

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

**POSTGRADUATE CERTIFICATE  
HEALTHCARE RESEARCH SKILLS AND METHODS**

**PROGRAMME REGULATIONS for students entering the programme in 2019**

**Degree Title**

1. The programme of study shall lead to the award of Postgraduate Certificate in Healthcare Research Skills and Methods.

**Awarding body**

2. The awarding body is St George's Hospital Medical School, a constituent college of the University of London.

**Intermediate awards**

3. Some constituent modules available within the programme may be taken as standalone modules.

**Responsible Committee**

- 4.1 The Course Committee is responsible for the programme of study. Quality monitoring of the programme is the responsibility of the Taught Postgraduate Courses Committee.
- 4.2 The Course Committee will be chaired alternately by the Course Co-Directors. The Director of Academic Administration (Postgraduate) or his/her nominee will act as secretary to the Committee. Membership will include the Chair of the Board of Examiners and Module Leaders from each of the modules. A representative will be nominated each year by the students and entitled to attend sessions of unreserved business. The Course Committee will meet at least once a term. Minutes will be forwarded to TPCC.

**Entrance Requirements**

- 5.1 Entry requirements for the programme are a first degree in an appropriate subject or an equivalent overseas qualification.
- 5.2 Applicants with entry qualifications other than above may be considered for entry at the discretion of the Course Co-Directors.
- 5.3 Prior training in quantitative or qualitative research methods is not required.
- 5.4 **Dual registration:** applications from those who are currently registered for a diploma or degree at St George's, Kingston University or any other university or other institution of equivalent standing will not be eligible for this course.

**Application Procedure**

- 6.1 The procedure for application will also include:
  - i. Submission of a personal statement and CV

- ii. A declaration signature by the applicant that they understand and agree to the time and activity commitments of the programme
  - iii. If employed, a signed letter of support to undertake this programme from the applicant's line manager / lead clinician / academic supervisor.
  - iv. Two satisfactory references. One of these should be a recent academic reference and the other should be either a second academic reference or a professional/employer reference. For those unable to provide an academic referee a second professional/employer reference will be permitted.
- 6.2 The course team and admissions team will make offers based on the information obtained from the application form and reference letters.
- 6.3 International applicants must satisfy the requirements of the UK Visas and Immigration department in relation to St George's responsibilities as a Tier 4 sponsor.
- 6.4 See Appendix A – Programme Specifications for full details.

#### **Applications for stand-alone modules**

- 7.1 Applications for stand-alone modules will be subject to entry requirements in section 5 as described above.
- 7.2 The deadline for application will be one month before the start date of the module and suitable applicants would be admitted on a first-come first served basis until the maximum capacity for that module was reached.

#### **IELTS**

- 8.1 If English is not the applicant's first language, he or she must sit and pass the International English Language Testing System (IELTS) with a score of 7 overall and no less than 6.5 in each components, or an equivalent test and scores as approved by SGUL.
- 8.2 Test certificates should be dated within the last two years to be considered valid. Applicants will only be permitted to submit two test attempts undertaken within a 12 month period.

#### **Admissions**

- 9.1 The Course Co-Directors are responsible for determining who is eligible for admission to the programme within this policy.
- 9.2 The Course Committee shall agree and from time to time prescribe changes to the admissions policy.
- 9.3 The admissions policy shall be made in accordance with St George's Equal Opportunities Policy and Statement on Students with Disabilities.

### Recognition of Prior Learning

- 10.1 Academic Credit transfer and Recognition of Prior Learning (RPL) is permitted for both compulsory and option modules.
- 10.2 In accordance with RPL and credit transfer framework adopted by SGUL and articulated in Section L of the Quality Manual, applications for credit transfer will be reviewed in relation to Masters Level 7 learning where this has been undertaken within the previous five years prior to registration at Kingston University / St George's University of London and which is directly related to the enrolled programme of study i.e. research related topics.
- 10.3 Claims for credit transfer are limited from a minimum of 15 Level 7 credits to a maximum of 30 Level 7 credits.
- 10.4 Application will be reviewed by a panel comprising the Course Co-Directors, a member of Course Team, including Module Leaders as available, and Course Directors of another academic programmes as available from cross faculty, cross schools and an Administrative Clerk. Credit transfer does not exempt students from participation in module / programme activity.

### Period of Study

- 11.1 The minimum period of study shall be 10 months part-time (3 terms from September to June, with award in July).
- 11.2 The maximum period of study shall be 3 years (9 terms from September to June for 3 years, with award in July of the third year), to allow for extensions / interruptions etc.
- 11.3 A student who wishes to request an extension to the maximum period of study shall do so in accordance with the procedure prescribed by Senate (see 4.13 *General Regulations*)

### Course structure

- 12.1 The structure of the programme consists of 3 core and 1 optional module (each at 15 credits, total 60 credits at level 7):

	Module Name	Level	Credit Value
<b>Core</b>	MRDM101X Research Methods	7	15
<b>Core</b>	MRDM102X Statistics Or MRDM105X Practical Data Analysis: qualitative and quantitative approaches	7	15
<b>Core</b>	MRDM103X Critical Appraisal	7	15
option	MRDM104X Research Project Planning and Management	7	15

option	MCP7103X Implementation and Improvement Science: Principles for Practice	7	15
option	MCP7104X Negotiated Independent Learning	7	15

- 12.2 The detailed arrangements for the course and overall course plan will be published each year in the course student handbook. Detailed syllabuses for each module will be published in module handbooks and on CANVAS virtual learning environment (VLE).

