Programme Specification

2016/2017

LSTM
LIVERPOOL SCHOOL OF TROPICAL MEDICINE

Part A: Programme Summary Information

1	**Title of Programme**	**Humanitarian Studies**
2	**Programme Code**	MSc/HS
3	**Entry Award (s):**	
3a	Entry Award 1	MSc – 180 Credits:7
3b	Entry Award 2	PGDip – 120 Credits:7
3c	Entry Award 3	PGCert – 60 Credits:7
4	**Exit Award (s):**	
4a	Exit Award 1	MSc – 180 Credits:7
4b	Exit Award 2	PGDip – 120 Credits:7
4c	Exit Award 3	PGCert – 60 Credits:7

5a	**Start Date**		**5b** **End Date**	

6	**Frequency of Intake**	Annually
7	**Mode of Study**	FT
8a	**Applicable Framework**	LSTM LT REG 01
8b	**Exemption Required**	
8c	**Exemption Approved**	
8d	**Details of Exemption**	
9	**Director of Studies**	Imri Schattner-Ornan
10	**Board of Studies**	Humanitarian Masters Board of Studies
11	**Board of Examiners**	Master's Board of Examiners
12	**External Examiner(s)**	Pat Gibbons
13	**Professional or Other Body**	None
14	**Reference Points**	Priorities of relevant national and international organisations in global health (Foreign, Commonwealth and Development Office, UK; United States Agency for International Development; World Health Organisation); QAA Master's Degree Characteristics (2020); The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (2014)

15a	**Home/EU Fee**		**15b** **Overseas Fee**	

16	**Additional Costs to the Student**	The programme fee covers the cost of a project based in LSTM and, this includes lab projects. However, students on programmes that are not lab-based may only be able to do a lab project if they are suitably qualified. Some projects also involve a short period of data collection overseas (normally 2-4 weeks). Students who choose projects with overseas travel must cover any additional costs for the overseas trip (estimated £3,500). Students are not required to pay these additional costs at registration but must have the necessary funds available in March when booking travel, accommodation etc.

Part B: Programme Aims and Outcomes

17   Overview of the Programme

The programme reviews historical and current policies and practice in humanitarian assistance and explores novel approaches in responding to the challenges of today's humanitarian problems. It is responding to the need for a professional, integrated, accountable and ethical approach to humanitarian interventions in which humanitarian workers are often called upon to operate in complex and demanding environments. Opportunities for in-depth study include regional and country case studies and modules addressing specific aspects of humanitarian interventions. In addition, the programme offers participants an opportunity to develop and undertake a research project, usually overseas, in an area of special interest indicated by client non-governmental organisations, international organisations or national ministries. Alternatively, participants may undertake a desk-based research study of a specialist aspect of humanitarian interventions or they may undertake and document a placement / internship with an appropriate non-governmental or international organisation (NGO/IO).

From a student's perspective, the programme follows a path from general introduction to the world of humanitarian action, to examining key settings and the management of relief operations, cumulating with the research project or placement, allowing students to incorporate both the practical and theoretical trends of the programme. At the same time, the programme follows a coherent path towards a research project/internship, starting with general introductions to research and progressing, via the Scientific and Professional Skills, to look at specific skills useful for the student.

18   Aims of the Programme

No.	Specific Aim	Entry Award
1	Produce graduates who are committed, informed, proactive and effective professionals, capable of taking substantial and leading professional roles in humanitarian interventions and activities.	All Awards
2	To enable students to gain a deeper understanding of the history and political economy of war, disasters, and humanitarian action, with particular attention to the relief operations and the health and well-being of individuals and populations	All Awards
3	Give participants an opportunity either to conduct an independent in-depth field-based or desk-based research study of a specialist aspect of humanitarian interventions or to undertake and document a placement / internship with an appropriate NGO / IO.	MSc Only
4	Provide an interdisciplinary forum in which participants from a variety of professional backgrounds (e.g.health, political and social sciences, engineering, agriculture, development, international humanitarian law, human rights, administration and media) can explore differences and highlight shared approaches in humanitarian relief.	All Awards
5	Facilitate high quality learning that is informed by critical analysis of current research related to the humanitarian sector'	All Awards

19   Skills and Other Attributes

No.	Skill/Attribute	Module(s)	Mode of Assessing
1	To communicate ideas, knowledge, and strategies confidently and effectively, both orally and in writing	All modules	Written assessments and oral presentations
2	To take responsibility for self-managed learning	All modules	Indirect contribution to all assessments
3	To work effectively both independently and in collaboration with others	All modules	Indirect contribution to all assessments
4	To apply skills in effective research project and time management to set goals, prioritise activities and meet deadlines	All modules	Assessed indirectly in all modules through timely submission of assessments
5	To apply numerical and IT skills with confidence and accuracy	TROP 702, 733, 700	Formative examination (702, 700); dissertation data analysis (733).

