Doctoral Degrees Code of Practice

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1. Introduction & Scope

This Code of Practice provides a framework of procedures and practices to support Doctoral students and their supervisors. It outlines the commitment made between the London School of Hygiene and Tropical Medicine (LSHTM/the School) and Doctoral students for the provision of programmes leading to the award of a doctoral degree (such as DrPH, MPhil, PhD, or PhD by Prior Publication).

Compliance with the Code of Practice is mandatory. The Code of Practice should be read in conjunction with the Doctoral Degrees Regulations, the Doctoral Degrees Handbook and with related policies and procedures approved by Senate or its delegated authority. In any issues of interpretation of the Code of Practice, the Doctoral Degrees Regulations always take precedence. These three documents can be found here.

The Code of Practice takes into account the recommendations of the Office for Students (OfS), the UK Quality Assurance Agency (QAA) and UK Research and Innovation (UKRI). It incorporates the precepts outlined in the QAA UK Quality Code for Higher Education.

The QAA is a member of the European Association for Quality Assurance in Higher Education (ENQA), the umbrella organisation for quality assurance bodies in the European Higher Education Area. The QAA UK Quality Code is compliant with the guidelines of the ENQA. UK Higher Education Providers are required by the OfS to comply with the Quality Code. The OfS monitors compliance through annual accountability returns from higher education providers.

2. Framework for Governance & Quality Assurance

This section sets out the responsibilities for doctoral programmes at LSHTM. It identifies the roles and committees involved in making decisions about doctoral programmes and those responsible for assuring the quality of the provision to Doctoral Students and the academic standards of doctoral degrees.

The Pro-Director (Education) and Pro-Director (Research and Academic Development) are responsible for providing strategic leadership on postgraduate research programmes and all matters related to Doctoral Students. The Dean of Doctoral College is the Chair of the Senate Doctoral Committee. The Dean of Doctoral College represents Doctoral Student-related matters at Senate. The Executive Team is the academic senior leadership team and comprises the Director, Chief Operating Officer, Secretary and Registrar, Director of Finance, Director of HR and Director of Communications and Engagement, Pro-Director (Education), Pro-Director (Research and Academic Development) and Deans of Faculties. The Executive Team advises the Dean of Doctoral College on the management of day-to-day business as well as the School's long-term future, and is responsible for the development and implementation of the School's Strategic Plan.

The Senate Doctoral Committee is responsible for operational oversight of doctoral degree activity, the quality of doctoral degree programmes, and the examination of LSHTM Doctoral Students. It is comprised of Faculty Doctoral Directors, DrPH Programme Director(s), Faculty Doctoral Managers, Doctoral Student Representatives and staff from the Division of Education.

There are three academic Faculties:

- Epidemiology and Population Health (EPH)
- Infectious and Tropical Diseases (ITD)
- Public Health and Policy (PHP)

There are also Departments within Faculties, and LSHTM MRC Units in The Gambia and Uganda. In addition, Doctoral Students may be affiliated to one or more cross-Faculty School Centres. The Dean of Doctoral College has cross-School responsibility for Doctoral Students and programmes, provides advice to academic staff and ensures that appropriate training is provided for staff and students.

Senate is the LSHTM committee responsible for the academic standards of awards and the approval of the Regulations for doctoral programmes. The Senate Doctoral Committee has delegated authority from Senate to approve academic policy relating to Doctoral Students, their numbers and distribution by discipline, entrance qualifications and admission, progression and completion rates, and scholarships, complaints and withdrawal rates.
SDC also considers proposals for new doctoral programmes, and reviews annually the Regulations for doctoral degrees and this Code of Practice.

There are also Faculty Doctoral Committees which monitor admissions, research project selection, assignment of supervisors, annual progress through to submission of theses, and examiners' comments. These Committees are chaired by Faculty Doctoral Directors.

At Faculty level, the Faculty Doctoral Director (**FDD**) is responsible for the quality of the Doctoral Student experience, advising Department Doctoral Coordinators (**DDC**s), and for overseeing the implementation of School policies and regulations relating to doctoral degrees.
They are also responsible for day-to-day issues related to doctoral degrees in their Faculty, including oversight of the examination process and ensuring that supervisor training is available and participation recorded. At Department level, DDCs have responsibility for carrying out progress reviews and chairing MPhil reviews, PhD upgradings and DrPH reviews. FDDs and DDCs work closely together within and across faculties. The DrPH programme also has a Programme Director who is responsible for the academic support needs of that programme.
Faculty Doctoral Managers (**FDM**s) and Administrators (**FDA**s) provide support for Doctoral Students and Faculty staff. The Faculty, Department and Programme roles for academic leadership of the doctoral experience are complemented by Faculty-based administrative roles and School-wide services.

