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MRC London Intercollegiate Doctoral Training Partnership

Studentship Handbook

Last updated: 3 March 2025 (changes to St George’s name and logo)

This document provides further information for students funded on an MRC LID Studentship. It should be read in conjunction with the current editions of

- City St George’s Postgraduate Research Degree Regulations, Research Degrees Student Handbook, [City St George’s Doctoral College](#) policies, regulations and terms and conditions,
- and
- LSHTM [Regulations, policies and procedures](#) and the [Research Degrees Student Handbook](#) (on the intranet so only available through your LSHTM login).

Doctoral Training Partnership (DTP) are expected to manage grant funding, and meet grant expectations and requirements, as set out by UKRI:

- [UKRI Terms & Conditions for training funding](#)
- [MRC Funding: Additional Terms & Conditions](#)

We would encourage UKRI-funded students to read through these UKRI & MRC Terms & Conditions (T&Cs) and associated guidance for training grants, as these look at many aspects of your award and training from the funder’s perspective. Any additional guidance and funding provided by UKRI will also impact DTP administration and decision-making.

CONTENTS

About the DTP (Doctoral Training Partnership)

- 1.1 Structure
- 1.2 Awards
- 1.3 Themes

Programme

- 2.1 Training
- 2.2 Conference Attendance
- 2.3 Professional Placement

Financial Support

- 3.1 Fees
- 3.2 Stipend
- 3.3 Other costs (including RTSG, fieldwork, training, CPD/short courses, travel and conferences, institutional visits, and 3-month placement/internships)
- 3.4 Disabled Students’ Allowance
- 3.5 General Financial Information

Studentship Requirements

- 4.1 Award Dates
- 4.2 Reporting Requirements (Je-S, Gateway to Research)
- 4.3 Satisfactory Academic Progress
- 4.4 Changes
- 4.5 Illness

- 4.6 Parental Leave (including maternity, paternity, and adoption)
- 4.7 Interruption of Studies
- 4.8 Annual Leave
- 4.9 Other Funding
- 4.10 Place of Tenure (Location)
- 4.11 Employment
- 4.12 Publications and Acknowledgement of Support
- 4.13 Complaints, Reporting Bullying and/or Harassment, & Whistleblowing
- 4.14 DTP Terms & Conditions

Student Involvement

- 5.1 Student Representation
- 5.2 MRC Cohort

Other Useful Information

- 6.1 MRC LID Website
- 6.2 Communications
- 6.3 Key Contacts
- 6.4 Acronyms used

1. About the DTP (Doctoral Training Partnership)

The MRC London Intercollegiate DTP (MRC LID) is a partnership between [City St George's, University of London \(CSG\)](#) and [London School of Hygiene & Tropical Medicine \(LSHTM\)](#). The funding for these studentships is provided by the [MRC](#) (Medical Research Council) and the partnership institutions (CSG and LSHTM).

1.1 Structure

MRC LID Board

The MRC LID board comprises academic and administrative staff from both institutions. [MRC LID Student Representatives](#) from each institution are invited to contribute to and provide feedback for the Board. Full details of [MRC LID Board](#) membership is on the MRC LID website.

Student Representatives

At any one time there is least one MRC LID student rep from each institution.

DTP Administrative Support Contacts

Lara Crawford (LSHTM) and Derilyn Frusher (CSG)

1.2 Awards

Studentships are offered on either of the following routes:

- +4 years (MPhil/PhD, with a duration of 4 years FTE), or
- 1+4 (Masters and MPhil/PhD, with a duration of 5 years FTE) to exceptional candidates.

Students on the 1+4 route are required to

- (a) apply for the +4 (research degree) part of their studies about 6-9 months prior to the start of research studies date (e.g. a research degree admissions application should be submitted in January to March for entry in September), and

- (b) pass their Master's programme order to progress to their research degree studies with MRC LID funding.

1.3 Themes

All of the research training projects funded by MRC LID will address one or more of the [MRC's skill priorities](#) and lie within [MRC LID's research themes](#).

2. MRC DTP Programme

The purpose of the programme is to provide a cross-disciplinary grounding which incorporates [MRC priorities](#) to all students with MRC LID funding. To do this we require award recipients to

- take taught classes that will expand their education beyond their specific PhD research project,
- participate actively in institution centres and groups, and
- complete a 3-month placement in another organisation, business, institution or laboratory.

It is expected that students will be actively involved in the centres/groups their research covers (including participation in monthly seminars) at both institutions. In participating students will benefit from exposure to multi-disciplinary, themed, research networks, formal and informal meetings, seminars and networking opportunities.

