

2008–09

Important document – please read

Please read this booklet with care. It contains important information that governs your registration as an External student and your programme of study

MSc and Postgraduate Diploma in Health Systems Management



Important document – please read

Regulations are reviewed and published annually, and are subject to change. Examinations, for example, are governed by the Regulations in force at the time of the examination and not at the time that a student initially registered. Students must, therefore, refer to the Regulations for the current year at all times.

All students are required to comply with the regulations, as well as the procedures, deadlines and instructions issued by the University in, for example, the student handbook/manual and Notice to candidates. The University is not responsible for any consequences arising from a student's failure to comply with these Regulations, procedures, deadlines or instructions.

Copies of the publications, proceedings and other documentation referred to in these Regulations may be obtained, on request, from the External System.

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MSc and Postgraduate Diploma in Health Systems Management

This booklet contains the Regulations for the MSc degree and Postgraduate Diploma in Health Systems Management (known as the 'Programme Regulations') plus the General Regulations which govern all awards placed at Masters level of the *Qualifications Framework for the External System* of the University of London. The two sets of Regulations should be read together.

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Programme Regulations

Registration for the MSc degree and Postgraduate Diploma in Health Systems Management has been discontinued with effect from 1 September 2005. The last examination under these Regulations will be held in 2010. The MSc degree and Postgraduate Diploma in Health Systems Management has been replaced by the MSc degree and Postgraduate Diploma in Public Health.

1. Introduction

1.1 The University awards the degree of Master of Science in Health Systems Management, hereafter called the MSc degree in Health Systems Management. A Postgraduate Diploma in Health Systems Management is also awarded. The award of the degree and the diploma to External students is controlled by these Programme Regulations and the General Regulations for Awards at Masters Level.

1.2 The MSc degree and the Postgraduate Diploma in Health Systems Management are awarded without classification. At the discretion of the Board of Examiners a mark of distinction will be awarded to those students who have completed the examination and who have shown exceptional merit.

1.3 A student registered for the MSc degree in Health Systems Management may also receive the award of the Postgraduate Diploma in Health Systems Management provided they satisfy the requirements for that award.

1.4 The date of the award of the MSc degree and Postgraduate Diploma to successful students will be **1 November**.

2. Programmes of study

2.1 The Postgraduate Diploma consists of **four** compulsory core units.

2.2 The MSc degree consists of the following:

- **four** compulsory core units **plus either**
- **five** optional advanced units **plus** the advanced unit Research design, management and analysis (RD 1) **and** a Project report
- or**
- **nine** optional advanced units.

Full details of the structure are given in Schedule A.

2.3 Not all advanced units will necessarily be available every year.

2.4 The Course Director retains the right to consider the appropriateness of a student's selection of the advanced units for the MSc degree and, with good reason, may restrict the options chosen by any student.

2.5 Students registered for an advanced unit who have either not attempted the examination for that unit or have failed the examination at the first attempt, may change to another option. Up to **two** advanced units only may be changed in this way. Students who change their choice of advanced unit(s) will be required to pay the full advanced unit fee for each new unit.

Transfer from the MSc and Postgraduate Diploma in Health Systems Management

2.6 Up until 31 August 2007, students who had not satisfied the requirements for the award of the MSc degree or Postgraduate Diploma in Health Systems Management had the option to apply to transfer to the MSc degree or Postgraduate Diploma in Public Health. Applications to transfer are no longer permitted.

2.7 Units completed successfully by students whilst registered for either the MSc degree or the Postgraduate Diploma in Health Systems Management were usually carried forward on transfer. In certain circumstances, however, students might have been required or permitted to discard one or more units (see Schedule B).

2.8 Student's registered for the Postgraduate Diploma in Health Systems Management who completed the four Health Systems Management core units and transferred to the MSc degree in Public Health would be awarded the Postgraduate Diploma in Health Systems Management.

3. Rules of progression

Students registered for the Postgraduate Diploma

3.1 In any one year, students registered for the Postgraduate Diploma may choose to study and be examined in a minimum of one and a maximum of **four** units.

3.2 In order to be able to progress to the MSc degree, students registered for the Postgraduate Diploma must normally have obtained a pass at the required level (See Schedule D) in each of the **four** Postgraduate Diploma units, and received a recommendation from the Examiners that they may proceed to the advanced units of the MSc.

3.3 At the discretion of the Examiners, students who have been examined in, and have passed, **three** units may be permitted to progress to the MSc degree and proceed to the advanced units. Students will be required to take the examination for the fourth core unit in the following year.

Special arrangements for students who registered before 1 September 2002

3.4 The Examiners have complete discretion to take into account the student's overall performance. In exceptional cases the Examiners may permit a student who, while qualifying for the award of the Postgraduate Diploma, achieves a Master's level pass in only **three** courses, to enter for one specified paper as a qualifying examination. A student who passes this paper at Master's level will then be eligible to proceed to the MSc. The

mark obtained will not replace the previous mark obtained for that paper, nor will it affect the grading for the Diploma.

Students registered for the MSc degree

3.5 In any one year, students registered for the MSc degree may choose to study and be examined in a minimum of one and a maximum of *either four core units or nine advanced units (or six advanced units and the Project report)*. A student who has been given permission to carry a core unit (see paragraph 3.6) may, with the agreement of the Course Director, be examined in *either* the core unit in the same year as up to **six** advanced units and the **Project report** or be examined in the core unit in the same year as up to **nine** advanced units.

3.6 In order to proceed to the advanced units and/or the **Project report** of the MSc degree, students registered for the degree must normally have passed all the **four** core units, and received a recommendation from the Examiners that they may proceed to the remaining units for the Masters degree. At the discretion of the Examiners, students who have been examined in, and have passed, **three** core units only may be permitted to proceed to the advanced units. Students will be required to take the examination for the fourth core unit in the following year.

3.7 Students should submit their **Project report** in the same year that they attempt the last of the written papers, except where they have applied to the Course Director, and have been given permission, to submit the Project report in an alternative year (see also paragraph 7.6).

4. Entrance requirements

4.1 Registration for the MSc degree and Postgraduate Diploma in Health Systems Management was discontinued with effect from 1 September 2005.

5. Period of registration

5.1 The minimum period of registration for the MSc degree is **two** academic years from the effective date of registration for the degree. The maximum period of registration is **five** academic years from the effective date of registration for the degree.

5.2 The minimum period of registration for the Postgraduate Diploma is **one** academic year from the effective date of registration for the Postgraduate Diploma. The maximum period of registration is **five** academic years from the effective date of registration for the Postgraduate Diploma.

5.3 An application for an extension of registration may be considered under paragraph 5 of the General Regulations. A fee will be payable.

5.4 Students who have not completed all the requirements of the programme for which they are registered within the maximum period of registration may apply for a renewal of registration for a further period, depending on how many years of registration are remaining until the last examination, in accordance with paragraph 5.3 of the General Regulations.

5.5 The effective date of a student's registration shall be **1 September** in the year in which he or she is initially registered.

6. Assessment

6.1 Each **core unit (HS 1)** will be assessed by one two-hour unseen written paper.

6.2 Each **advanced unit** (with the exception of the **Project report**) will be assessed by one two-hour unseen written paper and written assignment(s). For each advanced unit students will be required to submit one or more assignment(s) which will count as part of the formal assessment. Students are expected to submit the assignment(s) for a unit in the same academic year as they attempt the written paper for that unit.

6.3 The mark awarded on each individual advanced unit will be based on the mark obtained in the written paper and on the mark for the assignment(s) and will be weighted on the scale **70:30**.

6.4 In all examinations (by both written paper and written assignments) students will be examined both on the unit outlines and on the study materials that are current for the year of the examination concerned. As unit outlines and study materials are subject to change in advance of each academic year, students must ensure that they have the correct outlines and materials by returning their completed Continuing Registration form annually. Further information is given in the Student handbook.

6.5 Examinations by written paper, wherever held, will take place on one occasion each year, normally in **June**.

6.6 Students who attempt only one element of the assessment for a unit within the same academic year may be permitted to carry forward the grade awarded for the element attempted *for one year only* at the discretion of the Board of Examiners.

Assignments

6.7 Assignments must be submitted to be received by the deadlines given in the guidelines for the assignments and the handbook.

6.8 Extensions to the deadline for the receipt of assignments will only be granted in extenuating circumstances, and will only be considered if the student has made a written application, to the Course Director, before the deadline. An assignment received after the deadline, without an agreed extension, will **not** be considered.