20 Subject Based Learning Outcomes

A **Knowledge and Understanding.** Upon successful completion of the programme, a student should have developed and be able to demonstrate:

No.	Learning Outcome	Module(s)	Mode of Assessing	Entry Award
	A systematic understanding and critical awareness of current issues and priorities in the field of humanitarian studies	TROP 704, 712, 718 726	Essays, assignments, presentations	All Awards
	Ability to critically analyse the impact of humanitarian emergencies on health and well-being	TROP 704, 712, 718, 726	Essays, assignments, presentations	All Awards
	Knowledge of a range of relevant research methods and understanding of how the methods can be applied to address particular research questions	TROP 702, 733, 700	Exam (MCQ), research proposal, essay, dissertation	All Awards
	Ability to apply knowledge and understanding of quantitative and/or qualitative methods in the design of a research study and to analyse and interpret critically data	TROP 702, 733, 700	Exam (MCQ), research proposal, essay, dissertation	All Awards
	Expertise in critically appraising the evidence base for current operational guidelines	TROP 704, 712, 718, 726	Essays, assignments, presentations, dissertation	All Awards

B **Cognitive Skills.** Upon successful completion of the programme, a student should be able to:

No.	Learning Outcome	Module(s)	Mode of Assessing	Entry Award
	Apply the principles and values of ethical practice with regard to the design and practice of research studies, consent and confidentiality in the collection and presentation of data, and publication	TROP 733, 700	Dissertation	MSc Only
	Analyse, synthesise and evaluate information from a variety of sources in a critical manner	TROP 704, 712, 718, 726	Essays, assignments, presentations, dissertation	All Awards
	Apply subject knowledge and understanding in a variety of contexts to analyse and reach evidence-based conclusions on complex situations, problems and opportunities	TROP 704, 712, 718, 726	Essays, assignments, presentations, dissertation	All Awards
	Demonstrate creativity, innovation and originality in the application of knowledge	TROP 704, 712, 718, 726	Essays, assignments, presentations, dissertation	All Awards

C   **Practical/Professional Skills.** Upon successful completion of the programme, a student should be able to:

No.	Learning Outcome	Module(s)	Mode of Assessing	Entry Award
	Comprehend and integrate the working environment of relief operations by knowledge of working practices, best-practices and priorities.	TROP807, TROP718, 700	Essay, presentations	All Awards
	Formulate a research question, (or equivalent, e.g. project objective leading to recommendations), devise an appropriate research strategy and take a systematic approach to project planning and management	TROP 702, 733, 700	Exam (MCQ), research proposal, essay, dissertation, placement / consultancy project report	All Awards
	Effectively manage, analyse and report data (collected in the field, in a desk-based study or literature review)	TROP 702, 733, 700	Exam (MQC), research proposal, essay, dissertation	All Awards
	Undertake research investigations in a responsible, safe and ethical manner and accurately record the data collected	TROP 733, 700	Dissertation	MSc Only

21   Career Opportunities

The MSc Humanitarian Studies (MHS) aims to strengthen links between academic institutions and operational humanitarian organisations. The skills, knowledge, and understanding of humanitarian issues gained during the programme, help prepare graduates to practise at a senior level in organisations involved in the prevention of, and response to, humanitarian crises. Past students have gone on to take a wide variety of positions, including Head of Policy and Strategy for MSF (Doctors without Borders), through to country director roles, with project placements all over the world. Many have also gone into other fields such as the public sector in the UK NHS (intercalating medics), social enterprises, law, social work, Political Advisor in the British Parliament.