MRC LID requires all students, whatever their discipline, to enhance their quantitative skills and to embrace multidisciplinary learning.

We encourage students to make the most of collaborations and net-working opportunities made available through [both institutions](#).

2.1 Training

Each MRC LID student should meet with their supervisors and their MRC LID mentor (a member of the DTP board) for an initial training needs assessment and the creation of a comprehensive training plan. The training plan should be reviewed and updated on an annual basis, with your supervisors and your DTP mentor. This is to ensure that you get the most from your MRC funding and its enhanced training opportunities.

We encourage all students to take up as many specific and generic training opportunities (offered by both institutions) as possible. Course and module selection should be made in consultation with your supervisors, as part of your comprehensive training plan.

Consideration should be given for balancing the time commitment of attending the training courses with time spent directly on research. Time commitments will vary considerably between courses depending on the duration of the courses and the type of enrolment.

2.1.1 Modules (not generic transferable skills)

Students on MRC LID DTP1 studentships are expected to undertake 4 MSc taught course modules (available at either institution) to widen and deepen their knowledge and understanding of their field. This may include modules outside their primary research field in order to build a rounder experience, in line with the strategic aims of the MRC LID programme. Module enrolment may be full (attending all taught sessions, submitting

coursework, and sitting exams) or partial (attending some sessions, no coursework or exams) depending on your training needs, as agreed with your primary supervisor and also with permission from the relevant MSc Programme Directors.

Students on MRC LID DTP2 studentships are not required to undertake modules. However, we would encourage you to consider where modules would be useful for training purposes and to use the opportunities you may have as research degree students to undertake these. The cost of up to 4 modules per year at LSHTM is included in your registration as an MPhil/PhD student. If required, any payment for other/additional modules must come out of RTSG funds.

2.1.2 Short Courses

Short courses and CPD courses available at either/both institutions or externally.

Students should consider these courses only where they provide suitable/required training and equivalent training is not available through one of the ‘free’ modules at either institution.

Any short course fees will need to be paid out of your RTSG budget. Where an RTSG budget is fully allocated it may be possible to request funds from Flexible Funding for this training. (See Financial Support section for further details.)

MRC LID funds should not be used to fund external training where very similar training is provided by CSG or LSHTM, unless there are very specific reasons and/or important additional benefits to the external training, such as establishing inter-institutional research collaborations. In these situations, permission must be sought from the DTP prior to any expenditure being incurred.

2.1.3 Generic & Cohort Training

In addition to the generic transferable training offered at each institution, which students should take advantage of, there will also be specific training offered by MRC LID. This will be communicated to the MRC Cohort as it is planned.

Full cohort training days are usually planned for twice a year (generally, in Oct/Nov and May/Jun). Training planned for these days may include generic transferable skills training, or quantitative skills training and interdisciplinary training as these are core MRC skills, or linked cohort building activities. MRC LID cohort training days are mandatory: all MRC LID funded students are expected to attend.

MRC LID may also offer optional training on an ad hoc basis – usually when students request specific training with an external facilitator. This may be for specific skills. Consequently, it is optional. Students who sign up for any optional training sessions are expected to attend unless they have sent their apologies well in advance.

MRC LID expectations for training days for MRC LID funded students

- MRC LID training days are mandatory for all funded students.
- The DTP expects you to attend cohort training days unless you are on IoS, placement, or fieldwork.
- If you are unable to attend a cohort training day because it will be over dates when you are on placement or undertaking fieldwork (or other equivalent) you should send an email apology as soon as you realise that you cannot attend the cohort training because these commitments clash.

- Responding to an invitation and/or providing updates as soon as it is practicable to do so shows workplace professionalism and consideration for colleagues and the DTP.
- If you are invited to other meetings (e.g meeting with supervisors; group away days) you are expected to decline these and attend the MRC LID event. (As a funded student your obligation is to the DTP.)
- If you have teaching/work you should arrange leave or an alternative person to cover your slot so that you can attend MRC LID cohort training.
- If you cannot attend at short notice (e.g. as a result of illness or last-minute carer responsibilities) you should email the MRC LID mailbox as soon as possible (and before the day or session starts).
- If you are running late on the day of training, you should email the MRC LID mailbox or let the cohort know via the WhatsApp group so that the trainer/facilitator can be made aware.
- Training and workshops have been selected by the MRC LID Board to develop and stretch you, and to provide you with skills and experience, and to prepare you as best as possible for your research studies and a postdoctoral work environment. (Choosing not to attend because you think the training is not for you, or you don't like the topic or means of delivery, or you don't want to participate in group role play etc is not acceptable.)
- There are costs involved in cohort training days. These include time and work put into the planning and administration by the DTP and the workshop facilitators, and other resource costs e.g. catering. The later we receive a 'decline' response, the more likely that we will have wasted DTP funds unnecessarily.
- A non-response and/or non-attendance can have implications for planned group work, which may affect fellow cohort members who are attending.

