

St Mary's  
University  
Twickenham  
London



Induction Handbook for  
Hourly Paid Academics

# Induction Handbook for Hourly Paid Academics

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# Welcome

Welcome to St Mary's University. We hope you find this handbook helpful during your time with us.

The handbook contains information that will enable you to quickly become familiar with our academic faculties, institutes and professional services – as well as other important things, such as where to go for lunch or grab a coffee.

It is important to us that everybody coming to St Mary's feels that they are part of our community. The information in the following few sections sets out this ethos, and should be used as a supporting guide when working here.

## Our mission, purpose and ethos

We are an inclusive Catholic University seeking to develop the whole person. We empower our community to have a positive impact on the world.

As a public university with a faith identity, we work hard to strike the right balance between being faithful to our identity and ensuring openness to those who do not share it. We welcome students and staff of all faiths and none. The powerful sense of community that characterises St Mary's is a product of our ethos and the core values that underpin it: inclusiveness, generosity of spirit, respect and excellence – 'The St Mary's Way'.

## Our vision

Our vision is rooted in people and place. By 2025, students, staff, alumni and members of our wider circle will actively contribute to St Mary's unique identity. We will be widely known for our quality and our diverse, inclusive and enabling study

and research environment. Everyone will be encouraged, empowered and supported to give, learn and belong to the St Mary's learning community.

- **Students:** All our students will be motivated to fulfil their potential, think critically and become global citizens who engage with the world around them. We will enhance our already strong record of graduates who swiftly enter into rewarding careers. They will stay connected to St Mary's through our vibrant alumni network; committed to our values and to lifelong learning.
- **Staff:** Our staff will be passionate about their contribution to the St Mary's learning environment, and we will support them in developing professionally, growing personally and making an impact.
- **Strawberry Hill:** The centre of our University will continue to be our beautiful campus in Strawberry Hill. By 2025 we will have significantly expanded and improved facilities for students and for learning, while maintaining and developing our current community-based environment. We will continue to be engaged, active and responsible citizens of Strawberry Hill, Twickenham and London.

## Our values

Our values are the golden thread that will create a culture that enables our staff to deliver this vision. One where there is unity, consistency in the behaviours and

the attitudes demonstrated with a shared understanding of 'the way we do things around here'. This will bring an improved experience for our staff and students.

## The HPA role

The University uses the **Role Definition Model (RDM)**. This ensures that hourly paid roles are fully defined, evaluated and aligned to the University's grading structure and pay scale. This is in line with the University's stated commitment to principles of equality across staff groups, including equal pay for work of equal value and to ensuring transparency, fairness and consistency in the application of pay and grading, staff benefits and employment opportunities.

More detail about the main duties and responsibilities of the role can be found in the role's **job description**.



## St Mary's structure

The University is made up of a number of divisions. These include academic faculties, institutes and professional services.

There is one academic faculty and three institutes. Please click the links to find out more about each one:

- **Sport, Allied Health and Performance Science (SAHPS)** comprises the following departments:
  - Health Science
  - Psychology and Pedagogic Science
  - Sport and Exercise Science
  - Drama School
- **Institute of Theology and Liberal Arts (IoTLA)**
- **Institute of Education (IOE)**
- **Institute of Business, Law and Society (IoBLS)**

## Chaplaincy at St Mary's A place of welcome and hospitality

The Chaplaincy team would like to welcome you to St Mary's. We can be found in the Chaplaincy Centre, which is situated on the edge of the Piazza, opposite the University Chapel.

The Chaplaincy Centre is a relaxed, friendly space where all members of St Mary's are welcome. Tea and biscuits are always available, and it's a great place to enjoy the company of others and unwind.

## Getting started

### Programme induction

Your programme director or programme lead is responsible for ensuring that you have an induction into the requirements of module and programme administration (including assessment and Exam Board requirements), and that your preparation and training needs are identified and met before the start of teaching.

All staff must be familiar with MyModules (aka Moodle), the student online learning environment, as well as the assessment submission portal Turnitin. There are set standard requirements for module information to be available to students on MyModules, which must be prepared and uploaded by the Module Convenor before the start of teaching, and updated regularly throughout the semester. Training is provided by the Technology Enhanced Learning (TEL) team.

### Staff Photo ID Card

You can find your payroll number on your employment contract. This number is required to obtain your Staff Photo ID Card. Once you have it, you can give the number to Reception and they will process your photo ID card.

**Please ensure that the number printed on your Staff Photo ID card matches your issued payroll number.**

### Computer account

To access a computer, you will need to complete the **Computer Account form**. The forms should be signed by yourself and submitted to the IT team in room G6a, who will activate your computer account.

## Submitting timesheets

All HPAs are required to complete the **Hourly Paid Academic Timesheet** except Link Tutors who are required to complete the **Link Tutor Timesheet**. All timesheets need submitting online via peoplenet to your line manager or faculty administrator for authorisation by the Dean.

