## Research Degrees Code of Practice

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<th>Code of Practice</th>
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<tr>
<td>Document owner</td>
<td>Head of Doctoral College</td>
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<tr>
<td>Approved by</td>
<td>Senate Research Degrees Committee</td>
</tr>
<tr>
<td>Approval date</td>
<td>13th June 2017</td>
</tr>
<tr>
<td>Review date</td>
<td>Summer Term 2018</td>
</tr>
<tr>
<td>Version</td>
<td>New document</td>
</tr>
<tr>
<td>Amendments</td>
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### Related Policies & Procedures

The following documents can be found on the website:

- [https://www.lshtm.ac.uk/study/new-students/starting-your-course-london/regulations-policies-and-procedures](https://www.lshtm.ac.uk/study/new-students/starting-your-course-london/regulations-policies-and-procedures)

Or on the intranet:

- [https://lshtm.sharepoint.com/students/Pages/student-regulations.aspx](https://lshtm.sharepoint.com/students/Pages/student-regulations.aspx)

- Academic Appeals Policy & Procedure
- Admissions Policy
- Attendance Policy/Academic Engagement Policy
- Ethics Guidance (and application)
- General Regulations
- Good Research Practice Policy
- Health & Safety Policy
- Intellectual Guidance
- Interruption and withdrawal Policy
- QAA Quality Code, Chapter B11 Research Degrees
- Research Degrees Handbook
- Research Degrees Regulations
- Senate Research Degrees Committee terms of reference
- Student Charter
- Student Complaints Policy
- Student Discipline Policy
- Tuition Fees and Policy
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1. Introduction & Scope

This Code of Practice provides a framework of procedures and practices to support research students and their supervisors. It outlines the commitment made between the London School of Hygiene and Tropical Medicine (LSHTM/the School) and research students for the provision of programmes leading to the award of a research degree (such as MPhil, PhD, M (Res)) and professional doctorate (DrPH).

Compliance with the Code of Practice is mandatory. The Code of Practice should be read in conjunction with the Research Degrees Regulations, the Research Degrees Handbook and with related procedures approved by Senate or its delegated authority. In any issues of interpretation of the Code of Practice, the Research Degrees Regulations always take precedence. These three documents can be found on the School’s website at the following link: https://www.lshtm.ac.uk/aboutus/organisation/regulatory-documents

The Code of Practice takes into account the recommendations of the Higher Education Funding Council for England (HEFCE) (http://www.hefce.ac.uk/rsrch/), the UK Quality Assurance Agency (QAA) (http://www.qaa.ac.uk/en) and Research Councils UK (RCUK) (http://www.rcuk.ac.uk/). It incorporates the precepts outlined in the QAA UK Quality Code for Higher Education, Chapter B11: Research degrees (http://www.qaa.ac.uk/assuring-standards-and-quality/the-quality-code/quality-code-part-b). It is a requirement of the UK Quality Code that “higher education providers make available codes of practice for research degrees to all students and staff involved in research degrees”.

The QAA is a member of the European Association for Quality Assurance in Higher Education (ENQA), the umbrella organization 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 HEFCE to comply with the Quality Code. HEFCE monitors compliance through annual accountability returns from higher education providers.

2. Framework for Governance & Quality Assurance of Research Degrees

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

The Pro-Director (Learning, Teaching and Enhancement) is responsible for providing strategic leadership on postgraduate research programmes and all research student matters. The Head of the Doctoral College is the Chair of the Senate Research Degrees Committee. The Head of the Doctoral College represents research student related matters at the Senior Leadership Team (SLT) and at the Senate. SLT is the academic senior management team and comprises the Director and Deans of Faculties. SLT advises the Head of the 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 LSHTM Strategic Plan.
The Senate Research Degrees Committee is responsible for operational oversight of research degree activity and to assure the quality of research degree programmes and the examination of LSHTM research students. It is comprised of Faculty Research Degrees Directors, Faculty Research Degrees Managers, Research Student Representatives and Division of Education staff.

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 a number of cross-Faculty School Centres to which research students may be affiliated. The Head of the Doctoral College has cross-School responsibility for research degree students and programmes, provides advice to academic staff and ensures that training is provided.

