



# PROGRAMME REGULATIONS

St George's, University of London

MSc Sports Cardiology

**PROGRAMME REGULATIONS - For students entering the programme in 2019/2020**  
Approved by Senate (date)

## **Degree Title**

1. The programme of study shall lead to the award of MSc in Sports Cardiology

## **Awarding body**

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

## **Intermediate awards**

3. The following intermediate awards are available with the MSc in Sports Cardiology programme:
  - 3.1. PGCert in Sports Cardiology
  - 3.2. PGDip in Sports Cardiology
4. Applicants can apply for the PGCert and PGDip. In these Regulations, MSc in Sports Cardiology is used to refer collectively to awards of PGCert, PGDip and MSc unless it is otherwise stated.
5. All constituent modules available within the programme may be taken as stand-alone modules. Modules covering the theory and practical aspects of Cardiovascular evaluation of athletes and Cardiovascular screening will be paired.

## **Responsible Committee**

6. The Course Committee is responsible for the delivery of the MSc in Sports Cardiology. The Course Committee is responsible to the Taught Postgraduate Courses Committee (TPCC) for quality monitoring.

## **Entry Requirements**

Academic

7. Physicians should have completed their MBBS (Medical Bachelor & Bachelor in Surgery). Other applicants should normally have, or be expected to achieve a minimum second class honours degree (2:2) from a UK or Republic of Ireland University, in a subject which offers an appropriate grounding, **e.g. sport science, cardiac physiology, cardiac physiotherapy, other healthcare-related degrees.**
8. An MBBS or Honours degree equivalent to a 2:2 or above from an approved institution of higher education outside the UK and Republic of Ireland will be accepted. Advice on equivalence of overseas awards will be obtained from the National Recognition and Information Centre for the UK (NARIC).

### Clinical

9. All candidates are expected to have a degree of clinical experience within the field of medicine, cardiology, sports medicine or sports science. Physicians are required to have a 2-year post graduate clinical experience. Cardiac physiologists and cardiac physiotherapists are required to have 2-year post graduate clinical experience in a cardiac department. Sport scientists are required to have 2-year post graduate practical experience.
10. All candidates are expected to have basic competency with the interpretation of the 12-lead ECG. All candidates with MBBS or BSc in cardiac physiology or cardiac physiotherapy will be presumed competent given that ECG interpretation is part of their curriculum training. Other candidates will need to present evidence of competency that may include certification from a recent course (within 1 year of the commencement day of the degree) or letter from their supervisor. For individuals who do not have the skill/experience of ECG interpretation, cannot provide the evidence or wish to refresh their ECG skills an ECG course will be available, offered at SGUL, outside the MSc programme that candidates could undertake. The course will be offered to MSc candidates at a discounted price.

### Non-academic, non-clinical

11. Once accepted for the course all candidates will require an Enhanced Disclosure and Barring Services criminal record check clearance (DBS). The course involves contact with patients and in line with legislation and standard practice in the UK DBS clearance will be necessary prior to registration and enrolment. Successful applicants must apply for DBS through the Admissions Team. Applicants will pay a small fee directly to DBS to access.
12. The course involves contact with patients. In line with standard practices and legislation all students will require to undergo a health check by our Occupational Health team once accepted for the course. The Admissions Team will support students through this process.

### **Application process**

13. Candidates will be invited to apply via an online application system. The following documents need to be provided (original documents or certified copies, translated in English language can be uploaded. Original documents will be reviewed on registration):
  - Application form
    - o Education
    - o Professional qualifications
    - o Employment/work experience

- ECG experience
- Research experience
- Personal (motivation) statement
- Undergraduate degree including a grade transcript of records, certified (translated to English) copy of additionally Masters or other diplomas, if applicable
- English language proficiency documentation
- ECG interpretation proficiency documentation (if required)
- Proof of nationality (certified copy of passport)
- Proof of address (recent (within 1 year) documentation such as official letter from respective municipality or two letters from national organisations such as voters register, bank statements, bills)
- List of 2 referees (minimum of 2, 1 from recent (within last year from application) academic supervisor and another 1 from a second academic supervisor or employer)

The Admissions Tutors will make an offer to a candidate based on information obtained from the application form. All applications will be independently be reviewed by the two admission tutors and marked against set criteria out of a 100 possible points based on the pre-specified selection criteria:

1. Academic achievements
2. Clinical experience in the field of cardiology or sports and exercise medicine
3. Motivation
4. References

All criteria will contribute equally and candidates will be scored by each assessor between 0 and 25. Candidates who achieve an average mark of  $\geq 75$  will be accepted without the requirement for an interview. They will be invited to an open day event should they chose to attend. Candidates with 50-75 points will be offered a formal interview prior to the decision of whether they will be offered a place in the MSc. Applications who score  $< 50$  will be rejected without interview.

When 10 or less point difference exists the candidate will be awarded the average of the two marks. In cases of a difference of  $> 10$  points, tutors will meet to agree on a mark. In the unlikely event that agreement cannot be reached the issue will be referred to the executive course director for the final deliberation.

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

14. Applications for stand-alone modules will be subject to entry requirements 7, 8 and 10 as described above. For modules with considerable clinical component requirements 9 and 11 must in addition to be satisfied. Applicants with non-standard qualifications will normally be encouraged to consider taking a stand-alone module prior to registering for a longer degree. 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**

15. 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 6.5 overall, with no component less 6.0, or the Pearson test with an overall score of 67, with

no component less than 67; Cambridge English Advanced (Certificate in Advanced English) with an overall score of 185, with no component less than 176; or Cambridge English: Proficiency (also known as Certificate of Proficiency in English) with an overall score of 185, with no component less than 176).

16. 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.

### **Non-standard applicants**

17. Applications will be considered from non-standard applicants who can demonstrate that they have the capacity to achieve the learning outcomes for the programme.
18. The admissions policy for the MSc Sports Cardiology will include a procedure for considering non-standard applicants. This procedure may include inter alia:
  - 18.1. Submission of a brief personal statement
  - 18.2. Two satisfactory references. One of these must be a recent academic reference and the other should be either a second academic reference or a professional/employer reference.
  - 18.3. Attendance at interview
19. Non-standard applicants may be permitted to register for a stand-alone module with an entitlement to transfer to the MSc Sports Cardiology if they complete a stand-alone module successfully.

### **Admissions Policy**

20. The Course Committee shall agree, and from time to time prescribe changes to, the admissions policy. The Course Director is responsible for determining who is eligible for admission to the programme within this policy.
21. 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**

22. Given the novel nature of the MSc in Sports Cardiology, which is the first post-graduate qualification in the field of Sports Cardiology, internationally, the team does not anticipate to receive RPL claims based on prior study at other UK universities. Experiential learning claims based on the knowledge and skills acquired in clinical practice may be possible in the future. Based on these considerations, the course team has decided to delay the introduction of an RPL process until the programme is well established.

## Period of Study

23. Without prejudice to the provisions of paragraph 17 above, the minimum and maximum periods of study required are:

	Full-time		Part-time	
	Minimum	Maximum	Minimum	Maximum
<b>MSc</b>	1 year	3 years	2 years	4 years
<b>PgDip</b>	1 year	3 years	2 years	4 years
<b>PgCert</b>	1 year	3 years	1 year	3 years

24. 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*).

## Programmes Structure

25. The structure of the programme is as follows:

<i>Module</i>	<i>Modules:</i>	<i>Credits</i>
	<i>Compulsory core modules</i>	
1	Principles of cardiovascular evaluation of athletes	15
2	Practice of cardiovascular evaluation of athletes	15
3	Principles of cardiovascular screening	15
4	Practice of cardiovascular screening	15
5	Cardiovascular anatomy and physiology	15
6	Cardiac rehabilitation	15
7	Research methods	15
8	Research Project	60
	<i>Option modules</i>	
9	Emergency response planning	15
10	Advanced management and genomics of inherited cardiac conditions	15
11	Ethical, legal and social issues in applied genomics	15

12	Counselling skills in genomics	15
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### MSc Sports Cardiology (180 credits)

Students must complete 7 core modules (15 credits each), which are compulsory (6 newly developed Sports cardiology modules and the Research Methods module from the Common Postgraduate Pathway (CPF)). In addition, students must complete 1 of the option modules (1 newly developed Sports Cardiology module and 3 modules from the Genomic Medicine MSc, 15 credits each). Finally, students must complete a compulsory research project provides 60 credits.

### Postgraduate Diploma in Sports Cardiology (120 credits)

Students must complete 6 core modules (Principles of cardiovascular evaluation of athletes, Practice of cardiovascular evaluation of athletes, Principles of cardiovascular screening, Practice of cardiovascular screening, Cardiovascular anatomy and physiology and Cardiac rehabilitation, 15 credit each) and 2 option modules (Emergency response planning, Ethical, legal and social issues in applied genomics, Counselling skills in genomics, Cardiovascular genetics and genomics and Research Methods, 15 credit each).

### Postgraduate Certificate in Sports Cardiology (60 credits)

Students must complete any 4 taught modules, 15 credit each. The recommended modules are: Principles of cardiovascular evaluation of athletes, Practice of cardiovascular evaluation of athletes, Principles of cardiovascular screening, Practice of cardiovascular screening. Students, however, may choose to do two out of the four recommended modules (EITHER Principles of cardiovascular evaluation of athletes and Practice of cardiovascular evaluation of athletes OR Principles of cardiovascular screening and Practice of cardiovascular screening) and chose two further modules from the rest of the core or option modules offered within the MSc.

## **Assessment**

26. A combination of course work assignments and research dissertation are prescribed for the core and optional modules and will be detailed in the module descriptors and relevant module handbooks.
27. The dissertation will take the form of a report on the research project conducted during the course. The research project has a word limit of 15,000.
28. Generic criteria for marking academic assessments will be published on Canvas.
29. 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. The pass mark for each assessment will be 50%.

30. The Course Committee shall agree, and from time to time make changes to, the Scheme of Assessment for the course. The Scheme of Assessment shall be approved by the Taught Postgraduate Courses Committee.
31. Students are expected to maintain high standards of academic performance at all the assessments specified on Canvas. Coursework must be submitted by the deadlines specified unless written permission for an extension is given.
32. The Board of Examiners will determine whether a student's progress is sufficient to merit the award of credit for each module completed.
33. The Board of Examiners will determine at the end of the year whether a part-time student's progress in first year assessments is sufficient to permit continuation to the second year of the programme. Examiners will determine at the end of the programme whether a student's progress is sufficient to merit the award of the qualification for which the student has registered.
34. Examiners will determine whether MSc students successfully completing module credits, but not completing the whole degree, are eligible for the Postgraduate Diploma or Postgraduate Certificate.
35. Examiners will determine whether Postgraduate Diploma students successfully completing module credits, but not completing the whole Diploma, are eligible for the award of the Postgraduate Certificate.

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

36. Students are entitled to two attempts at each assessment.
37. Course work assignments must normally be resubmitted within four weeks of receiving an initial fail mark. Marks for any module that involves a resubmission or resit will be capped overall at 50%. Students are required to pass each core module and sufficient numbers of optional modules to complete the course. Students who persistently fail to submit course work by the deadlines specified may have their registration terminated.
38. Students who fail the dissertation at the first attempt will be permitted to resubmit the dissertation on one occasion at a date determined by the Board of Examiners. Marks for the re-submission of the dissertation will be capped at the passmark of 50%. Students who fail the dissertation at the second attempt will fail the MSc but may be awarded a Postgraduate Diploma at the Examiners' discretion if they have successfully completed 120 credits at level 7.

### **Awards**

39. Candidates for the award of MSc Sports Cardiology must obtain a pass in all modules undertaken within the maximum registration period specified.

40. Candidates for the award of Postgraduate Diploma in Sports Cardiology must obtain a pass in all modules undertaken within the maximum registration period specified.
41. Candidates for the award of Postgraduate Certificate in Sports Cardiology must obtain a pass in all modules undertaken within the maximum registration period specified.

### **Distinctions and Merits**

42. Criteria for the award of distinctions and merits will be specified in the scheme of assessment. Outright distinctions will be awarded to MSc candidates obtaining an overall average assessment mark of  $\geq 69.5\%$ . Such candidates will normally be expected to pass each component at first attempt. The award of merit will be given to MSc candidates obtaining an overall average assessment mark falling in the range 59.5-69.4%. Outright distinctions will be awarded to PgDip candidates obtaining an overall average assessment mark of  $\geq 69.5\%$ . Such candidates will normally be expected to pass each component at first attempt. There is no award of merit for the postgraduate diploma, and no award of merit or distinction for the postgraduate certificate.

### **Date of award**

43. The date of award of the qualification for successful students will be the date of the Board of Examiners' meeting at which their final result is determined.
44. A Board of Examiners shall be appointed annually with membership agreed by the Course Committee and approved by Senate. This membership shall include a Chair of the Board (who shall not be the Course Director), the executive course director, the head of assessment and at least three other 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 Assistant Registrar (Postgraduate) or his/her nominee shall act as secretary to the Board.
45. 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, diplomas, certificates, merits and distinctions, 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.
46. Students enrolled on this programme are bound by the General Regulations in force at the time.



# **General Regulations for Students and Programmes of Study**

**Session 2019-20**

# St George's, University of London

## General Regulations for Students and Programmes of Study

Session 2019-20

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## **1. Authority and interpretation of these regulations**

1.1 These regulations are made by Senate and shall apply to all programmes of study and students of St George's. Where a University of London degree or diploma is concerned, these regulations are made in compliance with the University Ordinances and Regulations, and shall not be interpreted in a manner that is contrary to the Ordinances.

1.2 Any doubt over the interpretation of these regulations or any matter on which these regulations are silent shall be referred to the Principal for decision.

1.3 These regulations shall be published annually at the start of the academic year by means of a copy posted on St George's intranet, and printed copies available from the Registry. All students will be made aware on their first enrolment of the intranet url at which the Regulations can be found. Students and staff will be assumed to be familiar with the provisions of these regulations.

1.4 Senate may suspend, amend or revoke any provision of these regulations or make new provisions in these regulations provided they remain in compliance with the University Ordinances and Regulations where University degrees and diplomas are concerned. Amendments, revocations or additions made during an academic year shall be published to all staff and students. Applications for suspension of regulations shall be made in the first instance to the Academic Registrar with the support of the relevant Dean and/or Head of Institute /School. The Principal may act on behalf of Senate in suspending a regulation only in the most urgent situations.

1.5 In these regulations or subordinate regulations or procedures, in the absence of a named officer of St George's the following shall be empowered to exercise all their powers and responsibilities on their behalf:

the Vice-Chair of Council for the Chair of Council;  
the Principal's nominee for the Principal;  
the Deputy or other nominee of any other named officer.

## **2. Degrees, diplomas, certificates and programmes of study**

2.1 In these regulations 'programme of study' means the whole period of study prescribed for a degree, diploma or certificate. 'Course' or 'module' means a constituent component of a programme of study.

2.2 St George's will register students on programmes of study leading to the following degrees and diplomas of St George's Hospital Medical School, a constituent College of the University of London:

### *Certificates:*

Graduate Certificate (Grad Cert)

### *Diplomas:*

Diploma in Higher Education (DipHE)

Graduate Diploma (Grad Dip)

*Foundation degrees:*

Foundation Degree in Science (FdSc)

*First degrees:*

Bachelor of Science (BSc)

Bachelor of Medicine and Bachelor of Surgery (MB,BS)

Master in Science (MSci)

*Postgraduate taught degrees:*

Master of Science (MSc)

Master of Research (MRes)

Master of Clinical Research (MClin.Res)

*Research degrees:*

Master of Philosophy (MPhil)

Doctor of Philosophy (PhD)

Doctor of Medicine (Research) (MD(Res))

Publicity for these programmes of study and course documentation may be endorsed with the University of London's name, and pass lists and diplomas awarded to successful students shall be endorsed with the University of London's name.

Degree Awarding Powers and transitional arrangements

From 1 June 2012, St George's has been awarding its own degrees whilst remaining a College of the University of London.

Students registering from 1 September 2012 receive SGHMS awards.

Transitional arrangements are in place for students registering before 1 September 2012 to choose their awarding body: SGHMS or University of London. For those choosing University of London as their awarding body, their awards will be as prescribed in University of London Regulation 1 (Section A).

2.3 St George's will register students on programmes of study leading to the following diplomas and certificates of St George's:

Foundation Certificate

Undergraduate Certificate

Undergraduate Diploma

Postgraduate Certificate

Postgraduate Diploma

Publicity for these programmes of study, course documentation, pass lists and diplomas awarded to successful candidates shall be endorsed with St George's name.

2.4 Programmes of study leading to the degrees of Master of Philosophy (MPhil), Doctor of Philosophy (PhD), and Doctor of Medicine (Research) (MD(Res)) of the

University of London shall be governed by the regulations made by the University of London (Regulation 1, Section E). [This arrangement is in place for transitional arrangement students choosing University of London as their awarding body.]

2.5 Each programme of study leading to certificates, diplomas, first degrees and postgraduate taught degrees shall have a set of regulations specific to that programme, approved by Senate, and which complies with these general regulations (except for intercollegiate degree programmes – see paragraph 2.6). Significant amendments to these regulations shall normally not be approved for implementation in the same academic year. Specific regulations for programmes of study shall include the following:

1. The title of the programme of study and any named pathways within the whole programme.
2. Which committee of Senate is responsible for the programme.
3. Entry requirements for the admission of students to the programme.
4. A provision for an admissions policy to be prescribed.
5. Provisions for exemptions from courses/modules for students with accredited prior (experiential) learning.
6. The minimum and maximum periods of study.
7. The structure of the programme of study to be followed, listing the courses/modules and the weighting and order of these.
8. The methods and timing of assessment.
9. A provision for a Scheme of Assessment to be prescribed (by the committee responsible for the programme) for each course/module or other appropriate subset of the programme (see Regulation 7).
10. The rules for progression of students from one stage of the programme to another.
11. The rules for re-entry to assessments.
12. The conditions to be satisfied for the award of the qualification.
13. Criteria for the award of honours or distinctions (where relevant).
14. The date of the award of the qualification to successful students.
15. A provision that a Course Document, incorporating a Programme Specification, learning outcomes and indicative syllabus content (as detailed in St George's Quality Manual) will be prescribed by the committee responsible for the programme and published to staff and students.
16. The constitution, procedures for appointment and duties of the Board of Examiners (see General Regulation 8.2).

## 2.6 Intercollegiate degree programmes

Programmes of study which are intercollegiate (that is, taught and examined by more than one College of the University of London) shall be governed by the regulations approved for that programme by the federal University authorities. These General Regulations shall apply to such programmes of study and to students registered at St George's for such programmes except where indicated to the contrary. In any case of conflict between these General Regulations and the University regulations for the programme, the University Regulations shall take precedence.

## 2.7 Duration of programmes of study and standard of awards

*(University of London Regulation 1 (Section C) and QAA Framework for Higher Education Qualifications refers)*

The duration of programmes of study and standard of awards shall be governed by University of London Regulation 1 (Section C) for University of London awards, and (for both University of London and St George's awards) shall meet the generic criteria specified by the Quality Assurance Agency for Higher Education's Framework for higher education qualifications in England, Wales and Northern Ireland ("the QAA Framework").

2.7.1 Foundation Certificate and Undergraduate Certificate programmes shall be of not less than one academic year full-time study or the equivalent. Foundation Certificates shall be at level 3; Undergraduate Certificates shall meet the qualification descriptor for level 4 in the QAA Framework.

2.7.2 DipHE and Undergraduate Diploma programmes shall be of not less than two academic years' full-time study or the equivalent. The awards shall meet the qualification descriptor for level 5 in the QAA Framework. Grad Dip programmes shall normally be the equivalent of one year of full-time study. The awards shall meet the qualification descriptor for level 6 in the QAA Framework.

2.7.3 Foundation degree programmes shall be of not less than two academic years' full-time study or the equivalent. The Foundation degree award shall meet the qualification descriptor for level 5 in the QAA Framework.

2.7.4 BSc degree programmes shall be of not less than three academic years' full-time study or the equivalent, except for the Intercolated BSc programme for students registered for the degrees of MB,BS, which shall be of one academic year's duration. The BSc (Honours) award shall meet the qualification descriptor for level 6 in the QAA Framework; the BSc (non-honours) award shall meet the qualification descriptor for level 6 in the QAA Framework.

2.7.5 MSci degree programmes shall be of not less than four academic years' full-time study or the equivalent. The MSci (Honours) award shall meet the qualification descriptor for level 7 in the QAA Framework.

