

# AHRC Doctoral Training Partnership Supervisor Handbook

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# Welcome to the London Arts and Humanities Partnership (LAHP)

Many congratulations on supervising an AHRC LAHP studentship. Whether you are a new or a continuing supervisor, I hope that you find this handbook helpful in providing further information about LAHP and how our training, events, placements and further funding can support your LAHPfunded student throughout their doctoral programme.

As a LAHP supervisor, you – and your student(s) - belong to a wide network of Arts and Humanities research and collaboration that includes, but extends far beyond, your home institution. The LAHP team looks forward to working with you to support your student's research, training, and other activities during their doctoral programme. We expect both you and your student(s) to be fully engaged with all that LAHP offers.

LAHP has an exciting programme of training and cohort development for the year ahead, as well as opportunities to apply for placements and further funding for staff, students and non-HEI partners. All LAHP students have also received two handbooks: one with key information about LAHP, and the other with further details about the training programme. Please consult the LAHP website regularly for further news and information (www.lahp.ac.uk).

On behalf of the LAHP team, I wish you the very best for your supervision of a LAHP-funded student. We look forward to meeting you at our training and other events.

Prof. Alison Blunt

Director of LAHP

















#### What is LAHP?

LAHP studentships are funded by the Arts and Humanities Research Council (AHRC). The AHRC is one of the seven government-funded Research Councils (RCUK) which channel research funding through the universities across disciplines from medicine to mathematics.

Since 2014, the AHRC has directed the majority of its postgraduate funding into Doctoral Training Partnerships (DTPs). DTPs are block grant awards made to either individual Research Organisations (ROs - mainly universities), or consortia of ROs, to support postgraduate studentships across the breadth of the AHRC's subject remit. DTPs provide innovative training environments for doctoral level research, with the opportunity for PhD students to undertake broader training or development opportunities, such as language learning, overseas research visits, or placements with non-academic partners.

LAHP has been funded as a DTP in two rounds of the AHRC block grant competition.

Launched in 2014/15, LAHP (DTP1) funded five cohorts of PhD students in a partnership across King's College London (KCL), the School of Advanced Study (SAS) and University College London (UCL). LAHP 1 also included two associate members, Queen Mary University of London (QMUL) and the London School of Economics (LSE).

LAHP (DTP2) has received funding for a further five cohorts of PhD students from 2019/20. The partnership has significantly expanded to include UCL (lead institution), KCL, LSE, QMUL, Royal Central School of Speech and Drama (RCSSD), Royal College of Music (RCM), Royal School of Art (RSA), and SAS. LAHP 2 also has six key non-HEI partners: Google, the Metropolitan Police, the Museum of London, The National Archives, the V&A and the Wellcome Trust. committed to supporting outstanding doctoral research and to providing an enriched research environment in which your student's research will thrive.

LAHP awards up to 90 studentships per year for postgraduate research students studying in the arts and humanities at these universities. Approximately 10% of LAHP studentships each year are for Collaborative Doctoral Awards, which support research in collaboration with an external partner. Students awarded through the 'open' competition are funded for three years, with the opportunity to apply for a funded extension of up to 6 months (with the same four-year submission deadline). CDAs are funded for 3.5 years, recognizing the additional work involved in a collaborative studentship. CDA students are also able to apply for a funded extension of up to 6 months (with the same fouryear submission deadline).

#### LAHP's vision

The AHRC's vision for its postgraduate support is to provide the strongest possible foundation for capacity, quality and creativity in the Arts and Humanities. LAHP will realise this vision by supporting students to become experts in their chosen fields and to develop a wide range of skills as researchers and leaders in a digital and global world, and it will use the resources and opportunities of the capital city to create civically-minded, globally-aware, socially-engaged, impactful and ethically-informed scholars. LAHP's vision recognizes the changing culture of PhD education, and ultimately aims to transform employers' perceptions of what a PhD can deliver.

















