

## Doctoral Research Students

### Frequently asked questions

#### Important contacts:

Your supervisory team

Doctoral Programme Leads –

Sport, Health & Applied Science – Dr Kyriaki Myrissa

Education (PhD & EdD) – Dr Christine Edwards-Leis

Humanities and Liberal Arts - Dr Michelle Paull & Dr Kim Salmons

Social Policy, Law & Communications – Dr Jacob Johanssen

Business & Management – Dr Gherardo Girardi

Theology – Prof Peter Tyler

Research Services –

[research@stmarys.ac.uk](mailto:research@stmarys.ac.uk) Claire Tapia  
Kim Wright

Registry – [registryservices@stmarys.ac.uk](mailto:registryservices@stmarys.ac.uk)  
0208 240 4000

Fees - [feesoffice@stmarys.ac.uk](mailto:feesoffice@stmarys.ac.uk)  
0208 240 4035

IT - [helpdesk@stmarys.ac.uk](mailto:helpdesk@stmarys.ac.uk)  
0208 240 4097

#### Registration and Fees:

##### ***When do I need to register with St Mary's by?***

You need to register by 1<sup>st</sup> October each academic year. Registry will send you an email with the details of registration in the second half of September.

##### ***What is the deadline for paying my fees?***

You must set up a fee payment schedule each year when you are sent your Registration email. The postgraduate fee policy can be found here at 5.16 here - <https://www.stmarys.ac.uk/policies/fee-regulations.aspx>

If you are in receipt of a St Mary's fee waiver or you fees are paid by an external sponsor, you will need to provide evidence of this each year – eg. studentship letter or letter from sponsor.

##### ***Who should I contact if there is a problem with my registration or fees?***

Registry – [registryservices@stmarys.ac.uk](mailto:registryservices@stmarys.ac.uk)

Fees – [feesoffice@stmarys.ac.uk](mailto:feesoffice@stmarys.ac.uk)

#### Support:

Updated 27/07/2021

### ***How can the Student's Union offer support to postgraduate students?***

The SU offer advice to all St Mary's students. <https://www.stmaryssu.co.uk/>

### ***How can I access resources which are not held by St Mary's?***

- One option is inter-library loans, which can be arranged through the university library, but which require a fee of £5.50 per item.
- A more cost-efficient option is the British Library, which is free to join and easy to use - <http://www.bl.uk/help/how-to-get-a-reader-pass>. You will need to book items in advance in many cases, but the range of materials you can access is vast - <https://www.bl.uk/learning/higher-education>
- In addition to this, though, the [SCONUL](#) scheme also provides access to specialist academic resources across the UK. See the Library pages.

### ***Can I use the libraries of other universities?***

Yes. One of the first things you should do is sign up for the SCONUL scheme (<https://www.sconul.ac.uk/sconul-access>), which offers access to many university libraries across the UK. In most cases you will also get borrowing privileges and be able to reserve books. It is also increasingly common that you will be able to download journal articles when you are in these other libraries. Given St Mary's proximity to London this option hugely expands the amount of material accessible to you, and it is well worth taking the time to find out which universities have extensive collections in your field. The Library pages can offer more information.

### ***How does printing work? Does it cost?***

All printing is done via the networked public printers available on the main campus and at the Naylor Library. You need to add funds to your student card to pay for your printing.

<http://simmspace.stmarys.ac.uk/services-students/library-it-services/it-services/Pages/printing.aspx>

If you are contracted to teach at St Mary's either through your studentship or as an associate lecturer, then you can print materials related to the delivery of your teaching without incurring a cost. You will need a staff ID card and email address to enable IT to add credits to your printing account. See below on how to get a staff ID card and email address.

### ***Printing and binding documents***

Larger documents such as theses or dissertations can be printed and bound through the Reprographics Services.

<http://simmspace/services-students/bindingncopyingservices/Pages/default.aspx>

### ***My ID card does not allow me access to the Doctoral College rooms. Who do I contact to fix this?***

All students should have been assigned access to the DC rooms when they register. Any problems with access should be emailed to [research@stmarys.ac.uk](mailto:research@stmarys.ac.uk) and we will liaise with Security colleagues to get this fixed.

### ***How can I connect to the Eduroam network?***

Updated 27/07/2021

Eduroam is a shared Wi-Fi service enabling St Mary's staff and students to connect to Wi-Fi on both the St Mary's campus and at other universities - <http://simmspace.stmarys.ac.uk/services-students/library-it-services/it-services/Pages/Eduroam.aspx>

***How many teaching hours am I permitted to do each semester/year?***

Students on a PhD studentship are permitted to teach up to 40 hours per semester (80 hours per semester including preparation/marketing).

Self-funding students may teach up to 40 hours per semester but are not obliged to undertake any of these duties. Any teaching should be discussed with your supervisor in the first instance.

***Am I allowed to mark exam scripts/assessments/presentations?***

A PGR student may only act as a secondary marker on a piece of work. Their marking must be moderated in accordance with the procedures set out in the University's assessment policy – <http://simmspace.stmarys.ac.uk/prog-admin/registry-policies/policies-complaints-disciplinary/Documents/Policies-and-Regulations/Assessment-Policy.pdf>

If you are asked to undertake any first marking, you should contact either your supervisor, Faculty/Institute Doctoral Programme Lead or Research Services.

***Am I entitled to a staff card and if so, how do I get it?***

If you undertake teaching at St Mary's, you may be eligible to apply for a staff ID card. You will need a contract of employment from HR to confirm that you are teaching. Take this to Security (next to the Reception desk) and they will issue you with the appropriate ID card. This will only valid for the period of your teaching contract.