2.7.6 The MB,BS degree programme shall be of not less than 56 months' duration, except for the MB,BS Graduate Entry Programme in Medicine, which shall be not less than 45 months study. The award shall meet the QAA Framework qualification descriptor deemed to be appropriate for a first degree in medicine.

2.7.7 MSc and MRes degree programmes shall be of not less than one calendar year's full-time study or the equivalent. The awards shall meet the qualification descriptor for level 7 in the QAA Framework.

2.7.8 Postgraduate diploma programmes shall be of not less than nine months' full-time study or the equivalent. The awards shall meet the qualification descriptor for level 7 in the QAA Framework.

2.7.9 Postgraduate certificate programmes shall be of not less than six months' full-time study or the equivalent. The awards shall meet the qualification descriptor for level 7 in the QAA Framework.

2.7.10 MPhil, PhD and MD(Res) programmes of study shall be of not less than two academic years' full-time study or the equivalent. The awards shall meet the qualification descriptor for level 8 in the QAA Framework.

### **3. Admission of students to programmes of study**

3.1 In order to be admitted to St George's as a student, a candidate must:

- (a) satisfy the general entrance requirements of St George's which shall be published from time to time;
- (b) satisfy additional requirements where prescribed in the specific regulations for a programme of study;
- (c) demonstrate a proficiency in the English language to the satisfaction of the relevant admissions tutor;
- (d) (if an international applicant) satisfy the requirements of the UK Visas and Immigration so that St George's upholds its responsibilities as a Highly Trusted Sponsor for students (Tier 4).

3.2 Application for registration as a student on a bachelors degree programme or an undergraduate integrated masters degree programme or a Foundation Degree Programme in Paramedic Science (direct entrant) must be made through the Universities and Colleges Admissions Service (UCAS). Applications for admission onto other than the first year of a programme, applications for admission onto other Foundation Degree Programmes and applications for registration for the part-time Dip/BSc post-registration programmes in Health Care Practice must be made direct to St George's. Application for registration as a student on a diploma, postgraduate taught or research degree programme must be made direct to St George's. Applications to the Medicine programme at the University of Nicosia are made directly to their School of Medicine.

3.3 Applications for registration as a student will be processed according to the Admissions Policy and the entry criteria, and in accordance with St George's Equality Objectives and Single Equality Scheme.

3.4 Applicants accepted for a place on a programme of study leading to a registrable qualification or one which requires the student to work in 'regulated contact' (i.e. frequently or intensively) with children or vulnerable adults shall be required to consent to a Disclosure and Barring Service (DBS) check at the 'Enhanced Disclosure' level in line with the procedures of the Disclosure and Barring Service (the DBS provides a combined barring and criminal records disclosure service, previously carried out by the Independent Safeguarding Authority (ISA) and the Criminal Records Bureau (CRB)). Students on such programmes shall also declare to St George's, by notifying the Academic Registrar, of any criminal convictions obtained prior to, or during, their course of study. All applications are conditional upon satisfactory clearances.

A policy for handling Disclosure applications and for determining whether a criminal record should be a bar to a student entering or continuing with his/her studies shall be

prescribed by the Senate, and shall conform to the policy and guidelines of the Disclosure and Barring Service.

3.5 Applicants accepted for a place on a programme of study leading to a registrable qualification shall be required to consent in writing to any entry agreement prescribed by the committee responsible for that programme of study covering standards of behaviour and conduct.

### 3.6 Advanced Standing and Credit Transfer

3.6.1 An applicant may be admitted to the second or third year of a first degree programme, or the second year of a DipHE or Undergraduate Diploma programme and be exempted from any assessments in those years on the basis of a prior qualification or previous study in appropriate subjects equivalent to one or two years' study as appropriate. Such admissions with Advanced Standing will be at the discretion of the Board of Examiners, acting in accordance with the provisions of the Programme Regulations.

3.6.2 The Board of Examiners, acting in accordance with the provisions of the Programme Regulations, may accept work undertaken at other institutions within or outside the University of London and credit it towards the requirements of a qualification of the University or St George's, provided that normally the amount of credit does not exceed 120 credits at level 4 and 60 credits at level 5 for the Diploma, and one half of the normal programme of study for all other programmes, and that this credit is not counted toward more than one qualification at the same academic level. Senate may approve Accreditation of Prior Learning (APL) allowances that exceed these norms on a programme by programme basis. Students who have been granted Advanced Standing under paragraph 3.6.1 shall not be eligible for any other transfer of credit.

3.7 A person who does not meet the normal entrance requirements of a programme but who wishes to study courses or modules of that programme may apply to register as an Associate Student of St George's. Such applications will be accepted only at the discretion of the committee responsible for the programme. An Associate Student may not be awarded any qualification of the University or St George's, but may, on satisfactory completion of his or her course of study, apply for a certificate confirming the courses/modules attended and any assessments passed.

3.8 Any student who secures admission to St George's on the basis of qualifications, documents or statements which are subsequently found to be false shall have his or her registration terminated and shall accordingly cease to be a student.

## **4. Registration, enrolment, and termination of registration**

4.1 In these regulations, 'registration' is the process by which St George's accepts a person as a student. 'Enrolment' is the process by which a registered student declares his or her active participation on the programme of study (usually for an academic year). A student who does not re-enrol may, with the permission of St George's, remain registered as a student, and enter for assessments where required and allowed to do so.

4.2 Except with the special permission of Senate, a person who is currently registered for a diploma or degree of the University, St George's or any other university or other

institution of equivalent standing will not be permitted to register concurrently for a qualification of the University or St George's. Failure to disclose this information can be classed as fraud.

4.3 Notwithstanding the provisions of paragraph 4.1 above, a person may register at St George's for a Master's degree while also registered for a diploma or degree of the University, St George's or any other university or other institution of equivalent standing, provided the rules for such admission are included in the regulations for that programme of study and have been approved by Senate.

4.4 Students shall enrol at the beginning of their programme of study at St George's, and shall thereby be registered for that programme of study. Students shall thereafter enrol at the beginning of each subsequent academic year of attendance at St George's, or as directed by their course regulations, throughout their programme of study. Except in circumstances approved by Senate, students who are not enrolled may not use St George's facilities. St George's reserves the right to charge a late enrolment fee to any student who fails to enrol by the published deadline. At the discretion of the Academic Registrar, a student who does not satisfy all of the requirements for enrolment (eg health clearance or payment of fees) may be provisionally enrolled until such requirements are completed.

4.5 In order to complete enrolment, students shall make satisfactory arrangements for the payment of their tuition fees for the relevant academic year (see regulation 5.3). Students who are unable to make such arrangements to the satisfaction of the Academic Registrar shall not normally be entitled to be enrolled as students of St George's.

4.6 The name by which a student is registered shall be the name under which any letter, certificate or award is issued in respect of that student. Students may be required to produce documentary evidence of identity prior to initial enrolment. Any request to record a change of name shall be made to the Academic Registrar, and must be supported by appropriate documentary evidence.

4.7 Students are required to notify the Registry, on enrolment, of their permanent and term-time addresses, and to inform the Registry in writing of any subsequent changes of address.

4.8 Students shall carry their Student Identity Cards at all times when on St George's premises or when participating in St George's or Students' Union activities. St George's reserves the right to exclude from any St George's building or activity any students who are unable, on demand, to produce their current Student Identify Cards to a member of staff of St George's.

4.9 After any assessment failure Senate, or the Committee responsible for the programme of study, or the relevant Board of Examiners may require a student to complete a further period of study.

4.10 A student who has failed assessments the maximum number of times prescribed in the regulations for the relevant programme of study shall have his or her registration terminated automatically. Where provision for a further discretionary attempt at an assessment is allowed, Senate will appoint a panel to consider such cases. Senate shall prescribe the procedures to be followed in such cases.

4.11 All students must abide by the Attendance Policy. Students' attendance is closely monitored throughout their programme. Students are required to seek permission for, and keep SGUL informed about, any absence. Unsatisfactory attendance is followed up in accordance with the procedure pertaining to the programme of study concerned. Students who do not maintain contact with SGUL by completing enrolment formalities and/or responding to correspondence (following repeated and extensive reminders) will at the discretion of the Academic Registrar, have their registration terminated.

4.12 Students granted no leave to remain in the UK will, at the discretion of the Academic Registrar, have their registration terminated.

4.13 The Principal, Principal's nominee, appropriate Dean and appropriate Course Director (or his or her nominee) shall have the authority to approve a student's application to interrupt his or her studies for a specified period. This period should not exceed one academic year in the first instance; at the end of this period, a further period of interruption can be granted by the Course Director (again to a maximum of one year) under exceptional circumstances. A re-application process to the Course Director must take place after a period of absence lasting for two years or longer.

4.14 A student who wishes to request an extension to a maximum period of study ("registration period") as prescribed in the regulations for the relevant programme of study, shall do so in accordance with the procedure prescribed by Senate *Procedure for Consideration for an Extension to a Maximum Period of Study (Registration Period)*.

#### 4.15 Fitness to study and practise

Regardless of the provisions for termination of a student's registration because of failure in assessments, a student may be suspended from his or her studies or have his or her entry to assessments cancelled or have his or her registration terminated on the following grounds: (i) persistent unsatisfactory attendance and/or performance; (ii) lack of aptitude for the course; (iii) unfitness to practise in a profession for which the course provides qualification. The procedure to be followed in such cases shall be prescribed by Senate as the *Procedure for Consideration of Fitness to Study or Practise*.

#### 4.16 Data protection

It shall be a condition of registration and annual enrolment as a student of St George's that a student gives permission for St George's to hold and process personal data about themselves for the purposes of educational administration and management of St George's. There shall be a Student Data Protection Statement issued by the Academic Registrar which describes these data types, the broad purposes for which they are used and the persons to whom data may be disclosed, in accordance with St George's registration/notification under the Data Protection Act. The Statement shall be publicised to students at the time of enrolment.

## 5. Fees

5.1 Composite tuition and assessment fees for programmes of study, and fees for entry or re-entry to assessments for students not currently enrolled, shall be determined annually and notified to students. Fees are not normally refundable.

5.2 All students must abide by the Tuition Fee Policy. In accordance with the Tuition Fee Policy, students are required to be in good financial standing when they enrol at the start of each academic year. Students should be able to demonstrate that they can cover the tuition fee and any associated living costs for the year.

5.3 Students shall make satisfactory arrangements for the payment of their tuition fees at the beginning of the academic year (or other period as may be appropriate for the programme of study) as a precondition of enrolment. Such arrangements shall normally be either by paying the fees in full, or by providing documentary evidence that the fees will be paid on demand by an approved sponsor on behalf of the student. Students unable to make satisfactory arrangements for the payment of fees may be enrolled on a "Time Limited Enrolment", during which time they may attend classes and use St George's facilities. Students will be allowed until the end of October, for programmes which start in September and October, and one month after the start of the programme for programmes starting at other times, to make satisfactory arrangements for payment of fees. If they do not make satisfactory arrangements, their registration will be terminated.

5.4 A self-financing student may pay his or her tuition fees by instalments.

5.5 Students who do not make satisfactory arrangements for the payment of their tuition fees as specified in regulation 5.3 or default upon agreed instalments of tuition fees shall, at the discretion of the Academic Registrar or appointed officer, have any formal notification of assessment results and/or degree certificate withheld for the programme for which fees are unpaid.

5.6 At the discretion of the Academic Registrar or appointed officer, students who fail to make satisfactory arrangements for the payment of their tuition fees or payment of other fees, fines or debts to St George's, University of London, may have their registration suspended, or may not be permitted to enrol for a subsequent year of study.

5.7 The Academic Registrar may recommend to the Principal that students who fail to settle or make satisfactory arrangements for the payment of outstanding tuition fees have their registration terminated. If the Principal accepts the Academic Registrar's recommendation, the student will have the right of appeal under the *Student Appeals Procedure* to an Appeal Committee which shall be appointed by and report to Council, whose decision shall be final.

5.8 Full-time members of staff of St George's registering for a part-time programme of study shall be eligible for a discount of 50% on the usual fee.

5.9 All students resident in St George's Halls of Residence must abide by the Accommodation Fee Policy.

- 5.10 At the discretion of the Academic Registrar or appointed officer, students who fail to settle or make satisfactory arrangements for payment of outstanding accommodation fees will be entered into the debt collection cycle as described within the Accommodation Fee Policy. Under the *Student Appeals Procedure* the student will have the right of appeal against any decision taken by a Panel as part of the debt collection cycle. This decision shall be final.
- 5.11 St George's may from time to time validate programmes and modules offered by external Associates. As part of the validation process, it shall be determined whether responsibility for obtaining tuition fees rests with St George's or with the Associate. Where the Associate is responsible for obtaining tuition fees, the provisions of General Regulation 5 will not normally apply. Instead the regulations and policy documents of the Associate will normally apply and these will be made available to students at enrolment.

## **6. The academic year and dates of terms and semesters**

St George's academic year shall run from 1 September, and the dates of terms and semesters within this shall be determined by the Academic Registrar and published for the following academic year in April.

## **7. Schemes of Assessment**

7.1 Each programme of study shall have a Scheme of Assessment for each major stage (eg year) or module, as defined in its Regulations. Schemes of Assessment shall be approved from time to time by the committee responsible for the programme of study (or, in the case of Intercollegiate programmes, the federal University authorities). Information about the assessments shall be provided to students at the start of the academic year, detailing the types of assessment, their general timing, and how each assessment or other element contributes to the overall result. Amendments to a Scheme which significantly alter this information shall normally not be approved for implementation in the same academic year.

7.2 Schemes of Assessment shall comply with the regulations for that programme of study and these General Regulations (see Regulation 11). They must have regard to (i) the totality of the programme of study and to the requirements for progression within it; and (ii) the requirement for the student to achieve a satisfactory standard overall.

7.3 Schemes of Assessment shall include details of assessment types to be used, the general timing of these assessments, marking schemes, marking procedures, rules for determining candidates' overall results, and criteria for the award of honours, merits and distinctions.

7.4 In accordance with University of London Regulation 1 (Section C), Schemes of Assessment for first degrees (except for the MB,BS) shall include criteria for the award of honours which shall have regard to:

- (a) the levels of achievement (in descriptive rather than numerical terms) required to meet the following broad criteria: First class honours: excellent; Second class honours

(upper division): very good; Second class honours (lower division): good; Third class honours: adequate; Pass: minimum acceptable;

(b) the requirement that no candidate shall be awarded a class of degree who has not shown evidence of sufficient work falling within that class, with due regard being given also to the candidate's performance in work falling within other classes.

7.5 Schemes of Assessment shall comply with the following weightings:

(a) Credits at level 6 (conventionally year 3 of a full-time undergraduate programme) will normally be given a 0.7 weighting, but not less than a 0.6 weighting, and credits at level 5 (conventionally year 2 of a full-time undergraduate programme) will normally be given a 0.3 weighting;

(b) exceptionally, credits at level 4 (conventionally year 1 of a full-time undergraduate programme) may contribute; where this is the case, the weighting for credits at level 4 must not exceed 0.1;

(c) Credits at level 7 (conventionally year 4 of a full-time undergraduate programme eg MSci Biomedical Science) will normally be given a 0.4 weighting; credits at level 6 will normally be given a 0.3 weighting; credits at level 5 will normally be given a 0.2 weighting; and credits at level 4 will normally be given a 0.1 weighting.

7.6 Schemes of Assessment for the Bachelor of Science (BSc) degrees shall comply with the following:

(a) An **enhancement of the highest module mark at level 6**: the highest module mark level 6 is used to calculate a 15-credit enhancement to the overall final year mark.

(b) A **borderline zone** of 1% will be used at all the BSc degree classification boundaries, effectively operating at 68.5% (First class honours), 58.5% (Second class honours (upper division)), 48.5% (Second class honours (lower division)) and 38.5% (Third class honours) due to rounding. If a student's overall degree mark falls within this borderline zone and the student has achieved at least 60 credits worth of module marks at QAA level 6 in the higher classification band (that is, higher than 70, 60, 50 or 40, as appropriate), the higher degree classification will be automatically awarded. In the case of BSc degrees where fewer than 120 credits at QAA level 6 are given a % grading, the number of graded credits the student must achieve at QAA level 6 (from the total number of available graded credits) in the higher classification band, in order to be automatically awarded the higher classification, will be stipulated in the Scheme of Assessment for the programme.

(c) The borderline zone (described in (b) above) shall be applied to the calculation of BSc degree classifications only where individual module requirements for the award of the degree, as described in the programme's Scheme of Assessment, have been met.

## 8. Boards of Examiners

*Note: for intercollegiate programmes of study, rules for the appointment and conduct of Boards of Examiners approved by the federal University of London authorities shall apply in place of this regulation.*

8.1 Each programme of study shall have a Board of Examiners (which may in turn have sub-boards for phases, years or discrete fields of study) appointed annually by Senate. External Examiners are appointed to all programmes of study, not just HE programmes. The annual start date of each Board of Examiners shall be that best suited to the cycle of assessments for that programme of study.

8.2 The constitution of a Board of Examiners shall be included in the programme regulations (see paragraph 2.5(16)) and shall conform to this regulation:

8.2.1 An Internal Examiner must be a member of the academic staff of St George's or hold an honorary academic appointment of St George's.

8.2.2 An External Examiner must be a member of the academic staff of another medical school or university or institution with equivalent standing, with normally at least three years' experience of examining in the institution(s) in which they have worked.

8.2.3 An External Examiner may not serve on a Board for more than four consecutive years, or in exceptional circumstances for such limited extension of this period as Senate shall allow, and after retiring from membership shall not be eligible to serve again until a period of five years shall have elapsed.

8.2.4 A member of the academic staff of St George's who leaves St George's shall not be eligible to be appointed as an External Examiner before a lapse of at least five years from the date of leaving, or of sufficient time for students to have been taught by the member of staff to have passed through the system, whichever is the longer.

8.2.5 Each Board shall have at least three Internal Examiners, one of whom shall be appointed to chair the Board, and another may be appointed as a Deputy Chair.

8.2.6 A Board of Examiners may have sub-boards for specific years, phases or discrete pathways or fields of study, and an Internal Examiner may be appointed to chair these and/or be responsible for a specific assessment.

8.2.7 Each Board shall have at least one External Examiner.

8.2.8 The Principal and the Principal's nominee shall be ex officio members of all Boards of Examiners.

8.2.9 A procedure shall be prescribed in the constitution of each Board of Examiners for the scrutiny and nomination of all examiners.

8.2.10 Assessors may be appointed by the Chair or Deputy Chair of a Board of Examiners to assist with the setting of assessments or the marking of candidates' work. Assessors need not be members of staff of St George's and are not members of the Board, but may be invited to meetings of the Board, where they may speak but not vote.

8.2.11 All members of a Board of Examiners or sub-board shall be invited to meetings of that Board or sub-board. The quorum of any Board shall be not less than one sixth of the number of members (excluding ex officio members) or at least three members (whichever is the greater). Ex officio members attending a meeting may, however, be counted as part of the number making up the quorum.

8.2.12 In the event of the designated Chair or Deputy Chair being unavailable to chair a meeting of a Board of Examiners, the Principal or, in his or her absence the Principal's nominee, shall nominate a chair.

8.2.13 Minutes of the meetings of Boards of Examiners shall be kept by a member of the administrative staff of St George's.

8.2.14 Recommendations of awards of degrees, diplomas and certificates by a Board of Examiners shall be made to the Principal (see regulation 17).

## **9. Duties of External Examiners**

9.1 The primary duty of External Examiners is to ensure that the standard of the awards made by St George's is consistent with that of institutions elsewhere in the United Kingdom, and that the standards required by professional registering bodies (where relevant) are met. External Examiners shall be invited to participate in the setting of assessments and shall have the right to inspect any assessment material for the relevant programme of study. Senate shall approve from time to time a statement of the detailed duties of External Examiners, which shall be issued to External Examiners on appointment. Specific programmes of study may issue supplementary advice on the role of External Examiners.

9.2 Each External Examiner shall make a report at the end of each year of his or her period of office to the Principal using a standard report form.

## **10. Entry and re-entry to assessments**

10.1 A student who has enrolled for a programme of study in any given academic year shall be deemed to have entered for the specified assessments, including any re-sit assessments in that year.

10.2 A student shall be examined in accordance with the Regulations current at the time of his or her entry or re-entry to the assessments.