# Subject areas eligible for AHRC funding

LAHP awards studentships and runs a training and cohort development programme that is based around the following areas:

- Cluster A: Histories, Thought & Heritage
  - Group A1: Histories, Cultures & Heritage Including studies in history, art history, ethnography & anthropology, archaeology, classics, cultural & museum studies.
  - Group A2: Thoughts, Values & Information Including subjects relating to philosophy, theology, divinity & religion, law & legal studies, information & communications technology, development studies & political science, digital humanities.
- Cluster B: Creative & Performing Arts
   This cluster covers studies relating to design, visual arts, media, music, film studies, drama & theatre studies.
- Cluster C: Languages & Literature
  - o Group C1: Linguistics, English Language & Literature
  - Group C2: Modern Languages
     Including subjects relating to German, Dutch & Scandinavian Studies; Russian,
     Slavonic & Eastern European Studies; Italian Studies; French Studies; Hispanic,
     Portuguese & Latin American Studies.

#### What financial support do LAHP students receive?

#### Tuition fees for a maximum of three years at the Home/EU rate

Tuition fees will be paid in full at the Home/EU rate. Tuition fees for all LAHP DTP students are paid directly to the LAHP Partner Institution.

#### Annual maintenance grant or allowance (stipend)

An annual maintenance grant (stipend) is payable at the current RCUK rate (see <a href="https://www.ukri.org/skills/funding-for-research-training/">https://www.ukri.org/skills/funding-for-research-training/</a>). This will be paid in accordance with your institution's payment schedule. For part-time programmes, the amount with be set pro-rata.

LAHP has a limited number of full awards (fees and stipend) for EU students designated `fees-only' by the AHRC.

If you have a query about the payment of your student's stipend, please contact your institution's studentships office.

# Student development and training

All postgraduate research students enrolled at KCL, LSE, QMUL, RCA, RCM, RCSSD, SAS and UCL – irrespective of how they are funded – should participate in skills development activities equivalent to 10 days (two weeks) per year of study. You will find more information about this in your home institution Code of Practice for Postgraduate Research Students (or equivalent document). In addition, LAHP-funded students are expected to undertake a further 10 days skills and research development training over the course of their studentship. You should discuss with your student what forms of training they will most benefit from at each stage of their PhD work. Training is not a distraction from a student's research activities. It is provided to enhance them, to

















enable the student to achieve their full potential, and to equip them for future careers in academia and beyond.

LAHP provides a programme of cohort-development events and training courses which are designed to help students develop as researchers and as future leaders in whatever career they choose. The programme includes classes in modern languages and skills training in all forms of communication – oral, print and media. These are intended to run alongside training provided by your own institution, and the rich programme of discipline-specific and interdisciplinary seminars organised by departments and the School of Advanced Study in Senate House. More details are available in the LAHP Training Handbook and on our website (http://www.lahp.ac.uk/researchtraining/), with instructions on how to book places.

The **AHRC** Doctoral Research Training Framework for Doctoral Students (https://ahrc.ukri.org/documents/projects-programmes-and-initiatives/ahrc-research-trainingframework-for-doctoral-students/) provides links to various resources for doctoral students, and has built upon the RCUK 'Statement of Expectations for Doctoral Training'. It identifies a number of key areas in which it expects universities to provide training for arts & humanities doctoral students, and it encourages students to seek opportunities for developing these skills.

# What funds are available from LAHP to support research training?

In addition to the LAHP training and cohort development programme, further funding is available to support students' research training. Further details about all of the funds below (including deadlines, application forms and further guidelines) can be found on the LAHP website at: http://www.lahp.ac.uk/current-students/additional-funds-to-support-research-training/

#### **LAHP Research Support Fund**

The principal aim of the LAHP Research Support Fund is to assist LAHP AHRC-funded students to access research training and development by:

- Funding specialist training needs in the exceptional cases where these cannot be met from within the LAHP partnership.
- Supporting necessary research activities such as overseas and UK study, attending conferences, visits to archives, libraries, museums, or other fieldwork, as well as travel, subsistence and course expenses for short training courses provided by non-HEI partners and external providers (where they are necessary for the successful completion of the doctoral project);
- Supporting public engagement and impact-enhancement activities which enable students to participate in existing initiatives within the LAHP and with our non-HEI partners, and also to develop and implement their own innovative approaches and schemes, which if successful, will be added to our portfolio of future activities made available to the cohort as a whole.

