

**Code of Practice for the**

**PhD Studentship Scheme**

**Research Services**

**Introduction**

The PhD Studentship Scheme is intended to enrich the University’s growing research culture by increasing our cohort of postgraduate researchers as well as providing a career pathway into teaching and research for suitably able candidates.

Students on the Studentship Scheme are registered for a higher degree and in receipt of tuition fee waiver and a stipend to cover cost of living expenses. PhD studentships are for a fixed-term period of **3 years** and combine research / study for a doctoral level with teaching-related duties. They will be required to undertake and complete formal training before they are permitted to teach at St Mary’s. Details of the training will be sent to all PhD students prior to commencing their studies.

**Research Degree Programme**

Students will be admitted to a doctoral programme and will be registered as a postgraduate research student. It is a requirement over the three years of the scheme that the student makes sufficient progress from year to year within the PhD programme.

**Stipend and Fees**

Students on the Studentship Scheme are paid an annual stipend which is exempt from UK Income Tax and National Insurance. Additionally, a tuition fee waiver is given.

**Teaching and Other Related Duties**

Studentship workloads will be monitored to ensure that they do not interfere with their primary focus of completing the postgraduate research degree. To this end, the University limits the load to not more than an average of 40 contact hours per semester and a maximum of 80 hours (to include preparation and/or marking) per semester. The duties will be agreed between the student and the appropriate University manager and will be subject to final agreement by the student’s Director of Studies.

**Summary of Main Duties and Responsibilities**

1. Students on the Studentship Scheme will be involved in one or more of the following activities:

* Teaching, including seminars, tutorials and lectures at Levels 4,5, 6 only
* Supporting research projects and research centres
* Developing materials for academic use
* Demonstrating practical skills in laboratory/field settings

2. Students must **not**

* act as Module Convenors or Leaders
* undertake the role of Personal Tutor
* act as Dissertation Supervisors

3. Postgraduate research students may only act as **secondary** markers on a module. Their marking must be moderated in accordance with the procedures set out in the University’s assessment policy - <https://www.stmarys.ac.uk/ctess/docs/assessment/assessment-policy.pdf>

4. To undertake such other duties as agreed with the PGR Lead/Head of Department. Some activities may be during the evening and occasionally at weekends.

5. Postgraduate research students undertaking teaching are required to attend an intensive teaching workshop held in September/February each year.

6. Any absence from the University must be agreed in advance with the Director of Studies and Head of Department.

7. Continuation of a studentship is subject to satisfactory academic progress on the programme of study as determined in the relevant regulations. Those students engaged in teaching activities must have satisfied the requirements stipulated by the appropriate Subject/Course Lead for the module on which they have taught. At the end of each academic year, the PGR Lead, in consultation with the Director of Studies, must recommend whether or not the student should be permitted to continue on the studentship scheme.  This recommendation will be considered by the Research Degrees Committee.  Should progress be satisfactory then the studentship will be renewed for a further 12 months, or until the end of the period of registration, whichever date is sooner.  If progress is unsatisfactory, the PGR Lead, in conjunction with the Chair of Research Degrees Committee should recognise either:

* that the studentship be renewed for a further limited period (e.g. three months) after which the student’s progress will be reviewed again to determine whether or not the studentship may be renewed for the remainder of the academic year, or
* that the studentship be terminated.

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