10.3 A student who commences an assessment is deeming themselves physically and mentally well enough to enter the assessment. A candidate who becomes unwell during a supervised assessment, and who cannot complete the assessment, will have the status of that attempt considered on a case-by-case basis by the Board of Examiners.

10.4 A student who is unable to sit an assessment because of illness (for which acceptable medical certification from a doctor not related to the student must be provided) or other good cause accepted by the Principal, appropriate Dean, appropriate Course Director or appropriate Chief Examiner (or his or her nominee) may withdraw from an assessment in the week before the first date of the assessment period, including the day of the first assessment, providing he or she has not commenced the assessment.

10.5 A student whose withdrawal from an assessment has been accepted shall not be regarded as having made an entry to the assessment for the purposes of the number of attempts allowed under the regulations for that programme of study, but may be required to interrupt or extend his or her studies in order to enter for the assessment on the next occasion it is held.

10.6 A student who has entered for an assessment and whose withdrawal has not been accepted under regulations 10.4 or 10.5 but who does not attend for all prescribed tests or submit all prescribed work will be deemed to have failed the assessment.

10.7 A student who is prevented from completing at the normal time the assessment or part of the assessment towards an award for reason of illness (for which acceptable medical certification from a doctor not related to the student must be provided) or other good cause accepted by the Principal or his or her nominee may, subject to the agreement of the Principal or his or her nominee either:

(a) Enter the assessment in those elements in which he or she was not able to be examined on the next occasion when the assessment is held in order to complete the assessment; or

(b) At the discretion of the Chair of the Board of Examiners, be set a special assessment in those elements of the assessment missed as soon as possible and/or be permitted to submit any work prescribed at a date specified. Any special assessment shall be in the same format as the assessment missed.

10.8 A student who has failed an assessment shall be permitted to have that attempt discounted under certain circumstances as will be prescribed in the regulations for that programme of study, thereby having it not count as one of the permitted assessment attempts.

10.9 A student who has failed an assessment shall be permitted to re-enter on such conditions as may be prescribed in the regulations for that programme of study on not more than three occasions for first degrees and diplomas (although this maximum may be reduced in specific regulations for programmes of study) and on one occasion for postgraduate degrees, diplomas and certificates (other than for pre-registration MSc Physiotherapy – students on this programme may re-enter on such conditions as prescribed in the regulations for the programme of study). Re-entry shall normally be at the next occasion on which that assessment is offered, although a Board of Examiners may require that a student defer such re-entry. A candidate who does not re-enter for the assessment at the next available occasion shall only be permitted to re-enter on a subsequent occasion with the permission of the relevant Board of Examiners.

10.10 Postgraduate Taught students who have failed an elective module(s) on the maximum number of occasions permitted will be allowed to take an alternative module(s) within certain constraints as specified in the regulations for that programme of study.

10.11 Where re-entry to an assessment would involve further attendance at St George's, this shall be subject to the approval of the relevant Dean or Course Director of the programme of study.

10.12 To be eligible for the award of a degree, diploma or certificate, a student must satisfy the examiners in the assessments prescribed for the programme of study within a period of two years from the satisfactory completion of the prescribed period of study. This period of two years may be extended at the discretion of the Principal or relevant Dean.

## **11. Assessments**

11.1 From time to time the Academic Registrar shall issue *Rules for the Conduct of Candidates in Supervised Examinations*, which shall stipulate procedures to be followed to ensure the fair and proper conduct of assessments in accordance with the following regulations. These rules shall be publicised to candidates prior to each assessment.

11.2 In accordance with the SGUL Calculator Policy, Boards of Examiners shall determine what source materials or aids such as electronic calculators candidates may be permitted to use in supervised assessments. Such materials may not include dictionaries for the specific purpose of enabling students to overcome any deficiency in their command of the English language.

11.3 All answers to assessment questions must be written in English unless instructions are specifically given to the contrary.

11.4 All work undertaken by candidates in a supervised assessment remains the property of St George's and will not be returned to candidates. Save where the regulations for a programme of study otherwise provide, work undertaken in the candidate's own time towards assessment requirements may be returned to candidates after such period as the Board of Examiners determines.

11.5 The copyright of assessment papers and other test material written by examiners shall belong to St George's, and examiners are appointed on this condition.

11.6 Candidates for supervised written assessments shall be identified by candidate number only, to ensure anonymity. This practice shall be extended to unsupervised written assessments where practicable.

11.7 Written assessments, whether conducted under supervised or unsupervised conditions, shall be marked in detail by one Internal Examiner or Assessor, with at least one other Internal Examiner or Assessor having an overview of the work submitted for assessment. The precise rules for moderation shall be detailed in the Scheme of Assessment for the programme in question.

11.8 Written and practical assessments in which an objective scheme for the award of marks is pre-determined (eg OSCE or Short Answer Question) may be supervised and marked by one Internal Examiner or appointed Assessor.

11.9 Oral assessments shall be conducted by at least two examiners acting together, one of whom shall normally be a External Examiner, and who shall agree a mark in accordance with the relevant Scheme of Assessment.

11.10 (i) Additional arrangements may be made for a candidate who is ill or who has a disability, impairment or specific learning difficulty to take his or her assessment. Applications under this regulation should be made to the Academic Registrar as early as possible after registration, and in any event no later than six weeks before the date of the candidate's first assessment. Applications received after this date will only be considered in the case of sudden illness or accidental injury. Applications will be dealt with according to the *Procedure for Additional Assessment Arrangements for students with disabilities or specific learning difficulties*, which shall be approved from time to time by Senate.

(ii) Special arrangements may be made in accordance with the Religious Observance and Assessments Policy for a candidate to take his or her assessments. Applications under this regulation should be made to the Academic Registrar, in accordance with the timelines stipulated in the Policy.

#### 11.11 Illness, other factors, and condonement of performance

(i) Marks and grades awarded to a student for his or her work in assessments shall reflect the work actually submitted, and shall not be amended to take account of any illness or other cause which may have affected the candidate's performance. In terms of spelling, students should be marked only for technical spelling accuracy; students shall not be penalised for non-technical spelling accuracy.

(ii) For registrable qualifications of MB,BS, the BSc and MSc degrees in Physiotherapy, the BSc degree in Radiography, the FdSc degree in Paramedic Science, and the Postgraduate Diploma in Physician Associate Studies there is no provision for upgrading a candidate's result or classification on account of illness or other relevant factors since St George's has to certify to the accrediting bodies that applicants for professional registration have achieved a satisfactory standard in the qualifying assessments. Information about circumstances which affected a student's performance, however, may be taken into account in determining decisions concerning re-entry to assessments under the appropriate programme regulations.

(iii) For other qualifications, the Board of Examiners may condone poor performance because of illness or other factors in determining the *progression* of a candidate through the programme of study, where such condonement is specifically permitted in the Scheme of Assessment.

(iv) In accordance with General Regulation 16.3, no Board of Examiners may condone poor performance because of illness or other factors in determining the *award* of a degree or diploma or the *classification* of that award.

(v) A student who considers that his or her performance in an assessment has been adversely affected by illness or some other cause should submit a doctor's certificate (in the case of illness) or other appropriate evidence in other cases, to the Academic Registrar (or via the process published for the individual programme of study) as soon as possible, and before the date of the final Board of Examiners meeting.

11.12 For any element of an assessment where a candidate is absent or fails to submit assessed work by the stipulated date, and no special arrangements have been approved under Regulation 10.6 above, the examiners shall award a penalty as prescribed in the programme's Scheme of Assessment, up to a maximum of awarding zero marks.

11.13 It is a condition of entry to an assessment that a candidate consents to his or her assessed work being submitted to an agency outside of St George's for the purposes of detecting plagiarism, and for that work to be used by such an agency in its database of student work.

## 12. **Assessment offences**

12.1 An assessment offence shall be considered to be any attempt by a student to gain improper advantage in an assessment (whether in a supervised assessment or in work undertaken in the candidate's own time such as essays or reports or dissertations) or to

assist another student to gain an advantage or to disrupt an assessment. Specifically, the following shall be considered assessment offences:

- (a) Failure to observe the *Rules for the Conduct of Candidates in Supervised Examinations*.
- (b) *Cheating*: (i) The introduction into a supervised assessment room (including practical and clinical assessments) and/or the use of books, notes, instruments, calculators or other materials or aids, unless expressly authorised by the examiners; (ii) the submission of any work in a supervised assessment undertaken prior to that assessment; (iii) copying the work of another candidate; (iv) passing any information to another candidate or to any other person outside an assessment room unless expressly so authorised by the examiners.
- (c) *Copying and collusion*: (i) copying the work of another candidate with or without that candidate's knowledge; (ii) representing as the work of a single candidate a piece of work which two or more students have undertaken together, without express permission to do so from the examiners.
- (d) *Plagiarism*: Representing another person's work (whether published or unpublished) as the candidate's own, without acknowledgement of the source. Examples of plagiarism include: (i) including in a student's own work more than a single phrase from the work of another person without the use of quotation marks and acknowledgement of the source; (ii) summarising another person's work by changing a few words or altering the format or order of presentation without acknowledgement; (iii) using the ideas of another person or data gathered by another person without acknowledging the source; (iv) copying the work of another person (eg a book, article, or the work of another present or past student); (v) using and presenting as the candidate's own, material prepared by another person and stored on computer disk or downloaded from the Internet. Detailed guidelines as to what constitutes plagiarism shall be published to students in programme of study handbooks.
- (e) *Bribery*: Offering payment or other inducement to another person or threatening another person in order to gain improper advantage in an assessment or to falsify the result of an assessment.
- (f) *Substitution*: Commissioning another person to undertake all or part of an assignment presented as the candidate's own work, or knowingly undertaking work for another candidate to present as his or her own work.
- (g) *Impersonation*: Sitting an assessment or test in place of another candidate or knowingly allowing another person to sit an assessment or test in the candidate's own place.
- (h) *Re-submission of assessed work*: Including in any coursework material which is identical or substantially similar to material which has already been assessed at St George's or elsewhere, either by the same candidate or another (eg the use of essay banks).
- (i) *Fabrication*: Presenting data in reports or projects as based on work undertaken by the candidate which have been invented by the candidate, altered, copied or obtained by improper means.
- (j) *Deception*: Making a false declaration in order to receive special consideration by a Board of Examiners, such as an extension to a deadline.
- (k) *Aiding and abetting* another student in any of the above.

(l) *Any other dishonest practice* in assessment not included above intended to secure improper advantage or to assist another student to secure an improper advantage or to subvert the fair and proper conduct of an assessment.

12.2 An alleged assessment offence shall be handled in accordance with the *Procedure for considering allegations of Assessment Irregularity*, which shall be made by Senate.

### **13. Result notifications and assessment marks**

13.1 A candidate's result for each assessment shall be reported to him or her as soon as possible after the meeting of the Board of Examiners has confirmed the results and in accordance with the Feedback Policy (SGUL Policy on feedback to students on their performance in assessment). Where a certificate, diploma or degree is recommended for award, such notification shall be provisional until the award is made by the Principal or Principal's nominee (see regulation 17). Provisional results for interim term, semester or module assessments may be reported to a candidate for his or her information and guidance where the Regulations and/or Scheme of Assessment for the programme of study provide for this.

13.2 In addition to the overall result for an assessment, the marks or grades for each discrete element of an assessment as defined in the Scheme of Assessment will be notified to the candidate in the format in which this was reported to the Board of Examiners and used for the final determination of the result.

13.3 Assessment marks, grades or results of an individual candidate shall not be disclosed to anyone other than the candidate, the examiners or other staff of St George's who have good reason to see them, except that (a) pass/fail notifications for candidates at an assessment may be listed by candidate number only on a noticeboard; (b) numerical marks or other grades for candidates at an assessment may be listed by candidate number only on a noticeboard; (c) lists of candidates awarded a degree, diploma or certificate and showing degree classifications or distinctions may be listed on a noticeboard and included in material used at graduation or presentation ceremonies.

### **14. Academic Appeals**

14.1 Requests for a review of provisional assessment results or decisions of a Board of Examiners may be made only by students who allege that their assessment marks, grades, result or classification have been affected for one of the following reasons:

- (a) that the result as published was affected by an administrative error;
- (b) that the assessments and/or meeting of the Board of Examiners were not conducted in accordance with the Scheme, Regulations and approved procedures of St George's;
- (c) that the student's performance had been adversely affected by illness or other relevant factors which either the student had, for good reason, been unable to make known to the Board of Examiners at the appropriate time in accordance with General Regulation 11.11(v), or which the Board of Examiners had failed properly to take into account.

There is no provision for appeal against the academic judgement of a Board of Examiners or its members where this has been properly exercised in accordance with its constitution and established procedures.

Academic judgement is the judgement made by a member of staff about a student's performance in any assessment task (including coursework, essays, assignments, written examinations, reports, OSCEs, vivas and clinical attachments). The judgement derives its authority from the disciplinary, clinical and pedagogic expertise of the staff member exercising that judgement. Academic judgement also encompasses the collective decision of boards of examiners in relation to student progression and achievement.

14.2 General Regulation 11.11 stipulates the limited circumstances under which performance affected by illness or other factors may be condoned by a Board of Examiners, and those provisions shall apply to consideration of any request for a review under paragraph 14.1(c). Therefore, any academic appeal from a candidate under paragraph 14.1(c) which could not, in any case, have altered the Board of Examiners' determination of that candidate's result or classification, shall be noted on the student's record but a review of the Board of Examiners' decision will not be undertaken. Information in such an academic appeal shall be made available to any Panel required to be convened to give consideration for a final discretionary attempt by the student at an assessment, where this is allowed in the relevant Programme regulations.

14.3 In order to establish good reason for a review under paragraph 14.1(c) the student shall be required to explain why information was not made available to the Board of Examiners in accordance with General Regulations paragraph 11.11(v).

14.4 Senate shall approve a procedure for dealing with academic appeals from candidates under the above paragraphs.

## **15. Conditions of admission to a degree, diploma or certificate**

15.1 To be admitted to a degree, diploma or certificate (other than Aegrotat degrees and diplomas) a candidate must:

- (a) have completed to the satisfaction of St George's the course of study prescribed in the regulations for that programme of study; and
- (b) have been examined in all parts of the assessment prescribed for that degree, diploma or certificate and shown a competent knowledge in the assessment as a whole.

15.2 A student who has been awarded a degree, diploma or certificate of the University or St George's may not subsequently present him or herself for re-assessment for that award in the same subject or branch of study.

15.3 A student who is in debt to St George's or the University shall not be entitled to receive routine notification of assessment results, nor to progress from one year to the next, or be included on a Pass List for the award of a degree, diploma or certificate, until arrangements for settlement of the debt have been made to the satisfaction of St George's. The above provisions shall also apply where a student is enrolled as an

Associate Student or the equivalent at another Higher Education Institution by reason of their main registration at St George's and is in debt to that other institution.

## **16. Aegrotat provisions**

16.1 Provision for the award of an Aegrotat degree or diploma may be made in the regulations for programmes of study for first degrees and diplomas, except for those degrees and diplomas which lead automatically to registration with a professional body or which have been validated by a professional body (unless agreement of that professional body has been obtained for an aegrotat provision). No provision for the award of Aegrotat degrees may be made for postgraduate certificates, diplomas or degrees. Applications for the award of an Aegrotat degree or diploma shall be made in accordance with the following paragraphs:

16.2 Where a candidate has completed his or her full period of study for the award and (a) is absent through illness or other cause judged sufficient by the Board of Examiners from some or all of the assessments for that award, or (b) though present at the assessments considers that his or her performance has been adversely affected by any of the above reasons, that candidate may submit an application under these provisions. The application must be submitted to the Academic Registrar as soon as possible, and within six weeks of the last date of the course assessments to which it refers, and must be accompanied by a medical certificate or other statement of the grounds on which it is made.

16.3 If a candidate has satisfied the requirements of the degree or diploma as stipulated in paragraph 15 and the regulations for the relevant programme of study, the Board of Examiners shall recommend the award of the degree or diploma with a Pass or Honours classification as appropriate, and shall not consider the candidate for the award of an Aegrotat degree or diploma. The Board of Examiners shall not recommend the award of a class of degree or diploma higher than the overall level which the candidate has achieved in the work actually presented.

16.4 A candidate for whom an application has been submitted to the Board of Examiners under paragraph 16.2 will be considered for the award of an Aegrotat degree or diploma only if the examiners have been unable, under paragraph 16.3, to recommend the award of a degree or diploma with a Pass or Honours classification. In such a case, the Board of Examiners, having considered the work which the candidate has submitted at the assessment or in such part of the assessment as he or she has attended (if any), and records of the candidate's performance during the course and assessment as provided by the candidate's teachers, will determine whether evidence has been shown to their satisfaction that had he or she completed the assessment in normal circumstances, the candidate would clearly have reached a standard (and completed the necessary requirements of the assessment) which would have qualified him or her for the award of the degree or diploma. Where the Board of Examiners is so satisfied, the candidate will be informed that he or she is eligible to apply for the award of an Aegrotat degree or diploma, and that he or she may either:

(a) apply for the award of the Aegrotat degree or diploma, in which case the degree or diploma will be conferred; or

(b) not apply, but re-enter the relevant assessments under the regulations for that programme of study at the next normal date with a view to completing the requirements for the degree or diploma. A candidate who elects not to apply, but re-enter the assessments shall cease to be eligible for an Aegrotat degree or diploma in respect of the assessments on which his or her original application was based.

16.5 A candidate who, under paragraph 16.4, has applied for the award of an Aegrotat degree or diploma will not be eligible thereafter to re-enter for the assessment for a classified degree or diploma.

16.6 Aegrotat degrees and diplomas will be awarded without classification, distinction or class. Holders of Aegrotat degrees and diplomas may not subsequently be considered for honours or a mark of distinction for that degree or diploma, but may apply for permission to proceed to a higher degree in accordance with the appropriate regulations.

## **17. Award of degrees, diplomas and certificates**

17.1 The degrees, diplomas and certificates listed in paragraphs 2.2 and 2.3 shall be awarded by the authority of the Principal or the Principal's nominee to students who have completed the approved course of study and satisfied the examiners in the assessments prescribed in the relevant regulations for that programme of study.

17.2 Recommendations for the award of degrees, diplomas or certificates shall be made in writing by the relevant Board of Examiners. A provisional pass list of the recommendations of Boards of Examiners may be posted for the information of assessment candidates. The award of degrees, diplomas or certificates shall be made by the signature of the Principal or Principal's nominee on an Award List.

17.3 Students awarded a degree, diploma or certificate shall receive a certificate attesting to this.

17.4 An annual statistical return of University of London awards shall be made to the University.

17.5 A *Procedure for the award of degrees, diplomas and certificates* shall be approved by the Principal to give effect to paragraph 17.

## **18. Revocation of degrees, diplomas and certificates**

### **18.1 Revocation of University awards in cases of irregularity**

If, after a degree, diploma or certificate of the University of London has been awarded, there is an allegation of irregularity in the events or circumstances leading to that award (excepting the circumstances detailed in paragraph 18.3), this shall be dealt with under the University's *Procedure for the Consideration of Allegations of Irregularity (Annex 2 to University of London Regulation 1 (Section B))*. Under Annex 2 to University of London Regulation 1 (Section B), the Vice-Chancellor may, after this procedure has been followed, revoke any degree, diploma or certificate granted by St George's on behalf of the University and all privileges connected therewith.

## 18.2 Revocation of St George's awards in cases of irregularity

If, after a diploma or certificate of St George's has been awarded, there is an allegation of irregularity in the events or circumstances leading to that award (excepting the circumstances detailed in paragraph 18.3), this shall be dealt with under the procedure for the consideration of allegations of misconduct (see paragraph 20). The Principal or Principal's nominee may, after this procedure has been followed, and on the recommendation of Council, revoke any diploma or certificate granted by St George's and all privileges connected therewith.

## 18.3 Revocation of University and St George's awards in cases of administrative error or change of classification (see Annex 2 to University of London Regulation 1 (Section B))

The Principal or Principal's nominee, on the recommendation of Senate, may revoke any degree, diploma or certificate of the University or any diploma or certificate of St George's awarded by St George's and all privileges connected therewith, if it shall be discovered at any time and proved to the satisfaction of St George's that:

- (a) there was administrative error in the award made under the relevant procedures; or
- (b) subsequent to the award, a Board of Examiners, having taken into account information which was unavailable at the time its decision was made, determines that a candidate's classification should be altered.

## 19. **Quality assurance arrangements**

19.1 Senate shall ensure that appropriate arrangements are put in place to ensure that the standards of the programmes of study and assessments conform to University Regulations, these regulations, and specific regulations for those programmes of study.

