Taught Masters Student Handbook

LSTM
LIVERPOOL SCHOOL
OF TROPICAL MEDICINE

2015/16

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 9 September - Friday 11 September 2015
Registration BCPDV/ MBPDV	Tuesday 8 September 2015
Induction Week	Monday 14 September - Friday 18 September 2015
Sem 1 Teaching	Monday 21 September - Friday 11 December 2015
Sem 1 Assessments	Monday 14 December - Friday 18 December 2015
Christmas Holiday	Monday 21 December 2015 - Friday 1 January 2016
Sem 1 Written Assignments Submission Deadline	Midnight, Thursday 7 January 2016
Sem 2 Teaching	Monday 11 January- Friday 22 April 2016
Sem 2 Assessments	Monday 14 March – Thursday 24 March 2016 Monday 25 April - Friday 29 April 2016
Easter Bank Holidays	Friday 25 March - Monday 28 March 2016
Research Project	May - August 2016
Dissertation Submission Deadline	Midnight, Thursday 18 August 2016
Re-sits and resubmissions	Monday 5 September – Friday 16 September 2016
MSc final exam board	7 October 2016 (provisional)
Graduation ceremonies	7-8 December 2016

1. Introduction to the Liverpool School of Tropical Medicine

Welcome from the Director, Professor Janet Hemingway

Welcome to Liverpool School of Tropical Medicine (LSTM). Founded in 1898, LSTM became the first institution in the world dedicated to research and teaching in tropical medicine. Today, we train over 500 students per year, from more than 70 countries. Laboratory research is based in the Centre for Tropical and Infectious Diseases (CTID), a £23 million state of the art facility which puts us at the forefront of infectious disease research.

Students coming to Liverpool will find a warm welcome from both LSTM and the City. For many, this is the start of a lifelong association with LSTM and we are proud of the many partnerships we establish with former students worldwide.

Vision, Mission and Values

Vision:

To save lives in resource poor countries through research, education and capacity strengthening

Mission:

To reduce the burden of sickness and mortality in disease endemic countries through the delivery of effective interventions which improve human health and are relevant to the poorest communities

Values:

- Making a difference to health and wellbeing
- Excellence in innovation, leadership and science
- Achieving and delivering through partnership
- An ethical ethos founded on respect, accountability and honesty
- Creating a great place to work and study

History of LSTM

Sir Alfred Lewis Jones, a Liverpool ship owner, together with members of the business community, founded the Liverpool School of Tropical Medicine in 1898, the first of its kind in the world. Between 1898 and 1913, LSTM despatched no fewer than 32 expeditions to the tropics, including Sierra Leone, the Democratic Republic of Congo and South America.

Sir Ronald Ross, Professor of Tropical Medicine at LSTM became the first British winner of a Nobel prize for medicine when, in 1902, he was recognised for his discovery that malaria is carried by mosquitoes. LSTM's scientists also developed the first drug to treat malaria and pioneered treatments for sleeping sickness and relapsing fever.

Africa has been the setting for many of LSTM's outstanding achievements. These include the discovery of links between insects and onchocerciasis (river blindness) and elephantiasis and new organisms which affect humans, including some associated with HIV.

Sleeping sickness and meningitis are two of the serious diseases tackled recently in Uganda and Ghana, and in areas of conflict, including the Congo (Zaire), Sudan, Yemen, Afghanistan, Eritrea and Sierra Leone, LSTM's scientists have persevered against great odds to sustain crucial treatment and control programmes.

Through the years, students and staff have disseminated LSTM's work throughout the world.

University of Liverpool Student Charter

MSc programmes delivered by LSTM lead to University of Liverpool awards. MSc Students studying at LSTM are bound by University of Liverpool ordinances and regulations. The Student Charter is issued jointly by the Senate and Council of the University and by the Liverpool Guild of Students. It makes explicit some of the reciprocal responsibilities which members of the University, both staff and students, have to each other and represents the University's commitment to its values and to developing and maintaining a stimulating, diverse and supportive environment that is conducive to learning.

University of Liverpool Student Charter
Our Partnership in Learning (Life changing, world shaping)

The University of Liverpool is a member of the Russell Group of leading research institutions in the UK, and is ranked within the top 1% of higher education institutions worldwide.

To maintain our status as a global frontrunner, leading excellence in research, learning and teaching, we must work together. All members of the University community – students, alumni and staff – share responsibility for the continued success of the institution and its students.

The purpose of the Student Charter is to set out our partnership in learning. Jointly created by the University and the Liverpool Guild of Students, it represents our shared commitment to the values of the University and to develop and maintain a stimulating, diverse and supportive environment that is conducive to learning.

This Charter encourages the commitment of all staff and students to their rights and responsibilities, and lays out the basis on which our partnership works. By undertaking the responsibilities within the Student Charter we can all contribute to, and take pride in, the ongoing development of a vibrant university community.

University of Liverpool will provide:

- A supportive and stimulating research-led learning environment that empowers students to reach their full potential;
- High quality learning experiences that are informed by good practice in learning and teaching and the research excellence and professional practice of our staff;
- Access to activities that will enhance employability, professional excellence and personal intellectual development;
- Support for student participation in programme management and the life of the University including election of representatives;
- Access to advice on health and welfare; accommodation, finance and careers;
- Clearly defined access to the learning environment, including facilities and services that will enable students to succeed in their studies.

University of Liverpool will provide students with the following information:

- Details of their programme and module content;
- Clear deadlines for all assessments and timeframes for feedback on submitted work;
- The name of their Academic Adviser, who is their first point of contact for support;
- Policies and procedures including programme and assessment regulations, appeals and complaints procedures;
- Appropriate notice of changes to content, rescheduling and changes to timetable;
- Programme fees, payment deadlines and estimates of necessary additional costs.

Students undertake to:

- Take responsibility for managing their own learning and development, seeking advice and support as required; spending sufficient, regular time in private study and participating in timetabled sessions and in group learning activities;
- Maintain and protect an environment conducive to learning and in keeping with the values of the University of Liverpool;
- Engage with the educational, social and cultural life of the University;
- Obtain agreement from their Department or School for any essential absences as far in advance as possible;
- Maintain the highest standards of academic integrity in all aspects of work and assessment;
- Provide constructive feedback on their experience and participate in mechanisms that will lead to improvements in the quality of learning and teaching;
- Treat all University property and facilities with care and respect;
- Make prompt payment of charges made by the University.

The Guild of Students undertakes to:

- Provide an inclusive environment and be membership led with the interests of students at the core of all decisions;
- Maintain a constructive relationship with the University of Liverpool, inputting into decisions that affect students;
- Further the interests of University of Liverpool students at both a local and national level through lobbying, campaigning, representation and policy formation;
- Make available support and advice for the election and training of student representatives;
- Provide individual, independent advice and representation on University procedures and issues relating to the student experience, as well as an efficient signposting service;
- Work in partnership with external individuals and organisations for the benefit of its members;
- Provide and support a range of activities, including student led societies and volunteering opportunities, to enhance personal and professional development;
- Support and encourage a positive relationship between students and the local community;
- Operate in a socially, ethically and environmentally responsible manner.

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 Keers michelle.keers@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 Keers michelle.keers@lstmed.ac.uk	3730
MSc Molecular Biology of Parasites & Disease Vectors	Dr James La Course jameslac@lstmed.ac.uk	Michelle Keers michelle.keers@lstmed.ac.uk	3730
MSc Humanitarian Health Programme Management	Prof Barry Munslow barry.munslow@lstmed.ac.uk	Richard Madden richard.madden@lstmed.ac.uk	3758
MSc Humanitarian Studies	Prof Barry Munslow barry.munslow@lstmed.ac.uk	Richard Madden richard.madden@lstmed.ac.uk	3165

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 2015/16

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 David Dockrell, University of Sheffield
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 (maternity leave 2015/16) rebecca.riley@lstmed.ac.uk	3176
Student Experience Officer	Lauren King lauren.king@lstmed.ac.uk	3756
Teaching Laboratory Manager	Maria Midgley maria.midgley@lstmed.ac.uk	3136
LSTM Health & Safety Office	Rick Young rick.young@lstmed.ac.uk	3262
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

Room Locations

The Main Reception Desk in the CTID building is manned from 8.30am-5.30pm Monday to Friday, but 24 hour access to the building is available through swipe cards, which are issued to all students.

Academic Registry	66 Wing, First Floor
Professional Courses Unit	66 Wing, First Floor
Student Support Desk	Main Building Ground Floor
Finance Office	Main Building, Ground Floor
Cafe	Main Building Ground Floor
Nyankunde Common Room	Main Building Ground Floor
Library	Main Building Lower Ground Floor
Computer Lab	Main Building, Ground Floor
Nuffield Lecture Theatre	66 Wing Ground Floor
Joint Masters Lecture Room	66 Wing First Floor
Toosey Lecture Theatre	Maegraith Wing First Floor
Seminar Room 1	Maegraith Wing First Floor
Seminar Room 2	Maegraith Wing First Floor
Seminar Room 3	Maegraith Wing First Floor
Johnson Seminar Room	Main Building Ground Floor
NicksonTeaching Room	Main Building, Ground Floor
Seminar Room 4	Main Building, Ground Floor
Ferguson Room	Main Building, Ground Floor
Dagnall Laboratory	Main Building Second Floor
Masters Laboratory	66 Wing First Floor
Masters Common Room	66 Wing First Floor

Opening Hours

Student Support Desk
Mon - Fri: 8.30am – 2.30pm (Closed for lunch 12.00-12.30pm)

Finance Office
Mon – Fri: 9.00am - 4.30pm

*Donald Mason Library   Holiday Opening Times
Mon - Thu: 9.00am - 7.00pm   Mon - Fri: 9.00am – 5.00pm
Fri: 9.00am - 5.00pm   Sat & Sun: Closed
Sat & Sun: Closed

*Library opening hours are subject to staff availability.

Cafe
Mon - Fri: 7.45am - 3.45pm

Holidays and Closure Dates

LSTM will be closed for the following Public Holidays during 2015/16:

Christmas: 21st December 2015 – 1st January 2016 inclusive
Easter: 25th March 2016 – 28th March 2016 inclusive
May Day: 2nd May 2016
Spring Bank Holiday: 30thMay 2016
August Bank Holiday: 29th August 2016

British Summer Time: Please note that clocks go back one hour on 25th October 2015 and forward by one hour on 27th March 2016 to British Summer Time.

