



## **ST GEORGE'S, UNIVERSITY OF LONDON**

### **Regulations for the MSc Occupational Therapy (Pre-registration) programme**

#### **1. Award and Degree Title**

These regulations are presented for the degree award of MSc Occupational Therapy (Pre-registration). The MSc degree is awarded by St George's Hospital Medical School, a constituent college of the University of London. The programme is delivered by St George's University of London.

#### **2. Course Management**

##### **2.1 Responsible Committee**

The Pre-registration Course Committee for Occupational Therapy is responsible to the Senate of SGUL for the structure, content, and delivery of the degree programme. Quality monitoring of the programme is the responsibility of Taught Postgraduate Courses Committee (TPCC).

##### **2.2 Representation**

The Course Committee will be chaired by the Course Director. Membership will include all module leads and a member of professional services. Two representatives from each year of the course will be nominated by the students and are entitled to attend the committee meetings. The Course Committee will meet at least twice annually. Minutes will be forwarded to TPCC.

#### **3. Entrance Requirements**

3.1 Before admission, an applicant must satisfy the following criteria:

- Obtain a first degree in a life science or health-related subject with at least 2:1 honours from a UK university or an equivalent overseas qualification; experience of the research process/and or completion of an undergraduate research project is essential.
- For applicants whose first language is not English and are not exempt as per SGUL English Language Requirements, they must demonstrate proficiency in the English language via IELTS with an overall score of 7.0 with at least 7.0 in writing and 6.5 in all other components.
- If applicants have completed English language tests or qualifications more than two years ago, they will need to demonstrate that they have maintained or improved their English in that time by studying in the UK (or majority English speaking country). If they are unable to do so they may need to take a suitable English language test.

- Demonstrate experience of paid or voluntary work, preferably in a health or social care context.
- Demonstrate appropriate personal qualities, motivation, communication skills and understanding of an occupational therapist's role during the selection process.

### 3.2 Recognition of prior learning/advanced standing and credit transfer

In accordance with the SGUL regulations, there is no facility for applicants to transfer credits or receive Recognition of Prior Learning when undertaking the MSc Occupational Therapy (Pre-registration).

### 3.3 Non-academic requirements

#### 3.3.1 Occupational Health

Candidates accepted onto healthcare courses are required to pass occupational health screening. When admitting candidates to study and practise as a health practitioner, St George's University of London has an obligation to both the patients they will encounter and to the individual student. Candidates who are concerned about a health issue are strongly advised to contact the Occupational Health Team at St George's prior to applying. All offers of places at St George's University of London, are made subject to satisfactory health clearance and an agreement to undergo appropriate blood tests and immunisations.

#### 3.3.2 Immunisations

All candidates will be asked to be immunised against Hepatitis B for personal safety. If an offer is made to by the programme team, a confidential health questionnaire and further information about the process of screening for Hepatitis B will be sent. Occupational Health will provide and pay for vaccination to those who are not immunised or have not completed their Hepatitis B vaccination.

### 3.4 Disclosure and Barring Service (DBS)

As this course will include work with children and vulnerable adults, all applicants will be required to have an enhanced DBS disclosure. More information about this process will be sent to applicants as part of the Admissions process.

#### **4. Admissions Policy**

4.1 The policies governing admission to the degree shall be formulated and kept under review by the Taught Post-Graduate Courses Committee. These policies shall be made in accordance with St George's Equal Opportunities Policy and Statement on Students with Disabilities.

4.2 Course applications are assessed by academic admissions tutors and successful applicants are invited to attend Selection Day Multiple-Mini Interviews. These are usually face to face. However, where this is not possible due to circumstances beyond the University's control these may be modified, and applicants invited to answer online/telephone interview questions.

#### **5. Minimum and Maximum Period of Study**

5.1 The minimum period of study required for the awards shall be 24 months and the maximum period of registration shall be 48 months.

5.2 Students who do not successfully complete their study within the set maximum period set on the date of their first enrolment will be ineligible for their final award.

5.3 The maximum period of registration is not increased automatically due to periods of absence, repeat years and any deferral of assessment due to mitigating circumstances. The maximum period of registration takes precedence over any right to reassessment.

