



Centre for Doctoral Training in Web Science Innovation

A guide for 2018/2019

<https://www.southampton.ac.uk/websciencecdt>

September 2018

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Introduction

The Centre for Doctoral Training in Web Science Innovation

<https://www.southampton.ac.uk/websciencecdt>

The iPhD Web Science programme is co-ordinated by the Centre for Doctoral Training, which is a cross-Faculty centre funded by the Engineering and Physical Sciences Research Council (EPSRC), one of the UK Government's funded Research Councils. This CDT follows on from the University's previous Doctoral Training Centre (DTC) in Web Science (2009-2013). Each Centre is funded to train five cohorts of iPhD students. You may find we refer to both DTC and CDT students, depending on which year they started their studies, but most training opportunities and events are open to all students.

The CDT aims to provide doctoral students with a distinctive interdisciplinary opportunity for learning. We seek to create a coherent community of researchers with appropriate research skills and a broad understanding of multidisciplinary approaches to the Web who can carry out deep and committed research which they can situate in a wider societal context. iPhD Web Science graduates will be uniquely placed to understand the World Wide Web as a socio-technical phenomena, drawing on and synthesising theories and methods from a range of disciplines.

CDT Objectives

The CDT is part of the Digital Economy theme funded by UK Research & Innovation (UKRI) to:

- establish a centre of excellence that will provide an ongoing supportive environment to enable students to study for an iPhD in Web Science.
- train an overall cohort of 50 or more PhD students in Web Science, starting from 2014.
- engage with industry, government and research organisations to ensure that students have the skills and expertise required and are more likely to be readily employable.

CDT Staff

The CDT is headed by Professor Dame Wendy Hall, and managed by Director Dr Mark Weal and Deputy Director Professor Susan Halford. The Centre's administration is co-ordinated by Alison Tebbutt and Sam Collins. A wide range of academic staff from across the University are involved in teaching and supervising CDT students.

<https://www.southampton.ac.uk/wsi/education/teaching-supervising-staff.page>

The DTC / CDT student community

The DTC and CDT have been training iPhD students since 2009, and we have a strong network of students with a wide range of expertise. Through ongoing events and training activities, we aim to bring together current students from all cohorts, and alumni to share their knowledge. We also encourage all students to develop their own online profiles to promote their own interests:

Our students <https://www.southampton.ac.uk/wsi/education/students/our-students.page?>

Our alumni <https://www.southampton.ac.uk/wsi/education/students/alumni.page?>

Each year we produce a research booklet containing posters which reflect the current research interests of all our students.

<https://www.scribd.com/document/385738092/Web-Science-Centre-for-Doctoral-Training-2017-2018-Research-Booklet>

All new students are added on to our mailing list allwebscidtcstudents@ecs.soton.ac.uk which we use to circulate information relevant to all current students.

There is also a student-run Facebook group: [Web Science Super Group](#)

CDT Training and Development

All Centres for Doctoral Training offer students training and development opportunities which enhance their PhD programmes by providing additional academic and industry input.

All CDT students are expected to participate in as many CDT events as possible each year, in addition to doctoral training provided by the Doctoral College, Faculty Graduate Schools and individual schools and departments. We also welcome suggestions for student-led events. We monitor student participation in CDT training as well as academic progression.

CDT events and activities

<https://www.southampton.ac.uk/wsi/centre-for-doctoral-training/cdt-events.page>

These include:

- Guest lectures from key figures in industry and academia
- Industry research projects
- Internships at external organisations e.g. Cabinet Office
- Research trips and exchanges with key international partner institutions
- Attendance at major international conferences
- Summer Schools
- Skills training e.g. team-building, writing retreats
- Technical training e.g. social media analytics
- CDT networking events, including winter and summer social occasions
- Student-led events, such as discussion groups, mini-conferences
- Web Science Institute events
- Web Science Trust events

There is also a CDT library of web-related publications and space for informal student meetings on the south end of level 3, Building 32 ("the airport lounge").

The Web Science Institute

<https://www.southampton.ac.uk/wsi>

The CDT is hosted by the Web Science Institute (WSI), which is home to the University's Web Science activities, which span research, education and innovation. These include online CPD programmes, a Web Science MOOC, the Z21 Innovation Fund, the UK & Ireland Worldwide Web Consortium office (W3C) and the University's membership of the Alan Turing Institute (ATI).