Equality, Diversity and Inclusion

LSTM, as an institution accredited by the University of Liverpool, subscribes to the University policy on equality, diversity and inclusion.

"The University aims to create an inclusive learning, working and living environment where all members of the University community are treated with dignity and respect. The University recognises its responsibility to promote equality and eliminate discrimination against students. This commitment is irrespective of your age, disability, gender, gender identity, pregnancy or maternity status, marriage or civil partnership status, race and nationality, religious belief or non-belief, or your sexual orientation. This commitment applies to all areas of your academic and social life at the University. If you feel that you are being bullied or harassed or being discriminated against by other students or the University, you should not hesitate to seek advice. Equally, you have a responsibility not to engage in any bullying or harassment of others, such as homophobia, sexism or racism, or to engage in other discriminatory conduct.   Further   information   about   the   University's   commitment   can   be   found   at www.liv.ac.uk/hr/diversity_equality".

2. Getting Started

Pre-Registration

You should by now have completed the process of pre-registering for your programme on-line. Pre-registration provides you with your LSTM email address and a password to access the following LSTM systems:

Office 365 which gives you access to your email account as well as Microsoft Word, Excel and Powerpoint: http://portal.lstmed.ac.uk.

Please ensure that you can access your email account and that you do it frequently as all future correspondence from us will be sent to your LSTM email address.

Brightspace is LSTM's Virtual Learning Environment which allows you to get connected with staff and fellow students, access programme/module material and submit assignments: https://brightspace.lstmed.ac.uk

Library. Information about accessing library resources will be given during induction week.

Should you have any problems accessing any of our systems please contact the Student Support Desk

Registration

On arrival, students are asked to complete the registration process. You will be assisted with this by members of the Education team. It is essential that registration is completed as soon as possible so that you can access all LSTM systems and take full advantage of the information provided during induction week. Completion of registration is particularly important for students on Tier 4 visas as failure to do so may result in LSTM reporting their non-attendance to UK Visas & Immigration.

Each student will receive 1TB of cloud storage. It is important to log out of a PC when you have finished your work. If you do not log out, someone else could access your personal files or misuse your account. It is important to keep your username and password safe.

Students can use a number of networked PCs in the Donald Mason Library and they can also borrow laptops for use in the library. The Computer Laboratory is primarily used for teaching but, if not in use, it is made available to students for private study between 8.30am and 5pm, Monday to Friday. Please check with the Student Support Desk if there is teaching scheduled for that day. Printing is available in the Donald Mason library and the Computer Laboratory (See Page 23). Faxes can be sent from the Student Support Desk at a cost of £1 per sheet for overseas destinations (max cost of £5 for up to 20 sheets) and 50p per sheet for UK destinations (max cost of £3 for up to 20 sheets). **Please note that this fax machine cannot be used for book orders.**

Payment of Fees

It is the students' responsibility to ensure that proper arrangements for the payment of all fees have been made and that those arrangements are completed in full and on time.

- All students must pay the balance of outstanding tuition fees (plus overseas project fees where applicable) before registration. Any student who has not paid the balance of tuition fees at registration will not normally be permitted to start the programme and access/ID cards will not be issued until fees have been paid in full.
- Sponsored students will be responsible for any outstanding fees should the sponsor fail to pay the fees.
- All printing fees, library fines etc must be paid in full before completion of the programme, or the student will not be eligible to receive the award.
- If a student withdraws from the programme before completion, they will be responsible for a proportion of the fees, plus any adjustment for resources used and classes attended. The LSTM Code of Practice on payment and refund of tuition fees is available on the LSTM website:
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There is a window for enquiries at the Finance Office, which is equipped with a hearing loop. If you wish to speak to someone privately about payment of fees, please request an appointment.

LSTM Identity / Door Access Card

All registered students are issued with a door access proximity card, which also gives access to printing, and an ID card which allows access to library facilities. The proximity card enables access to the main front door out of hours and internal corridor doors. When entering or leaving do not allow anyone to tailgate and immediately report any suspicious behaviour to the Duty Security Officer on Ext 3187 / Mob 07776046307.

The proximity card, ID card, card holder and lanyard will be issued during induction week. You will be asked to pay a £15 deposit, refundable on return of the card. You will need proof of identity when signing for your proximity card. If you lose your card, you will be asked to pay £15 for a replacement (refundable on return).

You must wear your proximity and ID card on the lanyard preferably visible around the neck at all times when in the school. Security officers and staff may ask you to present your card if it is not visible when in transit throughout LSTM.

All doors with swipe cards have a push button exit facility from the inside. These doors are also linked to the fire alarm system and will unlock automatically if the fire alarm is activated.

Cards must be returned to the Finance Office at the end of your course. If your card is lost or stolen please report it immediately to the Finance Office so it can be deactivated, thus safeguarding students, staff and property.

Voting Response Cards

Many lecturers include interactive activities in their teaching using a voting response system ('Turningpoint'). All students will be issued with a voting response handset and will be asked to pay a

£40 deposit to cover the cost of replacement if the handset is lost or damaged. You should ensure that you take the handset to all classes.

Keeping LSTM informed

Your contact details are maintained in the Personal Details section of the Student Information System (SIS). It is important that you keep all of your contact details up-to-date, which include any changes you make to telephone/mobile numbers or your permanent or term-time addresses. This is to ensure that you can be contacted in an emergency and that LSTM can give you important information when necessary.

LSTM is also required by law to ensure that international students who require a visa to study in the UK maintain their contact details as part of the UK Home Office Tier 4 immigration system.

If you require assistance with updating your personal details in the SIS please contact msc@lstmed.ac.uk.

Police Registration

Entry regulations for non-European Union nationals coming to study in the UK require students from certain countries to register with the local police. LSTM is not responsible for such registration, and the onus to register lies with the student. If you are required to register, this will be clearly indicated on your visa. If you are required to register you should do so within seven days of arriving in the UK or within seven days of collecting your Biometric Residence Permit. Failure to register is a criminal offence and could result in your removal from the UK. More information about police registration in Liverpool can be obtained from the Student Experience Officer.

Registering with a Doctor

If you are an overseas student studying on a course that is 6 months or longer in duration, you may have paid a healthcare surcharge (called the 'immigration health surcharge' or IHS) as part of your immigration application. The Immigration Health Surcharge was introduced by the Home Office on 6th April 2015. People (non-EEA) coming to the UK for more than six months have to pay money towards the National Health Service (healthcare in the UK). The health surcharge is £150 a year for students (and each dependant). The payment will go directly into the National Health Service (NHS) and once you have paid it you (and any dependants on your application) will be entitled to healthcare in the UK.

You should bring your biometric residence permit with you when you access healthcare in the UK. You and your dependants (spouse, civil partner & children) will be entitled to full treatment under the NHS (UK's state health service) and you will be able to register as a patient with a Doctor (General Practitioner (GP)) in Liverpool. You should do this as soon as you arrive in the UK.

To register*, you will need to visit the doctor's surgery or clinic during consulting hours, taking a letter from your institution as proof that you are a student, along with your passport and any loose immigration documents. You should ask to be added to the list of National Health Service (NHS) patients. This means you will not have to pay a fee to visit the doctor. Most doctors' surgeries have female as well as male doctors, and if you prefer you can ask to be put on a woman doctor's list. If you only want to be seen by a woman doctor, you may need to say so whenever you make an appointment.

To avoid paying the full (private) cost of treatment make sure the doctor knows you want treatment from the NHS.

*Please note that registration processes can differ slightly depending on the practice. If you have any issues when trying to register with a GP, please contact the Student Experience Officer (studentsupport@lstmed.ac.uk)

If you are entitled to full NHS treatment the following will be free of charge:

- Consulting a GP and most other GP services (e.g. visiting a clinic)
- Treatment in a hospital (both emergency and non-emergency treatment)

You may need to pay for:

- *Medicines prescribed by your GP
- Some GP's services (e.g. vaccinations for travel, getting a sickness certificate)
- Dental treatment
- Optical treatment

*Prescriptions and dental treatment are free to all children, pregnant women, and women who have had a baby within the last year, but this does not apply to overseas students on courses lasting less than six months.

Dental Treatment

There is a charge for all dental treatment in the UK. Students entitled to treatment under the NHS (see 'Registering with a Doctor') may be able to receive reduced cost treatment. However, this is now increasingly difficult and you may find that you have to register as a private patient and pay the full cost. A list of dentists accepting NHS patients can be found at http://www.nhs.uk/Pages/HomePage.aspx Please note: you need to be registered with a doctor in order to receive NHS dental treatment.

Dental Emergencies:

The Liverpool University Dental Hospital is situated on Pembroke Place, a two minute walk from LSTM. The Dental Hospital provides a daytime emergency dental service for adults and children with a problem requiring urgent attention.

The following groups of patients are accepted for emergency dental treatment:

- Patients who have suffered trauma to their teeth/mouth as a result of an accident or injury
- Patients with a swelling of the face/jaws (e.g. due to a dental abscess)
- Patients who have bleeding from their mouth (e.g. following removal of a tooth)
- Patients with serious medical conditions or disabilities which prevent them being seen by dentists outside the hospital

The Dental Hospital cannot provide treatment for all patients with toothache, lost fillings, dentures or crowns but, because they provide training for dental students, they are able to offer limited treatment to a small number of patients.

No appointment is needed and patients are seen on a first come first served basis until the clinic is full. The doors open at 8am and assessments start at 8.45am. LSTM advises students to queue up from 7.30am.

Once the surgery opens you need to take a ticket from the machine. Patients are assessed in order of attendance unless there are concerns about their condition.

A comprehensive guide to healthcare is available from the Student Experience Officer at induction.

Opening a Bank Account

Most of the main banks can be found on the University of Liverpool campus, within walking distance of LSTM. Please refer to the campus map or ask the Student Experience Officer for more details. When choosing who to bank with, you may want to seek advice from the British Banking Association or the Money Advice Service. Their websites offer comparison tables showing the different accounts on offer from a range of providers, as well as practical financial advice.

When you have decided which bank you would like to open an account with, you can submit a banking letter request form to the Student Support Desk. Letters are normally available to collect 24 hours after submission. In order to open an account you will also need your passport and your original offer letter. Some banks also ask for a Council Tax Exemption Certificate. Banks are generally open from 9.30am to 4.30pm Monday to Friday. Some banks are open on a Saturday morning.