Only four applications to this Fund to a maximum of £600 in total will normally be considered during your programme of study.

#### **LAHP Language Fund**

The principal aim of the LAHP Language Fund is:

To provide research students with additional opportunities to undertake language training, both essential research-related language acquisition and skills enhancing the employability

















of students. This includes both modern languages and ancient languages that are not part of the LAHP language training programme.

LAHP assumes that normally individual language funding applications will not exceed £350 and that students may apply a maximum of five times over their studentship.

#### **LAHP Research Extensions and Placement Fund**

The principal aim of the LAHP Research Extension and Placements Fund is to extend funding by up to six months for those AHRC students who:

- Need to undertake substantive specialist skills training;
- Undertake long-term fieldwork or spend long periods away with an international or external
  partner as an integral part of their doctoral project or as opportunity to generate further impact
  from their research.

A LAHP research extension is a period of up to six months in which a student may take time out of his or her normal programme of research (year 2 or year 3) in order to engage in activity, collaborative in a wide sense, with a national or international body which:

- will enhance the impact of the research, or the international standing of the HEI and LAHP;
- will have the effect of bridging a divide between academic research and the non-academic community (cultural bodies, industry, politics, policy, NGOs and so on);
- establish a professional relationship beneficial to a student's research and career prospects.

Any fieldwork involved must be carried out within the framework of such a relationship. The research extension cannot be used for fieldwork which is a regular and expected part of a doctoral research project.

The Research Extension and Placement Fund cannot be used to extend the writing up period. The submission deadline remains the same for all students.

#### **LAHP Study Visit and Conference Participation Fund**

The principal aim of the LAHP Study Visit and Conference Fund is:

- To help meet expenses for UK or overseas study visits to conduct primary research;
- To support LAHP funded students presenting their research at overseas conferences.

Up to three allocations from this fund can be considered during a student's programme of study. LAHP would normally fund a maximum total of £2,500 for any one LAHP student. The minimum amount of a single award will normally be £600.

#### **LAHP Impact, Engagement & Entrepreneurship Fund**

The Impact, Engagement & Entrepreneurship Fund is a new funding scheme which will be available from the 2019/20 year. This fund offers current second and third year LAHP funded students the opportunity:

- to develop and evaluate the impact of their research:
- to develop their engagement with community and other public audiences and partners;
- to fund small 'start-up' grants to develop a research-related idea into a saleable product and/or to develop a digital project from their research.

















Non-HEI partners can also apply for funding under this scheme to assist with cohort building or other development activities for LAHP students.

Students can apply for a maximum of £600 from this fund in Year 2 or 3 of their programme.

Further funding is available for staff and student-led activities. Information about this funding is available on the LAHP website at: <a href="https://www.lahp.ac.uk/student-led-activities-fund/">https://www.lahp.ac.uk/student-led-activities-fund/</a> (Student-led Activities).

#### **LAHP Student-led Activities Fund**

The principal aim of the LAHP Student-led Activities Fund is to fund activities to enhance the research culture across the consortium by:

- Funding activities that benefit LAHP students but are open to all students in partner HEIs;
- Enhancing existing provision or developing new activities to benefit students across the consortium;
- Funding activities to enhance, and make the most of, the research environment in London.
- This fund can be used to support student-led conferences.

Students can apply for a maximum of £3,000 from this fund.

#### **LAHP Staff-led Activities Fund**

The principal aim of the LAHP Staff-led Activities Fund is to fund activities to enhance the research culture across the consortium by:

- Funding activities that benefit LAHP students but are open to all students in partner HEIs;
- Enhancing existing provision or developing new activities to benefit students across the consortium;
- Funding activities to enhance, and make the most of, the research environment in London.

Staff from all LAHP HEIs can apply for a maximum award of £3,000. Funding is not available to support conferences.

