

**Online
Taught
Masters
Student
Handbook**

LSTM

LIVERPOOL SCHOOL
OF TROPICAL MEDICINE



2019/20

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LSTM Online Taught Masters Student Handbook

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

Welcome from the Dean of Education, LSTM

The Liverpool of Tropical Medicine has a long tradition of teaching, with students physically coming to Liverpool. But for the first time in 2019 a LSTM fully online master's programme will be delivered to students wherever they are in the world. We know that this approach suits many of today's post graduate students. But we also see it as a key strategy to help us achieve our School aim '*To save lives in resource poor countries through research, education and capacity strengthening*'. So, we are delighted to welcome you as a student at the LSTM, and we hope that you will have an exciting, thought provoking and productive time studying with us,

Professor Phil Padfield
Dean of Education.

You will already have received a number of emails containing information to help you register and start accessing 'Brightspace', our Virtual Learning Environment (VLE). However, you will need the information in this handbook to guide you throughout your programme. The handbook includes details about your course, services to support you, and guides and regulations that govern your academic progress and assessments. It is important that you read it and then keep a copy accessible.

There is a link in the Induction Resource on Brightspace for you to confirm that you have received and read this handbook.

At LSTM you will mainly deal with staff from three different teams, all of which play different roles to support you whilst you are a student with us.

Academic staff

These include your academic programme director, module leaders and other LSTM staff who work with you on discussion boards or supervise your dissertation

Administrators

These include your programme administrator in the Registry Team, the Quality Team (who deal with assignment marking,) and the Student Advice and Wellbeing (SAW) Team

The Technology Enhanced Learning Team (TEL)

The TEL team develops and maintains all your online material. They have a help desk which is staffed during office hours

Date	Week	Module and Submission Dates	Week	Module
9.9.19	Programme Induction			
16.9.19	Module zero	Core 1: Global Health	Module zero	Core 2: Research Methods
23.9.19	1		1	
30.9.19	2		2	
7.10.19	3		3	
14.10.19	4		4	
21.10.19	5		5	
28.10.19	6		6	
4.11.19	7		Working time	
11.11.19	8		7	Assignment submission Monday 11.11.19 12.00 GMT
18.11.19	9		8	
25.11.19	10		9	
2.12.19	11		10	
9.12.19	12		11	
16.12.19	Working time	Group working Task & Reflection Assignment submission Monday 16.9.19 12.00 GMT	12	
23.12.19	Holidays		Holidays	
30.12.19	Working time		Working time	
6.1.20	Working time		Working time	
13.1.20	Mid-semester break	Assignment submission Monday 13.1.20 12.00 GMT	Mid-semester break	Assignment submission Monday 13.1.20 12.00 GMT
20.1.20	Module zero	Leadership in Health Systems		
27.1.20	1			
3.2.20	2			
10.2.20	3			
17.2.20	4			
24.2.20	5		Module zero	Electives: 1) Qualitative Research <i>or</i> 2) Advanced Epidemiology and Statistics
2.3.20	6		1	
9.3.20	7		2	
16.3.20	8		3	
23.3.20	9		4	
30.3.20	10		5	
6.4.20	Holidays		Holidays	
13.4.20	11		6	

20.4.20	12		7	
27.4.20	Working time		8	
4.5.20	Working time		9	
11.5.20	Working time		10	
18.5.20		Assignment submission Monday 18.5.20 12.00 GMT	11	
25.5.20			12	
1.6.20			Working time	
8.6.20			Working time	
15.6.20			Working time	
22.6.20				Assignment submission Monday 22.6.20 12.00 GMT

Useful Contacts

Programme Directors/Administrators

Programme	Director of Studies	
MSc Global Health	Dr Martha Chinouya	martha.chinouya@lstmed.ac.uk

Board of Examiners

Chair of Board of Examiners	Prof. David Laloo	director@lstmed.ac.uk	3261
Secretary to Board of Examiners	Ruth Pollard	ruth.pollard@lstmed.ac.uk	3266
Assessment Officer	Prof. Phil Padfield	phil.padfield@lstmed.ac.uk	3262

External Examiners 2019/20

MSc Global Health	Prof. Mireille B. Toledano, Imperial College London	
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Other Useful Contacts

Dean of Education	Prof. Phil Padfield Phil.padfield@lstmed.ac.uk	3262
Academic Registrar	Ruth Pollard ruth.pollard@lstmed.ac.uk	3266
Library Manager	Jackie Pearce library@lstmed.ac.uk	4339
Student Welfare and Experience Manager	Lesley Bennett saw@lstmed.ac.uk	9593
Student Experience Officer	Leah Dempsey saw@lstmed.ac.uk	9591
Teaching Laboratory Manager	Maria Midgley maria.midgley@lstmed.ac.uk	3136
LSTM Facilities Supervisor	Jeremy Gould jeremy.gould@lstmed.ac.uk	2512
Technology Enhanced Learning Unit	TEL@lstmed.ac.uk	3250