Doctoral programmes that involve collaboration with other institutions or organisations, such as Doctoral Training Programmes and Joint PhD programmes, are governed by any additional requirements set out in the agreements for such collaborative provision.

The School's Doctoral Degrees Framework

The School's doctoral degrees framework comprises the following discrete elements:

- Supervision (including Advisory Committee)
- Research activity
- Researcher Development (including DrPH modules, the Transferable Skills Programme, and a wide range of other personal and professional development opportunities)

- Progress Review

3. Research Environment

The School's academic research environment provides the intellectual context in which this framework operates and doctoral studies are undertaken.

Faculties are responsible for providing Doctoral Students with a sufficiently supportive and active research environment. This includes ensuring that students have supervisory teams and that the timeframes for completion of doctoral degrees can be met. The Dean of Doctoral College will work with FDDs to ensure the provision and enhancement of an appropriate research environment for Doctoral Students.

4. Selection & Admission of Doctoral Students

The Doctoral Degrees Regulations specify the broad admissions requirements for doctoral degrees, including the required level of competency in English. Faculties must adhere to the School's minimum entry requirements. Faculties may define specific admissions requirements for individual doctoral programmes with the approval of the Senate Doctoral Committee.

Admissions procedures for doctoral programmes are also governed by LSHTM's general admissions policies which can be found here.

Faculties are responsible for selecting applicants for admission to doctoral programmes, with reference to the requirements outlined in the Doctoral Degrees Regulations.
Decisions are recommended by DDCs and approved by the FDD.

The FDD will ensure that the topic identified is appropriate for a doctoral degree, that the necessary research facilities and research training can be provided, and that appropriate supervision is in place in consultation with the DDC before recommending an offer.

Formal offers of admission can only be made by LSHTM's central Admissions department in the Registry.

5. Registration & Induction

Doctoral Students are required to register with LSHTM at the start of their doctoral programme and to re-register for their doctoral programme at the beginning of each subsequent academic year for the duration of their programme of studies (including during the period of writing-up) regardless of the mode of attendance and until their degree is awarded. Failure to re-register results in termination of registration. Doctoral Students must also complete an in-person identity check, usually at the start of their doctoral programme. Failure to complete this check will mean that the degree cannot be awarded.

Doctoral Students will be directed to review the Regulations for Doctoral Degrees, changes that have been approved, and the Doctoral Degrees Code of Practice at the point of (re)-registration.

Students are automatically enrolled to the newest set of Doctoral Degrees Regulations, Code of Practice and Handbook upon re-registration at the start of each academic year, unless they explicitly confirm otherwise to the Registry in writing within 28 days of electronic delivery of their annual registration form.

There are School-level inductions for general information and more specific events at Faculty level. The School and Faculty inductions will cover:

- introduction to the overarching governance of doctoral programmes at LSHTM.
- introduction to the Faculty and its activities and support for doctoral Students.
- introduction to the general structure of doctoral programmes and arrangements for progress review.
- introduction to the support available from the FDMs and administrators.
- introduction to research and professional/technical support services.
- details about opportunities and requirements for research and transferable skills development.
- expectations on attendance, hours of work and holiday arrangements.
- arrangements in the event of inadequate progress.
- health and safety procedures.
- advice on personal safety and security.
- who to contact in the event of a problem.
- introduction to policies and procedures on research integrity and ethics, plagiarism, assessment and research misconduct.
- advice on LSHTM services including central library and computing services, and support services such as Advice and Counselling, the Disability Service, and the Careers Service.

DrPH students will also receive a DrPH specific induction.

Students in each Faculty will also receive information on:

- introduction to the structure and research portfolio of the Faculty.
- wider academic opportunities (seminars, journal clubs, research networks) including opportunities for meeting other Doctoral Students and staff, and opportunities to present research to peers.
- teaching opportunities.
- skills training available within and outside the Faculty.
- mechanisms for providing feedback to the Faculty, including opportunities for representation on relevant committees.
- how to raise concerns and/or make a complaint within the Faculty.