2.1.4 Other Training

All MRC LID students are eligible to attend [Bloomsbury Postgraduate Skills Network](#) (BPSN) courses, because they are registered as research students at LSHTM. If asked for a Student ID/Code/Number please use your LSHTM Student Number (this includes students primarily based at CSG, who will also have an LSHTM Student Number).

Students may also take advantage of specialist training outside of the two institutions (CSG and LSHTM). Costs incurred should be paid for through the student's RTSG and/or flexible funding allowance.

MRC LID encourages students to undertake relevant institutional visits and placements.

2.2 Conference Attendance

We envisage MRC LID students attending up to three conferences (two domestic and one international) over the duration of their award. Ideally, these should be where you are presenting, or there are other very specific reasons for attending.

Some funding is available for students to attend conferences. The MRC allocates an annual travel/conference allowance of up to GBP 300.00 (FTE) to each student. Additionally, your primary institution may have travel allowances which are available to all students. For any additional costs please see the RTSG and flexible funding sections under 'Other Costs' (3.3 below).

2.3 Professional Placement

Students with MRC LID awards are required to undertake a 3-month placement outside of St George's and LSHTM. These attachments provide students with experience of the wider research environment, demonstrate how research feeds into the development of products or policy, expand the student's network of contacts, facilitate their career development, and give access to expertise beyond their immediate research group.

To broaden a student's perspective of the field, the placement should be in a different research discipline and must not be directly linked to the focus of the student's PhD project. The details of the placement should be organised and agreed with the supervisory team.

The timing of the placement is flexible and should be selected by each student and their supervisors to best accommodate the research project timetable. While students should not undertake the placement before upgrading it is advisable to discuss options early on with supervisors to allow ample time to organise the placement and to anticipate costs in the budget (see Financial Support section). Also, students should consider the additional time pressures in their final year. Placements must have been completed before a student's official end-of-funding date, unless there are extraordinary circumstances to prevent this (which must be discussed with the MRC LID as part of a request for an exception).

The MRC LID board does not wish to be too prescriptive regarding placements, given the wide and varied nature of research/skills MRC LID studentships cover, and each student's potential interests and opportunities, which is why there is limited information here. It has been included in the studentship programme because we believe that it is a valuable opportunity for you to gain skills, build professional networks, and explore future career opportunities. Here are some key points to keep in mind:

- it should be of about 3 months FTE duration
- the placement should not be directly linked to your research (and should be an opportunity to do something completely different, but possibly complementary to your research)
- the placement should not be at same institution you are based at (and preferably outside of the DTP partnership altogether)
- the placement should be set up with the MRC's [funding supplement](#) and [skills priorities](#) in mind.

You should start to discuss and plan your MRC placement with your supervisors (and MRC LID Board Mentor) within the first 6-12 months of your research degree, having thought about

- whether any ideas you have come across and/or potential contacts you have made via the centres and groups, (which you should take every opportunity to be part of as soon as you are registered on your studies) would be useful and/or should be explored further,
- what MRC strategic areas and skills you might wish to develop,
- when would be a good time to take a chunk of time out of your research degree,
- whether something would help your future career.

Placement plans must be submitted to the MRC LID Board for approval before they are finalised and any placement begins. The relevant form is available on the [MRC LID Current Students](#) page (Forms section).

All students will remain registered for their research degree study for the duration of their placement. The MRC LID stipend will be paid throughout, unless a student's placement host

will pay a stipend or a contribution towards a stipend at that time. Students in this situation are expected to declare this to MRC LID, so that correct procedure is followed.

Students can apply to the MRC LID Flexible Funding for a contribution towards travel to/from their placement and/or accommodation costs to be incurred as part of the placement, unless funding is available in the RTSG budget to cover this. Flexible funding is limited and therefore may not fully support a student whilst on their placement.

MRC LID expects that any in-house costs related directly to the placement project is met by the placement host.

3. Financial Support

Each MRC LID award has been costed following the MRC's [financial details](#) guidance, and comprises fees, stipend, research support grant, and travel and conference allowances.

3.1 FEES

Your Master's (for 1+4 awards) and MPhil/PhD tuition fees (for all award recipients) will be paid – at the UKRI studentship FTE rate - to the relevant institution's Finance Office on your behalf for the duration of your studentship award.