Senate is the LSHTM committee responsible for the academic standards of awards and the approval of the Regulations for research degree programmes. The Senate Research Degrees Committee (SRDC) has delegated authority from Senate to approve academic policy relating to research degree students, their numbers and distribution by discipline, entrance qualifications and admissions, progression and completion rates, scholarships, complaints and withdrawal rates. SRDC also considers proposals for new research degree programmes, and reviews annually the Regulations for research degrees and this Code of Practice.

There are also Faculty Research Degree Committees which monitor admissions standards, research project selection, assignment of supervisors, examiner comments and annual progress through to submission of theses and are chaired by Faculty Research Degrees Directors.

At Faculty level, the Faculty Research Degree Director (FRDD) is responsible for the quality of the student experience, advising Department Research Degrees Coordinator (DRDC), overseeing the implementation of School polices and regulations relating to research degrees and day-to-day issues, including oversight of the examination process and ensuring that supervisor training is available and participation recorded. At Department level, DRDCs have similar responsibilities to FRDDs in relation to a smaller number of students. FRDDs and DRDCs work closely together, within and across faculties. The DrPH programme also has a Programme Director who is responsible for the particular academic support needs of that programme. Faculty Research Degree Managers (FRDMs) provide support for students and Faculty staff. The Faculty, Department and Programme roles for academic leadership of the research degree experience are complemented by Faculty-based administrative roles and School-wide Student and Academic services.

Research degree programmes that involve collaboration with other institutions or organisations are governed by any additional requirements set out in the agreements for such collaborative/partnership provision.

The School’s Research Degrees’ Framework

The School’s research degrees’ framework comprises the following discrete elements:

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

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

3. **Research Environment**

Faculties are responsible for providing their students with a sufficiently supportive and active research environment. Faculties wishing to accept research students must ensure that supervisory teams can be comprised and the timeframes for completion of research degrees can be met. The Head of the Doctoral College will work with Faculty Research Degree Directors to ensure the provision and enhancement of an appropriate research environment for research students.

4. **Selection & Admission of Students**

The Research Degrees Regulations specify the broad admissions requirements for research degrees, including the required level of competency in English. Faculties must adhere to the LSHTM minimum entry requirements. Faculties may define specific admissions requirements for individual research degree programmes with the approval of the Senate Research Degrees Committee.

Admissions procedures for research degree programmes are also governed by LSHTM's general admissions policies which can be found here: [https://www.lshtm.ac.uk/study/applications/applying-research-degree/you-apply-research](https://www.lshtm.ac.uk/study/applications/applying-research-degree/you-apply-research)

Faculties are responsible for selecting students for admission to research programmes, with reference to the requirements outlined in the Senate Research Degrees Regulations. Decisions are recommended by Department Research Degree Coordinators and approved by the Faculty Research Degrees Director.

The Faculty Research Degree Director in consultation with the Department Research Degrees Coordinator will ensure before recommending an offer that the topic identified is appropriate for a research degree, that the necessary research facilities and research training can be provided, and that appropriate supervision is in place.

Formal offers of admission can only be made by LSHTM's central Admissions Office.

5. **Enrolment & Induction**

A student is required to enrol with LSHTM at the start of his/her research degree programme and to register for the research degree programme. Students are required to re-enrol each academic year for the duration of the 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-enrol results in termination of registration. Research students will be directed to review the Regulations for Research Degrees, and changes that have been approved, and the Research Degrees Code of Practice at the point of enrolment. Each year, students are automatically signed up to the new set of Research degree Regulations, Research Degrees Code of Practice and the Research Student Handbook.

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 research degree programmes at LSHTM;
- introduction to the Faculty and its activities and support for students;
- introduction to the general structure of research degree programmes and arrangements for the monitoring of progression;
- introduction to the support available from the Faculty Research Degrees Managers 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; and
- 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.

Students of 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 research 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 handbook or guidance notes for research students and to review the handbook each year to ensure that it reflects any changes in regulations or policies relating to research degrees. Information related to induction must be included in the handbook for research students.

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 a database designed to record information and data related to the students on research degree
programmes. A link to the system and further information can be found here: https://lshtm.sharepoint.com/Teaching-and-Support/Pages/Research-Degree-Record.aspx

This meeting will cover:

- the nature of the supervisory relationship and composition of the supervisory team, including responsibilities and expectations;
- discussion of the research topic proposed, initial routes of enquiry and objectives;
- identification of initial training needs and formulation of a training plan;
- recording supervision meetings; and
- how the student’s progress will be assessed.

6. Attendance & Academic Engagement

Full-time students are expected to undertake a full study week of 40 hours on their research studies.