# **Equality, diversity and inclusion**

LAHP has a strong commitment to equality, diversity and inclusion. We are committed to the provision of equality of opportunity for all our students and staff. We are committed to a community in which all people can learn, work and interact freely without fear of discrimination, prejudice or harassment. All students, staff, supervisors, and stakeholders will be treated equitably and will not be accorded less favourable treatment on the grounds of: gender, marital / civil partnership status, sexual orientation, gender re-assignment, race, colour, nationality, ethnicity or national origins, religion or similar philosophical belief, spent criminal conviction, age or disability (see <a href="https://www.ukri.org/about-us/equality-diversity-and-inclusion/">https://www.ukri.org/about-us/equality-diversity-and-inclusion/</a> and your home institution's policies on equality, diversity and inclusion for further information).

# What does it mean to supervise a LAHP student?

#### **Supervision**



















LAHP students should all have two supervisors, either following a 'joint' or a 'first + second' model. LAHP encourages cross-disciplinary and cross-HEI supervision. All supervisors are required to have completed supervisor training in their own institution. Regular supervision, and good working relationships between students and supervisors, are the most important elements for successful doctoral research. LAHP enhances these relationships by enabling students and supervisors to meet and explore work with those working in Arts & Humanities in LAHP's HEI partners and cultural and creative partners in London. Students and supervisors will have opportunities to explore these connections independently as well as through LAHP's research training and cohort development programme. Supervisors are expected to support and encourage their students to fully engage with LAHP's training, cohort development and placement programmes, events, and further funding opportunities. Supervisors are also expected to communicate the benefits of LAHP to their students from the beginning and throughout their doctoral research.

#### Research skills and professional development requirements

In addition to complying with all regulations for postgraduate research training at the institution in which they are enrolled, all LAHP students are required to fulfil the AHRC training requirements set out in its Research Training Framework and to abide by the terms and conditions of their award detailed in the following documents:

- Research Council Terms and Conditions of Training Grants
- RCUK Training Grant Guide
- AHRC's Training Grant Funding Guide 2018-19

#### **Skills Audit**

All LAHP-funded students are expected to complete an annual skills audit with their supervisors in the autumn term to identify core training requirements, to reflect on the training undertaken in the previous year and to agree on next training steps. This should normally form part of the progress review that your institution already organises. Discussing training needs with your student will help you to identify the most relevant ways to enhance their research each year. See section on Student development and training.

#### Research ethics

All HEIs have clear ethics and research integrity policy statements on their websites. All partner HEIs operate ethics procedures in which doctoral research is subjected to a level of scrutiny that is in proportion to the risk of harm or adverse effect to participants, researchers, the institution in which you are based and to society as a whole. All partner HEIs have Research Ethics Committees (or equivalents), which oversee ethics policies, procedures, training and systems to ensure that institutions are adhering to best practice.

Students and supervisors are required to familiarise themselves with policies relating to research integrity and other associated research policies and procedures, including any requirements for formal ethical review of the research project, and to ensure that all LAHP-funded research conforms to it.

#### Submitting on time

By accepting the LAHP studentship, students are also accepting a commitment to make every effort to complete their research project, and to submit their thesis by the end of the period of funding. Submitting before the end of the period of funding will lead to early termination of the award. The maximum period for submission (assuming the award is not suspended at any point) should be four years from the start of the award for a full-time student and, for part-time students, seven years. It is the responsibility of the supervisor to ensure that students are on track to submit

















on time. If at any point you feel that your student may not meet this target, you must raise your concerns with them and investigate whether there are exceptional circumstances that require an application for an interruption of study (see below).

#### **Teaching**

Doctoral students benefit from training and teaching opportunities where possible. It is advisable that students do not take on more than three hours per week in their first year. The AHRC recommends no more than six hours in any week throughout a doctoral programme.

#### Changing between full-time and part-time study

It may be possible for a student to change their mode of study from part-time to full-time or viceversa. The student should in the first instance check with the LAHP office that this is possible and then seek approval from their supervisor and home department. Please note that only one change to full / part-time study will be possible during a studentship.

