

St Mary's
University
Twickenham
London



A guide to
postgraduate study
at St Mary's



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Welcome to St Mary's University



We are an inclusive academic community set in a beautiful corner of London, one of the world's most dynamic and diverse cities.

At St Mary's we pride ourselves on preparing our postgraduate students for successful careers across a variety of disciplines. Our postgraduate courses and the Schools which house them are internationally recognised for pushing academic boundaries and setting global standards. We offer a range of taught MA and MSc courses as well as MPhil and PhD research degrees. Our School of Education, Theology and Leadership also offers outstanding PGCE qualifications. Whether you wish to study to advance your career prospects or for personal or intellectual development, St Mary's will encourage and support you to achieve your potential.

By choosing to study at St Mary's, you will join a close-knit academic and social community on a beautiful campus by the banks of the River Thames. Inspired by our Catholic ethos and heritage, since 1850 our mission has been to provide a high quality and professional education. Students will always be our priority and you will benefit from being in a supportive, intellectual and social space, which will encourage you to succeed. Not only will you leave St Mary's with a strong academic foundation, but also with lifelong friendships and memories.

We hope you will find this guide to postgraduate study helpful, and we would be delighted to welcome you to our campus.

We look forward to you joining us in London.

Francis Campbell
Vice-Chancellor

Postgraduate study at St Mary's

Established in 1850 as a Catholic Foundation, St Mary's has a long and distinguished history which is underpinned by its ethos that students should always come first. This has seen the University attract students from all walks of life, and become a distinct and inclusive place to study.

St Mary's has a vibrant postgraduate community, and offers an increasing number of high quality taught courses and research degree programmes that are internationally recognised for pushing academic boundaries and setting standards.

- 30 minutes by train from central London
- St Mary's Initial Teaching Training programmes judged by OFSTED to be 'Outstanding'
- 85% student satisfaction rate in the National Student Survey 2016
- Ranked eighth in the country for graduate employment according to the Telegraph, with 95% of graduates in employment or further study within six months, according to HESA
- The Times Higher Education ranked St Mary's as London's top university for student experience in 2016

Postgraduate (overall)

- We are eighth overall for 'quality' among higher education institutions (HEIs) for postgraduate study
- Primary education: For 'quality', St Mary's rates eleventh overall among HEIs and the highest in London
- Secondary education: For 'quality', St Mary's rates fourth overall among HEIs and the highest in London

Guardian University Rankings 2017

- St Mary's is second in the country for teaching satisfaction, with 93%



Teaching and learning at St Mary's

St Mary's has a strong tradition and successful profile of excellence in teaching and learning. Our vision for teaching and learning is to provide a distinctive and outstanding academic experience for students in an inclusive, student-focused learning community that allows students to fulfil their academic and career potential.

Assessment and feedback

High-quality assessment and feedback practices are essential elements of the student academic experience. Our staff are committed to providing assessment that is relevant, stimulating and challenging. We are also committed to ensuring that feedback is timely, constructive and enables students to learn for future assessments. The results of the 2015 Higher Education Academy Postgraduate Taught Experience Survey showed that 84% of our 2015 postgraduate students were satisfied with assessment and feedback practices on their programmes, which was significantly higher than the average score for the sector.

Teaching

Postgraduate students at St Mary's are taught by staff with extensive vocational experience in their field. Staff are able to use their experience to create and deliver programmes that are current and relevant to their field. This enhances the academic experience for students and also prepares students wishing to gain employment or further their career prospects in their chosen area of work.

Our staff maintain links within their field through membership of professional subject networks and associations. This enables staff to keep up to date with developments within their field, which positively informs their teaching. Membership of professional subject networks and associations also enables staff to develop and maintain contacts within their field. These contacts sometimes contribute to our programmes as guest speakers.

Committed staff

St Mary's is committed to providing teaching and learning opportunities for students, which are enriched by staff research and scholarship. Our staff engage in research and scholarly activity to ensure that they remain current in their field. Our staff are committed to ensuring that their research and scholarly activity supports both their teaching and the content that they deliver. The engagement of our staff in research also strengthens their teaching of research skills, a key component of postgraduate study.

St Mary's is also committed to developing our staff and recognising teaching excellence. Staff are supported in continuing professional development within their field and in higher education teaching. St Mary's has recently implemented a professional recognition scheme, accredited by the Higher Education Academy, to enable our staff to achieve recognition for exceptional teaching that supports our students' learning.