It is LSHTM's responsibility to provide a Doctoral Degrees Handbook for students and supervisors, and to review this each year to ensure that it reflects any changes in regulations or policies relating to doctoral degrees

Students will have an initial meeting with their first supervisor as soon as possible following the beginning of their programme. It will be recorded on the Research Degree Record (RDR) which is an online tracking and monitoring tool allowing students and their supervisors to record progress. Further information can be found on the Intranet, under Research degree Record.

The student's initial meeting with their first supervisor will cover:

- the nature of the supervisory relationship and composition of the supervisory team, including responsibilities and expectations.
- a discussion on the research topic proposed, initial routes of enquiry and objectives; for the DrPH, this discussion will also typically include support during the first term as well as plans for RSI and RSII components.
- identification of initial training needs and formulation of a training plan.
- recording supervision meetings.
- how the student's progress will be reviewed and assessed.

6. Attendance & Academic Engagement

Full-time students are expected to undertake a full study load of 35 hours per week.

The Doctoral Degrees Regulations state that the workload of a part-time student is deemed to be 50% of that of a full-time student. It is recognised that the time a part-time student may spend on their studies may vary through the course of the programme. Part-time students should reach an agreement with their supervisors at the start of their registration as to the proportion of time they will spend on their doctoral programme to enable them to submit within the prescribed period. Any arrangement agreed should not compromise submission within the prescribed period.

Requests from students to transfer between full-time and part-time status are reviewed and approved by the Supervisor, the DDC and the FDD.

All students should agree their holiday periods with their first supervisor. For full-time students, the annual leave (holiday) entitlement is six weeks' in addition to School closure days (which include Public Holidays). Holiday entitlement is pro rata for part-time students (50%). Students working in collaboration with non-academic partners are expected to bear in mind their obligations to those partners in planning annual leave. Unexplained and persistent absences must be reported to the DDC and FDD via normal progress reporting procedures.

The School has a Student Engagement Policy, which provides detailed information on attendance for Doctoral Students.

In cases of illness or injury, the student should inform their supervisor(s). On the eighth day of the student's sickness (including non-working days) the student may be asked to supply a doctor's certificate or other corroborating evidence to explain their absence. Those on Student visas should check the procedures in the Student Engagement Policy and the latest guidelines. Students on specific studentships should check with the scholarships office whether they should let their funder know. Staff who are also Doctoral Students should follow the policy for staff and let their supervisor(s) know. Where a student is expected to be absent for more than one month the student should consider applying to interrupt their studies. The Interruption of Studies Policy is described in the Academic Manual Chapter 7; additional details and the application form can be found here.

If a student is experiencing difficulties in their attendance, or submission of their work does not meet the Faculty requirements, this should be discussed with the supervisory team, the DDC and the FDD if appropriate, to see what support might be offered to the student to resolve any study difficulties. If a student consistently misses supervision meetings or other Faculty activities that they are expected to attend and/or does not submit work or misses deadlines agreed with their supervisory team, then a student's registration with LSHTM may be reviewed by the Faculty.

LSHTM may terminate the registration of a student who fails to meet the progression requirements for their doctoral degree programme or where their general attendance or submission of work and/or completion of required activities fails to meet the stated requirements. The Termination of Studies Policy is described in the Academic Manual Chapter 7.

International Doctoral Students holding a Student visa sponsored by LSHTM may be at risk of having their visa curtailed if they do not engage regularly and consistently with their research studies programme. The Student Immigration & Compliance Officer provides support to international Doctoral Students on immigration matters. Further information on attendance for those with Student visas can be found here.

7. Supervision

The Faculty Doctoral Director is responsible for establishing supervision arrangements that conform to this Code for each student and may be required to report on these arrangements to the Faculty and Senate Doctoral Committee. Specific information about the roles and responsibilities of supervisors are available in the Doctoral Degrees Handbook.

The Supervisory Team

Each Doctoral Student will have a first and a second supervisor. The division of roles and responsibilities between members of the supervisory team should be set out at the start of the doctoral programme.

The Doctoral Degrees Handbook provides guidance on this and on managing any changes to supervisory arrangements.

Supervision meetings and recording interactions

Supervision is defined as a sustained conversation between supervisor(s) and a doctoral Student about the student's research and training. The nature of different disciplines means that supervisory practice will take a variety of forms. Supervision may include for example, one-to-one meetings, telephone conversations or online meetings. Opportunities are also made available for Doctoral Students and supervisors to meet informally. Research group meetings, lab meetings and email conversations are not supervision meetings. The Student Engagement Policy provides more detail about supervision and engagement with supervisors.