Part C: Entrance Requirements

22	**Academic Requirements**	Open to graduates with at least a Second Class Honours Bachelor's degree or overseas equivalent, although each application is judged on its own merits and exceptions to this entry requirement may be made. We will consider graduates from all disciplines as the programme is interdisciplinary. Evidence of engagement with the humanitarian or voluntary sector is desirable, but not essential. Medical students who have completed at least three years of study and wish to intercalate are also accepted onto the programme.
23	**English Language Requirements**	The programme is taught in English. Applicants whose first language is not English must normally provide evidence of an IELTS (International English Language Testing System) score of at least 6.5 with a minimum of 5.5 in all learning components, or a TOEFL (Test of English as a Foreign Language) score of at least 88 for the Internet-based Test (iBT), with minimum scores of 21 for Listening and Writing, 22 for Reading and 23 for Speaking. Tests should be within their validity period of 2 years. Other English Language Tests and country specific English Language qualifications are also accepted - a full list with details of levels required can be found on the LSTM website (http://www.lstmed.ac.uk/study/how-to-apply/english-language-requirements). Applicants who have recently completed a degree level qualification taught in a majority English speaking country (as defined by UK Visas and Immigration (UKVI) may also be accepted at the discretion of the Director of Studies.
24	**Recognition of Prior Learning**	All programmes of study will permit entry with credit attributed to previous certificated study up to a total of one third of the credits required to be awarded a MSc Degree, Postgraduate Diploma, Postgraduate Certificate or Postgraduate Award.
25	**Work Experience**	Non-graduates with considerable satisfactory work experience and evidence of appropriate in-service training will also be considered. Field experience is desirable but not essential.
26	**Other Requirements**	None

Part D: Programme Structure

27a Overview

LSTM programmes are taught within a dynamic environment by staff working at the cutting-edge of research in tropical medicine and global health. They are designed to enable the professional development of the student, to be relevant to students from both the UK and overseas and to promote approaches to study that will enable students to continue their learning into the future.

The programme comprises an introductory induction week, taught modules totalling 120 credits and a 60 credit dissertation. A 20-credit module (10 ECTS credits) represents 200 hours of student learning activity including assessment and self-directed study. Many students carry out a fieldwork-based dissertation project overseas but students can opt to conduct a laboratory project if they are suitably qualified, or literature-based project that does not involve travelling abroad. All types of project have the key aims of developing the students' skills in formulating a research question, designing and implementing a research project and critically interpreting and presenting the findings. The timing of modules across the academic year recognises the financial and time constraints faced by LSTM students, many of whom are from overseas. To allow students to access LSTM programmes in an economical and time-efficient manner, there are only 2 weeks holiday scheduled over Christmas. The remaining weeks of holiday are deferred to the end of the academic year.

The modules available to students following the programme are shown in Section 27b. Required modules are necessary to achieve the programme learning outcomes and must be taken by all students following the programme. Currently, only the final block of the 2nd term provides optional modules. Depending on their background or interests, students may opt to replace a recommended optional module with one offered as part of another LSTM MSc programme, subject to the agreement of the Director of Studies and any restrictions on class size.

27b Timetable

Sem	Dates	Week	Modular Structure (MHS) 2022/23	
Semester 1	12/09/2022	0	Induction	
	19/09/2022	1	Trop702 Research Methods in Public Health (20 credits)	Trop700 Scientific & Professional Skills (20 credits)
	26/09/2022	2		
	03/10/2022	3		
	10/10/2022	4		
	17/10/2022	5		
	24/10/2022	6	Assessment	
	31/10/2022		Reading week / Programme events	
	07/11/2022	7	Trop704 Context and Developments in Humanitariansim (20 credits)	
	14/11/2022	8		
	21/11/2022	9		
	28/11/2022	10		
	05/12/2022	11		
	12/12/2022	12	Assessment	
	19/12/2022		Xmas Break	
	26/12/2022		Xmas Break	
Semester 2	02/01/2023		Reading / Programme Re-induction	
	09/01/2023	1	Trop712 Complex Humanitarian Emergencies & Responses (20 credits)	
	16/01/2023	2		
	23/01/2023	3		
	30/01/2023	4		
	06/02/2023	5		
	13/02/2023	6	Assessment	
	20/02/2023	7	Trop718 The Practice of Humanitarian Relief (20 credits)	
	27/02/2023	8		
	06/03/2023	9		
	13/03/2023	10		
	20/03/2023	11		
	27/03/2023	12	Assessment	
	03/04/2023		Reading week / Programme events	
	10/04/2023	13	Trop726 Global Climate Change and Health (20 credits)	
	17/04/2023	14		
	24/04/2023	15		
	01/05/2023	16		
	08/05/2023	17		
	15/05/2023	18	Assessment	
Semester 3	22/05/2023	1	Trop732 Research Project: Humanitarian Health & Public Health Programmes (60 credits)	
	29/05/2023	2		
	05/06/2023	3		
	12/06/2023	4		
	19/06/2023	5		
	26/06/2023	6		
	03/07/2023	7		
	10/07/2023	8		
	17/07/2023	9		
	24/07/2023	10		
	31/07/2023	11		
	07/08/2023	12		
	14/08/2023	13		
	21/08/2023	14		
	28/08/2023	15		
	04/09/2023	16		