Fees will be pro-rated for any periods of registration shorter than a full academic year (e.g. late start date; periods of IoS).

Fees will be pro-rated for less than full-time mode of study. Part-time study is calculated at 50% of full-time.

3.2 STIPEND

MRC LID will use at the [UKRI published studentship stipend rate](#) for each year's stipend payments.

The UKRI London weighting is GBP 2,000.00/year for students based in London (at a London Research Organisation (RO)). This is included in the stipend amount paid out.

Stipends are tax-free payments. Students who earn additional sums (e.g. from teaching and demonstrating) should be aware that their stipend will be included in the aggregated amounts earned when assessing for income tax liability. If you have any queries about income tax during your registration please contact the Payroll Office at your primary institution, who will be able to provide advice.

No additional payments will be made for students' National Insurance contributions. You may wish to pay contributions as 'non-employed persons'. You should seek advice first, though, as there are some implications for doing this.

Payment of your stipend will be made monthly in advance – beginning after you have registered in September. The first payment will be made after your initial enrolment. Further information about this process will be sent out in an email to new students each August/September (before the start of the academic year). All payments will be made by bank transfer, providing the relevant partner institution's Payroll team has received bank details from you.

Stipend payments are made in advance. The payment dates differ depending on your primary institution:

- LSHTM-based students will receive their stipend on the last Friday of each month.
- CSG-based students will receive their stipend on or around the 27th of each month (or the nearest working day to it).

For example, a stipend paid at the end of October is your stipend for the period 1 – 30 November.

Stipends will be pro-rated for any periods of registration shorter than a full academic year (for example, late start date).

Stipends will be pro-rated for less than full-time mode of study. Part-time study is calculated at 50% of full-time.

No stipend is paid out for periods of Interruption of Studies (excepting where this is for parental leave or absences covered by a medical certificate (UKRI sickness pay) – see relevant sections in UKRI Training Grant T&Cs and guidance).

3.3 OTHER COSTS (including RTSG, fieldwork, training, CPD/short courses, travel and conferences, institutional visits, and 3-month placement/internships)

3.3.1 RTSG (Research Training and Support Grant)

A full MRC studentship includes an individual annual RTSG allowance of up to GBP 5,000.00 (FTE). This is a contribution towards consumable costs and reasonable expenses which directly support student research. *Allowable expenditure will depend on the project and context of funding.* Examples of reasonable expenses may include travel for fieldwork and/or preparatory site visits; reimbursement costs incurred for fieldwork (where these are for the individual's research degree project and outwith any overall or umbrella project costs/work which should be covered by supervisor funding); contribution towards laboratory consumables; books and other reading materials not available through the Senate House, LSHTM, or CSG libraries; suitable training, including short courses and CPD courses offered at either institution or externally. This list is not exact or exhaustive; if you have any queries about whether an expense is allowable please contact us in the first instance.

RTSG should not be used to cover costs that your supervisors or primary institution should provide.

If, during the year, your status changes – for example, you take an IoS – your RTSG will need to be retrospectively recalculated to reflect the changes. Please be aware that this may result in the RTSG amount available to you for the year being lower than it previously was.

Your funding is student-specific: it can only be used for your expenses.

The MRC LID RTSG expenditure will be available to use from the start of your research degree.

Details on administration vary depending on your primary institution:

- If LSHTM is your primary institution, your RTSG is administered by your Faculty Research Degree Managers and Administrators (RDMs and RDAs). (Except the first two cohorts of DTP2 students who are registered in ITD: their RTSG funds are administered by their Departmental Managers (DMs)). Please contact the administrators directly for details on how your RTSG should be accessed.

- If CSG is your primary institution, your RTSG be administered by the Joint Research and Enterprise Services (JRES) team. Please contact the MRC LID JRES contact person who will give you details on how your RTSG should be accessed.

You will be required to update and maintain an expenditure spreadsheet during the tenure of your award, and will be asked (by email from the MRC LID team) to update it at least quarterly. It is essential that you take the time to note all expenditure correctly and in a timely manner so that we have a full list of expenditure for reporting and audit purposes.

MRC LID reserves the right to ask supervisors for confirmation that expenditure is in direct support of a student's research.

RTSG cannot be allocated, spent or used after your MRC LID end of funding date.

Students on a 1+4 award will not be entitled to an RTSG allowance during their Master's course year. If there are exceptional circumstances that would require you to use RTSG funding during this year please contact the DTP Manager by email detailing the reasons for this request and providing a budget for this. These requests will be considered on a case-by-case basis.