6.9 Assignments may be submitted electronically (unless otherwise specified in the assignment guidelines). For information on submitting assignments electronically, students should consult the guidelines for the assignments and the handbook.

Project report

6.10 The **Project report** on a specified topic will be assessed by submission of a written report of 8,000 to 10,000 words (including the executive summary, but excluding bibliography and appendices). No more than ten figures/tables may be included.

6.11 For the **Project report**, students are required to submit, for approval by the Course Director, an outline plan, of no more than 1000 words, to be received by **1 November** in the year preceding submission of the report.

6.12 The completed report **must** be submitted electronically to the Distance Learning Office at LSHTM to arrive not later than **30 September** in the year of entry to this element of the examination (see also paragraphs 3.7 and 7.6). Full details about how to submit the report electronically are provided in the Student handbook.

(ii)	fee per core unit	£1,145
(ii)	fee per advanced unit	£415
(iv)	Project report	£1,245

7. Number of attempts permitted

7.1 Details of the number of attempts permitted are given in paragraph 8 of the General Regulations.

7.2 Students who fail an advanced unit, having failed both the assignment and the unseen written paper, will be required to re-sit both elements of the examination.

7.3 Students who fail an advanced unit, having passed one element but not the other, may only re-sit the failed element.

7.4 A student who re-sits the assignment element of an examination (see paragraphs 7.2 and 7.3) will be required to submit a fresh assignment in answer to a new question or assignment topic.

Project report (MSc degree only)

7.5 A student whose outline plan for the **Project report** has been approved (see paragraph 6.11) and who makes an examination entry for the **Project report** but then fails to submit the completed report (see paragraph 6.12), will be considered to have made a first attempt and to have failed the **Project report** completely (see paragraph 7.6), unless deferment is approved by the Course Director. One further attempt at the **Project report** will be permitted.

7.6 If the **Project report** is failed completely, the student will be required to make a fresh application for approval of a topic and offer a new or re-written report, as specified by the Board of Examiners, at a subsequent examination.

8. Fees

8.1 The fees for the MSc degree and Postgraduate Diploma in Health Systems Management are of two kinds:

- in order to register students are required to pay a registration fee which is valid for a period of five years
- students are also required to pay a unit fee for each unit they study. This fee includes the entry to the first examination for that unit. An additional fee is payable in the event of re-entry (see paragraph 8.6).

8.2 Fees may be paid in one of two ways:

either

- on registration a single payment covering the registration fee and all unit fees, that is,

MSc	£9,095
Postgraduate Diploma	£5,360

or

- in the first year, the registration fee plus the fees for the units to be studied that year. In subsequent years, only the fees for any **new** units studied are payable.

MSc and Postgraduate Diploma

- renewal of registration £780

(a proportion of this fee is paid, depending on how many years of registration are remaining until the last examination)

In order to register a student must pay at the same time both the registration fee and the fee for at least **one** unit.

8.3 With either method of payment the relevant fees must be paid not later than **31 August** (or as soon as the results of any examinations taken in that year have been published). No study materials will be despatched until the relevant fees have been received.

8.4 The fees above and in paragraph 8.6 refer to the 2008-09 academic year only.

8.5 A fee is normally levied by all examination centres (other than London) and Overseas Examination Centres. This fee is payable by students each time they make an examination entry. The University cannot be responsible for this fee nor can it influence the level of fee charged.

Examination re-entry

8.6 Students who enter an examination on a second occasion, having failed on the first occasion, are liable to pay an examination re-entry fee of £140 for a core unit or £66 for an advanced unit. The deadline for payment of an examination re-entry fee is **1 February** in the year of the examination.

Transfer of registration

8.7 Students who transfer from the Postgraduate Diploma to the MSc degree will be required to pay the relevant unit fees for completion of the MSc.

Refunds

8.8 Registration fees will not be refunded except as provided below:

If a student dies or is prevented from pursuing his or her studies through a disabling illness or that of a near relative for whose care he or she is responsible, a proportion of the registration fee which has been paid may be refunded at the discretion of the University provided that:

- the application is made within two years of the effective date of the student's registration
- no entry has been made to an examination for the MSc degree or the Postgraduate Diploma
- such medical or other evidence as may be required is submitted.

8.9 A refund of unit fees will be given where the fee has been paid but no study materials have been despatched. Such refund will be subject to a charge determined by the University (currently £50)

Schedule A / Structures

Postgraduate Diploma

Four compulsory core units

HS1

HS101 Health sciences [951H101]
HS102 Health systems and health policy [951H102]
HS103 Health economics and financing [951H103]
HS104 Health management [951H104]

MSc

Four compulsory core units

HS1

HS101 Health sciences [951H101]
HS102 Health systems and health policy [951H102]
HS103 Health economics and financing [951H103]
HS104 Health management [951H104]

+

Either

Five optional advanced units selected from the list of options on the following page

+

(RD 1) Research design, management and analysis [951RD01]

+

Project report [951H500]

Or

Nine optional advanced units selected from the list of options on the following page.

Notes:

- The examination numbers are appended to the unit titles and these numbers should be used when completing examination entry forms.
- Not all advanced units will necessarily be available every year.
- The Course Director retains the right to consider the appropriateness of a student's selection of the advanced units for the MSc degree and, with good reason, may restrict the options chosen by any student.

Schedule A / Structures

Optional advanced units

MSc degree students must select either **five** or **nine** (see the degree structure) advanced units from the lists below. At least **three** of these units must be from **HS 2**.

HS 2 Management and evaluation

(At least three units must be selected from this group)

- HS201 Financial management [951H201]*
- HS202 Organizational management [951H202]*
- HS203 Human resource management [951H203]*
- HS204 Health care evaluation [951H204]*

ID 2 Biology of infection

- ID201 Bacterial infections [952I201]*
- ID202 Nutrition and infection [952I202]*
- ID203 Parasitology [952I203]*
- ID205 Hospital infection [952I205]*
- ID209 Food microbiology [952I209]*
- ID210 Water and sanitation [952I210]*

HS 3 Health policy, social science and economics

- HS301 Advanced health economics [951H301]*
- HS302 Health promotion strategies and interventions [951H302]*
- HS303 Medical anthropology [951H303]*
- HS304 Model building for health care decisions [951H304]*
- HS305 Nutrition policy [951H305]*
- HS306 Environmental health [951H306]*
- HS307 Introduction to public health and control of infectious diseases [951H307]*

ID 3 Epidemiology, statistics and disease control

- ID301 Epidemiology and control of infectious diseases in developing countries [952I301]*

ID 5 Major infectious diseases

- ID501 AIDS [952I501]*
- ID502 Tuberculosis [952I502]*
- ID503 Malaria [952I503]*

RD 1 Research design, management and analysis [951RD01]

RD 2 Critical evaluation of scientific papers and writing grant applications [951RD02] (final examination in 2009)

Notes:

- The examination numbers are appended to the unit titles and these numbers should be used when completing examination entry forms.
- Not all advanced units will necessarily be available every year.
- The Course Director retains the right to consider the appropriateness of a student's selection of the advanced units for the MSc degree and, with good reason, may restrict the options chosen by any student.

Schedule A / Structures

Selection of units and order of study

The Course Director retains the right to consider the appropriateness of a student's selection of the advanced units for the MSc degree and, with good reason, may restrict the options chosen by any student. Students should take careful note of the following advice and recommendations on order of study:

*Students wishing to take ID advanced units are advised that **HS307 Introduction to public health and control of infectious diseases** has been written to provide non-Infectious Diseases students with an introduction to infectious diseases. Whilst it is not essential for students to have been examined in **HS307** before studying the ID advanced units, it is strongly recommended that students are familiar with the content of **HS307**.*

*Students wishing to submit a **Project report** are advised to study the advanced unit **RD1 Research design, management and analysis** before carrying out their **Project**. Whilst it is not*

*compulsory for students to have been examined in **RD1** before submitting their **Project report**, it is strongly recommended that students are familiar with the content of **RD1**.*

*Students wishing to do the **Project report** are required to take the **four** compulsory units, **five** optional advanced units (which must include at least **three** from **HS2**), the advanced unit **RD1 Research design, management and analysis**, and the **Project report**. Students whose application to undertake the **Project report** has not been accepted must offer a total of **nine** optional advanced units (which must include at least **three** from **HS2** and may include **RD1**).*

Schedule B / Unit outlines

The examination numbers are appended to the unit titles and these numbers should be used when completing examination entry forms.

