Handbook. **Required modules are required to achieve the programme learning outcomes and must be taken by all students following that programme.** Optional modules have been identified as most suitable for contributing to the attainment of the programme learning outcomes. However, depending on their background or interests, students may opt for alternatives in place of the Optional modules, subject to the agreement of the Director of Studies for their programme. Students who wish to take modules which are not recommended options for the programme must complete the appropriate form (available from the Student Intranet). It is important that students confirm optional module choices by the deadline date of 28 November 2016. If students attend a module for which they are not registered, they will have problems in obtaining results/credit for that module. Requests to change module choices after the deadline date must be made in writing on the appropriate form (available from the student intranet) and will be allowed only under exceptional circumstances. Please note that modules have a designated minimum number of students and therefore may be withdrawn if insufficient students register. If a module that you have selected as an option is subsequently withdrawn, you will be notified as soon as possible and asked to make a different choice. Information on all modules and programme specifications can be found in Brightspace and on the LSTM website.

Overseas Projects

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

Completion of Assignments

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

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

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

Format

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

Word Count

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

Referencing

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

https://lstmed.sharepoint.com/sites/Students/SiteAssets/SitePages/Academic%20Liaison%20and%20Training%20Officer/LSTM%20Harvard%20Referencing%20Guide%20booklet_Final.pdf

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

Extensions

If you believe that you have a good reason for not being able to submit your coursework by the deadline date, you should complete an Extension Request Form (downloadable from Brightspace) and e-mail to assessment@lstmed.ac.uk normally at least seven days before the assessment deadline date. This will be forwarded to the relevant Director of Studies for approval. Please note that extensions are

granted only in **exceptional circumstances**, (such as medical problems, family illness, bereavement etc.). Extensions for longer than 2 weeks and those relating to the dissertation must be approved by the Director of Education. Last minute computer related problems will not be accepted as grounds for granting an extension. If the circumstances are particularly sensitive, you may exceptionally submit the form directly to the Student Support Desk in a sealed envelope for the personal attention of the Director of Education.

Extension or Extenuating Circumstances?

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

Deferral of Examinations

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

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

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

Examination Rules and Behaviour

You must read the Regulations for the Conduct of Examinations and the Notes of Guidance for Examination Candidates before you undertake any assessment at LSTM. The Regulations for the Conduct of Examinations form Appendix D of the University's Code of Practice on Assessment. The Notes of Guidance for Examination Candidates summarise the Regulations and provide other useful information about examinations at the University of Liverpool. Both the Regulations and the Notes for Guidance are available from www.liv.ac.uk/student-administration/exams/guidelines-behaviour.

The following is a summary of the key points:

- You MUST attend all exams unless prevented by illness or other extenuating circumstances
- You CANNOT enter an exam room more than 30 minutes after the start of an exam. You CANNOT leave an exam less than 30 minutes before the end
- You MUST enter an exam room in silence and put any bags and coats in the designated area
- You MUST arrive at the exam room at least 15 minutes before the exam is due to start in order to hear any announcements

- You MUST switch off any mobile phone or similar device and leave it in the designated area in the exam room
- You MUST NOT have any unauthorised material with you at your exam desk, including books, papers, manuscripts, or a mobile phone or any other electronic data storage device
- You MUST NOT take into an exam room any blank paper; all rough work MUST be done in the exam booklets which are provided
- You CAN take into an exam room any pens, pencils, erasers, rulers, pencil sharpeners and permitted technical drawing equipment (such as protractors and compasses). However, these MUST be placed in a clear plastic bag. You MUST NOT bring in any pencil case or box for these items.
- You MUST NOT disturb other candidates
- You MUST follow any instructions given by an invigilator
- You MUST NOT communicate with any other candidate in an exam room or pass a calculator to any other candidate during an exam
- You MUST NOT impersonate another exam candidate or allow yourself to be impersonated. You MUST put your student ID card or other photo identification on your exam desk.
- You MUST NOT use scrap paper and MUST do all rough work in your answer book
- You MUST NOT leave the exam room until your exam answer book has been collected and you MUST NOT take out of the exam room any other item provided unless you are allowed to do so
- If you arrive late, you will not be allowed extra time. If you believe that there is good reason why you could not arrive on time, you should submit a claim for extenuating circumstances.
- You SHOULD write legibly
- If you consider that your performance or attendance at an exam was affected by circumstances outside your control, you should submit a claim for extenuating circumstances
- If you have a disability and need adjustments made to your exam arrangements, you SHOULD seek advice as early as possible before the exams from the Student Experience Officer.
- Unless stated otherwise, you MUST only use an approved calculator
- You CAN take into an exam room a clear plastic bottle of water. You MUST NOT bring in any other type of bottle and no other drink or food, unless you have a declared medical condition and have been given permission to do so through your Support Plan.
- The use of bilingual dictionaries during examinations is allowed subject to the condition that they do not contain any additional material that may help the student in the examination of the subject concerned. The invigilator has the authority to inspect any dictionary. Electronic and English language dictionaries are not permitted.