Please note that the MRC LID RTSG is different to, and in addition to, any standard research and or travel support grants/allowances provided to all research students by their primary institution.

Supervisors confirmed, when submitting projects bids to the DTP, that they had sufficient funding to cover research costs. It is not intended that your RTSG is used to supplement or replace supervisor support. (This is not permitted by UKRI.)

3.3.2 Travel/Conference Allowance

MRC LID will cover expenses & travel up to the maximum MRC individual, annual allowance of up to GBP 300.00 (FTE) for up to 3 conferences (two domestic and one international) over the duration of the studentship.

Where conference and travel costs exceed the annual allowance, the spend can be supplemented by your RTSG allowance only if/where there is an available balance and this has been agreed by your supervisor.

As with RTSG expenditure you will be required to update and maintain an expenditure spreadsheet quarterly during the tenure of your award. The same form is used to monitor both RTSG and travel/conference allowances.

Please note that the MRC LID travel/conference allowance is different to, and in addition to, any conference and travel allowances made available to all research students by their primary institution.

- LSHTM provides a separate (non-MRC LID) conference allowance per student through the faculties. This allowance is available to all research degree students, provided they meet certain criteria, and within certain limits. Students based at LSHTM should contact their Faculty Research Degree team for details.
- CSG has a small fund available for current students, but it is distributed on a first-come-first-served basis. Students based at CSG should contact Derilyn for further information.

Travel costs can only be booked and paid for by the DTP funds where the travel taken will be within the studentship funding dates.

Students are expected to book comprehensive travel and health insurance through their primary institution for all periods of travel.

Flights and other relevant travel should be booked through institutional procurement systems wherever possible. If you are unsure of how to go about this please contact the person who is administering your RTSG allowance for more details.

Please see UKRI T&Cs and guidance for further information about expectations on travel bookings etc.

3.3.3 Flexible Supplement / Additional Support

As part of the Studentship grant the MRC provides us with a [flexible supplement](#) to cover costs other than fees, stipends, MRC standard annual RTSG and travel/conference allowances.

This flexible funding is not allocated as an individual allowance per student; instead, it is a pooled amount to support unique training opportunities for MRC-funded PhD students.

The MRC has highlighted the following as ‘unique training opportunities’:

- High-cost training in recognised areas of [strategic need](#), including support for extra training, such as Master’s, for individuals changing discipline;
- Exceptional training opportunities, such as:
 - overseas fieldwork where this is an essential part of a student’s training
 - time ‘out of programme’ to complete a complementary and beneficial placement,
 - training in new advanced research skills;
- Opportunities to provide training with industry or at the interdisciplinary interface;
- Transitions from PhD to first post-doc positions to increase the competitiveness of outstanding candidates.

As the flexible supplement funding is a limited sum, which MRC LID will need to share most effectively across all themes and students, this will be allocated on a competitive basis.

Some of the pooled funding will be used for MRC cohort activities and training. The MRC LID Board may decide to allocate some flexible supplement funding towards other costs in the future, in line with UKRI guidance.

Where more applications are received than funding available the DTP may choose to make partial funding awards.

How to Apply for Flexible Supplement / Additional Support Funding

To request flexible funding you will need to submit a flexible funding application form to the MRC LID administration team. The form template can be found on the [MRC LID Current Students](#) page (Forms section). You will also need to submit a budget for the flexible funding detailing how you will spend the flexible funding, and provide a budget/explanation of how you have spent/allocated your studentship RTSG and Travel/Conference allowance to date, and for the remainder of the award. We request these two budgets as we would normally expect that your RTSG funds were used/spent prior to applying for flexible funding. However, we are aware that some students will ‘ringfence’ RTSG funds for future lab consumables or necessary project expenditure, Having an explanation of future expenditure will aid the board in making a decision on your flexible funding application.

The total amount awarded from the flexible funding (confirmed and processed via the MRC LID administration team) will be treated as an advance, with the expectation that evidence of expenditure be submitted in the form of original receipts afterwards.

All flexible funding awards are processed via MRC LID. This is unlike all RTSG and Travel/Conference expenses. The latter – i.e. expenditure excluding that awarded from the flexible funding - will be processed through your Faculty/JRES. This is important to note when you have used some funding from both pots for something you are doing.

Once you have returned from your flexible funding trip/course please report all actual expenditure (actual costs incurred) to MRC LID administration team (using the MRC LID Expenses Form), you will also need to provide a copy of the receipts, and also completed a feedback form. Both forms can be found on the [MRC LID Current Students](#) page (Forms section).