There should be a minimum of ten supervisory meetings per academic year for full-time students (five for part-time students) held at regular intervals up to submission of the thesis or portfolio for examination. This is broadly equivalent to at least one meeting per month for full-time students and at least one meeting every two months for part-time students, accounting for holiday periods. Supervision meetings may be held with any member of the supervisory team. Meetings should normally take place in person but may take place via other means if all participants agree.

Keeping a record of supervision meetings is key to successful supervision. Under the requirements of the UK Quality Assurance Agency, and for international Doctoral Students, UK Visas and Immigration, LSHTM must also be able to demonstrate that students are receiving sufficient supervision and that they are engaged in their studies. To fulfil both of these responsibilities, students and supervisors must use the Research Degree Record (RDR) to create a written record of all supervisory meetings and any leave away from the School, whether for research or other purposes. It is the responsibility of both students and supervisors that supervision meetings are recorded in RDR.

Full-time Doctoral Students should record a minimum of ten supervision meeting reports per academic year in RDR. Part-time students should enter a minimum of five reports per academic year in RDR. The RDR system will send electronic reminders to do this. Reports should also be recorded during a period of making corrections to the thesis identified by the examiners. Failure to record supervisions in line with the recommendations in the Code may be taken as evidence of lack of engagement with studies when reviewing a student's academic progress.

8. Supervisors' Responsibilities & Guidelines

School Guidelines for Supervisors
Specific information about the roles and responsibilities of supervisors are available in the Doctoral Degrees Handbook, and below. Information of particular relevance to supervisors can be found on the supervisors' page on the Doctoral College intranet.

Supervisors are required to:

- Assess the academic capabilities of Doctoral applicants through review of the application documents and then through telephone, online conversation or personal contact with promising applicants, before reaching a final decision to supervise. A DDC will interview the candidate to ensure suitability and to clarify issues such as residency requirements. Final decisions will be ratified by the FDD.
- Attend the induction for new Doctoral supervisors before taking on their first LSHTM Doctoral Student. Supervisors who have not yet supervised a student to timely submission and successful completion, and experienced supervisors who have not yet gained this level of experience in the UK should have a mentor; they are also encouraged to gain experience as a member of an Advisory Committee or co-supervisor before becoming a primary supervisor.
- Attend a refresher training workshop for experienced supervisors every three years. Please note that some funding agencies may have additional guidelines or requirements for supervision that must also be met.
- Keep up to date with School, and where relevant external, regulations, policies and procedures relating to doctoral students and supervision.
- Be available to meet new students on their first day or arrange for an alternative department member to be available. Supervisors should in any case arrange a meeting with new students within their first week.
- Make alternative arrangements for supervision from someone familiar with the student's research to look after the student if a Supervisor is to be absent for more than four weeks. This person does not take the place of the supervisor but can offer support and guidance while the Supervisor is away. The Supervisor is responsible for making such interim arrangements with the agreement of the DDC.
- Ensure that they establish expectations of doctoral training, supervision, and project ownership at the start of the doctoral degree. Supervisors are encouraged to discuss the supervisor-student expectations checklist with their students.
- Ensure that they have regular meetings (monthly for FT students) with the student to ensure progress. Supervisory meetings should be recorded and agreed on RDR.
- Ensure that they provide students with clear guidance on when feedback on work can be expected and respond to student concerns about lack of timely feedback by providing clear timelines.

- Agree on a balanced Doctoral Degree training programme which supports timely submission of the thesis/portfolio and includes wider researcher development in line with the UK Vitae Framework and expectations of UKRI.
- Facilitate/encourage research discussions within the research team/Department/Faculty, participation in external meetings/conferences, and timely publication. Although there will be variation across disciplines and between students doing laboratory or other types of research, it is expected that doctoral students will have actively participated at national and/or international meetings during their study and submitted work for publication within six months of completion.

The supervisory team must be able to commit sufficient time to the supervision of the Doctoral Student. Each supervisor must be able to commit sufficient time to their declared and agreed annual contribution to overall supervision workload.