You should be aware that LSTM treats the upholding of its examination standards very seriously indeed. In particular, LSTM considers the introduction of unauthorised material (books, notes, manuscripts, mobile phone or other electronic data storage device) into an exam room to be an especially serious offence. In all reported cases, matters will be investigated under the Student Disciplinary Procedures which in most cases will result in the case being heard by the University's Board of Discipline. This is regardless of whether you use or copy the unauthorised material, intend to use or copy the material, or even whether you intended to have the material with you at your desk.

In recent years, the Board of Discipline has considered a number of cases where students have been caught in possession of unauthorised material in an examination and, in many instances, the Board determined that the student concerned be awarded a mark of zero for the examination in question and suspended them from studies for up to twelve months. In the most serious cases, and for repeat offenders, the Board of Discipline has terminated students' studies.

Calculators

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

Submitting Assignments

You will need to submit all assignments electronically through Brightspace, which will automatically serve as a receipt. Please bear in mind that the submission through Brightspace will be counted as the official submission time, and if you leave submission until the last minute, delays caused by the computer being slow in uploading may result in penalties being applied for late submission. Brightspace

allows you to upload late, but assignments uploaded after the deadline are flagged as 'late' and standard penalties are applied. Computer malfunction or failure will not be accepted as an excuse for late submission. In the unlikely event that you have problems uploading; immediately email a copy of the assignment to the Programme Administrator.

For all assessments, you should take care to upload the correct file. If you realise you have uploaded the incorrect file, you should contact your Programme Administrator immediately. Provided it is before the deadline, s/he will delete the file so you can upload the correct version. We cannot accept substitute files once the deadline has passed.

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

Submitting your coursework to the plagiarism detection tool in Brightspace.

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

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

Anonymous Marking

Anonymous submission is automatically set up on assessments submitted through Brightspace. Please do not submit your assignment with any personal identifiers (Such as your name or student number) on the covering/ title page. **The covering/ title page should only include the following information:**

The Module (Trop) Number:
Assignment Title:
Anonymous exam number:
If you do not know your exam number, please contact your Programme Administrator

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

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

File requirements

Files submitted through Turnitin must comply with the guidance below.

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

File names

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

24578 Introduction to Tropical Medicine and Health.docx

Late Submission of Assessed Work

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

5% of the total marks available for the assessment shall be deducted from the assessment mark for each working day after the submission date, up to a maximum of five working days (e.g. for work marked out of 100, five marks per day will be deducted; for work marked out of 20, one mark per day will be deducted); however, the mark will not be reduced below the pass mark for the assessment. Work assessed below the pass mark will not be penalised for late submission of up to five days.

Work received more than five working days after the submission deadline will receive a mark of zero. In such circumstances, where a student is required to re-sit/re-take the assessment, the reassessment task must be different from the original assessment. Re-submission of the original piece of work is not permissible, except in the case of project work or dissertations. A working day is defined as a day when LSTM is open and staff would normally be available for work and thus also be available for contact by students. **However,** Good Friday and Bank Holiday Mondays will be treated as working days for these purposes if they coincide with a submission deadline and standard penalties will apply for late submissions.

Marking and Moderation

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

Moderation is the examination of a selection of pieces of work from an assessment task by an individual to verify or otherwise the level and consistency of the marks allocated by the marker(s), particularly at the borderlines. Moderation of the marking of the internal examiner(s) must be undertaken in particular circumstances and according to certain rules. These are stipulated in section 4 of the University's Code of Practice on Assessment: www.liv.ac.uk/student-administration/exams/policies-procedures/code-of-practice-assessment

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

General Assessment Criteria

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

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

External Examiners

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

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

Details of LSTM External Examiners for 2016-17 can be found on Page 1. On no account should you attempt to make contact directly with the external examiners. If you have any queries about their involvement in your degree programme or assessment you should seek advice from your tutor.

