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## **GENERAL REGULATIONS FOR STUDENTS**

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<b>1. GENERAL STUDENT REGULATIONS</b>	Page 2
<b>2. CHILDREN IN THE BUILDING</b>	Page 4
<b>3. STUDENT REFERENCES</b>	Page 4
<b>4. SAFETY AND SECURITY</b>	Page 6s
<b>5. FREEDOM OF SPEECH</b>	Page 9

# 1. GENERAL STUDENT REGULATIONS

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All students of the London School of Hygiene & Tropical Medicine are required to adhere to the following arrangements and acceptance of an offer of admission is taken to indicate an agreement to do so.

1. Students must complete and sign the School Registration Form as soon as they commence attendance at each academic session. Students who fail to produce the required documentary evidence to verify admission and registration requirements of the School or who secure admission or registration on the basis of documents, statements or alleged qualifications which are subsequently found to be false or fraudulent will be withdrawn from the School.
2. All continuing students are required to re-register at the beginning of each academic year by returning a completed and signed registration form to the Registry. Any student who fails to re-register within 28 days of the start of each academic year will be withdrawn immediately. Appeals against the decision to withdraw a student's registration should be made using the School's [Academic Appeals Form](#). Please ensure you read the School's [Academic Appeals Policy](#) prior to submitting an appeal.
3. Students undertake to observe the Charter, Statutes, Ordinances and Regulations of the University of London and the London School of Hygiene & Tropical Medicine, to comply with the School's Codes of Practice on Safety, Freedom of Speech and Data Protection and to comply with regulations or instructions issued or given in respect of use of the School's Library, computing or other facilities. Any infringement of Codes of Practice or departure from any procedures stated therein may lead to disciplinary action by the School. (Copies of the various documentation can be found on the School's website).
4. Medically-qualified students are required to declare that they have not been convicted by any court of any criminal offence and that they have not been suspended or disqualified or prohibited from practising medicine, or from being registered as a medical practitioner, in any country. If this position should change while they are a registered student the Head of Registry must be informed in writing within twenty-one days of such a change taking place. Failure to provide such information may lead to disciplinary action by the School.
5. Students must continuously pursue their course of study. The School has a [Student Attendance Policy](#), which must be followed by all students at all times.
6. Tuition fees are payable in full before the beginning of each academic session for which students are in attendance. The [Student Finance team in the Registry](#) must be kept informed in writing of any financial difficulty which may affect ability to pay any fees or charges which become due during the course of study. The School is normally unable to assist with any financial difficulties which arise during the course.
7. Any student whose sessional fees have not been paid in full will not be allowed to proceed to the next academic year of the course and will be required to withdraw from the School. Any Taught Course student whose tuition fee has not been paid by the end of the first term of study will be required to withdraw from their course. If any fees or charges are still unpaid at the time when a student enters for the last examination necessary to qualify for the award of a degree/diploma, no official report will be made on the result of the examination.
8. Appeals against fee status decisions will only be considered within 21 days of a student's commencement of studies.
9. Information given in support of a student's application and on the Registration Form will normally be regarded as strictly confidential to the Registry and admissions assessors of the School, but in the event of accident, illness or other urgent cause the Head of Registry, or his nominee, is authorised to disclose

such information as he/she may consider appropriate. Students must notify the Registry of any change in their home or contact addresses.

10. Students are required to consent to the transfer of assignments and any other submitted material to Turnitin UK to be crosschecked for the purpose of identifying plagiarism. Turnitin UK will at all times abide by the Data Protection Act 1998 in regard of students' personal data.
11. Candidates for the MPhil, PhD or DrPH degrees are required to give conditional authority for their thesis to be made available for public reference within the School's [Research Online](#) repository. A candidate who wishes to apply to the University to retain personally, for a limited period, the sole right to grant permission to consult, borrow or copy his work must first obtain the agreement of his supervisor. Approval will be given only in special circumstances and for a period not exceeding two years. Acceptance of a place as a research student at the School is deemed to imply acceptance of these conditions.
12. The copyright of any student's coursework, project, dissertation or thesis rests with the student as the author. No copying, issuing or publication of such works can occur without a student's prior written consent.
13. Coursework, projects, dissertations or theses presented by students for examination for a degree of the University of London may be deposited in the Library of the London School of Hygiene & Tropical Medicine, and that, subject to the conditions set out below may be made available, either in print or electronically, for public reference, interlibrary loan and copying.
14. The School Library and their designated agents are authorised to make a photocopy or digital copy of any such work for the purposes of inter-library loan and the supply of copies to library users and members of the public. The School is further authorised make a microform or digital copy of this work as the archival copy for permanent retention in substitution for the original copy. Library users are authorised to copy up to 5% of the work for their own personal research for a non-commercial purpose or for private study