Campus environment and student life

Campus environment

St Mary's offers you a pleasant learning environment on a beautiful self-contained campus where it is easy to feel at home, and the University benefits from having the historic Strawberry Hill House in its grounds.

Historic buildings and world-famous architecture, together with modern facilities, come together to create a unique and distinctive environment in which to study, socialise and relax.

All St Mary's facilities are centrally located, and include a library, a refectory, a theatre, and Olympic-standard sports facilities.

The University offers a variety of learning environments from traditional teaching areas to the more informal i-Learn Café and a learning lounge for group activity.

Student life at St Mary's

Teddington and Twickenham are within walking distance of the University and offer you a good range of shops, restaurants and pubs.

Twickenham is on the river, and the larger riverside towns of Kingston and Richmond are just a short bus ride away. You will find cinemas, live music venues, bars, theatres, and a bowling alley, as well as an excellent range of shops, cafés and restaurants, many of which offer student discounts.

For 'fresh air', nearby Richmond Park and Bushy Park in Teddington have hundreds of acres of beautiful, secluded woodland for get-away-from-it-all walks and space for cycling and running. The Royal Botanical Gardens at Kew, Henry VIII's Hampton Court Palace, museums, galleries and several historic houses open to the public, are also very close to the campus.

Life after St Mary's

Once you graduate you will automatically become part of our Alumni Association. Our former students are known colloquially as Simmarians. We offer a range of alumni discounts on careers support, sports facilities and venue hire.

We also work with our alumni community, providing them with the opportunity to give something back to our current students by offering graduate employment profiles, guest lectures or even work placements.

Our mission and vision

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

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.

Values

Our four core values define St Mary's and underpin all we do as a university. They are:

- **Inclusiveness** – we celebrate differences, recognising that everyone is born with a unique identity. St Mary's is a place where students and staff can reach their full potential and make a positive contribution to society.
- **Generosity of Spirit** – our generosity of spirit sets us apart. It can be seen in the encouragement, collegiality, empathy, helpfulness and service to be found across the University.
- **Respect** – we respect everybody. We treat everyone as we ourselves would want to be treated.
- **Excellence** – we strive to be the best at everything we do. We seek professionalism through setting high standards and continuous improvement in all our practices and work.

The promotion of equality and diversity is an important part of our mission. We are committed to promoting equality and eliminating discrimination, in accordance with the law, on the grounds of age, disability, gender, race, religious beliefs and sexual orientation. We endeavour to foster an environment in which all students can realise their full potential regardless of their background. To see our statements and policies relating to equality and diversity please visit www.stmarys.ac.uk/about/equality-and-diversity.htm.

St Mary's specialist centres

Endurance Performance and Coaching Centre (EPACC)

Supporting student athletes along with international level athletes, this centre also seeks to benefit the wider development of endurance running.

Aquinas Centre for Educational Research

This centre focuses on research-informed teaching, leadership development and consultancy in religious education.

Centre for Research and Development in Catholic Education (CRDCE)

A leading research and development centre for Catholic education in Europe, which supports, encourages and participates in a wide spectrum of scholarly activities in theology, leadership and education.

Inspire: Centre for Initiatives in Spirituality and Reconciliation

This centre examines the links between faith, belief and politics through encouraging public interaction and debate.

Centre for the Social-Scientific Study of the Bible

This centre fosters social-scientific research in biblical studies in the UK and internationally.

Benedict XVI Centre for Religion and Society

The centre is an international hub for research and engagement activities in the area of religion and the social sciences, including economics, sociology and political science.

Centre for Bioethics and Emerging Technologies (CBET)

Researching the ethical and social implications of biomedicine and nanotechnology, and other new technologies, are the primary activities of CBET.

Centre for the Philosophy of History

This centre promotes, encourages and facilitates research, research-led teaching and research activities in the field of the philosophy of history.

Centre for Law and Culture

Bringing together law, justice and the humanities, this interdisciplinary centre facilitates the cultural study of law and encourages critical research.

The Centre for the Study of Modern Slavery

Established to respond to the rise of human trafficking and slavery cases globally, this centre conducts independent research to inform practice, prevention and policy-making.

Centre for Joseph Conrad Studies

As an international base for research into the works of Conrad, the centre oversees the production of new volumes of his novels based on the original texts.





Facilities for study and research

Postgraduate students joining St Mary's have access to a wealth of printed and electronic resources, both through the university library and specialist libraries in London.

The library

Study spaces and printed collections are focused in the two university libraries: the new Naylor library at 99 Waldegrave Road, which has technology-rich collaborative and social learning spaces, together with the education collections, and the main library on campus, which has a mixture of traditional and collaborative study spaces, plus the main printed collections.

