



St Mary's
University
Twickenham
London

DOCTORAL RESEARCH STUDENT HANDBOOK

(for students reading for PhD and MPhil awards of Liverpool Hope University)

2020/21

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Welcome

Welcome to St Mary's University. We hope that your time here will be enjoyable and productive.

The purpose of this handbook is to give you the information you will need as a doctoral research student at St Mary's and to explain the rules and regulations which cover your candidature for a research degree.

This booklet outlines some general information about St Mary's which you may find of use during your studies. Please ensure that you read it carefully and follow any instructions where appropriate. There are certain forms and reports that have to be completed with specific deadlines. It is important that you know what these are well in advance so that you are adequately prepared.

In addition to dedicated supervision, we offer a programme of research and generic skills training; disciplinary and interdisciplinary research seminars; opportunities to support our learning and teaching activities; social activities; research conferences and opportunities to engage with activities across wider research communities. We hope that you will flourish during your time at St Mary's.

We wish you every success here at St Mary's.

Research Services
research@stmarys.ac.uk.

About Doctoral Research at St Mary's

This Handbook is for use by you as a doctoral research student. It has been produced to set out the procedures and practices which have been adopted on matters relating to doctoral research degrees. The instructions and guidance contained in it should be followed closely to avoid problems arising during the course of your registration.

As a doctoral research student here at St Mary's, your progress will be monitored regularly - not only by your supervisors but also by St Mary's and Liverpool Hope Universities. Each Faculty/Institute has a Research Committee, which oversees the progress and experience of research students, and reports on Doctoral research student's progress and experiences to the St Mary's Research Student Sub-Committee and the Research Degrees Sub-Committee at Liverpool Hope University.

You should ensure that you are familiar with the requirements set out in the relevant regulations and codes of practice. You will be informed of any changes to the regulations and codes of practice made during your course.

- The [Liverpool Hope Regulations and the Code of Practice for PGR Degrees at Partner Institutions](#) contain a wide range of information required by both students and their academic departments from the point of registration on to a higher degree by research, to the point of award.

About Your Degree

A doctoral research degree involves sustained, in-depth study of a specific area, which is then written up as a **thesis** for examination. St Mary's, in conjunction with Liverpool Hope University as the awarding body, currently offers a number of different awards, and each of these is discussed below:

What is a PhD?

A PhD means "Doctor of Philosophy".

The maximum length of a PhD thesis is 100,000 words.

You are normally expected to submit your thesis by the following deadlines.

- Full-time students: 4 years after you first register (min 2 years)
- Part-time students: 7 years after you first register (min 4 years)

However, many students submit before the deadline; your Director of Studies will advise you when you are ready to submit. Also, you will then need to allow time after your submission, for the examination, for amending your thesis after the examination, and [possibly] a second examination: it might be well over a year after you submit your thesis before you are able to graduate.

The award the degree of PhD will be made to students who have demonstrated:

- the creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication;
- a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice;
- the general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems;
- a detailed understanding of applicable techniques for research and advanced academic enquiry.

Typically, holders of a PhD degree will:

[a] be able to:

- make informed judgements on complex issues in specialist fields, often in the absence of complete data, and be able to communicate their ideas and conclusions clearly and effectively to specialist and non-specialist audiences;
- continue to undertake pure and/or applied research and development at an advanced level, contributing substantially to the development of new techniques, ideas or approaches.

[b] have the qualities and transferable skills necessary for employment requiring the exercise of:

- personal responsibility;
- largely autonomous initiative in complex and unpredictable situations.

What is an MPhil?

An MPhil means “Master of Philosophy”.

The MPhil is an award of considerable distinction in its own right, and is awarded for the successful completion of a substantial element of research or equivalent enquiry. The MPhil differs from the PhD only in terms of the scope of study required, demonstrated by the shorter word limit of 60,000, and the extent of the original personal contribution to knowledge.

You are normally expected to submit your thesis by the following deadlines.

- Full-time students: 2 years after you first register (min 1 year)
- Part-time students: 3 years after you first register (min 2 years)

However, you will then need to allow more time for the examination, for amending your thesis after the examination, and [possibly] a second examination.

The award the degree of MPhil will be made to students who have demonstrated:

- a systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of their academic discipline, field of study or area of professional practice;
- a comprehensive understanding of techniques applicable to their own research or advanced scholarship;
- originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline;
- conceptual understanding that enables the student:
 - to evaluate critically current research and advanced scholarship in the discipline
 - to evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses.

Typically, holders of an MPhil degree will:

[a] be able to:

- deal with complex issues both systematically and creatively, make sound judgements in the absence of complete data, and communicate their conclusions clearly to specialist and non-specialist audiences;
- demonstrate self-direction and originality in tackling and solving problems, and act autonomously in planning and implementing tasks at a professional or equivalent level;
- continue to advance their knowledge and understanding, and to develop new skills to a high level.

[b] have the qualities and transferable skills necessary for employment requiring:

- the exercise of initiative and personal responsibility;
- decision-making in complex and unpredictable situations;
- the independent learning ability required for continuing professional development.

Section 1: Getting Started

Academic Registration

All students are required to register on-line with Liverpool Hope University before they arrive/commence their studies. Details should have been provided to you about how to do this as part of the admissions information sent to you, but if you have any problems whatsoever please contact admission@hope.ac.uk. You will also need to register and pay your fees at St Mary's before you can get your student ID card. Registration and fee information will be sent to you in due course. Any queries with registration at St Mary's should be emailed to registryservices@stmarys.ac.uk.

The maximum period of study is calculated from the date of initial registration. So, for example, you may have registered to start your PhD full-time on 1st February 2020, in which case your second year would begin on 1st February 2021 and your third on 1st February 2022. **However, regardless of when you began your studies, you still need to re-enrol at the start of the academic year in October.** To re-enrol online, simply follow the steps outlined above. Please note that you will not be able to re-enrol if you have not made satisfactory progress in your studies.

If you are unsure or have questions about enrolling or re-enrolling on-line, contact either Liverpool Hope University at admission@hope.ac.uk or St Mary's at registryservices@stmarys.ac.uk.

Tuition Fees

Unless you are being sponsored, you will be required to pay tuition fees each year before registration/enrolment. You will be invoiced by the Fees Office and you should pay promptly otherwise your registration may be suspended. If you are being sponsored by an external organisation, you should provide proof of this by means of a letter to enable an invoice to be sent to them. You should expect the tuition fees to increase with inflation each year. Details on current fees can be found at <https://www.stmarys.ac.uk/research/degree-students/fees.aspx>

Change of Address or Name

You should always keep the Registry informed of any change of name or address. You will receive correspondence throughout the year and it is important, therefore, to ensure that your address details on your student record are correct. If you change your name you will need to supply documentary evidence, such as a marriage certificate, before a change can be made. Important updates and information are sent via your St Mary's email account so it is vital that you check this on a regular basis. Information about how to set up your St Mary's account will be sent to you as part of your registration pack. You will also need to check your Liverpool Hope email account for information about registration and progression. You will be provided with details of your Liverpool Hope email account once you have accepted your offer to study. Please note that it is your responsibility to ensure that we have an up-to-date contact address for you. If correspondence does not reach you owing to incorrect information you will be held accountable.