1. Student Advice and Wellbeing (SAW)

LSTM is committed to providing both academic and personal support to students so that you to have every opportunity to reach your full potential. The Student Advice and Wellbeing (SAW) team focus primarily on student welfare and experience and are responsible for:

- Providing comprehensive, professional and timely support for all LSTM students regardless of where you are based
- Providing accurate information with regards to disability and mental health support and to ensure that adjustments are made for students with disabilities
- Providing support, helping you to reduce any stressors and to guide you through support processes
- Providing online psychoeducational resources and eBooks
- Providing a range of wellbeing initiatives aimed to improve your mental and physical health
- Ensuring that your voice is heard, that your thoughts and opinions are recognised and that you feel like a valued member of our community
- Providing training and psychoeducational sessions for staff including mental health awareness and suicide prevention to ensure that staff are equipped to support you, are aware of boundaries and know when to refer cases on.

For general information about Student Advice and Wellbeing, visit our website:

<https://lstmed.sharepoint.com/sites/Students/SitePages/Student%20Advice%20and%20Wellbeing.aspx>

However, if you are facing any personal challenges, the SAW team is there to help you. You can contact the team by:

Email: SAW@lstmed.ac.uk

Phone: +44 (0)151 702 9593 ext. 4593 (during office hours)

Support for Students with Disabilities at LSTM

If you have a disability, LSTM is committed to supporting you and will make reasonable adjustments to allow you to concentrate on your studies and to support your independence. If you did not disclose a disability on your application form, you can choose to do so at any time by contacting the Student Experience Officer at SAW@lstmed.ac.uk. We strongly advise you to disclose as soon as possible to ensure support can be implemented from the start of your course.

While we understand that not everyone who might need support thinks of themselves as 'disabled', we use the single term 'disability' to cover a broad range of physical and sensory impairments, medical conditions, specific learning difficulties and mental health difficulties.

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 working towards reducing these barriers by developing a more fully inclusive learning environment for all our students.

When you have disclosed a disability, the Student Experience Officer will write to you and ask you to complete a Learner Support Questionnaire. Completion of the questionnaire will help us 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 personalised plan of academic and personal support. Some support can take a little time to implement so it's important that you complete and return the questionnaire along with your supporting medical evidence as soon as possible.

Academic Student Support and Advice

Most students who study at the LSTM already have an undergraduate degree or a recognised professional qualification. However, we realise that some students have not studied for several years, have never studied at a UK university, or both. So, we have provided you with a number of resources on Brightspace a) to help you start your studies and b) for you to dip into at specific times in your programme e.g. for assignment writing, group work or dissertation development. The main resources are described below, and all are accessible on Brightspace for the duration of your studies at the LSTM. If you have questions or concerns about your skills, after you have worked through these resources or perhaps after your first assessment, do contact your Director of Studies.

Study Skills Suite – Brightspace

The following four resources start with a self-assessment which may help you decide which resources you want to do and in what order. Each can be completed in full in about an hour.

For students studying Global Health it is essential to work through Critical Thinking and Library Skills before you start taking the first two core modules.

Reading and Note Taking

Online programmes involve a lot of reading and this resource will help you to plan and manage your reading.

Critical Thinking Skills

Critical thinking and critical appraisal is a key part of most Master level programmes. If you are not familiar with this topic, it is essential that you carefully work through this resource before starting the Research Methods module.

Writing Skills

Most of your assessments will involve writing, but there will also be many opportunities for you to contribute to discussion boards, take part in debates and work in online groups. All of these require writing skills. If you wish to revise your academic writing skills, we advise you to work through this resource, especially before preparing your first assessment.

Group Work and Presentations

Many of our online modules involve group work, some of which is assessed. This is a useful resource that helps you think about working alongside others, especially in an academic setting. It also has some good tips for face to face presentations. Although most of your group working will be done online, the principles remain the same.

Library Skills

To help you get started, the Library have developed a set of resources including a series of short videos and information guides (Library Basics). These cover topics such as how your library account works, how to access library resources off-campus, and how to use the Library's Discover search tool to locate specific reading material.

Academic Integrity

We have prepared a tutorial on Brightspace to help you familiarise yourself with good referencing practice, plagiarism, how to avoid plagiarism, and the consequences of committing plagiarism. Here, you will also find information on how to paraphrase, how to use quotes and how to reference correctly. This session is fully interactive and should take around 20-30 minutes to complete. It is fully interactive, and it is essential before you start working on the discussion boards and start preparing your first assignment.

An Introduction to Reflective Practice

Reflective practice is an important part of many programmes. Whether this topic is familiar to you or not you are advised to work through the resource , which will take about three hours as it will introduce the topic, discuss its relevance for Global Health , demonstrate one model you may choose to use and then provide examples of what we understand as good practice. You will also have the opportunity to submit a reflective piece and obtain personal feedback.