Timing of Assessments and Disclosure of Results

University regulations stipulate that the assessment of a module must be completed by the end of the semester in which the teaching of it is completed, and that marks for coursework and examinations should be disclosed to students as soon as practicable. However, the disclosure of such marks is made on the understanding that they:

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

LSTM aims to return marks and feedback to students within 3 weeks of the submission deadline. However, there are occasions when it can take longer (e.g. if there are multiple assignments to be marked by the same marker(s) or if extra time is needed to agree marks through the moderation / double marking processes). Students will be notified as soon as possible if this is the case and will be given a new date by which they can expect to receive marks and feedback.

Provision of Feedback to Students

The LSTM procedure on the provision of feedback to students can be found on the LSTM website: http://www.lstmed.ac.uk/study/quality-manual.
Feedback to students will be provided on all assignments. Feedback may take various forms, depending on the nature of the assessment, including individual written comments, generic class feedback (written or oral), or the opportunity to discuss your assessment with the marker. If you feel that you would like additional feedback to that offered, you should talk to the module convenor.

Official Announcement of Degree Results

Provisional degree results will be available to students following the Board of Examiners' meeting in October. Results are ratified by the University of Liverpool Committee for the Award of Degrees, Diplomas and Certificates (CADDAC) which takes place prior to the two graduation ceremonies in July and December. Students on LSTM MSc programmes which commence in September will normally graduate in December of the following year, and receive their official transcripts and certificates at the December graduation ceremony. If students do not attend the graduation ceremony, the certificate and transcript will be posted to the permanent address given in the Student Information System (SIS). All MSc certificates are issued by the University of Liverpool, and queries should be addressed to Student Administration Services (SAS). Please note that SAS charge for the re-issue of a lost or damaged certificate.   To contact SAS, either email studenteng@liv.ac.uk, or telephone +44 (0)151 794 6758/6759.

Re-assessment

Re-assessment should normally take place within the registration period for the programme. The re-assessment should take place at the next scheduled re-assessment opportunity and in any case, no later than 12 months after the date of the failed assessment. Students who fail in one or more modules at the first attempt (including the dissertation or project or independent research modules) shall normally be permitted to present themselves for re-assessment in the failed module(s) on one more occasion during the registration period. Marks achieved in re-assessment shall be recorded on the transcript as the actual mark achieved, but will be flagged to indicate they were achieved at a second or subsequent attempt and will be capped at 50% for the purposes of calculating the overall award.

For MSc programmes, re-sits for first and second semester modules will normally take place in early September after submission of the dissertation. An exception is the Research Proposal (TROP934/936), for which all students must gain a minimum mark of 40%. Failed proposals must be

re-submitted in mid-March in order to meet deadlines for project planning and submission for ethical approval (if applicable).

A failed dissertation may be resubmitted on one further occasion only. For full-time students the dissertation must be resubmitted within one year of the date of first submission. The LSTM Board of Examiners shall grant an automatic 3-month extension for the submission of the dissertation if they are required to re-sit (with or without mitigating circumstances modules totalling 30 credits provided this involves the resubmission of more than two independent assessments.

7. Dealing with Problems and Difficulties

Poor Attendance

Students who attend regularly are generally successful in their studies. You are permitted to proceed with your approved programme of study if you maintain acceptable progress as evidenced by your regular attendance, satisfactory results in relevant formative and summative assessments and the proper completion of any other work given to you.

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

- Fails to register by the end of the prescribed enrolment period;
- Misses 10 expected contacts*
- Significantly changes their circumstances (e.g. change of length of programme)
- Withdraws from the programme
- Defers entry onto the programme

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

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

Directors of Studies, or their nominated representatives, will review your attendance on a regular basis. If you fail to maintain satisfactory levels of attendance you will be interviewed by the Director of Education (or their designated representative) and warnings will be given if you do not take appropriate action.

In more serious cases students who fail to attend classes may be referred to Progress Panels acting on behalf of Boards of Examiners. Further information about progress and attendance can be found in the 'Guide on the Progress of Students on Taught Programmes of Study' which can be found at www.liv.ac.uk/student-administration/exams/results/progression.

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

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

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

Sickness Absence Policy

You are able to certify your absence through illness from lectures or other classes during a semester through the submission of a self-certified Certificate of Illness. Such a certificate will be valid for absence of up to five consecutive days. The Certificate of Illness does not need to be signed by a medical practitioner.

The Certificate of Illness will **not** be valid for:

- Absence through illness for more than five consecutive days;
- Absence from examinations;
- Absence from class tests of other forms of assessment which count for 10% or more of the module mark.