Student Identity Card

Once you have registered, you will be able to go to Security to collect a [Student ID Card](#). This card is a combined identity and library card and provides access to University buildings and printers. There is a charge for replacement cards.

Additional Guidance for International Students

International students studying at St Mary's are required to confirm their arrival and attendance on campus in order to complete the registration process. Separate information will be sent to you at the appropriate time via email, detailing when and how this should be done. This confirmation plays an important part in monitoring your engagement with the University. Please note that you will need to bring your original documentation / qualifications with you for verification as part of the registration process. Please note that although you may have provided copies of these during the application process you will need to bring the originals with you when you register at the University for the first time.

Passport & Visas

If you are an international student you will also need to provide the International Office with your passport and, where applicable, your visa (e.g. your Biometric Residence Permit), which will be checked and photocopied to enable the University to comply with its immigration sponsorship responsibilities with the United Kingdom Home Office. Where appropriate, staff will check your documentation to ensure that your Tier 4 visa has been issued under the University's Sponsor Licence Number (i.e. that you have used the correct CAS in making your visa application). Please note that it is a criminal offence for you to begin studying at an institution in the UK with a visa issued under a different sponsor. If you try to do this without having made an application for a Tier 4 visa with the correct sponsor, you are likely to be removed from the UK.

Failure to comply

If you fail to present the documentation you are required to, it will mean that you have failed to complete your academic registration. International students should be aware that, as your immigration sponsor, the University is required by law to inform the UK Home Office if you do not register with the University within the prescribed registration period.

Additional guidance for international students can be found at:
<http://simmspace.stmarys.ac.uk/services-students/international-students/Pages/default.aspx>

Section 2: Induction

Induction provides the foundation for a successful and satisfying experience at the University. The university views induction as a transition and allows for postgraduate researchers to adjust to working in a research environment. Induction will help by fostering a supportive environment and giving you opportunities to meet a range of contacts, which can include other postgraduate researchers, supervisors and administrative staff.

Your induction will take place over the first few months of your programme and will consist of an introduction to the research environment and your research project by your supervisory team, as well as more formal induction events hosted by your Faculty/Institute and through the Researcher Development Programme delivered by Research Services at St Mary's.

Induction provides a great opportunity for you to get to know other students from across the University as well as students who are further on in their research.

Undertaking Teaching Duties

Doctoral research students who are not employed as a member of academic staff at the University are encouraged, with the prior approval of their Director of Studies, to undertake a limited amount of teaching / support work when this is appropriate. Where a student is in receipt of a St Mary's studentship, the nature of the learning and teaching support will be set out in the [Code of Practice for the PhD Studentship Scheme](#). All doctoral research students **must** undertake the relevant teaching course provided by the Centre for Teaching Excellence and Student Success before they undertake any teaching at St Mary's in accordance with the [Policy on Postgraduate Students who Teach](#). Please email adf@stmarys.ac.uk for further information about the teaching course

Section 3: Supervision

All doctoral research students are allocated a 'supervisory team', appointed by St Mary's University and approved by Liverpool Hope University.

Details of your supervisory team will be confirmed during the process of registration and will include:

- Director of Studies (who may or may not be your research supervisor). The DoS is responsible for ensuring that you are provided with an appropriate framework of supervision and to ensure that the supervisory processes is conducted in accordance with the University's Regulations and Code of Practice.
- Research Supervisors who provide subject specific and methodological advice and support, and who have experience of doctoral supervision.

In addition, and dependent upon the nature of your research, further support may be provided by:

- a Research Advisor who is an academic working in a specific area; and/or
- an External Advisor who is an acknowledged lead in the field but who is external to the University.

St Mary's views its doctoral research students as independent researchers, who lead on their own research, but are guided as necessary by their supervisor and their supervisory team. Your supervisors can only do this effectively if you keep in regular contact, meet with them frequently and keep them fully informed of your progress and any problems you may have experienced.

The first few weeks of your registration with the University are an extremely important time for establishing how the supervisory relationship will work and getting settled into your studies. During your first supervision session, you will meet your supervisors and start to plan your research project, and you can expect to:

- identify the initial objectives of the research project
- discuss arrangements for subsequent supervision sessions
- think about what research/transferable training you might need
- be asked to think about your research in relation to ethical considerations
- raise any concerns which you might have with regard to disability, different learning requirements, or commitments (such as work or family, particularly if you are part-time) which may have an impact when you carry out your research

You should work with your supervisors to agree a mutually acceptable programme of supervision at the initial supervision session. Please be aware that academic staff often have a very full workload, so during term-time your supervisor may maintain Office Hours or may agree specific days/times when you can drop in to see them should you have any problems which require immediate attention.

ALL doctoral research students should meet with their supervisor/s a minimum of 8 times each academic year (typically once a month October through to May).

(Note: whilst the progress of part time research students may be somewhat slower than that of full time students, Liverpool Hope University considers that part time students may be at increased risk of disruption to their studies and therefore requires

the same minimum frequency of supervisory contact).

The ultimate responsibility for your thesis lies with *you* and it is vital that you participate fully in the planning and completion of the research project.

It is also your responsibility as a doctoral research student to keep notes of all meetings and to ensure that these are signed off as accurate by the supervisor. It is important that you keep a detailed record of supervision / agreed actions and workplans etc. as well as other development activities that you undertake, as these will be reviewed regularly to check on your progress and will also be required for your Annual Monitoring review and Confirmation review (see Section 6 for details of Annual Monitoring and Confirmation).

Further details about the responsibilities of students and supervisors can be found in the [Liverpool Hope University Code of Practice for PGR Degrees at Partner Institutions](#)

Should you encounter any difficulties at any stage of your studies at the University, you can raise these directly with your supervisor or more formally as part of the Annual Monitoring process. It is important for any problems to be addressed as early as possible as it is much more difficult to respond to complaints about supervision after the examination of the thesis.

