AHRC Doctoral Training Partnership Student Handbook

London Arts and Humanities Partnership

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Welcome to the London Arts and Humanities Partnership (LAHP)

Many congratulations on being awarded an AHRC LAHP studentship. Whether you are a new or a continuing student, 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 doctoral research across the arts and humanities.

As a LAHP student, you 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 research, training, and other activities during the course of your studentship.

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 to support your research. We expect you to take a full and active part in LAHP activities and events and to consult the LAHP website regularly for news and details about your programme of study (www.lahp.ac.uk).

On behalf of the LAHP team, I wish you the very best for your PhD research, and 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) received funding for a further five cohorts of PhD students from 2019/20. The partnership has 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. LAHP is committed to supporting outstanding doctoral research and to providing an enriched research environment in which your 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 four-year submission deadline).

LAHP's vision

LAHP provides the strongest possible foundation for capacity, quality and creativity for doctoral research in the Arts and Humanities. Working with its HEI and non-HEI partners, LAHP supports doctoral students to become experts in their chosen fields and to develop the skills, knowledge and experience required not only for their research but also for their future careers in academia and beyond. Through its training and cohort development programme, collaborations and partnerships, and the resources and opportunities provided by its London location, LAHP's vision is for its doctoral students to achieve their full potential as civically-minded, globally-aware, socially-engaged, ethical and impactful scholars. LAHP aims to be a positive force for change by strengthening and diversifying research, impact and engagement across the Arts & Humanities within higher education and the wider sector.

LAHP is:

Collaborative: committed to working effectively with students, supervisors, HEI and non-HEI partners, other DTPs and the AHRC;

Engaged: across the partnership and beyond, with a wide range of organizations, with London and our alumni;

Ambitious: for the highest quality doctoral research across the Arts & Humanities and for our students' future careers in academia and beyond;

Transformative: for our students, the partnership, the Arts & Humanities sector, London and the world;

Inclusive: committed to enhancing equality, diversity and inclusion in all of LAHP's work, and open to diverse approaches and subjects in Arts & Humanities research;

Ethical: ensuring integrity in all that we do.

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 (including cultural geography and area 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*
  This cluster includes English Literature, Creative Writing and Linguistics, Modern Languages and Comparative Literature (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 https://www.ukri.org/skills/funding-for-research-training/). This will be paid in accordance with your institution's payment schedule. For part-time programmes, the amount will be set pro-rata.

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

For additional sources of funding available outside of LAHP please consult your HEI and/or refer to the Alternative Guide to Postgraduate Funding (https://www.postgraduate-funding.com/). At present all LAHP HEIs other than the Royal Central School of Speech and Drama (RSCCD) subscribe to this guide.

Collaborations and partnerships
LAHP2 takes its 'situatedness' and civic responsibilities seriously, recognising that London itself poses a set of complex and systemic problems which can be addressed through collaboration and with the deployment of cross-disciplinary expertise.

LAHP2 sets out a commitment to support students in working with diverse communities in London in viable and ethical ways, through partnership with its non-HEI partners and local communities to remain flexible and responsive to a changing social agenda.

Our core non-HEI partners work with us through supervision for CDAs, staff provision for student placements, bespoke training, workshops, access to collections/resources, careers talks and by participating in LAHP2's governance structures. LAHP2 has also developed a network over 50 non-HEI partners who work with us on CDAs and placement opportunities.

We commit to reviewing and developing these partnerships to ensure that we meet the needs of our students, our partners and LAHP in ways that are mutually beneficial, equitable and ethical.

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). Note that attendance at research seminars is considered to be a training activity. In addition, as a LAHP funded student you are expected to undertake a further 10 days skills and research development training over the course of your studentship. You should discuss with your supervisors what forms of training you will most benefit from at each stage of your PhD work. Training is not a distraction from your research activities. It is provided to enhance them, and to develop you as a person so that you can achieve your full potential.

LAHP provides a programme of cohort-development events and training courses which are designed to help you develop as a researcher and as a future leader in whatever career you choose. These include 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/research-training/), 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-training-framework-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/

Fund	Description and Criteria
LAHP Student-led Activities Fund	This fund supports LAHP AHRC-funded students to develop activities that 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.* The full guidelines, upcoming deadlines and application form are available on our website at: https://www.lahp.ac.uk/student-led-activities-fund/
LAHP Research Support Fund	This fund supports LAHP AHRC-funded students engaging in activities *related to their primary research*. This covers: • Helping to meet expenses for UK or overseas study visits to archives, libraries, museums, or to carry out other fieldwork, as part of primary research; • Supporting students attending or presenting their research at conferences in the UK or overseas. • Funding specialist training needs in the exceptional cases where these cannot be met from within the LAHP partnership and where they are necessary for the successful completion of the doctoral project. *LAHP will normally fund a maximum total of £3,000 for any one LAHP student.*
LAHP Language Fund	This fund supports LAHP AHRC-funded students by providing them with opportunities to undertake language training, whether as essential research-related language acquisition or as 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.*