### Assessment

- 13.1 Course work assignments will be prescribed for each taught modules and will be detailed in the module descriptors, scheme of assessments, relevant module handbooks and on the Canvas VLE.
- 13.2 Submission deadlines will be described in the student handbook, published in the course timetable and on the Canvas VLE. Module Leaders shall prescribe the topics and guidelines for each assignment and communicate these to students.
- 13.3 A written examination will take place for the module in Statistics. It will be a one-hour ten minute unseen paper covering topics taught during the module.
- 13.4 The course will include a mandatory portfolio in which students must document on CANVAS all of their in-course assessment work, formative as well as summative, the feedback they received, their completed GCP certificate, plus a completed reflective pro-forma for each module. In addition to the summative reflection assessments within the optional modules, students will also be prompted to specifically reflect during the programme, as part of their mandatory portfolio, on their learning experiences within each module.
- 13.5 The Course Committee shall agree, and from time to time make changes to, a scheme of assessment for the course. The Scheme of Assessment shall be approved by the Taught Postgraduate Courses Committee.
- 13.6 Generic criteria for marking academic assessments will be made available to students before assessment submission.
- 13.7 Students are required to make a serious attempt at all the assessments specified in the Student Handbook. Course work must be submitted by the deadlines specified in the Student Handbook unless written permission for an extension is given.
- 13.8 Candidates will be given a single final percentage mark for each module, taking into account the weightings of the elements prescribed in the module descriptors and relevant module handbooks.
- 13.9 The pass mark for each assessment will be  $\geq 50\%$ .

13.10 To achieve a pass each assignment **must** reflect within it the following Level 7 attributes:

- i. An outline knowledge of the scope and main areas of the subject(s) and its links with related subjects, and a more extensive knowledge of some of the key areas.
- ii. An understanding of the major theories, principles and concepts.
- iii. Familiarity with some of the routine materials, techniques and practices of the subject.
- iv. Skills for the gathering, basic analysis, and presentation of routine information, ideas, concepts and quantitative and qualitative data within a clearly defined context.
- v. Ability to use their knowledge of the subject and its techniques in a routine manner to evaluate and formulate a range of arguments and solutions to problems and issues of a routine nature;
  - communicate to others the results of their study and other work accurately and reliably, and within structured and coherent arguments;
  - undertake further learning within a structured and managed environment;
  - apply their subject-related and transferable skills in contexts where individuals may have some limited personal responsibility, but the criteria for decisions and the scope of the task are well defined.

All assignments (reports, essays, presentations, research proposals, examinations etc.) will be marked out of 100 and graded as below:

70-100	excellent
65-69	very good
60-64	good
50-59	pass
40-49	fail
0-39	serious fail (to include 0 marks for non-submission
without	an agreed extension)

Where a module has more than one component, each component must be passed with a minimum mark of  $\geq 50\%$ .

13.11 The Board of Examiners will determine whether a student's progress is sufficient to merit the award of credit for each module completed.

13.12 The Board of Examiners will determine at the end of the year whether a student's progress is sufficient to merit award of the Postgraduate Certificate in Healthcare Research Skills and Methods qualification. Students who pass all four taught

modules (60 credits) and submit their mandatory portfolio within the maximum registration period of 3 years, will be awarded a Postgraduate Certificate in Healthcare Research Skills and Methods at the Examiners' discretion.

- 13.13 The Board of Examiners will determine whether Postgraduate Certificate students successfully completing module credits, but not completing the whole degree, are eligible for module credits.

### **Re-Entry to Assessments**

- 14.1 Students are entitled to two attempts at each assessment.
- 14.2 Course work must normally be re-submitted within four weeks of receiving a ratified fail mark. Marks for re-submitted course work are limited to bare pass (50%). Students who persistently fail to submit course work by the deadlines specified may have their registration terminated.
- 14.3 Students who fail the formal written examination in Statistics at first attempt will be able to re-sit on one occasion. Marks for re-sit examinations will be limited to bare pass (50%).
- 14.4 Students are required to attain an overall average mark of  $\geq 50\%$  across each of the four modules. There is no compensation allowed between the four taught module assessments, if the candidate receives a fail mark after their second attempt in any of the taught modules. In this event, the candidate will have their registration terminated and will not be able to attain the Postgraduate Certificate in Healthcare Research Skills and Methods.

### **Awards**

- 15.1 Candidates for the award of Postgraduate Certificate in Healthcare Research Skills and Methods must obtain a pass in each of the four modules undertaken within the maximum registration period specified.
- 15.2 Candidates who pass individual modules (15 credits each) but do not complete the Postgraduate Certificate will be awarded these credits at the Examiners' discretion.

### **Distinctions and Merits**

- 16 Candidates are awarded a pass or a fail only. No distinctions or merits are awarded within the Postgraduate Certificate in Healthcare Research Skills and Methods.

### **Date of award**

- 17 The date of the award of the qualification to successful students will be the date of the Board of Examiners meeting at which their final result is determined.

**Board of Examiners**

- 18.1 A Board of Examiners shall be appointed annually to serve from 1 October to 30 September with membership agreed by the Course Committee and approved by Senate.
- 18.2 The membership of the Board of Examiners shall include the Course Co-Directors, Chair of the Board (who shall not be the Course Director) and at least three internal examiners (as defined in General Regulations 8.2.1.) deemed appropriate. At least one external examiner will be appointed each year as a member of the Board. Assessors may be invited to attend the Board where appropriate. The Director of Academic Administration (Postgraduate) shall act as secretary to the Board, taking responsibility for preparing agendas and minutes.
- 18.3 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 certificates, and to make recommendations concerning changes to the Scheme of Assessment where necessary. The Board of Examiners shall meet at least once a year to fulfil these purposes.
- 18.4 Students enrolled on this programme are bound by the General Regulations in force at the time.

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