HS 1 - Health systems management core

HS101 Health sciences [951H101]

This unit will provide an overview of scientific approaches to analysing health systems and health care delivery. The unit will include a solid foundation in the biology of health and disease (both for those without a medical or nursing qualification and those needing to update their knowledge). It will cover core epidemiology - measures of disease frequency and risk, study design and interpretation, and preventive strategies and their public health impact. The statistics teaching will cover the role of statistical methods in public health, describing data, sampling, linear regression and correlations coefficients, and statistical analyses. It will also introduce core concepts from the social sciences for the study of health and health services.

Assessment: by one two-hour unseen written paper.

HS102 Health systems and health policy [951H102]

This unit will cover the structure of health systems; the principles of health policy and its formulation; and the foundations of health promotion. It will provide an overview of what health systems are, and how they function. It will include analysis of the policy making process and the various stages of the policy formulation process, its application, and analysis, and an introduction to health promotion - its background, underpinning theories and use in interventions. Students will be able to combine their knowledge of epidemiology, sociology, financing and policy making to better understand the dynamics of health systems as they confront managers.

Assessment: by one two-hour unseen written paper.

HS103 Health economics and financing [951H103]

This unit will introduce both the basic range of approaches to financing health care systems and the core principles of health economics. Under financing health systems and the history of health care financing, students will learn about general taxation, insurance, and out-of-pocket-payments at the point of consumption. The health economics component will include consumer theory and demand, production theory and cost, social efficiency and markets, market failure, and economic evaluation - costs, outcomes, and the use of economic evaluation for priority setting. It will provide students with the skills to contribute more effectively to management processes.

Assessment: by one two-hour unseen written paper.

HS104 Health management [951H104]

The unit introduces students to key management concepts and their application in the practice of health services. It aims to develop skills in managing other people and of encouraging productive behaviours. It will analyse the dynamics between different health care professionals and provide an understanding of the relationship between professionals and managers. It offers a foundation of how to structure and manage health care organisations, and of how to measure and influence the performance of an organisation. Students will learn how to identify priorities for change, and how to manage change by designing and implementing a feasible change programme. The unit will also help students to identify their own priorities and to reflect on how to manage a service in accord with their own values.

Assessment: by one two-hour unseen written paper.

HS 2 - Management and evaluation

HS201 Financial management [951H201]

This unit will provide an introduction to financial management and will ensure that students are confident in their handling of financial information. Topics will include financial accounting and control, costing and pricing of health services, budgeting and budgetary control, financial and business planning, including market analysis, financial analysis and modelling, risk assessment and forecasting, and the contracting process. The emphasis will be on the practical needs of the manager.

Assessment: by one two-hour unseen written paper and by written assignment(s).

HS202 Organizational management [951H202]

This unit will expand on the core themes of organizational management and organizational behaviour, in particular in the health workplace. The unit will use readings and case-studies on motivation, roles, interaction, leadership, power, influence, groups, culture, staff development, politics, design and change in organisations and the history of management theory.

Assessment: by one two-hour unseen written paper and by written assignment(s).

HS203 Human resource management [951H203]

This unit will expand on the themes of human resource management and provide an overview of the issues facing the personnel and human resource specialist. It will cover the topics of recruitment and selection, training and development, grading and grade drift as well as other broader issues connected with remuneration, equality of opportunity, disciplinary matters and redundancy. It will highlight issues of legal rights of both employees and employers in a range of international settings.

Assessment: by one two-hour unseen written paper and by written assignment(s).

HS204 Health care evaluation [951H204]

This unit will move towards a definition of what we mean by scientific evaluation, that includes the widest understanding of quality, including effectiveness, equity, humanity, and efficiency.

It will also equip the student to evaluate a health care intervention and will address how key aspects (i.e. disease and ill-health, health status and quality of life) and costs can be measured and incorporated into an evaluation. The principal qualitative and quantitative (experimental and observational) study designs for evaluation will all be covered.

Assessment: by one two-hour unseen written paper and by written assignment(s).

HS 3 - Health policy, social science and economics

HS301 Advanced health economics [951H301]

This unit will present the following topics: welfare economics and the foundations of economic evaluation; demand analysis, derivation of demand, models of demand for health care; production function analysis and cost function analysis; market analysis and market structures, regulation, contracting and agency, and the interaction between global/national economy and the health sector. It will seek to move the student beyond a basic understanding and practical competence to a greater degree of confidence in economic evaluation and decision making.

Assessment: by one two-hour unseen written paper and by written assignment(s).

HS302 Health promotion strategies and interventions [951H302]

Using a number of different case studies, this unit works through the various stages of strategy design, including searching for evidence, needs assessment, multi-sectoral working, project management and organisation, resource availability, capacity building, sustainability and evaluation. Students have to produce a detailed tender submission (covering the above topic areas) in response to a call for specific interventions/strategies. They will choose one of four possible topics which cover both developed and developing country settings.

Assessment: by one two-hour unseen written paper and by written assignment(s).

HS303 Medical anthropology [951H303]

This unit will introduce concepts of social and medical anthropology, including sociocultural dimensions and lay perceptions of disease, the role of kin groups and communities, social structure, and gender. It will discuss medical pluralism and health care provision and health care seeking behaviour, as well as the links between anthropology and epidemiology, risk perception, and disease prevention, and their implications for health education and promotion.

Assessment: by one two-hour unseen written paper and by written assignment(s).

HS304 Model building for health care decisions [951H304]

This unit will develop the students' understanding of operational management issues including; predicting flows and costs; time series analysis; econometric models; problem structuring; queuing theories; evaluating system performance; models for matching performance to population needs. It will require access to a computer and spreadsheets. The emphasis will be on practical decision making.

Assessment: by one two-hour unseen written paper and by written assignment(s).

HS305 Nutrition policy [951H305]

This unit will give students an introduction to the development, implementation and evaluation of policies in food and nutrition, and the projects and programmes used by different sectors to address food and nutrition problems. It will include general theories of the policy process as applied to food and nutrition, and review roles and responsibilities at national and international levels. The definition and measurement of nutrition problems by different public, private and voluntary sectors, from public health to agriculture and planning, will be discussed. Methods for measuring and evaluating change in food and nutritional outcomes will be included. Opportunities to review a range of actual policy interventions and experiences in high, middle and low income countries will be provided.

Assessment: by one two-hour unseen written paper and by written assignment(s).

HS306 Environmental health [951H306]

This unit introduces students to the range of environmental health concerns including pollution of air, water, food and land; climate change; the urban environment. The unit will cover interpretation and evaluation of risk assessments in environmental health, policy issues, standard setting and epidemiology. The unit considers environmental health in the local, national and global context. There is a case study with the focus on applying knowledge about environmental health to the student's own environment

Assessment: by one two-hour unseen written paper and by written assignment(s).

HS307 Introduction to public health and control of infectious diseases [951H307]

The unit will provide an introduction to public health including models for understanding public health, the various actors and disciplines involved, and the range of measures available. The unit will cover the preventive strategies, public health impact, and screening. Students will be exposed to a range of approaches to disease control from a multidisciplinary perspective. An overall model for understanding infectious disease from prevention through to cure will be presented. The roles and contributions of various disciplines will be discussed, and the economic, social science, and policy aspects of disease control will be explored as well as the epidemiological and statistical aspects. Case studies of infectious disease control, and examples of successes and failures, will be used.

Assessment: by one two-hour unseen written paper and by written assignment(s).

ID 2 - Biology of infection

ID201 - Bacterial infections [952I201]

This unit will deal with the biology of bacteria as pathogens. It will focus on the major bacterial diseases and the other important types of bacterial infection such as wound infection, urinary tract infection and perinatal infection. The infections will be considered in groups related to the body systems infected.

Assessment: by one two-hour unseen written paper and by written assignment(s).

ID202 - Nutrition and infection [952I202]

This unit will address the relationship between nutritional status and susceptibility to infection, together with consideration of the impacts of infection on nutritional status. The student will be helped to critically examine the evidence for the many popular beliefs surrounding these subjects.

Assessment: by one two-hour unseen written paper and by written assignment(s).

