

# Policy and Procedures for Progress Monitoring for Research Degree Students

The expectations LSHTM has from supervisors are detailed in the [Research Degree Student Handbook](#) and the [Supervisors' Handbook](#), in the Route Maps for MPhil, PhD and DrPH. These are communicated through reminders to all supervisors at the start of academic sessions and by DRDCs to supervisors in their departments.

In summary, student progress and supervision is monitored at LSHTM in three main ways (details are in the Research Degree Student Handbook):

## 1. Academic Engagement

- a) In line with [Academic Engagement Policy](#) supervisors are contacted by Registry at seven points throughout the year to check that a meeting has taken place, what form the meeting took (e.g. in person, email) and that satisfactory progress has been made.
- b) Registry notify all missed checkpoints to RDAs and FRDDs.
- c) FRDDs to follow up cases where two or more consecutive checkpoints have been missed, and report any unresolved issues to the supervisor's line manager.

## 2. Progression milestones: upgrading or review

One formal summative review of student progress takes place to ensure that students have the ability, resources and a suitable project to complete their degree on time.

- a) For MPhil/PhD, this is the Upgrading review, at month 8-11 (full time) or no later than 18 months (part time). (See Research Degree Student Handbook, chapter 10)
- b) For DrPH, this is DrPH Review, in years 2-3, following successful completion of taught components and OPA. (See Research Degree Student Handbook, chapter 11)

All involve a written report, a formal public seminar and a closed meeting of the Upgrading or Review Committee. This committee decides whether the student progresses, is given conditional approval to progress, can resubmit or is advised to consider withdrawal or transfer.

MPhil students have a Review at month 8-11, but this is formative only (see Chapter 12 of the Research Degree Student Handbook).

## 3. Progress Monitoring

Formal Progress Monitoring meetings are held throughout the period of study with an aim of supporting the student and supervisor to make satisfactory progress. Formal meetings are held between the student and DRDC at regular intervals, as specified in the Student Handbook. These formal meetings, with written reports completed by student and DRDC are to help ensure timely progress and that any issues of training, supervision and other support are identified.

Full details of who is involved, and what issues are covered, are in the Research Degree Student Handbook (Chapter 9).