#### Interruption of study

For various reasons of a personal nature it may be necessary for a student's programme to be interrupted for a period. The student should in the first instance submit a request to LAHP for approval for an interruption of study to ensure the interruption is in accordance with the terms and conditions of the AHRC award. The student must then follow the procedures in their home institution for interrupting their studies. During the period of an award, the AHRC will allow the suspensions of the award for a period normally of up to 12 months for reasons such as maternity, adoption or shared parental leave, illness or other exceptional circumstances. The minimum period for which an interruption can be requested is one month.

#### Interruption for sickness

Research Council funded students are entitled to 13 weeks' sick pay within any 12-month period. Stipend payments can continue for absences covered by a medical certificate for up to this length of time. Such absences will not automatically extend the submission deadline. The expectation is that students will be able to make up short periods of illness within the tenure of their studentship. If the illness lasts for more than 13 weeks, students should request an interruption and their institution will make arrangements to suspend the stipend. Alternatively, students can request an interruption of studies from the start of their illness. This would immediately pause stipend payments and the submission deadline would be moved by the equivalent amount of time for the interruption of study.

#### Maternity/Paternity leave

Research Council funded students are entitled to 52 weeks of maternity or shared parental leave. The first 26 weeks should be paid at full stipend rate. The following 13 weeks should be paid at a level commensurate with statutory maternity pay. The final 13 weeks are not paid. Partners are entitled to up to 10 days paid Ordinary Paternity Leave on full stipend. Partners may be entitled to up to 50 weeks of Shared Parental Leave; this may include paid and unpaid leave, depending on the individual circumstances, and paid leave should be at full stipend. Periods of paternity leave of up to two weeks granted during the period of the studentship or the writing up period will not be taken into consideration when submission dates are calculated. Requests to extend submission dates on the basis of a period of paternity leave during the period of a studentship may be made, but should only be considered during the writing up period. Such requests should be submitted by the student to their institution in advance of the expected submission date.

#### Disabled students' Allowances (DSA)

Research Councils UK (RCUK) 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, mental health problem or specific learning difficulty that means additional support is needed to undertake an AHRC funded studentship. The allowances can cover the cost of non-medical personal assistance, items of specialist equipment, extra travel costs and general expenses. The student should contact the Disability Adviser or named contact on disability matters in their home institution for advice.

#### Joint Electronic Submission (Je-S) Student Data Portal

As an AHRC award-holder, LAHP students are required to submit information to the AHRC regarding their status and research throughout the duration of the award. This is done through the Joint Electronic Submission Student Data Portal (Je-S SDP). The LAHP Office has responsibility for updating all information relating to studentships including changes to programmes of study. It is a student's responsibility to update their personal details (such as change of address) via the Je-S system. If students require any assistance with this, they should contact the Je-S helpdesk, either by email at JeSHelp@rcuk.ac.uk or by telephone +44 (0) 1793444164.

#### **Student Consultative Group**

All LAHP students belong to the Student Consultative group (SCG), which is organized by and for students. The SCG organises events that promote social interaction and may include presentations/posters by LAHP students and by invited interdisciplinary speakers. The purpose of this group is to provide both peer support and training in career development and general arts and humanities issues. All supervisors are encouraged to support their students to participate in the academic and social events arranged by this group.

#### **Student Representatives**

LAHP is fully committed to working closely with students and ensuring their representation on its main committees. Each year the Student Consultative Group is asked to select members to act as Student Representatives on the Student Feedback Forum, Training and Development Committee, Collaborations and Partnerships Committee, Core Management Group and LAHP Governing Council. LAHP welcomes feedback and input from students via these committees or directly to the core team. Supervisors are expected to support their students if they are selected as Student Representatives.

#### **AHRC Student News JISCmail List**

The AHRC have established a JISCmail list as a forum for sharing information with all holders of AHRC studentship awards. For more information visit the AHRC Student News JISCMail list webpage.

# **Open Access**

Open access is the free and unrestricted access to peer-reviewed scholarly content, predominantly journal articles, but increasingly other content, including monographs, book chapters and theses.

All LAHP-funded students are required to follow RCUK's open access policy when publishing from their research, both during and after the funded period of their PhD. The RCUK policy states that all peer-reviewed journal articles and conference papers resulting directly from research wholly or partially funded by RCUK (including AHRC) must be made open access. This policy applies to all RCUK-funded PhD students and researchers.