[A candidate may apply to the School for restriction of access, for a period not exceeding two years, to an MSc project, DrPH professional attachment report or DrPH/MPhil/PhD thesis on the grounds of commercial exploitation, patenting or in very exceptional circumstances and in accordance with the procedure adopted by the School for consideration of such applications.]

## **2. CHILDREN IN THE BUILDING**

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1. This statement clarifies the insurance and access position in relation to the presence of children in the School building, particularly outside normal working hours.
2. For this and the School's insurance purposes a child is defined as someone who is aged fourteen or younger.
3. Children are not permitted in the School bar; laboratories; offices which can only be accessed via laboratories; computer teaching rooms; plant rooms, the Biological Services Department and areas in which building contractors are operating. Children who are brought into the building must be supervised at all times. Children may not be left alone.
4. Outside normal building opening hours staff and research students may bring children into the building but are required to sign in and out at the main reception desk. Persons other than members of staff and research students will not be permitted to bring children into the building outside normal hours.
5. Normal opening hours are defined as 08.00-20.30 hours Monday to Friday inclusive and 08.00-12.30 hours Saturdays.
6. The School has public liability insurance cover for the children of members of staff and of research students who are in the School building with a parent who is a member of staff or a research student outside normal working hours, subject to the above arrangements.

## **3. STUDENT REFERENCES**

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### **1. INTRODUCTION**

- 1.1 This policy sets out the guidelines and procedure for the provision of references to students and former students by Course Directors, Personal Tutors or other academic staff.
- 1.2 Requests of a factual nature, concerning dates of attendance, confirmation of status, marks and awards received should be directed to Registry, and these are typically received from banks, letting agents and council tax offices. This policy covers subjective requests for academic references and requests that are a combination of subjective and factual information.

### **2. AUTHORSHIP**

- 2.1 Requests for student references may be given by any member of academic staff who has academic contact with the student and whose reference is concerned solely with that contact. Course Directors or Personal Tutors may be able to comment on a student's overall performance whereas project supervisors may only be able to comment on performance on the summer project.

### **3. CONTENT**

- 3.1 Academic staff should provide a reference on their opinion of student. The reference may also contain factual information relating to dates of study, overall result or other level of attainment but this information should be sought from Registry, not from the academic staff member's own records or from elsewhere in the School. Ideally, the reference should state that an overall record of the student's performance is attached and the reference should then be accompanied with information produced by Registry.

### **4. FORMAT**

- 4.1 References may be provided on headed paper or sent from a School email account. Although requests for telephone or oral references are frequently received, such requests should be declined other than in exceptional circumstances, since information given in this way may be misinterpreted in its transmission. If, exceptionally, an oral reference is given, careful notes should be kept of the conversation and these notes should be treated in the same way as a copy of a written reference request. Where an oral reference is given on behalf of the School, the referee should not make any statements that s/he would not be willing to make in writing.

## **5. OPINIONS**

- 5.1 The reference should state in what capacity the student is known to the author, and ensure that the facts stated about an individual are correct. The author should not include any facts of which they are unsure - if in doubt, leave them out.
- 5.2 As a general rule, only comments on a student's performance or ability that have already been the subject of discussion with him/her should be included. Careful distinction should be made between statements of fact and statements of opinion (for example predictions of future career progress). Where an opinion is offered, the reasoning for such a view should be made clear; if challenged, the author would need to provide evidence to support their view.

