



Staff access to LSHTM educational programmes

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Related Policies & Procedures	

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

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

2. PURPOSE AND OVERVIEW

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

3. POLICY

3.1 Staff fees by type of provision

Distance Learning PGT (Certificate, Diploma, MSc)	50% discount.
Face-to-Face PGT	50% discount on Home fees for part-





3.2 Rules on eligibility, registration and study

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

are employed to work on an employment contract with the School of more than 12 months duration from 1 Sept of the year in which they first register for the MSc programme

or

are employed to work on an employment contract with the School of more than 12 months duration from 1 Sept of the year in which they register to study their modules

meet the academic requirements for entry onto their selected MSc degree programme/module.

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

have a research or research and teaching contract (other contract types will be considered in exceptional circumstances)

have successfully completed probation requirements OR registration for a particular

meet the academic requirements for entry onto their selected doctoral degree programme.

have funding going forward of at least 12 months (or at least six months if registering for a PhD by Publication) from the date of registration. Applicants who do not meet these criteria will need to have their eligibility for staff fees approved by the Head of the Doctoral College.



4. PROCEDURE

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



ANNEX: GUIDANCE ON DOCTORAL DEGREES FOR STAFF IN MRC UNITS

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

- 1. Internally funded MRC studentships:** Unit staff continue to be eligible to apply for full-time doctoral studentships through their internal training platform funds. All MRC Gambia and Uganda MPhil/PhD and DrPH research projects must be aligned to their respective research programmes, and the project. These studentships are advertised for applicants from Africa and UK and awarded competitively on a yearly basis; at MRC Uganda they may, on occasions, be advertised internally to the Unit. Candidates who succeed in the competition and want to study at LSHTM will be charged 50% of the FT UK fees.
- 2. Externally funded studentships:** MRC Unit staff applying for external funding to support their doctoral training at LSHTM can now request UK fees from external funders instead of the previous Capacity Strengthening Research Degree fee (only available part-time). Information on fees is available [here](#).
- 3. Part-time PhD by Publication:** MRC Unit staff who meet the academic requirements degree in applications to external funders. The fee for the PhD by Publication is detailed [here](#). [The](#) minimum registration period is six months, and the maximum registration period is 18 months.
- 4. Self-funded staff doctoral degrees:** MRC Unit staff members who register for a self-funded MPhil/PhD or DrPH in addition to their normal employment duties are defined as part-time students. Fees are detailed [here](#).