ID203 – Parasitology [952I203]

This unit will deal with the biology of parasites and the ways in which they can cause disease. The organisms responsible for the major parasitic diseases will provide the main focus for instruction as they have also been the main focus for research.

Assessment: by one two-hour unseen written paper and by written assignment(s).

ID205 Hospital infection [952I205]

By the end of this unit students should be able to demonstrate knowledge and understanding of the:

- essential theory and practice of nosocomial infections
- microbiological diagnosis
- and control of these infections
- role of health care professions in the surveillance and management of hospital infections.

The unit is intended for students who wish to understand the principles and concepts of clinical and microbiology related to the prevention of these infections. The course covers the microbiological aspects and related management associated issues. This will be set in context of the hospital and considers the roles of medical treatment, nursing care and all other aspects of hospital services in the control of hospital acquired infections.

Assessment: by one two-hour unseen written paper and by written assignment(s).

ID210 - Water and sanitation [952I210]

This unit is intended for students who wish to understand the principles of the social and public health aspects of sanitation and water supply. By the end of this study unit students should be able to:

- demonstrate knowledge of the importance of sanitation and water supply for diseases control
- demonstrate knowledge and understanding of the various factors involved in the provision of sanitation and water

ID 3 - Epidemiology, statistics and disease control

ID301 - Epidemiology and control of infectious diseases in developing countries [952I301]

This unit will focus on the practical ways in which the epidemiology of infectious disease can be investigated in a

- demonstrate knowledge and understanding of the role of water in the transmission and prevention of infections
- demonstrate knowledge and understanding of the microbiological methods used during routine surveillance and monitoring.

The course covers the microbiological social and public health aspects of sanitation and water supply, the micro-organisms responsible for disease, their origins, mechanisms for elimination, and the epidemiology of waterborne and water washed disease.

Assessment: by one two-hour unseen written paper and by written assignment(s).

ID209 Food microbiology [952I209]

Food is seldom sterile and may be a source of infection. This unit examines the role of standards in the protection of people from food poisoning. A knowledge of microbiology will enable students to deal more easily with this material. A general awareness of public health implications of food borne infections in different contexts both national and international is helpful. By the end of this unit students should be able to demonstrate knowledge and understanding of:

- the aetiology of food borne disease
- food production processes and the role of HACCP
- the role of microbiological standards, criteria and guidelines relevant to EU and UK legislation
- the role of various public health organizations in the surveillance and control of food borne disease.

This unit covers the microbiological aspects of infections transmitted by food. This will be set in the context of food production practices, legislation and the role of public health and related agencies.

Assessment: examined by a 2-hour unseen written paper and by written assignment(s)

developing country context and the ways in which this knowledge can be applied to control disease.

Assessment: by one two-hour unseen written paper and by written assignment(s).

ID 5 - Major infectious diseases

ID501 – AIDS [952I501]

This unit will explore the biology and pathology of HIV infection in order to understand how AIDS develops. AIDS is the most important infectious disease to emerge during an era in which the techniques for the investigation, treatment and control of infection were in place and, therefore, it is important to explore how the epidemic has been handled in the context of both biomedicine and society.

Assessment: by one two-hour unseen written paper and by written assignment(s).

ID502 – Tuberculosis [952I502]

This unit will deal with the biology and pathology of tuberculosis most particularly how modern techniques of molecular biology and immunology have been harnessed to combat an old plague. Tuberculosis remains the most common

infectious cause of death world wide and so interventions suitable for both developed and developing countries will be considered and their limitations discussed.

Assessment: by one two-hour unseen written paper and by written assignment(s).

ID503 – Malaria [952I503]

This unit will enable the student to understand the biology and pathology of malaria. Although the subject of numerous interventions and control programmes malaria remains the major parasitic cause of morbidity and mortality world wide. The reasons for the failure of past attempts at control and the prospects for future success will be examined.

Assessment: by one two-hour unseen written paper and by written assignment(s).

Further advanced units

RD 1

Research design, management and analysis [951RD01]

The unit is compulsory for students doing a **Project report** and provides an introduction to health research for students without prior experience. It provides guidance on writing a research proposal, doing a literature review, how to manage projects and how to present and disseminate results. It covers issues of management research and provides a range of useful techniques for conducting research and management projects effectively. Guidance will be given on basic data analysis, report-writing and presentation of results.

Assessment: by one two-hour unseen written paper and by written assignment(s).

RD 2

Critical evaluation of scientific papers and writing grant applications [951RD02]

(final examination in 2009)

The unit will prepare the student to:

- formulate a grant proposal by defining a problem and formulating a hypothesis that can be investigated
- define study objectives and develop an appropriate study design together with a suitable budget.

The student will learn how to critically evaluate a scientific paper and to incorporate these insights in his or her writing

Assessment: by one two-hour unseen written paper and by written assignment(s).

Project report [951H500]

The **Project report**, on a specified topic of interest to the student, should be of 8,000 to 10,000 words including the executive summary, but excluding bibliography and appendices. The report may take the form of analysis of a data set, collection and analysis of original data, a literature review, policy report, or other form, depending on the subject of study and the student's interests.

Students are required to demonstrate that they have the resources to complete a project successfully. An application for permission to offer a **Project report**, together with a 1000 word outline and full details of the facilities available for independent research, must be submitted to the Course Director at the London School of Hygiene and Tropical Medicine for approval not later than **1 November** in the year preceding the examination. Permission to offer the **Project report** will be refused if the Course Director is not satisfied as to the student's ability to undertake it.

Schedule C / Scheme of award

Note: the term ‘course’ referred to in this Schedule is equivalent to the term ‘programme’ referred to in the General Regulations.

In order to be awarded the MSc degree or Postgraduate Diploma, students are required to satisfy the Examiners in the assessment for the components of the degree/diploma listed in Schedule A.

The Board of Examiners will classify a student accordingly once the criteria for that award have been satisfied. A student who has reached this stage will **not** be permitted to make any further attempts at any failed units or to substitute any failed units with alternative units.

1. Calculation of grades for unseen written papers

- Questions that are graded directly will be assigned one of six grades (A, B+, B, C, D or E).
- Individual questions or sections of a paper of a numerical nature or with a number of yes/no answers (including multiple choice questions - MCQs) may be marked numerically to give a final percentage for that question/section. This will then be converted to a letter grade using a scheme agreed in advance by the markers.
- The final grades of all the questions are then converted to Grade Points (GPs) using Table 1 and then combined to give a Grade Point Average (GPA) for the exam paper as follows:

$$\sum (\text{Question GP} \times \text{Question weighting}) = \text{GPA for whole paper.}$$

All grade point averaging will be made to two decimal places to avoid rounding errors later.

Grade	GP
A	5
B+	4
B	3
C	2
D	1
E	0

Table 1

2. Core units and Diploma

- The unseen written papers are graded as set out in paragraph 1.
- Where a core unit is assessed solely via an assessed assignment, the assignment will be graded by two markers and the grades reconciled to produce an agreed letter grade which is converted to a GP as set out in Table 1.
- The final core unit result is then reported back to the student by converting the GPA back to a letter grade using Table 2.

GPA	Grade
4.6-5.0	A
3.65-4.59	B+
2.65-3.64	B
2.00-2.64	C
0.65-1.99	D
0-0.64	E

Table 2

3. Advanced units

- The written paper is graded as set out in paragraph 1.
- Assessed assignments are graded by two markers and the grades reconciled to produce an agreed letter grade, which is converted to a GP as set out in Table 1.
- Assessed assignments are compulsory elements of examination and must be awarded a minimum of a D grade. If the assessed assignment is awarded grade E the overall GPA for the unit will also be E (GPA = 0).
- If the assessed assignment has been awarded a letter grade of D or higher, the overall GPA for the unit is calculated as follows: (assignment GP \times 0.3) + (examination GPA \times 0.7) = advanced unit GPA.
- The result of the overall advanced unit is then reported back to the student by converting the overall advanced unit GPA back to a letter grade using Table 2.
- Where an advanced unit is assessed solely via an assessed assignment, the assignment will be graded by two markers and the grades reconciled to produce an agreed letter grade which is converted to a GP as set out in Table 1.

4. Project report

- The project report grade is converted to a GP using Table 1.
- Project reports are graded by two markers and the grades reconciled to produce an agreed letter grade, which is converted to a GP as set out in Table 1.
- The final project report result is then reported back to the student by converting the GPA back to a letter grade using Table 2.