If you feel that any matters you raise are not resolved to your satisfaction, each Faculty/Institute has an Associate Dean for Research and Enterprise and a Doctoral Programme Lead who oversees the doctoral research programmes who can be contacted for further support and advice. Doctoral Programme Leads are:

SPORT, ALLIED HEALTH & PERFORMANCE SCIENCES – Kyriaki Myrissa & Michelle Paull

THEOLOGY & LIBERAL ARTS – Peter Tyler & Kim Salmons

EDUCATION – Christine Edwards-Leis

BUSINESS, LAW & SOCIETY – Karen Sanders

Further information on the process for ***requesting a change to your supervisory team*** can be found at –

<http://simmspace.smuc.ac.uk/prog-admin/research-students/Pages/Regulations.aspx>

Section 4: Research Ethics and Integrity

Research ethics and integrity cover a set of principles about how researchers and research organisations should conduct themselves when dealing with research participants, other researchers and colleagues, the users of their research and society in general. Particularly relevant to those working in the social sciences are ethics associated with projects involving human participants, including conducting surveys, focus groups and the use of secondary data. Typical considerations include:

- Recruiting study participants and informed consent
- Keeping data secure and confidential
- Making procedures, methods and findings transparent so that they can be assessed
- Safety and risk

It is important to conduct research in line with ethical standards for a number of reasons:

- In order to respect and cause no harm to the participants
- As a sign of respect for other researchers and those who will use the research
- It is a professional requirement particularly in some disciplines and failure to do so may result in disciplinary procedures
- It is a requirement to obtain funding
- Failing to conduct research ethically could be embarrassing or result in research (or the researcher) being dismissed or rejected by the research community

All research undertaken at St Mary's University is subject to the University's [Research Ethics Guidelines for Staff & Students](#). It is important that you consider any ethical implications that may affect your research, and that you obtain the necessary approval for your research. It is also important that you start thinking about research ethics early on in your studies, as in some cases (depending on your topic and chosen methodology) the process of gaining approval can take several months. Research involving human beings, including using questionnaires and focus groups, for example, must be approved by the Ethics Sub-Committee, either via its appointed Ethics Representatives or by a meeting of the Sub-Committee.

All researchers must be compliant with the requirements of the [Concordat to Support Research Integrity](#) and undergo the relevant training to ensure adherence to good research practice.

Your supervisors will be able to provide advice and guidance on research ethics and the process that you will need to follow, but it is important that you read and understand the University's research ethics application [process](#).

Section 5: The Doctoral College

All doctoral research students will be part of the [Doctoral College](#) at St Mary's which is located at the [Naylor Library](#).

The Doctoral College provides study facilities for all doctoral research students who require them as well as hot-desk space.

The work of doctoral research students is fully integrated into the work of academics in the Faculties and Institutes. Not only will you be invited to partake in seminar programmes, full-time students may also be part of research clusters so that they can obtain wider experience of university research outside their supervisory team. Part-time and professional doctorate students can also take part in these activities as guided by the supervisors.

As a student of St Mary's you will have access to the library and computing facilities in the Library on the main campus and at the Naylor Library and Doctoral College. Many resources, particularly journals, are now available electronically from any location, not just confined to campus. You can also benefit from the reciprocal arrangements for use of other academic libraries in place through our membership of SCONUL. The Document Supply service can be used to obtain books, journal issues and articles, conference proceedings and theses which are not available in the library (charges apply). Academic staff and students undertaking research who wish to access resources held only in the British Library may apply directly for a British Library reader's pass at: <http://www.bl.uk/reshelp/inrooms/stp/register/stpregister.html>

5.1 The Researcher Development Programme

As a researcher you are already committed to enquiry through your own research. Professional development extends this process to your own skills, understanding, aptitudes and ambitions. Development as a researcher involves more than building your research profile, and research skills and broader professional development is becoming increasingly significant as employers look for researchers who can 'add value' to their organisations.

As a doctoral research student, you will need to demonstrate that you meet the requirements of the [Researcher Development Framework](#) (RDF) before you submit your thesis. The RDF is professional development framework for planning, promoting and supporting the personal, professional and career development of researchers in Higher Education and is structured into four domains covering the knowledge, behaviours and attributes of researchers. It sets out the wide-ranging knowledge, intellectual abilities, techniques and professional standards expected to do research, as well as the personal qualities, knowledge and skills you will need to have in order to work with others and ensure the wider impact of research.

The current Researcher Development Programme at St Mary's and Liverpool Hope Universities provides a range of generic and discipline specific sessions which students can attend. The broad areas cover topics such as: research methods; research management; publishing and communication and networking. You will, of course, be expected to present papers at conferences and other events externally as part of your development. In addition, Faculties and Institutes have additional events during the year and also hold an annual series of research seminars (which include presentations by researchers / doctoral research students to peers and senior colleagues).

Details of St Mary's Researcher Development Programme and other opportunities across the University and at other institutions are posted on the PGR student site <http://simmspace.smuc.ac.uk/prog-admin/research-students/Pages/default.aspx> and are also sent to you via email.

To access further information regarding the Researcher Development Framework including an RDF Professional Development Planning Tool click on the link below: <https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework-planner>

One of your responsibilities as a doctoral research student is to think carefully about the skills and knowledge that you have, about any additional training that you feel you might need and about how to get that training. Identifying your training needs and developing competencies should be an ongoing process, as the following summary suggests:

- **Initial supervision session** – identify training requirements for the first year of study.
- **Initial supervision session** – talk through the RDF with your supervisors and decide how confident you feel about the skills and knowledge that you have; your supervisor should help you to identify skills and/or knowledge which you should try to gain or develop further during year one.
- **During year one** – attend training sessions in order to improve your skills base and increase your confidence. Ensure that you keep records of all sessions attended with a short commentary / reflection and discuss these with your supervisors.
- **At the end of year one** – ensure that all of the details regarding your development are included in your [Annual Monitoring Review Report](#). Plan your attendance at events during the course of year two.
- **During year two** - revisit your training needs in order to reassess your skills. Attend further training sessions and write further reflective reports. Think about the specific training you will need.
- **At the end of year two** – repeat the process from the end of year one, considering how your skills base and confidence levels have improved, plan your attendance at events during the course of year three.
- **During year three** - it is likely that you will undertake the bulk of the skills training during years one and two, and that by year three you will be concentrating on finalising your research and producing your thesis. However, you are still entitled to attend training seminars and wider events.
- **At the end of year three** - repeat the process from the end of year two, considering how your skills base and confidence levels have improved. You should ask your supervisor if you would like some career advice and you are encouraged to contact the Employability Service at St Mary's.

** This format uses full-time years, if you are a part-time student for training purposes roughly two years of part-time study are equivalent to one year of full-time study.*

Local Activities

Within each Faculty/Institute a number of events (such as guest speakers and research seminars) are scheduled during the academic year. Doctoral research students are strongly advised to engage with these to support their own development. Your supervisors will be able to advise you of local events and information is also made available through the student website.