The MRC LID administration team will use your receipts and expenditure spreadsheet to do a mini-reconciliation of the award. Please note, any payments made in a currency other than GBP should be recorded in the local currency and converted to Pounds (GBP) on the expenses form. Where receipts are not in English, please provide an English translation.

We check all non-GBP expenses via OANDA currency converter (using historical rate as per date mentioned on respective receipts). If a student can provide proof of an alternative rate for the payment/s (e.g. via their bank statement) this may be accepted instead. Any unused funds (or expenditure not covered by a receipt) will need to be repaid. The MRC LID administration team will contact you with details of how to return funds if needed once the mini-reconciliation is complete.

3.4 Disabled Students' Allowance

Disabled Students' Allowances (DSA) are intended to help with additional expenditure for the costs of study-related requirements that may be incurred as a result of disability, a mental health problem or a specific learning difficulty that means additional support is needed to undertake a studentship.

Students should contact the Student Support & Counselling Services team at their primary institution for support on accessing this allowance. Following all admin and paperwork, the primary institution's staff should contact the DTP admin team (before 1 October each year) with summary details of the allowance provided, so that we can arrange for the funds incurred by the institution to be reimbursed by UKRI via the DTP grant.

For further information about extra support please see [UKRI Doctoral Studentships](#) and links provided there.

3.5 General Funding Information

Part-time studentships will be paid out at exactly 50% of full-time studentship awards.

Should your circumstances or student status change during the period of MRC LID support you should be aware that this may have an impact on your funding. You should contact the MRC LID administration team as soon as possible to discuss changes and calculations.

You should be aware that funds paid once your research training award has been terminated, or that have been paid inappropriately, will be reclaimed.

4. MRC LID Studentship Requirements

4.1 Award Dates

Your MRC LID Studentship award duration is set out in the formal award letter sent out as part of your funding offer, which was accepted by you prior to your start/initial registration.

MRC expects students to complete – i.e. submit their PhD thesis – by the end of their funding award (that is, within four years FTE).

Students should be aware that their MRC LID Studentship funding dates and MRC maximum submission date may be different to the maximum registration and submission dates of their primary institution. It is your responsibility to keep a note of the date differences and to ensure that you do not exceed the regulatory requirements of both your primary institution and the MRC. You should ensure that the submission of your thesis meets the earliest required date (whichever of the two comes first chronologically). If you have any queries about dates please contact the MRC LID Manager and relevant Registry team/s for clarification.

4.2 Reporting Requirements

The MRC uses a number of different systems to gather data about, and outcomes and impacts resulting from the funding they have awarded, and report on how it is being used. Currently for reporting they use:

- Je-S
- Gateway-to-Research.

MRC LID students must provide updated information for these, as and when requested to do so, as the institutions in the DTP are assessed by the quality of data provided and this may affect future funding awarded to us. In addition, failure to report when requested may result in sanctions being applied to our grant.

UKRI outlines details about their [reporting requirements](#) for all grant holders (and staff or students connected to these). The [UKRI Data Protection Policy](#) confirms their policy underpinning their use of the information you share with them.

4.2.1 Je-S (Joint Electronic Submission System)

A Je-S record is your funding record; it contains information in relation to your funding and will be updated over the course of your studentship. This system is used to send information to the research council (MRC and UKRI) and will be updated separately to your institutional registration record.

We are required to submit some awardee personal information (from your studentship application and award) and a layman's abstract of your research within the first month of your initial registration. When your record is set up, the information provided to MRC includes:

- Personal details (i.e. name, contact email, nationality, prior qualifications etc.)
- Project information (project titles; summaries);
- Funding (training grant the funding is drawn from; fees; stipend; any co-funding; dates for start, end and expected submission);
- Where the student is being trained (university, department, supervisor name);

- Project partners (any industrial sponsors etc);
- Post-award information (final degree awarded; first postdoctoral post).

The administration team will be in touch by email (in September/October of your first year – assuming you register in September) with a request for the required project information, and more details of what is required by when. Every subsequent year we will ask you to update/refine your research project abstract, and provide us with additional award information – including details (dates, place, purpose) of fieldwork, institutional visits, placements, and/or research/external collaborations with private, public, or civic society sectors.

Please provide details according to MRC requirements (use layman’s terms; focus on core skills areas etc). following discussion with your supervisors and – where applicable – with any external organisations you are working with for your research. For more information on Je-S, and tips and hints for completing the abstract please use the guidance we provide at the time we contact you.

The MRC LID administration team will use this system throughout your funding duration to keep UKRI up-to-date on details of your award (any periods of IoS or change to your mode of study, award payments, research project and supervisory team changes, end date amendments etc). Awardees are required to keep the MRC LID Manager up-to-date with changes, so that these can be reflected accurately and promptly.