For more information please click [here](#) or refer to the timesheet user manual included with your contract.

Payslips are accessed online, please click [here](#) for information on how to do this.

Please note that timesheets are paid in arrears and must be submitted 5 working days before the end of each month in order to reach the payroll department for processing.

Payment will normally be paid on or around the 25th of the following month.

## Teachers' Pension Scheme

Academic staff aged between 16 and 75 are automatically entered into the **Teachers' Pensions Scheme (TPS)**, irrespective of earnings, to ensure we are compliant with auto-enrolment legislation. Two main points for consideration are highlighted below:

- If you are a member of TPS and receive a pension, you must inform TPS immediately if you take up any employment that is pensionable in the TPS by completing a Certificate of Re-employment. Otherwise, it may result in a pension overpayment (**Returning to Work after Retirement**).
- If you do not wish to be enrolled into TPS, you need to opt out within 3 months of joining St Marys (**Opting out of Teachers Pension Scheme**).

## Getting around

The links below will take you to maps of the University, which you will find helpful when navigating around the site. The maps show where to find key locations such as the refectory, Dolce Vita (coffee shop) and the library.

## Main campus

### Teddington Lock campus

In addition to these sites, we have services based at two other buildings. These include:

#### 60 Waldegrave Road

This is where our International department, UK Student Recruitment team, Admissions, Marketing and some SHAS staff are based. Some teaching is also delivered on this site.

#### Naylor Library

This building is located at 99 Waldegrave Road, Teddington, TW11 8LA. The library contains printed resources for Education students, along with numerous study spaces, open access IT facilities and a cafe. The Doctoral College and St Mary's University London International College (SMULIC) are also based here.

## Catering Services

### Refectory

The Refectory is the largest food outlet and dining area at the University, and is situated in the heart of the campus. The space is generally buzzing with large groups of students and is open seven days a week. Freshly cooked meals are served daily, and there is a wide range of sandwiches, snacks, drinks and also a few basic stationery and grocery items.

#### Opening times\*

#### Monday-Friday

<b>Breakfast:</b>	8-10.30am
<b>Lunch:</b>	12-2pm
<b>Dinner:</b>	4.30-7.30pm

### Starbucks Dolce Vita Café

This stylish café has a more relaxed atmosphere and overlooks the athletics track. In addition to your favourite latté or frappuccino, you will find a range of sandwiches, salads and hot food, such as toasties, paninis and nachos with dips.

#### Opening times\*

<b>Weekdays:</b>	8am-5pm
<b>Weekends:</b>	8am-4pm

### Starbucks Naylor Library Café

This Starbucks café is located off campus in the Naylor Library at 99 Waldegrave Road. It is open to students and staff, and serves all the Starbucks hot and cold drinks. Sandwiches, soft drinks and hot snacks are also available. This is a cashless café.

## The Exchange Café

This café is located off campus in The Exchange building opposite Twickenham train station. It is open to students, staff and visitors, and serves a range of Cafeology hot drinks. Sandwiches, soft drinks and snacks are also available.

### Opening times\*

**Weekdays:** 10am-3pm

\*Opening times may be subject to change due to events or customer demand.

## Cashless catering rewards – SimmPay

Enjoy the benefit of a cashless payment system with SimmPay. You won't need to carry cash and will gain faster service in the outlets. Download the SimmPay app to enjoy exclusive offers and rewards. Staff can also use their ID card instead of using the app.

## Academic information for staff

This section includes useful information and links to webpages outlining the following St Mary's departments, policies and strategies:

- Centre for Teaching Excellence and Student Success (CTESS)
- Education Strategy
- Personal Tutoring Policy
- Assessment at St Mary's
- Technology Enhanced Learning
- Academic Regulations and University Policy

## The Centre for Teaching Excellence and Student Success (CTESS)

CTESS is led by the Dean of Learning and Teaching and is responsible for three areas:

- Learning and Teaching
- Academic Development
- Quality and Standards

See the [CTESS pages](#) on the website for more information.

CTESS is also responsible for the curriculum framework. The [curriculum framework](#) provides a mechanism for enhancement to be addressed at institutional level. It ensures that all programmes are underpinned by common characteristics and expectations.

This includes how programmes are structure and delivered, and allows sufficient flexibility that reflects disciplinary differences and cultures.

## **Learning and Teaching Strategies, Policies and Reports**

### **The Education Strategy**

### **Personal Tutoring Policy**

### **Assessment at St Mary's (including University Assessment Policy and University Assessment Tariff)**

### **Technology Services responsible for IT systems, including MyModules, Turnitin, MyPortfolio and MyMedia**

### **Academic Regulations and University Policy**





# Academic information for students

As well as your role as a lecturer supporting the academic development of your students, St Mary's provides a range of other services.