Readings

Readings for your programme can be found embedded in the materials in Brightspace and are also provided in list form. Most of the reading is essential to the understanding of the module and you will be expected to complete this. Other resources are designed to extend your knowledge in your areas of interest. If you cannot access a reading, please tell the module leader, so they can investigate this with the library staff.

If you would like to suggest a purchase for the library (journal, book or e-book), you can complete this form on the student intranet at: <https://lstmed.sharepoint.com/sites/Students/SitePages/Home.aspx>

Programme Administrator

Your programme administrators should be your first stop for most questions and queries that you have about your academic progress (once you have fully registered). If they cannot help with your problem, they will be able to quickly direct you to someone who can. Our advice is to 'keep in contact', especially if something happens that may affect your ability to keep up with your studies.

Director of Studies

The Director of Studies will offer advice on academic matters related to the programme, academic progress 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 proofread drafts of assignments.

Module Leader (Lead)

Module leaders can give students further information about their module as well as guidance about choosing the right optional modules for their interests and needs. They will also work closely with students during the module and subsequent assessment. They will not proofread drafts of assignments.

Personal Tutor

All students on master's programmes in LSTM are allocated a Personal Tutor. The tutor can discuss your progress and whether you feel you are progressing towards your Global Health competencies. They may also be able to advise on your personal development. It should be noted that it is not always possible to match tutors to the student's subject area, due to availability of staff. Students should contact their Personal Tutor early in the programme. Tutors will usually be happy to arrange an initial Skype meeting and then follow up as required by email. Usually they would be happy to meet (virtually) or make contact once or twice a semester.

Dissertation Supervisor

Masters students are allocated a dissertation supervisor after they have chosen their dissertation project. The amount of support given by a dissertation supervisor is subject to strict guidelines. Students will be given further information about supervision arrangements in Semester 2 (19/20).

2. Your Programme of Study

LSTM Masters programmes are governed by the rules and regulations regarding assessment set out in the Code of Practice on Assessment and Feedback and the Regulations for Postgraduate Taught Programmes. These documents can be found at: <http://www.lstmed.ac.uk/study/quality-manual>

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. 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. Your module tutors will be happy to engage in discussion with you and to hear your views and opinions.

Student Engagement and Attendance

We have designed our online programmes to be flexible around the needs of part-time students. However, for you to participate with the teaching and satisfactorily complete your programme there is a minimal level of engagement and attendance that we recommend and require.

Introductions and good beginning: Please introduce yourselves in each module in week zero, or week 1 at the latest. Students who have not introduced themselves or logged into the module by the end of week 2 may be removed.

Weekly participation: Our programmes are structured by the week, as you will have seen in the programme timetable. It is important to try to work through the programme in date and week order. This can be done online, or offline by downloading the Brightspace Materials as well as your readings. Students who are travelling and working in areas with poor connectivity will find this useful.

Brightspace flags up how often a student accesses the module materials. We would expect all students to access Brightspace at least weekly. **If you are out of internet contact for more than a few days, please let your module leader know.**

Discussion boards, tasks and assessments: Some of your assessments or tasks will be 'summative' which means you obtain feedback and marks that count towards your award. Or they may be 'formative' and you will receive feedback but no marks. It is important to engage in both sorts of assessments / tasks as they are designed in a step by step manner to help you achieve the programme learning objectives and competencies. You may not be able to take part in all discussion board exercises or formative work. But, if you cannot participate at all in each week, please contact your module leader. If you cannot meet the deadline for a piece of summative work, you must contact the assessment team assessment@lstmed.ac.uk

We are describing a 'light touch' approach to monitoring your attendance. But your engagement in the programme may be taken into consideration if you are applying for extensions, cite extenuating circumstances or if your progress is being reviewed.

LSTM Learning, Teaching and Assessment Strategy

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

A 20-credit module is equivalent to 200 hours of learning time. This is usually divided into 12 weeks of guided study on Brightspace. Students are expected to spend 12-13 hours each week working through the online materials, reading and taking part in activities or tasks. There are also three weeks allocated for assignment preparation (see the timetable).

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. Online 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 to learn from each other.

Online students can also take advantage of lectures given by the many distinguished researchers and policy-makers who regularly visit LSTM. These are freely available to students (and interested colleagues!).

Online Access to LSTM Seminars and Lectures

<https://www.lstmed.ac.uk/news-events/seminars-and-lectures>

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.

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>

The following, more formal section deals with the regulations governing all students studying online. As a result, not all the details will relate to every student.

Programme Structure

Full-time and part-time Master's degrees, Postgraduate Diplomas, Postgraduate Certificates and Postgraduate Awards are normally delivered within the following timeframes:

- Master's degree, full time: 1 year
- Master's degree, part-time: 2 years
- Postgraduate Diploma: 30 - 40 weeks
- Postgraduate Certificate: 15 weeks
- Single module: 15 weeks

The period over which the programme is designed to be studied must be stated in the programme specification. Specific pre-requisites for individual modules will be detailed in the module specification.