5. Calculation of the final result

The final outcome (fail, pass or distinction) is determined by the final course GPA which is calculated as follows:-

5.1 For the Postgraduate Diploma award:

$(\text{Total GPA of 6 core units}) \div 6 = \text{final Diploma course GPA}$

5.2 For the MSc award:

5.2.1 If a project is submitted:

$[(\text{Total GPA of 4 core units}) + (\text{total GPA of 6 advanced units}) + (\text{project GPA} \times 3)] \div 13 = \text{final course GPA}$

5.2.2 If a project is not submitted:

$[(\text{Total GPA of 4 core units}) + (\text{total GPA of 9 advanced units})] \div 13 = \text{final course GPA}$

5.3 The final outcome of the award (fail, pass/permission to proceed to the MSc or distinction) is determined using *first* the rules below -1a and 1b for core units (i.e. Postgraduate Diploma /permission to proceed to MSc) and 2a-2c for advanced units (i.e. MSc) - and *then* Table 3.

5.3.1 Rule 1a

If, on examining all Units that contribute to the award of the Postgraduate Diploma or to satisfying the requirements for proceeding to the MSc (i.e. the four core units), any one unit GPA is below 0.65, then, regardless of the final course GPA, an uncompensatable fail has occurred.

5.3.2 Rule 1b

If, on examining the GPAs for the Units that contribute to the award of the Postgraduate Diploma or to satisfying the requirements for proceeding to the MSc (i.e. the core units) any two units' GPAs are below 2.00, then, regardless of the final course GPA, an uncompensatable fail has occurred.

Note that course-specific restrictions may additionally require that a GPA greater than 2.00 must be obtained in one or more units and that a GPA below 2.00 for such a unit(s) may not be compensated for by higher GPAs for other units (see appendix 1).

5.3.3 Rule 2a

If, on examining the GPAs for the advanced Units that contribute to the award of the MSc, any one unit GPA is below 0.65, then, regardless of the final course GPA, an uncompensatable fail has occurred.

5.3.4 Rule 2b

If, on examining the GPAs for the advanced Units that contribute to the award of the MSc any two units' GPAs are below 2.00, then, regardless of the final course GPA, an uncompensatable fail has occurred.

Note that students can at most compensate for one GPA below 2.00 on the core units plus at most one GPA below 2.00 on advanced units (i.e. "unused" compensation cannot be carried forward from the Postgraduate Diploma to the MSc).

Note also that course-specific restrictions may additionally require that a GPA greater than 2.00 must be obtained in one or more units and that a GPA below 2.00 for such a unit(s) may not be compensated for by higher GPAs for other units (see appendix 1).

5.3.5 Rule 2c

For students registered for the MSc, GPAs of 2.00 or better must be obtained for the project report for the degree to be awarded. These elements cannot be used for compensation.

Final course GPA	Outcome
0-1.99	Fail
2.00-4.29	Pass
4.30-4.49	Consider distinction
4.50-5.00	Distinction

Table 3

6. Reporting results

6.1

Grades for students who register on or after 1 September 2002

	MSc/Postgraduate Diploma
Distinction	A
Pass	B+, B, C
Fail	D, E

Grades for students registered before 1 September 2002

	MSc	Postgraduate Diploma
Distinction	A	A
Pass	B+, B, C	B+, B, C, D
Fail	D, E	E

6.2 Students' results will be reported using grades rather than the GPA, converted back using Table 2.

Appendix 1

Course specific restrictions on compensation:

Restriction
MSc students must pass the following components at grade C or higher: <ul style="list-style-type: none">• Project report*

* HSM students choosing to study the Project report must either pass the Project report or substitute three further advanced units in place of the report.

Schedule D / Assessment criteria

For students who register on or after 1 September 2002

Letter grade	Word grade	General criteria
A	Excellent	A comprehensive analysis and discussion of the topic giving all relevant information, showing in-depth critical understanding of the topic, going beyond conventional answers, and bringing in additional ideas or material
B+	Very good	A full analysis and discussion of the topic that includes all relevant information and critical evaluation
B	Good	The major points are analysed and discussed, but relevant though less important considerations are omitted
C	Satisfactory (MSc and Diploma level pass)	Sufficient relevant information is included but not all major points are analysed and discussed, and there may be some errors of interpretation
D	Unsatisfactory	A few points are included but real lack of understanding shown and often use irrelevant points
E	Very poor	None of the major points present, many irrelevant points included, serious lack of understanding

General Regulations for Degrees and Other Awards at Masters Level

These General Regulations govern all degrees and other awards placed at the Masters Level of the *Qualifications Framework for the External System* of the University of London, and the programmes of study leading to those awards.

1. The Regulations

Introduction

1.1 These General Regulations govern all degrees and other awards placed at the Masters Level of the *Qualifications Framework for the External System*, as listed in paragraph 2.1. Individual programmes of study leading to degrees and other awards at those levels are governed by both these General Regulations and specific Programme Regulations.

1.2 The rules within these General Regulations apply, in their entirety, to all of the awards listed in paragraph 2.1, except where indicated otherwise.

1.3 Registered External students are required to comply with these General Regulations and the appropriate Programme Regulations. They must also comply with the procedures, deadlines and instructions issued by the University in, for example, the student handbook/manual and Notice to Candidates. The University is not responsible for any consequences arising from failure to comply with these Regulations, procedures, deadlines or instructions.

1.4 It is a student's responsibility to ensure that his or her choice of subjects complies with the Regulations that are current for that year.

1.5 The rules relating to a particular programme of study in any given year are those included in the Regulations for that current year and not in the year in which the student initially registered (see also paragraph 1.8).

1.6 On all matters concerning the interpretation of these Regulations, or on which they are silent, the decision of the University shall be final.

Changes to the Regulations

1.7 The Regulations are reviewed and published annually, and are subject to change.

1.8 Two years' notice will normally be given to registered students of any major amendment of the Regulations. Five years' notice will be given to registered students should the University be required to withdraw the programme of study for which they are registered.

Terminology and definitions

1.9 The programmes of study leading to degrees and other awards may be referred to, in the Regulations, as 'programmes'. Postgraduate Certificates are referred to as 'certificates', and Postgraduate Diplomas as 'diplomas'. Postgraduate degrees are referred to as 'degrees'.

1.10 These General Regulations describe the individual elements of a degree or diploma as 'subjects'. In the Programme Regulations, these may be called 'courses', 'units', 'modules' or 'sections'.

1.11 The term 'examination' used in these Regulations refers to the entire assessment for a subject, and includes not only the written paper for that subject but also any coursework, project, dissertation or online participation that contributes towards the final assessment.

1.12 'Credit' for a subject, on the basis of the same or an equivalent subject previously passed, may be awarded to a student who has been registered with the University of London for a programme of study. The mark obtained at the examination at which the subject was passed will be carried forward to the student's record and will contribute towards his or her award, in accordance with the criteria for awards given in the respective Programme Regulations.

1.13 'Exemption' from a subject may be granted to a student who has studied **either** for an award with another institution **or** for a programme of study with the University of London, where the subject passed is not sufficiently equivalent for credit to be awarded. The mark obtained at the examination at which the subject was passed will **not** be carried forward to the student's record and therefore will not contribute towards his or her award.

1.14 The 'Admission Notice' is provided to each student who has made an entry to an examination. The Admission Notice contains the student's candidate number and confirmation of the dates and time of the examination(s) for which he/she has entered.

1.15 The 'Notice to Candidates' contains prescribed rules for the examinations. The Notice to Candidates is provided to students together with their Admission Notice.

Student complaints procedure

1.16 The University has a *Procedure for External student complaints* which can be found in the student handbook/manual (or the equivalent publication) and on the External System web site.

2. Awards to External students

2.1 The University grants the following awards at Masters Level to External students:

- Postgraduate Certificates
- Postgraduate Diplomas
- Postgraduate (or Master's) degrees.

2.2 The definition, level, volume and learning outcomes of these awards are described in the *Qualifications Framework for the External System*, which can be accessed via the External System web site.

2.3 The degrees, diplomas and certificates listed in paragraph 2.1 are awarded without classification, although some may be awarded with a mark of Distinction or Merit (see paragraph 1 of the Programme Regulations).

2.4 A certificate under the seal of the University will be delivered to each successful student who is granted a degree or other award. The date of the award will be as indicated in paragraph 1 of the Programme Regulations concerned.