Personal cheques from bank accounts held overseas can take as much as 8 weeks to clear, and it may be necessary where money is needed urgently to instruct your bank to make a telegraphic transfer. Cheques from a sponsor or university or cheques drawn on a bank (bankers draft or money order) will take a week or less to clear.

All students on MSc programmes are expected to have a UK bank account to enable Academic Registry staff to process their overseas project fees.

For a general guide to travel money and money exchange please visit:

http://www.moneysupermarket.com/c/travel-money/foreign-exchange-guide/1/

Accommodation

If you need advice on finding accommodation, or if you are experiencing any problems with your accommodation, please contact the Student Experience Officer.

Liverpool Student Homes (LSH) offers free, confidential, independent and impartial housing rights advice to students. Some of the issues LSH can help with include contract checking, tenancy deposits, disrepair, rent arrears, Illegal eviction and harassment, negotiating with landlords and complaints and legal action.

Transport and travel

Pre-paid travel tickets for the bus and/or train can save money if you are regularly travelling in and around Liverpool. For more information visit: http://www.merseytravel.gov.uk/.

Also take a look at the Arriva Student Saver, which may be the best value, depending upon your term dates. http://www.arrivabus.co.uk/student-saver-tickets-in-the-north-west/. This type of ticket is only valid for Arriva buses, but there are lots of them.

If you are regularly travelling outside Liverpool by train or coach, a 16-25 Rail Card or a 16-26 Coach Card could be worthwhile.

For information on the 16-25 Rail Card, visit http://www.16-25railcard.co.uk/. You don't have to be 25 or under to apply for this type of rail card as long as you are attending for at least 20 weeks in the academic year.

For more information on the 16-26 Coach Card visit:

www.nationalexpress.com/coach/Offers/StudentCoachDeals.cfm or visit the National Express ticket sales centre on Norton Street.

If you and your family are regularly travelling outside Liverpool, look into a Family & Friends rail pass. http://www.familyandfriends-railcard.co.uk/

Television Licence

If you wish to use a television or a TV-enabled computer in your accommodation, it is a legal requirement to obtain a television licence and failure to do so can lead to a fine of up to £1,000. The current cost of the colour TV licence is £145.50. Further information on buying a TV licence can be found at www.tvlicensing.co.uk/students.

Benefits

UK students may be entitled to particular benefits if they fall into certain categories e.g. lone parents. For more details please visit:

http://www.direct.gov.uk/en/MoneyTaxAndBenefits/BenefitsTaxCreditsAndOtherSupport/BeginnersGuideToBenefits/index.htm

Generally speaking, non-UK students are not eligible to claim benefits because of the conditions of their visa. In some cases EEA students may be able to claim some benefits. For more information on this topic please visit: http://www.ukcisa.org.uk/International-Students/Fees--finance/Welfare-benefits/

Childcare and Schooling

A list of nurseries and childcare options in Liverpool is available from the Student Experience Officer.

If you are a UK student and you have children aged three or four, they are entitled to a minimum 15 hours of free learning per week for 38 weeks of the year. This can take place in nurseries, playgroups, preschools or at their child minders. For more information visit:

https://www.gov.uk/find-free-early-education

By law, all children of compulsory school age (5 to 16) must receive suitable full-time education. So if you are bringing child dependants with you to the UK, you must ensure you enrol them in school.

Schooling can be provided free of charge through the state system and there are also private fee-paying schools. Free state schooling applies only to children who are in the UK on a dependant's visa.

Children on a child visitor visa can only undertake a short course of study provided by an organisation which is:

- The holder of a Sponsor Licence for Tier 4 of the Points Based System
- Accredited by a UKBA approved accreditation body, or
- An independent fee paying school registered with the Department for Children, Schools and Families.

For help and advice about schooling please contact the Student Experience Officer. Information can also be found via the following sources:

Liverpool City Council:
Tel: 0151 233 3000
Web: http://liverpool.gov.uk/schools-and-learning

Directgov
Web: https://www.gov.uk/browse/education

Council Tax

Council Tax is a tax imposed by the local authority i.e. Liverpool City Council. It is based on the estimated value of a property and it helps pay for local services such as refuse disposal, the Police, and Fire Service. Everyone who lives within the Council's catchment area must pay Council Tax, unless eligibility for exemption or disregard can be proved. The amount of tax charged depends on the number of people living in the property, the personal circumstances of each resident and the value of the property.

The will be no Council Tax payable on the property if:

- The dwelling is a University hall of residence (including private student halls of residence); or
- It is a private rented property and all of the residents are *full-time students.

*A full-time student is defined as someone who is enrolled at a UK institution on a course of study which:

- Extends over at least 24 weeks of an academic year; and
- Requires on average at least 21 hours a week, during term time, of study, tuition and/or work experience; or
- Work placement officially recognised by the University for the whole academic year; or
- Work placement for part of the academic year immediately followed by further full-time tuition.

If you live with non-students or part-time students then there will usually be a bill for the property but in most cases you (the student) will not be liable for it. If you are liable for the bill, you may still be entitled to a discount. Non-UK partners of full-time students, who are either not able to work or not able to claim benefits due to the conditions of their visa, are also not liable for Council Tax. This does not apply to EEA nationals.

If you are a full-time student living in private accommodation then you will almost certainly need a Council Tax Student Certificate to prove your eligibility for exemption. This can be obtained via the Student Support Desk. Once you have moved into your property you will need to contact Liverpool City Council who will send you some forms to complete:
https://liverpool.gov.uk/council-tax/

Completed forms should be returned to them along with your Council Tax Student Certificate.

Please be advised that the Council Tax regulations are very complex and this information serves only as a general guide. If you require further information, please contact the Student Experience Officer.

Academic Support for Students with Disabilities

LSTM provides support and advice to students with a wide range of impairments. Where we refer to 'disabled students,' this is intended to include, but is not limited to:

- Physical Disability - this includes varying types of impairment that impact on an individual's mobility.
- Sensory Disability – the term 'sensory' refers to disabilities related to hearing and vision.
- Mental Health - the term 'mental health issues' covers a range of conditions including depression, anxiety and eating disorders. The severity and length of a condition varies with every individual.
- Specific Learning Difficulty e.g. Dyslexia - This can include people who experience dyslexia, dyspraxia or non-verbal learning deficits.
- Medical Conditions and other disabilities - This covers health issues including epilepsy, diabetes, HIV, Multiple Sclerosis (MS) and asthma.

Definition of Disability

The Equality Act (2010) defines a disabled person as someone who has a mental or physical impairment, that has an effect on his or her ability to carry out normal day-to-day activities. The effect must be:

- Substantial (that is more than minor or trivial) and
- Long term (that is, has lasted or is likely to last for at least 12 months or for the rest of the life of the person affected) and
- Adverse.

LSTM recognises the social model of disability, whereby an individual is understood to be disadvantaged not by their disability, but by social barriers, such as the physical environment, methods of communication and prejudicial attitudes. LSTM is committed to developing a fully inclusive learning environment for all of our students.

How to seek support

The Student Experience Officer at LSTM is responsible for the co-ordination of support for disabled students and provides specialist guidance and support services for all prospective and current students.

We encourage you to disclose your disability as soon as possible. If you have not already disclosed your disability on your application form, you should contact the Student Experience Officer as soon as possible. You can email, phone or request a meeting at the Student Support Desk (open 8.30-2.30 Monday-Friday (closed for lunch 12-12.30pm).

You should complete a Learner Support Questionnaire and supply the appropriate medical evidence. Return the form to the Student Support Desk or a copy via email to: studentsupport@lstmed.ac.uk

If you have a medical condition or unseen disability and feel uncertain about contacting the Student Experience Officer, we urge you to do so as we may be able to help. A medical condition can include diabetes, epilepsy, cancer, HIV, arthritis, asthma and others. We know that each person's disability can affect them in different ways so the support we offer is flexible and tailored to each individual. We encourage all students with disabilities to make contact with the Student Experience Officer to discuss how your individual needs can be met.

What Medical Evidence do I need to provide?

- A letter confirming your disability, the nature of your condition and how it affects you in an educational environment. For further guidance on the evidence you need to provide please read Providing Medical Evidence for Disability Support under the Disability Support section on the Student Intranet.

    The Student Experience Officer can give guidance on what a GP's letter needs to include.

What happens when I disclose a disability?

- Completion of the questionnaire will help the Student Experience Officer to learn about you, your circumstances and the effects your disability has on your learning environment. It's the first step towards creating your "Individual Learning Plan," which is your bespoke plan of academic and personal support. Some support can take time to implement so it's important that you complete and return this questionnaire along with your supporting medical evidence as soon as possible.
- When you have disclosed a disability, the Student Experience Officer will contact you to arrange a confidential meeting where support arrangements will be discussed in detail. She will also discuss possible funding options with you too.
- The support that is available to you depends on your individual requirements. A specialist Needs Assessor will identify the support that you require in order to remove barriers to learning, whether that's additional time in examinations or access to assistive technology. LSTM uses inclusive teaching methods to enhance your learning experience.

Examples of Academic Support can include:

- Examination arrangements
- (eg extra time, a reader, a scribe, use of a PC, rest breaks, separate room, use of ergonomic furniture).
- Library services
- (eg extra time on library loans, photocopying and printing allowance).
- Specialist equipment
- (eg loan of digital voice recorders, specialist accessibility software, ergonomic equipment and other aids).
- Study Skills Mentor
- (eg assistance with time management, advice on structuring academic work, note making techniques and/ or research skills with a suitably qualified study skills tutor).

In addition, you may be referred to other types of support. For example, you may be signposted to services through your GP, or the Student Experience Officer. Please email studentsupport@lstmed.ac.uk for confidential advice.

How do I arrange extra time in exams?

Some students are entitled to support in examinations. This can include extra time, an amanuensis (to write down your answers to exam questions), a separate room, accessible/ ergonomic desk etc.

- In order to obtain this support, you will need to contact the Student Experience Officer to make an appointment to discuss your individual needs.
- You will be asked to bring along evidence of your disability/medical condition/support need.
- Please note that LSTM has strict deadlines for receiving evidence of the need for examination support. You must contact the Student Experience Officer as early as possible to make sure that

you are in a position to submit appropriate evidence in time to guarantee that this support can be put into place for you.