Libraries are open seven days a week during semester time and five days a week during holidays. With swipe controlled entry, there is 24 hour access to study spaces with WiFi, computer workstations and loanable laptops.

St Mary's uses the Moodle virtual learning environment. Many courses use this to facilitate distance learning, allowing students to share their own experiences and access course content such as recordings of lectures, self-assessment tools and other learning support facilities. Some of the Masters courses taught off campus are delivered almost exclusively using these tools.

Our libraries hold around 120,000 printed books and over 150,000 electronic books. Using our resource discover tool, Summon, you will have access to electronic resources including the full text of over 56,000 electronic journals. Databases searched concurrently through Summon include Academic Search Premier, PsycInfo, Science Direct and JStor. Materials not available by these means may be obtained through Document Delivery (charges apply).

Our postgraduate students have access to over 130 academic libraries in the UK through the SCONUL (Society of College, National and University Libraries) Access Scheme. You are entitled to use borrowing facilities at many of these libraries. Free WiFi access on many UK university campuses is also available through the Eduroam scheme, of which St Mary's is a member. Being in close proximity to London, you also have access to the British Library and other specialist libraries and archives for your study and research.

Library staff work closely with academic staff to provide the resources you need, plus information skills and basic computer applications (such as Office) training and support for staff and research students, including training in the use of online databases and accessing specialist research resources.

Postgraduate study centre

The University offers a supportive study environment with the postgraduate study centre, which has computer workstations, a social area and a seminar room. There is also a separate study room for research students.



Student services and support

In addition to the support offered by academic staff, you will also be able to access the student support services available on campus. Our Student Services Centre provides a full range of academic and personal support.

Disabilities, dyslexia and additional needs

The University has a Disability and Dyslexia Coordinator to support individuals with additional needs. Applicants are encouraged to disclose their particular requirements in advance so that their needs can be discussed and support measures put in place.

St Mary's is working in partnership with DisabledGo, an independent organisation that verifies the accessibility of the University's buildings and routes between them. DisabledGo has produced a series of online access guides, which provide detailed information about each of the main buildings of the campus so that students, staff and visitors can feel confident that they are able to get to where they need to in advance. Please contact our Disability and Dyslexia Service on +44 (0) 20 8240 4353 or via email at disability&dyslexia@stmarys.ac.uk, or visit www.stmarys.ac.uk/disability-and-dyslexia.

Health Centre

Student Services has an on-site Health Centre, which is a branch of The York Medical Practice and operates like any other general practice. It offers a nurse-led service with GPs in attendance.

Counselling

We have a team of professional counsellors, available by appointment, who can provide help if you are experiencing personal difficulties. The team also runs a drop-in service, group sessions, telephone counselling and workshops.

Accommodation help and advice

The Accommodation Service offers postgraduate students advice on finding somewhere to live through St Mary's website and produces a useful booklet, 'A Guide to Off-Campus Accommodation'.

Childcare

www.childcare.co.uk is a useful resource for those seeking information about childcare options in the local area.

Chaplaincy

The Chaplaincy team welcomes all students from all faiths and none. The Chaplaincy is at the heart of the University, encouraging the community to engage in and benefit from our Catholic ethos. Each Sunday, Mass is celebrated in the Chapel at 11am and 6pm, and there are also regular weekday Masses.

There is also a centrally located Multi-Faith Prayer room and we provide links with local religious communities. The Chaplaincy facilitates and organises services, retreats, outreach groups and social activities. It also fundraises each year for local, national and international charities. Find us online at www.stmarys.ac.uk/student-life/chaplaincy/.

Professional career development

Most postgraduates are interested in developing their careers, either within their current field of work or in a completely new sector. St Mary's University Careers Service provides a dedicated careers research, guidance and employability service to all postgraduates. As part of The Careers Group, University of London, we offer an excellent local service with the advantage of additional access to a wide range of events across London. See page 27 for full details.



Students' Union

Every St Mary's student is welcomed into the SU and automatically becomes a member once they enrol at the University. The Students' Union is run by students, for students and is a registered charity, which means that every penny you spend in the SU is reinvested in the student experience. Our thriving SU caters for a wide range of interests, whether they are sporting, social, theatrical or political. There are numerous clubs and societies ranging from Rugby, Football, Futsal, and Cheerleading to Drama, the Christian Union, No Ordinary Society and community volunteering. Each year there are many organised events as well as weekly activities in the SMSU Bar; the Summer Ball itself is always a sell-out event. St Mary's very own festival, SIMMStock, encourages all students to show off their talents as musicians, singers and entertainers.