19.2 All new programmes of study shall be validated by Senate or its Validation Committee. The process of validation shall ensure that programmes are: needed; adequately specified; realistic in terms of demand for resources, including demands on staff time and expertise; appropriately targeted in terms of student eligibility; co-ordinated with other activities and courses within St George's; have an appropriate blend of teaching and learning methods; have an appropriate set of outcomes or learning objectives; make appropriate provision for assessment; make appropriate provision for quality assurance. Senate or its Validation Committee may take advice from external referees as well as relevant members of St George's before approving programmes of study.

Senate shall make provision for:

- (a) All programmes of study to provide handbooks or other appropriate material which define them and provide aims and objectives against which they can be evaluated;
- (b) Regular monitoring of programmes of study and constituent courses/modules by the relevant committee;
- (c) Periodic major review of programmes of study;
- (d) Student involvement in the evaluation and development of programmes of study;

- (e) *Ad hoc* monitoring for programmes of study being developed or where specific problems have been identified;
- (f) An institution-wide comments and complaints procedure;
- (g) A system of staff development and appraisal;
- (h) A system for the gathering of information about good practice within St George's and elsewhere and dissemination of that information;
- (i) Any Committees or other groups to be responsible for the above, and to issue guidance about quality assurance arrangements in the form of a *Quality Manual*.

## **20. Misconduct and disciplinary procedures**

20.1 All members of staff are responsible for the maintenance of order amongst students while under their charge and are required to report any serious disorder or misdemeanour to the Principal.

20.2 Misconduct is defined as improper interference in the broadest sense, with the proper functioning or activities of St George's, associated hospitals, or any other place to which a student is attached, or with those who work or study in them, or participating in any action which damages St George's.

20.3 Misconduct will include the following:

- (a) disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of St George's, whether on St George's premises or elsewhere;
- (b) obstruction of, or improper interference with, the functions, duties or activities of any student, member of staff or other employee of St George's or of any hospital or other place to which a student is attached or any authorised visitor or patient;
- (c) violent, indecent, disorderly, threatening or offensive behaviour or language;
- (d) fraud, deceit, deception or dishonesty in relation to St George's or its staff or in connection with holding any office in St George's or in relation to being a student of St George's;
- (e) action likely to cause injury or impair safety on St George's or hospital premises;
- (f) breach of St George's published policies on bullying, harassment or of any other St George's equality and diversity policy;
- (g) breach of the provisions of St George's Code of Practice on Freedom of Speech, Code on Computer Misuse or of any other Code or St George's rule or regulation;
- (h) academic misconduct in relation to work undertaken as a student, whether submitted for assessment or not, including assessment offences as defined in paragraph 12;
- (i) misuse or unauthorised use of audio-recordings of lectures, including making them public or available outside of SGUL;
- (j) damage to, or defacement of, St George's or hospital or other property or the property of other members of St George's or hospital or other community caused intentionally, negligently, or recklessly, and misappropriation of such property;
- (k) misuse or unauthorised use of St George's or hospital or other premises or items of property;

- (l) conduct which constitutes a criminal offence;
- (m) behaviour which brings or is likely to bring St George's into disrepute;
- (n) failure to disclose name and other relevant details to an officer or employee of St George's or an associated hospital or other place to which a student is attached in circumstances when it is reasonable to require that such information be given;
- (o) failure to comply with a previously imposed penalty under these Regulations;
- (p) in the case of students registered for the MB, BS and intercalated BSc degrees, any act or omission which, in the opinion of Council, having considered relevant policies and statements of the General Medical Council, would be improper in a member of the medical profession;
- (q) in the case of students registered for degrees or diplomas leading to registration with professional bodies in nursing, midwifery or other professions supplementary to medicine, any act or omission which, in the opinion of Council, would be improper in a member of these professions;
- (r) in the case of research students, proven research misconduct, as defined in the University's definition of and policy on Research Conduct;
- (s) any other act or omission which shall, in the opinion of Council, amount to misconduct.

20.4 In the case of misconduct a formal *Student Disciplinary Procedure* has been approved by Council in accordance with the St George's Scheme.

## 21. Student Charter and complaints

21.1 A Student Charter shall be approved by Senate, setting out the rights and responsibilities of students. It shall be made available to all students on their initial registration by the Registry.

21.2 There is a *Student Concerns and Complaints Procedure* approved by Council for dealing with concerns which a student may have about the provision of his or her programme of study or the facilities of St George's, or about the actions of a member of staff or other student of St George's, except for those matters more specifically covered by other procedures.

21.3 There is a *Student Appeals Procedure* approved by Council to hear an appeal against a decision of a hearing committee or panel, where the procedures for that committee or panel provide for such appeal. Appeals made under General Regulation 5.7 shall also be handled under the *Student Appeals Procedure*.

## 22. Insurance

22.1 St George's shall provide insurance cover from its public funds for its buildings and contents. It shall also maintain a public liability policy to provide against any third party claims, and provide for other specialised areas of minor insurance.

22.2 St George's does not normally provide insurance to students other than that stipulated under paragraph 22.1, and students are required to arrange their own cover for their possessions while in attendance at St George's.

22.3 St George's does not insure students against liability arising from their clinical work while engaged in studies. Insurance in this respect in the UK is provided under the policy of the consultant or other senior practitioner under whose supervision such work is carried out. Students undertaking studies abroad are responsible for ascertaining whether such cover is provided by the hospital or other institution where they will be studying, and if it is not, for arranging their own liability insurance. It is a requirement of St George's that students undertaking elective study abroad have cover for their personal healthcare, as this is not adequately covered by reciprocal arrangements with the NHS.

## **23. Patent Rights and intellectual property**

23.1 Students may be involved in research which may give rise to intellectual property which may be included in patents or commercial exploitation. It is a condition of registration that students shall assign any intellectual property they may create to St George's, unless the student is supported by company-sponsored or Research Council studentships and has to assign their intellectual property to that company or Research Council. The policy of St George's is that students shall receive a share of any financial benefits which St George's receives from commercial exploitation of the intellectual property they have created in the course of their studies.

23.2 St George's Intellectual Property Rights Policy, approved by Strategy, Planning and Resource Committee, shall apply to students as detailed in that policy.

23.3 If, in the course of their study, a student makes an invention or otherwise develops intellectual property which they believe may be capable of exploitation, they should inform their Head of Institute or relevant Dean and the Research Office immediately. A student is not authorised to sign or enter into agreements or other commitments or accept obligations on behalf of St George's with third parties. Any unauthorised action may be treated as a serious disciplinary matter.

## Appendix: List of procedures and other documents

The following procedures and other documents referred to in these Regulations are available from the Academic Registrar. The body or individual responsible for approving each document is also shown. ('Responsible Committee' means the Senate committee responsible for a programme of study):

Document	Para	Issued/Approved by
Regulations for MPhil, PhD, and MD(Res)	2.4	University of London/SGUL Senate
Regulations for individual programmes of study	2.5	Senate
Course Document and Programme Specification	2.5 (15)	Responsible Committee
General entrance requirements	3.1	Senate
Admissions Policy	3.3	Senate
Equality Objectives	3.3	SPARC
Single Equality Scheme	3.3	SPARC
Disclosure and Barring Service Policy	3.4	SPARC
Student Entry Agreement	3.5	Responsible Committee
Procedure for consideration for a final discretionary attempt at an assessment	4.10	Senate
Attendance Policy	4.11	Senate
Procedure for consideration for an extension to a maximum period of study (registration period)	4.14	Senate
Procedure for Consideration of Fitness to Study or Practise	4.15	Senate
Student Data Protection Statement	4.16	Academic Registrar
Schedule of Fees	5.1	Finance Committee
Tuition Fee Policy	5.2	Finance Committee
Accommodation Fee Policy	5.9	Finance Committee
Schedule of term and semester dates	6	Academic Registrar
Scheme(s) of Assessment for individual programmes of study	7	Responsible Committee
Constitution of Boards of Examiners	8	Responsible Committee
Duties of External Examiners	9.1	Senate
Rules for the Conduct of Candidates in Supervised Examinations	11.1	Academic Registrar
Calculator Policy	11.2	Academic Registrar
Procedure for Additional Assessment Arrangements for students with disabilities or specific learning difficulties	11.10(i)	Senate
Religious Observance and Assessments Policy	11.10(ii)	Senate
Procedure for considering allegations of Assessment Irregularity	12.2	Senate
Feedback Policy (SGUL Policy on feedback to students on their performance in assessment)	13.1	QAEC
Academic Appeal Procedure	14.4	Senate
Procedure for the award of degrees, diplomas and certificates	17.5	Principal
Procedure for the Consideration of Allegations of Irregularity under Annex 2 to University of London Regulation 1 (Section B)	18.1	University of London
Handbooks/appropriate materials for individual programmes of study	19.2 (a)	Responsible Committee
Quality Manual	19.2 (i)	QAEC
Bullying, Harassment and other Equality policies	20.3(f)	SPARC
Code of Practice on Freedom of Speech	20.3 (g)	SPARC
Code on Computer Misuse	20.3 (g)	SPARC
Rules for the use of the Library	20.3(g)	SPARC
Student Disciplinary Procedure	20.4	Council
Student Charter	21.1	Senate
Student Concerns and Complaints Procedure	21.2	Senate
Student Appeals Procedure	21.3	Council
Intellectual Property Rights Policy	23.2	SPARC

Sophie Bowen  
 University Secretary and Director of Academic Administration and Quality  
 9 September 2015  
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## APPENDIX D – SCHEME OF ASSESSMENT

### St George's, University of London

#### Scheme of Assessment and Grade Criteria - MSc Sports Cardiology For students entering the programme in 2016

#### Overall

- 1.1 The Scheme of Assessment is presented to meet the requirements of section 7 of the General Regulations for Students and Programmes of Study which stipulates that each programme shall have a Scheme of Assessment for each major stage (e.g. year) or module, as defined in its Regulations. This Scheme of Assessment pertains to the:
- MSc in Sports Cardiology
  - PgCert in Sports Cardiology
  - PgDip in Sports Cardiology

#### Module Assessments

- 1.2 For each module there will be an assessment scheme setting out how many assessments are required for the module and the weighting of each assessment.
- 1.3 Topics for assessments will be devised by module leaders, in consultation with the head of assessment and the teaching team, which reflect the content and learning outcomes contained in the module descriptor.
- 1.4 Deadlines for submission will be given in the relevant module handbook.
- 1.5 Word limits will be set in accordance with the type of assessment elements and module credit rating.
- 1.6 The schemes of assessment for the modules available within the Sports Cardiology programme are summarised in the following table. The detailed assessment scheme will be set out in the module handbook and will adhere to the validated module descriptors.

**Table 1: Overview of module assessments**

<b>MSc SPORTS CARDIOLOGY (CORE MODULES)</b>					
<b>Module Title</b>	<b>Credits &amp; Level</b>	<b>Formative Assessment</b>	<b>Summative Assessment</b>	<b>Weighting %</b>	<b>Achieving a pass:</b>
<b>Principles of cardiovascular evaluation of athletes</b>	15 credits at L7	Presentation & Feedback on summative assessment Quizzes/questions (SBA)	2000-3000 word case analysis & literature review	100%	50% pass mark

<b>Practice of cardiovascular evaluation of athletes</b>	15 credits at L7	Presentation & Feedback on summative assessment Quizzes/questions (SBA) Clinical assessments (CbD, mini-CEX)	Logbook 1000-2000 word case analysis	Pass/Fail 100%	Pass 50% pass mark
<b>Principles of cardiovascular screening</b>	15 credits at L7	Presentation & Feedback on summative assessment Quizzes/questions (SBA)	2000-3000 word screening programme design	100%	50% pass mark
<b>Practice of cardiovascular screening</b>	15 credits at L7	Presentation & Feedback on summative assessment Quizzes/questions (SBA) Clinical assessments (CbD, mini-CEX)	Logbook 1000-2000 word reflective essay	Pass/Fail 100%	Pass 50% pass mark
<b>Cardiovascular anatomy and physiology</b>	15 credits at L7	Presentation & Feedback on summative assessment Quizzes/questions (SBA)	2000-3000 word literature review	100%	50% pass mark
<b>Cardiac rehabilitation of athletes and patients with cardiac disorders</b>	15 credits at L7	Feedback on draft of literature review Online quizzes/questions	2000-3000 word cardiac rehabilitation programme critique or design	100%	50% pass mark
<b>Research methods</b>	15 credits at L7	Feedback on summative assessment	Research protocol	100%	50% pass mark
<b>Research project</b>	60 credits at L7	Feedback on drafts of report	10000-15000 word report in the style of a scientific paper	100%	50% pass mark
<b>Emergency response planning</b>	15 credits at L7	Feedback on draft of literature review Online quizzes/questions	2000-3000 word reflective essay and critique or design of emergency	100%	50% pass mark

		Immediate Care in Sport qualification	response plan		
<b>Advanced management and genomics of inherited cardiac conditions</b>	15 credits at L7	Online quizzes/questions Feedback on draft case study	2000-3000 word clinical case study and review	100%	50% pass mark
<b>Ethical, Legal and Social Perspectives on Genomic Medicine</b>	15 credits at L7	Short written piece to give experience of constructing an ethical argument (with feedback)	2500 word case analysis	100%	50% pass mark
<b>Counselling skills for genomics</b>	15 credits at L7	Feedback on role play and from group discussions	Participation in a communication skills role play Development of resource material	50%  50%	50% pass mark in each assessment, both assessments must be passed

### Coursework assignments

- 1.7 Coursework assignments will be marked out of 100 with the significance given below:

70-100	A	Excellent
65-69	B+	Very good
60-64	B	Good
55-59	C+	Satisfactory
54-50	C	Pass
40-49	D	Fail
0-39	E	Serious fail

Zero marks will be awarded where plagiarism or other academic dishonesty is demonstrated, and for non-submission or non-attendance.

Students who submit work after the authorised extension deadline will be given a zero for that attempt.

- 1.8 The percentage marks for individual module assessments will be weighted according to the formula given in the module handbooks to give a single percentage mark for the module. Candidates who receive a mark of at least 50% overall for the module will pass the module.

### Assessment Criteria and marking schemes

- 1.9 Detailed Assessment Criteria explaining how different levels of achievement by students will be rewarded through the allocation of marks will be developed by the course team and made available to internal and external examiners.
- 1.10 Marking schemes explaining how marks are allocated to each piece of assessed work (for a question, a group of questions or a section in an examination paper or presentation) will be developed by the course team and made available to internal and external examiners.

### **Internal moderation**

- 1.11 The head of assessment, in collaboration with individual module leaders, will oversee internal moderation for quality assurance purposes. Arrangements for internal moderation will comply with requirements of General Regulation 11.7 which stipulates that written assessments, whether conducted under supervised or unsupervised conditions, shall be marked in detail by one Internal Examiner or Assessor, with at least one other Internal Examiner or Assessor having an overview of the work submitted for assessment.
- 1.12 Assignments who receive a very low mark (<55%), a very high mark (>80%) or a borderline mark (60%, 70%) will be reviewed by a second marker or the internal moderator.
- 1.13 Following internal moderation, candidates who receive a mark of  $\geq 50\%$  for an assignment will pass the assignment.
- 1.14 Candidates who receive a mark of  $\leq 49\%$  will fail the assignment and will be given a deadline for resubmission, normally four weeks after receiving the fail mark. Extended resubmission times may be allowed for introductory modules, in order to allow more detailed feedback and remediation as appropriate. Marks for any module that involves a resubmission or resit will be capped overall at 50%. External examiners will be asked to review both attempts before marks are confirmed by the Board of Examiners.

### **Re-entry to assessments**

- 1.15 A student will, as of right, be permitted one re-entry for all failed assessment components. Failure at reassessment may lead to a student's registration on the programme of study being terminated. The reassessment will normally be by the same method as at the first attempt. In all cases, students who have to resubmit work or retake an examination will have the module marks capped at a bare pass (50% for all modules). The Chair of the relevant Exam Board will make this adjustment.
- 1.16 For the second attempt assessment must normally be resubmitted within four weeks of receiving an initial fail mark.

### **Progression**

- 1.17 There are no progression points with the MSc in Sports Cardiology. Notwithstanding the absence of progression points, the Board of Examiners will determine at the end of the year whether a part-time student's progress in the preceding year's assessments is sufficient to permit continuation of study to the subsequent year of the course. Where assignments are outstanding due to agreed extensions, continuation of study within the subsequent year would be contingent on passing the assignment at the agreed revised deadline.

## Research Project

- 1.18 Candidates will submit a research dissertation in the form of a scientific report. They will be allocated an individual supervisor to enable them to progress the work. The topic of study should be approved by the Research Project module leads.
- 1.19 The dissertation will be limited to a maximum of 15,000 words. Deadlines for submission will be given in the module handbook. Candidates who miss this submission date will normally be required to wait until the next examination cycle before receiving a mark for the project.
- 1.20 Research Projects will be marked by two markers. Markers will mark the work independently. If the marks allocated are within a band of 9, marks will then be averaged to give the final mark. If the marks are further apart than this, or if one mark is a pass and the other a fail, markers will be required to discuss their marks to see if they can agree on a mark. Where an agreed mark cannot be reached, the head of assessment will be asked to moderate. The head of assessment may seek an additional opinion from another member of staff with suitable expertise, or from a member of the Exam Board.
- 1.21 The examiners shall award a mark out of 100 with the significance as follows:

70-100	A	Excellent
65-69	B+	Very good
60-64	B	Good
55-59	C+	Satisfactory
50-54	C	Pass
40-49	D	Fail
0-39	E	Serious fail

Zero marks will be awarded where plagiarism or other academic dishonesty is demonstrated, and for non-submission.

- 1.22 Candidates who achieve a mark of  $\geq 50\%$  will be deemed to have passed the Research Project.

- 8.8 The Board of Examiners may determine that any pass mark agreed should be subject to specific amendments to be made within a given time period (normally four weeks and not longer than twelve weeks) of receiving notification of this requirement.
- 8.9 Candidates who achieve a mark of  $\leq 49\%$  at first attempt will fail the Research Project. Such candidates will normally be required to re-submit the following year. The Board of Examiners shall determine whether the project may be re-written to address any shortcomings or whether a new project is required for the re-submission. The Board of Examiners may also determine who should act as supervisor for the re-submission. Marks for re-submissions will be capped at 50%.

### **External examiners**

- 1.23 At least one external examiner shall be appointed to the MSc in Sports Cardiology. The external examiner(s) shall be invited to participate in the setting of assessments and shall have the right to inspect any assessment material for the MSc. The detailed duties of external examiners are set out in the Quality Manual.

### **Board of Examiners**

- 1.24 There shall be a Board of Examiners constituted in accordance with the General Regulations for Students and Programmes of Study.

## **Determination of Final Degree Mark**

- 1.25 The final percentage marks obtained for the 120 credits from taught module assessments weighted for credit value, and the weighted Research Project mark worth 60 credits will be added together and divided by 12 to arrive at a final degree mark for the MSc. Marks will be calculated to one decimal place, 0.5 being rounded up.
- 1.26 Candidates who achieve a final degree mark of 49.5-59.4% and pass the required combination of core and elective modules and pass the Research Project will pass the degree.
- 1.27 Candidates who achieve a final degree mark of 59.5-69.4% and pass the required combination of core and elective modules and pass the Research Project will pass the degree with merit.
- 1.28 Candidates who achieve a final degree mark of  $\geq 69.5\%$  and pass the required combination of core and elective modules and pass the Research Project will pass the degree with distinction. Such candidates will normally be expected to pass each component at first attempt.
- 1.29 Candidates who successfully pass all core modules but achieve a final degree mark of  $\leq 49.4\%$  will fail the degree but may be awarded a Postgraduate Diploma in Sports Cardiology or Postgraduate Certificate in Sports Cardiology if they fulfil the conditions for these awards (see 12 and 13 below).
- 11.6 Candidates who fail a core module (taking into account second attempts) will fail the degree but may be awarded a Postgraduate Certificate in Sports Cardiology if they fulfil the conditions for this award (see 13 below).

## **Determination of Final Diploma Mark**

- 1.30 The Final Diploma Mark will be calculated by adding together the final marks for the core and elective modules weighted according to credit value. The total will then be divided by 8. Marks will be calculated to one decimal place, 0.5 being rounded up.
- 1.31 Candidates who achieve a final diploma mark of 49.5-69.4% will pass the Postgraduate Diploma.
- 1.32 Candidates who achieve a final diploma mark of  $\geq 69.5\%$  will pass the Postgraduate Diploma with distinction.