The Research 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 research degree 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 approved by the Supervisor, the Department Research Degrees Coordinator and the Faculty Research Degrees Director via the Research degree Record System (https://lshtm.sharepoint.com/Teaching-and-Support/Pages/Research-Degree-Record.aspx).

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 Department Research Degrees Coordinator and Faculty Research Degrees Director via normal progress reporting procedures.

The School has a Student Attendance Policy and an Academic Engagement Policy which provide detailed information on attendance for research degree students. They can be found at the following links:

- Attendance
  https://lshtm.sharepoint.com/students/Documents/student_attendance_policy.pdf
- Academic Engagement
  https://lshtm.sharepoint.com/students/Pages/Academic-Engagement-Guidance.aspx

Students may not be absent without permission from their supervisor. In cases of illness or injury, the student should inform their supervisor(s) and the Department Research Degree Coordinator of their absence from studies. On the eighth day of the student’s sickness (including nonworking
days) the student should supply a doctor’s certificate for any further absence and provide this to the Faculty Research Degrees Manager. Staff who are also research students should report sickness and doctor’s certificates to their line manager and Faculty Research Degree Manager. Where a student is expected to be absent for more than one month the student must apply to interrupt their studies.

If a student is experiencing difficulties in his/her general attendance or their submission of work does not meet the Faculty requirements, this should be discussed with the supervisory team, the Department Research Degree Coordinator and the Faculty Research Degrees Director 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 as 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 the research studies programme or where his/her general attendance or submission of work and/or completion of required activities fails to meet the stated requirements. The policy can be found here: (https://lshtm.sharepoint.com/students/Pages/student-regulations.aspx#generalstudent)

International students with Tier 4 immigration permission 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 Immigration & Compliance Officer provides support to international students on immigration matters (https://lshtm.sharepoint.com/students/Pages/visa-information.aspx).

7. Supervision

The Faculty Research Degree Director is responsible for establishing supervision arrangements for each student that conform to this Code, and may be required to report on these arrangements to the Faculty and Senate Research Degrees Committee. Specific information about the roles and responsibilities of supervisors are available in the Supervisor Guidance document available at the following link https://lshtm.sharepoint.com/students/Pages/Supervisor-information-research.aspx.

The Supervisory Team
Each research student will have an identified first supervisor. The division of roles and responsibilities between members of the supervisory team will be clearly set out at the start of the research programme in accordance with the Composition of Supervisory Teams Policy (https://lshtm.sharepoint.com/students/Pages/Supervisor-information-research.aspx). Guidance is provided on managing any changes to supervisory arrangements for students in the Research Degrees Handbook (https://lshtm.sharepoint.com/students/Pages/Research-degree-students-information.aspx).

Supervision meetings and recording interactions
Supervision is defined as a sustained conversation between supervisor(s) and a student about the student’s research and research 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 video-link/skype meetings. Opportunities are also made available for research students and supervisors to meet informally. Research group meetings, lab meetings and
email conversations are not supervision meetings. The Academic Engagement Policy provides more detail about supervision and engagement with supervisors (https://lshtm.sharepoint.com/students/Pages/Academic-Engagement-Guidance.aspx).

There should be a minimum of ten supervisory meetings per academic year for full-time students (pro rata for part-time students) held at regular intervals up to submission of the thesis 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, taking into account 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 as described in the Academic Engagement Policy if all participants are in agreement.

Keeping a record of supervisions which students and supervisors may refer to quickly and easily is key to successful supervision. Under the requirements of the UK Quality Assurance Agency, and for international 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) or any alternative system in place in the relevant Faculty to create a written record of supervisory meetings.

It is the responsibility of both students and supervisors that supervisions are recorded. Details of the system for creating a written record will be provided in the Research Degrees Handbook. Full-time research students should record a minimum of ten reports per academic year. Part-time students should enter a minimum of five reports per academic year. 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 Supervisor Guidance document available at the following link https://lshtm.sharepoint.com/students/Pages/Supervisor-information-research.aspx.

Supervisors are required to:

- Assess the academic capabilities of prospective students through review of the application documents and then through telephone, web-mediated conversation or personal contact with promising applicants, before reaching a final decision to supervise. Final decisions will be ratified by the DRDC. Applicants should be encouraged to visit the Supervisor at the School, if feasible. Wherever appropriate, School staff who regularly travel overseas may be asked to contact and informally interview an applicant in their own country, and feedback to the proposed Supervisors.