The SU also organises competitive sport for students. There are more than 30 student sports clubs, several of which compete in the British Universities & Colleges Sport (BUCS) Premier League, including Rugby League. St Mary's students have consistently gained selection for student home nations sides and the British Universities team, with a number competing at the World University Games. St Mary's students have access to a wide range of sports facilities through the University's vision of 'sport for all'. Regardless of whether they are studying a sports-related course or not, all students are able to participate in sports at a level that suits them.

Postgraduate students are represented by a Postgraduate Officer on the Executive Committee; their role is to help students with any issues they may face while studying with us.

St Mary's Students' Union:
+44 (0) 20 8240 4312 or smsu@stmarys.ac.uk

The SU also has its own Facebook, LinkedIn, Instagram and Twitter accounts.

A global community

International Office

St Mary's University
Waldegrave Road, Strawberry Hill
London TW1 4SX

United Kingdom
T +44 (0) 20 8240 2307
international@stmarys.ac.uk
www.stmarys.ac.uk/international

USA Office

St Mary's has a dedicated office in Chicago.
Contact details can be found on our website at
www.stmarys.ac.uk/usa.

Our postgraduate programmes are designed to promote both personal and academic growth, in line with our international strategy to provide a unique and outstanding experience for all our students.

The University celebrates its dedication to promoting social, religious and cultural diversity among staff and students alike. The International Office has extensive experience in supporting international students at St Mary's and will help in any way it can to support you during your time in London.

Range of programmes

Our subject portfolio, housed across our four academic Schools, is varied and exciting. Delivery is flexible, ranging from full- and part-time study options to distance learning with blended ways of teaching and learning, to suit the needs of our students.



London

The capital city, with its museums, libraries, archives, banks and businesses, stadiums, cinemas and theatres, offers an unparalleled wealth of study resources for postgraduate students of all subject areas, and is not short of social and recreational opportunities either. Based at St Mary's, you will be a short train ride away from central London.

Our community of scholars

The International Office is the first point of contact for international students and helps them to connect with St Mary's community of postgraduate students from overseas. While studying here, students are invited to several talks on a range of topics, where there is plenty of opportunity for interdisciplinary discussion. While London is close by, our Strawberry Hill campus is located in quiet and leafy surroundings, which makes it ideal for studying.

Entry requirements

We consider qualifications from all over the world and measure them against British equivalents. If English is not your first language, we will need to confirm your English competency before making an offer. We require one of the following:

IELTS (academic) 6.5 overall with no less than 6 in any section

Pearson Test of English (Academic) 60 overall with no less than 51 in any section

Cambridge Certificate of Advanced English (CAE) grade C

Cambridge Certificate of Proficiency in English (CPE) grade C

Certain grades in the qualifications listed below, together with some alternative qualifications, may also be accepted:

GCSE English Language

International Baccalaureate

Cambridge International Examinations

O level English Language

GCE A level English

USA High School Graduation Diploma

Bachelors degree taught in English

Contact studentvisas@stmarys.ac.uk for further information.

Pre-sessional English programme

We offer an intensive course for students who want to improve their use of English in an academic context, including essay writing, referencing, presentations and other study skills. The pre-sessional programmes run for five weeks before the academic year starts, and raises students' English by 0.5 in IELTS. Contact international@stmarys.ac.uk or visit our website to find out the details for the next start date.

Fees and finance

European Economic Area (EEA) students have generally paid the same fees as UK students. Following the result of the referendum to leave the European Union, St Mary's continues to remain committed to our European foundation and mission to create an open and international university. Applicants from the EEA who would have previously paid the same fees as UK students will continue to do so for 2017 entry and for the duration of their programme.

Overseas (non-EEA) students will be liable to pay the overseas fees, which at St Mary's are set in line with our mission. Information about fee levels can be found on our website. Overseas students are able to apply for international scholarships every year.

Tuition fees

All progressing or returning alumni are automatically entitled to a 10% discount. Degree applicants from the USA may be entitled to Federal Direct Loans while at St Mary's. Our foreign school code is 041437.

For fee status queries, please contact the International Admissions Office for a fees questionnaire.

Visas and immigration

Non-EU/EEA students will normally require a visa to study on our courses and specific government requirements must be met before a visa is issued. We at St Mary's are fully committed to providing help and support during the visa application process. In order to maintain our very high visa application success rate, we ask that all offer holders supply us with copies of supporting documents for us to check before we issue a CAS. There is also a requirement for international students to pay £2,000 before they can be issued with a CAS. Please contact studentvisas@stmarys.ac.uk if you have any questions.