## Academic support

Service	Location	Details
Personal tutor	Lecturer's office	All students are allocated a personal tutor who they are invited to see four times a year. Individual tutors have different appointment arrangements.
Academic Liaison Librarians	Main Library	For help with finding resources and referencing. Email for an appointment: <a href="mailto:liaisonlibrarians@stmarys.ac.uk">liaisonlibrarians@stmarys.ac.uk</a> , or see more information <a href="#">online</a> .
Royal Literary Fund Fellow		Advice and support on all aspects of writing. Book a slot or see more information <a href="#">online</a> .
English as an Additional Language	In Faculties	Termly classes in academic reading and vocabulary, grammar and academic writing. See the schedule on MyModules.
Learning Development	In Faculties	Support with all aspects of academic study including academic reading and writing; planning and structuring assignments; time management. Find out more <a href="#">online</a> .
Student Helpdesk	J building 1st floor	For all enquiries about programmes and modules, Monday-Friday, 9am-5pm.
Registry	J building 1st floor	Student queries: Monday-Friday, 9am-5pm Student loans, course/module changes and change of address: <a href="mailto:registryservices@stmarys.ac.uk">registryservices@stmarys.ac.uk</a> Examinations, coursework, results, academic appeals, transcripts: <a href="mailto:exams@stmarys.ac.uk">exams@stmarys.ac.uk</a> PGCE students (all queries): <a href="mailto:registryservices@stmarys.ac.uk">registryservices@stmarys.ac.uk</a> Masters students (all queries): <a href="mailto:registryservices@stmarys.ac.uk">registryservices@stmarys.ac.uk</a> Graduation/award ceremonies, certificates: <a href="mailto:graduation@stmarys.ac.uk">graduation@stmarys.ac.uk</a>

# Student Services

There may be times when you will need to signpost one of your students to another service. They may require help finding alternative accommodation, support for emotional issues or need to find ways to develop their social networks. The transition to university for many students can be daunting at times, and it can be reassuring to have somewhere to go and discuss this. Student Services and the Chaplaincy are both open five days a week for students to drop in and chat.

**Student Services** provides the following services and is located on the second floor of J building:

- Student Wellbeing Service
- Accommodation Service
- Student Funding Service
- St Mary's Health Centre

Information about Student Services can be found [online](#) and in their [handbook](#) (PDF).

Service	Location	Details
<b>Student Wellbeing Service</b>	<b>J Building 2nd Floor</b>	Advice and support to all students with additional needs as a result of a disability, specific learning difficulty such as dyslexia, medical condition or <b>temporary disability, such as injury; confidential</b> counselling and mental health advice.  Open Monday-Friday, 9am- 5pm  T: 020 8204 4353 E: <a href="mailto:wellbeing@stmarys.ac.uk">wellbeing@stmarys.ac.uk</a> W: <a href="#">Student Wellbeing Service</a>
<b>Accommodation Services</b>	<b>J Building 2nd Floor</b>	Advice and guidance to students about their current accommodation and finding new accommodation.  Open 9am-5.15pm during term time  E: <a href="mailto:accommodation@stmarys.ac.uk">accommodation@stmarys.ac.uk</a> W: <a href="#">Accommodation Services</a>
<b>Student Funding Service</b>	<b>J Building 2nd Floor</b>	Assistance in all financial matters.  T: 020 8240 2389 E: <a href="mailto:studentfundingservice@stmarys.ac.uk">studentfundingservice@stmarys.ac.uk</a> W: Student Funding Service

## Other services for students

Please see below for details of the following services:

- Employability Services
- Chaplaincy
- International Office
- Students' Union

Service	Location	Details
<b>Employability Services</b>	<b>H7 in the Main Library</b>	Help and advice with CVs, applications and more. Monday-Friday, 9am-5pm  T: 020 8240 4055 E: <a href="mailto:careers@stmarys.ac.uk">careers@stmarys.ac.uk</a> W: <a href="#">Careers Services</a>
<b>Chaplaincy</b>	<b>Opposite the Chapel</b>	Friendship and hospitality for all faiths and none. Drop in for tea and a chat: Monday-Friday, 9am-5pm  E: <a href="mailto:chaplaincy@stmarys.ac.uk">chaplaincy@stmarys.ac.uk</a> W: <a href="#">Chaplaincy</a>
<b>International Office</b>	<b>J Building 1st Floor</b>	Information and advice for international students. T: 020 8240 4192 E: <a href="mailto:international@stmarys.ac.uk">international@stmarys.ac.uk</a> W: <a href="#">International Office</a>
<b>St Mary's Students' Union (SMSU)</b>	<b>K Block Ground floor</b>	Events, activities, clubs and societies.  T: 020 8240 4312 E: <a href="mailto:smsu@stmarys.ac.uk">smsu@stmarys.ac.uk</a> W: <a href="#">SMSU</a>



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