27c Options

The Global Climate Change & Health module (block 3, 2nd term) is optional. Students can replace it with modules from other LSTM MSc programmes following discussion with director of studies. See other Programme Specifications for details.

Part E: Learning, Teaching and Assessment Strategies

28   Learning, Teaching & Assessment Strategy

The L&T strategy is 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. Self-study is supported by informal staff contact, scheduled help sessions and on-line discussion. To develop cognitive and intellectual skills, the programme involves 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 policymakers 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.

The assessment strategy is 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. General assessment procedures, assessment criteria and regulations with respect to late submission are communicated to the students in the LSTM Masters Student Handbook. Students are directed to the relevant module area in Brightspace for information relating to specific assignments.

29   Assessment Schedule

Code	Title	Date	Time	Assessment	Details
704	Context and Developments in Humanitarianism	Semester 1	End of Module	Written (5000 words)	Essay (approved topic)
			In Module	Presentation	Individual
702	Research Methods in Public Health	Semester 1	In Module	Exam	Statistics MCQ
			End of Module	Written (1500 words)	Critical Reflection
712	Complex Humanitarian Emergencies and Responses	Semester 2 Block (1)	End of Module	Written (4500 words)	Essay (approved topic)
			End of Module	Written (500 words)	Reflection
			In Module	Presentation	Individual
718	The Practice of Humanitarian Relief	Semester 2 Block (2)	End of Module	Written (3000 words)	Critical analysis
			End of Module	Presentation	Group
726	Global Climate Change and Health	Semester 2 Block (3)	End of Module	Written (2500 words)	Critical review
			End of Module	Written (500 words)	Reflection
			In Module	Presentation	Group
700	Scientific and Professional Skills	Semester 2 Blocks (1-3)	In Module	Written + artefact (3000 words)	Scenario based
			End of Module	Written (2500 words)	Formative Research proposal
733	Research Project	Semester 3	End of Module	Written	Dissertation

30   Pass Mark

The pass mark for each module is 50%.

31   Compensation and Resits

Compensation
Where the overall average mark in all taught modules is 50% or above, a mark of 40-49% in one module of 20 credits will be deemed compensable. The compensation rule will not apply to the Postgraduate Award or to stand-alone modules. Marks for modules passed by virtue of the compensation rule will be recorded as a pass mark of 50%.
Re-sits
Students who fail one or more modules at the first attempt will normally be offered one reassessment opportunity for each failed component. Reassessment will normally take place in the defined reassessment period, but where this is not possible, within twelve months of the failed assessment. A failed research project may be submitted on one further occasion only, within one year of the original date of submission. Marks achieved through reassessment will be capped at 50% for the purpose of calculating the overall average mark and determining classification for an award. The actual mark achieved through reassessment will be the mark recorded on the transcript. Students will not be permitted a reassessment opportunity for any module or assignment they have passed, with the aim of improving the mark, except in the case of extenuating circumstances. Group assignments marked together will re-sit as a group unless circumstances requiring individual re-sits exist. Further information relating to the re-sitting of examinations, including timing of re-sits, can be found in the LSTM Masters Student Handbook.

32   Marking Descriptors

LSTM has generic assessment criteria applicable to all written work (below). Assessment criteria for individual assignments can be accessed by students in the module Brightspace folder.

%	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.