Amendments have been made to the Je-S system help text surrounding data protection issues in the UKRI Training Grant Terms and Conditions so please read the revised Je-S help text for studentship details.

4.2.2 Gateway-to-Research

The Research Councils use this to make public information of individual research projects they are funding. Your [Gateway-to-Research](#) record will include posting your Je-S abstract and information provided via ResearchFish. It is important that you are aware that the information put in each student abstract will be made public. Therefore, any students involved in any controversial research should word their abstracts accurately and with care.

4.3 Satisfactory Academic Progress

Students in receipt of MRC LID funding should maintain satisfactory academic progress to ensure continuation of their funding.

Students must meet the upgrading times and regulations of their primary institution. If there are any delays to upgrading, these should be managed within a student’s primary institution’s research degree student regulations. Please make the MRC LID Manager aware of the reasons for the delay and the revised anticipated upgrading timeline. This must be done at the time any extensions are considered and confirmed/agreed.

4.4 Changes

Any changes to personal circumstances which might result in changes to your student status should be reported to the MRC LID Manager (in addition to any institution requirements) to allow for discussions of how these changes may affect your funding.

We wish to stress the importance of timeliness in submitting documentation – for example, for an Interruption of Studies (IoS) or change of mode of study request - to your relevant institution's administration team.

Also important is reporting early if there are problems or a likelihood of delays with your studies.

4.5 Illness

Students should make sure they follow their primary institution's regulations regarding illness reporting.

MRC LID will follow UKRI advice and requirements for grant holders, as set out via the T&C and guidance links under the [UKRI Terms & Conditions for training funding](#).

And additional pandemic-related policies, including sick leave, for those funded by UKRI studentship grants: [Support for Students](#).

4.6 Parental Leave (including maternity, paternity, and adoption)

MRC LID will follow UKRI advice and requirements for grant holders, as set out via the T&C and guidance links under the [UKRI Terms & Conditions for training funding](#).

4.7 Annual Leave

Students must abide by their primary institution's RD student entitlements, expectations and regulations around annual leave (holiday).

MRC LID expects students and supervisors to plan for and allow reasonable paid holidays of at least 30 days per year (including bank holidays; pro-rated for part-time registration).

Students undertaking work in collaboration with other partners are expected to consider their obligations to those partners in planning leave.

Periods of planned and agreed annual leave do not have any bearing on the UKRI location requirements (as set out under 'Place of Tenure (Location)').

4.8 Interruption of Studies

Research Councils expect students to complete their training in a single continuous period and do not encourage suspension of awards. However, they are aware that suspensions may be required for personal or family reasons.

Interruptions of Studies should not exceed 12 months in total over the duration of a studentship. This excludes periods of parental leave or long-term sickness covered by medical certificate/s, which are covered separately in UKRI Training Grant T&Cs and guidance.

4.9 Other Funding

A full MRC Studentship award cannot be held concurrently with any other award which provides maintenance and fees for postgraduate training.

You are expected to notify the MRC LID Manager at the earliest opportunity of any other funding you are in receipt of.

4.10 Place of Tenure (Location)

In line with UKRI training grant requirements, students in receipt of MRC LID funding are expected to

- (a) be resident in the UK for the majority of their studies, and
- (b) live within a reasonable travel time of their primary institution.

Outside of agreed holidays, the only exceptions to these requirements are to cover periods of absence from the UK that are an essential part of study (e.g. fieldwork, study visits, conference attendance).

4.11 Employment

Awardees of a full-time MRC LID Studentship are expected to consider their research studies as full-time employment. The funding should not be held alongside other full-time employment.

UKRI allows some limited employment, such as teaching and demonstrating work, where

- (a) this is compatible with your studies, and
- (b) approved by the supervisor team, and
- (c) no more than 6 hours per week.

The total time spent on employment must not interfere with your doctoral research - in fact, it should be very limited in time (to ensure it can be sustained and still allow for completion within the requirements).

Students with part-time funding should note that employment should only be undertaken outside of the commitments to study and the DTP (not on the 2.5 days/week that should be set aside for your research degree). It is likely, too, that part-time students in employment will need to provide their primary institution with evidence from their employer that they have been released for the required study time.

4.12 Publications and Acknowledgement of Support

UKRI funded students are expected to abide by UKRI requirements and guidance:

- [UKRI Terms & Conditions for training funding](#)
- [UKRI Open Access policy](#)
- [MRC data sharing policy](#)

for all aspects of their studentship, including thesis, research publications and research data.