For further information, please read the University's Policy on Adjustments to Examinations and Assessment Arrangements for Disabled Students:
https://www.liv.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/appendix_K_cop_assess.pdf

3. LSTM Facilities

Catering and Common Rooms

The cafe is open from 8.00am until 4.30pm, Monday to Friday, and has a good selection of hot and cold food and drinks. Vending machines for hot/cold drinks and snacks are available in the Nyankunde common room. Also there are a number of shops, cafes, sandwich shops etc in close proximity to LSTM.

If you want to consume food or drink not purchased in the cafe, you can use the Nyankunde common room or the Ferguson Room provided they are not being used for teaching. There is also a small common room for the use of Masters students on the first floor of the 66 wing.   You are asked to keep these areas tidy and to dispose of litter in the bins provided.

Guest Lectures and Seminars

In addition to the lectures and seminars which make up the taught programmes, LSTM often plays host to visiting speakers, many of whom are eminent in their field. All students are welcome to attend guest lectures, and details of forthcoming events will be posted on notice boards and/or sent to students via their LSTM email address.

Computer Facilities and Support

LSTM Technical Support

Tropical Medicine Computing Services (TMCS), based in the CTID building, provide essential resources to all members of LSTM to support learning and teaching, research, and administration.

The contact for technical support is – tmcs@liv.ac.uk, or telephone 0151 705 3250. The TMCS team are able to assist with printing problems, and can also provide advice on computer security and using the wireless network.

LSTM Computer Laboratory

Use of the Computer Laboratory implies acceptance of certain conditions:

1. Treat the laboratory and equipment with care and operate all equipment in the correct manner.
2. Keep the laboratory tidy by placing any unwanted paper in the bins provided and any printouts not collected placed in the trays above the printer.
3. Do not load any type of software onto the machines. If there is a need for additional software, the computer laboratory staff will be able to advise.
4. Do not bring food or drink into the laboratory at any time.
5. Respect the need of fellow students for the laboratory to be a quiet working environment.

Machines in the computer laboratory employ aggressive power saving settings. Please do not leave your computer unattended, as it may turn off, and any unsaved work will be lost. The details of the power saving schedule are shown at the logon screen.

Software Availability

Electronic Mail. – Every LSTM student is given an e-mail account through Office365. This should be checked regularly, there is a quick link to your email account on the student intranet.

BrightSpace Virtual Learning Environment

BrightSpace is the LSTM's online learning environment and is available via any web browser on any device with a connection to the internet. This is where the core of your learning will take place, serving as repositories for course materials, learning activities, and assessments. You will also have access to programme specific information and the LSTM student community site enabling you to connect with the wider student body. You can access Brightspace by using the direct URL http://brightspace.lstmed.ac.uk or by following the MyLSTM link from the website. **Learning resources provided to you are intended solely for your personal use in relation to your course of study. You must not distribute or share these resources with anyone else or use them for any other purpose.** For further information on Intellectual Property, please refer to the Intellectual Property Policy on the Student Intranet.

You can expect staff to upload some form of learning resource to Brightspace at least 48 hours before their teaching session. Please note that, provided students are given adequate information to prepare for the session, staff have discretion over what they provide in advance. Some staff will provide a handout giving the learning outcomes of the session, summarising the key points of content that will be covered and signposting sources of further information. Others may upload the Powerpoint slides from the presentation they plan to give. Staff may choose to exclude slides from the uploaded presentation that they think that students do not need (e.g. images) or that they do not wish students to have for another reason (e.g. issues of confidentiality).

Wireless Computing

LSTM has EduRoam wireless facilities available throughout the campus. Simply connect to the Eduroam-LSTM network, sign in using your LSTM user username and password and then accept the certificate. Android phones and devices need some extra settings, see the instructions on the IT Support page of the student intranet.

Personal Computers/ Laptops

You are encouraged to use your own laptop or device during lectures provided you do not disturb or distract other students. You also need to ensure that your laptop is running legally purchased software and is free of viruses. If you suspect you have a virus on your laptop, please go to IT Services Reception on the ground floor of the CTID building for assistance. LSTM is committed to encouraging a 'green' environment and aims to reduce the use of paper wherever possible. Lecture notes and other resources are usually available on Brightspace for viewing before, or during, lectures. There are limited facilities within the LSTM buildings for recharging laptops and you are therefore encouraged to ensure that your battery is fully charged at the start of the lecture. You may recharge your laptop from the Nuffield lecture theatre, Nickson or Nyankunde rooms during breaks, or the library providing the laptop is not left unattended. Please ensure your mains adapter is in a suitable and safe condition before plugging into LSTM power outlets. The use of multiple international socket adapters is forbidden.

LSTM staff cannot undertake repairs of personal computers or laptops but they can advise students of the nearest authorised repair centre. More information about using your own computer on campus can be found at the IT Support page of the Student Intranet.

Data Sticks/ Pen Drives

Students should make use of AES encrypted pen drives to ensure the security and integrity of valuable data. TMCS recommends the Integral Crypto Drive, which features industry leading security features, and an easy-to-use software interface. The Crypto drive is available in the following capacities: 1GB, 2GB, 4GB, 8GB, 16GB, 32GB. These pen drives are available to purchase at a discounted price over the counter at the Donald Mason Library. On arrival students will be asked to sign an Agreement for

Ownership and Access to Digital Data, which outlines the responsibilities of students for keeping data stored on laptops and pen drives secure.

Virus Scanner

All of the machines in the Computer Laboratory, the PGR room and in the Donald Mason Library have the benefit of the Sophos virus scanner programme, which is updated regularly. This software is also available to students to download at no cost from the Student Software page of the student intranet.

Computer use - Health & Safety

We endeavour to provide a comfortable and safe working environment for all students within the Computer Lab or Library. Everyone should take a break for ten minutes after every hour of uninterrupted computer work. Short frequent breaks are more beneficial than occasional, longer breaks.

Panopto

Panopto is a lecture capture and video management system available at LSTM and is primarily used for the capture of lectures in video format, to make these available again online and on-demand, and also to deliver short instructional videos. If your course makes use of this service we hope that you will find the recordings useful as a revision aid, and a method of catching-up if you do have to unavoidably miss a session.

There are a few important things to note:

Lecture recordings are intended to supplement your face-to-face learning, not as a replacement for attendance. We cannot guarantee that recordings will be available for every lecture due to technical issues or incompatibility of the lecture content to lecture recording. Timetabling issues may lead to incomplete recordings, and access to recordings ends when the course ends. Lecture rooms are equipped with automated recording equipment, and it is possible that student image and sound may be incidentally captured in some circumstances - for further guidance consult signage in lecture rooms.

Printing

When logged on to an LSTM computer you can print to the Student-Print printer and then collect your print from any of the Ricoh photocopiers on campus. You can also e-mail prints from your LSTM e-mail account and collect them from printers. For information on how to do this, see the instructions on the IT Support page of the student intranet.

How to Pay for Printing

Go to http://topup.lstmed.ac.uk and follow the instructions on using PayPal to add funds to your print account. Note that you do not need a PayPal account to be able to use this service, just a valid credit or debit card.

Social Media

LSTM has an official Facebook page: https://www.facebook.com/lstmmsc15If you wish to become a fan of LSTM you will need to have a Facebook account to view our page. You can sign up at www.facebook.com.Once you have an account, sign in, search for LSTM, click on our logo and at the top of the page, click 'become a fan'. Latest news, press releases and other significant communications will be placed as updates and if you are a fan, that update will appear in your Facebook news feed. Posts can only be placed by LSTM, but you can leave comments in relation to posts. Please ensure that any comments you leave are appropriate and respect the privacy of others. The page will be actively moderated and inappropriate comments removed. Some students set up Facebook pages to communicate with other students on their programme. However, please note that use of the LSTM logo is restricted to official LSTM sites.

You can follow LSTM on twitter at www.twitter.com/lstmnews We provide regular updates with latest news, press releases and other communications, in the same way as we will do with Facebook. You can follow LSTM on Twitter by creating an account, clicking on 'Find people on Twitter' and search for LSTMnews. To follow us, simply click the follow button and you will automatically receive our updates. LSTM also has a YouTube channel to host videos relating to research and teaching. Simply search for LSTMnews and click on the LSTM channel: www.youtube.com

We have a Twitter page for MSc students. To follow the latest news related to your studies at LSTM, please follow www.twitter.com/lstmmscstudents.

LSTM's social media is compliant with the Data Protection Act and LSTM's data protection policies.

Donald Mason Library

The Donald Mason Library (DML) is a specialised facility designed to give help and support to all students and staff of LSTM. There has been a library at LSTM since its earliest years; Ronald Ross donated some books of his own to form the nucleus of the collection at the turn of the century and it takes its name from Donald Mason, a former Chairman of the Board of Trustees. Today the Library holds approximately 14,000 books and 50,000 bound volumes of periodicals; it receives 250 current periodicals, most of which are available online. Electronic resources include Medline, Global Health, Cochrane Library and Web of Science. Please call in and introduce yourself to the DML staff; they will be pleased to meet you and help you with any information problems throughout your course.

The Library Staff

Jackie Pearce	Library Manager
Cath Booth	Library Assistant
Austin Johnson	Library Assistant
Sarah Lewis-Newton	Digital Resources and Collections Manager
Lynn Roberts-Maloney	Digital Resources and Collections Assistant
Alison Derbyshire	Academic Liaison and Training Officer
Martin Chapman	Cataloguer

The Library staff can be contacted by e-mail library@lstmed.ac.uk by telephone 0151 705 3221 or by post at the main school address.

How to Join the Library

To borrow books from LSTM Library you will need to produce your student ID card which will be given to you shortly after arrival.

Details of borrowing rights, opening hours and services available can be found on the Student Intranet.

Laptops are available to borrow within the library.

Stationery and Merchandise

A variety of stationery items and LSTM merchandise is available from the Library. There is a display in the glass cabinet opposite the Communications Office.

Library Charges

If you return your books after the due date, you will be liable to pay a fine of £0.20 per item, per day unless the item has been reserved then the fine is £0.40 per day. Admission to a degree or granting of an LSTM qualification may be withheld from persons who, on completion of their course, fail to return all books borrowed, or fail to pay outstanding charges.