33   Final Award and Alternative Qualifications

Final Award

Students who attend for a minimum period of 12 months of full-time study, and who achieve a minimum 180 credit points at FHEQ level 7, and successfully complete a dissertation/research project worth 60 credits will be eligible for the award of a Master's degree. In order to be awarded the Master's in Humanitarian Studies, the credits achieved must include TROP704 and TROP712.

Students who attend for a minimum period of 30 weeks of full-time study, and who achieve a minimum of 120 credit points at FHEQ level 7, will be eligible for the award of a Postgraduate Diploma. A Postgraduate Diploma shall be comprised either of all taught modules if an entry award, or may include the 60 credit research project module if an exit award. To be awarded the Postgraduate Diploma in Humanitarian Studies, candidates must achieve 120 credits from the taught component of the MSc programme (i.e. excluding TROP733) as detailed in Section 27b to include TROP704 and TROP712.

Students who attend for a minimum period of 15 weeks full-time study, and who achieve a minimum of 60 credit points at FHEQ level 7, will be eligible for the award of a Postgraduate Certificate. To be awarded the Postgraduate Certificate in Humanitarian Studies, the credits achieved must include a total of 60 credits from any of the following modules: TROP 704, 712, 726, 718, 702, 700.

A mark of Merit or Distinction will be awarded according to the criteria below. A Merit or Distinction may be awarded if a student has failed and then passed on re-sit any credit that counts towards the final award during the relevant period of study at LSTM, however, marks are capped at 50% for the purposes of calculating the award. Marks achieved in modules which are passed under the compensation rule may also be counted towards 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 Distinction a student must achieve:
* a Distinction grade for the dissertation and;
* an overall average of at least 70% in 120 credits of taught modules

For a Postgraduate Diploma with Distinction a student must achieve:
* an overall average mark of at least 70% in 120 credits of taught modules; or
* an overall average mark of at least 70% in 60 credits of taught modules and a Distinction grade for the dissertation

For a Postgraduate Certificate with Distinction a student must achieve:
* an overall average mark of at least 70% in 60 credits of taught modules

For a Master's degree with Merit a student must achieve:
* a Merit grade for the dissertation and;
* an overall average mark of at least 60% in 120 credits of taught modules

For a Postgraduate Diploma with Merit a student must achieve:
* an overall average mark of at least 60% in 120 credits of taught modules; or
* an overall average mark of at least 60% in 60 credits of taught modules and a Merit grade for the dissertation

For a Postgraduate Certificate with Merit a student must achieve:
* an overall average mark of at least 60% in 60 credits of taught modules

Average marks falling up to 2% below any grade boundary are deemed to be borderline cases. In these cases the award is determined by consideration of the profile of marks across all taught modules. To be awarded the higher grade, at least 50% of the taught credits must be at the higher grade.

Students who take modules on a stand-alone basis will become eligible for an award with Distinction or Merit where they:
* Subsequently register for a programme of study which leads to an award and successfully complete the required credit through the study of appropriate modules as defined in the programme specification or;

Accumulate sufficient credit for an unnamed award in accordance with an approved programme of study.

Where a student has successfully completed modules which exceed the required credit for the award the calculation of the overall average mark and determination of classification will be based on the modules with the higher marks.

Criteria for the award of an alternative qualification

If a student fails to meet the criteria for the award of a Master's degree, a Postgraduate Diploma, or Postgraduate Certificate or is unable to complete the programme he or she registered for, he or she will be eligible for the award of one of the following as an exit qualification:

* Postgraduate Certificate in Humanitarian Studies – this will be awarded to students who have previously registered for either the Master's degree or Postgraduate Diploma provided that the student has achieved a minimum of 60 credits. The credit may not include any dissertation credits. In order to qualify for a 'named' Postgraduate Certificate in Humanitarian Studies, the credits achieved must include a combination of any of the following to a value of 60 credits: TROP 704, Trop 712, Trop 726, 718 , Trop 702, 700.

Postgraduate Diploma in Humanitarian Studies – this will be awarded to students who have previously registered for the Master's degree provided that the student has achieved a minimum of 120 credits the 120 credits may include dissertation credits to the value of 60 credits. In order to qualify for a 'named' Postgraduate Diploma in Humanitarian Studies, the credits achieved must include at least 60 credits from any of the following TROP704, TROP712, Trop 726, 718, Trop 702, 700. Students who fail to achieve the required credits for a named award will exit with an unnamed award.