See <a href="https://ahrc.ukri.org/about/policies/openaccess/">https://ahrc.ukri.org/about/policies/openaccess/</a> for further information, and contact the Research Manager (or equivalent) in your department to find out about support for Open Access in

















your HEI.

# Use and publication of information provided to RCUK on RCUK-funded Studentships

#### 1. PhD project information displayed on the Gateway to Research?

The Gateway to Research (GtR) is a web-based portal <a href="http://gtr.rcuk.ac.uk/">http://gtr.rcuk.ac.uk/</a> where information about publicly funded research is published. The aim is to assist businesses and other interested parties to identify potential partners in research organisations to develop and commercialise knowledge, and thereby increase the impact of publicly funded research. It provides better access for the research community, business and the public to information on research funded by the seven Research Councils and the Innovate UK.

The PhD project information which the Research Councils will publish on the GtR website is given below. Note that the project summary (abstract) is a key piece of content for display in GtR and it must be suitable for publication and not contain sensitive or confidential information.

Item of data	Notes	
Student Name	for students starting from 2015 onwards	
Training Grants	The grant(s) from which the student is funded. A student may be funded by more than one grant. These are already published on GtR.	
Organisation	The organisation that holds the training grant.	
Project Title	This should be as informative as possible, even if final title not yet confirmed	
Summary	Sensitive or confidential information should NOT be included in this summary	
Supervisor	The academic supervisor(s)	
Organisation	This will be the Organisation where the student is registered	
Department	The Department of the Organisation at which the student is registered.	
Project Partner Organisation	This will be displayed to highlight collaborative working	
Registration Date	The date on which the student started their studies	
Expected Submission Date	The date by which the thesis is due to be submitted.	

#### 2. Other use of information provided to RCUK

Use of submitted data may include:

Registration and processing of proposals;



















- Operation of grants processing and management information systems;
- Preparation of material for use by reviewers and peer review panels;
- Administration, investigation and review of grant proposals;
- Sharing proposal information on a strictly confidential basis with other funding organisations
- To seek contributions to the funding of proposals Statistical analysis in relation to the evaluation of postgraduate training trends Policy and strategy studies.
- Meeting the Research Councils' obligations for public accountability and the dissemination of information.
- Making it available on the Research Council's web site and other publicly available databases, and in reports, documents and mailing lists.

The following information about training grants and funded students will routinely be made publicly available:

- Student name
- Aggregated information regarding student numbers, stipend levels, qualifications, age at start, migration levels (from first degree university to another) etc.
- Name(s) of project partner organisations and supervisors
- Project titles and topics
- Project summaries
- Numbers of students in particular regions, universities or departments in context of the Training Grant funding announced.
- Registration and expected submission dates and rates

Information may be retained, after completion of the Masters or PhD, for policy studies involving analyses of trends in postgraduate training and reporting on these to government bodies such as DBIS. Students should always have been informed that the university is releasing personal details to AHRC, BBSRC, EPSRC, ESRC, MRC, NERC or STFC for the above purposes.

#### 3. Je-S Student Details Functionality

The Research Organisation (your University) provides basic information on students and student research projects funded by the Research Councils, through the web-based data collection tool "Je-S Student Details". Research Organisations use this to return details of the students and student research projects funded from the Training Grant.

The Information that is required is available in the Je-S system help text: Go to the following web address, click Show, select Studentship Details and then select Data Protection <a href="https://je-s.rcuk.ac.uk/handbook/pages/StudentResearcherDetails/StudentResearcherDetails.htm">https://je-s.rcuk.ac.uk/handbook/pages/StudentResearcherDetails.htm</a>

# Student complaints/difficulties

LAHP students should follow the Student Complaints Procedure in their home institution for non-LAHP related complaints and difficulties.

LAHP is committed to providing an accessible, high quality, efficient, and accurate service in all its interactions with its/our community. Despite our commitment we recognise that sometimes things go wrong. If a student considers that we have fallen short of the level of service that you would expect, please alert us to the problem by raising a complaint.