5.4 Extensions to the maximum period of study based on mitigating circumstance, will be considered in accordance with the Procedure for Consideration for an Extension to a Maximum Period of Study ("registration period")."

#### **6. Course Structure**

##### **6.1 The Modular System**

Year One and Two of the programme shall be delivered as a series of modules which have a 15, 30, 40 or 60 credit, except for practice placements. The latter are pass/fail and compulsory for the degree award.

##### **6.2 Course Modules**

There are 11 modules for the MSc Occupational Therapy (Pre-registration) course. Overall credits for the MSc award is 180 credits.

### 6.2.1 Year One (90 credits at Level 7)

All modules are compulsory:

- Occupational Beings – 10 credits
- Theory and Foundations of Occupational Therapy Practice – 30 credits
- Maximising Occupational Performance – 40 credits
- Evidence-Based Practice and Research – 10 credits
- Practice Placement 1 – Pass/Fail
- Practice Placement 2 – Pass/Fail

### 6.3.2 Year Two (90 credits at Level 7)

All modules are compulsory:

- Advancing Contemporaneous Occupational Therapy Practice – 15 credits
- Research in Practice – 60 credits
- Contributing to Communities – 15 credits
- Practice Placement 3 – Pass/Fail
- Practice Placement 4 – Pass/Fail

6.4 Practice placements are non-credit bearing, however compulsory for the programme. Placements are assessed at undergraduate level using the same documentation as the BSc (Hons) Occupational Therapy programme placement documentation.

6.5 Students are required to experience a broad range of placements which are representative of the current scope of graduate occupational therapy practice. Students must complete a minimum of 1000 hours in practice placement, as per the requirements of the professional body, the Royal College of Occupational Therapists.

6.6. There is an 80% minimum attendance expectation that students will attend all university-based sessions. Attendance will be monitored.

## **7. Assessment**

### **7.1 Methods of Assessment**

Assessment may take various forms and related to university-based and practice-based learning. Examinations will include single best answer questions. In addition, there will be written assignments, which may include, quality/service development plan, presentations, a research proposal, and project. There will be an Objective Structured Clinical Examination (OSCE). Module assessments take place after each module has ended. There will be a formative assessment with written feedback per module.

Practice placements are assessed by practice educators in practice settings using documentation and guidance provided by the University. The University will be involved in any discussions related to the possibility of a student failing a practice placement.

### **7.2 Timing of assessments**

Assessments shall be distributed throughout the year to moderate the students' workload. Detailed information on the timing of assessments can be found in the Scheme of Assessment.

### **7.3 Assessment details**

All dates and guidance related to assessments are published on the VLE/Canvas. Module leaders will determine assessment topics and guidance for assessment submission.

### **7.4 Progression**

Progression to the next year of the programme will be based on achieving the pass mark for each module. One practice placement module (0 credit bearing) may be trailed from year 1 to year 2.

### **7.5 Award**

Candidates will be required to pass all year two modules to be eligible for an award.

## **8. Scheme of Assessment**

The Pre-registration Course Committee for Occupational Therapy shall prescribe a Scheme of Assessment for each component part of the degree course in accordance with Regulation 7 of the General Regulations for Students and Programmes of Study.

## **9. Interruption of Study**

If a student requests an interruption of study (IOS), university process and policy will be followed. No student will be permitted to take an IOS between a first sit and a resit of an examination unless there are exceptional circumstances and evidence of these. Students who request an IOS between a

first sit and a resit where exceptional circumstances have been considered and declined, may be able to submit a form for mitigating circumstances.

## **10. Re-entry to Assessments**

### 10.1 Academic/University-based assessments

10.1.1 Students who achieve a module mark in the failure category at the first attempt will be able to re-submit/re-sit the failed element(s) on one occasion only. The reassessment will normally be made by the same methods as at the first attempt. Marks for resubmissions will be capped at 50%.

With respect to assignments, candidates who receive a mark of <50% will fail the assignment and will be given a deadline for resubmission, normally four weeks after receiving a fail mark. Marks for resubmissions and reassessments will be capped at 50%. The External Examiner(s) will be asked to review both attempts before marks are confirmed by the Board of Examiners.

10.1.2 A student who fails at first re-entry to examinations will normally have their registration on the course terminated. There is no provision for discretionary or third attempts at assessment elements.

