

Allowances

UKRI is updating their leave allowances with effect from 1 October 2025. The types of leave that UKRI permits under DTP grants are:

- Annual leave
- Family leave (including maternity; partner or paternity; adoption; neonatal care)
- Medical leave (including for pregnancy-related illness; disability-related illness (including chronic illness); medically advised appointments and treatment)
- Additional leave (including bereavement; carer's leave; extended jury service)

For full details of available leave allowances - paid and unpaid - through your studentship please see the MRC LID Studentship Handbook and the UKRI Terms and Conditions for training funding.

Further information about absences/leave for students funded on an MRC LID Studentship can be found in the current editions of relevant documents and pages.

- City St George's

[Postgraduate Student Regulations and Policies](#) and [Doctoral Researcher Policies](#)
[Doctoral College information](#)

Any other Research Degrees Student Handbook, and applicable policies, regulations and terms and conditions.

- LSHTM

[Regulations, policies and procedures](#)
[Research Degrees Student Handbook](#) (on the intranet - available through your LSHTM student login).

- UKRI requirements

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

(These training grant documents provide a funder perspective of your award and training. Any additional guidance and funding provided by UKRI will also impact DTP administration and decision-making.)

Reporting requirements

UKRI requires all DTPs (and their institutions) to keep a record of students' absences and leave from the start of the 2025-26 academic year. Officially, for UKRI, this is 1 October 2025. We're going to ask that you fill in details from Monday 22 September 2025 which was the start of the academic year at LSHTM.

Why are institutions being asked to record students' leave/absences?

All students must still follow their institution's approval requirements – e.g. informal conversations with your supervisors and/or institutional forms - for IoS or illness or maternity leave etc. This task is not a replacement for the standard institutional regulations and procedures for requesting leave. Instead, it is an additional and supplementary task. (If possible, try to see this as two separate, parallel streams: one is for your institutional student record and the other is for your studentship funding options and record. Both are essential elements of your RD/PhD.)

Requesting that you record all your leave is not intended to police your actions through the studentship. Instead, it is a new mechanism we'll be using to support you because it will allow us (DTP and LSHTM) to see

- How each person is using the annual/holiday leave available (which we've never been able to do before). And
- Where/how cumulative absences may be affecting your research studies and plans, so that we can consider what we could offer you to mitigate the impact and where we can flag additional support for you (including funded extensions where these may be applicable).

Further details about UKRI's intentions have been shared in their [Policy Statement review document](#) which was produced for the DTP to understand UKRI's updates and changes.

It is likely that UKRI will require some kind of reporting from grant holders in future years. Details about what may be required have not been shared yet. We expect that any reporting data will be anonymised and aggregated (to keep within GDPR requirements).

Who is being asked to complete this task?

- All students funded by UKRI (mainly through DTPs and CDTs) who are registered at LSHTM, including all MRC LID students.
- All students who have a learning Support Agreement in place.

Who will have access to your record?

A very limited number of staff in LSHTM Registry will be able to check the leave/absence reports. Currently, these are: staff in the Scholarships Team, including MRC LID Manager; the LSHTM SITS Technical Analyst (from IT systems); and the Head of Student Records.

These records are not being integrated into any other systems (like the student records management system). They will merely be online reports that the relevant admin staff can view for their students.

Any questions or concerns?

If you have any questions or concerns about this new process, please email the MRC LID mailbox: mrclid@lshtm.ac.uk

How to report?

Log into eVision using your LSHTM RD Student login details.



Home

Registration



Logged In: [redacted] (Logout)

Welcome

My Contact Information

Update my Contact Details

Update Student Term-time Accommodation Type

Student Absence

Enter Self-certified Student Absence

New

Enter Annual Leave

New

View Student Absences

New

You should see a new section marked 'Student Absence', with 3 options:

1. Enter self-certified Student Absence
2. Enter Annual Leave
3. View Student Absences (A summary of all previous absence and leave reports.)

Please use the option which applies for each absence.

Your annual (holiday) leave should be kept separate from other types of absence or leave.

1. Self-certified Student Absence



[Home](#) [Registration](#)



Logged In: [REDACTED] [Logout](#)

Create Student Absence Record

This form allows you to enter a self-certified period of absence from your course of study. If you require an Interruption of Study, please use the formal Interruption of Studies procedure.

Please select a start date, end date and reason for the absence, enter any notes you wish to add and click Save Absence.

First day of absence*

Last day of absence*

Reason for Absence*

Notes

Exit

Save Absence

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Hopefully, this is self-explanatory. Please enter the dates of leave and select a reason from the drop-down menu:

- Sick leave
- Antenatal appointments
- Pregnancy-related illness
- Fertility treatment
- Gender reassignment

- Disability-related illness
- Disability-related appointments
- Additional disability leave associated with delayed adjustments – e.g. where your institution's Student Support team has not been able to get your LSA and/or adjustments sorted, and this has impacted on your research studies and timeline.
- Carer's leave
- Health and safety leave
- Public duties - e.g. Jury Service
- Regulation leave
- Other leave (not listed above or annual/holiday leave)


There is a non-mandatory Notes section. This does not need to be filled in. However, if you would like to have some details included for later reference e.g. medical appointment where you were only absent for a couple of hours or a half-day, please feel free to use it.

Save and Exit.


A few additional bits to add:

- As these absences are self-certified, and separate from the formal institutional IoS procedures, you should be aware that the records and information logged here will not be shared with your supervisor(s).
- For City St George's based students: At the top of this page, there is a note about Interruptions of Study (IoS) which references the LSHTM IoS procedure. This is because this reporting system has been created to support a number of student groups across LSHTM. If you are primarily based at City St George's, please just ignore the note and URL and instead follow the standard City St George's Doctoral College procedures for requesting periods of leave. (Derilyn should be able to help with any queries you have about this.)
- There is no option (yet) to record 'overtime'. This is difficult – as there is a clear separation between your studentship (which should not require you to undertake any work) and any separate work/employment contracts you hold with either DTP institution. Any employment is completely separate to your research degree studies and/or studentship funding. However, we are aware that sometimes a student may be asked/required to provide some support/cover in a lab during bank holidays or School closures (as part of the general contribution to the lab group). If, or where, this occurs very occasionally you may not wish to note/report it here. However, if this is a more regular occurrence you should be making a note of it as it shouldn't be. To do this, please use the 'Other leave' option in the dropdown menu and use the Notes. Please start the note with 'TOIL/Overtime'. This will help us to identify these quickly, and mark them separately to your absences/leave (because they are the opposite!). And then add to the note a short bit about who asked you to cover this and the date/time of their email request). This may help with later references.

2. Annual Leave



[Home](#) [Registration](#)

Logged In:  [Logout](#)

Create Annual Leave Record

This form allows you to record a period of annual leave from your course of study. Please select a start and end date for the annual leave and click Save.

First day of annual leave*

Last day of annual leave*

Exit

Save

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Annual/holiday leave should not be requested through IoS.

Annual/holiday leave must be approved by your supervisor(s) in advance (and before you report it here), unless it's a bank holiday or institutional closure date (which should be taken as part of this).

If you have annual leave arrangements during a placement, institutional visit, or other equivalent, please make sure that this is requested from and communicated to your host as soon as possible.

Enter dates, Save and Exit.