Students confirm registration for an approved programme of study when they register and will only be eligible for a different award if they change their registration or if the award is an exit award.

Students may register for master's modules on a stand-alone basis with or without academic credit. If they choose to undertake academic credit, this may be accumulated towards an award, provided the criteria as defined in the programme specification are met. Students who initially register for modules on this basis before registering for a programme of study at a later date may be permitted to complete the required modules over a longer period and/or in a different sequence to that described in the programme specification, provided this is with the approval of the Director of Studies and within the maximum registration period.

In addition to the general entry requirements for admission to a master's programme as detailed on the LSTM website, candidates may be required to meet additional entry criteria for a particular programme such as suitable work experience or professional qualifications as defined in the programme specification.

Programmes of study are designed to enable students to choose from a number of optional modules.

Full-time programmes of study are designed to ensure that the spread of credit is distributed evenly across the specified period of study. For a taught master's programme, each semester should be made up of 60 credits. Any variation in structure should be fully justified on academic grounds and approved by the Learning & Teaching Committee.

Programmes of study are normally designed to begin at the start of the academic year, but it may be possible for a student to start a Certificate programme at the beginning of Semester 2 if this is specified in the Programme Specification.

Module and Credit Requirements

LSTM regulations state that all provision should be modularised, with each module being assigned appropriate assessment(s) detailed in the module specification. 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 one credit represents 10 hours of student effort (either formal contact time, assessment, or independent study).

A Master's degree programme will consist of taught modules of usually 20 credits and a 60 credit research module.

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

- a) Require successful completion of at least 180 credits at FHEQ level 7;

- b) Include a 60 credit independent dissertation;
- c) Include exit points where a student may be awarded a Postgraduate Diploma, Certificate or Award (named or unnamed) provided they have successfully completed the required number of credits for the award (which may not include the 60 credit dissertation).

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

- a) Require successful completion of at least 120 credits at FHEQ level 7;
- b) Be comprised either of all taught modules if an entry award, or may include the 60 credit dissertation module if an exit award;
- c) Include exit points where a student may be awarded a Postgraduate Certificate or Award (named or unnamed) provided they have successfully completed the required number of credits for the award. This may not include the 60 dissertation.

iii. A programme of study leading to a Postgraduate Certificate shall:

- a) Require successful completion of at least 60 credits at FHEQ level 7;
- b) Be comprised of all taught modules;
- c) Include an exit point where a student may be awarded a Postgraduate Award (named or unnamed) provided they have successfully completed the required number of credits for the award.

iv. A programme of study leading to a Postgraduate Award shall require successful completion of at least 30 credits at FHEQ level 7.

Awards and Programme Titles

Awards may be named or unnamed. A named award carries the title of the programme that the student has successfully completed (e.g. Master's Degree in...). An unnamed award carries a title which reflects the level achieved (e.g. Master's Degree).

Named awards will normally be given if:

- a) The student was registered for an approved programme of study and has successfully completed the required modules as detailed in the programme specification or;
- b) The student was registered for an approved programme of study and has not successfully completed all the required modules as detailed in the programme specification but has successfully completed the required modules for a lower award or;
- c) The student was registered for an approved programme of study but exits having successfully completed the required modules for a named exit award as detailed in the programme specification.

In order to become eligible for a named award, candidates who have successfully completed stand-alone modules which are the required elements of an approved programme of study, as detailed in the programme specification, must register for the relevant award within the maximum registration period.

Unnamed awards will normally be given if the student has failed to successfully complete the modules required for a named award as detailed in the programme specification but has met the minimum credit requirements for the award.

Where a student has previously accepted a named or unnamed award but subsequently chooses to continue their studies and successfully completes modules required for a higher award within the maximum registration period, they will be required to return the lower award in order to become eligible for the higher award.

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

Pass Mark and Classification

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

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;
- 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 Postgraduate Award with **Distinction**, a student must achieve:

- An overall average mark of at least 70% in 20 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.

For a Postgraduate Award with **Merit** a student must achieve:

- An overall average mark of at least 60%

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.

For the purposes of calculating the overall average mark and determining classification, marks for modules passed by reassessment will be capped at 50%. Marks for modules passed by virtue of the compensation rule will be recorded at a pass mark of 50%.

Students who take modules on a stand-alone basis will become eligible for an award with Merit or Distinction 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 Award in Global Health-this will be awarded to students who have previously registered for either the Master's degree, the Postgraduate Diploma or Postgraduate Certificate, provided that the student has achieved a minimum of 30 credits. To qualify for a 'named' Postgraduate Award in Global Health, the credits achieved must include two core modules.