Wider Opportunities:

If you aspire to a career in academia it is a good idea to get some teaching experience. You should discuss this with your supervisors. To ensure that you are appropriately trained and supported to undertake undergraduate teaching, the University runs a PGR Teaching Skills Course twice a year which is compulsory for students wishing to undertake teaching duties at St Mary's. You may also apply for associate membership of the Higher Education Academy. Email the Centre for Teaching Excellence and Student Success at adf@stmarys.ac.uk for further information.

Section 6: Reviews of Your Progress

In addition to informal reviews regularly undertaken by your supervisors, you will be required to participate in three types of formal review during your studies:

- an “**interim monitoring review**” each spring
- an “**annual monitoring review**” each summer; and
- [for PhD students only] a “**confirmation of registration**” procedure., to assess whether you are on track towards achieving the University’s expectations for doctoral work

If you initially registered for an MPhil, and wish to transfer to a PhD you will be able to request, via your Director of Studies, a “transfer of registration” procedure. Once the request has been made, the process is identical to the “confirmation of registration” procedure for PhD students (for more details see the Confirmation of Registration section below).

Please Note

The University will keep your progress under careful review. If your progress is deemed as unsatisfactory, you may be required to discontinue your studies at the University. It is YOUR responsibility to:

- complete your Interim and Annual Monitoring on time;
- engage with your programme (your own research and wider professional development activities);
- submit work (and revisions) on time;
- submit your thesis and revisions on time.

Failure to meet any of these responsibilities may result in your studies at the University being terminated. Termination of your studies will not waive any debt that you may have to the University.

6.1 Interim Monitoring Review

To assure the University that your research has started satisfactorily, you and your supervisors will be required to hold a review in February following your initial registration.

- The form of this review will be a meeting and brief report from the Director of Studies confirming that the research has started and that there are no initial problems. A written record of the date and agreed outcomes of the meeting, signed by your Director of Studies, will be kept on your student file.
- The report should state progress against any previously determined objectives; any problems incurred with the research; problems with the supervisory arrangements and resources available and a note of any action required in the next six months
- The report will be submitted to the Faculty/Institute Doctoral Programme lead for review at the Faculty/Institute Research Committee and a summary statement will be submitted by each Faculty/Institute to the Head of Research Services.

6.2 Annual Monitoring Review

All students are required to have their progress formally reviewed at the end of each academic year (typically in June). The purpose of Annual Monitoring is to ensure that you are making progress, as expected, and also to ensure that you feel your supervisory arrangements and facilities are satisfactory. It is therefore important that you raise any matters of concern at the time to give the University an opportunity to resolve any issues you may have.

During the year, it is important that you not only document formal meetings with your supervisors but that you also maintain a Research Skills Record of all related research activity (such as attendance at the PGR Research Skills programme and any professional and career-related activities that you have engaged in such as conference attendance, teaching or demonstrating duties, presentations and so on).

The Annual Monitoring process involves you submitting a [Research Skills Record](#) indicating your progress towards achieving all necessary research skills, a [Supervisory Meeting Log](#) comprising the recorded content and outcomes of formal supervision meetings, and a 2,000 word written report, the nature of which will be determined by your Director of Studies, in line with the Regulations and Code of Practice. You will also be required to attend a meeting with your supervisory team to discuss your progress and to set objectives for the coming year.

Following the review, your progress will be deemed **Satisfactory**, or **Not Yet Satisfactory** (in which case you will be required to undertake further work by the start of the next academic session), or **Not Satisfactory** (in which case you will be required either to terminate your studies or, if you are registered for a PhD, to transfer to an MPhil).

The outcomes from all Annual Monitoring events are reported to University Committees at both St Mary's and Liverpool Hope universities who are responsible for doctoral research students.

Full details of the annual monitoring process are available in the [Liverpool Hope Code of Practice for PGR Degrees at Partner Institutions](#).

6.3 Confirmation of Registration/Transfer of Registration

Confirmation Review

For students registered for PhD studies. At the point at which **confirmation** of PhD registration is sought, students must submit a confirmation proposal and participate in an oral interview.

Your Confirmation event should take place within 15 months of your initial registration (if you are a full-time PhD student), or 24 months of initial registration for part-time students. If your Director of Studies judges that you are ready, he or she may recommend that you undertake the process well before these deadlines. However, the deadlines can only be extended on the basis of valid mitigating circumstances; the deadlines would not be extended purely because you had made insufficient progress.

For Confirmation, you will need to submit a formal Confirmation Proposal, presenting a case to demonstrate that the work which you have done to date indicates that you are capable of carrying out / completing research at doctoral level. The typical length is likely to be around 20,000 words (although the precise length is dependent upon the

discipline). You will also be required to attend a substantial interview to discuss your proposal. You will be interviewed by your full Supervisory team, plus an independent reader, who will chair the interview.

Following the interview, one of the following outcomes will be agreed.

1. Progress satisfactory (all your subsequent annual registrations will be to be for a PhD).
2. Further assessment required (you will be required to undertake a further review within a year, but your registration will be unchanged in the meantime).
3. Progress only satisfactory for MPhil (all your subsequent annual registrations will be for MPhil).
4. Progress not satisfactory (your studies at the University will be terminated).

The “further assessment required” outcome is NOT normally used at a second review.

Confirmation of Doctoral Registration Process (Transfer to PhD from MPhil)

An MPhil student who has successfully completed [without the need for reassessment] all Annual Monitoring events they have undertaken, shall be eligible to request, after discussion with their Director of Studies, to transfer registration from MPhil to PhD. The transfer event should be held no later than 2 years after initial registration for full-time students, or 3 years after initial registration for part-time students. **An MPhil student requesting to transfer registration to PhD will be demonstrating outstanding potential for doctoral research.**

The Primary Supervisor must present an appropriate case to the Liverpool Hope Board of Examiners for Postgraduate Research Students, or Chair of Research Degrees Sub Committee. If the Board of Examiners/Chair of the Board recommends that a request to transfer is justified they will appoint a Transfer Panel comprising the Supervisory Team and an independent reader, who will act as Chair of the Panel.

The Chair of the Panel will invite the student to submit a formal Proposal, presenting a case to demonstrate that their work indicates that they are capable of carrying out research at doctoral level. The requirements will be broadly consistent with the following guidelines, but the detailed requirements may legitimately vary across academic disciplines. It is expected that the submission will take the form of

- Draft thesis chapters,
- Published work with accompanying narrative, or
- Publishable work developed into a written report of approximately 20,000 words. The Supervisory team should advise the student of the content of any written report required; it would be expected that the submission would take the format of a standard journal article in the discipline including a literature review, the aims of the research, a methodology, the interim findings from the study and a bibliography.
- An appropriate performance with supporting narrative as relevant to the discipline. The detail of the performance and the length of the narrative should be stipulated by the Panel.