How to choose the right postgraduate course

Undertaking postgraduate study is a big commitment, both in terms of time and money, so it is important to make sure it's the right option. Some good reasons for doing a postgraduate course include to:

- gain a qualification that will enable career progression
- increase your chances of employment in your chosen field
- increase your knowledge, professional expertise and skills
- develop research skills (especially on PhD and MRes courses)
- gain a qualification recognised around the world

If you know you want to do postgraduate study but aren't sure which course is right for you and your career plans, it can be helpful to talk any ideas through with a qualified Careers Consultant. St Mary's Careers Service offers support by helping you focus on your values, interests and strengths. The Consultant can then prompt you with ideas on where to start looking for courses that might suit you. If you know which postgraduate courses you are interested in applying to, simply follow the advice from step 2 below to find the best one to suit you.

General advice to help you make your decision

1. Ask yourself: What kind of course do I really want to do and what do I expect to get out of it? It can be helpful to talk to a Careers Consultant, friend or family member about this.
2. Attend postgraduate open days in order to speak to current staff and students and get a feel of the University. Additionally, if you are likely to be spending some time on campus, it is important to understand what facilities are available to you and what extracurricular

opportunities you might be able to get involved in.

3. Research the courses that relate to your needs and try to find out which will deliver your expectations.
 - a. Read the prospectus in detail so that you understand what curriculum content is core and what is optional or elective. Ask yourself the following questions: Will it definitely be possible to study the options that I want? Is practical, work-based experience an option? Are there opportunities to network with professionals in related sectors? Does one course seem to meet your needs better than another?
 - b. Ask as many people as possible about the course (not just those who are 'selling' it). Talk to people who did the course previously (alumni) and/or unbiased staff in the University's Careers Service. The Careers Service and Admissions staff have access to data showing what graduates were doing six months after completing the course (Destination of Leavers from Higher Education data), and this is a good indication of what you might also achieve by undertaking the course.
 - c. Find out approximately how many students will be on the course, as this will have an effect on your social experience and on your level of direct contact with staff.
4. If you are going to study in order to become a qualified professional, check that the course is recognised by the relevant professional body. Some professional bodies validate courses and grade them. In addition, why not contact the relevant professional body for your career interest to ask their advice on the best courses to study?

Remember that you can apply for more than one course. Choosing the right course for you can become clear from simply going through the application and interview process for each option.

Good luck with your decision-making and feel free to contact St Mary's Careers Service for further advice: careers@stmarys.ac.uk, room J3 or +44 (0) 20 8240 4055.





Making your application

Unlike UCAS for undergraduate programmes, there is no single body that covers all postgraduate admissions. Every university will have different application processes and deadlines. Also, unlike UCAS, you can apply to as many universities and courses as you like. For research degrees, it's best to start making enquiries around October to December in the year before you intend to embark on your research. For the majority of taught programmes there typically isn't an official deadline; but do factor in that popular course options tend to fill up quickly and/or places may be limited, particularly in practice-based studies. However, other courses will have places available right up until they start.

Taught Masters (eg MA/MSc)

To apply for one of our postgraduate programmes, you can make your application directly online via our website. As part of your application, you will be asked to provide academic transcripts, certificates and references from your previous studies. You

will also need to write a proposal or supporting statement. This should include your academic strengths and interests, along with your motivations and suitability for the course.

Applications are considered by Programme Directors who may invite you to attend an interview or selection and assessment process before making a decision. When evaluating your suitability, the Programme Director will take into account your interest in and commitment to the course, your academic background and qualifications, and your professional interests and experience.

For additional entry requirements specific to individual courses, please see individual entries on our website. Applicants are normally expected to hold at least a first degree (or an equivalent qualification), approved by St Mary's University, and/or professional interests and experience relevant to their chosen programme.

Applicants who do not have a first degree or relevant experience, but who are considered to have the potential to successfully undertake postgraduate level study, may be required to register for an initial module or undertake a Level 3 module to assess their suitability.

References

Referees can be anyone who knows you well enough to attest to your ability to follow a course of study at postgraduate level. This person can be a tutor from your university or your current employer.