Certificate of Illness forms are downloadable from the Student Intranet and should be submitted through the Student Support Desk. The Certificate cannot be accepted if it is submitted more than two weeks following the date of illness. A maximum of two Certificates is permitted in any semester.

Absence through illness for periods longer than five consecutive days must be supported by a medical certificate provided and signed by a medical practitioner and should be submitted to the Student Support Desk. A medical certificate provided and signed by a medical practitioner will also be required if you are absent for more than two periods of illness in one semester.

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

You should always inform the Student Support Desk if you are unable to attend for any reason.

Extenuating Circumstances

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

When a Board of Examiners accepts that there have been extenuating circumstances, it will usually not regard the student's poorer than expected performance at its face value in making decisions about the student's progress in studies or final degree classification. Where circumstances are accepted as a reason for poorer than expected performance students may be allowed (where practicable) to retake the assessment as if it were a first attempt.

Extenuating circumstances may, for example, include:

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

Independent documentary evidence, such as medical certificates, must be provided in all cases to verify extenuating circumstances. If the documentary evidence is provided by someone other than a medical practitioner (as recognised by the GMC) the documentation must include details of that person's qualifications or standing; the evidence will still need to be accepted by the Extenuating Circumstances Committee and it will be for the Board of Examiners to make a judgement as to the value or weight they attached to the evidence in deciding a case of extenuating circumstances. If extenuating circumstances affect your studies then it is **your** responsibility to report all circumstances which you wish to be taken into consideration by submitting a claim to Assessment@lstmed.ac.uk.

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

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

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

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

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

Further information regarding extenuating circumstances, including links to student guidance and the full University Policy, can be found at www.liv.ac.uk/student-administration/exams/mitigating-circumstances.

Academic Integrity

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

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

The following definitions of academic misconduct are contained within the University's Code of Practice on Assessment and apply to all types of work submitted by students, including, for example, written work, diagrams, designs, charts, musical compositions, computer programmes and pictures.

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

▪ the verbatim (word for word) copying of another's work without appropriate and correctly presented acknowledgement and citation of the source;

- the close paraphrasing of another's work by simply changing a few words or altering the order of presentation, without appropriate and correctly presented acknowledgement and citation of the source;
- failure to reference appropriately or to adequately identify the source of material used;
- unacknowledged quotation of phrases from another's work;
- the deliberate and detailed presentation of another's concept as one's own.

Collusion occurs when, unless with official approval (e.g. in the case of group projects), two or more students consciously collaborate in the preparation and production of work which is ultimately submitted by each in an identical, or substantially similar, form and/or is represented by each to be the product of his or her individual efforts. Collusion also occurs where there is unauthorised co-operation between a student and another person in the preparation and production of work which is presented as the student's own. If a student gives another student their work to copy, both students will be penalised for collusion, which is a category C offence under the University's academic integrity policy.

Copying occurs when a student consciously presents as their own work material copied directly from a fellow student or other person without their knowledge. It includes the passing off of another's intellectual property, not in the public domain, as one's own. It differs from collusion in that the originator of the copied work is not aware of or party to the copying. Copying of work from published sources would be dealt with as plagiarism.

Submission of commissioned or procured coursework is a dishonest practice which occurs when a student presents as their own work coursework assessment tasks (or parts thereof) which have been intentionally procured (by financial or other inducement means) for this purpose. The definition includes the practice of requesting another party to prepare all or part of a course assignment (with or without payment) on the student's behalf.

Embellishment or Fabrication of Data occurs when a proportion of the total data is altered, enhanced or exaggerated in order to emphasise data which has been obtained by legitimate means.

Falsification of Data occurs when a student creates and presents an extensive amount or significant piece of data in order to conceal a paucity of legitimate data; or wholly fabricates a set of data in the absence of legitimate data.

Assignments submitted through Brightspace are automatically checked for similarity to other sources by a plagiarism detection tool 'Turnitin'.