- Attend a workshop on research degree student supervision before taking on their first LSHTM 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 before becoming a main Supervisor.

- Attend a staff development workshop for experienced Supervisors every five 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 research degree students and supervision.
- Be available in the department 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 4 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 DRDC.
- Ensure that supervisors and students establish early on expectations of doctoral training and supervision and project ownership.
- Ensure that supervisors and student have regular meetings to ensure oversight of a student’s progress, in which contact and content are student-led as far as possible.
- Ensure that supervisors/students should agree and implement a balanced Research Degree training programme which supports timely submission of the thesis and includes wider researcher development in line with the UK Researcher Development Framework (https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework) and expectations of RCUK (http://www.rcuk.ac.uk/skills/frameworks). Supervisors should facilitate/encourage research discussions within research team/Department/Faculty and participation in external meetings/conferences. 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 the course of their study and submitted at least two works for publication within 6 months of completion.

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 (https://lshtm.sharepoint.com/Services/Safety/).
- 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 DRDC and attend these promptly.
- Full-time research students must submit a minimum of ten reports on the relevant system per academic year. Part-time students must submit a minimum of five reports per academic year. Reports should cover topics discussed at supervisory meetings and include any relevant training undertaken/courses attended.
Submit written material as required to a timetable agreed with the supervisor 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 an application for ethical approval for their research, and requests for amendments to ethical approval if the study changes (https://www.lshtm.ac.uk/research/research-governance-integrity/ethics).

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 term until the degree is awarded.

Monitor their @lshtm.ac.uk email address issued to them at enrolment to ensure they are receiving all formal communications from LSHTM. Official emails relating to periods of re-registration, progression or status transfers etc. will only be sent to this address.

Respect and adhere to the LSHTM Student Charter behaving honestly and with integrity at all times (https://lshtm.sharepoint.com/Teaching-and-Support/Documents/student_charter.pdf#search=charter).

10. Responsibilities of Faculty & Department Research Degrees Staff

The Head of the Doctoral College delegates responsibility for research student matters to the Faculty Research Degree Directors to carry out the following duties as appropriate:

Faculty Research Degree Directors (FRDD)

- Oversee and monitor provision within the Faculty/Department.
- Oversee the admissions process for research degrees and ensure that students are admitted for a research degree only where suitable supervision and research resources are available.
- FRDDs are responsible for all research students with primary registration in their Faculty/Department. In cases of co-supervision across schools, the FRDD in the student’s home department/faculty approves decisions.
- Check that an appropriate first and second supervisor or supervisory team is in place for each student.
- Ensure that all staff appointed as supervisors are appropriately trained for their role.
- Monitor levels of supervision and reports in the relevant system.
- Attend appropriate Faculty and School committees, for example the Faculty Research Degrees Committee and the Senate Research Degrees Committee, and disseminate information back to Faculty/Department.
- Carry out an annual review of research degree programmes for their Faculty/Department.
• Oversee the monitoring of student progress in accordance with the Research Degree Regulations and the Code of Practice.
• Liaise with the Faculty Research Degree Committee with regard to interruptions of study, extensions of thesis submission dates and withdrawal and termination of registration from LSHTM, reporting to Senate Research Degrees 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 student complaints and problems in the first instance.
• 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 supervisor or secondary 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 research 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 research student Representative to attend committees.
• Oversee and monitor research training and skills development.
• Oversee and encourage student engagement with research training programmes, and all other research and professional development training.
• Liaise with Faculty Taught Programme Directors to ensure that all students receive appropriate training before commencing any teaching.
• Encourage students to record training and research activities via Personal Development Plan or other mechanism.

Department Research Degrees Coordinators (DRDC)

• Student progress monitoring at the prescribed intervals. Receiving reports from supervisors and self-assessment reports from students
• Chairing upgrading/review panels and completing the upgrading report (gaining agreement of panel members)
• Approving changes to student registration and supervisory arrangements
• Providing general advice to students
• Approving examiners prior to FRDD sign off
• Admissions: review of applications, finding appropriate supervisors, interviewing candidates and making admission decisions.
• Attending Faculty Research Degrees Committee
• Taking part in Induction/Welcome events

11. Progression & Review

The supervisor is responsible for regular reviews of student progress and will inform the student, Department Research Degrees Coordinator and Faculty Research Degrees Director if progress is not satisfactory. In addition to regular supervision, the DRDC will conduct formal progress reviews at the prescribed intervals.
The Research Degrees Regulations outline the parameters for each of the progression points and outcomes. It is the responsibility of the FRDD to ensure that students’ progression is assessed in accordance with the Regulations and published procedures.

