



Staff access to LSHTM educational programmes

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Related Policies & Procedures	

1. SCOPE (i.e. who does this affect)

1.1 This policy applies to academic, research and scientific staff. Access of professional services staff to LSHTM educational programmes will be considered on a case-by-case basis by the COOs in London and the MRC Units, as appropriate.

2. PURPOSE AND OVERVIEW

2.1 The purpose of this policy is to set out the staff fees and related conditions for LSHTM educational programmes.

3. POLICY

3.1 Staff fees by type of provision

Distance Learning PGT (Certificate, Diploma, MSc)	50% discount.
Face-to-Face PGT (MSc)	50% discount on Home fees for part-time study on any F2F MSc. If employment ends, then full fees (Home or overseas depending on status) are payable for the remainder of the studies.



Individual DL and F2F MSc modules	Unassessed study: One module per year free Assessed study: needs approval from TPD; 50% discount on Home module fee
CPD and other short Courses	Full fees (may be covered by studentship or grant). A short course may on occasion offer a discount, e.g. to PhD students, <u>if</u> this is costed into the business case when approval is sought for the short course.
Doctoral Degrees, non-MRC Unit staff	<p><i>Option 1: Part-time doctoral degree (3-8 years registration period)</i></p> <ul style="list-style-type: none"> • Annual fee for new entrants: 50% of PT Home fee • Those already registered pay an inflation-adjusted fee each year • Whenever possible, e.g. where there is scope for funding doctoral degree fees from research grants or fellowships, the full fees (home or overseas) should be included as a cost in the research grant application. • If employment ends, then full fees (Home or overseas depending on status) are payable for the remainder of the studies. <p><i>Option 2: PhD by Publication (6-18 months registration period).</i> The annual fee is 50% of the part-time home fee.</p> <ul style="list-style-type: none"> • Whenever possible, e.g. where there is scope for funding doctoral degree fees from research grants or fellowships, the full research fee (Home or overseas) should be included as a cost in the research grant or fellowship application. • If employment ends, then full fees (Home or overseas depending on status) are payable for the remainder of the studies.
Doctoral degrees MRC Unit staff	<ul style="list-style-type: none"> • Separate guidance has been developed to meet the circumstances of MRC Unit staff and is included as an Annex to this policy



3.2 Rules on eligibility, registration and study

Staff are eligible for a subsidised MSc programme or module (on campus or distance learning) if they:

- are employed to work on an employment contract with the School of more than 12 months duration from 1 Sept of the year in which they first register for the MSc programme
- or**
- are employed to work on an employment contract with the School of more than 12 months duration from 1 Sept of the year in which they register to study their modules
- meet the academic requirements for entry onto their selected MSc degree programme/module.

Staff are eligible for subsidised MPhil/PhD and DrPH fees if they:

- have a research or research and teaching contract (other contract types will be considered in exceptional circumstances)
- have successfully completed probation requirements OR registration for a particular course is a requirement set out in the individual's contract
- meet the academic requirements for entry onto their selected doctoral degree programme.
- have funding going forward of at least 12 months (or at least six months if registering for a PhD by Publication) from the date of registration. Applicants who do not meet these criteria will need to have their eligibility for staff fees approved by the Head of the Doctoral College.

Staff doctoral degree students are considered part-time students, with the exception of students who hold fellowships that require them to study for a doctoral degree full-time, including those from the Wellcome Trust, NIHR, or other training fellowships. The former have a minimum registration period of three years and a maximum registration period of eight years. Balancing the demands of doctoral degree study with those of employment (usually in a research role) will require careful management to enable timely completion of the degree. This means that the doctoral degree project should be closely aligned with day-to-day work, while recognising that the focus of employment is likely to evolve over time. Other arrangements that can support the student in timely completion include reasonable allowance of time for study (consistent with the expectation that part-time students dedicate on average 0.5FTE or 17.5 hours per week to their doctoral degree) and having a co-supervisor who is not the student's line manager to support the student in these discussions. Specific arrangements may vary and should be discussed between supervisory teams and line managers. If it is likely to be difficult to ensure sufficient time for study, the feasibility of using the project(s) for a doctoral degree should be discussed, and whether a PhD by prior publication or a full-time doctoral degree are preferable options.

Staff registered on the PhD by Publication have a minimum registration period of 6 months and maximum of 18 months. They are also considered part-time students, and the time required for the PhD must be compatible with the demands of employment.



4. PROCEDURE

- 4.1** Application for each programme will be through the normal routes for MScs, modules, and doctoral degrees. All requests will need the written support of the line manager. An application to do an assessed MSc module needs TPD approval. In the case of professional services applications, a covering letter needs to make clear how undertaking the programme will enhance the individual's performance in their role.
- 4.2** For doctoral degree applications, the line manager should be one of the referees and the application will include a form signed by the prospective candidate, the supervisor and the line manager (if this is different from the supervisor) explaining the funding plans, and what will happen if the LSHTM contract finishes before the doctoral degree has finished. When applying for a Staff research degree, applicants must also complete the *Staff Access to LSHTM Educational Programmes - supplementary form* available [here](#).
- 4.3** Non-MRC Unit staff doctoral degree applications will be considered along with student research applications, at three points in the year, with associated deadlines for applications. The selection process will be the same across staff and students.