## **6. DISCLAIMER**

- 6.1 References should conclude with the following paragraph:

“In accordance with LSHTM's normal practice this reference is given in good faith and in confidence, without legal liability on behalf of the author or LSHTM. This reference is provided for the benefit of the addressee and interviewing panel only. The contents are confidential and may not be disclosed to anyone else without the express permission of the referee. “

## **7. COPIES**

- 7.1 Copies of all references given should be sent to Registry for inclusion in the student's file.

## **8. RIGHT TO VIEW REFERENCE**

- 8.1 Under the Data Protection Act 1998, it is no longer possible to guarantee that a reference will remain confidential. Individuals now have the right to make a subject access request under the act to see references written about them and those writing references should take this into account. Although the School has no obligation to disclose a reference written about a student, an individual may have the right to request the reference from the recipient organisation.
- 8.2 The recipient organisation must show the reference to the individual about whom it is written if it appears to them to be proper to do so, after having balanced the rights of the writer of the reference, any other person mentioned in the reference, and the individual about whom the reference is written. Considerations include any duty of confidentiality to the writer of the reference, any steps taken to obtain the writer's consent, and whether there has been an express refusal of consent. In the end, it is the decision of the recipient organisation, and not the person who wrote the reference, whether it is made available to the subject.

## **9. COMPLAINTS**

- 9.1 Should allegations be made that a reference is negligent or defamatory, the matter should be immediately referred to the Head of Registry. Any act that might prejudice a defence to a claim, such as an admission of liability, may invalidate the School's insurance cover.

## 5. SAFETY & SECURITY

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### 1. DUTIES OF STUDENTS

- 2.1 Students are responsible for maintaining, in addition to their research notes, such records as are required by law and by the School with respect to health and safety. Students are responsible for taking adequate safety precautions when travelling overseas and when engaged in primary data collection among social groups, or in locations, where there may be risks.

### 3. FIRE SAFETY

#### 3.1 *In Case of a Fire*

- Sound the fire alarm by breaking your nearest break glass point,
- Notify the School Switchboard by dialing 555 from the nearest internal telephone,
- Break glass points are located on the landings of every staircase.

#### 3.2 *Fire Alarm*

This alarm is a prolonged ringing of a bell or buzzer throughout the building. If the alarm sounds:

- Close windows & doors in your area,
- Turn off gas supplies & portable electrical equipment,
- Make sure that everyone in your area is aware of the alarm,
- Leave the building by the **NEAREST** available exit. **DO NOT** return to your office or locker under any circumstances,
- Assemble at your designated assembly point and await instructions. **DO NOT ASSEMBLE IMMEDIATELY IN FRONT OF THE BUILDING** where you might obstruct the exit
- Await further instructions.

- 3.3 The alarm bells are tested for 15 seconds at 12.00 noon every Wednesday for the principle buildings, and at regular times for the School's other buildings - take no action. The Estates Helpdesk should be informed of any faults which arise in the fire alarm system.

- 3.4 Details of the assembly points are given on the intranet and on the fire notices next to the Break-Glass alarms.

- 3.5 You **MUST** obey the instructions of the fire wardens and Emergency Co-Ordinator, identified by a hi-vis jacket.

- 3.6 Fire extinguishers are provided around the School. They should be used only where there is no danger to personal safety and the correct fire extinguisher must be used for any particular fire.

- 3.7 **REMEMBER:** Always sound the alarm first.

### 4. IDENTITY CARDS & ACCESS

- 4.1 The School has a proximity card access security system in the Keppel Street and Tavistock Place buildings. Your ID card controls access to all parts of these buildings, except the Refectory, Library and the Goldsmiths' and Manson Lecture Theatres.

#### 4.2 You **MUST NOT**:

- Wedge open the security doors;
- Hold the security doors open for other people who are not wearing a security card;
- Loan your card to anyone else.

You **MUST**:

- Wear your card at all times, while on School premises;
- Report the loss of your card to Reception immediately.