Postgraduate Certificate in Global Health-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. To qualify for a 'named' Postgraduate Certificate, the credits achieved must include the three core modules.

Postgraduate Diploma in Global Health-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. To qualify for a 'named' Postgraduate Diploma in Global Health, the credits achieved must include the three core modules. Students who fail to achieve the required credits for a named award will exit with an unnamed award.

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 mandatory 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.

Dissertation

All MSc students will need to successfully complete a 60-credit dissertation, once they have successfully completed their taught modules.

The dissertation handbook is still being finalised and will be circulated by January 2020.

Completion of Assignments

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

You may find that a deadline for two assignments falls on the same day, particularly in semester 2 if you are taking two modules within the same block. This is to ensure that each module contains an appropriate number of learning hours to cover all learning outcomes of that module. Students should

plan their work accordingly – for example, there is nothing to stop you uploading one of the assignments by an earlier date and 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 absencing 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.

Format

- All assignments must be typed and submitted electronically via Turnitin
- 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
- Page numbers should be centred at the bottom of each page
- Word count must be included on the 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 and all assignments. Students should pay attention to the guidelines regarding the use of tables and text boxes, as this can catch students out.

Referencing

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

<https://lstmed.sharepoint.com/Departments/Information-Services/Pages/Student-Sessions.aspx>

EndNote X7 reference management software is also available to download from the student intranet.

Extensions

If you believe that you have a good reason for not being able to submit your coursework by the deadline date, you should complete an Extension Request Form (downloadable from Brightspace) and e-mail this to assessment@lstmed.ac.uk normally at least seven days before the assessment deadline date. This will be forwarded to the relevant Director of Studies for approval. Please note that extensions are granted only in **exceptional circumstances** (such as medical problems, family illness, bereavement etc.). Extensions for longer than 2 weeks and those relating to the dissertation must be approved by the Dean of Education. Last minute computer-related problems will not be accepted as grounds for granting an extension. If you have any queries about this, please contact your programme administrator by emailing studentsupport@lstmed.ac.uk or calling +44 (0)151 705 3232.

Extension or Extenuating Circumstances?

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

Submitting Assignments

You will need to submit all assignments electronically through TURNITIN, which will issue an electronic confirmation. Please bear in mind that the submission through Brightspace will be counted as the official submission time. If you leave submission until the last minute, delays caused by the computer being slow in uploading your work 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 TEL Unit (TEL@lstmed.ac.uk).

For all assessments, you should take care to upload the correct file. If you realise you have uploaded the incorrect file, you should email the TEL Unit (TEL@lstmed.ac.uk) immediately, attaching the correct version, and copying the Quality Unit (quality@lstmed.ac.uk) into the email. Provided the correct document is received before the deadline, the TEL Unit will delete the incorrect file so you can upload the correct version. We cannot accept substitute files once the deadline has passed. However, if you think you may have a case for extenuating circumstances, do not open or make further changes to the document you intended to upload, but email it immediately to the TEL Unit (TEL@lstmed.ac.uk), copying in the Quality Unit (quality@lstmed.ac.uk).

Submitting Your Coursework to the Plagiarism Detection Tool in Brightspace

You will find full instructions for the use of Turnitin in the assessment area of each Brightspace module/programme. Turnitin highlights any parts of a piece of work that appear to be similar to any text in the public domain (websites, reports and academic journals) and other students' work that may have been submitted to Turnitin. It can differentiate whether a quotation has been correctly referenced or not. An academic tutor and/or administrator reviews all Turnitin reports.

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 Number:
- Assignment Title:
- Anonymous exam number: *

*This number should have been sent to you during registration. If you do not know your exam number, please contact studentsupport@lstmed.ac.uk.

Assignments are marked anonymously wherever possible. The MSc dissertation is not marked anonymously. It will be stated in Brightspace if assignments will **not** be anonymously marked.

File Requirements

Files submitted through Turnitin must comply with the guidance below:

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

File Names

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

24578 Introduction to Tropical Medicine and Health.docx

Late Submission of Assessed Work

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

Coursework submitted late will incur a daily penalty of 5% of the total marks available for the assessment for up to five days after the deadline but will not be reduced below the pass mark of 50%. Coursework submitted more than five days after the 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 will 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. For these purposes, 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 although no support services are available on these days.

Marking and Moderation

For LSTM Master's programmes, the module leader takes major responsibility of marking the assignments or the examinations according to set criteria, and a second marker is responsible either for double-marking or moderating 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.

For every assessment task which contributes to an award there will 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.

Written assignments are normally marked anonymously. However, the master's dissertation is not marked anonymously, due to the close involvement of the supervisor in the project.