***Am I entitled to a staff email account***

If you undertake any teaching at St Mary's, you are entitled to a staff email account. Take your contract of employment from HR to the IT helpdesk in the Library to set up a staff email account. This will only be valid for the period of your teaching contract.

The IT helpdesk will provide with instructions on accessing your staff email account – [helpdesk@stmarys.ac.uk](mailto:helpdesk@stmarys.ac.uk)

**Supervision:**

***Who should I approach if I have a problem within my supervisory team?***

There is a formal process for dealing concerns that you may have with your supervisory or supervisory team –

<http://simmspace.stmarys.ac.uk/prog-admin/research-students/Documents/PGR-Student-Documents/Regs-and-CoP/Process%20for%20Change%20of%20Supervisor.pdf>

Informally, students should speak to their fellow students who may be able offer some support in helping to resolve the issue without recourse to the formal process.

***How often should I see my supervisors?***

Our regulations and code of practice state that students must undertake to have a minimum of 8 formal meetings per academic year. The definition of 'formal meetings' is either face to

face, via telephone or via Skype. Whilst email exchanges are expected, they do **not** constitute a 'formal meeting'

### **Progression:**

#### ***When do the interim and annual reviews take place?***

Interim review – February each year.

Annual review – May/June each year.

You will be contacted by either your supervisor or Doctoral Programme Lead when you need to undertake these reviews.

Further details on the requirements for the interim and annual reviews can be found in the handbook and regulations on SimmSpace - <http://simmspace.stmarys.ac.uk/prog-admin/research-students/Pages/Regulations.aspx>

#### ***What do I need to submit for my confirmation/transfer review?***

Confirmation Review (CRE) – this for students already registered on the PhD programme.

##### Deadlines for the CRE:

FT – within 15 – 24 months of initial registration

PT – within 24 - 36 months of initial registration

##### Deadlines for the TRE:

FT – within 15 - 24 months of initial registration

PT – within 24 - 36 months of initial registration

For both the CRE and TRE, you will need to submit a 20,000 report on your research to your supervisory team at least one month in advance of the agreed CRE/TRE interview. You should seek advice from your supervisory team as to what they expect from your report.

<http://simmspace.stmarys.ac.uk/prog-admin/research-students/Documents/PGR-Student-Documents/Regs-and-CoP/PGR%20Code%20of%20Practice%20for%20Partner%20Institutions%20DEC%202018.pdf>

#### ***What happens if I run over the three year time limit?***

Maximum periods of registration are listed below and students must not exceed these periods. In exceptional cases, a specific request to extend their studies due to the effect of personal or mitigating circumstances may be considered. Appropriate evidence to support a request must be provided.

#### **PhD**

Full-time students: 4 years

Part-time students: 7 years

#### **MPhil**

Full-time students: 2 years

Part-time students: 5 years

#### **EdD**

Part-time students: 6 years

#### ***Do I have to pay fees when I am in the 'writing up' phase of my PhD?***

Updated 27/07/2021

If you are awarded 'Completing Status' at your Annual Monitoring Review (approved by the Research Degrees Committee) you may be entitled to a reduced fee for the 'writing up' phase. You must submit within six months of being awarded 'Completing Status'. More information will be forthcoming about the reduced fee.

### **Training and development:**

#### ***How can I find out about presenting opportunities within St Mary's and at external conferences?***

There are a number of opportunities for students to present their work and Research Services will email you about these, as appropriate –

Faculty/Institute research seminars – ask your supervisor or Doctoral Programme Lead about these

Doctoral College and the Researcher Development Programme events and sessions –

Eg. Interdisciplinary Colloquia – January 2019

3MT competition

GuildHE CREST – opportunities throughout the year culminating in the summer school in September

Liverpool Hope University – events are advertised via Research Services –

Eg. Big Hope 2018 conference

#### ***How can I find out about relevant training opportunities outside St Mary's?***

- Vitae – <https://www.vitae.ac.uk/spotlight/developing-as-a-researcher>
- GuildHE Research (formerly 'CREST') - <https://research.guildhe.ac.uk/>
- Emails from Research Services
- Developing your own networks either through your supervisory team or fellow students
- Professional body or learned society memberships

### **Money:**

#### ***Is there any funding available from my Faculty/Institute?***

All PGR students are entitled to apply for up to £340 per year (2020/21 rate) to support their studies. Contact either your supervisor or Doctoral Programme Lead for details of the application process.

#### ***Am I eligible for student discounts?***

- Yes. If you are either a full-time or part-time student you are eligible for NUS membership, which gives you access to some discounts and concession fees. If you are a full-time student, you are also eligible for a Student Oyster Card and a 16-25 railcard. These offer discounts on train travel and London travelcards which will add up to a good saving over the course of your degree.

#### ***How can I find out about teaching opportunities at St Mary's?***

Talk to your supervisors and Doctoral Programme Lead. Fellow students may also have information about potential teaching opportunities.

If you do embark upon teaching at St Mary's, you must undertake the PGR Teaching Course run by the Centre for Teaching Excellence and Student Success prior to teaching – this must be arranged via your supervisory team.

***Should I be paid for any teaching work I do?***

If you are not on a St Mary's PhD Studentship, you may be entitled to receive payment for your teaching. Please speak the Programme Director of the module(s) that you will be teaching on to confirm this in advance of undertaking the work.

***For Students in receipt of a PhD Stipend: What are the dates that the stipend is paid?***

The 3 year stipends are paid on the following dates:

Year 1 – 1st October and 1st February

Year 2 & 3- 1st August and 1st February