### 10.2 Practice placement assessments

10.2.1 Practice placements assessments are assessed by practice educators in the practice setting.

10.2.2 Students who do not pass their placement at the first attempt will be able to re-submit/re-sit the failed placement on one occasion only.

10.2.3 The Royal College of Occupational Therapists (2019) has specific standards relative to the resitting of assessments which can be found [here](#). Standard 6.4.1 specifies 'Learners who fail a practice-based learning component on substantiated grounds of fitness to practice concerns must be denied a retrieval attempt'.

## **11. Award of the Degree**

### 11. 1 Award of Qualification

To be awarded the MSc Occupational Therapy (Pre-registration), a student must complete all the relative programme requirements and must pass all module and practice-based assessments. Students must accrue a minimum of 1000 hours of practice placements assessments as this is a professional body requirement of the Royal College of Occupational Therapists.

## 11.2 Distinctions

Criteria for the award of MSc Occupational Therapy (Pre-registration) with Distinction will be specified in the scheme of assessment. Distinctions will normally be awarded to candidates who:

- Achieve an overall standard-set mark of 70% or greater
- Pass all 11 modules on the first attempt.

## 11.3 Merits

Criteria for the award of MSc Occupational Therapy (Pre-registration) with Merit will be specified in the scheme of assessment. Merit will normally be awarded to candidates who:

- Achieve an overall standard-set mark of at least 60% but less than 70%;
- Pass all 11 modules.

## 12. Date of the Award

The date of the Board of Examiners meeting will be the date the award is conferred.

## 13. Course syllabus

A detailed syllabus for each component part of the degree course shall be prescribed by the Postgraduate Course Committee for Occupational Therapy and shall be published on Canvas.

## 14. Constitution of the Board of Examiners

### Appointment and Accountability

14.1 The Board of Examiners for the MSc Occupational Therapy (Pre-registration) is appointed by the Senate for each academic year (starting 1 October) to conduct examinations for that degree at St George's in accordance with the Regulations and the Schemes of Assessment for that course.

14.2 The Board of Examiners shall make reports to SGUL's Senate, through the Academic Registrar, after the conclusion of examinations for each stage of the degree course.

14.3 Membership of the Board of Examiners shall consist of:

- a. A Chair who shall be an Internal Examiner
- b. At least two further Internal Examiners from the programme team
- c. At least one External Examiners

#### 14.4 Appointment of the Board of Examiners

In October of each year the Principal, acting on the advice of the Postgraduate Course Committee for Occupational Therapy, shall nominate the Chair of the Board. To be eligible for nomination, a person must be a member of the academic staff of SGUL and have at least three years' experience of examining. These nominations shall be confirmed by the Senate in April.

14.5 In October of each year the Academic Registrar shall invite the Course Committee for Occupational Therapy to nominate Internal Examiners and External Examiners for the coming academic year.

14.6 To be eligible for nomination as an External Examiner, a person must be a member of occupational therapy academic staff at another University and must have at least three years' experience of examining within their own institution. Nominations as External Examiners should not be made unless it has first been ascertained that they are in principle willing and able to serve. An External Examiner may not serve on the Board for more than four consecutive years and after retiring from membership shall not be eligible to serve again until a period of two years shall have elapsed.

14.7 The complete list of the nominated Board shall be forwarded by the Academic Registrar to the Senate in the Autumn term for appointment.

#### 14.8 Duties of examiners

The General Regulations for Students and Programmes of Study of SGUL, and the Schemes of Assessment for each stage of the degree, detail the duties of examiners and the rules for the conduct of the examinations. Assessors may be appointed by the Chair of the Board to assist with the setting of examinations or the marking of candidates' work.

#### 14.9 Meetings of the Examination Board

The Board of Examiners shall have the power to determine all final marks awarded to students, to decide on students' progression within the course, to decide on the award of degrees and distinctions, and to make recommendations concerning changes to the scheme of assessment where necessary. The Board of Examiners shall meet at least once per year to fulfil these purposes.

14.10 Any emergency amendments to procedures will be reported to the Senate.

### **15. SGUL General Regulations**

All students enrolled on this programme are bound by the SGUL General Regulations in force at the time.