Moderation is the sampling of assessed work to check whether the standards are appropriate and have been applied consistently. Moderators are asked to confirm the appropriateness of the mark awarded by the marker and comment on their perceived quality of the feedback to students. Individual marks may not be changed based on moderating a sample since a student could be advantaged or disadvantaged depending on whether or not their assessment was sampled. Moderation of marking must be undertaken in circumstances set out in the Code of Practice on Assessment and Feedback: <http://www.lstmed.ac.uk/study/quality-manual>

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 LSTM courses which result in an award being made. These examiners, senior academics or persons with professional expertise, are independent of LSTM. They help LSTM to ensure that the standards of its awards are comparable with similar subjects and awards in other UK universities. They ensure that the assessment processes in LSTM are appropriate, rigorous, fair and 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 2019-20 are listed on page 6 of the handbook. 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 module leader.

Code of Practice on Assessment and Feedback

The Code of Practice on Assessment and Feedback is a statement of the principles underlying the design, implementation and review of assessment strategies in taught programmes, the submission of coursework marking, and the provision of feedback. It sets out the principles relating to consideration of extenuating circumstances, deferral of assessment, and reassessment opportunities. It can be accessed on the LSTM website at:

<https://www.lstmed.ac.uk/sites/default/files/centre/COP%2010%20v2.1%20Assessment%20and%20Feedback.docx>

Regulations for Postgraduate Taught Programmes

The Regulations for Postgraduate Taught Programmes set out the framework for awarding of credit-bearing taught programmes. The Code and Regulations can be found at <http://www.lstmed.ac.uk/study/quality-manual>

Timing of Assessments and Disclosure of Results

Students will be notified of the deadlines for all assignments at the beginning of the programme. For Master's modules, at least one assessment will be scheduled to take place after the end of teaching i.e. during the associated assessment period. Timing of in-course assessments will take account of the students' assessment commitments across the programme.

LSTM aims to return marks and feedback to students within 4 weeks of the submission deadline for assessments which are due after the end of the teaching period of the module, and within three weeks for assessments scheduled during a module. However, there are occasions when it can take longer, for example, 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.

The disclosure of 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 after each semester (usually March / April, July and October / November);
- 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.

Provision of Feedback to Students

The LSTM procedure on the provision of feedback to students can be found on the LSTM website: <http://www.lstmed.ac.uk/study/quality-manual>.

Feedback to students will be provided on all assignments, through Brightspace. Feedback may take various forms, depending on the nature of the assessment, including individual written comments, generic class feedback through Brightspace or through an online seminar. You will also can discuss your assessment with the marker, although you may not contest your marks (see appeal process). If you feel that you would like additional feedback to that offered, you should contact the module leader.

Official Announcement of Degree Results

Provisional degree results will be available to students following the Board of Examiners' meeting in October / November. Students on LSTM online part-time MSc programmes which commence in September will normally graduate two years later in December and receive their official transcripts and certificates at the December graduation ceremony. If students do not attend the graduation ceremony, their degree certificate and academic transcript will be posted to the permanent address listed in the Student Information System (SIS).

Re-assessment

For all programmes, students are normally offered one reassessment opportunity for each failed component. Where there are several assessment components for a module, the Board of Examiners will determine which element(s) of a failed module shall be offered as re-sit(s).

Students may not re-sit or re-submit assessments where they have achieved a mark of 50% or above, or where they have passed the module overall (except in the case of extenuating circumstances).

Students may proceed with a dissertation if they have failed taught modules but may be prevented from doing so if failure to complete key modules would mean that undertaking the dissertation project would put themselves and/or others at risk.

Marks achieved in reassessment 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. The mark achieved in reassessment is the one which will count, even if lower than the original.

For MSc programmes, re-sits for first semester module will normally take place in March / April. Second semester modules re-sits will normally take place in August.

Students who register on a Master's or Postgraduate Diploma but who exit with a lower award, because of failure in assessment or because of withdrawal from the programme with good reason, will be eligible for a Merit or Distinction for the lower award provided they meet the criteria on page 14.

Resubmission of a Master's Dissertation

A failed dissertation may be resubmitted on one further occasion only, within one year of the date of first submission. A decision will be made by the markers, through the marking rubric, as to whether the dissertation is 'redeemable'. If the dissertation is considered 'redeemable', the student will be given the opportunity of re-submitting on the same topic with minor modifications. Students whose dissertation is not considered 'redeemable' will register for a semester's supervision, paying the relevant fee. Students who are required to re-write the dissertation on a new topic will undertake either a desk-based or lab-based project in LSTM. Resubmission, re-examination and, where relevant, bench fees will apply.

3. Dealing with Problems and Difficulties

Poor Attendance

Students who regularly participate are generally successful in their studies. You are permitted to proceed with your programme if you maintain acceptable progress as evidenced by satisfactory results in relevant assessments and regular attendance (as previously outlined).

Non-attendance or poor attendance may ultimately lead to a decision of termination of studies by a Board of Examiners.