The Faculty of Engineering and Physical Sciences (FEPS)

<https://www.southampton.ac.uk/about/departments/faculties/engineering-and-physical-sciences.page>

The Web Science Institute is one of the research institutes in the Faculty of Engineering and Physical Sciences. Prior to the University restructure in August 2018, the WSI was part of the Faculty of Physical Sciences and Engineering (FPSE).

The iPhD Admissions process is managed by the Faculty Graduate School. CDT studentships and finance, and the MSc programme administration are managed by the School of Electronics and Computer Science.

<http://www.ecs.soton.ac.uk>

Research Groups

All PhD students will belong to a research group within their academic area or Faculty, and will take part in relevant activities, such as seminars and conferences. iPhD Web Science students carry out interdisciplinary research and are supervised by academic staff in two or more academic disciplines.

Faculty Graduate Schools

Each Faculty manages the administration of its own PhD programmes and will co-ordinate induction sessions, relevant training and provide a handbook. iPhD students will be based in the Faculty of their primary PhD supervisor from Year 2.

They offer a range of opportunities for training and professional development at discipline level and centrally via the Doctoral College. By taking advantage of appropriate workshops and courses, as well as getting involved in activities and events, you will:

- develop both your personal and professional skills and aptitudes
- learn how to communicate the nature and results of your research and the significance of your work
- develop and refine your career plan and enhance your employment prospects

Doctoral College

<https://www.southampton.ac.uk/doctoral-college/index.page>

The University's Doctoral College oversees the training and development of doctoral researchers across the University in collaboration with Faculty Graduate Schools.

Digital Economy Network (DEN)

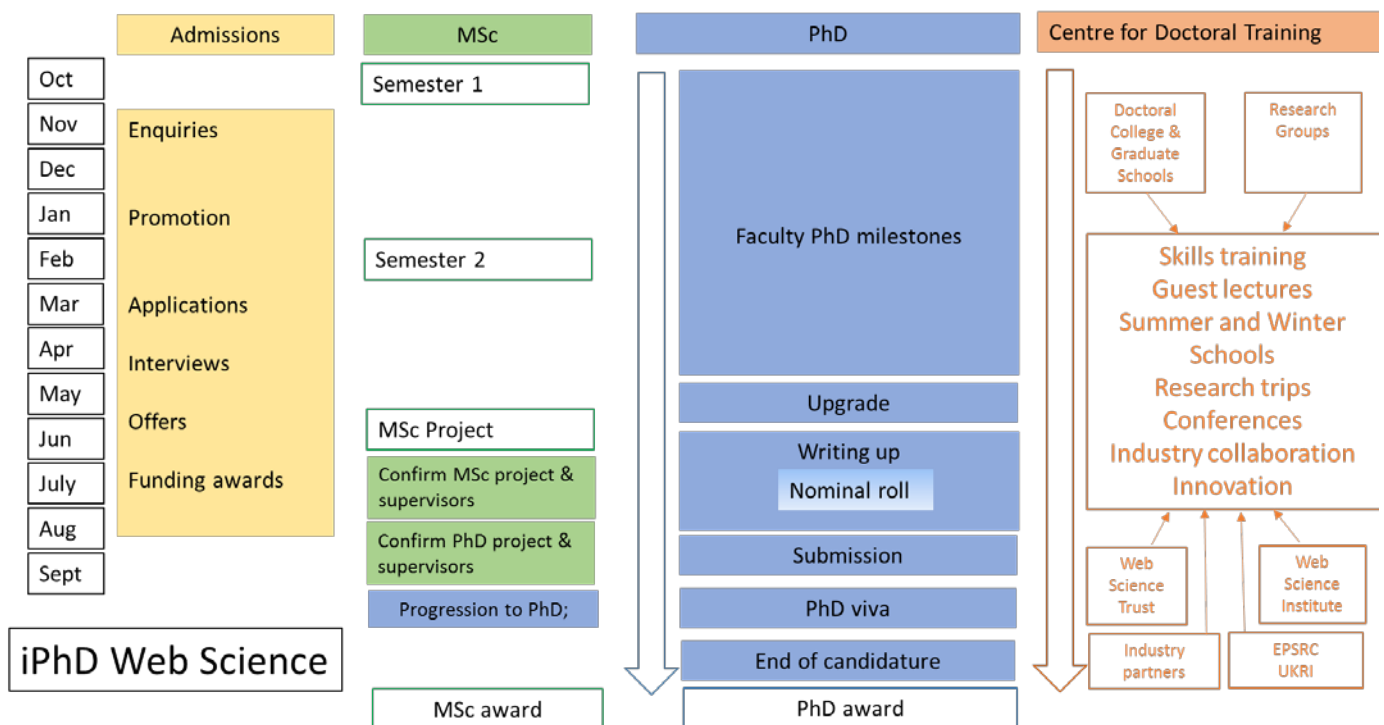
<https://digitaleconomynetwork.com/>

This is an EPSRC network of CDTs across the UK, all of which are training doctoral researchers in particular sectors of the digital economy. The DEN offers opportunities for students from the Web Science CDT to meet students from other CDTs at training events and the annual summer school.