Research (MRes/MPhil/PhD/EdD)

Potential research students are required to discuss their research proposal with the School Research Lead. The research proposal should be framed in clear and accessible terms, and disciplinary jargon and academic shorthand should be avoided. Essentially, you'll be writing yourself into a scholarly community and it is important to state what you want to do and why, making sure that your proposal fits with the ethos and aims of St Mary's and the subject field you are applying to. Your proposal will be considered on how persuasive and clearly defined your problem or issue is. Further consideration will be given to how the issue may add value to debates that are topical and/or just emerging, intellectual excitement as well as your ability to demonstrate independent critical thinking and analysis. And, on a more practical level, whether it's realistic and can be delivered. There are two application routes:

1. Pre-registration

This is a preparatory stage if required to develop your proposal for application to full registration. St Mary's pre-registration research student application form can be found at www.stmarys.ac.uk/research/prospective-research-students.htm.

2. Full registration

If academic staff consider that your proposal is sufficiently developed they may advise developing your application to full registration. Once approved by St Mary's and the validating body, your research can begin.

More information about the application process can be found online: www.stmarys.ac.uk/research/prospective-research-students.htm.

PGCE and School Direct

Applicants for the Postgraduate Certificate in Education or School Direct courses can search for vacancies and apply online through UCAS Teacher Training: www.ucas.com/ucas/teacher-training.

Please read our brochures on the main PGCE Primary, PGCE Secondary and other routes into teaching pages before applying at www.stmarys.ac.uk/pgce.

Useful contacts

Postgraduate Admissions

T +44 (0) 20 8240 4027
T +44 (0) 20 8240 4241
T +44 (0) 20 8240 2374
mastersadmit@stmarys.ac.uk

PGCE-related enquiries should be directed to pgceadmit@stmarys.ac.uk
www.stmarys.ac.uk/postgraduate-courses-london/apply.htm

Research Degrees Admissions

T +44 (0) 20 8240 4164
research@stmarys.ac.uk
www.stmarys.ac.uk/research/prospective-research-students.htm

Postgraduate visit opportunities

There are a number of visit opportunities designed to help you make an informed choice, provide all the information you need, and get a feel for the postgraduate community and culture at St Mary's. For further details please see www.stmarys.ac.uk/open-events/.

Campus tours

If you are unable to attend one of our open events, campus tours are held weekly and can be booked on our website www.stmarys.ac.uk/education-liaison/campus-tour-booking.htm.

Most Programme Directors are happy to meet you in person to discuss courses and show you our facilities. If you contact them directly, they will arrange a mutually convenient time for you to visit.

If you need any further assistance with visiting St Mary's please contact the Recruitment Office on recruit@stmarys.ac.uk or +44 (0) 20 8240 2314.

How to write a supporting statement

St Mary's asks you to write a personal statement in support of your application for postgraduate study, because this allows admissions staff to see how well you are suited to the course. The statement allows you to present an argument for entry to your chosen course, while the application form focuses on historical facts such as qualifications. The statement allows you to 'sell' yourself, so it should be unique to you and specifically tailored for the course. It should evidence your skills, desires and academic ability, and demonstrate your potential to contribute to the course and the University as much as benefit from it. University courses have different guidelines regarding the length of the statement (which must be adhered to), but as a general rule we advise you to aim for one side of A4.

Personal statements need to demonstrate your passion, knowledge and experience in the field you wish to study. As a general guide, we recommend that you consider the following questions when writing your personal statement:

- What are your career aspirations?
- What are your academic interests?
- Why do you wish to study at St Mary's?
- Do you have any relevant work experience?
- What educational experience do you have?
- Why do you want to undertake the programme or research?
- Have you completed any extracurricular and/or voluntary activities relevant to the programme?

The key difference between an undergraduate and a postgraduate personal statement is the fact that at undergraduate level you are writing one statement to a number of universities, while at postgraduate level you need a targeted statement for each university course you are applying to.

Top tips

- Allow plenty of time to write your statement and be ready to draft, redraft and edit.
- Read any rules, guidelines or selection criteria carefully before writing.
- Research your chosen university and course, tailoring your statement accordingly.
- Stick to the word limit.
- Ask a careers consultant to check your statement as you develop it.
- Always structure your statement with a clear introduction, main body and conclusion.
- Check spelling and grammar before submitting your statement.
- Reread your personal statement before attending any interviews.

Avoid

- Being negative
- Following an online template
- Referencing irrelevant course modules, personal facts or extracurricular activities
- Exaggerating
- Including other people's quotes or name-dropping key authors without explanation
- Using overly long or rambling sentences

Good luck with your statement and feel free to contact St Mary's Careers Service for further advice:

careers@stmarys.ac.uk
room J3 or
+44 (0) 20 8240 4055



Postgraduate students' career prospects

Research suggests that further study does have a career benefit. Graduates with a Masters degree appear to be more employable. Many also go on to earn more over their lifetime. The best source of employment data for postgraduate study in the UK is the annual Destinations of Leavers from Higher Education (DLHE) survey, produced by the Higher Education Statistics Agency (HESA).