The Panel will scrutinise the Submission, and form an initial judgement about the applicant’s potential to complete their research to doctoral level within the required timescale. The interview with the applicant will normally take place within one month of the submission and will aim to explore with the applicant any issues arising from that

submission. Full guidance on the Confirmation of Doctoral Registration Process (PhD from MPhil) can be found [here](#).

More information about Annual Monitoring and Confirmation processes can be found in the [Liverpool Hope Code of Practice for PGR degrees at Partner Institutions](#)

Section 7: Interruptions, Extensions and Withdrawal

7.1 Interruptions of Study

In some circumstances it may be appropriate for you to apply to interrupt your studies for a specified period. Interrupting studies is a serious step, and so your application must be submitted using the correct form, and your application must have the support of your Director of Studies and must be approved by the Chair of the St Mary's Research Student Sub-Committee and Liverpool Hope University. In order for your request to be accepted, you will need to provide evidence that ill-health or other circumstances would prevent you from pursuing your research.

During the period of interruption you do not accrue programme or research support fees, and are not entitled to receive supervision or access university resources or facilities, but you will still have access to your University email account.

Interruptions should be applied for in whole months up to a maximum of 6 months in the first instance and must be applied for in advance. Common reasons for interrupting study include:

- excessive employment demands which were substantial & temporary (part-time students only);
- jury service;
- serious illness;
- serious illness of partner, relative or friend;
- bereavement;
- childbirth.

If it is not evident that your request is supported by circumstances as serious as those listed, or if the matter appears not to be straightforward, your case may be referred to Liverpool Hope University.

International students are advised to seek advice from the International Office at St Mary's before applying for an interruption of study. Tier 4 visa holders should note that following the approval of an interruption, the University is legally obliged to notify the UK Home Office of your interruption and withdraw sponsorship of you. You will be required to leave the UK at the point your studies are interrupted and for the duration of the interruption. Your current Tier 4 visa will also be curtailed (cancelled by the UK Home Office). Failure to leave the country following the approval of an interruption could jeopardise your immigration status and your studies with the University. Before resuming your studies you will need to request a new CAS from the University and make a new Tier 4 visa application. You will only be able to make this application from outside of the UK.

If you are externally sponsored you must ensure that you liaise with your sponsor to seek their approval before requesting an interruption of studies as this is not done as part of the University's consideration and approval of your request.

Returning from a period of interruption

You will be contacted in advance of your expected resumption date with a request for you to confirm your intention to resume your studies.

International students will be expected to produce an original, valid visa which demonstrates the right to study in the United Kingdom and with this University. You will be given details of how to do this when you are contacted prior to resuming study.

You will also need to settle any outstanding debt with the University before you will be permitted to resume. Unless you are granted a further period of interruption, you will start to accrue fees from the date you are due back from your interruption, regardless of the date you physically return to your programme. If you fail to resume your studies following a period of interruption, you may be deemed withdrawn.

7.2 Extension of study

An extension gives you extra time at the end of your research degree, extending your end date. Extension of study will only be considered where there are severe mitigating circumstances. Extensions can only be approved by the St Mary's Research Student Sub-Committee and Liverpool Hope University's Progression and Award Board, following a recommendation from your Director of Studies. You will be notified in writing of the outcome of your request.

International students should seek advice from the International Office as to whether they would need to extend their visa to accommodate any extension to their studies.

7.3 Withdrawal

Occasionally, circumstances are such that you may wish to withdraw from your programme. Before you take this decision you are strongly advised to discuss withdrawing with your supervisor(s).

To formally withdraw from the University you must complete a withdrawal form which is available from St Mary's Research Services and your supervisor must sign it. Liverpool Hope University will confirm your withdrawal once it has been approved. If you fail to notify the University of your withdrawal you will continue to accrue fees.

Withdrawal will not waive any debt that you may have to the University.

7.4 Changing supervisor(s)

If you are experiencing any issues with a member of your supervisory team that you are unable to resolve directly with the team, please contact either the Doctoral Programme Lead in your Faculty/Institute or the Associate Dean for Research and Enterprise.

Further information on the process for **requesting a change to your supervisory team** can be found at <http://simmspace.smuc.ac.uk/prog-admin/research-students/Pages/Regulations.aspx>

Section 8: Submission of Your Thesis for Examination

8.1 What will the Examiners be Looking for?

The qualification descriptors for the degrees of MPhil and PhD have been outlined at the beginning of this handbook and are also available in Appendix One of the [Liverpool Hope Code of Practice for PGR Degrees at Partner Institutions](#).

In advance of your examination, your examiners will prepare independent written reports on your thesis. Their reports will summarise their impressions from reading the thesis, including, amongst other things:

- [a] whether the candidate appears to have fulfilled the University's expectations for the award of a doctoral or master's degree;
- [b] any specific strengths of the research and/or the thesis itself;
- [c] any specific weaknesses of the research and/or the thesis itself;
- [d] proposed issues for discussion with the candidate during the examination;
- [e] a provisional recommendation, if possible, of the outcome, with reference to the categories specified in the regulations.

A **PhD** candidate would meet the criterion of originality by, for example, discovering new knowledge, or connecting previously unrelated facts, or developing a new theory, or revising established views. In considering whether a thesis has met such requirements, examiners should base their judgement on what may reasonably be expected of an able and diligent research student after completing the appropriate period of research required for the degree. They may also wish to satisfy themselves that the thesis contains material worthy of publication.

8.2 Submitting your Initial Thesis

Details of maximum timescales for submission of theses for research degrees are provided at the beginning of this handbook. It is important to aim to submit your thesis within the appropriate timescales; allowing an extension is most unusual, would need to be approved by the Liverpool Hope University Progression and Award Board, and would require evidence of exceptional circumstances. The normal expectation is that you should plan your research project to ensure submission of your thesis for examination well before the formal maximum deadline. This is a key responsibility for all research students, with the support of your supervisory team.

Thesis preparation guidance is available at Section M of the [Liverpool Hope Code of Practice for PGR Degrees at Partner Institutions](#).

There are two stages of thesis submission;

- (a) submission of your soft bound thesis in advance of your oral examination and (b) submission of your final thesis once you have made any corrections required following the examination and your examiners have recommended your award.

The process begins at least 2 months before you expect to submit your thesis, at which point you need to complete an ['Intention to Submit' \(ITS\) form](#) and forward this to your Director of Studies/Supervisor. This form is used to start the process of appointing your examiners, so it is important to allow sufficient time for examiners to be approved and

appointed in advance of your thesis examination.