ANNEX: GUIDANCE ON DOCTORAL DEGREES FOR STAFF IN MRC UNITS

This document offers additional guidance for staff from MRC Units in The Gambia (MRCG) and the MRC Uganda Virus Research Institute (UVRI) seeking to gain a doctoral degree. It has immediate effect.

1. **Internally funded MRC studentships:** Unit staff continue to be eligible to apply for full-time doctoral studentships through their internal training platform funds. All MRC Gambia and Uganda MPhil/PhD and DrPH research projects must be aligned to their respective research programmes, and the research must be fully funded by a PI's project. These studentships are advertised for applicants from Africa and UK and awarded competitively on a yearly basis; at MRC Uganda they may, on occasions, be advertised internally to the Unit. Candidates who succeed in the competition and want to study at LSHTM will be charged 50% of the FT UK fees.
2. **Externally funded studentships:** MRC Unit staff applying for external funding to support their doctoral training at LSHTM can now request UK fees from external funders instead of the previous Capacity Strengthening Research Degree fee (only available part-time). Information on fees is available [here](#).
3. **Part-time PhD by Publication:** MRC Unit staff who meet the academic requirements for LSHTM's PhD by Publication can include the costs of fees and stipend for this degree in applications to external funders. The fee for the PhD by Publication is detailed [here](#). The minimum registration period is six months, and the maximum registration period is 18 months.
4. **Self-funded staff doctoral degrees:** MRC Unit staff members who register for a self-funded MPhil/PhD or DrPH in addition to their normal employment duties are defined as part-time students. Fees are detailed [here](#).
5. **Staff contracts:** For externally funded doctoral studentships, MRC Units and doctoral students will consider the funder's requirements and abide by these in deciding whether staff successful in obtaining studentships should stay on a staff contract or give these up and move to 'student' status to obtain their studentship.
6. **Mode of study:** Similarly, the funder, MRC Units and doctoral students will themselves decide on whether full-time or part-time registration is most appropriate for each externally funded doctoral degree.
7. **Supervision:** Staff based in MRC Units are eligible to act as first supervisors if they hold an academic contract with the School that (explicitly, or via the School's expectations for appointments to particular academic levels or roles) includes the role of research degree supervisor. In the Units, this includes Unit directors, theme leaders, and other academic staff who have supervised at least one doctoral student to successful completion. Honorary and Visiting Academic staff will not normally be appointed as first supervisor.



8. **Registration:** It is beneficial for MRC Unit students to come to the School at the time of registration in order to register in person, attend orientation week and take part in the Doctoral Transferable Skills Programme. (It is now a general expectation that new doctoral students will spend their first 3 months in London.) For those who cannot travel to London at the time of registration, the Units can check, scan and send the documents required for registration to the Admissions team in Registry.

All doctoral students based in MRC Units must be affiliated to a department within LSHTM, have a named Departmental Research Degree Coordinator, and take part in progress monitoring as outlined in the Regulations and the Research Degrees Handbook. It is strongly recommended that the MPhil Review, MPhil/PhD Upgrading or DrPH Review is done in London. Where this is not possible the seminar should be given on-line to ensure a wide audience.

9. **Residency period:** The recommended residency period in London is reduced from nine to six months for students from MRC Units. LSHTM's Research Degrees Regulations ([Academic Manual 9.4.1.5](#)) also enables students and supervisors to make a case for partial or full exemption from the recommended residency requirement if they can demonstrate they have/can receive the relevant Vitae-recommended training contained in the School's doctoral transferable skills programme, and the specific technical training for their PhD in their Unit or elsewhere. Supervisors and students should consult the Regulations and Research Degrees Handbook for further details.
10. **Progress monitoring:** All students undertaking LSHTM doctoral degrees in the Units must use the online Research Degree Record and take part in normal progress monitoring as described in the Research Degrees handbook (i.e. meet with Departmental Research Degree Coordinators and go through the upgrading/review process within the requisite time frame).
11. **Ongoing administrative support:** The relevant Faculty Research Degree Managers and a named person in each Unit's training team have joint responsibility for supporting students with administrative queries.
12. **Upgrade/Review and viva:** Research Degree students should normally complete their upgrade/review at LSHTM in London; Unit supervisors can be linked in remotely as necessary. Alternatively, the upgrade/review may take place online, enabling the student to interact with the wider LSHTM academic community. If, upgrade/review is to take place on Unit premises, the agreement of the Departmental Research Degree Coordinator is required, and they may identify a local academic member of staff to act on behalf of the Departmental Research Degree Coordinator at the upgrading. Vivas should also normally be held in London but may also take place remotely following consultation with the Faculty Research Degree Director.