Conflicts of interest that may diminish the likelihood of high-quality doctoral supervision, or otherwise threaten the timely and successful completion of the doctoral degree, should be avoided. If avoidance is impossible, mitigation must be identified before the supervision team can be approved. Conflicts of interest may lie between a supervisor and student, between supervisors, or between a supervisor and another key stakeholder for the doctoral degree study. Potential conflicts of interest include, for example:

- Personal relationships
- Line management relationships
- Project/study management relationships
- Financial relationships

Close personal or intimate relationships between supervisors and their Doctoral Students are prohibited. This is line with LSHTM's staff and student personal relationships policy.

If a supervisor holds a fixed term contract with the School that will expire before the student's anticipated date of completion, this should be noted and contingency plans established.

9. Students' Responsibilities

Students will:

- Work diligently on the programme of research and aim to complete the programme and submit the thesis within the agreed time frame.
- Take overall responsibility for their research and the work produced.
- Carry out research in compliance with LSHTM and Faculty/Institute health and safety policies.
- Take a pro-active role in discussing with the supervisory team the type of guidance and comment that is most helpful at different points in the progress of the research.
- Agree a schedule of meetings with the supervisory team, the DDC and attend these.
- Full-time students must submit a minimum of ten supervisory meeting reports on RDR per academic year. Part-time students must submit a minimum of five reports per academic year. Reports should cover topics discussed at supervisory meetings, detail agreed objectives, and include any relevant training undertaken/courses attended.
- Submit written material as required to a timetable agreed between the supervisor and

student for comment and discussion and respond honestly and constructively to comments and suggestions (although this does not alter the student's overall responsibility for the work).
- Attend any programme(s) of researcher development and research skills training, taught classes and research seminars as agreed with the supervisory team or required by the School/Institute and the student's funding body.
- Record evidence of engagement with research and skills training.
- Conform to all LSHTM policies on research integrity, and associated processes, including submitting applications for ethical approval for their research, and requests for amendments to ethical approval if the study changes. More information is available on the research and governance and integrity pages.
- Inform the supervisory team of any problems or difficulties when they arise.
- Submit reports for assessment and other work to inform decisions about their progress as required.
- Register as a student of LSHTM at the beginning of the programme of study, and re-register subsequently at the start of each academic year until the degree is awarded.
- Monitor the @lshtm.ac.uk email address issued to them at initial registration to ensure they are receiving all formal communications from LSHTM. Official emails relating to periods of re-registration, progression or status transfers will only be sent to this address.
- Respect and adhere to the LSHTM Student Charter by behaving honestly and with integrity at all times.

10. Responsibilities of Faculty & Department Doctoral Staff

The Dean of Doctoral College delegates responsibility for matters related to doctoral degree students to the Faculty Doctoral Directors (FDDs). The FDDs' duties are outlined below.

Faculty Doctoral Directors (FDD)

- Oversee and monitor Doctoral provision within the Faculty.
- Oversee the admissions process for doctoral degrees and ensure that applicants are admitted for a doctoral degree only where suitable supervision and research resources are available.
- FDDs are responsible for all Doctoral Students with primary registration in their Faculty. In cases of co-supervision across Faculty, the FDD in the Student's home faculty (as defined by the affiliation of the primary supervisor) approves decisions.
- Ensure that an appropriate first and second supervisor or supervisory team is in place for each Doctoral Student.
- Ensure that all staff appointed as supervisors are appropriately trained for their role.
- Attend appropriate Faculty and School committees, for example the Faculty Doctoral Committee and the Senate Doctoral Committee and disseminate information back to Faculty/Department.
- Carry out an annual review of doctoral programmes for their Faculty/Department, including a review of the proportion of post-upgrade Doctoral Students with ethical and other required approvals.

- Oversee the review of Doctoral Students' progress in accordance with the Doctoral Degrees Regulations and the Code of Practice.
- Liaise with the Faculty Doctoral Committee regarding interruptions of study, extensions of thesis submission dates and withdrawal and termination of registration from LSHTM, reporting to Senate Doctoral Committee as necessary.
- Approve formal progress and status reviews on behalf of the Faculty.
- Develop and review Faculty policy regarding student feedback.
- Receive and deal with complaints and problems, whether these are relayed by a DDC or made directly to them by a student.
- Ensure suitable alternative supervision arrangements in the case of breakdown of relations between a supervisor and the student or where a change of supervisor is desirable. In case of absence or the departure of the first or second supervisor, ensure that adequate arrangements are made for the student's continuing supervision.
- Ensure that appropriate student feedback mechanisms are in place within the Faculty, for example Doctoral Student representation on committees, and encourage engagement with, and review results of, student surveys.
- Ensure that each Faculty has, as a minimum, at least one Doctoral Student Representative to attend committees.
- Oversee and monitor research training and skills development.
- Oversee and encourage Doctoral Student engagement with research training programmes, and all other research and professional development training.
- Liaise with Faculty Associate Deans for Education to ensure that all students receive appropriate training before commencing any teaching.
- Encourage Doctoral Students to record training and research activities via a Personal Development Plan or other mechanism.