Photocopying

There is a networked Multi Functional Device (MFD) in the library (allowing you to print, scan and photocopy).

Other Libraries

If you are unable to locate an item you require for your studies or you simply wish to use other UK Academic Libraries, you can register for the Sconul Access Scheme. This scheme is a reciprocal borrowing scheme giving you access to around 185+ academic and national libraries, including Liverpool University Libraries. More information on the scheme is available on the Student Intranet.

The library also provide a free Inter-Library Loan service which gives access to material not held by LSTM Library or locally. It covers all kinds of materials including books, theses, journals and conference papers. More information about this service can be found on the Student Intranet.

Teaching Rooms

Students may use teaching rooms for private study if they are not required for teaching. Students should check with the Student Support Desk before using a teaching room to ensure that it is not booked. Students are expected to comply with the following rules:

- Mobile phones to be switched off in class.
- No food or drink (other than water) is to be consumed in any of the LSTM teaching rooms.
- All students and staff should be aware of fire evacuation procedures and the location of the nearest exit from the building.
- All furniture and equipment should be returned to its original position at the end of the teaching session.
- Any left-over hand-outs should be taken out of the room and placed in recycling bins.
- Any rubbish should be put in the bins provided before leaving the room.
- Problems with AV equipment should be reported to IT services on ext. 3250, or to the Student Support Desk.

Prayer Room

There is a small multi-faith prayer room located on the stairs leading down to the basement in the main building. The prayer room is open 24 hours a day and is accessible to people of all faiths or none. There are religious books and prayer mats in the room for students to use. Students who wish to wash before prayer should use the shower facilities provided. There is a male shower on the ground floor of the main building and a female shower on the first floor. **Please note that the sinks in the toilets are for washing hands only**. A list of places of worship in Liverpool can be obtained from the Student Experience Officer.

Lockers

Lockers can be found in the basement of the main building. Lockers vary in size and are offered on a first come, first served basis. Students will need to purchase their own lock. Lockers should be clearly labelled with your name, programme title and duration as we regularly remove locks that have been left

on by previous students. LSTM cannot accept any liability for any items placed in or on the lockers. Please remember to remove your lock on completing your course.

Lost Property

The Main Reception keeps records of lost, stolen and found property. You are advised to inform Reception if you lose or find any article, including money. Lost property handed in to the Student Support Desk is held in the office for six weeks, after which time it is donated to charity or disposed of.

Mail

Students should use their term-time address to receive any letters or parcels. Outgoing mail must be sent via the local Post Office at the side of Monument Place (near T J Hughes store – ask any member of staff if you are unsure where this is).

Notices

Information relating to your programme will be sent to your LSTM e-mail address and also posted on Brightspace. There are three student notice boards located in the corridor leading to the Nuffield lecture theatre, which are for general student information, career development opportunities and social / recreational events. You are welcome to post notices that may be of interest to fellow students but you are asked to abide by the conditions of use of the notice boards.

Cars and Parking

The Liverpool School of Tropical Medicine does not have any student parking facilities. Students can park in the University of Liverpool visitor car parks at a cost of approximately £6 over four hours per day. There is no charge in the visitor car parks for disabled students.

Photography

Photography for LSTM's promotional purposes periodically takes place within LSTM's buildings, grounds, and at events attended by students. All photography is conducted in accordance with the Data Protection Act 1998. If you object to being photographed or have any concerns about the use of photography, please inform your Programme Administrator.

Employment

Students seeking part-time work while studying should remember that studying on LSTM's programmes is a full-time commitment and any paid work should be seen as secondary to academic priorities. No student should take on paid employment for any more than 15 hours per week in term-time. If you do decide to take on a part-time job, you should note that this will not be accepted as a good reason for gaining an extension to a deadline for submission of coursework or to excuse poor performance in a claim for mitigating circumstances.

Students on Tier 4 visas should check the wording of their visa before undertaking paid employment, to ensure that working does not mean that they are in breach of their visa conditions. If students are in doubt, they should check these conditions with the Student Experience Officer or Academic Registrar.

Financial Hardship

If you find yourself in unexpected hardship speak to your Personal Tutor or the Student Experience Officer, who will be able to advise you further.

English Language Support

LSTM students should contact the Student Experience Officer if they are experiencing difficulties with English Language.

International students who would like to access pre sessional English courses can contact the Student Experience Officer for a list of providers.

Student Counselling Service

LSTM Students can access private counselling services through the Student Support Office. If you feel you may be experiencing mental health issues, you should talk to someone you trust as soon as possible. You can contact the Student Experience Officer through appointment, email, or telephone . You may be offered an appointment with the Well-Travelled Clinic, where an Occupational Health assessor can make appropriate referrals to private counselling services. If students wish to seek advice independent of the Well-Travelled Clinic, this is also an option. Please contact student support@lstmed.ac.uk for confidential advice. There is also further information on the Student Intranet, under the 'Health & Wellbeing' Section.

You may require access to counselling services for a variety of issues, including home and family relationships, depression, anxiety, panic attacks, bereavement and loss, sex, sexuality, relationship difficulties and loneliness. For free and impartial advice, you can also contact any of the following services:
YPAS Young People's Advice and counselling Service for those aged up to 25: 0151 707 1025
MIND Infoline: 0300 123 3393 (http://www.mind.org.uk/)
Rethink Mental Illness 0300 5000 927 (Mon-Fri, 10am-2pm) (www.rethink.org)
NHS Choices: http://www.nhs.uk/conditions/stress-anxiety-depression/pages/mental-health-helplines.aspx
Students Against Depression: http://studentsagainstdepression.org/tackle-depression/

4. University of Liverpool Facilities

Sport Liverpool

LSTM students may use the University Sports & Fitness Centre, which has recently undergone a £4.5 million refurbishment. Many exercise and fitness classes are offered and 45 Sports Clubs are run by student officers with professional support ranging from Rugby Union to Sky Diving. Further information is contained within the Sport Liverpool Handbook available at www.liv.ac.uk/sports.

Student Membership Fees

Membership category	Annual price	9 month	Monthly	Joining information
Premium	£268.00 (Peak)	Not available	Not available	Read more
Standard	£175.00 (Peak)	Not available	Not available	Read more

Students can also ask for a list of nearby sports facilities and classes from the Student Experience Officer.

Faith Express and Chaplaincy

Faith Express, located at the rear of the Foundation Building, is open each weekday during term time between 11.00am and 3.00pm for you to call in for a cuppa, find out information about Faith centres or groups in Liverpool, or to talk to a chaplain. The centre is a partnership project between the Anglican, Roman Catholic and Methodist Chaplaincies. Faith Express has a faith contact list for other faith communities and seeks to help staff and students of any faith background find the worship activities appropriate to their needs.

Chaplains to the University are appointed by the major Christian denominations. The role of the Chaplains includes supporting the University in its pastoral care of students as well as staff. The support of the chaplains is not limited to Christians but is available to all without distinction or obligation. Some denominations have their own student groups, based either in the University or at local churches.

There is also a Muslim Prayer Room in the Sydney Jones Library that is available to all University of Liverpool staff and students.

Liverpool Guild of Students

Liverpool Guild of Students (LGoS) is a student-led charity and every student at the University of Liverpool is a member. It actively listens to its members and students' contributions guide and shape its policies. The Guild lobbies and encourages students to take a lead in their University experience.

The main duty of LGoS is to ensure that the University delivers an excellent student experience. Keeping in contact with its members is one of the Guild's top priorities, and it does this in a variety of different ways – face to face, on Facebook and Twitter, within lecture theatres and online at http://www.liverpoolguild.org/.

LGoS exists to support and represent students, as well as ensuring that they make the most of their time in Liverpool. In short, the Guild supports student life at Liverpool through representation, encouraging participation and ensuring a positive experience.

Representation

LGoS is student-led and student-focused and there are many opportunities for students to take an active role in its leadership and development. Four students are elected each year to take on the full-time roles of Student Representative Officer; these are student representatives to the University. They plan and implement lobbying activity, attend and chair meetings, develop policy, encourage engagement and ensure that they are accountable to students.

The Guild also has a staff team to support the elected students, including those elected onto Student Council. They also facilitate the forums that give students the opportunity to put their ideas forward and enhance their University experience.

The Guild supports the system of course reps - students elected by their peers to attend staff-student liaison meetings and work with staff to improve students' academic experience. So if there are insufficient books in the library, deadlines are too close to exams, there are not enough resources on Brightspace, or anything else is adversely affecting your academic experience, you should talk to your course rep. If you are interested in becoming a course rep then you should talk to the LSTM Student Experience Officer (see Section on 'Student Representation').

Advice

We hope that your time at LSTM will be completely positive and trouble free, but when things do go wrong the Guild is available to help. They offer free, confidential, non-judgemental advice or representation regarding academic issues and University procedures such as discipline.

For more information, visit http://www.liverpoolguild.org/. You can also book an appointment with the Guild's Academic Advisor by calling +44(0)151 794 6868 or by visiting the Guild reception. The Advisor is able to offer guidance and support in the event that you:

- Wish to submit an academic appeal to challenge a grade or mark
- Have been accused of a breach of academic integrity, such as plagiarism, collusion or fabrication of data
- Have been withdrawn from your course and wish to know your options
- Wish to complain about some aspect of University life, such as Halls of Residence, teaching, or the level of support offered by your department
- Have been affected by illness or unexpected circumstances in your personal life, or by some other mitigating factor which you feel has affected your studies*

*NB LSTM students are encouraged to speak in the first instance to their personal tutor or the LSTM Student Experience Officer if they are having difficulties.

Activity Groups

There are lots of opportunities for you to get involved in LGoS, whether to volunteer time to work on a community-based project or to join one of the many activity groups. The Guild has over 160 groups representing a range of interests and activities, from darts to theatre. If your interests are not met you can start up your own activity group.

Remember, many graduate employers will ask about the extracurricular activities you were involved in at University, so apart from being a fantastic opportunity to make friends with people with shared interests, becoming involved in an activity group is also a chance to gain valuable experience.

