Freedom of Information

Liverpool School of Tropical Medicine

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UK

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Reference LSTM/FOI/14-016

18th November 2014

Dear Requestor,

Many thanks for your request received on 11th November 2014 regarding *the student contract*. Please find below the response to your enquiry.

**Question 1**: Documents that set out the overarching rights and responsibilities of students at your institution – whether called a “student contract”, “student terms and conditions” or otherwise – that are made available:

a. to prospective students;

b. to students when an offer of a place is made; and

c. to students after they have accepted an offer of a place.

**Response:**

**LSTM is an independent HEI offering a** number of postgraduate programmes leading to University of Liverpool Master, Diploma and Certificate awards, together with a variety of our own diplomas, certificates and shorter courses. LSTM is working towards achievement of its own Degree Awarding Powers and, in consequence, is developing a number of its own policies and procedures. As this is not yet complete, currently we work to a combination of local policies and those instigated by the University of Liverpool.

**The Admissions policy is available from the LSTM website at** <http://www.lstmed.ac.uk/media/28784/lstm_admissions_policy.pdf>

Students who have commenced their courses are bound by the University of Liverpool Student Charter if they are studying for an MSc, PhD or Diploma in Tropical Medicine & Health (see attached document LSTM\_FOI\_14-016\_UoL\_student\_charter). This can also be found on the University of Liverpool’s website at: [http://www.liv.ac.uk/media/livacuk/tqsd/student-enhancement/student-charter/student,\_charter.pdf](http://www.liv.ac.uk/media/livacuk/tqsd/student-enhancement/student-charter/student%2C_charter.pdf)

Those students who are registered on LSTM’s own programmes are bound by the LSTM student charter (see attached document LSTM\_FOI\_14\_016\_B4 C7 LSTM Student Charter).

**Question 2**: Documents that set out your institution’s right to vary a document that falls within category 1 above.

**Response:** We do not have any documents we are able to supply in answer to this question, however, we gather student feedback through focus groups, their involvement in committee meetings and on-line surveys. Through these mechanisms we gather their views on documents and policies including the student charter.  We would act on this feedback to change our documents/policies if it was felt to be necessary.  We also have a schedule to review documentation at least annually to make sure it is fit for purpose.

**Question 3**: Documents that set out your institution’s right to vary the courses you offer, whether before or after enrolment. By way of example, variations to a course might include a change of staff, change of location, change of teaching or assessment method, increase in fees, or cancellation of a course or unit.

**Response:** Please see the following link on our website: <http://www.lstmed.ac.uk/learning--teaching/changes-to-programmes/>

**Question 4**: Documents (such as a policy) that evidence how, or whether, your institution acts in accordance with the documents in categories 1, 2 and 3 above.

**Response:** Currently, we would work to the University of Liverpool’s policy on policy on consulting students about changes to programmes:

<http://www.liv.ac.uk/media/livacuk/tqsd/quality-and-enhancement-framework/programme-development/policy_on_consulting_and_informing_students.pdf>

Should you be dissatisfied with our response, please contact us within a reasonable time (within 2 months of this response) to library@lstmed.ac.uk.

If you remain dissatisfied, you may appeal this decision to the Information Commissioner. The contact details for the Information Commissioner are Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF, or via the website www.ico.gov.uk.

Should you require any further information or assistance in this matter, please don’t hesitate to contact me at the above address.

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Yours sincerely,

Julia Martin

Head of Information Services