Turnitin will detect copying from assignments submitted by other current or previous students and from assignments that you have submitted previously. If you copy from an assignment given to you by a lecturer as an example, or which you obtain from a previous student, this will be treated as a Category C offence under the Academic Integrity Policy and the assignment will be awarded a mark of zero. If there is a higher than expected level of similarity between assignments submitted by two or more students, this will be treated as 'collusion', also a Category C offence (see above). To avoid 'self-plagiarism', you must not re-use an assignment for one module to satisfy the requirements of another module. Self-plagiarism is a problem because you cannot be given credit twice for the same piece of work. In some modules you will be given quite a lot of freedom to choose the topic of your assignment or its context. You should avoid deliberately choosing a topic or context that overlaps significantly with a previous assignment. The only exception is overlap between the Research Proposal (TROP934/936) and the Dissertation (TROP942). If you feel that overlap between other assignments is unavoidable, you should discuss the issue with the Module Convenor and note at the end of the later assignment that you have been given permission to re-use material. We would expect this to be limited to short passages of text, usually in an introductory section. If you wish to re-use a figure that you produced for a previous assignment, you should acknowledge this in the figure legend.

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

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

Students found to have committed academic misconduct will be penalised in line with the University's Policy on Academic Integrity (http://www.liv.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/appendix_L_cop_assess.pdf) and the associated Guidelines for Students and Staff (http://www.liv.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/appendix_L_cop_assess_annex1.pdf)

Penalties can be severe and include a mark of zero for the assessment concerned, for the module concerned or, in the most serious cases, students may even be required to suspend or terminate their studies.

Changes to your Registration

Suspension and Withdrawal

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

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

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

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

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

Programme Transfers

If you decide that your programme of study is unsuitable for your needs and you wish to consider transferring to another programme in LSTM, you should first discuss your wish with your Personal Tutor or Director of Studies. If the transfer is approved by the relevant Director of Studies, the Academic Registrar will arrange for the change in registration to be made.

Implications of Registration Changes

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

with a new Tier 4 visa which will allow you to re-enter the UK to resume your studies. You will only be able to make this application from outside of the UK. The Registry Manager or the Academic Registrar can provide advice on visa issues.

Misconduct

As a student you are expected to conduct yourself, both on and off the campus, in a manner which demonstrates respect for LSTM, its staff, fellow students and property, and for other members of the local community in general. The University of Liverpool places great emphasis on the good behaviour of its students and has a formal procedure for dealing with serious cases of misconduct. For this purpose the University has developed some rules regulating the conduct of students, which also apply to LSTM students. The following provides a substantive but not exhaustive list of activities which are regarded as constituting misconduct. These are:

- Any breach of University Ordinances or Regulations or Codes of Practice, including the Regulations for the Conduct of Examinations;
- Substantial obstruction or interference with the functions, duties or legitimate activities of any student or member of staff of the University, or any visitor to the University;
- Violent, indecent, disorderly, threatening, intimidating or offensive behaviour or language (whether expressed orally, in writing or electronically, including blogs, social networking websites and other electronic means);
- Distribution or publication of a poster, notice, sign or any publication which is offensive, intimidating, threatening, indecent or illegal, including the broadcasting and electronic distribution of such material.
- Harassment of any student or member of staff of the University or any visitor to the University;
- Fraud, deceit, deception or dishonesty in relation to the University or its staff, students or visitors;
- Theft, misappropriation or misuse of University property, or the property of its students, staff or visitors;
- Misuse or unauthorised use of University premises or items of property, including the misuse of computers and the communications network or any breach of the University's policy on the use of its information systems;
- Damage or defacement to University property or the property of other members of the University caused intentionally or recklessly, including misappropriation of such property;
- Action which may cause injury or jeopardise safety on University premises, including occupation of premises of which the University is owner or occupier after being required to leave by an authorised member of the staff of the University;
- Failure to provide identity such as name and student ID number to a member of staff of the University in circumstances where a request to do so is reasonable;
- Any conduct, whether on or off campus, which results in a student receiving a formal police caution, irrespective of whether or not such a caution leads to the student being charged or convicted of an offence;
- Any failure on behalf of the student to inform the University of any Police Caution, charge or conviction. (Convictions for a motoring offence for which a fine and a maximum penalty of three points are imposed are excluded. Offences which are spent under the provisions of the Rehabilitation of Offenders Act 1974 should also be reported as they may affect the right to practise for students following programmes leading to a professional qualification);
- Any conduct which may be discreditable to the University or detrimental to the discharge of its duties or which may more widely bring the University into disrepute;
- Failure to comply with any punishment imposed as a result of the University's disciplinary procedures or contempt of those procedures;
- The possession or sale or the use or misuse of any controlled drug on University premises.