- 1.33 Candidates who have successfully passed all the core modules but have achieved a final diploma mark of  $\leq 49.4\%$  will fail the Diploma but may be awarded a Postgraduate Certificate in Sports Cardiology if they fulfil the conditions for this award (see 13 below).
- 1.34 Candidates who fail a core module (taking into account second attempts) will fail the degree but may be awarded a Postgraduate Certificate in Sports Cardiology if they fulfil the conditions for this award (see 13 below).

### **Determination of Final Certificate Mark**

- 1.35 The Postgraduate Certificate will be awarded without merit or distinction to candidates who successfully pass the required modules to the value of 60 credits. The Final Certificate Mark will be calculated by adding together the marks for 60 credits achieved, weighted for credit value and dividing by 4. Marks will be calculated to one decimal place, 0.5 being rounded up.
- 1.36 Candidates who achieve a final certificate mark of  $\geq 49.5\%$  will pass the Postgraduate Certificate.
- 1.37 Candidates who fail a module (taking into account second attempts) or achieve a final certificate mark of  $\leq 49.4\%$  will fail the Postgraduate Certificate and will be issued with a transcript detailing the credits that have been accumulated.

### **Recognition of Accredited Prior Learning**

- 1.38 Due to the novel nature of the MSc in Sports Cardiology, which is the first post-graduate qualification in the field of Sports Cardiology, internationally, the team does not anticipate to receive RPL claims based on prior study at other UK universities. Experiential learning claims based on the knowledge and skills acquired in clinical practice may be possible in the future. Based on these considerations, the course team has decided to delay the introduction of an RPL process until the programme is well established.

### **Awards**

- 1.39 Candidates for the award of MSc in Sports Cardiology must obtain a total of 180 credits at level 7 by achieving a pass in the following modules:

Core modules (105 credits):

- Principles of cardiovascular evaluation of athletes (15 credits)
- Practice of cardiovascular evaluation of athletes (15 credits)
- Principles of cardiovascular screening (15 credits)
- Practice of cardiovascular screening (15 credits)
- Cardiovascular anatomy and physiology (15 credits)
- Cardiac rehabilitation (15 credits)
- Research methods (15 credits)

Research Project module with a value of 60 credits.

One option module with a value of 15 credits selected from the list of option modules available within the Programme Regulations and Programme Specification.

1.40 Candidates for the award of the Postgraduate Diploma in Sports Cardiology must obtain 120 credits at level 7 by achieving a pass in the following modules:

Core modules (90 credits):

- Principles of cardiovascular evaluation of athletes (15 credits)
- Practice of cardiovascular evaluation of athletes (15 credits)
- Principles of cardiovascular screening (15 credits)
- Practice of cardiovascular screening (15 credits)
- Cardiovascular anatomy and physiology (15 credits)
- Cardiac rehabilitation (15 credits)

Option modules with a value of 30 credits selected from the list of elective modules available within the Programme Regulations and Programme Specification and the Research methods module.

1.41 Candidates for the award of the Postgraduate Certificate in Sports Cardiology must obtain 60 credits at level 7 by achieving a pass in four taught modules.

The recommended modules are:

- Principles of cardiovascular evaluation of athletes
- Practice of cardiovascular evaluation of athletes
- Principles of cardiovascular screening
- Practice of cardiovascular screening

Students may choose to do two out of the four recommended modules (EITHER Principles of cardiovascular evaluation of athletes and Practice of cardiovascular evaluation of athletes OR Principles of cardiovascular screening and Practice of cardiovascular screening) and chose two further modules from the rest of the core or option modules offered within the MSc.

### **Date of Award**

1.42 The date of the award of the degree, diploma or certificate shall be the date of the Board of Examiners meeting at which the award is conferred.



# **MSc Sports Cardiology**

**Student Handbook**

**2019-20**

## **Introduction**

Welcome to your studies on the Sports Cardiology postgraduate programme, delivered by St George's, University of London in collaboration with St George's University Hospitals NHS Foundation Trust. This handbook contains general information about this new and innovative academic programme.

Sports Cardiology is a rapidly evolving subspecialty whose primary aim is to encourage physical activity and ensure safe participation in exercise. This MSc is the first structured training programme in Sports Cardiology. The structure of the degree is based on the core curriculum for a Sports Cardiology qualification published by the European Association of Preventive Cardiology (EAPC). The degree provides comprehensive cover of constituent disciplines of Sport Cardiology including: cardiac and exercise physiology, cardiovascular adaptation to exercise, cardiovascular evaluation of athletes, cardiac screening, inherited cardiac conditions, cardiac rehabilitation, exercise prescription in health and disease, performance testing and substance abuse in sports. In addition, we offer optional modules in medical genomics to accommodate better understanding of this challenging area and research modules which will advance your research skills.

The course will be delivered by an internationally renowned consortium, with an exemplary track record in education. The expert settings, state of the art equipment and extensive research programmes guarantee that you will gain unique expertise and will be involved with cutting-edge research. Collaboration with key figures from major national and international sporting organisations will ensure access to high-level athletes and the opportunity to network and explore the needs of potential employers.

We hope you enjoy your course and find the education you are to receive both challenging and stimulating. In embarking upon your course you can expect to gain an in-depth understanding of current issues in this field, and to develop the skills in critical evaluation, planning, decision-making, and analysis of data that will enable you to develop your future role and contribution to healthcare or research.

# 1. Course Team

<b>Executive Director</b>	Prof Sanjay Sharma	sasharma@sgul.ac.uk
<b>Course Director</b>	Dr Michael Papadakis	mipapada@sgul.ac.uk
<b>Admissions tutors</b>	Dr Michael Papadakis Dr Aneil Malhotra	mipapada@sgul.ac.uk amalhotr@sgul.ac.uk
<b>Advice on module options &amp; pathways</b>	Dr Michael Papadakis Dr Aneil Malhotra	mipapada@sgul.ac.uk a.malhotra@sgul.ac.uk
<b>Head of assessment</b>	Dr Maite Tome	mtome@sgul.ac.uk
<b>Student support</b>	Dr Aneil Malhotra	amlhotr@sgul.ac.uk
<b>Module Leaders</b>		
Principles of cardiovascular evaluation of athletes	Prof Sanjay Sharma Dr Alexandros Kasiakogias	ssharma@sgul.ac.uk akasiako@sgul.ac.uk
Practice of cardiovascular evaluation of athletes	Dr Gemma Parry-Williams Dr Michael Papadakis	gparry-w@sgul.ac.uk mipapada@sgul.ac.uk
Principles of cardiovascular screening	Dr Hamish Maclachlan	hmaclach@sgul.ac.uk
Practice of cardiovascular screening	Dr Joyee Basu Dr Chris Miles Dr Uce Ozo	jbasu@sgul.ac.uk <a href="mailto:cmiles@sgul.ac.uk">cmiles@sgul.ac.uk</a> uozo@sgul.ac.uk
Cardiovascular anatomy and physiology	Dr Jamie O’Driscoll Dr Bashar Ibrahim	odriscoll09@yahoo.com bibrahim@sgul.ac.uk
Cardiac rehabilitation	Dr Dimitra Nikoletou	D.Nikoletou@sgul.kingston.ac.uk
Research methods	Dr Anne-Marie Hassenkamp	swhite@sgul.ac.ukA.Hassenkamp@sgul.kingston.ac.uk
Research module (Thesis)	Dr Michael Papadakis	mipapada@sgul.ac.uk
Emergency response planning	Dr Aneil Malhotra	a.malhotra@sgul.ac.uk
Ethical, legal and social issues in applied genomics	Dr Anna Pacholczyk	apacholczyk@sgul.ac.uk
Counselling skills for genomics	Ms Elizabeth Winchester (SGT) Ms Kelly Kohut (SGT) Ms Heidy Brandon (SGT)	<a href="mailto:elizabeth.winchester@stgeorges.nhs.uk">elizabeth.winchester@stgeorges.nhs.uk</a> <a href="mailto:kelly.kohut@stgeorges.nhs.uk">kelly.kohut@stgeorges.nhs.uk</a> Heidy.Brandon@stgeorges.nhs.uk
Advanced management and genomics of inherited cardiac conditions	Dr Maite Tome	mtome@sgul.ac.uk
Course Administrator	Georgia Baines (SGUL)	sportscardio@sgul.ac.uk 020 8725 1575

If you have any comments or questions about the course please feel free to contact the Course Director or Course Administrator at any time. Any specific questions regarding the content of modules should be directed to the module lead in the first instance, or your project

supervisor.

## **2. Course Structure**

### **2.1 Dates and timetable**

The term dates for the 2019/2020 academic year are as follows:

- **Autumn term:** Monday 09<sup>th</sup> September 2020 – Friday 13<sup>th</sup> December 2020
- **Spring term:** Monday 13<sup>th</sup> January 2020 – Friday 1<sup>st</sup> May 2020
- **Summer term:** Monday 11<sup>th</sup> May 2020 – Friday 28<sup>th</sup> August 2020

### **2.2 Module Timetable**

#### **Taught Modules**

Module 1: Principles of cardiovascular evaluation of athletes

Module 2: Practice of cardiovascular evaluation of athletes

Module 3: Principles of cardiovascular screening

Module 4: Practice of cardiovascular screening

Module 5: Cardiovascular anatomy and physiology

Module 6: Cardiac rehabilitation of athletes and patients with cardiac disorders

Module 7: Research methods

Module 8: Research module

Module 9: Emergency response planning

Module 10: Advanced management and genomics of inherited cardiac conditions

Module 11: Ethical, Legal and Social Perspectives on Genomic Medicine

Module 12: Counselling skills for genomics

### **2.3 General programme aims and learning outcomes**

The primary aim of the MSc in Sports Cardiology is to enhance the knowledge and skills of physicians, cardiac physiologists, cardiac physiotherapists and sports scientists who are committed to training in cardiology, sports medicine or exercise physiology, providing them with unique and highly sought after set of skills.

The recommended four modules for the PGCert include the principles and practice modules of Cardiovascular evaluation of athletes and Cardiovascular screening. Following successful completion of these modules the student will be able to:

1. Evaluate athletes with suspected cardiac disease and differentiate phenotypes suggestive of cardiovascular adaptations to exercise from those indicative of pathology.
2. Propose, in a stepwise process, and interpret appropriate first-line and advanced investigations to elucidate the grey zone between normal physiology and pathology and assess the athlete's risk of cardiovascular morbidity and mortality.
3. Formulate management plans for athletes with cardiovascular disease through a multidisciplinary approach.
4. Critically appraise eligibility recommendations for participation in competitive sport and devise exercise prescription plans for patients and athletes with cardiac disease.
5. Conduct cardiovascular screening in different populations and critically appraise the psychological, ethical and medico-legal implications of screening.
6. Develop a cardiovascular screening programme, illustrating the logistical, financial and legal challenges of organizing mass screening.

Upon completion of the PgDip course, students will have acquired the knowledge and skills outlined in the PGCert. In addition students will be able to:

7. Evaluate cellular and molecular aspects of the cardiac and vascular system and how those are influenced by exercise and disease.
8. Critically appraise the influence of age, gender, ethnicity, genetics, and sporting discipline on cardiac morphology and physiology, particularly in relation to adaptations to chronic exercise.
9. Analyse the benefits of exercise on reducing cardiovascular risk in health and disease, and explore the potential adverse effects of exercise in individuals with heart disease.
10. Explain the potentially deleterious cardiovascular effects of banned substances and other performance enhancing methods and justify exemptions for therapeutic use.
11. Organise, manage and deliver a Phase IV Cardiac Rehabilitation programme within a hospital or community setting.
12. Construct a programme of cardiac rehabilitation in athletes aiming at return-to-play and patients with heart disease and monitor safe resumption of physical activities.

Depending on the optional modules selected the students may also be able to:

13. Develop and manage safety procedures in sports arenas, athletic fields, and schools.
14. Analyse the logistical, financial and medico-legal challenges of organizing medical cover for mass events and appreciate how those may vary for different disciplines.
15. Manage medical emergencies at mass sporting events such as cardiac arrest, the collapsed athlete, hypothermia, hyperthermia, dehydration, electrolyte disturbances and trauma.
16. Evaluate patients with inherited cardiac conditions with complex phenotypes, analyse the results of advanced investigations and provide appropriate management plan.
17. Critically appraise interventions in highly specialised areas with limited evidence base.
18. Justify the added value of genetic testing and interpret genetic results in the context of the clinical phenotype, recognising the challenges of interpretation and the need for a multidisciplinary approach.
19. Assess the logistical, financial, ethical, medico-legal and clinical challenges of genetic testing for inherited cardiac conditions.

20. Critically evaluate the ethical, legal and social impact of genomic medicine and genomic technological advances in the context of cardiovascular screening and delineating the grey zone between physiology from pathology in athletes.
21. Develop communication and counselling skills to obtain informed consent and deliver the results of genetic evaluation, recognising areas of uncertainty and potential implications to the individual and immediate family.

Upon completion of the MSc course, students will acquire the knowledge and skills outlined in the PGDip course. In addition students will be able to:

22. Critically appraise literature, demonstrate knowledge of key theories and mastery of concepts associated with the area under investigation.
23. Critically evaluate different types of study design and employ appropriate methods to plan and conduct a research project.
24. Systematically implement the project protocol with integrity and attention to ethical, legal and research governance frameworks and workplace practices.
25. Communicate concisely and clearly the key findings of the independent research project to a relevant audience.
- 26.

The overall course learning outcomes are mapped to each module in the table below.

<i>Modules:</i>	<i>Status</i>	<i>Course LOs achieved</i>
Principles of cardiovascular evaluation of athletes	Recommended for PgCert Compulsory for PgDip/MSc	1, 2, 3, 4, 7
Practice of cardiovascular evaluation of athletes	Recommended for PgCert Compulsory for PgDip/MSc	1, 2, 3, 4, 7
Principles of cardiovascular screening	Recommended for PgCert Compulsory for PgDip/MSc	5, 6, 7
Practice of cardiovascular screening	Recommended for PgCert Compulsory for PgDip/MSc	5, 6, 7
Cardiovascular anatomy and physiology	Compulsory for PgDip/MSc	8, 9, 10, 11
Cardiac rehabilitation	Compulsory for PgDip/MSc	12, 13
Emergency response planning	Optional Module	14, 15, 16
Advanced management and genomics of inherited cardiac conditions	Optional Module	17, 18, 19, 20
Ethical, legal and social issues in applied genomics	Optional Module	22
Counselling skills in genomics	Optional Module	23
Research methods	Optional Module	23, 24
Research module (Thesis)	Compulsory for MSc	23, 24, 25, 26

Students will also develop key transferable skills, which will vary depending on the course and modules selected such as:

- Develop a multidisciplinary team ethos, working as a member of the team

- Build on team leader skills such as delegation
- Structure and communicate ideas effectively
- Critical evaluation of scientific and clinical research
- Present case reports and literature reviews
- Write clearly and concisely at a high academic level
- Interpret data as a basis for scientific and clinical research and diagnostics
- Interact with e-learning tools as a two-way and immersive experience

## 2.4 Maximum registrations periods

Courses must be completed within set time periods contingent upon the nature of the award sought, as follows:

	Full-time		Part-time	
	Minimum	Maximum	Minimum	Maximum
<b>MSc</b>	1 year	3 years	2 years	4 years
<b>PgDip</b>	1 year	3 years	2 years	4 years
<b>PgCert</b>	1 year	3 years	1 year	3 years

## 2.5 Modular composition and award options

<b>MSc</b>	8 x 15-credit modules plus 60-credit research project
<b>Postgraduate Diploma</b>	6 core modules (15 credits) plus 2 option modules (15 credits)
<b>Postgraduate Certificate</b>	4 x 15-credit modules
<b>Stand-alone module</b>	1 x 15-credit module

## 2.6 Choosing option modules

Students on the MSc or PG Diploma programmes can choose option modules on their award. Additional option modules from St George's, University of London may also become available in the future. Students are expected to have given thought to their choice of modules prior to starting the course. To ensure equal opportunities students will rank their preference from highest to lowest. A deadline for application submission will be set for each cohort (September and January) and decisions regarding module allocation will be made at the same time and only after all applications have been submitted. Dr Michael Papadakis and Dr Aneil Malhotra, responsible for offering advice on option choices and pathways to the students, will allocate modules based on the individual choices. In the first instance students will be allocated their first choice. In the unlikely instance where a particular module is oversubscribed, the same process will be repeated for second choice. The aim will be for all students to be allocated in either the first or second choice. In cases where this is not possible a ballot will be organised. To ensure fairness between the September and January cohorts, the course team will allocate places to individual modules based on annual predictions for potential student numbers in each cohort.

## **2.7 Teaching and learning methods**

Teaching methods will include small and large group lectures, tutorials, student-led seminars, discussion groups including 'expert panels', and practical skill workshops. Additional learning will be achieved through directed reading, formative assessments, and student self-directed study. Blended learning will be achieved through a mixture of classroom based face-to-face contact and access to online materials. The mixture of teaching methods proposed recognises that students vary in their preferred learning styles, and that different aspect of learning are best achieved through different teaching formats.

In general teaching activities will take place on the SGUL campus in Tooting although for some modules off-site visits may be organised as appropriate.

## **2.8 Expectations of student contribution to learning**

Students are expected to contribute actively to their own learning, in the following ways:

1. Preparation for lectures and tutorials, through reading in advance and other preparation as advised
2. Participation in group discussions and in question and answer sessions
3. Preparation for and taking the lead within student-led seminars
4. Self-directed learning through additional reading, revision, writing up notes and other consolidation of learning
5. Peer learning, through interaction with other students, both within and outside taught sessions
6. Seeking academic advice early, if struggling with a concept, topic or module

## **2.9 Student Feedback**

We are keen to obtain as much feedback as possible from students on all aspects of the course. There will be occasions on which we ask you for formal feedback, but we would also be pleased to receive informal feedback at any stage of the course.

At the end of each module all students will be asked to fill in the Student Online Learning and Teaching Survey. Please do let the course team know if there is anything specific you would like us to follow up personally with you. At the end of each year there will also be formal course review sessions. We will be grateful for any suggestions that you may make for improvement of the course.

# **3 Assessment strategy**

Work produced for assessment will be assessed against specific criteria for the module concerned and against SGUL's general postgraduate (level 7) criteria which state that students working at masters level should be able to demonstrate the following attributes in their work:

1. Critical and analytical thought processes;
2. An appropriate use of evidence;

3. Reference to relevant theoretical constructs;
4. In-depth understanding of current thought and practice within the chosen field;
5. Appropriate presentation (including acceptable academic style and correct referencing technique).

All modules will have a summative assessment, so students can demonstrate they have achieved the module learning to a level 7 masters standard. In-course formative assessments will also be provided to assess and advise students on their progress, and to help students reflect on their learning and prepare for their summative assessment.

### 3.1 Methods of assessment

The proposed methods of assessment for each module are summarised in the table below.