DrPH Programme Director

- Oversee and monitor provision of the DrPH
- Oversee the admissions process for the DrPH to ensure that suitable supervision and research resources are available.
- Attend the Senate Doctoral Committee, chair DrPH Programme Committee and disseminate information back to Faculties and Departments.
- Oversee the monitoring of student progress in accordance with the Doctoral Degrees Regulations and the Code of Practice.
- Liaise with the Faculty Doctoral Committee regarding interruptions of study, extensions of thesis/portfolio submission dates and withdrawal and termination of registration from LSHTM, reporting to Senate Doctoral Committee as necessary.
- Ensure suitable alternative supervision arrangements in the case of breakdown of relations between a supervisor and the student or where a change of supervisor is desirable. In case of absence or the departure of the first or second supervisor, ensure that adequate arrangements are made for the student's continuing supervision.

Department Doctoral Coordinators (DDC)

- Review Doctoral Students' progress at the prescribed intervals, and receive reports from supervisors and self-assessment reports from students
- Chair upgrading/review panels and complete the upgrading/review report (after gaining agreement of panel members)

- Admissions: review applications, find appropriate supervisors, interview students and make admission decisions.
- Attend Faculty Doctoral Committee
- Take part in Induction/Welcome and other Departmental or Faculty events for Doctoral Students
- Additional information on DDC responsibilities can be found in the DDC Handbook.

11. Progression & Review

The first supervisor is responsible for regular reviews of Doctoral Student progress and will inform the student, DDC and FDD, if progress is unsatisfactory. In addition to regular supervision, the DDC will conduct formal progress reviews at the prescribed intervals.

The Doctoral Degrees Regulations outline the parameters for each of the progression points and outcomes. It is the responsibility of the FDD to ensure that Doctoral Students' progression is assessed in accordance with the Regulations and published procedures.

Upgrading/Review is a formal process that permits a student to continue to the next stage of their research studies programme (see Regulations for permitted timing and final deadlines). An upgrade/review panel is set up to discuss and review progress with the student. The panel must include at least two independent assessors, as well as an independent chair (usually the DDC). Decisions on progression must be taken by members of the panel who are independent of the supervisory team. If a Doctoral Student fails to upgrade to PhD or pass the DrPH review before the final deadline, they may continue working towards a Master's level doctoral degree (e.g. MPhil), as appropriate to their programme of study, or may be advised to withdraw their registration. The School has an Academic Appeals Policy & Procedure to enable students to appeal against assessment/progression decisions. This is described in the Academic Manual Chapter 7.

Faculties also put in place arrangements for the regular monitoring and assessment of student progress which are managed by the DDC.

Additional progression points for students on the Professional Doctorate or DrPH programme are outlined in the programme specification.

The outcomes of formal progress reviews will be reported to the FDM, so that the Doctoral Student's central record may be updated appropriately.

12. Transfer to Writing-up Status

Doctoral Students registered prior to 2026/27 are automatically transferred to writing up status after 3 years full-time and 6 years part-time study.

13. Termination of Registration

The Doctoral Degrees Regulations (Academic Manual Chapter 9) and the Termination of Studies Policy (Academic Manual Chapter 7) outline the reasons for which a student's registration may be

terminated. Faculties may recommend that a student's registration be terminated on the grounds of insufficient academic progress. This recommendation may follow a formal process but may also be made at other points during the programme of study. Such a recommendation should only be made after the student has been advised in writing that they are at risk of termination unless specified objectives are met within a clear timeframe.

Recommendations for termination of registration on the grounds of insufficient academic progress must be approved by the DDC and FDD and must be communicated to the FDM.

The formal procedures for termination of registration, and for appeals against decisions to terminate a student's registration, are outlined in the Academic Manual Chapter 7 and related policies/procedures are available here.

14. Interruption & Withdrawal from Study

Interruptions may be requested at any point throughout the period of study and throughout the period of writing up. More than one application may be submitted during the doctoral programme. The DDC is responsible for receiving and considering student requests for interruption of studies before approval by the FDD.