Recent DLHE surveys offer encouraging news for employment prospects for Masters degree holders:

Postgraduates are

- o 10% more likely to be employed after six months than undergraduate degree holders.
- o around 15% more likely to be employed full-time.

- o around a third more likely to enter professional roles and these roles are more senior than those with an undergraduate degree alone.

The Postgraduate Premium: Revisiting Trends in Social Mobility and Educational Inequalities in Britain and America report (2013) found that students earn more with a Masters degree. Their 'postgraduate premium' amounts to approximately £5,500 in extra earnings per year. This results in more than £200,000 of added lifetime earnings projected over a typical 40-year career.

Although these figures are reassuring, they are general and don't take into account differences between subject areas or qualifications, so it is important to research fully the DLHE data for any Masters courses you consider before committing.

A postgraduate programme that 'ticks all the boxes'

Donna Smith, Chief Executive Officer of St Mary's University Students' Union, chose to do a Masters in Charity Management at the University. She talks about what led to this decision and how she's benefited from the programme so far.

As the CEO of the Uni's SU, which is a new charity, I had been thinking for a while about opportunities to expand my knowledge and experience in the charities sector but never found the right programme or learning opportunity that would 'tick all the boxes' I needed. I came across the MA in Charity Management at St Mary's by chance; as a member of staff at St Mary's, I was asked to give opinions on the prospectus and spotted the information about the programme. The course content seemed to fit perfectly with what I was looking for, and I thought it would be great to be able to work and study at the same place. I was a little anxious about returning to study after a ten-year break, however, I was encouraged by family and colleagues to take on the challenge.

Now I'm on the course, I'm loving it! As well as teaching students about charity finances, legislation and governance, the programme allows us to reflect on our own approaches to management of our staff, operations and strategy, and has given me inspiration to make major developments within the Students' Union. Every week I come away from lectures with new ideas and initiatives which have helped develop my own practice and the SU as a whole.



One of the best things about the course is that it has given me the opportunity to meet amazing new people from all areas within the charities sector, who have helped to aid my development as well as become contacts for life. Being a postgraduate student has also given me incredible insight into the postgraduate student experience, which I can take back to colleagues within the SU to help develop its engagement and impact.

My advice for anyone who has taken a break from study and is thinking about doing a postgraduate course is JUST DO IT! I now know that I waited far too long before taking the plunge – and now I'm on the course, it has given me a new passion and ambition for my career.

The importance of practical experience

A Masters qualification alone will not usually be enough to get you your ideal job, so you need to use any free time wisely. For example, if you are looking to gain entry on to a PhD programme you should find work or volunteer in libraries, museums or research facilities. If you're looking to pursue a more vocational career path, then you should gain as much relevant work experience as possible while studying. Many courses will actively encourage their students to do internships.

Another way to use your time productively at university is to attend conferences, seminars and networking events, both internally and externally. Your Careers Service and Students' Union will put on a wide range of activities for students to get involved with. Don't forget to let your tutors know that you're interested in wider learning opportunities, as they will be able to signpost you to additional resources. It's also wise to use social media to connect with relevant groups and organisations to stay abreast of new activities in your chosen field. Finally, remember that you can learn a lot from your peers and your tutors, so work with them. Find out what networks and career interests they have.

St Mary's Careers Service

The Careers Service hosts a range of employer and student events and runs year-round workshops. The department also produces a wide range of resources to help you with all aspects of career planning. Resources are accessible remotely via SIMMSpace (the student intranet) and My Modules (our virtual learning environment). Appointments with careers consultants can be carried out by phone, email or Skype as well as face-to-face. In addition to the personal and career development support offered by the Careers Service, St Mary's has an active Students' Union on campus and a quality assured Short Course and CPD Centre.

St Mary's University Careers Service offers you one-to-one advice and support throughout your course and after graduating.

We help with:

CVs, covering letters, personal statements, application forms, interviews and assessment centres

Finding a job that suits you

PhD courses

Volunteering opportunities

Part-time work

Internships

Graduate schemes

Working abroad

Psychometric and personality testing

Skills development

Using social media to enhance your career prospects

What else is available?