Directors of Studies, or their nominated representatives, will review your attendance on a regular basis. Where there is evidence that a student is failing to engage satisfactorily with the programme, the Progress Board will request that the student attend a formal Progress Panel with the relevant Director of Studies, a member of academic staff not involved in teaching or assessing the student, and the Academic Registrar. The purpose of the Panel will be to advise the student on what is required in order to improve and, if appropriate, to explain to the student the options available to change registration status or to withdraw from the programme.

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.

Further information about progress can be found in the Code of Practice on Monitoring Student Progress and the Conduct of Boards of Examiners: <http://www.lstmed.ac.uk/study/quality-manual>

Sickness Absence Policy

Attendance is monitored through Brightspace. If you are unable to keep up with or participate in your online studies due to illness you should inform studentsupport@lstmed.ac.uk. An absence due to a valid cause such as illness will be classed as 'authorised'.

Absence for reasons other than illness can only be allowed after a request has been approved by the Director of Studies. A student on a taught programme who knows in advance that they will be absent must submit a *Request for Authorised Absence*. The form can be completed retrospectively at the discretion of the Director of Studies or Module Leader, provided it is received no later than two weeks after the last missed session, please contact the team in Registry for this.

Extenuating Circumstances

Students sometimes perform more poorly in assessments (whether examinations or other types of assessments) than their previous performance or achievements would have predicted. Sometimes this

poor performance can be attributed, or partially attributed, to particular circumstances beyond the control of the student. These circumstances are described as 'extenuating circumstances' if they are accepted as a reason for the poorer than expected performance.

Extenuating circumstances may include, for example:

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

Independent documentary evidence, such as medical certificates, must be provided in all cases to verify extenuating circumstances. It is the responsibility of the student to report all circumstances they wish to be taken into consideration by submitting a claim to assessment@lstmed.ac.uk.

Extenuating circumstances should be reported as soon as possible (normally within five working days) after the events under consideration occur, and normally 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 submit an assessment which counts towards the final mark of a module owing to illness or other unavoidable circumstances, you must inform the Academic Registry Team by emailing studentsupport@lstmed.ac.uk **before the assessment deadline** in order for the absence to be regarded as authorised.

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

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

Students are encouraged to speak to their Director of Studies or Personal Tutor before submitting a claim for extenuating circumstances. 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 the completed extenuating circumstances form to assessment@lstmed.ac.uk.

A claim for extenuating circumstances will not normally be upheld if an extension to an assignment or deferral of an examination was granted or could have been requested.

For claims that are accepted, the Extenuating Circumstances Committee will make a recommendation to the Board of Examiners on the impact of the extenuating circumstances and action to be taken. Where circumstances are accepted as a reason for poorer than expected performance, the most common outcome is for students to be allowed (where practicable) to retake the assessment as if it were a first attempt. A Board of Examiners is not permitted to alter any mark. A student's mark can only be changed if they re-sit or re-submit the assessment.

Further information regarding extenuating circumstances can be found within the Code of Practice on Assessment and Feedback: <http://www.lstmed.ac.uk/study/quality-manual>

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 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 notetaking, 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, in unfair and/or dishonest academic practice.

The following definitions of academic misconduct are contained within the Code of Practice on Academic Integrity and apply to all types of work submitted by students, including, for example, written work, diagrams, charts, tables and pictures.

Poor academic practice is a failure by the student to fully appreciate the rules of academic writing. Examples include:

- Minor errors, such as missing quotation marks, mistakes in referencing or citation, gaps in the bibliography or reference list or poor paraphrasing.
- Material that is appropriately referenced but has been copied extensively from other sources, either verbatim (word for word) or with minor re-wording.
- Self-plagiarism, when a student submits a piece of work (or part thereof) for assessment on more than one occasion.

Poor academic practice is not a disciplinary offence but can result in the mark being penalised through judicious use of the marking rubric. Feedback to students will reflect the fact that marks have been deducted for poor academic practice and will include advice on how students can avoid such mistakes in future work.

Breaches of Academic Integrity include plagiarism, collusion, copying, falsification of data and commissioning.

Plagiarism is 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 include:

- Material that has been copied from other sources, either verbatim (word for word), or with minor re-wording without appropriate referencing
- The deliberate presentation of another's ideas as one's own

Collusion is when, unless with official approval (e.g. in the case of group projects), two or more students collaborate in the preparation and production of work and then present it for assessment in an identical or substantially similar form as the product of their individual efforts.

Copying is when a student presents work for assessment that has been copied from a student or other person without their knowledge.

Falsification of data is when a student presents data based on work purported to have been carried out by the student that has been invented or altered.

Commissioning is when a student presents for assessment work that has been procured (by financial or other inducement means) for this purpose. This includes requesting another party to prepare all or part of an assignment (with or without payment) on the student's behalf.

Assignments submitted through Brightspace are automatically checked for similarity to other sources by the plagiarism detection tool 'Turnitin'. Turnitin will detect copying from assignments submitted by other current or previous students and from assignments that a student has 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, or if there is a higher than expected level of similarity between assignments submitted by two or more students, these are treated as breaches of academic integrity.

