

GUIDELINES FOR APPLICATION:

Fee Reduction for Distance Learning Courses for those employed at an LSHTM Overseas Collaborative Site

- 1.1 The following criteria must be met before a reduction of 50% in the course fees of the School's distance learning courses (Postgraduate Certificate, Diploma and/or MSc degree) can be approved:
 - 1.1.1 Applicants should meet the normal entry criteria for admission to the relevant distance learning course.
 - 1.1.2 The distance learning courses for which this reduction is eligible are:
 - Postgraduate Certificate/Diploma/MSc in Clinical Trials
 - Postgraduate Certificate/Diploma/MSc in Epidemiology
 - Postgraduate Certificate/Diploma/MSc in Infectious Diseases
 - Postgraduate Certificate/Diploma/MSc in Global Health Policy
 - Postgraduate Certificate/Diploma/MSc in Public Health.
 - 1.1.3 Those applying for a fee reduction must be employed **on a full-time basis** under research contracts with the School and be based at a collaborative site outside the UK which meets the following criteria:
 - The collaborative site has one or more members of full-time LSHTM staff located at the institution
 - The collaborative site has a history of at least five years of collaborative research projects with the School
 - The collaborative site is situated in a low or low-middle income country.
- 1.2 The application must be endorsed by the Principal Investigator of the grant and/or the head of the collaborative site.
- 1.3 The maximum period of registration for completing a distance learning course will be five academic years. After the first year of study, the applicant must confirm their employment status and contract end date annually with the Head, DEPDO prior to completing module registration.
- 1.4 Where a student ceases to work at the collaborative site for which their registration has been approved, they must either:
 - 1.4.1 transfer their registration to an alternative collaborative site that satisfies the requirements for reductions in distance learning fees under these regulations;
 - 1.4.2 inform the Head of the Distance Education & Professional Development Office (DEPDO) and the University of London International Programmes that they are no longer eligible for a reduction in fees; or
 - 1.4.3 withdraw their registration as a student.
- 1.5 Members of staff working at a collaborative overseas site who are registered for one of the School's distance learning courses are not eligible to work as tutors on that or any other of the DL courses until the year after completion of their DL studies.
- 1.6 Except in so far as the above paragraphs 1.1-1.5 make special provision for a person working at a collaborative site, the student will be required to comply with the Regulations for the distance learning course, so far as these are relevant.
- 1.7 A completed signed application form (overleaf) must be returned either by email to distance@lshtm.ac.uk or by post to the Head, DEPDO, DL Programme, LSHTM, Keppel Street, London WC1E 7HT.

Application for Reduction in Distance Learning Fees

(for those working at an overseas collaborative site)



Family Name	First Name	Title (Dr, Mr, Mrs etc)
Contact Address		
Telephone No:	Email address	
Distance learning course applied for:		
EMPLOYMENT STATUS		
Current job title	Dates of employment	
Collaborative site / institution and address details		
<p>On a separate sheet, please include brief details of your employment (e.g. if working on a research project, please give details of funding body, duration of project, how long you have worked on the project, subproject code)</p>		
DECLARATIONS TO BE SIGNED:		
<ul style="list-style-type: none"> I declare that the statements made by me on this form are, to the best of my knowledge and belief, true and correct. I have read the Guidelines for application for a reduction in fees for a DL course (overleaf) and confirm my consent to the terms outlined. I confirm that I will inform the Head, DEPDO and the University of London International Programmes of any change to my employment which may cause me to become ineligible for a reduction in fees. Should I <u>not</u> do so, the reduction in fees will cease to take effect and I will be liable for payment of any outstanding or future course fees at the full rate. 		
Applicant's signature	Date	
Signature of Principal Investigator/Head of Collaborative Site	Date	
Name (in full) and capacity in which you know the applicant		
<p><i>(Office use only)</i> Fee reduction approved (Dean of Studies): Date:</p> <p>Copy passed to UoLIP Registry: Date:</p>		
<p>Signed forms must be emailed to distance@lshtm.ac.uk or returned by post to: Head, DEPDO, DL Programme, LSHTM, Keppel Street, London, WC1E 7HT, UK</p>		