You will then be required to submit 3 copies of your initial soft bound thesis to Research Services at St Mary's. Once this has been done, Research Services will distribute your thesis to your examiners, and arrangements will be made for a date for your oral examination to take place.

8.3 The Oral Examination, and Submission of the Final Thesis

The oral examination (viva voce) is an important milestone in your research programme and you should ensure that you are fully prepared for the examination itself and for the processes surrounding it.

The oral examination is normally held within 2 months of the submission of the thesis, and no later than 3 months after the submission of the thesis. It may be conducted via Zoom because of the Covid19 pandemic.

The objective of the oral examination is to allow you the opportunity to explore, clarify and defend your research in the presence of academic leaders in your chosen discipline area. Your oral examination will be attended by an external examiner and an internal examiner, as well as an Independent Chair from Liverpool Hope University. If you are a member of University academic staff, two external examiners are appointed and both would attend the oral. Your supervisor will NOT be present at the oral examination.

There is no way of telling in advance how long the examination will last, but it may be several hours in duration.

Once the oral examination is concluded, the examiners must come to a decision about what their recommendation will be in terms of whether to make an award (and if so what conditions may apply) or whether more work is required to bring the thesis up to standard. This decision and the reasons behind it are presented in the form of a Joint Examiners Report. The decision will be confirmed to you in writing by email address to your Liverpool Hope University email address and your St Mary's University email address.

Where the examiners recommend that you be awarded a degree without the need to resubmit your thesis, you will be required to produce a final thesis as soon as possible following the examination. The final version will have to reflect any minor modifications that the examiners request. You will normally have three months to complete these modifications to the satisfaction of your examiners before submitting your final thesis.

You are required to deposit your final thesis to Research Services at St Mary's.

Where the thesis has been restricted for any reason besides personal safety, the bibliographic metadata and abstract will normally be made available to genuine enquirers, and other third party sources including Index to theses and the British Library's Electronic Theses Online Service.

8.4 Resubmission of your Thesis, and a Second Examination

Following your oral examination, your examiners may recommend that you need to undertake further work on your research in order to be awarded a degree.

Depending on the outcome of the examination, you will be given 3 months, one year or 2 years from the date of your examination to resubmit your thesis; you may also be required to attend a second oral examination. As soon as the examiners' recommendation has been ratified by Liverpool Hope's Progression and Award Board, your expected end date on Liverpool Hope's Student Record Management system will be adjusted to show your resubmission deadline

You will be re-registered as 'resubmission pending' from the date of your oral examination until you resubmit your thesis, and you will continue to be charged fees. During this period, your supervisor will be responsible for monitoring your progress at regular intervals.

Once resubmitted, your thesis will be re-examined within three months and your examiners will notify you whether or not a second oral examination will need to be held.

Your examiners will prepare independent written reports on your thesis in the same way as for a first submission. If your examiners agree that the second oral examination can be waived, only a final joint report, with an agreed recommendation, will be provided. You will be informed, in writing, of the outcome of the re-examination of your resubmission.

Section 9: Academic Misconduct

St Mary's and Liverpool Hope expect its graduates to have acquired certain attributes (see the [Vitae Researcher Development Framework](#)). Many of these relate to good academic practice:

- a critical, analytical and creative thinker
- an independent learner and researcher
- information literate and IT literate
- a flexible team worker
- an accomplished communicator
- competent in applying their knowledge and skills
- professional and adaptable.

Throughout your programme of studies at St Mary's you will learn how to develop these skills and attributes. Your assessed work is the main way in which you demonstrate that you have acquired and can apply them. Using unfair means in the assessment process is dishonest and also means that you cannot demonstrate that you have acquired these essential academic skills and attributes.

You are required to **declare that all work submitted is entirely your own work**. If you have any concerns about appropriate academic practices or if you are experiencing any personal difficulties which are affecting your work, you should consult your personal tutor, supervisor or other member of staff involved.

9.1 What Constitutes Academic Misconduct?

The basic principle underlying the preparation of any piece of academic work is that the work submitted must be your own work. **Plagiarism, commissioned work, double submission (or self-plagiarism), collusion and fabrication of results** are not allowed because they violate this principle (see definitions below), these activities are types of "academic misconduct" and basically amount to cheating. Rules about these forms of cheating apply to all assessed and non-assessed work.

1. Plagiarism (either intentional or unintentional) is using the ideas or work of another person (including experts and fellow or former students) and submitting them as your own. It is considered dishonest and unprofessional. Plagiarism may take the form of cutting and pasting, taking or closely paraphrasing ideas, passages, sections, sentences, paragraphs, drawings, graphs and other graphical material from books, articles, internet sites or any other source and submitting them for assessment without appropriate acknowledgement. In order to avoid being suspected of plagiarism, it is essential that, where you include the work of any other person, it must be properly acknowledged and referenced. As a research student, you should already be familiar with conventions within your subject about how to reference sources appropriately in order to avoid plagiarism. If you are in any doubt about this, consult your Director of Studies.

Submitting bought or commissioned work (for example from internet sites, essay "banks" or "mills") is an extremely serious form of plagiarism. This may

take the form of buying or commissioning either the whole piece of work or part of it and implies a clear intention to deceive the examiners. The University also takes an extremely serious view of any student who sells, offers to sell or passes on their own work to other students.

St Mary's subscribes to a national plagiarism detection service which helps academic staff identify the original source of material submitted by students. This means that academic staff have access to specialist software that searches a database of reference material gathered from professional publications, student essay websites and other work submitted by students. It is also a resource which can help tutors and supervisors to advise students on ways of improving their referencing techniques. Your work may be submitted to this service.

2. Double submission (or self-plagiarism) means including material you have already used in an assessment for a previous course, at St Mary's or elsewhere. This is expressly forbidden by St Mary's, irrespective of whether you have copied the whole piece of work or part of it. The only exception might be if you drew attention, for reference purposes only, to material from a previous assessment. Where such material is incorporated, the fact that you have done so must be recorded together with the title of the thesis or other work, the date of the award of the degree and the name of the University or other degree-awarding body making the award.

3. Collusion is where two or more people work together to produce a piece of work, all or part of which is then submitted by each of them as their own individual work. This includes passing on work in any format to another student. Collusion does not occur where students involved in group work are encouraged to work together to produce a single piece of work as part of the assessment process.

4. Fabrication is submitting work (for example, practical or laboratory work) any part of which is untrue, made up, falsified or fabricated in any way. This is fraudulent and dishonest.

9.2 What happens if I am suspected of Academic Misconduct?

St Mary's and Liverpool Hope Universities will not tolerate academic misconduct and it takes instances of plagiarism and fabrication of data very seriously. Suspected cases of misconduct in research degree programmes are dealt with by the Liverpool Hope University's Academic Misconduct procedures which, in the first instance, involve an investigation by a Senior Academic Adviser at Liverpool Hope, who will make a recommendation to the Progression and Award Board.