4.3 The cards are reasonably robust, but should not be exposed to excessive heat, cold or water. Students working in laboratories should not wear their security cards on their laboratory coats. Outside of the times given below, the card must be shown to the Security Guard to gain access to the building, and the student must sign in and out at Reception. Outside of the hours given below, research students may not bring family members and visitors into School buildings.

4.4 Building Opening Hours:

	<b>Keppel Street</b>	<b>Tavistock Place</b>	<b>8 Bedford Square</b>	<b>9 Bedford Square</b>	<b>36 Gordon Sq</b>
<b>Monday-Friday</b>	08.00 - 20.00	08.00 - 20.00	08.00 - 20.00	08.00 - 20.00	08.00 - 20.00
<b>Saturday</b>	08.00 - 14.00	Closed all day	Closed all day	Closed all day	Closed all day
<b>Sunday</b>	Closed all day	Closed all day	Closed all day	Closed all day	Closed all day
<b>Out of hours access with ID pass</b>	At any time	At any time	At any time	At any time	At any time

4.5 For entry to the School out of hours, the signing-in procedure must be followed. NO-ONE is permitted into the building outside of the above hours without showing an ID Pass and signing the book held at Keppel Street reception.

Please be aware that the School operates a shutdown of the following buildings:

8 Bedford Square  
9 Bedford Square  
36 Gordon Square

These buildings must be vacated by midnight. For weekend access, Staff must sign in and obtain a key for these buildings from the Keppel Street main reception. Staff should not attempt to enter buildings after midnight, as intruder alarms are set and false activations occur. False activations waste the Security officers' and Police officers' time and are costly to the School as engineers must be called to reset the alarms. Please contact Security at Keppel Street reception (020 7927 2200) if urgent access to buildings is required after midnight.

4.6 There is no charge for cards unless they are lost and a charge of £10 will be made for the second and subsequent cards issued. This will not be returnable.

## 5. LABORATORY COATS

5.1 All students whose course or research involves laboratory work are required to have two white laboratory coats, which will be provided by the Department and laundered by the School. Laboratory coats are available in the size range of 80 cm - 140cm (31½"-55"). Students must supply their own laboratory coats for work at the Hospital for Tropical Diseases.

## 6. LONE WORKING

6.1 Lone working in laboratories out-of-hours is discouraged wherever possible. Inexperienced students may not work in laboratories unsupervised. Work in Containment 3 laboratories outside the School's normal working hours is prohibited without the prior agreement of the appropriate Departmental Safety Supervisor and the Assistant Secretary (Safety & Building Services).

## 7. MEDICAL CARDS

7.1 All laboratory-based students are issued with medical cards by their Departmental Safety Supervisor. These are an indication to a medical officer of possible problems in the event of accident or illness.

## **8. PERSONAL PROPERTY & STUDENT LOCKERS**

8.1 Under no circumstances can the School accept responsibility for the loss of students' personal property. A number of steel lockers are available but they cannot give more than a moderate degree of security and it is a condition of their use that valuable articles and money/cheque books are not left in them. Reception will allocate lockers for one year on receipt of a £5 returnable deposit. This deposit will be returned on the return of the key at the end of each academic year. Professional thieves regularly "work" public buildings in Central London such as the School and handbags, purses, wallets, overcoats or other personal possessions and valuables must never be left unattended. Students are strongly advised to take out personal property insurance.

## **9. RISK ASSESSMENT**

9.1 A risk assessment must be carried out for all student projects. This assessment may be prepared by the student and/or the supervisor, but it remains the responsibility of the supervisor to ensure that the assessment is suitable and sufficient for the work, is a realistic assessment of the risks associated with the project, and meets the requirements of the current health and safety legislation. The assessment should be completed before the project is commenced and copies must be sent to the appropriate Departmental Safety Supervisor and the Assistant Secretary (Safety & Building Services). Copies should also be retained by both the student and the supervisor. Any work involving genetic manipulation must be passed through the relevant School Committee before work is instigated. The assessment must be reviewed whenever there are substantial changes of frequency or scale of the work or when new techniques not covered by the original assessment are planned. An annual review of the assessment should be carried out by the supervisor. Details of any work which is not currently carried out in the School and is not covered by the School's Safety Manual should be referred, in the first instance, to the appropriate Departmental Safety Supervisor and if necessary to the Assistant Secretary (Safety & Building Services).