iPhD Web Science Programme Overview

The iPhD Web Science is a four year interdisciplinary programme comprising a one year full-time taught Masters training year followed by three years of PhD research. During the course of the programme, students are offered tailored Web Science training and cross-cohort networking opportunities, in addition to the standard PhD training offered by Graduate Schools and the Doctoral College.

Structure of iPhD Web Science



Reporting to UKRI

The University provides regular reports to UK Research & Innovation (UKRI), the body that brings together the UK's Government-funded Research Councils. We are required to report on all students who form part of the Web Science CDT, including those who are funded from other sources. This information includes basic personal details, funding information, study dates, supervisors and research project outlines.

MSc Web Science / iPhD Year 1

Faculty Student Office

The administration of the MSc Web Science is managed by the Electronics & Computer Science (ECS) team in the Faculty of Engineering and Physical Sciences (FEPS) Student Office. You will receive a copy of the Handbook for all undergraduate and Masters students. For any queries please contact:

ECS Student Office	ecs-student-office@soton.ac.uk	+44(0)23 8059 2909 Internal: Ext 22909	Building 59, Room 1201
MSc Programme Leader	Professor Leslie Carr	lac@ecs.soton.ac.uk	Building 32, Room 3009

MSc Web Science programme

During the first year you will follow the full-time MSc Web Science, which consists of two semesters of taught modules followed by a three month MSc project over the summer months. You will be allocated a personal tutor and will also have group tutorials led by Professor Dame Wendy Hall and the CDT Directors. ECS also run a mentor scheme, so you are likely to be allocated a CDT mentor to guide and support you throughout the MSc year.

The iPhD admits students from a wide range of backgrounds. You will be encouraged to work closely as a cohort to share your knowledge and expertise with other iPhD and MSc students. At the end of the year all students will be equipped to address both the technological and social aspects of web science research.

Some modules are assessed by examination; others by coursework and group projects. Exams take place in the final fortnight of each semester in January and May/June. An overall mark of 60% is required to progress to the PhD component of the programme.

MSc Project

Between January and May you will plan the topic and supervisors for your MSc project which takes place between June and September. In the Web Science CDT, all MSc projects are supervised by an interdisciplinary team i.e. at least two supervisors from different disciplines. There will be a Supervisors Forum, usually held in January/February, when you can present your research ideas to potential supervisors and other iPhD students.

MSc to PhD Transition

During the summer of your first year of study, you will decide the topic and interdisciplinary supervisory team for your PhD studies. Most students develop the research area of their MSc project and continue with the same supervisors, but this is not compulsory. For your PhD, one supervisor will be designated as your 'lead' supervisor and this will determine your 'home' Faculty for administrative and reporting purposes. If your primary supervisor is not based in ECS, you will transfer to a new Faculty and that Faculty Graduate School will manage your PhD studies.

You will provide research proposal outlining your interests at that stage. Details of your supervisory team and your proposed research topic will be reported to UKRI.

iPhD Web Science Years 2 to 4

Faculty Graduate School

The administration of your doctoral research will be managed by your home Faculty's Graduate School. You should attend any relevant induction events for new PGR students. Much of the detailed information you will need can also be found in your Faculty's postgraduate researcher handbook or on the Faculty's Graduate School website.

Contact details for all Faculty Graduate Schools / Postgraduate Research Student Offices can be found here:

<https://www.southampton.ac.uk/studentservices/academic-life/school-offices.page>

PGR Tracker

<https://pgrtracker.soton.ac.uk/>

PGR Tracker is an online system used by most Faculties (except Humanities and Medicine) to manage workflow and to facilitate progress tracking for postgraduate research students. Tasks are assigned to individuals or groups. The system is intended to promote expedient communication between students, supervisors and faculty administrators.

What is Doctoral Research?