More details can be found at http://www.liverpoolguild.org/

5. Looking After Yourself and Your Property

Health and Safety information

The Liverpool School of Tropical Medicine in its Health and Safety Policy recognises that safety is an essential part of all its activities. LSTM's aim is to safeguard the health, safety and welfare at work of all its staff, students and visitors so far as is reasonably practicable. With this in mind, staff are encouraged to set a high standard for safety by personal example so that students leaving LSTM take with them an attitude of mind which accepts good safety practice as normal. For their part, students of LSTM should conduct themselves in a safe manner, in accordance with LSTM's Health and Safety Policy and Codes of Practice.

The following advice represents good safe practice and should be followed by all students:

- Make sure you are familiar with the fire procedures in the buildings / areas you use.
- If you work in laboratories familiarise yourself with the local safety regulations and ensure you follow the safety procedures outlined to you in your induction.
- Always switch off electrical appliances at the main socket after use, not simply on the appliance.
- Never tamper with or misuse any equipment provided for use in emergency situations e.g. fire extinguishers, smoke detectors, fire alarms call points etc. This is not only a breach of LSTM policy it is a criminal offence and will be dealt with as such. (Fire extinguishers are only to be used by trained personnel).
- All LSTM electrical wiring and equipment is tested and checked at regular intervals. Any repairs or modifications must only be made by LSTM Maintenance Staff. It is an offence to carry out any modifications or repairs yourself and may constitute a serious electrocution or fire risk.
- Electrical circuits should not be overloaded; if in doubt ask for advice.
- Report any faulty or malfunctioning equipment immediately and ensure that no one else can use it until a repair has been carried out.
- It is in your interest to find out where the first-aid boxes are situated and who are the first-aiders in the areas you frequent. Notices to this effect are posted around the buildings. Main reception also holds a list of qualified first aiders and can be contacted by dialling 0 or 3187.
- Make sure you know the positions of the nearest telephones for use in emergencies. For additional help in emergencies, LSTM have a Security Officer on duty 24 hours a day every day and can be reached by telephoning Ext 3187 / Mob 0777604307. The national number to ring in an emergency

ONLY where there is an in immediate danger to life; and/or a crime is in progress; and/or the offender is nearby is 999 (9-999 from inside LSTM). You will be asked if you want the Police, Fire Brigade or Ambulance service and be asked for the address of where you are. **You** must inform Security if you have requested assistance from the emergency services.

- For further information on any of the above issues or general health and safety advice, please contact Rick Young in the Health and Safety Office on 3262 (or 0151 7053262).

Fire Precaution, Prevention and Procedures

In the event of the alarm sounding, all doors will be shut; fire wardens will ensure everyone leaves their area and report to the fire officer at the assembly point(s). Details of fire assembly points are displayed on the fire action notices displayed next to each fire exit. The Assembly point for the main School Buildings is in Brownlow Street, at the raised car park which is between the 1966 Wing and the Foresight Centre. It is important that all persons obey instructions issued by those persons identified as "emergency staff", such as the Health and Safety Advisor, Security Officers and Fire Wardens.

On Discovering Fire

- Operate the nearest alarm
- Alert others in local area.
- Dial 9-999 and give exact location of fire.
- Attack the fire if suitably trained and it is safe to do so.
- Leave the building quickly and calmly taking the safest and shortest route – Do not use the lifts.DO NOT STOP TO COLLECT PERSONAL BELONGINGS
- Where possible close all doors
- Assemble at the appropriate assembly point and inform the Fire Warden, Fire or Police Officer if you are aware of any person unaccounted for.

On Hearing Fire Alarm

- Never assume the alarm is simply a practice exercise. Make safe whatever you gave been doing and leave the building quickly and calmly taking the shortest route – Do not use the lifts. DO NOT STOP TO COLLECT PERSONAL BELONGINGS
- Where possible close all doors
- Assemble at the appropriate assembly point and inform the Health and Safety Advisor, Fire or Police Officer if you are aware of any person unaccounted for
- Do not re-enter the building until told to do so by either the Fire Officer or LSTM Health and Safety Advisor.

Evacuation of Persons Who Are Mobility Impaired (Injured or Disabled)

- Assist to protected stairwell (enclosed by fire doors).
- Where possible, one person to remain with person who is mobility impaired.
- Report to the assembly point and report location of mobility impaired to the Fire Warden, Fire or Police Officer.
- In situations of imminent danger, assistance may be given to mobility impaired to enable immediate evacuation. (Evac Chairs are positioned throughout LSTM for use by trained staff ONLY).

Non-Alarm Verbal Evacuation

In certain situations evacuations will be carried out without sounding the fire alarm but by instruction from designated emergency staff.

Fire Prevention

You must always work in such a way that a fire cannot possibly be caused by your activities, taking particular care with equipment that can get hot, e.g. hot-plates, ovens and electrophoresis equipment. Note that Bunsen burners should only be used when there is no alternative, should not be left unattended and should be turned off when not in use.

- Never allow combustible materials to build up in an area of the laboratory e.g. paper towels, cotton wool, cardboard boxes and especially polystyrene boxes - keep these in a cupboard or dispose of them.
- Keep your work area and all fire escapes free from obstructions. Store hazardous materials safely.
- Doors marked "FIRE DOORS" must be kept closed at all times to prevent spread of fire. Do not wedge fire doors open
- Know the location and method of use of the first line fire-fighting equipment in your area - extinguishers, blankets.
- Know where your nearest fire exits and fire alarm points are located.
- The use of personal appliances for cooking i.e. toasters, deep fat fryers etc is prohibited. Microwaves provided by LSTM must not be left unattended when in use.
- Smoking on LSTM premises (indoors and outdoors) is prohibited (including the forecourt of the main building)

The LSTM Fire Safety Officer is Jeremy Gould, telephone 0151 705 2512. Each floor has a fire warden and a deputy.

Fire Alarm Testing

The fire alarms within all buildings are tested on a Friday morning unless notified otherwise. The test involves activating the fire alarm for a few seconds to ensure that the system is operating and to familiarise occupants with the alarm.

Means of Escape/Fire Doors

It is essential that means of escape are kept clear so that in an emergency people can exit a building quickly and safely.
All fire doors on campus are fitted with a self-closing device. The provision of fire doors is required by Building Regulations and fire risk assessment. They are there to protect the building and its occupants by providing resistance to the passage of fire and smoke and it is therefore imperative that they be kept closed at all times.

Fire Drills

LSTM is required to conduct regular fire drills. Normally, a drill will take place at the start of term September / during October to ensure new staff / students are familiar with LSTM's fire evacuation procedures. All staff, students and others (contractors, visitors, members of the public, etc.) are required to co-operate fully by following the emergency procedures.

Accidents

All accidents and potentially dangerous incidents must be reported to the LSTM Safety Co-ordinator Rick Young, ext. 3262, and an Accident Report Form must be completed. This includes any accident occurring in LSTM-owned areas and elsewhere when involved in activities which are part of your course / study (e.g. field trips).

Reporting even minor accidents, incidents and near misses may prevent more serious accidents in the future by highlighting problems or deficiencies. Certain types of accident and dangerous occurrences must be coordinated and reported by LSTM to the Health and Safety Executive (HSE) offices. The HSE advise that incidents of abuse, threats and violence should be recorded as accidents.

In the event of an accident, you should inform others immediately to maximise help. Minor injuries (e.g. cuts, etc.) can be treated by first aiders – list available in the Academic Registry / Main Reception. Remember to make the area of an accident scene safe....do not become a casualty yourself.
First Aid boxes are located strategically around LSTM including all laboratories; note their location and the identity of qualified first aiders in your area.

In emergencies, never hesitate to dial 9-999 from inside LSTM. It will always be answered, day or night. The person answering will call a doctor, ambulance or other assistance. **You must** inform Security if you have requested assistance from the emergency services Ext 3187 / Mob 07776046307.

Advice for pregnant students and new mothers

It is important to obtain sound advice as soon as you know you are pregnant. Delay can cause problems later on. If you believe you are pregnant you should have your pregnancy confirmed, or otherwise, by a doctor as soon as possible. You can obtain confidential advice from your own GP. If you prefer to seek alternative advice, there are a number of agencies that you can visit, including the Marie Stopes Foundation.

There may be risks to the unborn child and expectant mother working in laboratories. If you think this may apply to you, immediately ask to speak in confidence to a member of the laboratory staff or to the Student Experience Officer. We have a comprehensive procedure to support new and expectant mothers as students at LSTM. Please contact the Student Experience Officer for further information.

Lone and out of hours working

The LSTM has clearly defined legal obligations relating to the use of high-risk facilities and the undertaking of hazardous activities by those who are working alone, or who are working outside normal hours. The LSTM has a responsibility both for the safety of the person or persons involved in the work and for any other persons who may be in the building at the time.

The hours of **expected building occupancy in the LSTM are 0730 to 1900, Monday to Friday**. All work outside these hours including weekends, LSTM concessionary days and public holidays is subject to the policy for lone and out of hours working.

Work outside "expected building occupancy hours" is potentially more dangerous to the persons concerned as many of the support services and systems are not available. This covers staff and students, and in some cases visitors or contractors involved in Research, Teaching, Administration and all other work activities undertaken in the LSTM.

Staff, students, contractors, authorised visitors etc; must sign IN and OUT in the "Out of Hours" book which is located on the Original School reception desk (or main entrance in satellite buildings), if working outside the hours of expected building occupancy.

The "Out of Hours" book will be monitored by the duty Security Officer but individuals working in satellite buildings (e.g. Wolfson Building) must also inform the Duty Security Officer on Ext 3187 / Mob 07776046307.

If you intend to carry out any hazardous operation, i.e. anything covered by this booklet and the associated Codes of Practice and which could pose an immediate danger to yourself or the building in the event of an accident, you should be accompanied by another person, who should stay within communicating distance i.e. within the same or an adjacent laboratory. Hazardous operations as indicated by an appropriate risk assessment, should not be performed out of hours by lone workers. Non-hazardous operations (e.g. computing, writing) may be carried out alone although it is still desirable that someone else in the building should be aware of your location.

Children in LSTM

Students wishing to bring children/young person(s) onto LSTM premises must ensure that they have appropriate written permission from the Director of Education or nominee. The written permission must be available for inspection by the Reception/Security staff when booking in at Reception/out of hours log as appropriate.

Children/young person(s) must be fully supervised at all times to ensure that they remain safe and do not endanger others. Children/young person(s) are not permitted to enter hazardous areas including:

- Laboratories and associated facilities;
- Insectaries;
- Herpetarium;
- Plant rooms;
- Roofs;

- CTID service road.