### **9.2 *Safety Documentation***

All students must read and comply with the School Safety Code, Safety Manual (including the relevant Manual Appendices), and the Local Rules for work with Radioisotopes, if appropriate, and will be expected to sign a register stating that they have read, understood and agree to follow these documents. All supervisors must ensure that their students have read and understood the relevant safety documentation before they are allowed to start work on their project. Students in the Department of Infectious and Tropical Diseases are required to attend the next one-day safety induction course after they have registered. These are run twice a year.

## **10. SMOKING ON SCHOOL PREMISES**

10.1 In the interests of health and safety, and following consultations with staff and students, the Council of the School has adopted a No Smoking policy for all of its premises. The policy covers the Keppel Street, Bedford Square and Tavistock Place sites. Smoking is also forbidden on the front steps of the Keppel Street building.

# 7. FREEDOM OF SPEECH

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*Code of Practice issued by the Council in accordance with the Education (No.2) Act 1986, Section 43*

## 1. INTRODUCTION

- 1.1 In pursuance of its duties as laid down in Section 43 of the Education (No.2) Act 1986, the Council of the London School of Hygiene & Tropical Medicine has agreed the following Code with a view to taking the steps which are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of the School and for visiting speakers.
- 1.2 This Code came into effect in September 1987 and is reviewed annually by the Council in order to keep it up to date.

## 2. MEETINGS OR OTHER ACTIVITIES TO WHICH THIS CODE APPLIES

- 2.1 Any meeting or other activity where there is a real likelihood that the speaker may be prevented from entering or leaving the building safely and/or prevented from delivering his or her speech will be deemed to fall within the requirement of this Code and is hereafter referred to as a "designated" meeting.
- 2.2 The School has discretion about the acceptance of any booking requested by an outside organization but if there were a possibility of a disturbance arising from such a meeting or activity, it would fall within the terms of paragraph 1.1 above and the School must be alerted and the relevant terms of the Code of Practice applied. The agreement between the School and the organization concerned will include reference to this requirement.

## 3. PRINCIPLES

- 3.1 So far as is reasonably practicable, no School premises shall be denied to any individual or body of persons on any grounds connected with:
  - (a) The beliefs or views of that individual or of that body, or
  - (b) The policy or objectives of that body provided that these are not in conflict with the law.
- 3.2 The School is under no legal obligation to hold meetings or other activities on its premises which are open to the outside public. It must take account of its other legal obligations in regard to what is said on its premises which might lead to incitement to violence or breach of the peace or incitement to racial hatred, or which might otherwise transgress the bounds of lawful speech.
- 3.3 It is essential to the purposes of the School that opportunities for free and open discussions shall be safeguarded. Members, students and employees of the School, as well as all other persons attending meetings held on the premises, must refrain from acting in a manner likely to prevent or disrupt achievement of the purpose for which the meeting is held.

## 4. PROCEDURES

- 4.1 The following procedures must be followed by members, students and employees of the School in respect of:
  - (a) Meetings or any activities which are to be held on premises of the School falling within the class of meetings specified in paragraph 1;
  - (b) The conduct required of all persons in connection with any such designated meetings or activities, and
  - (c) Any other related or ancillary matters which the Council from time- to-time may declare to fall within this Code.
- 4.2 Infringements of, or departures from, these procedures, in whatever respect, will render those responsible subject to disciplinary action by the School and, if charges are preferred, the School will stay disciplinary proceedings pending the outcome of any such proceedings.
- 4.3 The Council, in laying down the following, appoints the Secretary & Registrar to act on its behalf to ensure as far as is reasonably practicable that all members, students and employees of the School,

and visiting speakers, comply with the provisions of this Code.