During an interruption of study, a student remains registered on their programme of study but ceases to be an enrolled student of LSHTM. This has consequences for student status, funding, and immigration status for international students. Depending on the reason for the interruption, studentship funding may be suspended during this period depending on sponsor agreements. Interruptions to the programme of study may be permitted in accordance with the Doctoral Degrees Regulations and approved policy for several reasons such as illness, personal and family reasons, pregnancy or pregnancy related illness, paternity leave, adoption leave, financial difficulties. The rules and procedures for interruptions of study are set out in the Academic Manual Chapter 7.

Students may only interrupt for a minimum of one month at a time. Students are permitted to interrupt their doctoral programme for up to one year in the first instance. The maximum permitted period of interruption is normally two years in total. Applications that exceed the maximum total period of interruption will only be granted with the approval of the Dean of Doctoral College who will provide reports to the Senate Doctoral Committee.

Note that interruptions due to pregnancy/maternity leave, paternity leave or adoption are discussed in the Student Parental Leave Policy.

Students are liable for payment of tuition fees up to the date that they withdraw or interrupt their studies. Students are liable for payment of tuition fees from the date they resume their programme. Further guidance regarding fee liability is in the Tuition Fee Policy.

Students may continue to work personally on their research during interruptions of study and have access to the library with limited borrowing rights and their IT account and School email. Any arrangements for contact between a student and their supervisory team during a period of interruption should be agreed in advance of the period of interruption, for example to keep in touch and to plan their return to study. During a period of interruption students should not have access to laboratories or carry out fieldwork.

Interruptions cannot usually be applied retrospectively. Students may have their registration terminated if they do not resume studies at the end of the approved period of interruption or are absent from their studies without requesting an interruption of study or an extension to an approved period of interruption in line with the Interruption and Withdrawal Policy. Student Advice and Counselling can provide advice on interrupting study and returning to study. Their contact details are available here.

15. Extension of Registration

The FDD is responsible for receiving and considering student requests for extension of study beyond the maximum registration period and extension of assessment deadlines in line with the Doctoral Degrees Extensions Policy & Procedure.

16. Student Advice and Counselling

Student Advice and Counselling offer a range of services for students including support for all students with disabilities, specific learning difficulties, mental health issues and other personal difficulties at LSHTM. Further information can be found here.

The team offers advice, guidance and support in the following areas:

- finding out if you have a specific learning difference (e.g. dyslexia)
- applying for funding through the Disabled Students' Allowance (DSA)
- arranging DSA assessments of need
- accessing loaned equipment (e.g. digital recorders)
- specialist one-to-one "study skills" tuition
- ensuring access to course materials in alternative formats (e.g. Braille)
- providing educational support workers (e.g. note-takers, readers, library assistants)
- mentoring support for students with mental health issues and conditions on the autistic spectrum
- advice about planning research and writing the thesis in the expected duration of the programme, including preparation for the viva
- advice on arrangements in examinations

Student Advice and Counselling can advise students and their Faculty/Department on reasonable adjustments to studies. Students supported by Student Support Services can expect to access the following reasonable adjustments:

- recommendations on examination arrangements
- library concessions (e.g. extended loans)
- being allowed to make audio recordings of lectures
- advocacy when making requests to schools and faculties

Any agreed reasonable adjustments are provided throughout the study period including during the writing-up period.

17. Research Training & Skills Development

All students will have access to training in appropriate research methods and relevant researcher skills development provided by their Faculty, the Library and the transferable skills programme. Many students attend MSc modules. The School also participates in the Bloomsbury Postgraduate Skills Network. The individual programme of research training will be discussed at the student's initial meeting with the supervisory team, and reviewed regularly, particularly at progress monitoring meetings and during the Upgrading/Review. For more details see the skills, training and courses page of the Doctoral College intranet.

Students may be given the opportunity to contribute to teaching through lecturing, leading seminars, demonstrating during practical classes, MSc project supervision, assignment marking, and taking tutorials according to the teaching practices in the Faculty/Institutes for which the teaching is being undertaken. All students must receive appropriate training before commencing any teaching.

Any teaching undertaken by the student must be agreed to by their supervisor(s) and must be in line with the terms and conditions of a student's funding and immigration status if appropriate.