Definitions:

Young Person: Anyone under the age of 18

Child: Anyone below the minimum school leaving age, (just before or just after their 16th birthday)

Crime Prevention and Personal Safety

LSTM and the University are in a busy urban area and, like any major city, Liverpool suffers from its share of crime. There is no reason why this should affect your enjoyment of life here, but you should be aware of it and take care to ensure that you do not become one of the victims of crime.

LSTM aims to raise awareness of crime prevention amongst all students and staff. Any suspicious persons or incidents should be reported to the Security Team via reception as soon as possible.

Staying Safe

You should be aware of your own safety. This is relevant to men as well as women; while women may sometimes be physically more vulnerable, most violent crime is directed against men.

All students should take care to avoid walking or cycling after dark in poorly lit areas, especially if alone, even if it means taking a longer route. Here are some points to consider:

- If walking at night, carry a torch
- Walk on the lit walkways on campus
- Don't walk alone, get a friend to go with you, especially at night
- Make sure someone knows where you are and when you expect to be back
- Unless you have pre-booked a taxi do not get into a mini cab for whatever reason. Only licensed Hackney cabs should be used unless your journey has been booked through a reputable mini cab firm
- Women should be extra cautious – keep your handbag tucked closely under your arm and don't overload yourself with bundles
- If you are being followed, change direction and head for a public place
- Have your keys ready when you approach your car, room or apartment, and enter immediately
- Always check inside your car before you drive off - someone could be hiding there
- Don't accept lifts from strangers
- Keep a £1 coin in your pocket – this will be useful if your purse or wallet is stolen
- Take particular care when withdrawing money from bank cash points. Be aware that you are vulnerable when handling your cash and card. Do not use cash points at night – think ahead and draw out any cash during the day

At Home

You should take just as much care at home. Wherever you live, in Student Halls or in private accommodation, it is important that you are aware of security, and that you secure your home. Having your accommodation burgled can be distressing, and is certainly inconvenient, so make it more difficult for a thief to get in. Here are some useful tips:

- Lock doors when you are at home to keep out unwanted guests
- Close and lock your doors and windows when you leave your room even to go to the bathroom or kitchen
- Ensure that you lock doors and windows whenever you go out, even if it is only for a few minutes. When you are sharing a house or flat with others, it is easy to assume that someone else has closed the windows and locked the door when you go out. Don't assume!
- Ensure windows and doors are secured before going to sleep
- Do not leave valuable portable items within easy reach of the windows
- Never leave notes on your door stating you are away or what time you will be back

- If you see a stranger near your room, ask if you can help him or her. If your suspicions are aroused, ring Security or the Police.

When you are looking for private rented accommodation it is worth taking into account the level of security at the property: are there window locks, for example, and good locks on the front and back doors?

Everyone in a Student Hall should be aware of the need for attention to security. Don't let anyone into a block unless you know they are residents, or bona fide guests of a resident. Investigate politely, and if you are suspicious report them to the Security Staff.

The outside doors of all buildings should be kept locked. Do not leave them propped open - we have learnt from bitter experience that this is a clear invitation to intending thieves.

Personal Property

If you leave bags or coats unattended you make it very easy for thieves. You do need to take care with your possessions, especially wallets, purses and cheque books. If possible leave things at home, or otherwise take advantage of somewhere secure to leave them. The University cannot take responsibility for any losses of your property – please take care of your possessions.

If you own a car or bicycle, you need to take care to secure it in the same way as you would any other possession, on the campus and elsewhere. Following these points can help to secure your vehicle:

Cars

- When you leave your car, ensure it is locked, and all windows are closed
- Always remove the ignition key
- Don't make it easier for a thief by leaving driving documents in the car; these could help to sell it
- Don't leave valuables on view in your car
- You may wish to consider buying a lock to fit on the steering wheel, or having an alarm fitted, which might deter a thief
- If possible, leave the car in an open area, where regularly overlooked; at night, try and choose a well lit area

Bicycles

There is a secure shed for bicycles on the LSTM forecourt. All student proximity cards are enabled for access and students may use the shed on a first come, first served basis. Students should ensure that bicycles are locked and the door is closed after use. Bicycle racks are also available at the front of the School free of charge– bikes have occasionally been stolen from here in the past, so using this facility is at the owner's risk and LSTM cannot take any responsibility for loss or damage to cycles in this area Students should make sure that their bicycle is fully insured by their own personal insurance policy.

The British Council have also produced a useful booklet for international students, called "Creating Confidence – Making Sure your Time in the UK is Safe and Enjoyable", which can be downloaded from: www.educationuk.org/global/articles/safety

Insurance

LSTM maintains insurance policies which cover students who act on behalf of LSTM in either a paid or unpaid capacity against legal liability.

Loss of or damage to personal property of students is not covered by LSTM insurance, other than where they are legally liable, and students are therefore advised to arrange 'all risks' insurance cover to protect their property. This form of cover may already be provided under the family household contents policy.

You will be required to take out LSTM insurance if you travel abroad as part of your studies. You will be given information about this when you start arranging your overseas work.

If you wish to insure your property against theft, loss or damage, please research an insurance comparison site such as comparethemarket.com, gocompare.com etc or contact:
Endsleigh Insurance: www.endsleigh.co.uk

HIV, Alcohol, Drugs and Smoking

Guidance and advice is available to all students on avoiding the health risks associated with sexual activity, alcohol, drugs and smoking in a series of leaflets from the Student Experience Officer. Students are advised to read these leaflets and both the above services will give further help as necessary.

Your attention is drawn to the fact that the possession and supply of certain drugs is a criminal offence and LSTM strictly upholds its legal obligation to prevent such activities taking place on its premises. It is important to remember that all drug use (including alcohol and tobacco) involves some risk to health and the University provides information, advice and support to those experiencing problems, whether through their own use or that of someone close to them.

To avoid HIV infection it is wise to assume that any sexual partner may be infected and to take the precaution of using a condom. Injecting drug users who share equipment (such as needles, syringes, spoons, water, filters) are at high risk of HIV infection. The risk is minimised by never sharing injection equipment and always using a condom during sex. Your local GP will advise and support any student who is concerned to change their habits in respect of any of the above activities.

Meningitis

Meningitis can be caused by a variety of organisms, only some of which are potentially fatal. For example, viral meningitis can cause flu-like symptoms which are sometimes quite severe but which are not life threatening.

There is no connection between this illness and the more serious ones caused by the meningococcal bacteria. The meningococcal bacteria can cause two types of illness: meningitis and septicaemia (blood poisoning). Of these, septicaemia is the more dangerous and the more likely to be fatal. The bacteria live in the nose and throat and are only passed on by prolonged, close contact. It has been estimated that between 10% and 20% of the population are carrying the bacteria at any given time and the great majority of people carry it without ever developing the disease. The important thing to know is that the disease can develop rapidly, sometimes within a matter of hours.

Am I at Risk?

Meningitis is a relatively rare disease but because it is a deadly disease you should be alert to the dangers. Next to children, teenagers and young adults are the group most at risk from meningitis. The vast majority of cases are isolated ones and the bacteria can only be passed on by prolonged, close contact.

What are the symptoms?

Early symptoms may be similar to those you get with flu or a hangover:
- Feeling feverish
- Vomiting
- Severe headache
- Stiff neck, back and joint pains.

Developed symptoms will include:
- Rash of tiny red bruises that don't fade under pressure
- Severe dislike of light
- Disorientation or coma

If you are feeling ill, make sure that your friends and/or Hall Tutor/Warden/Manager know this – having someone check on you could save your life. If you are concerned about any symptoms, contact a doctor.

REMEMBER – EARLY TREATMENT SAVES LIVES

How can I get further information?

By contacting any of the following:

Brownlow Hill Medical Practice: 0151 285 4578
NHS Choices: 111
Meningitis Trust: +44(0)808 80 10 388 (24 hour free helpline)

5. 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.palgrave.com/skills4study/sitemap.asp

Whilst there is a great deal of valuable information in this resource, familiarising yourself with the following sections would be particularly useful:

- Study skills, particularly the sections 'Writing' (particularly 'Referencing and Plagiarism') and 'Thinking' http://www.palgrave.com/skills4study/studyskills/thinking/index.asp
- Personal development planning

- The student experience – particularly the sections 'International students' (if applicable) and 'Postgraduate students'

Audio Recording of Lectures

It is LSTM's policy to permit students to audio record lectures. Any recording made is solely for personal use and for the purpose of private study.

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.

Student Support Desk

The Student Support Desk is open Monday to Friday, 8.30am to 2.30pm (closed for lunch 12.00pm-12.30pm). Students should use this as a first port of call for any enquiries.

Visas and Immigration Advice

Students needing to extend their visa during their studies should, wherever possible, make an appointment with the Student Experience Officer at least 3 months before their visa is due to expire. Making a visa extension application is a long process and you will need to collect certain supporting documentation. Not all of the documentation will be immediately available and in some cases you need to specifically request it so you need to plan ahead.

Student Experience Officer

The Student Experience Officer is located on the first floor of the 66 wing. An appointment can be made to see her through the Student Support Desk or by email. She can give practical help and advice with non-academic related matters, including disability support, accessing healthcare, visa advice, counselling services, accommodation, childcare & schooling. She is also responsible for student representation and co-ordinates a range of student feedback mechanisms, including Focus Groups and Module Evaluation Questionnaires (MEQs).

Student Representation

LSTM recognises the importance of appropriate student representation at all levels in the institution. Student representation on School/Departmental and Faculty committees is governed by a Code of Practice on Student Representation which provides an institutional framework for student representation and sets out the minimum requirements for student representation at School/Department and Faculty level. This is supplemented by an Annual Annex which offers guidance on the principles and implementation of the Code. These documents can be found at:
https://www.liv.ac.uk/media/livacuk/tqsd/student-enhancement/student-representation/cop_on_student_representation.pdf
https://www.liv.ac.uk/media/livacuk/tqsd/student-enhancement/student-representation/cop_on_student_representationannex.pdf

There is a formal committee structure within LSTM, where MSc students are represented and encouraged to air their views. The committees are:

- Masters Staff-Student Liaison Committee
- Boards of Studies (for each MSc programme)
- Programmes Board
- Quality Management Committee

Students from each MSc programme elect two representatives who between them are responsible for attending the meetings of the SSLC and the relevant Board of Studies and for thus feeding back the views of the student body. One student is elected from the MSc programme representatives to act as overall representative to sit on Programmes Board. It is a requirement of the committee structure that at least one MSc student participates in the activities of the Quality Management Committee (QMC). Volunteers for this role will be sought at the start of the programme. As this is a participatory role, student representatives are not expected to put themselves forward to sit on QMC.