Formal Disciplinary Procedures

Should you commit a particularly serious instance of misconduct (e.g. allegedly cheating in an examination), your case will be considered and investigated by the University and you will have the opportunity of contributing to the consideration of your case and the collection of evidence by the University's Investigating Officer, who has the ultimate responsibility of deciding whether or not there is

a sufficient case for consideration by the Board of Discipline, or whether or not the case should be referred for summary jurisdiction by an appropriate University Officer. In such cases you will be informed by the Investigating Officer of both the charges being made and the Officer's final decision with regard to how the case is to be considered.

You should be aware that the Board of Discipline has very significant powers to deal with cases of misconduct. For example, if it is satisfied that a charge has been proved and that a breach of discipline has occurred, it may impose a fine or other penalty, it may suspend a student from the University for a period, or it may expel a student from the University. In the event of loss or damage to property, the Board may also require that such loss or damage be made good, either in whole or in part. In particular, you should note that in cases where cheating in examinations is proven, the Board has frequently applied a penalty of a mark of zero for the module concerned together with a suspension from studies for at least an academic session. In some cases, students have had their studies terminated.

The full Student Disciplinary Procedure can be found at www.liv.ac.uk/student-administration/student-administration-centre/policies-procedures/conduct-discipline.

Criminal Offences

The University has a duty of care to its staff and students and it therefore needs to be informed of any alleged criminal activity by its staff or students. If at any time during your registration on a programme of study at LSTM you are arrested by the police and charged with a criminal offence, you are required to report this immediately to the Director of Student Administration and Support at the University. If you are sent for trial, the Director must also be kept informed at all stages either by you or your solicitor. If you are convicted, then this must also be reported along with details of any sentence imposed. A conviction includes being put on probation, being given absolute or conditional discharge, being bound over, or being given a formal caution. Students need not declare parking or speeding offences which are subject to fixed penalties.

To declare a charge, formal caution or criminal record to the Director of Student Administration and Support, you should complete and return the pro forma available at www.liv.ac.uk/student-administration/student-administration-centre/policies-procedures/conduct-discipline.

Assessment Appeals

The Assessment Appeals Procedure is available for use by students on taught postgraduate programmes of study. The Procedure is divided into two sections:

Section 1: Appeals against individual module marks, assessments in non-modular programmes and decisions made by a Clinical Assessment Panel

An appeal can be made under this Section by students who have not yet completed their programme of study and who wish to appeal against a module mark, an assessment mark in non-modular programmes or a decision made by a Clinical Assessment Panel which has been determined by a Board of Examiners. This includes an appeal against a mark of zero awarded following a finding that major plagiarism, collusion or fabrication of data has occurred. For campus-based programmes, marks are designated as 'provisional' following the semester one examination period, until confirmed by the Board of Examiners at the end of semester two.

Section 2: Appeals against the decision of the Board of Examiners on completion of a programme of study

An appeal can be submitted under this section under the following circumstances:

  i. To appeal against the non-award of a degree, diploma or certificate, whether that award was the final award for the course concerned or an intermediate award for the stage of the course the student has just completed;
  ii. To appeal against the classification or other mark of differentiation of a degree, diploma or certificate which has been awarded;

iii.   To appeal against a decision to make a different award from that which the student was attempting to qualify for at that point of the course.

Under both sections, students can only have an appeal heard where there are clear grounds, as prescribed in the Assessment Appeals Procedure.   Further information can be found at www.liv.ac.uk/student-administration/student-administration-centre/policies-procedures/appeals.   The Procedure forms Appendix F of the Code of Practice on Assessment which can be found at www.liv.ac.uk/student-administration/exams/policies-procedures/code-of-practice-assessment.

Students cannot appeal on any grounds which:

▪   have already been considered by the Board of Examiners
▪   could have been considered had notice of the student's wish to have them so considered been given prior to the meeting of the Board of Examiners and the student has no valid reason for having failed to give such notice
▪   dispute the academic judgement of the Board of Examiners

Students who wish to appeal against the decision of the Board of Examiners to terminate their studies or to deem them withdrawn prior to the normal expected date of completion of their programme, should refer to the 'Guide on the Progress of Students on Taught Programmes of Study' (Appendix E of the Code of Practice on Assessment) which describe the University's Progress Procedures. This can be found at www.liv.ac.uk/student-administration/exams/results/progression.

Advice on all appeals procedures can be obtained from the LSTM Academic Registrar or Academic Compliance Team based in Student Administration and Support (appeals@liv.ac.uk) at the University of Liverpool. Students are also encouraged to book an advisory appointment with the Guild of Students' Academic Advisor by calling +44(0)151 794 6868 or by visiting the Guild reception.

Complaints

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