18. Paid Work

All full-time students are expected to undertake a full week of study of at least 35 hours on their doctoral degree programme and pro rata for part-time students. Students may undertake paid teaching or demonstrating work with the approval of their supervisor. For full-time students, it is recommended that this is normally no more than six hours per week averaged over the year, including preparation and marking. The work must be supported by appropriate training. Students in receipt of scholarship funding must comply with any conditions concerning paid work set by their funding body.

In considering paid work outside LSHTM, full-time students should bear in mind the need to work full-time on their research. Paid work should not delay or interfere with research training and the timely submission of their thesis. If a student wishes to take-up full-time work for personal or financial reasons, they should discuss with their supervisor making an application to interrupt their studies.

International Doctoral Students studying in the UK on a Student visa may take up limited paid work. Advice is available from the School's Immigration Advisory Service.

19. Research Integrity

Students must comply with LSHTM policies on research integrity and ethical review of research. Students and supervisors will familiarise themselves with the LSHTM's policies on research integrity and associated procedures for the ethical review of research. Students must complete the 'approvals for research' form with their supervisor and discuss it with their DDC prior to PhD

upgrading or DrPH review. They are also responsible for obtaining ethical approval prior to data collection. The Good Research Practice Policy gives detailed guidance to staff and students.

20. Intellectual Property

Students and supervisors must adhere to the LSHTM Intellectual Property Policy. They must ensure that they implement and adhere to this policy throughout their research and in any interactions, whether in person or through electronic media, with parties external to LSHTM.

21. Collaborative Arrangements

LSHTM has several collaborative doctoral programmes, such as Doctoral Training Programmes, the Capacity Strengthening Doctoral Degrees Scheme (CSDD), and a Joint PhD programme with the University of Nagasaki. The specific requirements and opportunities of each programme are described separately.

22. Feedback Mechanisms

The School welcomes feedback from doctoral students and offers several routes to provide this, for example local and national feedback surveys; student representation on committees at School, Faculty and lower levels; student participation in working groups; engagement with the Student Representative Council (SRC) and individual ad-hoc feedback. Doctoral Students must be advised during the induction period of the mechanisms for providing feedback to the School/Faculty, including opportunities for representation on relevant committees via Doctoral Student Representatives.

23. Examinations

The Senate Doctoral Committee is responsible for overseeing the process and conduct of the examination of doctoral degrees. The Senate Doctoral Committee will approve external examiners and monitor issues arising from reports from doctoral degree examiners and recommend appropriate actions.

24. Complaints & Appeals

Doctoral students are encouraged to raise any concerns they may have about their research studies with their supervisory team, DDC, FDD, DrPH Programme Director or FDM in the first instance. If a student has a problem regarding their supervision or other research support or LSHTM services, they should address their concerns to their supervisor first and keep a clear record of this. If the situation is not resolved or concerns remain regarding supervision, Doctoral Students are expected to raise their concerns with their DDC or FDD. Raising concerns promptly will provide staff with the opportunity to address these matters, and to reduce the impact

on students as much as possible. Doctoral Students should try to resolve concerns informally where possible. Many problems can be solved informally, without the need for a formal complaint.

If, for any reason, a student feels uncomfortable talking to their supervisory team, DDC and FDD, they can contact the DrPH Programme Director and/or Dean of Doctoral College.

The Student Complaints Procedure provides guidance on raising concerns or complaints about both academic and non-academic services provided by LSHTM. Doctoral Students who wish to make a complaint about any aspect of their research programme should refer to the recommended procedure.

Students who wish to appeal against the outcome of the recommendation of examiners or the outcome of a progression review should refer to the Academic Appeals Policy & Procedure, described in the Academic Manual Chapter 7. Students are advised to talk to their supervisor, DDC in their department or FDD before submitting an appeal. Please note that an appeal against the academic judgment of the examiners is not valid grounds for an appeal.

A formal concern about the conduct of another student (for example bullying, harassment and discrimination) would be investigated under the Student Disciplinary Procedure, Academic Manual Chapter 7.

25. Key Contacts

The names of each Faculty's Doctoral Directors, Doctoral Managers and Doctoral Administrators, of each Department's Doctoral Degree Coordinators**, and of key DrPH programme staff** are Listed in the Doctoral College Key Contacts Page

Dean of Doctoral College Catherine Goodman (Catherine.Goodman@lshtm.ac.uk)

Pro-Director of Education Ahmed Rashid (Ahmed.Rashid@lshtm.ac.uk)

Pro-Director of Research Caroline Relton (Caroline.Relton@lshtm.ac.uk)