## **5. PREPARATION FOR AND CONDUCT OF 'DESIGNATED' MEETINGS ETC.**

- 5.1 The decision whether or not to designate a meeting will be taken by the Secretary and Director of Planning & Resources.
- 5.2 Requests to book accommodation are made to the Registry. Any person asking to book accommodation who has grounds for believing that a meeting could give rise to difficulties in ensuring freedom of speech or the safety of a speaker has a duty to notify this at the time of making the request.
- 5.3 In order to give time for the Head of Registry, Student Records & Assessments to discuss any meeting which s/he considers may be at all controversial with the Secretary and Director of Planning & Resources all requests for bookings for meetings involving visiting speakers (other than those involving visiting lecturers within the normal academic activities of the School) or for meetings where there is a likelihood of a disturbance, must be made at least four weeks before the date proposed for the event.
- 5.4 The organizers of a designated meeting shall ensure that a single person is appointed as principal organizer of the event in order to simplify communication and liaison between the organizers and the School and to avoid confusion.
- 5.5 At the time of booking, the principal organizer must provide a written statement of the name of the speaker(s), the subject(s) of the address(es) and the precise timing of arrival(s) and departure(s) of the speaker(s).
- 5.6 The Secretary and Director of Planning & Resources will respond in writing within one week either granting or withholding permission for the use of School premises for the meetings (see paragraph 6 below).
- 5.7 Where permission is granted it may be subject to such conditions as the Secretary and Director of Planning & Resources considers reasonably necessary to secure fulfilment of the School's statutory responsibilities concerning the protection of speech within the law (see paragraph 5 below).
- 5.8 The principal organizer and every other person concerned with the organization of an event for which permission has been granted shall be required to comply with any and every condition laid down by the Secretary and Director of Planning & Resources under the provisions of this Code. Such conditions may include a requirement that admission be restricted and controlled by tickets, identity cards or both; that the public may not be invited or admitted; and that an adequate number of stewards should be available, as to whose suitability the Secretary and Director of Planning & Resources must be satisfied, in addition to any security staff that the Secretary and Director of Planning & Resources may feel should be present to maintain order (see paragraph 5 below).
- 5.9 The costs of complying with the specified conditions will normally be borne equally by the School and by the organizers of the event except in respect of meetings organized by an outside body where the whole cost shall be borne by that body.
- 5.10 Organizers have a duty to see that nothing in the preparations for or conduct of a meeting or activity infringes the law, for example, by conduct likely to cause a breach of the peace or incitement to illegal acts.
- 5.11 The chair of the meeting has a duty so far as possible to secure that both the audience and the speaker act in accordance with the law during the meeting. In case of unlawful conduct the chair is required to give appropriate warnings and, in case of continuing unlawfulness, to require the withdrawal or removal of persons concerned by the stewards or security staff, to close the meeting or call the police as necessary.
- 5.12 No articles or objects may be taken inside the building where the meeting is taking place, or taken or used elsewhere on School premises in circumstances likely to lead to injury or damage.
- 5.13 Premises used for meetings or activities must be left clean and in good condition in default of which the organizers may be charged for any additional cleaning and repairs that are subsequently required. An advance deposit or evidence of ability to pay towards these costs may be required.

5.14 The conditions prescribed by the Secretary and Director of Planning & Resources under paragraph 4.8 above and paragraph 5 below may include conditions concerning admission or exclusion of press, television or broadcasting personnel.

## **6. ADDITIONAL CONDITIONS**

6.1 In addition to the conditions set out in paragraph 4 above the Secretary and Director of Planning & Resources has discretion to lay down further conditions, if appropriate, after consultation with the police. Thus s/he may, for example, require the designated meeting or activity to be declared public (which would permit a police presence); s/he may arrange for university staff to be responsible for all security arrangements connected with the meeting or activity and appoint a member of staff as "controlling officer" for the occasion. If not satisfied that adequate arrangements can be made to maintain good order s/he may refuse or withdraw permission for the meeting or activity. Such a step would normally only be taken on the advice of the police.

## **7. APPEALS**

7.1 Appeals against the rulings of the Secretary and Director of Planning & Resources may be made to the Director whose decisions shall be final but must be reported to the next meeting of the Council.

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Registry*