2.5 External students are examined to the same standard as that required of students enrolled at individual Colleges or Institutes of the University. The Ordinances and Regulations of the University state that “*candidates granted degrees and other awards shall have attained the same academic standard irrespective of mode or place of study or examination.*”

2.6 To be eligible for an award of the University as an External student, a student must have:

- registered with the University as an External student **and**
- satisfied the requirements for the relevant award and complied with the Regulations for the programme concerned in all respects **and**
- made satisfactory payment to the University of all due fees and accounts.

The University reserves the right not to grant the award to students who fail to satisfy any of these conditions.

2.7 To register for a programme of study as an External student, an applicant must satisfy the conditions given in paragraph 4 of the relevant Programme Regulations. In addition, an applicant who was previously either registered as an External student or enrolled at a constituent College or Institute of the University of London must have made satisfactory payment to the University or College/Institute of all due fees and accounts. An applicant who fails to satisfy this condition will **not** be permitted to register, or to register again, as an External student.

2.8 An intermediate award or awards (i.e. a related certificate or diploma), if applicable, may be granted to a student registered for a diploma or degree in the following circumstances:

- (a) At the discretion of the Board of Examiners, and as indicated in paragraph 3 of the Programme Regulations, a student registered for a diploma or degree who does not complete the programme of study **or** who does not satisfy the Examiners (at the level required for the award) in all subjects may be awarded a related certificate or diploma (if applicable). Such students will be required to have satisfied the Examiners (at the level required for the award concerned) in the subjects that comprise the certificate or diploma.
- (b) At the discretion of the University, and where permitted in Paragraph 1 of the Programme Regulations, a student registered for a diploma or degree, and in circumstances other than those described in (a), may be considered for the award of a related certificate or diploma (if applicable), provided that he or she has satisfied in full the requirements for the certificate or diploma concerned.

The award of the certificate or diploma will be with effect from the year in which the requirements for the certificate or diploma were satisfied.

2.9 An External student who has successfully completed the examinations for a certificate or diploma and has not accepted that award, may apply to transfer his or her registration to a related diploma or degree (if applicable) subject to the rules of progression in paragraph 3 of both these and the Programme Regulations. A student who has accepted the award of the certificate or diploma may also apply to transfer his or her registration unless the Programme Regulations state otherwise.

2.10 An applicant who has previously received an award of the University of London, or whose registration with the University was terminated because he or she had exhausted the permitted number of attempts at an examination, may apply to register again as an External student for a programme of study in a different subject or field of study.

2.11 Unless paragraph 1 of the relevant Programme Regulations states otherwise, an applicant who has previously received an award of the University of London, or whose registration with the University was terminated because he or she had exhausted the permitted number of attempts at an examination, may apply to register again for a programme of study in the same subject or field of study. All applications will be considered on an individual basis. Permission to register in these circumstances will be given at the discretion of the University and will be subject to any further conditions specified in these General Regulations and in the relevant Programme Regulations, or by the University.

2.12 A former student of the University who is applying to register again as an External student under the provisions of paragraphs 2.10 or 2.11 will be required to satisfy the entrance requirements for the programme of study for which he or she is applying and the conditions given in paragraph 2.7.

3. Application, entrance requirements and exemptions

Application

3.1 In order to be considered for registration as an External student, applicants are required to submit an application in accordance with the procedures and deadlines given in the relevant prospectus.

Entrance requirements

3.2 To be eligible to register as an External student for a programme of study leading to an award at Masters Level, an applicant must satisfy in full the entrance requirements specified in paragraph 4 of the relevant Programme Regulations.

3.3 The University reserves the right to request applicants to provide evidence acceptable to the University of oral and written competence in English before an offer of registration can be made.

Exemptions

3.4 At the discretion of the University, students who satisfy the relevant entrance requirements to register for a programme of study and are appropriately qualified may apply for exemption from specified subjects. Applications will be considered on the basis of studies successfully completed at a level considered by the University to be appropriate.

3.5 Where permitted in paragraph 4 of the Programme Regulations students can be considered for exemption from up to **one third** of the programme concerned. Exemption can be granted from core and optional subjects, but cannot be granted from the dissertation, project or final examination (as appropriate) of the programme.

3.6 No exemption will be granted unless the student has made an application in accordance with the University's procedures and deadlines.

3.7 Applications for exemption cannot be considered after a student has made entry to the examination for the subject concerned. Students who have failed an examination may not, at a later stage, apply for exemption from that examination.

3.8 A fee is payable for all applications for exemption (see paragraph 11).

3.9 All exemptions are granted at the discretion of the University.

3.10 Exemptions are valid only for a limited time and as indicated in the offer of exemption. If a student does not enter an examination within this period, then the exemption will lapse and it will be necessary to make a fresh application.

3.11 Exemptions are valid only for the particular programme of study and subject for which they have been awarded. Exemptions will no longer be valid if the programme is withdrawn before the student registers. Students who transfer their registration to another programme may be required to submit a further application for exemption.

3.12 Students who are exempt from a specific subject are not required or permitted to offer the same, or equivalent, subject at a later stage.

4. Rules of progression

Progression within a programme of study

4.1 Students are required to comply with the rules of progression given in paragraph 3 of the Programme Regulations.

4.2 Students are not required to enter examinations every year nor to enter on the date they indicate at the time of registration, unless the Programme Regulations state otherwise.

Progression from a certificate or diploma to a related award

4.3 There is no automatic progression between certificates, diplomas and degrees. Satisfactory completion of a certificate or diploma does not in itself guarantee entry to a related diploma or degree. In order to proceed to a related award, a student registered for a certificate or diploma must normally successfully complete all the prescribed certificate/diploma subjects at the required level and receive a recommendation from the Examiners that he or she may proceed.

4.4 A student who progresses from a certificate or diploma to a related award will be credited the same or equivalent subjects passed. Any restriction on the use of credited subjects is given in the Programme Regulations.

4.5 The attempts at any failed subjects which are common to the diploma or degree to which the student progresses will be carried forward and will count towards the number of attempts permitted at those subjects.

Progression from a short course

4.6 Successful completion by formal assessment of a short course or courses may be taken into account for admission to a related or unrelated certificate, diploma or degree (with the exception of the LLM degree under the Old Regulations).

4.7 Successful completion by formal assessment of a short course or courses may be taken into account for credit towards a certificate, diploma or degree, provided that the application is made within **three** years of the completion of the relevant course or courses.

4.8 Successful completion of a short course or courses does not in itself automatically satisfy entry requirements for any certificate, diploma or degree or ensure credit.

4.9 A student who does not successfully complete the formal assessment for a short course will be permitted to proceed to a certificate, diploma or degree **provided** he or she satisfies the entrance requirements for the certificate, diploma or degree concerned.

4.10 All applications for progression from a short course to a certificate, diploma or degree will be considered on an individual basis and permission to progress, and, where appropriate, to receive credit, will be at the discretion of the University.

5. Period of registration

5.1 The minimum and maximum periods of registration are described in paragraph 5 of the individual Programme Regulations. No reduction in the prescribed minimum period of registration will be permitted, except within the parameters given in paragraph 5.2 and at the discretion of the University.

5.2 Postgraduate Certificates may not be completed in less than **six months**. Master's degrees and Postgraduate Diplomas may not be completed in less than **one year**.

5.3 Where permitted in paragraph 5 of the Programme Regulations, application for a renewal of registration for a further period may be made by students who have not completed all the requirements of the programme for which they are registered within the maximum period of registration. The University will take into account the progress made by the student during registration. A fee will be payable if renewal is granted.

5.4 Where permitted in paragraph 5 of the Programme Regulations, an application for an extension of registration of **one** year beyond the prescribed maximum period may be made by students who have not completed all the requirements of the award for which they are registered. A fee may be payable.

5.5 Renewal of registration and extension of registration are approved only at the discretion of the University and will be subject to the Regulations in force at the time of renewal or extension.

5.6 Students who are permitted to proceed from a certificate or diploma to a related diploma or degree (see paragraph 4) will have the maximum period of registration for the related award counted from the effective date of initial registration for the certificate or diploma for which they were initially registered.

5.7 Students who are permitted to proceed from a short course to a certificate, diploma or degree will be given a new period of registration as an External student, effective from the date of registration for the certificate, diploma or degree concerned. The maximum period of registration permitted will be the same as for all other students registered for the same programme, as indicated in paragraph 5 of the relevant Programme Regulations.