Upgrading is a formal process that permits a student to continue to the next stage/period of their research studies programme (see Regulations for permitted timing and final deadlines). An upgrade panel is set up to discuss and review progress with the student. The panel must include at least two people who are independent examiners as well as an independent chair (usually DRDC). 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 before the final deadline, s/he may continue working towards a Master’s level research degree (MPhil or MRes as appropriate to programme of study), or may be advised to withdraw from registration. The School has an Academic Appeals policy (https://lshtm.sharepoint.com/students/Pages/student-regulations.aspx).

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

Progression for students on Professional Doctorate programmes (DrPH programme) is assessed as outlined in the programme specification (https://lshtm.sharepoint.com/Teaching-and-Support/Pages/Programme-Specifications.aspx).

The outcomes of formal progress reviews will be reported to the Faculty Research Degrees Managers so that the student’s central record may be updated appropriately.

12. Transfer to Writing-up Status

Students are automatically transferred to writing up status after 3 years full-time and 5 years part-time. If they wish to remain on their existing fee status they must notify the Registry in writing. This will include any applications to extend final submission dates.

13. Termination of Registration

The Research Degrees Regulations (https://lshtm.sharepoint.com/students/Pages/student-regulations.aspx#researchdegree) and the Termination of Studies Policy (https://lshtm.sharepoint.com/students/Pages/student-regulations.aspx) 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 progress review 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 Faculty Research Degrees Coordinator and Faculty Research Degrees Director and must be communicated to the Faculty Research Degrees Manager. The formal procedures for termination of registration, and for appeals against decisions to terminate a student’s registration, are outlined in the Research Degree Regulations and related
14. Interruption & Withdrawal from Study

The Department Research Degrees Coordinator is responsible for receiving and considering student requests for interruption of studies before approval by Faculty Research Degrees Director. 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 research studies programme.

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 Research Degrees Regulations and approved policy for a number of reasons such as illness, personal and family reasons, pregnancy or pregnancy related illness, paternity leave, adoption leave, financial difficulties. Interruptions for other reasons will be approved by the supervisor, the DRDC and the FRDD in line with the Interruption and Withdrawal of Studies Policy (https://lshtm.sharepoint.com/students/Pages/student-regulations.aspx).

Research degree students are permitted to interrupt their studies periods for more than one month and must resume their studies and re-enrol at the approved re-enrolment point.

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

A student may interrupt their registration on the grounds of primary carer leave for up to one year per child. This may cover pregnancy and related illnesses, and/or caring responsibilities. Periods of interruption for primary carer leave shall not count towards the maximum of two years permitted for interruption, but in all other respects the standard interruption procedures shall apply. Secondary carers wishing to take an extended period of leave shall do so under the standard interruption procedures. This is guided by the Parental Leave Policy (https://lshtm.sharepoint.com/students/Pages/student-regulations.aspx).

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. For further guidance regarding fee liability is in the Tuition Fee Policy (https://www.lshtm.ac.uk/study/fees-funding/ tuition-fees).

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 the return to study. During a period of interruption students should not have access to laboratories or carry out fieldwork.

Interruptions cannot normally 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. Further information can be found at the following link: https://lshtm.sharepoint.com/Teaching-and-Support/Student-Advice-and-Counselling/.

15. Extension of Registration

The Faculty Research Degrees Director 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 Research Degrees Extensions Policy & Procedure (https://lshtm.sharepoint.com/students/Pages/Research-degree-students-information.aspx).

16. Student Advice and Counselling

Student Advice and Counselling offer a range of services for students including the support for all students with disabilities, specific learning difficulties, mental health issues and other disabilities at LSHTM. Further information can be found on the Student Portal here: https://lshtm.sharepoint.com/Teaching-and-Support/Student-Advice-and-Counselling/

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

- finding out if you have a specific learning difficulty like 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 development skills provided by their Faculty, the Library and the transferable skills programme ([https://lshtm.sharepoint.com/Teaching-and-Support/Pages/transferrable-skills.aspx](https://lshtm.sharepoint.com/Teaching-and-Support/Pages/transferrable-skills.aspx)). The School also participates in the Bloomsbury Postgraduate Skills Network ([https://courses.grad.ucl.ac.uk/bloomsbury/](https://courses.grad.ucl.ac.uk/bloomsbury/)). The individual programme of research training will be discussed at the student’s initial meeting with the supervisory team, and reviewed regularly during the course of the programme, particularly at formal progress reviews.