Personal consultations to discuss future plans and develop application techniques

Bespoke careers consultant-led workshops for postgraduates on topics such as 'planning your academic career' and 'careers beyond academia'

Practice interviews and mock assessment centre exercises with individual feedback

Job vacancy information for local and London-based employers, as well as those across the UK and internationally

An extensive Careers Information Centre, containing UK and international reference and postgraduate-specific help-sheets, as well as take away materials on a range of employer information and job-hunting techniques

A comprehensive website including email job vacancy notification system

A vast number of careers and employer events which are open to all students

Visit www.gradsintocareers.co.uk to find out more.

Contact information

St Mary's University Careers Service:

+44 (0) 20 8240 4055 or careers@stmarys.ac.uk

The Service also has its own Facebook, LinkedIn, Instagram and Twitter accounts.

St Mary's Short Courses and CPD Centre:

+44 (0) 20 8 240 4321

or shortcourses@stmarys.ac.uk

Fees, funding and finance

Tuition fees

All progressing or returning alumni are automatically entitled to a 10% discount. European Economic Area (EEA) students have generally paid the same fees as UK students. Following the result of the referendum to leave the European Union, St Mary's continues to remain committed to our European foundation and mission to create an open and international university. Applicants from the EEA who would have previously paid the same fees as UK students will continue to do so for 2017 entry and for the duration of their programme.

Overseas (non-EEA) students will be liable to pay the overseas fees, which at St Mary's are set in line with our mission. Information about fee levels can be found on our website www.stmarys.ac.uk/postgraduate-courses-london/fees.htm. Overseas students are able to apply for international scholarships every year. Degree applicants from the USA may be entitled to Federal Direct Loans while at St Mary's. Our Foreign School code is 041437.

If you have a query about your fee status, please contact the International Office, which will send you a fees questionnaire.

Funding options

Funding a postgraduate course can be a big financial commitment, and students are advised to create a budget to assess all the costs involved. Below are some of your funding options.

From June 2016 there will be a postgraduate student loan worth up to £10,000 available from Student Finance England for taught or research masters programmes. Please visit www.stmarys.ac.uk/student-support/postgraduate-funding/government-loans.htm for more information.

A Professional and Career Development Loan, which is a bank loan, is another option. This type of loan will see you make an agreement with a participating bank to borrow an amount between £300 and £10,000. You will have to pay the loan back once you have left your course; however, you will not pay interest while you are studying.

If you are in employment, it may be worthwhile asking your employer if they would be willing to give you full or partial support throughout your studies. Many employers value the additional knowledge and skills that can be obtained through postgraduate study.

Alternative ways to fund your studies include either through work, savings or financial backing from an educational trust or charity.

Student Funding Service

For advice about student loans and grants, educational and charitable trusts, and the hardship fund, please contact the Student Funding Service on studentfundingservice@stmarys.ac.uk or +44 (0) 20 8240 4048.

Fees Office

For assistance with queries on tuition fees, payment details and related issues, contact the Fees Office on feesoffice@stmarys.ac.uk, +44 (0) 20 8240 4035 or +44 (0) 20 8240 4237.

Please note that PGCE courses have separate fee arrangements. Home* and EU students can apply for a tuition fee loan to cover the cost of the fees and may be eligible for a training bursary, depending on the highest qualification achieved and the PGCE speciality. Home students can also apply for a loan/grant towards living costs.

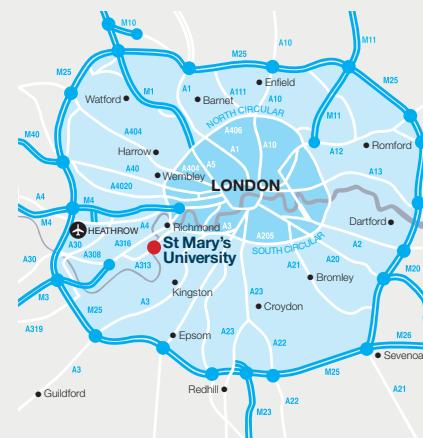
*Students who have been ordinarily resident in the UK for three years prior to the start of the course.

For further information call +44 (0) 20 8240 4035 or visit www.stmarys.ac.uk/pgce/fees.htm.

How to find us

St Mary's University is located on Waldegrave Road (A309).

St Mary's is well served by buses and trains and has a Green Travel Plan to promote the use of sustainable modes of transport, such as walking, cycling and public transport, and to reduce car use.





St Mary's
University
Twickenham
London

The information in this guide is accurate at the time of printing. For the most up-to-date information, please see our website.

October 2016