<b>MSc SPORTS CARDIOLOGY (CORE MODULES)</b>					
<b>Module Title</b>	<b>Credits &amp; Level</b>	<b>Formative Assessment</b>	<b>Summative Assessment</b>	<b>Weighting %</b>	<b>Achieving a pass:</b>
<b>Principles of cardiovascular evaluation of athletes</b>	15 credits at L7	Presentation & Feedback on summative assessment Quizzes/questions (SBA)	2000-3000 word case analysis & literature review	100%	50% pass mark
<b>Practice of cardiovascular evaluation of athletes</b>	15 credits at L7	Presentation & Feedback on summative assessment Quizzes/questions (SBA) Clinical assessments (CbD, mini-CEX)	Logbook  1000-2000 word case analysis	Pass/Fail  100%	Pass  50% pass mark
<b>Principles of cardiovascular screening</b>	15 credits at L7	Presentation & Feedback on summative assessment Quizzes/questions (SBA)	2000-3000 word screening programme design	100%	50% pass mark
<b>Practice of cardiovascular screening</b>	15 credits at L7	Presentation & Feedback on summative assessment Quizzes/questions (SBA) Clinical assessments (CbD, mini-CEX)	Logbook  1000-2000 word reflective essay	Pass/Fail  100%	Pass  50% pass mark

<b>Cardiovascular anatomy and physiology</b>	15 credits at L7	Presentation & Feedback on summative assessment Quizzes/questions (SBA)	2000-3000 word literature review	100%	50% pass mark
<b>Cardiac rehabilitation of athletes and patients with cardiac disorders</b>	15 credits at L7	Feedback on draft of literature review Online quizzes/questions	2000-3000 word cardiac rehabilitation programme critique or design	100%	50% pass mark
<b>Research methods</b>	15 credits at L7	Feedback on summative assessment	Research protocol	100%	50% pass mark
<b>Research project</b>	60 credits at L7	Feedback on drafts of report	10000-15000 word report in the style of a scientific paper	100%	50% pass mark
<b>Emergency response planning</b>	15 credits at L7	Feedback on draft of literature review Online quizzes/questions Immediate Care in Sport qualification	2000-3000 word reflective essay and critique or design of emergency response plan	100%	50% pass mark
<b>Advanced management and genomics of inherited cardiac conditions</b>	15 credits at L7	Online quizzes/questions Feedback on draft case study	2000-3000 word clinical case study and review	100%	50% pass mark
<b>Ethical, Legal and Social Perspectives on Genomic Medicine</b>	15 credits at L7	Short written piece to give experience of constructing an ethical argument (with feedback)	2500 word case analysis	100%	50% pass mark
<b>Counselling skills for genomics</b>	15 credits at L7	Feedback on role play and from group discussions	Participation in a communication skills role play Development of resource material	50%  50%	50% pass mark in each assessment, both assessments must be passed

### 3.2 Assessment standards

Module assignments will be marked and graded according to the agreed SGUL standards, as set out in the Scheme of Assessment:

70-100%	A	Excellent
65-69%	B+	Very good
60-64%	B	Good
55-59%	C+	Satisfactory
50-54%	C	Borderline Pass
40-49%	D	Fail
0-39%	E	Serious fail

Zero marks will be awarded where plagiarism or other academic dishonesty is demonstrated, and for non-submission of an assignment or non-attendance at an exam.

Module assignments will normally be marked independently by two markers.

The pass mark for all modules is 50%. Detailed marking criteria will be provided for each module assignment, to clarify what type and standard of work equates to each grade for that particular module. After each assignment students will be informed of their provisional grade only. Exact marks, classified as final, will be disseminated once these have been ratified at the next Exam Board meeting. Students will also receive detailed feedback on all of their assignments.

### **Resits**

Students who fail an assignment or an exam are entitled to resubmit the work or resit the exam on one occasion. The second attempt for assignments will normally be within four weeks of notification of the fail grade. The second attempt for exams will normally be on within two weeks. The maximum mark that can be obtained for any module for which re-submitted work or a retaken exam is required is the pass mark.

Students are required to pass all modules. Failure at reassessment of a compulsory module will mean that a student is unable to obtain the award in question. However, such students may be allowed to remain registered with the aim of completing an intermediate award for which the failed module is not deemed compulsory.

## **3.3 Guidelines for submission of assignments**

Please provide an electronic version of their course work assignments which should be submitted via Moodle, or by arrangement with the course administrator. You must submit your assessed work on or before 16.00 hours on the stipulated deadline. Failure to do so will result in your work being returned with a mark of zero. You should also complete a cover sheet (also available on Moodle). The cover sheet will ask you to declare the word limit, and that the work is your own.

### **3.3.1 Word limits**

Writing to agreed and stipulated word limits is a skill which postgraduate students are expected to develop and demonstrate, just as staff are required to keep to word limits when, for example, submitting an academic paper or funding application. The length and format of assessed assignments must not exceed the maximum word limit stipulated in module handbooks.

Students will be asked to declare the number of words on an assignment cover sheet and to confirm that they have not exceeded the stipulated word limit for that assignment. For each module, the accuracy of the declared word count will be checked for a random sample of assignments, and all submissions will be eligible to have their word count verified. In addition, where there is any concern that a word limit has been exceeded and/or inaccurately declared, the word count of that submission will be checked.

Assignments which are below the word limit set for an assignment will not attract a specific penalty. However assignments submitted which are significantly below the word limit will normally receive a low grade, as stipulated by the course policy, in so far as the student will not have been able to cover all of the points expected by the examiners.

The word count is defined as any and all words in the text of the assignment (counted electronically using MS Word or similar). The only words EXCLUDED from the word count will be:

- the assignment title
- abstract
- figures and figure legends
- tables and table legends
- the bibliography / reference list
- appendices

Unless otherwise specified for a particular module, you may assume that the word count will INCLUDE all other text, including (but not limited to):

- footnotes
- headings or subheadings
- re-stating the assignment question

Where the assignment has to include headings or questions as set by the Module Leader, the word limit will have been set to allow for inclusion of this material.

For each assignment, specific guidance on restrictions, as required, will be outlined in the relevant module handbook. Students requiring additional clarification should seek this from the Module Leader.

Where students fail to provide a word count or are found to have provided an inaccurate word count, the grade will be withheld pending an investigation. Where a student has clearly abused the spirit of the word limit restriction, the assignment will be treated in the same way as if the word limit in the main body of the text had been exceeded.

Students who exceed the prescribed word limit will be subject to a staged penalty system as outlined in the "Sports Cardiology MSc policy on word limits in assignments" (Appendix F).

### **3.4 Extensions, mitigating circumstances & Interruption of Studies**

Working to deadlines is an important skill which postgraduate students should already possess and which you will be expected to demonstrate during the course. Students are expected to take responsibility for knowing and meeting the dates/deadlines set out in course

and module handbooks. However, it is acknowledged that difficulties may arise and students who have unforeseen problems may request an extension to a submission deadline. All students are advised to discuss with the Module Leader or Course Director/Programme Lead *in advance of the deadline* and if necessary be advised to submit an extension form in order to agree an extension to the submission deadline. This applies both to the initial submission deadline and, where appropriate, the deadline for any resubmission.

A request for an extension should be accompanied by independent supporting evidence covering the date of the missed or affected assessment. Self-certification of illness is not normally acceptable.

SGUL has a religious festival policy. This can be found on the SGUL Portal. With advance notice (i.e. close to the time the assessment date is made known) submission deadlines may be altered, if appropriate.

### **3.4.1 Extensions to Assignment deadlines**

Requests for extensions to assignment deadlines made up to one week (7 days) prior to the due date should be requested through the *Extension Request Form* (available on Moodle). The form should be accompanied by supporting documentation, and submitted to the Course Administrator. Extensions will not normally be granted for more than 4 weeks, and any request for subsequent extensions should be routed through the Mitigating Circumstances process.

Situations (examples) where seeking an extension would be appropriate (if the timing were such to have a significant impact on the assessment/s) include:

- Death of someone close (e.g. parents or guardians, children and siblings, a spouse/partner, in-laws, grandparents and grandchildren);
- Illness, accident or hospitalisation, unexpected deterioration in an on-going illness or chronic medical condition. Breaks and serious sprains of the normal writing hand/arm;
- Illness of child/ relative where the student is the sole carer.
- Trauma as a result of crime (e.g. burglary), requirement to appear in Court as victim/ witness or as part of jury service;
- Domestic crisis such as house fire / significant change to personal circumstances e.g. divorce / separation

Situations (examples) where seeking an extension would NOT be appropriate would include:

- Computer or printer failure, corrupt files etc; \*
- Failed travel arrangements;
- Pre-booked holidays/scheduled family commitments, including school holidays
- Normal work pressures (part-time students);
- Lack of preparation for academic study;
- Any requests relating to retrospective events known prior to submission deadlines including forgetting submission/examination dates.

\*Students are reminded of the importance of making multiple back-up copies of all of electronic files and photocopies of any important printed documents.

Students who miss a submission/presentation deadline without an agreed extension will have a penalty awarded as set out in the Scheme of Assessment. Usually a score of zero will be recorded for the failure to submit at the first deadline and any subsequent submission will be regarded as a second attempt which will only be eligible to receive a maximum mark of 50% (this being the minimum pass mark for work of an acceptable standard).

### **3.4.2 Mitigating Circumstances**

A request for (i) a deferral to an examination (ii) a deferral of a summative presentation, or (iii) an extension to an assignment deadline made less than one week (7 days) of the due date needs to be sought through a *Mitigating Circumstances Form* (available on moodle). The *Mitigating Circumstances Form* should be accompanied by supporting documentation, and submitted to the Course Administrator. A Mitigating Circumstances Panel (MCP) (comprising two independent members of academic staff unrelated to the course and with no knowledge of the student concerned) will decide whether the mitigating circumstances should be accepted or not, and make a recommendation to the course's Board of Examiners.

In addition, a student who considers that his or her performance in an examination or assessment has been adversely affected by illness or some other course should similarly submit independent documentary evidence using the *Mitigating Circumstances Form* to the Course Administrator as soon as possible, and certainly before the date of the final Board of Examiners meeting in line with St. George's, University of London *General Regulations* (11.11). There is no provision for upgrading or changing a candidate's result or classification on account of illness or other relevant factors. However, documented mitigating circumstances, agreed at a Board of Examiners, may be taken into account of determining decisions concerning re-entry to examinations and other assessments.

### **3.4.3 Interruption of Studies**

In rare situations, some students may experience serious personal issues that prevent them from studying. As a result, it may be in their best interests not to continue on the course at that time, and they may require an extended period of time to address the difficulties they encounter. In such circumstance's students are advised to discuss their situation with the SGUL Course Director or KCL Programme Leader to consider taking an "Interruption to Study". This would mean a complete cessation of academic work for a specified period, during which you would not pay fees.

## **4 Course Administration**

### **4.1 The Graduate School**

The SGUL Graduate School is a thriving community of postgraduate students, undertaking Taught or Research Degrees through various modes of study. The relatively small size of the institution allows postgraduate students to access a rich and varied academic culture ranging from patient care to research laboratories, and a mix of home and overseas students.

All postgraduate students have 24-hour access to our 'Graduate Centre', which includes soft furnishings, a careers library and noticeboards, as well as a projector system for student-led presentations. This provides students with a space to meet and the opportunity to mix with postgraduate students from other courses, and to broaden their social and academic support network. There is an annual Graduate School lecture from an eminent guest speaker, which is always very well attended, and formal opportunities for students to share their work through oral or poster presentations at the SGUL Research and Education days.

## **4.2 Course Administrator**

Georgia Baines based in the Graduate School acts as first point of contact for students, and can direct you to all other university services. The course administrator is responsible for the receiving and returning of course assignments, organising teaching sessions and rooms and dissemination of all other information about the course and transcripts. If you need to speak to the course administrator in person please ask for them at the 6th Floor IMBE Reception, or email [sportscardio@sgul.ac.uk](mailto:sportscardio@sgul.ac.uk).

## **4.3 Emails**

The course team will communicate with you via your SGUL email address which will be provided at enrolment. Please ensure you check your email regularly as all important course information and changes to teaching sessions and assignment procedures will be sent to your email address.

For any technical issues with your email please contact IT on [helpdesk@sgul.ac.uk](mailto:helpdesk@sgul.ac.uk) or 0208725 5435. The IT team have a drop in session outside the library on Mondays and Wednesdays 11am – 1pm for hands on help.

## **4.4 Canvas & Intranet**

All course materials will be uploaded to Canvas, the SGUL virtual learning environment. You can access the site on <http://canvas.sgul.ac.uk>. For any problems accessing the site please contact the course administrator in the first instance. The Canvas team can also be contacted on [LTS@sgul.ac.uk](mailto:LTS@sgul.ac.uk).

All regulations and institutional information can be found on the SGUL Website, <http://sgul.ac.uk>.

#### **4.5 Student Representation**

At least two students will be elected as Course Representatives. Elections should take place within the first two weeks of the start of each new academic year, and the role will run for that academic year.

The Course Representatives are required to attend three Course Committee meetings during the year, for items of unreserved business. In addition student representatives will meet from time to time with the Course Director to discuss issues raised in relation to student welfare, course implementation or other relevant issues. The student representatives will be asked to reflect the views of both full-time and part-time students, and both new graduates and experienced professionals and report back to students any pertinent items raised at course committee.

#### **4.6 Course Committee**

The Course Committee oversees the management of the Course. Course Committees report to and make recommendations to the committee that has oversight of all postgraduate courses: The Taught Postgraduate Programmes Committee. There are three Course Committee meetings a year, normally one per term, plus extraordinary meetings where necessary. Meetings are chaired by the Course Director. The Course Committee discusses the strategic direction of the programme, reviews the effectiveness of educational practices, and ensures that quality monitoring processes are in place. It covers matters concerning the administration, quality control, delivery, assessment and future development of the programme. Perceived areas of good practice and areas for action will be identified and collated into a rolling action plan to be followed up at subsequent meetings.

The composition of the committee includes representatives from the teaching team including all module leaders, and others with key roles in programme delivery including the Graduate School. The minutes of the unreserved items are available to students.

## **5 Student Support Services**

### **5.1 Academic Support and Guidance**

Our philosophy reflects the belief that postgraduate students should be actively engaged in the development of their own professional competence. The module leaders are responsible for the delivery of individual modules & module assignments and they will provide support and advice on academic issues, which relate to the specific module they lead on. They will also provide support regarding the module assignments, often at the start of the module in the form of group tutorials. All queries regarding any aspect of a particular module or its assignment should be directed to the relevant module leader.

The Academic staff will provide support and guidance throughout the course. This will involve both regular feedback and discussion of individual progress within each module. The course is designed to encourage students to become self-directed, critical scholars, able to constructively and objectively challenge themselves whilst maximising the range of learning opportunities available to them. In addition members of the Course Team will be available, where appropriate, to advise on matters of an urgent nature. However good time management and personal organisation are skills which we encourage you to develop, and so making and keeping appointments is our preferred way of meeting students.

If you have not undertaken any academic study in recent years, you may find it helpful to consult some of the books on study skills and essay writing that are available in the library. There is a heavy emphasis on written work in the course assignments. Any efforts which you make to improve your writing skills will therefore be of value.

Sessions designed to assist in your academic development are addressed initially as part of the induction programme, and developed as appropriate throughout the course. Ability to construct course assignments at postgraduate level will be a key focus of the induction sessions, which will cover: essay writing; critical thinking and reading of the literature; weighing up evidence; constructing an original argument; reflection; and academic styles of writing.

There is an online study skills package to help students study and learn at masters level, as well as a suite of online resources on writing skills on Moodle. These are available to all students, and may be particularly useful for any students enrolled for a stand-alone module.

In addition academic support is provided by the following services:

- The **SGUL Academic Skills Drop-in** (<http://library.sgul.ac.uk/using-the-library/1-2-1-help>) is located in foyer of the library on first floor Hunter Wing. They provide an opportunity to access one to one advice and guidance on draft assignments *before* they are submitted. The trained skills advisers work closely with students and assist them to identify errors or poor practice in writing style and essay composition, and to recognise where improvements can be made. This collaborative approach provides a valuable opportunity to improve the work and enhance the grade while developing a range of academic skills relating to: grammar, referencing, academic structure, and plagiarism. Times for drop-in sessions are below. There is no need to book, just turn up with the assignment and relevant module guide for specialist advice.
  - Tuesdays 11am – 3pm
  - Wednesdays 11am – 3pm
  - Thursdays 11am – 3pm
- **Royal Literary Fund's Writing Fellow**

The Royal Literary Fellow is available to advise students on writing skills for anything from essays to journal articles, theses and letters of application. For 2014/15 the Literary Fellow is Adam Feinstein. They can be found in Student Support Services on Hunter Wing, level 2 (the room next to Counselling Services). One-to-one sessions of up to 45 minutes, are available by appointment. As the literary fellow is independent of the university, any work you do with them will remain confidential.

The literary fellow will be able help you with: structure and logical flow, clarity, style, general improvement of your writing skills and other concerns you may have about writing. However their job is not to edit, rewrite or proofread your work, or to offer English language tuition. More information on the scheme can be found here: <http://www.rlf.org.uk/education/rlf-fellowshipscheme/>

To book an appointment please email [rlf@sgul.ac.uk](mailto:rlf@sgul.ac.uk)

- Support for writing when **English is your second Language**. Specialised support is available to students where English is not their first language. Students can make up to 2 appointments per semester to see Claire Emery, our English Language Support Tutor to discuss issues such as:
  - Academic writing skills
  - Grammar for written English

- Following academic lectures
- Taking part in academic discussions with native speakers
- Giving presentations

Please email Claire on [cemery@hscs.sgul.ac.uk](mailto:cemery@hscs.sgul.ac.uk) to make an appointment.

For general writing skills help you can contact Janette Myers (Senior Lecturer in Student Learning and Support) on 020 8725 0616, email: [jmyers@sgul.ac.uk](mailto:jmyers@sgul.ac.uk)

## 5.2 Academic and Pastoral Support

Upon commencement of the course each student will be assigned an educational supervisor/personal tutor. The educational supervisor will be responsible for monitoring academic progress and student welfare, including socio-cultural integration. He/she will be the first port of contact for the student, assist the student with any difficulties, and monitor his progress throughout the course to ensure that problems are identified early and satisfactory completion. Formal supervision meetings will be organized at pre-specified time points. The meetings may be face-to-face or organized through teleconference (Skype). All meetings will be based on a common format. During the meeting the supervisor should review the students logbook, formative assessments, exam results, completion of modules record, work in progress. At the end of the meeting the supervisor and student will be required to submit a report to the Course director with an overall outcome (satisfactory progress, satisfactory progress with conditions or unsatisfactory progress).

Dr Aneil Malhotra, consultant cardiologist with extensive experience in student teaching and support will head student support. Dr Malhotra will work in collaboration with individual educational supervisors and module leads to guide students who require extra help to the appropriate resources, including personal and/or professional support services as required as well as give academic support and advice. They will have a good knowledge of the many services available to support students and will be able to direct students towards study resources. In addition, Dr Janette Myers, Senior Lecturer in Student Learning and Support from the Institute of Medical and Biomedical Education will act as a reference point for any academic support, student services or counselling that may be required.

## 5.3 Counselling Services

There are several qualified counsellors (both female & male) who provide non- judgmental help with understanding, exploring and finding ways of coping with problems. If further help

is needed, the counsellor can arrange (with the individual's agreement) that they are referred on.

The counsellors are flexible in their approach using a variety of counselling models, including Cognitive Behaviour Therapy. People bring a wide variety of problems, so there is no rule that you have to be extremely distressed to visit the Counselling Service. Seeking counselling is an important step but no problem is too small to be brought to the counselling service. Early consultation can prevent difficulties developing into unmanageable problems.

The service is free and confidential, and is separate from the teaching and assessment process. It is impartial, the aim being to help each student find their own best course of action.

The Student Counselling Service at SGUL on level two Hunter Wing is open five days a week from

Monday:	9.00am- 7.00pm
Tuesday:	9.30am-8.00pm
Wednesday:	9.00am- 5.00pm
Thursday:	10.00am- 8.00pm
Friday:	9.00am- 5.00pm

You can make an appointment by:

- phoning 020 8725 3628
- email: [counselling@sgul.ac.uk](mailto:counselling@sgul.ac.uk)
- use the anonymous self- booking chart outside the counselling offices (second floor Hunter Wing, turn left outside Eddie Wilson's café).
- Book online via portal (<https://portal.sgul.ac.uk/services/counsellors/>)

There are two drop-in sessions at 12pm on a Wednesdays and Thursdays where no prior appointment is necessary.

## 5.4 Disability support (Including Dyslexia)

All reasonable adjustments will be made to ensure that students with disabilities are able to access all components of the programme that they wish to. If you have a disability you are welcome to discuss any issues which may affect your studies with the Disability Team (020 8725 0143, [disability@sgul.ac.uk](mailto:disability@sgul.ac.uk)). Their role is to ensure that all disabled students are appropriately supported throughout the duration of their course. The Disability team can support you if you have a physical impairment, an ongoing health condition, an Autism spectrum condition, impaired vision or hearing, or if you experience difficulties with mental health such as anxiety or depression. We also support students with specific learning difficulties such as Dyslexia, Dyspraxia or ADHD.

Amongst other things, the Disability Team can provide information about:

- How to apply for additional exam arrangements such as extra time.
- How adjustments to teaching and learning can be negotiated on your course.
- How to apply for Disabled Students Allowance (DSA)
- The DSA may include funding for specialist tutorial support, assistive technology and in some cases disability related travel costs
- Confidential advice about whether to disclose a disability, or whether difficulties you are experiencing constitute a disability.
- Diagnosing Dyslexia and other Specific Learning Difficulties (SpLD)

If you already have a psychologist's report which confirms that you have dyslexia or have another specific learning difficulty, you should contact the Disability team as soon as possible to ensure support is in place at the earliest opportunity.