5.8 The University reserves the right to apply *The Disciplinary Procedure* and the *Suspension and Termination of Registration of Students in Debt* process as described in the University of London Ordinances (Ordinances 26 and 28 respectively).

6. Transfer

Transfer of External students to different programmes at Masters Level, and within the same programme

6.1 Unless otherwise prohibited by the Programme Regulations concerned, an External student registered for a programme of study at Masters Level who wishes to change to another programme at one of those Levels may apply to transfer his or her registration. The student will be required to satisfy the regulations and entrance requirements for the programme to which he or she wishes to transfer.

6.2 A student registered for a programme of study with more than one 'scheme' or 'route' may apply to transfer between those schemes or routes.

6.3 The rules in paragraphs 6.4 to 6.9 apply both to students transferring between different programmes of study and to students transferring within the same programme. Further rules are given in the relevant Programme Regulations.

6.4 All applications to transfer will be considered on an individual basis, and permission to transfer will be at the discretion of the University and subject to the Programme Regulations concerned. Students may be required to cancel their registration and register afresh.

6.5 Any additional fees payable (see also paragraph 11.5) and any period of transferred registration granted shall be at the discretion of the University. Any refund of fees already paid will be subject to the conditions in paragraph 11.

6.6 An application to transfer which is submitted after a student has made entry to any examination will **not** be considered until after the result of that examination has been published. The result of that examination will then be taken into account by the University in instances when permission to transfer is dependent on the student's examination record and/or where the student is applying to transfer between the routes or schemes of the same programme of study.

6.7 In certain circumstances, students who transfer may receive credit for subjects already passed. Details of such credit arrangements are given in the Programme Regulations.

6.8 Students who receive credit for subjects passed will not be permitted to re-enter the examination for those subjects. The marks obtained at the examinations at which the subjects were passed will contribute towards the student's award, in accordance with the criteria for awards given in the respective Programme Regulations.

6.9 Students who are not permitted to transfer to a particular programme but who wish to register for that programme must cancel their registration for the other award and apply to register afresh, subject to satisfying the requirements of paragraph 4 of the Programme Regulations. Students who are permitted to register afresh in this way:

- will **not** be permitted to carry credit for any subjects previously passed either to the programme concerned, or, in the event of a subsequent transfer, to another programme **and**
- will **not** be permitted to carry any failed attempts at subjects from their previous registration.

Transfer of External students to a programme at Certificate, Intermediate or Honours Level

6.10 Students registered for a programme of study at Masters Level (see paragraph 2.1) are not permitted to transfer their registration to a programme at Certificate, Intermediate or Honours level. Students will instead be required to cancel their existing registration and to submit a fresh application for registration and comply with the Regulations for the programme concerned.

Registration and credit transfer of College-based students

6.11 A student in attendance at a College or Institute of the University of London may apply to complete their studies for the same award as an External student and may be considered for credit and/or exemption for subjects previously passed. All applications for credit and/or exemption will be considered on an individual basis and at the discretion of the University.

6.12 Students who receive credit for subjects passed will not be permitted to re-enter the examination for that subject. The mark obtained at the examination at which the subject was passed will contribute towards the student's award, in accordance with the criteria for awards given in the respective Programme Regulations.

6.13 The rules concerning exemptions are given in paragraph 3.

7. Assessment

7.1 Students are required to satisfy the assessment requirements for the subject(s) taken and may not make more than the number of attempts permitted in paragraph 8.

7.2 An examination is governed by the Regulations in force at the time of the examination and not at the time that a student was initially registered or first attempted the examination concerned (but see also paragraph 1.8).

7.3 In order to sit an examination, a student must:

- have completed the relevant application and registration/enrolment procedures with the University by the appropriate deadlines and be registered as an External student for the programme concerned **and**

- have made an examination entry in accordance with both the University's and the appropriate examination centre/Overseas Examination Centre's instructions and deadlines.

7.4 Except in the circumstances of paragraph 7.5, all examinations by written paper, wherever held, will take place on the same date and at the same time. The University reserves the right to set different papers in the same subject in separate countries and in different time zones.

7.5 In the event of any unavoidable delay in the arrangement of examinations in a country other than the United Kingdom, the Overseas Examination Centre will arrange for the relevant papers to be taken with as little deviation as possible from the original dates and times assigned to them. Students are required to abide by any such revised arrangements. The University reserves the right not to mark a paper taken at a different time from that prescribed.

7.6 Where it is deemed necessary, Examiners may change the format or rubric of a written paper, from that of a previous year, without prior notice to students.

7.7 Except where the syllabus/course outline or rubric for a written paper for a particular subject indicates otherwise, all answers to examinations must be written in English.

Examination centres

7.8 Examinations by written paper are held at established examination centres worldwide.

7.9 Outside the United Kingdom and Republic of Ireland, examinations are conducted by independent bodies known as Overseas Examination Centres.

7.10 In countries where an established Overseas Examination Centre exists, students must use the facilities provided by that Centre. The University will not establish an alternative centre in those countries.

7.11 All examinations are held at the discretion of the examination centre/Overseas Examination Centre and are subject to any conditions they may impose.

7.12 Students are required to apply to the relevant examination centre/Overseas Examination Centre for permission to sit an examination. The University can accept no responsibility for making examination arrangements on behalf of a student. It is entirely at the discretion of the examination centre or Overseas Examination Centre to accept or refuse an entry to an examination.

7.13 A fee is normally levied by all examination centres (other than London) and Overseas Examination Centre. This fee is payable by students each time they make an examination entry. The University cannot be responsible for this fee nor can it influence the level of fee charged.

8. Number of attempts permitted

8.1 A student who fails to satisfy the Examiners in an examination, and who has not yet satisfied the conditions for the Board of Examiners to determine his or her final result, will be permitted or required to make **one** further attempt at that examination. The maximum number of attempts permitted at any examination is **two**.

8.2 A student who enters an examination hall to attempt a written paper will be considered to have made an examination attempt. Unless otherwise stated in the Programme Regulations, absence from an examination will not count as an attempt.

8.3 The mark or grade awarded for a second attempt at an examination will supersede any previously awarded mark or grade for that examination, unless the Programme Regulations state otherwise.

8.4 If a student fails to satisfy the Examiners at a second attempt at any examination his or her registration will cease unless the Programme Regulations permit the student to proceed as the requirements for that award may still be satisfied, in which case the mark or grade obtained on the latest occasion may be carried forward and may count towards the final award.

8.5 Except as otherwise provided for by the University, students may not make a further attempt at any subject already passed or for which credit has been awarded.

9. Students with a disability and/or special needs

9.1 The University has a policy for External students with a disability and/or special needs and a statement explaining this policy is given on the External System web site.

9.2 As part of its policy, the University will make every reasonable effort to accommodate the requirements of a student with a disability and/or special needs by, wherever possible, providing any study materials in a different format (e.g. large print) or another medium, and/or by making special examination arrangements. If the University is unable to provide the study materials in the format which has been requested, the University will endeavour to make an alternative suggestion.

Special examination arrangements

9.3 The University has a Panel which considers special examination arrangements for students with a disability and/or special needs. The aim of the Panel is to make sure that a student with a disability and/or special needs is neither disadvantaged nor advantaged when compared to other students. The University cannot guarantee that special examination arrangements will be possible in every case.

9.4 Applications from students with a disability and/or special needs may be considered for the use of special aids or for extra time in the examinations.

9.5 Special arrangements for examinations at an *ad hoc* centre may be made in very exceptional circumstances and then only in the United Kingdom. Arrangements **cannot** be made for oral or practical examinations to be held at an *ad hoc* centre, although in exceptional cases it may be possible to permit the use of special aids. Arrangements for examinations in a student's home are **not** made. Additional fees may be payable for arrangements at an *ad hoc* centre.

9.6 A student who finds handwriting difficult due to medical or learning difficulties must apply to the University for special arrangements to be made. The University will not transcribe illegible scripts. Any script deemed illegible by the Board of Examiners will be assigned a mark of zero and a fail result will be given. This will count as an attempt at the examination.

10. Conduct of examinations

10.1 All students sitting examinations are required to comply with the rules governing the conduct of examinations given below and in the Notice to Candidates accompanying the Admissions Notice.