Masters Staff Student Liaison Committee

The Masters Staff Student Liaison Committee (SSLC) meets 3 times per year and deals with issues of common concern across LSTM. The committee is made up of student representatives from the Masters programmes as well as academic and support staff from across the spectrum of activities in the School.

It is expected that the SSLC will consider, but is by no means restricted to, the following issues:

- Feedback on previous year Postgraduate Taught Experience Survey(PTES)/Masters Exit survey
- Pre-enrolment experience
- The enrolment experience
- Student Support Services e.g. Welfare and Accommodation
- General academic support e.g. personal tutoring system, personal development planning
- Resources, e.g. availability of teaching and learning materials, library opening hours, VITAL, IT provision
- Any issues on which the School might periodically seek specific feedback from the student body

The SSLC does not deal with individual matters relating to staff or students.

Boards of Studies

Each Masters programme has a Board of Studies (BOS) which oversees its planning, operation, management and development. Membership of the BOS consists of the Director of Studies for the Programme, the Director of Education, academic staff teaching on the programme, relevant Academic Registry staff and the elected student representatives. It is expected that students play an active role in the work of the BOS, with the exception of reserved and confidential business. The terms of reference of the BOS includes:

- Ensuring that all relevant parties are provided with accurate information about the programme of study, in particular the assessment of the programme
- Receiving and acting on external examiner reports

- Ensuring effective monitoring and evaluation procedures are in place, particularly for student feedback, and acting on these.
- Making recommendations regarding any proposed changes to the programme or modules
- Advising on any resource issues regarding the programme.
- Discussing any matters concerning individual applicants or students (this is classed as reserved business and the student representatives do not take part in discussion of such matters).

Student feedback is considered for action at the BOS for all programmes. Individual modules are formally evaluated by the students and this evaluation is fed back at Board of Studies meetings. The Student Experience Officer produces a summary of issues discussed which are relevant to students after each cycle of meetings. These are published on the Student Intranet.

The minutes of the SSLC are received at the Programmes Board, which reports to the LSTM Learning and Teaching Committee. The Programmes Board is concerned with the academic content of programmes. Membership of the Programmes Board consists of Directors of Studies, the Director of Education, relevant Academic Registry staff and the elected student representative. These committees meet every two months and are responsible for taking up any matters arising from the SSLC.

Faculty Representation

As an accredited institution of the University of Liverpool, LSTM Student Representatives may also have the opportunity to sit on Faculty committees.
Training is offered to all student representatives by LSTM and the Liverpool University Guild of Students, and student representatives will be informed of the dates available.

The Role of the Student Representative

Student Representatives are expected to:

- Attend student representative training
- Consult their peers on agenda items and ask for any additional items to be put forward in advance of the meeting
- Attend and fully participate in meetings
- Respect the confidentiality of meetings
- Participate in programme discussion groups and report to Boards of Studies
- Feedback outcomes of meetings to the student body
- Liaise with other student representatives on issues affecting their course
- Refer individual issues to tutors, the Director of Education or the Guild
- Ensure that the student perspective is considered in all decisions
- Provide a link between staff, students and the Guild
- Consider whether they would like to represent students on other LSTM and University committees

You can find out more information about what being a student representative entails on the Guild website: http://www.liverpoolguild.org/

Feedback from Students

Student feedback is obtained at frequent intervals and is considered for action by the programme's Board of Studies. Individual modules are formally evaluated by the students via on-line questionnaires and fed back at the Board of Studies meetings. There are also opportunities for informal feedback via tutors, the Programme Secretary and the Director of Studies by email or verbally. Regular focus group discussions are held. All of these mechanisms are encouraged. On completion of the programme, students evaluate the overall quality and organisation of the programme at School level via an on-line questionnaire. They are also invited to participate in the national Postgraduate Taught Experience Survey (PTES).

6. 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 has formulated a Code of Practice on Assessment which brings together in a single document 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 an important document and applies institution-wide - it 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 be in accordance 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 <u>full-time</u> 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 18th August 2016.

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 18th November if:

a. the board of Examiners has accepted mitigating circumstances in relation to the failed module(s); or

b. the failure relates to modules totalling 30 credits or more, without mitigating circumstances.

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 Masters 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 to their Programme Administrator by the deadline date of 31 October 2015. 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 in early November 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 Page 45).

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.

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/SiteAssets/SitePages/Departments/Support/Information%20Services/Student%20Sessions/LSTM%20Harvard%20Referencing%20Guide%20A4.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 the Student Intranet) and e-mail to assessment@lstmed.ac.uk 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 Mitigating Circumstances?

If you are experiencing difficulties in meeting a deadline, you should always apply for an extension **in advance**, rather than applying for mitigating circumstances **afterwards**. The Mitigating 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 mitigating 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 mitigating circumstances procedure in Section 7.

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 mitigating circumstances, they should complete an 'Application to Defer an Examination' form (available on the student intranet). 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 mitigating 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 Mitigating 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 the University. 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 mitigating 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 Bag Zone
- 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 Bag Zone 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 mitigating 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 mitigating 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.

The University Calculator

Except when otherwise stated, the only calculators allowed for use in an examination room will be the models adopted and specified by the University. These are the Casio FX83-SB-UH, Sharp EL-531WH and Sharp EL-W531B which are only available from the shop in the Guild of Students, stamped with the University crest.

You should not purchase the same models of calculators without the University crest from other retailers as these will not be allowed into the examination room. It is not possible to stamp the University crest on a calculator you have bought elsewhere.

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

The University 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.

Full information about the penalties for late submission of assessed work, including information about special circumstances and School/Departmental responsibilities, are available in section 6 of the University's Code of Practice on Assessment:
www.liv.ac.uk/student-administration/exams/policies-procedures/code-of-practice-assessment.

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 Departments and Schools 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 2015-16 can be found on Page 9. 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 Student Intranet. 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 (week 24) in order to meet deadlines for project planning and submission for ethical approval (if applicable).

A failed dissertation may also 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): (i) more than two components of Semester 1 modules: or (ii) Semester 2 modules totalling 30 credits or more.

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 the 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 Attendance (Tier 4)* can be viewed on the LSTM website.

*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 UK Home Office Immigration Sponsor. In this regard LSTM has statutory responsibilities to monitor and report to the UK Home Office any international student who fails to attend regularly and within normal expected attendance levels within the University.

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.

Mitigating 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 'mitigating circumstances' if they are accepted in mitigation of the poorer than expected performance.

When a Board of Examiners accepts that there have been mitigating 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 in mitigation of poorer than expected performance students may be allowed (where practicable) to retake the assessment as if it were a first attempt.

Mitigating 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 mitigating circumstances. If mitigating circumstances affect your studies then it is **your** responsibility to report all circumstances which you wish to be taken into consideration to your Programme Administrator.

You should report such mitigating 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 Mitigating Circumstances Committee in accordance with the procedures set out in the Mitigating 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 Mitigating 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 mitigating 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 mitigating circumstances forms to Assessment@lstmed.ac.uk .

Further information regarding mitigating 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. This 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 Student Experience Officer or the Academic Registrar can provide advice on visa issues.

Jury Service

From time to time students are called for jury service. Jurors are selected at random by Her Majesty's Courts Service from the electoral register and everyone on the electoral register between the ages of 18 to 70 may be selected.

Where jury service is likely to interfere with your study or assessment, you may seek deferral of the service. The Jury Central Summoning Bureau evaluates any requests for deferral, which is usually for no more than 12 months. A letter can be obtained from LSTM to assist you in any request for a deferral. To do this you should complete the jury summons, including Section 3, and take the completed form to the Student Support Desk.

When a jury summons is received by the Student Support Desk, the Director of Education will write on your behalf to Her Majesty's Courts Service enclosing the summons and explaining that it would be detrimental to your studies to experience disruption due to undertaking jury service.

It should be noted that LSTM can only make a request for deferral: the decision to allow a deferral rests with Her Majesty's Courts Service.

Her Majesty's Courts Service will reply directly to you. Where no reply is received in a reasonable time you should contact Her Majesty's Courts Service to enquire about the progress of your application for deferral.

LSTM cannot request an excusal on behalf of a student. Excusal requests should be sent directly by a student to the Summoning Bureau.

Misconduct

As a student you are expected to conduct yourself, both on and off the campus, in a manner which demonstrates respect for the University, its staff, fellow students and property, and for other members of the local community in general. The University 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 and the following provides a

substantive but not exhaustive list of activities which the University regards 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. 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 undergraduate and 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 Academic Compliance Team based in Student Administration and Support (appeals@liv.ac.uk). 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

The Student Charter, published at the front of this Handbook, sets out the general entitlements and responsibilities of students. If you believe you have a legitimate complaint, you should refer in the first instance to the Student Charter to clarify what is reasonable for you to expect from the University in the relevant area and whether you have discharged your corresponding liabilities, if applicable. If you do not know who is responsible for a particular area or how to contact them, you should contact the LSTM Student Support Desk.

If, having consulted the Student Charter, you wish to proceed with a complaint you may invoke the Student Complaints Procedure. The Student Complaints Procedure sets out how students may seek to have their complaints addressed. It should be recognised that the vast majority of student complaints can be handled fairly, amicably and to the satisfaction of all concerned on an informal basis. Only when informal means have been exhausted should a formal complaint be pursued.

The Student Complaints Procedure does not cover the following matters for which separate procedures exist:

- Appeals against academic assessment and progress decisions (see www.liv.ac.uk/student-administration/student-administration-centre/policies-procedures/appeals and www.liv.ac.uk/student-administration/exams/results/progression)
- Disciplinary issues (see www.liv.ac.uk/student-administration/student-administration-centre/policies-procedures/conduct-discipline)
- Complaints relating to the Guild of Students (visit the Guild reception for advice)

The Student Complaints Procedure can be found at www.liv.ac.uk/student-administration/student-administration-centre/policies-procedures/complaints.