LAHP Impact, Engagement & Entrepreneurship Fund	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. • to develop and implement their own innovative approaches and schemes, which if successful, will be added to our portfolio of future cohort-development activities made available to the cohort as a whole. 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 support is available for student-led activities. Information about this is available on the LAHP website at: https://www.lahp.ac.uk/student-led-activities-fund/
LAHP Research Extensions and Placement Fund	This fund extends 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. • Require additional research time due to disrupted access to archives, fieldsites or equivalent (for students who have completed the first year of their PhD before 2020/21). 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.*

Equality, diversity and inclusion

LAHP is 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 https://www.ukri.org/about-us/equality-diversity-and-inclusion/ and your home institution's policies on equality, diversity and inclusion for further information).

LAHP is committed to becoming more equal, diverse and inclusive in our recruitment and working practices and to promoting positive change for our students and staff, across our HEI and non-HEI partners, and in the arts, cultural and heritage sectors in London and beyond. Key priorities and targets are set and reviewed by an annual evidence-based action plan and implemented through collaborative work with students, partners, other DTPs and other organizations.

Code of conduct

LAHP seeks to foster a culture amongst students and staff that is collegial, inclusive and mutually supportive by developing a strong and collaborative intellectual culture and adhering to LAHP's code of conduct in all LAHP activities.

Mental health and well-being

LAHP is committed to supporting and promoting the mental health and well-being of students across the partnership. We offer training sessions on Mental strategies and Physical strategies for coping with stress and developing resilience. LAHP welcomes applications for activities led by students or staff that support and promote mental health and well-being.

There are also a variety of support services and resources available at your institution. See the list of contact details on our website.

What does it mean to be a LAHP student?
Research skills and professional development requirements
In addition to complying with all regulations for postgraduate research training at the institution in which you 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 your 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

Training Needs Assessment
All LAHP-funded students are expected to complete an annual training needs assessment 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 supervisor will help you identify the most relevant ways to enhance your research each year. See section on Student development and training.

Supervision

Working with your supervisors (either on a 'joint' or 'first + second' model) on a regular basis and getting to know your subject, department or programme are the most important elements of a successful career as a postgraduate student. LAHP enhances these relationships by enabling you to meet and explore work with those working in Arts & Humanities in LAHP's HEI partners and cultural and creative partners in London. You will have opportunities to explore these connections independently as well as through LAHP's research training environment and cohort development events throughout the period of your studentship. Getting the most out of LAHP will help you get the most out of your research.

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.

You are required to familiarise yourself 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 your research conforms to it.

Submitting on time

By accepting the LAHP studentship, you are also accepting a commitment to make every effort to complete your research project, and to submit your thesis by the end of the period of funding. Note that 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 4 years from the start of the award for a full-time student and, for part-time students, 7 years. Please note that LAHP studentships are funded for 3 years (open studentships) or 3.5 years (CDA studentships), with the opportunity to apply for a further 6 months' funded extension (see above). Please note that the submission deadline in your HEI is likely to be later than your final stipend payment from LAHP, and please make every effort to complete within the funded period. If at any point you feel that you may not meet this target, you must raise your concerns with your supervisor(s).**

Teaching

Teacher-training is an important part of the PhD, and your institution will offer you both training and teaching opportunities where possible. In your first year, it is advisable not to take on more than three hours per week. The AHRC recommends no more than six hours in any week. Most HEIs do not normally allow students to act as teaching assistants before they have upgraded to PhD status.

Changing between full-time and part-time study

It may be possible to change your mode of study from part-time to full-time or vice-versa. You should in the first instance check with the LAHP office that this is possible and then seek approval from your supervisor and home department. Please note that only one change to your mode of study will normally be possible during your studentship.

Interruption of study

For various reasons of a personal nature it may be necessary for your study to be interrupted for a period. Following discussion with your supervisor, you 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. You must then follow the procedures in your home institution for interrupting your 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
At LAHP we follow the AHRC's guidelines on student sickness. AHRC funded students are entitled to 13 weeks' sick pay within a 12-month period. Your stipend payment will continue for up to 13 weeks and your funding end date and submission deadline can be extended by up to 13 weeks. If you want to extend your funding end date and submission deadline you must provide a medical certificate to cover the length of your sickness and inform your institution as well as the LAHP team as soon as you can about your sick leave and its length so that we can make the appropriate arrangements.