Misconduct Discovered Before a Degree is Conferred

If you are found guilty of academic misconduct in work contributing to the annual monitoring or confirmation of registration processes, the Liverpool Hope Progression and Award Board will normally EITHER require you to terminate your studies OR, on one occasion only, require you to undergo further assessment.

If you are found guilty of academic misconduct in the thesis submitted for examination, the Liverpool Hope Progression and Award Board will normally require you to terminate your studies.

Misconduct Discovered After a Degree is Conferred

If it is judged that you had engaged in academic misconduct, the Liverpool Hope Progression and Award Board is empowered to rescind your degree.

Section 10: Appeals and Complaints Procedures

You are entitled to lodge an academic appeal if you think you have valid grounds for challenging a published decision of the Liverpool Hope University Progression and Award Board in relation to:

- the outcome of your annual progress review;
- the outcome of the confirmation of registration [or transfer] process;
- the examination of your thesis;
- your annual progress review.

More generally, [information about academic appeals and complaints](#) can be accessed by clicking on the link.

Except in the case of students supported by outside bodies (including the Research Councils), where specific provisions relating to intellectual property are embodied in the conditions of support, all postgraduate students are required to agree to assign to the University all their intellectual property rights arising from their studies or research at the University, to be managed by the University in accordance with its normal custom and practice.

During the course of your studies or research you may have access to confidential information belonging to the University or a third party. You must agree not to use such confidential information other than in connection with your studies or research (and then only upon such terms and conditions as may have been agreed) and will not without the prior consent of the University or the third party to whom it belongs disclose such confidential information.

Section 11: Graduation

Liverpool Hope University holds graduation ceremonies in July and January each year, however you may choose to attend a St Mary's graduation ceremony instead. You will only be eligible to graduate when you have a confirmed result, including confirmation that minor modifications have been made to your thesis and you have submitted the final version of your thesis and relevant documentation to St Mary's University Research Services. Any and all corrections must have been signed off by your examiners in advance of your graduation.

Section 12: Facilities & Support

Resources

St Mary's University Libraries

As a student of St Mary's you will have access to the library and computing facilities in the Library on the main campus and at the Naylor Library and Doctoral College.

Many resources, particularly journals, are now available electronically from any location, not just confined to campus. You can also benefit from the reciprocal arrangements for use of other academic libraries in place through our membership of [SCONUL](#). The Document Supply service can be used to obtain books, journal issues and articles, conference proceedings and theses which are not available in the library (charges apply). Academic staff and students undertaking research who wish to access resources held only in the British Library may apply directly for a British Library reader's pass at:

<http://www.bl.uk/reshelp/inrooms/stp/register/stpregister.html>

Liverpool Hope University Libraries

Liverpool Hope's Library Service provides access to a wide-ranging collection of online resources to support learning and research. Click the link for guidance: <http://www.hope.ac.uk/gateway/library/usingthelibrary/informationandguides/>. The Sheppard-Worlock Library contains subject specific collections relating to Arts & Humanities, Education and Sciences & Social Sciences. Material is in a range of formats such as books, newspapers, journals, DVDs and teaching resources. An additional library at Creative Campus contains subject specific materials relating to Fine Art & Design, Drama, Dance & Performance and Music. Material is in a range of formats such as books, newspapers, journals, DVDs and printed music. Education and Theology are well represented by the addition of a number of [special collections](#).

[SIMMSpace](#) is the virtual learning environment at St Mary's. There are [referencing and research tools](#) available such as RefWorks and [Jisc Online Surveys \(formerly BOS\)](#). RefWorks is an online research management, writing and collaboration tool. It is designed to help researchers easily gather, manage, store and share all types of information, as well as generate citations and bibliographies. [Jisc Online Surveys](#) enables you to create web-based surveys and then make them available publicly online.

GuildHE Research

St Mary's is a member of the GuildHE Research consortium. GuildHE Research is a consortium of small and specialized research universities and colleges designed as a communal resource for research staff and postgraduate researchers. It allows you to create and share a dynamic research portfolio with individuals and groups of your choosing, to contact and communicate with peer member institutions, to create and participate in forums, and to access information about UK and international research policy. You can also develop and share ideas about future research and access information about how to improve your research skills research.guildhe.ac.uk

Support for Disabilities / Additional Needs

The Disability Support Team is available to provide support and guidance for students with a wide range of disabilities, health conditions or specific learning difficulties (eg dyslexia, dyspraxia). You are actively encouraged to contact the Disability Support Team as soon as possible to discuss your support needs in a friendly and confidential environment <http://simmspace.stmarys.ac.uk/services-students/student->

wellbeing/Pages/default.aspx

Employability Service

The Employability Service at St Mary's supports students to help them to develop skills, experience and insights into the world of work, which will benefit them whilst studying and when planning a career beyond University. The Service offers help and advice from first registration and will continue to provide information, if required, to students after graduation. The Service's Resource Centre has information on thousands of graduate occupations as well as data on both local and national recruiters. Specialist information is also available to help those who want to become self-employed or for those interested in working in the voluntary and community sectors. All students have access to careers information, drop-in sessions, can book one-to-one guidance interviews and find out about careers events and employer led workshops via <http://simmspace.stmarys.ac.uk/services-students/careers/Pages/careers-home.aspx>

Section 13: Useful Information and Frequently Asked Questions

What about holidays?

Students commencing research degrees are not entitled to long vacation periods. The University will allow full-time students, subject to the agreement of the Director of Studies, to take reasonable holidays, not exceeding **7 weeks** in a calendar year (including public holidays). Pro-rata entitlements exist for part-time students. [However, please check whether your sponsoring body has tighter restrictions]. You must seek approval from your Director of Studies before taking holidays.

Where can I find out about the Regulations which apply to my Award?

The University's formal Regulations and Code of Practice for postgraduate research degrees can be found at <https://simmspace.stmarys.ac.uk/prog-admin/research-students/Pages/Regulations.aspx>

What do I do if I have a complaint?

In the event that you have a complaint, in the first instance, you can contact your Supervisor or Director of Studies, or alternatively speak with the Faculty/Institute Associate Dean for Research & Enterprise, or Doctoral Programme Lead. Also, please see the [Students' Complaint Procedure](#).

How is the experience of PGR students represented?

All Faculties and Institutes have a Research Committee to which student representatives are invited to attend. Our Doctoral Research students are also represented on the University Research Committee. Please do provide information to your Faculty/Institute student representative about those aspects of your research programme which are working well and areas where you feel improvement is needed. There is also an Annual Doctoral Research Programme Review meeting which meets with student representatives and staff involved in the supervision of research students.