If you think you may be dyslexic or have specific learning difficulties such as Dyspraxia or ADHD but are not sure, you can complete a short confidential screening test in the student centre, (Ground Floor, Hunter Wing). This can be arranged by contacting the disability team.

Contact Details:       020 8725 0143  
  
                                  [disability@sgul.ac.uk](mailto:disability@sgul.ac.uk)

## 6 Student Centre Services

### 6.1 Student Centre

The Student Centre is the gateway for students to advice and help throughout the University. That includes offering high-level advice for the services offered directly by the University, such as housing, disability of finance, as well as basic advice on behalf of a number of other teams, such as timetables and submissions for Registry or issuing ID cards or resetting passwords for IT services. Staff also actively maintain contacts with other departments at SGUL, the NHS Trust, Kingston University and the University of London. Through these, they are able to signpost students to almost any service they might require.

The Student Centre is on the ground floor of Hunter Wing and is open from 8:30am to 5:00pm throughout the week during term time. Students can drop in at any time to ask advice about everything student-related. They are able to produce letters confirming you are a student for council tax or banking purposes and sign a variety of forms, i.e. Young Person's Railcard or recertification documents.

#### Key contacts for Student Centre & local services

General Student Centre	Student Support Officers (support with studies and personal issues)	020 8266 6344 <a href="mailto:studentcentre@sgul.ac.uk">studentcentre@sgul.ac.uk</a>
Gavin Taylor	Centre Manager - Student welfare, supporting students in crisis	020 8266 6355 <a href="mailto:gtaylor@sgul.ac.uk">gtaylor@sgul.ac.uk</a>
Jude O'Brien	Student finance, tuition and hardship funds	020 8725 5997 <a href="mailto:student finance@sgul.ac.uk">student finance@sgul.ac.uk</a>
Emma Catlow	Disability support, including dyslexia	020 8725 0143 <a href="mailto:disability@sgul.ac.uk">disability@sgul.ac.uk</a>
Rachael Elliot	Students affairs & compliance	020 8725 5225 <a href="mailto:relliot@sgul.ac.uk">relliot@sgul.ac.uk</a>

Nicola Fitzgerald	Accommodation advice	020 8266 6348 <a href="mailto:accomodation@sgul.ac.uk">accomodation@sgul.ac.uk</a>
Elizabeth Witter	International Student Advisor	<a href="mailto:ewitter@sgul.ac.uk">ewitter@sgul.ac.uk</a>
Jenny Laws	Academic Registrar	020 8725 2629 <a href="mailto:jlaws@sgul.ac.uk">jlaws@sgul.ac.uk</a>

## Health

Tooting NHS Walk in Centre	Minor injuries and illness	020 8700 0505 <a href="http://www.wandsworth-pct.nhs.uk/pdf/TWC.pdf">www.wandsworth-pct.nhs.uk/pdf/TWC.pdf</a>
NHS Direct	Health advice	0845 4647 <a href="http://www.nhsdirect.nhs.uk">www.nhsdirect.nhs.uk</a>

## Welfare

Student Union Vice President (Education and Welfare)	Support and Advice from the Students Union	020 8725 0451 <a href="mailto:vpeducation@su.sgul.ac.uk">vpeducation@su.sgul.ac.uk</a>
Counselling Service	SGUL Counsellors	020 8725 3628 <a href="mailto:counselling@sgul.ac.uk">counselling@sgul.ac.uk</a>
London Nightline	Support and information helpline run by students for students	020 7631 0101 <a href="http://www.nightline.org.uk">www.nightline.org.uk</a>
FamilyLine	Supports people caring for children	0808 800 5678 <a href="http://www.familyline.org.uk">www.familyline.org.uk</a>
Citizen Advice Bureau	Legal, money and other advice	020 8333 6960 <a href="http://www.citizensadvice.org.uk">www.citizensadvice.org.uk</a>
Family Planning Service	Sexual health advice	020 7608 5240

		<a href="http://www.fpa.org.uk">www.fpa.org.uk</a>
Samaritans	24/7 support for people experiencing feelings of distress or despair	0845 909090 <a href="http://www.samaritans.org.uk">www.samaritans.org.uk</a>

## Finance

NHS Grants Unit	NHS Bursaries	0845 358 6655 <a href="http://www.nhsstudentgrants.co.uk">www.nhsstudentgrants.co.uk</a>
EGAS (Educational Grants Advisory Service)	Advice and information on other sources of funding	020 7254 6251 <a href="http://www.egas-online.org.uk/fwa/index.html">www.egas-online.org.uk/fwa/index.html</a>

## Facilities

Library	Lending and computing services	020 8725 5466 <a href="mailto:liblearn@sgul.ac.uk">liblearn@sgul.ac.uk</a>
IT Helpdesk	IT support and training	020 8725 5435 <a href="mailto:helpdesk@sgul.ac.uk">helpdesk@sgul.ac.uk</a>
Media Services	AV Services, room bookings, graphics and photocopying	020 8725 2600
Sports Centre	Health and fitness	020 8725 2662

## 6.2 ID Cards

Your SGUL ID Card serves as your library card and allows touch access to computer rooms, labs and other facilities. You must wear your identity card at all times on SGUL and Hospital premises and your presence on site may be challenged if it is not clearly visible. You will be

asked to present your ID card when accessing certain services at the Student Centre or Media Services.

Please report loss or damage to your ID card to the Student Centre, ground floor Hunter Wing: as soon as possible, so that a replacement can be arranged. There is a fee of £5 for a replacement ID Card. Cards which are stolen (if you have a crime reference number), damaged or expiring will usually be replaced free of charge.

### 6.3 Complaints

Students are able to access a confidential complaints system. Any complaints which you do not want to raise directly with staff associated with the course may be directed to Rachael Elliot, Student Affairs Manager, Registry (Tel 020 8725 5225, or email [rbevilac@sgul.ac.uk](mailto:rbevilac@sgul.ac.uk))

SGUL is committed to a policy of equal opportunities which aims to provide an environment in which all students may reach their full potential. If you have any concerns about equal opportunities you can contact the Equality and Diversity Officer who's contact details can be found on the SGUL Website

### 6.4 Students Union

This is an important facility for all students of SGUL, and has a varied and comprehensive range of facilities including sporting and recreational activities, a book shop and a small convenience store, as well as a bar and common room. The President of the Students Union and the Committee are fully active in supporting all student matters.

Student Union Officials

Officer	Telephone	Email
President	020 8725 2709	<a href="mailto:president@su.sgul.ac.uk">president@su.sgul.ac.uk</a>
Vice-President (Education and Welfare)	020 8725 0451	<a href="mailto:vpeducation@su.sgul.ac.uk">vpeducation@su.sgul.ac.uk</a>

<b>Vice President (Finance and Student activities)</b>	020 8725 5078	<a href="mailto:vpfinance@su.sgul.ac.uk">vpfinance@su.sgul.ac.uk</a>
<b>General Secretary</b>	020 8725 0562	<a href="mailto:secretary@su.sgul.ac.uk">secretary@su.sgul.ac.uk</a>

## 6.5 International Students

Every year St George's is pleased to welcome increasing numbers of students from all over the world. Currently students from over 50 countries study at St George's. To support this increasing number of international students, a dedicated International Student Advisor (ISA) has been appointed to provide support to those choosing to study at St George's. The ISA is part of the University's student support services and is located on the ground floor of Hunter Wing in the Student Services Centre.

The support is offered from application through to graduation and includes:

- Visa and immigration advice for the student and (if applicable) their family dependants;
- Financial advice including advice on opening a bank account and working whilst in the UK;
- Health and personal safety information including how to register with a GP and access healthcare in the UK .

The advice is offered directly from the ISA and via online and printed resources including a Pre Departure Guide and Immigration Guide for students applying outside of the UK. International students are also invited to attend an 'international welcome' talk delivered in the induction programme at the start of the Autumn term.

Each term, the ISA collaborates with the International Students' Society (ISS) to coordinate at least two social events for international students, staff and academic visitors. From this year EU students will be offered the same support as that offered to other international students by the ISA, and they can join the International Student Society. Popular events include the International Student Welcome Weekend, monthly international student lunches, Chinese New Year Dinner and summer barbecue.

## 6.6 Finance advice

Students are expected to have finances arranged in advance of joining their programme. Before enrolling on the course, you should plan how you will pay your tuition fees and support your living costs for the duration of the course.

Please note that there is currently no financial support available from the Student Loans Company or the NHS for postgraduate study. Some students choose to apply for a Professional and Career Development Loan (PCDL) to assist with tuition fees and/or living costs (more details below).

### 6.6.1 Tuition Fees

Payment can be made online at <https://webpayments.sgul.ac.uk/webpayments> (please register using your 7 digit St George's student number when this is issued to you), over the telephone by calling 020 8725 5028 or in person at the Student Centre. [Tuition fee payment can also be made by credit/debit card at enrolment.](#)

All new students whose tuition fee payments will be fully or partially covered by a Professional and Career Development Loan should bring to enrolment written confirmation that they have made a successful application for this.

Those students whose fees will be paid by an external sponsor (for example, the Army) should bring to enrolment written confirmation of this.

Those students paying their own tuition fees must ensure that they make payment in adherence to the St George's Tuition Fee Policy for the relevant academic year. Please note that tuition fee amounts may be subject to annual revision.

Tuition fees may be paid in full prior to or at enrolment, or by three termly instalments (50% by 30<sup>th</sup> October 2015, 25% by 30<sup>th</sup> January 2016 and 25% by 30<sup>th</sup> April 2016).

### 6.6.2 Tuition Fees for International Students

International students will receive a 2% discount if they pay tuition fees for the year in full before or on the enrolment date for their programme. Please note that this does not apply to US students in receipt of Federal Aid. If you have any queries about this, please email [studentfinance@sgul.ac.uk](mailto:studentfinance@sgul.ac.uk).

International students, whose tuition fee payments are to be made by their financial sponsor, for example their home government, should bring written confirmation of this with them to enrolment.

Tuition fee amounts may be subject to annual revision.

If you are classified as an international student for fees purposes you should be aware that this fee status will not change during your course except in exceptional circumstances (for example, if you were granted refugee status). If you feel that you have been incorrectly classified as an international student, please contact the Admissions department prior to enrolment at [admissions@sgul.ac.uk](mailto:admissions@sgul.ac.uk) to request a review of the assessment.

Students requiring a Confirmation of Acceptance for Study (CAS) may be required to pay a £3,000 international deposit to secure their place on their chosen programme of study at St George's. Payment of this deposit can only be made once you have fulfilled all other conditions of your offer. It is your responsibility to ensure that you satisfy the requirements for a student visa before you pay your deposit. Once you have fulfilled all conditions of your offer, including payment of the deposit, you will be issued with a CAS for visa purposes.

**Payment of the deposit will:**

- Hold open your offer of a place at the University subject to the fulfilment of the conditions of your offer, at which point a place to study on your chosen programme will be allocated.
- Be deducted from the tuition fees you will be expected to show when applying for your student visa.

For information about how to pay your deposit, and the St George's Refund Policy, please visit [www.sgul.ac.uk](http://www.sgul.ac.uk).

**Payment details:**

You can make a payment directly to the University's bank account using the following details:

Account Name	St George's Hospital Medical School (trading as St George's, University of London)
Bank Address	Barclays Bank Level 25 1 Churchill Place London E14 5HP
Sort Code	20-00-00
Sterling Account Number	43507025
IBAN	GB74 BARC 200000 43507025
SWIFT Code	BARC GB22

Please ensure that you quote your 7 digit SGUL student ID number when the payment is sent.

You may pay more than the stated deposit if you choose to do so. The amount received will be deducted from your tuition fees on arrival.

You can also pay by bank draft made payable to 'St George's, University of London'. Please enclose a covering note with the bank draft giving your full name and 7 digit St George's student ID number and send this directly to the Accounts Receivable team in the Finance Department at the University's main address. You may also pay by credit/debit card by telephoning our Accounts Receivable team on +44 (0) 20 8725 5028.

**Contact information:**

If you require any further information on paying your fees please contact our Accounts Receivable team by:

Telephone: +44 (0) 20 8725 5028

Email: [acco-rec@sgul.ac.uk](mailto:acco-rec@sgul.ac.uk)

### **6.6.3 Professional and Career Development Loans**

Some students choose to apply for a Professional and Career Development Loan (PCDL) to help support their tuition fee payments and/or living costs.

More information about PCDLs can be found at <https://www.gov.uk/career-developmentloans/overview>. If you choose to apply for a PCDL, you are advised to do so as soon as possible in order to give the bank sufficient time to process the application.

The PCDL application form will ask for St George's, University of London's Learning Provider Number – this is 2610.

Please note that not all PCDL applications will be successful, and successful applicants can access a maximum loan of £10,000 for the course. Therefore, all students will need to have alternative funding arrangements in place in addition to the PCDL.

If your PCDL application is still pending when you begin the course, you will be required to pay the tuition fees yourself until the assessment is finalised. If you are successful in an application for tuition fee support, and this comes through at a later date, you will be reimbursed any amount due. If this applies to you, please contact SGUL Finance on 020 8725 5028 to request reimbursement.

### **6.6.4 Planning your finances**

It is important to note that even those students who make a successful application for a PCDL will need to have secured other sources of financial support for the duration of their course. Examples of such sources are; savings, part time and vacation employment, contributions from family/friends, and external scholarships or bursaries. This list is by no means exhaustive, and students are encouraged to research the sources of financial support available to them.

The following websites include details of charities and other funding organisations which should be helpful as a starting point for research:

- Scholarship Search - <http://www.scholarship-search.org.uk/>
- The Scholarship Hub - <http://www.thescholarshiphub.org.uk/>
- Turn2us - [http://www.turn2us.org.uk/grants\\_search.aspx](http://www.turn2us.org.uk/grants_search.aspx)
- Postgraduate Studentships - <http://www.postgraduatestudentships.co.uk/>

St George's have also subscribed to the **Alternative Guide to Postgraduate Funding**. Please email [studentfinance@sgul.ac.uk](mailto:studentfinance@sgul.ac.uk) if you would like a copy of this.

Once you have confirmation of the financial support and income you will receive during your course, you are advised to plan a budget for the duration of your studies. There are various websites, such as <http://studentcalculator.org> and <https://www.moneyadviceservice.org.uk/>, which can help with this.

### **St George's Access to Learning Fund**

The Access to Learning Fund (ALF) provides discretionary financial assistance to Undergraduate and Postgraduate home (UK) students experiencing financial hardship.

Applications can be accepted from registered and enrolled home students (students cannot apply before commencing the course). Those students who need financial help to meet extra costs that cannot be met from other sources of support, and those who may be considering leaving Higher Education because of financial problems are particularly encouraged to apply. The ALF can also help to alleviate unexpected financial hardship.

Financial assistance from the ALF is usually non-repayable, however interest-free emergency short term loans may also be available. Please note that the ALF cannot help with paying for tuition fees. Students must have applied for all government funding available to them before applying to the ALF.

### **St George's EU & International Hardship Fund**

St George's has funding available for full-time Undergraduate and Postgraduate EU and International students who experience financial hardship due to unexpected circumstances which are out of their control.

Applications can be accepted from registered and enrolled students (students cannot apply before commencing the course).

Financial assistance from the Fund is usually non-repayable, however interest-free emergency short term loans may also be available. Please note that the Fund cannot help with paying for tuition fees. In order to apply, students need to be able to demonstrate that they had secured sufficient funding to study and live in the UK prior to commencing the course, and that the financial hardship experienced is due to unexpected events.

### **St George's Sports Bursary**

St George's students have a long tradition of successfully integrating their professional training with participation in sport at a high level. Through the generosity of our alumni, we are able to encourage students currently upholding this tradition to fulfil their ambitions through a series of sports bursaries.

All registered and enrolled St George's students participating in a sport recognised by [Sport England](#) are eligible to apply for the sports bursaries. There are three levels of award available (gold, silver and bronze), currently ranging from £100 to £1,000.

### **Budgeting and advice**

Whether you are living away from home for the first time, returning to study, or juggling university with family life, it can be easy to find yourself spending more than you have coming in. It is really important to plan your finances and budget carefully before and during the course in order to maximise the funds available to you and ensure that you do not run out of funds mid-term. We have put together some tips below to help get you started.

### **Before starting your course...**

- Put together a [budget plan](http://studentcalculator.org/) at <http://studentcalculator.org/>.
- **Save** as much as possible.

- Look for **part-time work**. Whilst part-time work should never be given priority over your studies, it can provide a welcome break from studying as well as supplementing your income. If working and studying during term-time is not an option, you may wish to consider working during your holiday periods.

### **Once you have started your course...**

- Come along to one of our **confidential finance advice drop-in sessions** at the Student Centre.
- **Share the cooking** - whether you live in halls or in a shared house, it is cheaper to cook together in a group, and bringing in a packed lunch will save you money. Supermarkets are often the cheapest place to go for your weekly shop, but Tooting does have a large fruit and vegetable market which is also worth a visit.
- If you are living in private rented or your own accommodation, visit the Student Centre once you are enrolled to request a **Council Tax exemption letter** to submit to the Local Authority.
- Shop around for the best mobile phone deals.
- Apply for the **18+ Student Oyster Card** at <https://photocard.tfl.gov.uk>. You will need your 7 digit St George's student number for the application. The online TfL application will need to be approved by the University after you are registered and enrolled on the course.
- Apply for a **16-25 Railcard** at <http://www.16-25railcard.co.uk/>. **Full time students aged over 25 can also apply for this.** Depending on your circumstances, you may need to bring a form to be countersigned by a member of Student Centre staff after you are registered and enrolled on the course.
- Use <http://www.saynoto0870.com/> to search for local rate numbers. You can avoid calling premium rate numbers for many national companies by using this website.
- Visit <http://www.moneysavingexpert.com/students/> for some useful tips on how to make your student funding stretch that bit further.

### **Student Finance Advice**

We hope that this information is helpful and clarifies all the funding available. If you have any questions about your entitlement to funding, or about any other financial matters, please do not hesitate to contact us at [studentfinance@sgul.ac.uk](mailto:studentfinance@sgul.ac.uk).

## **7. University Services**

### **7.1 Occupational Health**

Academic or Registry staff may contact Occupational Health for advice if there are concerns about a student's wellbeing. Students can also self-refer if they are experiencing issues that affect their occupational health needs e.g. anxiety, depression, musculoskeletal issues etc. Following sickness absence of one month or more from studies, students should normally be health cleared by Occupational Health before they recommence studies; this will be initiated via a referral from academic staff. In addition, if a condition is likely to have occupational implications, students should seek Occupational Health clearance before they recommence studies.

The OH Department can be found at:

Perimeter Road

St George's Hospital

Blackshaw Road

London SW17 0QT

Tel: 020 8725 3698

Internal ext: 3698

ohadmin@stgeorges.nhs.uk

Core opening hours are: 0830- 1600, Mon- Fri (closed Bank holidays)

Clients are seen by appointment only; walk-ins are only seen in emergency situations

Occupational Health is a confidential advisory service for management, staff and students and all students are advised to look on the SGUL website for further information.

#### **7.1.1 Policy relating to pregnant and nursing mother students**

It is recognised that pregnancy does not constitute an illness and that, normally, pregnant students will be able to continue on the programme until a suitable stepping off point is reached. However, to optimise the safety of the student, her unborn child and patients/clients it is essential that these students are seen and reviewed by the Occupational Health Department. Once a student has her pregnancy confirmed she should inform the Course Director, the appropriate Personal Tutor and the Postgraduate Registry without delay and a risk assessment will be performed. She should discuss with the Course Director:

- continuing progress on the programme
- identify a suitable time to take an Interruption of Studies
- possible points of re-entry to the programme

Ideally an Interruption of Studies will commence at the end of term following completion of the current module(s). Prior to a student returning to the programme after an Interruption of Studies, she may be asked to attend the Occupational Health Department for a post-natal check if there have been any clinical or Occupational Health related concerns.

## 7.2 Library

The library is situated on first floor, Hunter Wing. Your student ID card serves as your library card and is required to access the library, borrow books or print. Library staff will be pleased to help you if you require information or assistance at any time.