If your illness lasts for more than 13 weeks, you need to request an interruption. Please note that in this case your institution will make arrangements to suspend your stipend for the duration of your interruption. Your submission deadline would be moved by the equivalent amount of time for which you are interrupting your studies.

You can request an interruption of your studies from the start of your illness if you prefer. This would immediately pause your stipend payments and extend your submission deadline as above.

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, any paid leave should be at full stipend. Periods of paternity leave of up to 2 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 your studentship may be made, but should only be considered during the writing up period. Such requests should be submitted to your 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 your AHRC funded studentship. The allowances can cover the cost of non-medical personal assistance, items of specialist equipment, extra travel costs and general expenses. Please contact the Disability Adviser or named contact on disability matters in your home institution for advice.

Joint Electronic Submission (Je-S) Student Data Portal
As an AHRC award-holder, you are required to submit information to the AHRC regarding your status and research throughout the duration of your 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 your studentship including changes to your programme of study. However, please note, it is your responsibility to update your personal details (such as change of address) via

the Je-S system. If you require any assistance with this, you should contact the Je-S helpdesk, either by email at JeSHelp@rcuk.ac.uk or by telephone +44 (0) 1793444164.

Black and Global Majority student network

LAHP's new student-led Black and Global Majority network brings researchers from marginalised ethnic and racial backgrounds together. The network is for students who identify as People of Colour, BAME, and/or part of Black and Global Majority racial and ethnic groups. The network hopes to promote a sense of community within the wider LAHP cohort for Black and Global Majority students, with longer-term ambitions of organising social events and collaborative seminars which will represent and platform a plurality of voices. If you would like to join the network, please email Nadine Deller, a LAHP PhD student at the Royal Central School of Speech and Drama (nadine.deller@cssd.ac.uk), or Mispa Same Essaka, LAHP DTP Manager (m.same-essaka@ucl.ac.uk).

CDA student network

LAHP has recently launched the CDA student network which includes all current LAHP CDA students. The purpose of the network is to bring students together to discuss any aspects of LAHP Collaborative Doctoral Awards, as well as to share experience and advice across the members developing a collaborative and interactive environment. The network is set up on Microsoft Teams and is coordinated by Dr Anna Sexton (LAHP Deputy Director for Collaborations & Partnerships) and Valeria Farruggia (LAHP Senior Support Officer).

Other student networks

LAHP supports and encourages its students to set up other networks. Please contact info.lahp@london.ac.uk if you would like to set up a network.

Student Representatives

 LAHP's student representatives play a crucial role in working with students and the LAHP team to enhance our students' experience, share ideas about LAHP's work (including on training & cohort development, collaborations & partnerships, and equality, diversity & inclusion), and raise any concerns. Student representatives co-chair Student Feedback Forum meetings with all student representatives and the LAHP team twice per term. Two student representatives also sit on LAHP's Governing Council (January and July).

Please consider nominating yourself as a student representative. We would like to appoint student representatives across all years of study, and those studying on a full- and part-time basis:

- – At least TWO student representatives from the RCA, RCM and RCSSD
- – Up to FIVE student representatives from KCL, LSE, QMUL, SAS and UCL
- – At least ONE CDA student
- – Up to TWO additional members from any HEI

The deadline for [nominations](#) is 30 October 2020.

LAHP Ambassadors

LAHP will employ up to 10 Ambassadors in 2020/21 to engage with prospective students as positive role models and to encourage applications for open and CDA studentships, particularly from Black and other Global Majority students, and those from other under-represented groups.

Ambassadors who have completed placements and/or received student-led activity funding will also be employed to engage with current students about different opportunities during their PhD research.

All LAHP students who have completed the first year of their PhD are eligible to apply. LAHP seeks to appoint students across subject areas and HEIs. Priority will be given to applicants from under-represented groups, particularly Black and other Global Majority applicants. LAHP would like to appoint at least one CDA student as an Ambassador. The deadline for applications is noon on Monday 26 October 2020.

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 https://ahrc.ukri.org/about/policies/openaccess/ 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 http://gtr.rcuk.ac.uk/ 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
https://je-s.rcuk.ac.uk/handbook/pages/StudentResearcherDetails/StudentResearcherDetails.htm

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 you consider 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 discourteous conduct by our staff or those acting 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 you try to resolve your complaint with the person dealing with the issue in question. If they cannot resolve the matter you should submit a formal complaint to the LAHP Manager (contact details below), providing a clear description of the content of your complaint.

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

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

LAHP Team

Director Prof. Alison Blunt, QMUL *Responsible for the strategic leadership, development, and delivery of LAHP.*	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.*	hugh.bowden@kcl.ac.uk
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