Students are strongly encouraged to record evidence of engagement with research and skills training and development activities.

Students may be given the opportunity to contribute to teaching through lecturing, seminars, demonstrating practical classes, project supervision, 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 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 40 hours on their research 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 the thesis. If a student wishes to take-up full-time work for personal and financial reasons, they should discuss with their supervisor making an application to interrupt their studies.

International students studying in the UK on a Tier 4 (General) student visa may take up limited paid work. Advice is available from the Immigration & Compliance Officer ([https://lshtm.sharepoint.com/students/Pages/visa-information.aspx](https://lshtm.sharepoint.com/students/Pages/visa-information.aspx))
20. 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 be able to evidence that they have gained research ethics approval or begun the process as a requirement for upgrading. An application for approval should be submitted at the appropriate point before the research is undertaken. The Good Research Practice Policy gives detailed guidance to staff and students researchers (https://www.lshtm.ac.uk/research/research-governance-integrity/research-governance).

21. Intellectual Property

Students and supervisors must adhere to the LSHTM Intellectual Property Policy (https://www.lshtm.ac.uk/aboutus/organisation/information-management-and-security). 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.

22. Collaborative Arrangements

LSHTM values research collaboration and has a number of collaborative research degree programmes, such as doctoral training programmes and the Capacity Strengthening Research Degrees Scheme (CSRD). The specific requirements and opportunities of each programme is described separately. Information about the CSRD can be found at the following link: https://lshtm.sharepoint.com/students/Pages/Research-degree-students-information.aspx

23. Feedback Mechanisms

The School welcomes feedback from research 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. 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 Student Representatives.

24. Examinations

The Senate Research Degrees Committee is responsible for the examination of research degrees and the Faculty Research Degree Committee will approve nominated examiners and monitor issues arising from reports from research degree examiners and recommend appropriate actions.
25. Complaints & Appeals

Students are encouraged to raise any concerns they may have about their research studies with their supervisor, Department Research Degrees Coordinator, Faculty Research Degrees Director or Faculty Research Degrees Manager 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 then students are expected to raise their concerns with their DRDC or FRDD. Raising concerns promptly will provide staff with the opportunity to address these matters, and to reduce the impact on students as much as possible. Try to seek informal resolution of concerns where possible. Many problems can be solved informally, without the need for a formal complaint.

The Student Complaints Procedure provides guidance on raising concerns or complaints about both academic and non-academic services provided by LSHTM. Students who wish to make a complaint about any aspect of their research programme should refer to the recommended procedure (https://lshtm.sharepoint.com/students/Pages/student-regulations.aspx).

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, which outlines the procedures to be followed. Students are advised to talk to their supervisor, DRDC in their department or FRDD before submitting an appeal. Please note that an appeal against the academic judgment of the examiners is not valid grounds for an appeal (https://lshtm.sharepoint.com/students/Pages/student-regulations.aspx).

A formal concern about the conduct of another student (for example bullying, harassment and discrimination) would be investigated under the Student Disciplinary Procedure (https://lshtm.sharepoint.com/students/Pages/student-regulations.aspx).

26. Faculty Contacts

Detailed information about the 3 LSHTM Faculties can be found on the website here: https://www.lshtm.ac.uk/aboutus/organisation/faculties.

**Faculty of Epidemiology and Population Health (EPH)**
Research Degrees Director: Suzanne Filteau (Suzanne.filteau@lshtm.ac.uk)
Research Degrees Manager: Jenny Fleming (Jenny.fleming@lshtm.ac.uk)

**Faculty of Infectious and Tropical Diseases (ITD)**
Research Degrees Director: Jayne Webster (Jayne.webster@lshtm.ac.uk)
Research Degrees Manager: Helen White (Helen.white@lshtm.ac.uk)

**Faculty of Public Health and Policy (PHP)**
Research Degrees Director: Simon Cohn (Simon.cohn@lshtm.ac.uk)
Research Degrees Manager: Joanna Bending (Joanna.bending@lshtm.ac.uk)