To avoid 'self-plagiarism', you must not re-use an assignment for one module to satisfy the requirements of another module. Self-plagiarism is a problem because you cannot be given credit twice for the same piece of work. In some modules you will be given quite a lot of freedom to choose the topic of your assignment or its context. You should avoid deliberately choosing a topic or context that overlaps significantly with a previous assignment. If you feel that overlap between other assignments is unavoidable, you should discuss the issue with the Module Leader 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 online 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 is not 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 are liable to be severely penalised. They may be given a mark of zero for the assessment concerned or, in the most serious cases, may even be required to suspend or terminate their studies.

For more information, please refer to the LSTM Code of Practice on Academic Integrity which is available on the LSTM website as part of the Quality Manual: <http://www.lstmed.ac.uk/study/quality-manual>

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 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. It allows you to take time out of your studies so that you can regain your health or sort out other problems without any 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 Registry team. 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 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 that you did not study 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 registration is updated. You will be reminded to do this by email.

Information about the refund 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 this with your Personal Tutor or Director of Studies. The most appropriate time to transfer to another programme is before choosing semester 2 optional modules. If the transfer is approved by the two Director of Studies, the Academic Registrar will arrange for the change in registration to be made.

Misconduct

As a student you are expected to conduct yourself, both off-campus and on-campus should you visit, in a manner which demonstrates respect for LSTM, its staff, fellow students and property, and for other members of the local community in general. LSTM has a formal procedure for dealing with cases of misconduct. Academic misconduct is dealt with under the Procedure for the Conduct of Examinations or the Code of Practice on Academic Integrity, which can be found on our website at <http://www.lstmed.ac.uk/study/quality-manual>.

Activities that LSTM regards as constituting misconduct include:

- Any breach of LSTM regulations or Codes of Practice;
- Violent, indecent, disorderly, threatening, intimidating or offensive behaviour, noise or language (whether expressed orally, in writing or electronically, including blogs, social networking websites and other electronic means);
- Harassing, victimising or discriminating against any person on grounds of age, disability, race, ethnic or national origin, religion or beliefs, sex, sexual orientation, gender reassignment, pregnancy, maternity, marriage or civil partnership, colour or socio-economic background; this includes any students, member of staff or visitors to LSTM;
- Excessive consumption of alcohol while on LSTM premises;
- Possession, sale or use of illegal drugs on LSTM premises;
- Any act of fraud, deception or dishonesty in relation to LSTM or its staff or in relation to being a student of LSTM;
- Theft or misuse of LSTM property, or the property of its students, staff or visitors;
- Misuse or unauthorised use of LSTM premises or items of property, including the misuse of computers and the communications network or any breach of LSTM's policy on the use of its information systems;
- Damage or defacement to LSTM property, or the property of students, staff or visitors to LSTM caused intentionally or recklessly;
- Action which may cause injury or jeopardise safety on LSTM premises, including occupation of LSTM premises after being required to leave by an authorised member of staff;
- Failure to provide identity such as name or student ID card to a member of staff in circumstances where a request to do so is reasonable;
- Any conduct that brings LSTM into disrepute;
- Failure to comply with any punishment imposed as a result of LSTM disciplinary procedures or contempt of those procedures.

Dealing with Misconduct

Minor misconduct (such as disruptive behaviour in lectures or inappropriate use of discussion boards or other messaging tools) may be dealt with by any member of LSTM staff by verbal warning without instigating disciplinary procedures. More serious or repeated instances of misconduct will be investigated by the Dean of Education, who may issue a written warning or convene a meeting of the Disciplinary Panel. The Disciplinary Panel will consider action to be taken, which may, in serious cases, result in suspension or exclusion.

Criminal Offences

LSTM has a duty of care to its staff and therefore needs to be informed of any alleged criminal activity by its staff or students. If at any time during a student's registration on a programme of study at LSTM he/she is charged with a criminal offence (other than parking or speeding offences), the student is required to report this to the Academic Registrar.

Academic Appeals

LSTM can consider an appeal from a student against the decision of a Board of Examiners, provided that the appeal is submitted on appropriate grounds. Before considering whether or not there are grounds for appeal, it is essential that a student consults with the Director of Studies to clarify any possible misunderstanding about the basis of the decision of the Board of Examiners. Appeals can be made against the non-award of a degree, diploma or certificate, against the classification or other mark of differentiation of an award, or against the decision to make a different award from that for which the student was attempting to qualify at that point of the programme. Students should refer to the Procedure for Dealing with Academic Appeals for further information: <http://www.lstmed.ac.uk/study/quality-manual>

Complaints

Complaints about matters unrelated to academic assessment are dealt with under the LSTM Complaints Procedure. To access this, please visit our website at <https://www.lstmed.ac.uk/study/quality-manual>.