Part F: Quality Assurance

34   Examination Process

The Masters Board of Examiners consists of the LSTM Dean of Education (Chair), Academic Registrar (Secretary), the External Examiners from all LSTM MSc programmes and all members of academic staff who have made a major contribution to the teaching and assessment of the programmes.

The Terms of Reference are as follows:

• To monitor methods of assessment against set learning outcomes and programme requirements

• To ensure standards of assessment are maintained

• To assess students' performance in accordance with regulations

• To reach overall decisions concerning awards

• To make recommendations to the Board of Studies on the conduct and standards of all assessment procedures

External Examiners are responsible for ensuring that awards made by LSTM are of a comparable standard with those of similar subjects and awards of other Higher Education Institutions in the United Kingdom, as stated in the Code of Practice on External Examining which is available at: http://www.lstmed.ac.uk/study/quality-manual

Further information on the assessment policies and procedures can be found in the LSTM Masters Student Handbook, including:

• The penalties for the late submission of assessments

• The rules relating to plagiarism and collusion

• Ill-health and other special factors

Information on the purpose, method and schedule of assessment and the timescales for the submission of assessments can be found in the Programme Handbook (available on the LSTM student intranet) and on the Brightspace programme page.

35   Student Representation and Feedback

Box 35 Student Representation and Feedback

LSTM is committed to receiving and responding to student feedback in order to develop learning and teaching within the institution and to improve the overall quality of the student experience. Students are encouraged to evaluate individual modules and the programme via an online survey tool. The survey results are reported at Board of Study (BoS) meetings, together with any additional feedback from the student representatives. Regular focus groups will be held and there are opportunities for informal feedback via tutors and module convenors.

Students will be formally represented within the LSTM committee structure:

(a) The **Staff Student Liaison Committee (SSLC)** meets 3 times a year and includes an elected representative from each programme, including any programme streams. The minutes of the SSLC are received by the Learning & Teaching Committee (L&TC). The membership of the SSLC, its terms of reference and the manner in which it conducts its business conform to the requirements of the Code of Practice on Student Engagement and Enhancing the Student Experience - http://www.lstmed.ac.uk/study/quality-manual

(b) Each Master's 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 Academic Registrar, elected student representatives, Registry staff supporting the programme, Convenors of Modules and those making a significant contribution to the programme.

Students play an active role in the work of the BoS, with the exception of reserved and confidential business. The minutes of all Boards of Studies are received by the L&TC.

(c) The **Quality Management Committee** (QMC) oversees the academic standards and quality assurance and enhancement of all taught programmes, ensuring that LSTM's quality assurance processes are fully informed by external expectations including the UK Quality Code for Higher Education. Two students from across all programmes serve as full members of the QMC. The QMC reports on academic quality assurance and enhancement issues to the L&T Committee. The Committee meets a minimum of four times per academic year and is responsible for:

•   Approving, monitoring and reviewing programmes and modules

•   Approving recommendations for the appointment of external examiners for LSTM programmes.

•   Monitoring the progress of actions raised by External Examiners

•   Developing, monitoring and reviewing the peer observation system

Part G: Diversity and Equality of Opportunity and Widening Participation

36   Diversity and Equality Statement

The programme's design, structure and content are consistent and compliant with the University's Diversity and Equality of Opportunity Policy. LSTM provides a multicultural, multidisciplinary learning environment in which all students benefit from the opportunity to share diverse experiences and outlooks, supported by staff who are themselves from a variety of

national and cultural backgrounds and spend significant periods of time working overseas. LSTM recognises that some students need extra help and guidance in adjusting to a new country, culture or learning environment. Accordingly, we provide a comprehensive range of relevant non-academic student support services. The Personal Tutor System aims to provide students with advice and support in matters related to academic work and to enable the development of independent study habits suitable for higher education. Reasonable adjustments are made to assessment for disabled students in line with University of Liverpool regulations (Code of Practice on Assessment 2012-13: Appendix K).

Part H: Status of Professional, Statutory or Regulatory Body Accreditation

37   Accreditation Status

Not applicable

Annex: Modifications

Description of Modification (Please include details of any student consultation undertaken or confirm that students' consent was obtained where this was required)	Major/Minor Modifications	Date Approved by QMC	Date Approved by Mgt Cttee	Cohort Affected