Access to resources for doctoral students after graduation

# Introduction

An extension of a doctoral student's network login can be granted under exceptional circumstances to allow the student to write up their PhD as a scholarly monograph directly after graduation. Extensions will be decided on a case-by-case basis via a formal process. The maximum extension is a year since the date of conferment (ie the date mentioned on the certificate).

Because of licensing issues, this arrangement cannot be invoked once a student has left the University. In case a former student needs access to Library resources, the Library offers Associate Membership to all former students (<http://libguides.shu.ac.uk/visitors/membership>) which grants walk-in access to certain resources. A list of resources that the Library can legally offer walk-in access to can be found at <http://libguides.shu.ac.uk/walkin/licensed>.

**Criteria for eligibility**

* Extensions can only be granted to doctoral students **already registered at SHU**
* For the **sole purpose** of writing up their thesis as a publishable scholarly work (such as a commercially publishable scholarly monograph)
* If there is a **clear indication** that the student will produce a publishable scholarly work within one year
* And if there is a **demonstrable need** to access University resources to achieve this, eg if the student is not expected to have access to these resources via a new employer such as another HEI

**Application process**

A formal process is needed to identify students who might qualify for this exception and for approval of applications. This process is as follows:

* The **Director of Studies (DoS)** submits a request to their Head of Program Area - this request will include
	+ a rationale, addressing the criteria for eligibility
	+ an indication which Library resources the student in question is most likely to use
	+ a specification of networked storage that the student will need access to (eg existing datasets stored on the Q:\Research drive or J: drive), if applicable
* The **Head of Program Area (HoPA)** authorises the request if it meets all abovementioned criteria for eligibility, keeping in mind that these requests can only be approved as an exception, not as a rule
* The Head of Program Area will communicate their decision (if favourable) to:
	+ **IT Help** (advisor@exchange.shu.ac.uk)
	+ **Library Research Support** (library-research-support@shu.ac.uk)

The student will have continued use for a period of one year since the date of conferment of: (1) online Library resources, (2) and any networked storage specified in the request.

To ensure the student has uninterrupted use of their login, the DoS / HoPA are advised to inform IT Help / Library Research Support **at least one month** before the date of conferment.

It is expected that on publication students will **donate a copy of their book** to the Library.