#### A complaint will cover:

A failure on our part to follow our published processes.

















 An unreasonable delay or inefficiency in responding to an enquiry or operating our procedures.

Inappropriate or discourte

**LAHP Organizational Chart** 

ng on our behalf.

As a matter of process, if a complaint about failure on our part to follow published processes is upheld, we will investigate whether the issue of complaint has adversely influenced a funding decision. The following matters may not form the basis for a complaint:

- Matters which are the subject of litigation or legal proceedings.
- Matters which draw into question the academic judgement on which a funding decision was based.

#### Making a complaint

In the first instance we ask that the student tries to resolve the complaint with the person dealing with the issue in question. If the student cannot resolve the matter they should submit a formal complaint to the LAHP Manager (contact details below), providing a clear description of the content of the complaint.

We will aim to respond to complaints within 15 working days. If your complaint is a complex one then we will send an interim reply within 15 working days specifying when the full response will be completed.

Students should expect that their complaint enquiry is:

- Handled respectfully and sensitively;
- Treated in confidence and within current information legislation;
- Responded to in full and within the timescale specified.

We will hope to bring about a fair and satisfactory resolution and we may draw upon the experience and feedback to improve our level of service in the future.

#### **Appealing an Outcome**

If a student is dissatisfied with the outcome of a complaint and are not happy with the way it was dealt with, they may submit an appeal to the LAHP Governing Council, which usually meets once per academic year. The LAHP Governing Council will review the case and aim to provide a full response within 15 working days. The response from the LAHP Governing Council will be final.

# What is the organizational structure of LAHP?

The organizational structure of the LAHP is shown below. Representatives from each partner HEI sit on the Core Management Group and the Governing Council. The Governing Council also includes representatives from each key non-HEI organization. Chairs and members of the research clusters are appointed to ensure as diverse and inclusive representation as possible across people, subject expertise and institution.







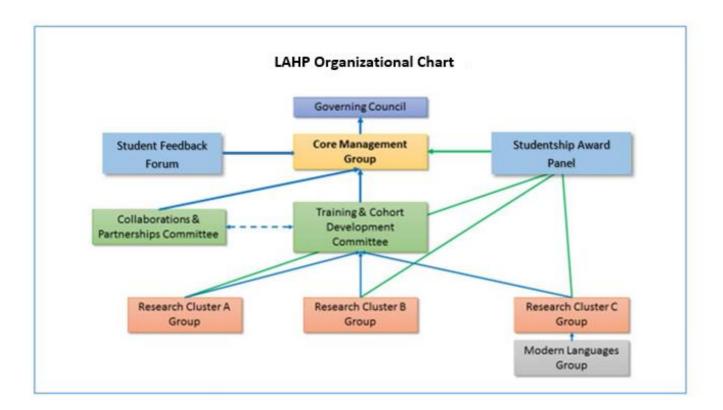




























# **LAHP Core Team**

Director Prof. Alison Blunt, QMUL Responsible for the strategic leadership, development, and delivery of LAHP.	Email: a.m.Blunt@qmul.ac.uk
Deputy Director (Training and Cohort Development) Prof. Hugh Bowden, KCL Responsible for providing academic leadership to LAHP's training framework and cohort building activities, and managing its internal funding competitions.	Email: hugh.bowden@kcl.ac.uk
Deputy Director (Collaborations and Partnerships) To be appointed in 2019/20 Responsible for managing relationships with HEI and non-HEI partners and the CDA and Placement programmes.	
<b>LAHP Manager</b> Yvonne Tajok, UCL Responsible for managing LAHP.	Email: yvonne.tajok@ucl.ac.uk Tel: 020 7862 8690
LAHP Senior Support Officer To be appointed in 2019/20 TBC, UCL	
LAHP Support Officer Valeria Farruggia, UCL	Email: v.farruggia@ucl.ac.uk Tel: 020 7862 8734
Doctoral Training Administrator Angela Kamara, QMUL	Email: <u>a.kamara@qmul.ac.uk</u>