Representations about examinations

10.2 Students who wish the Board of Examiners to know of any illness or other adequate cause which they think may have affected their performance must **immediately** inform the Examinations Office and furnish a supporting medical certificate or other supporting certification obtained at the time of illness. Notification received more than **three weeks** after the date of the last examination will **not** be taken into account by the Examiners.

10.3 Appeals against the results of examinations **may not be made** on academic grounds. The University will consider representations concerning examination results made on the grounds of administrative error or where there is concern that the examination may not have been conducted in accordance with the relevant Instructions and/or Regulations. An administration fee (currently £50 per paper) is payable for the consideration of such representations (refundable in the event that an error is found). Any representation must be made within **one month** of the publication of the decision of the Board of Examiners to which it relates and should be addressed to the Head of Special Examination Services and be accompanied by payment of the administration fee. Representations must state the grounds on which the appeal is made and provide evidence to support it. Further information on the procedure may be obtained from the Head of Special Examination Services.

Permitted materials

10.4 A student may use in the examination only such books, notes, statutes, statistical tables, instruments, or other materials as are specifically permitted in the **Admission Notice/timetable**. No other books, notes, instruments, or other materials or aids whatsoever may be introduced into an examination room or be handled or consulted during an examination. Any such materials or aids in the possession of a student on entry to the examination room must be deposited immediately with the Invigilator before the examination starts. It is an examination offence to introduce unauthorised materials into the examination room.

10.5 The use of calculators in the examinations is strictly controlled. Students may use their own electronic calculators in the examinations provided that:

- a) the Programme Regulations permit this
- b) the calculator complies with the specification given in paragraph 10.6
- c) where no such permission is given in the Programme Regulations, calculators may **not** be used.

10.6 Where calculators are permitted, the following specification will apply, unless the Programme Regulations state otherwise:

- Non-programmable. The use of a calculator or other electronic device that communicates, stores textual or numerical information, or displays textual (except error) messages, graphical or algebraic information is strictly forbidden. The use of a calculator with alphabet and/or symbol keys not listed below is strictly forbidden.
- PDAs, mobile phones or other devices are forbidden
- Hand held
- Compact

- Portable
- Solar and/or battery powered
- Quiet in operation
- The use of calculators with the following symbols and functions **only** are permitted:
 - Digit keys 0 to 9 and decimal point;
 - Keys for basic arithmetical functions of addition, subtraction, multiplication, division and equals;
 - Percentage key;
 - Square root key;
 - Basic 3 key memory (MRC, M-, M+);
 - Clear keys (C, AC);
 - On/off key.

10.7 The use of any calculator other than the type specified in the paragraph 10.6 of the General Regulations, or in paragraph 6 of the Programme Regulations, will constitute an examination offence and will be subject to the provisions in paragraph 10.16 of these regulations. Students are responsible for ensuring that their calculators are in working order for the examination. Students must ensure that they have alternative means of calculation in the event of the calculator failing during the examination, either through the use of a second calculator, which complies with the specification given in the Programme Regulations, or to continue the examination without the use of a calculator. If students use electronic calculators in examinations they must indicate on their examination scripts the name and type of machine used. Calculators will **not** be provided by the University.

Examination offences

10.8 It is an examination offence to introduce into, or use in the examination room, unauthorised materials or aids. Any unauthorised materials or aids brought into an examination room and not deposited with the Invigilator (see paragraph 10.4) must be surrendered to the Invigilator on request. Any materials or aids so surrendered may be handed over by the Invigilator to the University which may make copies of them. The original materials or aids (together with all such copies) may be retained by the University at its absolute discretion.

10.9 Students must not pass any information from one to another during an examination of a written paper. A student may not act in collusion with another student or any other person, nor copy from another student, nor engage in any similar activity. Any of these activities constitutes an examination offence.

10.10 Plagiarism is the presentation of another person's thoughts or words as if they were the student's own: for example, copying from text books and other sources (including the Internet) without due acknowledgement that the passages quoted are copied and without giving the source of those passages (see paragraph 10.12). Plagiarism is an examination offence.

10.11 All work submitted as part of the requirements for any examination must therefore be expressed in the student's own words and incorporate his or her own ideas and judgements.

10.12 Direct quotations from the published or unpublished work of another person must always be clearly identified as such and a full reference to the source must be provided in the proper form. A series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism in the same way as an unacknowledged quotation from a single source. Equally, if another person's ideas or judgements are summarised, the student must refer to that person in the text, and give details of the work to which reference is made.

Further instructions on acknowledging other people's work and the extent to which other sources may be quoted is given in student handbooks/manuals.

10.13 It is an examination offence to submit work which has been written jointly by two or more persons, unless expressly permitted in the relevant Programme Regulations.

10.14 Assignments, essays, projects, reports, dissertations and other similar work must therefore be the student's own work and must be written without the assistance of other people, except where expressly permitted in the Programme Regulations. Students will be required to submit a signed declaration for all such work submitted, stating that they understand what is meant by plagiarism, and confirming that the work submitted is entirely their own and that the use of published or unpublished works of other people has been acknowledged in accordance with the University's requirements.

10.15 It is the responsibility of the student to safeguard his or her assignments, essays, projects, reports, dissertations and other similar work and to prevent them from being copied by other students.

10.16 The examination offences listed in the foregoing paragraphs will be treated as cheating or irregularities of a similar character under the provisions of the Regulations for Proceedings in respect of Examination Offences by Candidates for University Awards, except as otherwise provided for in the relevant Programme Regulations. Under the Regulations for Proceedings in respect of Examination Offences by Candidates for University Awards students found to have committed an offence may have the results of their examinations withheld, and may be excluded from all future examinations of the University. A copy of these Regulations may be obtained from the Head of Student Assessment.

Other matters

10.17 The University reserves the right to require students sitting an examination for a written paper to remain within the examination hall or its precincts for the duration of the relevant paper.

10.18 All examination scripts are the property of the University and will not be returned to students. Answers to assignments, essays, course projects and other similar work written in the student's own time will only be returned to the student as described in the relevant Programme Regulations. Final reports on research projects or dissertations will not be returned to students, unless indicated otherwise in the Programme Regulations.

10.19 All question papers will be retained by the University.

11. Fees

11.1 Students are required to pay the fees that are due in any particular year in full at the time when they fall due. Fees must be paid in accordance with the University's procedures and deadlines given in the prospectus and Student handbook/manual or equivalent publication (as applicable).

11.2 The University reserves the right to amend previously announced fees. The University also reserves the right to make additional charges (see paragraph 8 of the Programme Regulations).

11.3 Students who are permitted to proceed from a certificate or diploma to a related diploma or degree (see paragraph 4) will be required to pay the fees indicated in paragraph 8 of the Programme Regulations.

11.4 Students who are permitted to proceed from a short course to a certificate, diploma or degree (see paragraph 3) will be required to pay the registration fee for the relevant programme of study and the fee for the remaining subjects, unless indicated otherwise in the Programme Regulations.

11.5 Students who are permitted to transfer their registration to another programme of study (see paragraph 6) shall be required to pay the relevant fees, for the programme concerned, in order to do so. Any additional fee payable shall be at the discretion of the University. Any refund of fees already paid will be subject to the conditions in paragraphs 11.8 and 11.9.

11.6 Students who cancel their registration for one programme of study and register afresh for another programme of study (see paragraph 6.2) will be required to pay the relevant fees, for the programme concerned, in order to do so. Any refund of fees already paid will be subject to the conditions in paragraphs 11.8 and 11.9.

11.7 Students who are permitted to renew their registration at the expiry of the initial period of registration (see paragraph 6) will, as applicable, be required to pay a further full registration fee. Students who are permitted to renew their registration for a programme of study which is being phased out will be required to pay a proportion of the full registration fee (as applicable), the amount depending on the number of years remaining before the last examination for the programme concerned. In addition to the registration fee, **all** students will be required to pay the appropriate subject fees, under the Regulations in force at that time.

Refunds

11.8 Fees will only be refunded in exceptional circumstances and at the discretion of the University (but see also paragraphs 11.9 and 11.10). All refunds will be subject to an administrative charge determined by the University. Any further information is given in paragraph 8 of the Programme Regulations.

11.9 Exemption application fees are **not** refundable.

11.10 Examination entry fees where applicable are **not** refundable nor can they be transferred from one examination to a later one. A student is liable for the full fee at any subsequent entry, in accordance with the Regulations then in force.



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External System

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