Current student representatives are –

SPORT, APPLIED HEALTH & PERFORMANCE STUDIES – Fiona Leggat
THEOLOGY & LIB ARTS – Nicholas Ellsworth
EDUCATION – Abigail Maguire
EdD – Amy Strachan
BUSINESS, LAW & SOCIETY - TBC

The Students Union supports all postgraduate students – see [St Mary's Student Union website](#).

Study Guides and resources

See our [Library Guide for PGR Students](#) for useful resources.

The following also may be useful as you start your studies:

Churchill, H. and Sanders, T. (2007): *Getting Your PhD: A Practical Insider's Guide*, (Sage)

Cottrell, S. (2013): *The Study Skills Handbook*, (Palgrave Publishers)

Denicolo, P., Reeves, J. and Duke, D (2017): *Fulfilling the Potential of your Doctoral Experience*, (Sage)

Greetham, B. (2018): *How to Write Better Essays*, (Palgrave Publishers)

Peck, J. and Coyle, M. (2005): *The Student's Guide to Writing*, (Palgrave Publishers)

Rose, J. (2007): *The Mature Student's Guide to Writing*, (Palgrave Publishers)

Wisker, G. (2007): *The Postgraduate Research Handbook; Succeed with your MA, MPhil, EdD and PhD* (Palgrave Publishers)

Every effort has been made to ensure the accuracy of the information given in this Handbook, but the University can accept no responsibility for any errors or omissions. University courses are continually reviewed and revised and there may well be some changes between the date of publication and the time the student embarks upon the course. The University reserves the right to discontinue courses of study and to amend Regulations governing courses of study whenever it sees fit. Students and others should enquire as to the up to date position when they need to know this.

Admittance to the University is subject to the requirement that the student will comply with the University's Regulations, Policies and Codes of Practice.

Appendix 1 – Student Responsibilities

In addition to the responsibilities outlined in the St Mary's Partnership Agreement, <http://simmspace.stmarys.ac.uk/prog-admin/student-charter/Pages/default.aspx> as a research student you will have, as part of the University community, the following responsibilities:

To yourself:

- to take responsibility for the progress of your research, ensuring that it is completed within an agreed timeframe and to seek guidance from the supervisory team to resolve difficulties, as necessary
- to ensure that you have regard for the safety of yourself and others and to make yourself familiar with the University's ethical guidelines and any Faculty/Institute-specific guidance
- to work the equivalent of at least a normal 40 hour week as a full-time student; a 20 hour week as a part-time student as a guideline. Research projects should be designed to fit within this constraint. However, it is accepted that some out of hours working will always be required; students should not be expected routinely to work overly long hours. Where holiday entitlement is not specified by a sponsor, students should take no more than six weeks leave per year.

To your supervisors to assist them to carry out their duties:

- to discuss the supervisory relationship with your Director of Studies at the earliest opportunity so that you understand the respective roles and obligations and to clarify any aspects which you do not fully understand
- to discuss with your Director of Studies the type of guidance and comment you would find most helpful, the aims and objectives of the research and suitable background reading
- to discuss with your Director of Studies any financial aspects of funding the research project;
- to keep the supervisor(s) fully informed of developments in the research and to deviate from agreed aims and objectives only by agreement
- to take the initiative in raising with your supervisors any problems or difficulties which you encounter
- to ensure that you attend agreed scheduled meetings (at least once a month) and maintain the progress of your work in accordance with the stages agreed with your Director of Studies
- to submit written progress reports to your supervisors at their direction by the specified deadlines
- to discuss with your Director of Studies arrangements for applying for transfer from MPhil to PhD, if appropriate, and for the submission of your thesis for either award, with the aim to resolve any difficulties or issues of concern

- to agree the authorship and content of work for publication (e.g. journal articles) with your Director of Studies before submitting it for publication and to formally acknowledge the input of supervisors (and others, if applicable) and, where applicable, funding sources in any published research undertaken while a research student at the University. Individual Faculties or Institutes may have a policy on the authorship of journal articles
- both you and your supervisor should endeavour to submit within four years for fulltime or six years for part-time students.

To others:

- to respect confidentiality (both professional and commercial) of not only your own findings but also those of others with which you are not directly involved, but with which you may become aware of by virtue of your position as a postgraduate student within the Faculty/Institute. All such matters must be treated with absolute discretion and integrity at all times
- to exercise professionalism and be sensitive to the needs of colleagues with whom facilities are shared
- to maintain accurate and comprehensive records of the work undertaken, together with any experimental equipment, in an orderly fashion. This may significantly facilitate the writing of the thesis
- to communicate in a professional manner with any sponsors (if the Director of Studies has agreed direct interaction between the student and sponsor).

Appendix 2 - Use of Personal Data

St Mary's and GDPR: Student Privacy Notice

The General Data Protection Regulation (GDPR) came into effect in May 2018.

We take our obligation to preserve, protect and manage confidential and personal information seriously. Respecting your personal data is critical to us as a University.

Please see the [Student Privacy Notice](#) for an explanation of how we use personal information we collect about you through the duration of your studies:

<http://simmspace.stmarys.ac.uk/prog-admin/registry-policies/policies-complaints-disciplinary/Documents/Policies-and-Regulations/Student-Privacy-Notice.pdf>

Appendix 3 - Freedom of Information

St Mary's, as a public body, is required to make information it holds open to the public. A full list of the information it publishes is contained in its Publication Scheme which is available at:

<https://www.stmarys.ac.uk/about/corporate-information/freedom-of-information.aspx>

Appendix 4 - Data Protection

St Mary's collects information about all our staff and students for the purposes of administration, statutory reporting requirements and for health and safety reasons. The University cannot effectively operate without processing the information about you which you have provided either through your application, the registration process or any information which you may provide whilst you are a student. Under the 2018 Data Protection Act we need your consent to process this information which is referred to as 'personal data'. A statement has therefore been included on the Registration form for you to provide your consent.

Appendix 5 - Subject Access Request

You are entitled to request to see all data held on you by St Mary's, both centrally and by your research area(s). A fee will be charged each time you wish to make such a request.

Appendix 6 - Intellectual Property and Confidentiality

Except in the case of students supported by outside bodies (including the Research Councils), where specific provisions relating to intellectual property are embodied in the conditions of support, all postgraduate students are required to agree to assign to the University all their intellectual property rights arising from their studies or research at the University, to be managed by University in accordance with its normal custom and practice.

During the course of your studies or research you may have access to confidential information belonging to the University or a third party. You must agree not to use such

confidential information other than in connection with your studies or research (and then only upon such terms and conditions as may have been agreed) and will not without the prior consent of the University or the third party to whom it belongs disclose such confidential information.