

# Guidance for paying PhD Students to participate in the Festival of Communities

We expect all PhD students to be paid for their time participating in the Festival of Communities. The below guidance will be assessed and implemented separately to the funding call and is designed to ensure all PhD students are paid, regardless of if an activity grant is needed.

## Introduction

Each year, PhD students from across Queen Mary design and deliver hands-on activities at the Festival. We recognise that many of these PhD students are taking part outside of their PhD commitments and may be stepping away from paid commitments to participate. To remove any barriers for PhD students that may prevent them participating in the Festival of Communities, all PhD students running activities should be paid for their time.

## Costs covered by the Centre for Public Engagement

You can request funding for 2 days of PhD student time, in other words for two PhD students to support you to deliver an activity at the Festival.

If you are a PhD student acting as activity lead, we will fund an additional day of preparation time. Your time spent delivering during the festival Saturday will come from the days mentioned above. This funding is not available to undergraduate or masters students, as their participation is usually linked to their course or voluntary student groups and societies.

If you are hoping to have more days of PhD student time (e.g. more than two PhD students supporting you), you will be expected to fund this from elsewhere. Please talk to the Centre for Public Engagement if you have any questions about this.

We expect this to be a competitive scheme. Please explore if you have budgets within your School/Institute and/or research grants which can cover the payment of PhD students supporting your activity.

## Process for requesting support to pay PhD students

You will be asked about the number of PhD students you would like to be paid by the Centre for Public Engagement on your pitch to participate. **You do not need to include the costs for PhD student time into a Festival Activity grant - this will be handled by the Festival team separately.**

## Example scenarios and corresponding amounts of PhD student time

Scenario	Maximum number of days of PhD student time that will be funded by the Festival	Breakdown
An activity taking place on Saturday, organised by a member of staff	2	<ul style="list-style-type: none"><li>• 2 PhD students to support on the Saturday</li></ul>
An activity taking place on Saturday, organised by a PhD student C	3	<ul style="list-style-type: none"><li>• 1 day of PhD student C's time for prep</li><li>• 1 day of PhD student C's time for delivery</li><li>• 1 day of an additional PhD student's time to support delivery.</li></ul>

## International Students

Please note, international students often have visa conditions which limit the number of hours they can work each week. Please make sure you discuss this with any students you are recruiting to support your activity, particularly if they have other roles inside or outside the university.

## Right to Work checks

All PhD students will need to undergo a Right to Work check **before** participating in the Festival of Communities.

## Your responsibilities

Please ensure you notify any PhD students that you are submitting to be paid by the Centre for Public Engagement and ask them to promptly respond to requests for information to ensure they can be paid on time. Any PhD students who do not complete the necessary forms and checks ahead of the deadlines before the Festival weekend will not be able to be paid.