MRC LID expects that students will also follow regulations and guidance provided by their primary institution. Where there is any uncertainty or the two sets of regulations differ students should contact MRC LID for clarification.

Please see the relevant TGC of the training grant T&Cs and guidance: [UKRI Terms & Conditions for training funding](#) for details.

The MRC LID grant reference is MR/W006677/1.

We encourage students to engage with the media only following full discussions with their supervisors. Some training may be made available to student through the transferable skills programme (and/or specific MRC cohort training). All media engagement must follow the

requirements and procedures of your primary institution and with approval from your supervisor and any project collaborators.

4.13 Complaints, Reporting Bullying and/or Harassment & Whistleblowing

In the first instance, students' complaints and/or reporting of bullying and/or harassment, or whistleblowing, should be reported and addressed via their primary institution's relevant standard procedure.

Students should also make the MRC LID Board aware of these by contacting the MRC LID Manager or the MRC LID PI.

4.14 DTP Terms & Conditions

Your DTP studentship is governed by the [Terms and Conditions of UKRI Training Grants](#), with delegated responsibility for administration and setting/adherence of policy to the award holding Research Organisation (LSHTM). For further details, please see the UKRI website [Training Grant links for T&Cs and guidance](#).

By accepting a studentship award MRC LID students are also confirming they have read and agreed to [DTP2 Terms & Conditions](#).

5. Student Involvement

5.1 Student Representation

Student Representatives are elected (or volunteered where there is just one) for representation to the DTP and Board. The current student representatives will be in touch with the cohort periodically, to organise activities and training (and to arrange discussions and volunteering/voting for their replacements where applicable). You may find that joining the cohort WhatsApp group helps to keep you in the loop (contact the reps to get more information about this).

All MRC Cohort students can convey any concerns or requests (e.g. ideas for specific training) to MRC LID Board members via their student representatives, and/or via the MRC LID Manager, and/or directly via individual MRC LID Board members. The options are available so that you can contact whichever of these you feel is most suitable.

5.2 MRC Cohort

The MRC cohort is made up of all students funded by MRC studentships and research training fellowships registered at both partner institutions.

MRC LID students are expected to be active members of the student-led MRC cohort, and attend all training, workshops, and events provided. Student representatives may also arrange the occasional social event for all MRC-funded students at both institutions.

6. Other Useful Information

6.1 Website

The [MRC LID website](#) has a [Current Students](#) section. This section will hold the most up-to-date Studentship Handbook and any MRC LID forms you may need to use over the duration of your studentship.

6.2 Administration & Communications

The MRC LID Manager and Scholarships team colleagues will arrange award letters, and payments for fees, stipends, and other costs. We can also provide proof of funding letters (e.g. for rent or mortgage purposes). Please contact us for any other general administrative support regarding your studentship.

You will receive email reminders at key stages of your studentship from mrclid@lshtm.ac.uk. Please support the administration teams by providing them with the information they request or by following the instructions to complete necessary tasks.

6.3 Key Contacts

At London School of Hygiene & Tropical Medicine

- ADMIN
 - [Lara Crawford](#) MRC LID Manager, and the Scholarships team in Registry
- ACADEMIC
 - [Neil Pearce](#), DTP Principal Investigator
 - [Ozan Gundogdu](#), on behalf of the Pro-Director of Teaching and Learning and FRDDs

At City St George's, University of London

- ADMIN
 - [Derilyn Frusher](#)
- ACADEMIC
 - [Carwyn Hooper](#)

6.4 Acronyms Used

CSG = City St George's, University of London (historically St George's and/or SGUL)
DM = Departmental Manager (LSHTM) – administers allowances for first two cohorts of students who are registered in ITD
DTP = Doctoral Training Programme
EPH = Faculty of Epidemiology & Population Health at LSHTM
FRDD = Faculty Research Degree Director at LSHTM
IoS = Interruption of Studies (UKRI calls this a 'suspension')
ITD = Faculty of Infectious & Tropical Diseases at LSHTM
Je-S = Joint Electronic Submission System
JRES = Joint Research & Enterprise Services at City St George's
LSHTM = London School of Hygiene & Tropical Medicine
MRC = Medical Research Council
MRC LID = MRC London Intercollegiate Doctoral Training Programme
PHP = Faculty of Public Health & Policy at LSHTM
UKRI = UK Research and Innovation (previously Research Councils UK (RCUK))
RDA = Research Degree Administrator based in the Faculty RD office (LSHTM)
RDM = Research Degree Manager based in the Faculty RD office (LSHTM)

(F)RDD = (Faculty) Research Degree Director (LSHTM)