The library is staffed 08.00 – 18.00 Monday to Friday and normal term time hours are:

08.00 – 06.00 Monday to Friday

09.00 – 21.00 Saturday & Sunday

The library website [www.library.sgul.ac.uk](http://www.library.sgul.ac.uk) has a host of information including:

- access to the library including specialist software and assistance with searching and printing
- how to find and borrow books using the catalogue
- how to search for electronic books, journals and databases (such as CinahlPlus, AMED) via online catalogue system
- computing and printing services
- accessing DVD collections via Box of Broadcasts <http://bobnational.net>
- use of discussion rooms in the library
- literature searching workshops and tutorial

- requesting an interlibrary loan

If you have any queries please speak to one of the librarians on site or email [library@sgul.ac.uk](mailto:library@sgul.ac.uk)

## 7.3 Computing facilities

IT support information can be found on the SGUL Website <https://sgul.ac.uk/org/lis/computing-services/helpdesk/>.

The Help Desk provides support for technical issues or problems with software and can be contacted on [helpdesk@sgul.ac.uk](mailto:helpdesk@sgul.ac.uk). Requests for help with the actual use of specific software packages should be directed to the IT Trainers either by email to [training@sgul.ac.uk](mailto:training@sgul.ac.uk) or extension 5642.

If you know your username but do not know your password, or you wish to change your password please go to: <https://sgul.ac.uk/services/password> and use the appropriate links. For password queries by telephone: Computer Help Desk 020 8725 5435

### 7.3.1 Computer Rooms

Computing facilities are provided in the Library on the first floor of Hunter Wing where there are a large number of networked machines. These have a range of software on them including Word, Excel, PowerPoint, and SPSS. There are three computer rooms next to the Library, with over 100 PCs. All students are entitled to use any of the computers on a first come first serve basis. Access to these rooms is via your SGUL ID card and they are accessible on a 24 hour basis. You will need your SGUL network username and password to log in to these computers. Please also ensure that you observe the conditions of use of computing facilities which are available on the intranet. When the Library is closed, computers can be accessed in Computing Room 3 from the Foyer in Hunter Wing. Entry is by ID swipe card.

### 7.3.2 SGUL Wi-Fi access

It is possible to connect to [Wi-Fi](#) in all areas of the University buildings using the Eduroam provider.

### **7.3.3 Home Directories (H: Drive)**

Your 'Home Directory' or H: drive is your personal storage area and is accessible on any SGUL computer. In order to access your central storage space, you will need to logon to the network using your username and password. Rather than using the C: drive, you can access your home directory by selecting the H: drive. All files in your H: drive are stored on a server in Computing Services. This server is backed up every night and all files are scanned for viruses. If you delete a file that had been saved before 8pm the previous night, there will be a copy saved on our tape library. If you want it restored, contact the Help Desk.

### **7.3.4 Virus Prevention**

The following is a list of tips to help you prevent your machine or your work from being infected by a virus:

- Do not open files attached to emails if you are at all unsure as to what the file is, or if the sender is unknown to you
- Do not download files from the Internet unless you are sure they are from a legitimate / reputable source
- Always make sure your important documents / files are backed up, preferably to your H: drive (Home Directory)

Please contact the Help Desk on x5435 or to [helpdesk@sgul.ac.uk](mailto:helpdesk@sgul.ac.uk) for further details about virus prevention or for help with checking that your PC is up-to-date and fully protected.

## **7.4 Sport and Recreation**

The Robert Lowe Sports Centre is on the Perimeter Road in the SGUL and NHS trust grounds and is open to all students. The Sport and Recreation Service work in partnership with the University's Students' Union to provide both competitive and non-competitive sport and recreation activities.

Website: <http://www.robertlowe.sgul.ac.uk/>

Support is provided for all University sports clubs, as well as the organisation of a

comprehensive recreation program. We also manage our own recreation facilities and work closely with external facility providers. We have close links with a large number of organisations involved in sport and recreation to provide opportunities for students to participate in sport at all levels.

## 7.5 Food and drink

There is a large canteen serving hot and cold meals, sandwiches and snacks on level 1 of Lanesborough Wing. You will need to show your student ID card to obtain the reduced rate. Opening times are as follows:

<u>for meals</u>	<u>for snacks</u>
1145-1400	1000-1945
1730-1945	

The SGUL shop on the ground floor of Hunter Wing and the hospital shop on the ground floor of Grosvenor Wing sell sandwiches and confectionery, and the SGUL shop also sells a range of student stationery. There is a Marks & Spencer food shop on the ground floor of Grosvenor Wing which also incorporates an M&S café. Peabody's café is located on the ground floor of Hunter Wing, with a range of sandwiches, paninis, coffees, teas, cold drinks and ice creams. The Student Union bar is located on level 2 of Hunter Wing and serves alcoholic drinks from 5pm onwards.

## 7.6 The Chaplaincy

Faculties are available of all faiths within the Chaplaincy. The St George's Hospital Chaplaincy is staffed by 3 Anglican Chaplains (2 Full-time and 1 Part-time), 1 Roman Catholic Chaplain (Part-Time), 1 Ecumenical Chaplain (Part-Time) and the Imam (Part-Time). The 2 Full-Time Anglican Chaplains are trained counsellors and offer a confidential service of support for people in crisis.

In the Medical School are based the Christian Union and the Islamic Society. The School Club (Students Union) has details of facilities accommodating all religious needs. Also within the

Medical School, on the lower ground floor, is a prayer room. In addition, St George's Hospital has a chapel, which is available to everyone.

## **7.7 Childcare**

To find out types, costs and availability of childcare in the London Borough of Wandsworth, contact the Childcare Information Team on 020 8871 7899 or visit <http://www.wandsworth.gov.uk/Home/Childrenandyoungpeople/Childcare>.

There are similar services available in most London Boroughs; [www.childcarelink.gov.uk](http://www.childcarelink.gov.uk) might be a good place to start.

Although SGUL does not offer grants specifically for childcare, there are other sources of funding available for student parents. Contact Zoe Garratt ([zgarratt@sgul.ac.uk](mailto:zgarratt@sgul.ac.uk)) for further advice.

### **7.7.1 Student Welfare Suite (Mums and Babies)**

Student mothers who wish to breastfeed their babies or student parents who wish to bottle feed their children can use this room to do so. It is a quiet room and a bottle / food heater, changing mat and mini fridge to store breast milk are provided. It can be found on Level 2 Hunter Wing next to the Counselling Suite. The Student Union have a key if the door is locked.

## **7.8 Parking**

Parking permits for the site are very limited and none are available for students. Parking restrictions exist in the streets around the site. Please note that a few eight-hour parking spaces are available at a reasonable cost, however, the four hour spaces and hospital car park are expensive. Parking is restricted in most streets within walking distance of the site and in most of the surrounding areas. If you are planning to drive you are advised to come early and allow plenty of time to walk or catch a bus from where you park.

# **8. Student Conduct**

All regulations including the General Regulations and Student Charter are available [on](#) the SGUL Website

## **8.1 General regulations**

All students must comply with the General Regulations for Students and Programmes of Study (available on Portal). The regulations are published annually at the start of the academic year, students should familiarise themselves with the provisions included in them.

You will initially be registered and enrolled on the course that beginning of your programme of study. Students must reenrol at the beginning of every subsequent year, and will be sent a reminder to do this. Except in circumstances approved by Senate, students who are not enrolled may not use St George's facilities.

The Regulations for the Programme of Study for the MSc Sports Cardiology course are provided on Moodle, and you are advised to read this document thoroughly.

## **8.2 Student Charter**

The student charter (available from Registry or on the SGUL Intranet Registry page) sets out the rights and responsibilities of students. These include responsibilities such as handing in course work on time, informing us if you have any difficulties with academic work, or updating us if you change your contact details.

Students are expected to:

1. Display responsible attitudes towards all staff, fellow students and visitors to St George's and associated hospitals, treat SGUL and hospital property with respect, and observe professional standards in your relationships with patients at all times.
2. Comply with St George's regulations relating to students.
3. Study diligently, attend timetabled sessions as required, hand in your work on time, and notify your lecturers or tutor/supervisor if you are in need of support or guidance.
4. Notify St George's and, where appropriate, your lecturers if you are absent during term-time.
5. Ensure that you respond to reasonable requests from our staff without delay.
6. Take advantage of the support services we provide for you.

7. Contribute to the reputation and development of St George's by providing feedback on your teaching and the curriculum, and by participating where appropriate in St George's decision-making processes.

Where student's behaviour falls below the expected standard, students will be subject to [disciplinary procedure](#).

### **8.3 Attendance**

We expect that you will view your enrolment on the course as a commitment and make every attempt to attend all sessions. Attendance at all teaching sessions is a requirement and to ensure students have sufficient engagement with taught material, and appropriate interaction with academic staff, within group discussions in seminars, and in peer learning. You will be asked to sign into teaching sessions and attendance will be monitored by the Course Administrator who will refer any issues or cause for concern onto the Course Director and Programme Lead.

If you anticipate any problems in meeting this requirement you should contact the module leader and let the course administrator know by phone or email if you are unable to attend on a specific day. Students who do not maintain contact with SGUL by completing enrolment formalities and/or responding to correspondence (following repeated and extensive reminders) will at the discretion of the Academic Registrar, have their registration terminated.

### **8.4 Smoking policy**

SGUL operates a strict no smoking policy which all students must respect. Smoking is also not permitted anywhere on the St George's trust site. Please do not smoke in the seminar rooms or elsewhere in the building or on the site at any time. If you really need to take a smoking break, the best place to go is the park behind the site (entrance off Cranmer Terrace).

### **8.5 Misconduct and disciplinary procedures**

Under section 20.2 of the St. George's, University of London *General Regulations*: "Misconduct is defined as improper interference in the broadest sense, with the proper functioning or activities of St George's, associated hospitals, or any other place to which a student is attached, or with those who work or study in them, or participating in any action which damages St George's."

**8.5.1 Section 20.3 of the *General Regulations Misconduct* includes the following:**

- (a) disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of St George's, whether on St George's premises or elsewhere;
- (b) obstruction of, or improper interference with, the functions, duties or activities of any student, member of staff or other employee of St George's or of any hospital or other place to which a student is attached or any authorised visitor or patient;
- (c) violent, indecent, disorderly, threatening or offensive behaviour or language;
- (d) fraud, deceit, deception or dishonesty in relation to St George's or its staff or in connection with holding any office in St George's or in relation to being a student of St George's;
- (e) action likely to cause injury or impair safety on St George's or hospital premises;
- (f) breach of St George's published policies on bullying, harassment or of any other St George's Equality Policy;
- (g) breach of the provisions of St George's Code of Practice on Freedom of Speech, Code on Computer Misuse or of any other Code or St George's rule or regulation;
- (h) academic misconduct in relation to work undertaken as a student, whether submitted for assessment or not, including assessment offences as defined in paragraph 12;
- (i) damage to, or defacement of, St George's or hospital or other property or the property of other members of St George's or hospital or other community caused intentionally, negligently, or recklessly, and misappropriation of such property;
- (j) misuse or unauthorised use of St George's or hospital or other premises or items of property;
- (k) conduct which constitutes a criminal offence;
- (l) behaviour which brings or is likely to bring St George's into disrepute;
- (m) failure to disclose name and other relevant details to an officer or employee of St George's or an associated hospital or other place to which a student is attached in circumstances when it is reasonable to require that such information be given;
- (n) failure to comply with a previously imposed penalty under these Regulations;

- (o) in the case of students registered for the MB, BS and intercalated BSc degrees, any act or omission which, in the opinion of Council, having considered relevant policies and statements of the General Medical Council, would be improper in a member of the medical profession;
- (p) in the case of students registered for degrees or diplomas leading to registration with professional bodies in nursing, midwifery or other professions supplementary to medicine, any act or omission which, in the opinion of Council, would be improper in a member of these professions;
- (q) in the case of research students, proven research misconduct, as defined in the University's definition of and policy on Research Conduct;
- (r) any other act or omission which shall, in the opinion of Council, amount to misconduct.

### **8.5.2 Disciplinary Procedure**

All student procedures are available on the SGUL Portal, or on request in the Registry. Students subject to disciplinary procedure are also advised to seek advice from the Students Union.

Under item 2.2.3 of the *St George's Student Disciplinary Procedure* a minor breach of SGUL's rules or Regulations which is admitted by the student, will result in "the Secretary and Academic Registrar shall, if necessary after consultation with the relevant Dean or Associate Dean, relevant Deputy Head of the Graduate School, Course Director or other relevant senior member of staff, issue on their behalf a written warning to the student, admonishing him or her to abide by SGUL's rules and Regulations. Any failure to comply with a written warning may be taken into account under future consideration of the matter under the Procedure. Where the Secretary and Academic Registrar finds that there is no or insufficient evidence of breach of misconduct regulations to proceed under this Procedure, this shall also be notified to the student in writing. If further evidence subsequently comes to light, the School reserves the right to reconsider the matter under the Procedure."

In cases where the misconduct is deemed to be serious, the Principal will appoint an Investigating Officer who will prepare a report with recommendations for action to be taken, which may include establishing a Hearing (Disciplinary) Committee. In some circumstances the student may provisionally be suspended whilst such an investigation is made. Section 3.12 of the Procedure states: "The Committee may investigate any associated relevant issues and shall produce a written report of its findings, including whether it finds the student guilty of

misconduct and if so, what penalty is to be imposed. The Committee shall have the power on behalf of Council and Senate to expel the student from SGUL or impose any lesser penalty.”

### 8.5.3

#### **Plagiarism**

Plagiarism is defined as representing another person’s work (whether published or unpublished) as the candidate’s own, without acknowledgement of the source. Examples of plagiarism include:

- (i) including in a student’s own work more than a single phrase from the work of another person without the use of quotation marks and acknowledgement of the source
- (ii) summarising another person’s work by changing a few words or altering the format or order of presentation without acknowledgement
- (iii) using the ideas of another person or data gathered by another person without acknowledging the source
- (iv) copying the work of another person (e.g. a book, article, or the work of another present or past student)
- (v) using and presenting as the candidate’s own, material prepared by another person and stored on computer disk or downloaded from the Internet.
- (vi) Re-submission of assessed work: Including in any coursework material which is identical or substantially similar to material which has already been assessed at St George’s or elsewhere, either by the same candidate or another (e.g. the use of essay banks).

In any form, plagiarism is unacceptable in SGUL, as it interferes with the proper assessment of students as to their suitability to become healthcare and science professionals - which is a responsibility that SGUL has to the public at large. It is behaviour which is particularly unacceptable in students who are working in professions which aspire to the highest ethical standards. Even if unintentional, it will still be considered an examination offence.

#### **Borrowing other’s words, ideas or data without acknowledgement**

It is acceptable, in your work, to use the words and thoughts of another person or data that another person has gathered but the borrowed material must not appear to be your creation. This includes essays, practical and research reports written by other students including those from previous years, whether you have their permission or not. It also applies to both ‘hard-copy’ material and electronic material, such as Internet documents. Examples include

copying someone else's form of words, or paraphrasing another's argument, presenting someone else's data or line of thinking.

This form of plagiarism may often be unintentional, caused by making notes from sources such as books or journals without also noting the source, and then repeating those notes in an essay without acknowledging that they are the data, words or ideas belonging to someone else. Guard against this by keeping careful notes that distinguish between your own ideas and researched material and those you obtained from others. Then acknowledge the source.

### *Examples of plagiarism*

#### Example 1

Original source:

To work as part of a team, to be able and prepared to continue to learn throughout one's career, and, most important, to take on board both care for the individual and the community, are essential aspects of a doctor's role today.

Greengross, Sally (1997), "What Patients want from their Doctors", *Choosing Tomorrow's Doctors*, ed. Allen I, Brown PJ, Hughes P, Policy Studies Institute, London.

Plagiarism:

The essential aspects of a doctor's role today are to work as part of a team, be able and prepared to continue to learn throughout one's career, and, most importantly, to take on board both care for the individual and the community.

Acceptable:

One social writer believes that the essential aspects of a doctor's role today are to work as part of a team, be able and prepared to continue to learn throughout one's career, and, most importantly, to take on board both care for the individual and the community (Greengross, 1997).

#### Example 2

Original source:

The binary shape of British higher education, until 1992, suggested a simple and misleading, dichotomy of institutions. [...] Within their respective classes, universities and polytechnics were imagined to be essentially homogenous. Their actual diversity was disguised. [...] The abandonment of the binary system, whether or not it encourages future convergence, highlights the pluralism which already exists in British Higher Education.

Scott, Peter (1995), *The Meanings of Mass Higher Education*, SRHE and Open University Press, Buckingham, p43.

Plagiarism:

Prior to the removal of the binary divide between polytechnics and universities in 1992, there was a misleading appearance of homogeneity in each sector. Now there is only one sector, the diversity of institutions is more apparent, even if convergence may be where we're heading.

Acceptable:

Peter Scott has argued that prior to the removal of the binary divide between polytechnics and universities in 1992, there was a misleading appearance of homogeneity in each sector. Now there is only one sector, the diversity of institutions is more apparent, even if convergence may be where we're heading. (Scott, 1994)

In each revision, the inclusion of the author's name acknowledges whose ideas these originally were (not the student's) and the reference refers the reader to the full location of the work when combined with a footnote or bibliography. Note that in the second example, the argument was paraphrased – but even so, this is plagiarism of the idea without acknowledgement of whose idea this really is.

In writing any work, therefore (whether for assessment or not) you should document everything that you borrow – not only direct quotations and paraphrases but also information and ideas. There are, of course, some common-sense exceptions to this, such as familiar proverbs, well-known quotations or common knowledge. But you must indicate the source of any appropriated material that readers might otherwise mistake for your own. If in doubt, cite your source or sources.

### **Copying material verbatim**

Another example of plagiarism is the verbatim copying of chunks of material from another source without acknowledgement *even where they are accepted facts* (such as a list of symptoms), because you are still borrowing the *phrasing* and the *order* and the *idea* that this is a correct and complete list. Also, you might be infringing copyright. Even if you acknowledge the source, reproducing a significant portion of any document (including material on the Internet) without permission is a breach of copyright, and a legal offence. You may summarise, paraphrase and make brief quotations, but more than this risks infringing copyright.

### **Re-Submission of work**

Plagiarism (called 'Re-submission' in the Regulations) can also include submitting work you previously submitted before for another assignment. While this is obviously not the same as representing someone else's ideas as your own, it is a form of self-plagiarism and is another form of cheating. If you want to re-work a paper for an assignment, ask your module leader whether this is acceptable, and acknowledge your re-working in a preface.

### **Collaboration and collusion**

In collaborative work joint participation in research and writing does not constitute plagiarism in itself, provided that credit is given for all contributions. One way would be to state in a preface who did what; another, if roles and contributions were merged and truly shared, would be to acknowledge all concerned equally. Usually, collusion with another candidate on assessed work (such as sharing chunks of writing or copying bits from each other) is NOT allowed – this is "Copying and Collusion" under the Regulations.

### **Copyright infringement**

Finally, you must guard against copyright infringement. Even if you acknowledge the source, reproducing a significant portion of any document (including material on the Internet) without permission is a breach of copyright, and a legal offence. You may summarise, paraphrase and make brief quotations (as I have done from my sources), but more than this risks infringing copyright.

### **References:**

Modern Language Association (1998), Guide for Writers of Research Papers (4<sup>th</sup> edition), MLA, New York

Lindey, A (1952), Plagiarism and Originality, Harper, New York.

### **Process if Plagiarism is detected**

Your assignments will be processed through plagiarism software, Turnitin which detects any unoriginal work. The module lead will use the Turnitin originality report as a guide and if plagiarism is suspected you may be called in to meet with module lead or course director to discuss the issue. The module lead will refer the matter to a moderation team, which will include other postgraduate course directors, who will decide the assessment penalty depending on the level of plagiarism occurring. If students feel there are mitigating circumstances which they have not already notified their course director of, then these should be declared and appropriate evidence provided within 5 days of receiving the notice of penalty. The penalty will be provisional until it is ratified at the next available Board of Examiners for your course, after which you will receive official letter confirming the assessment irregularity and this will be placed on your file.

Students will have the opportunity to appeal the decision of the Board of Examiners if one or more of the following can be shown to apply:

- i. That there is new evidence bearing on the facts of the matter that could not reasonably have been presented or known during the consideration of the case
- ii. That there were procedural irregularities of sufficient weight to suggest that the outcome of the case would not have been the same had they not occurred
- iii. That the penalty applied is manifestly unreasonable and out of line with previous cases of a similar nature.

For the full Assessment Irregularity Policy, which includes details of penalties which may apply and the process for appeals, please see <https://portal.sgul.ac.uk/org/lis/reg/student-centre/student-affairs-and-compliance-pages/student-affairs-and-compliance>