A doctoral research thesis is a significant piece of independent research which represents a culmination of understanding in a specific area and usually comprises a review of the literature and a report of novel empirical or theoretical work that takes the area or topic forward.

For the award of PhD, you must demonstrate:

- a) The creation and interpretation of new knowledge through original research or other advanced scholarship, or of a quality to satisfy a peer review, extend the forefront of the discipline and merit publication;
- b) A systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or an area of professional practice;
- c) 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; and
- d) A detailed understanding of applicable techniques for research and advanced academic enquiry.

You will be registered for a PhD degree and will need to be successful at various 'transfer / progression' points during your studies. The length of a PhD thesis at the University of Southampton is 75,000 words. Assessment by viva voce examination is standard.

The University has standard regulations and procedures for PhD programmes which are available in the Code of Practice for Research Candidature and Supervision:

<https://www.southampton.ac.uk/calendar/sectionv/index.page>

Your Supervisory Team

CDT Web Science students work under the close supervision of an interdisciplinary supervisory team (i.e. at least two supervisors from different disciplines). Your main supervisor will usually take the lead role within the supervisory team. The amount of input that each supervisor has into your supervision may vary during the period of candidature and alter with the focus of your research, so it may be necessary to review the supervision arrangements at key points.

You should work together with your supervisors to agree on a mutually acceptable programme of supervision at the initial supervision session, involving any advisors as and when necessary. Informal meetings with your supervisor/supervisory team and contact by phone or email should be continued throughout the period of candidature. Lengthier exchanges and their outcomes should be formally recorded. It is your responsibility to record formal supervision sessions using any forms or systems in your home Faculty.

CDT Funding and Finance

The CDT offers a number of full studentships for the iPhD Web Science, which may be funded either by the EPSRC or by the University. If you are receiving funding from the CDT, this funding will be administered by the ECS Finance team throughout your studies, even if FEPS is no longer your home Faculty for your PGR studies.

ECS Finance Team	Jennie Hepburn	J.R.Hepburn@soton.ac.uk	Building 60 Room 1
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CDT Studentships

These studentships include:

- Fees: Your programme fees will be covered for four years (full-time or part-time equivalent).
- Stipend: You will also receive a monthly stipend at standard Research Council rates for your living costs for four years (full-time or part-time equivalent). The stipend is payable quarterly by the beginning of October, January, April and July each year.

The terms and conditions of Research Council funding can be found here:

<https://www.ukri.org/funding/information-for-award-holders/grant-terms-and-conditions/>

Research Training Support Grant (RTSG)

If you are being funded by a CDT studentship, from Year 2 you will have access to a CDT Research Training and Support Grant to fund expenses directly related to PhD activities, such as attendance at conferences and training, books and equipment. The ECS Finance team will send you a designated RTSG Finance subproject code. The total amount is £3,650 over three years. The RTSG can be used up to the point you submit your thesis or until the DTC/CDT grant ends.

If you are in receipt of funding from other sources, you may receive RTSG funds at rates set by your home Faculty or your funding organisation.

You must seek approval from your supervisor for all RTSG expenditure to ensure that the RTSG is the correct source of funding for the expenditure and is being utilised appropriately. **It is important to get agreement in advance.** For example, if you are planning to submit a conference paper, make sure your supervisors are happy for you to use your RTSG funds to attend before you submit the paper.

Disability Support Allowance

Please contact the University's Enabling Services team for guidance about how to claim DSA if you are eligible for additional funding to support your needs.

Acknowledgement of funding

All CDT students are required to acknowledge the funding and support for their work from CDT and UKRI Digital Economy theme, for example in publications, presentations and posters.

- **Written acknowledgement**

When referring to research funded under the Digital Economy Theme it is **unnecessary** to mention or recognise any individual council. As a written acknowledgement, use one of the following statements:

- Funded by the Digital Economy programme, as part of UK Research and Innovation.
- This work was funded by the Digital Economy programme, led by the Engineering and Physical Sciences Research Council on behalf of UK Research and Innovation.

Should you need to refer to specific grant details these are:

- if you started your studies between 2009 and 2013: DTC Grant number EP/G036926/1
- if you started your studies from 2014 onwards: CDT Grant number EP/L016117/1

- **Use of the Logo**

The Digital Economy logo should be used on any websites, publications or official documents, rather than individual Research Council logos e.g. EPSRC, but it can be used in combination with the UKRI logo and any other brands. You can find guidance for using the UKRI logo here:

<https://www.ukri.org/about-us/brand-guidelines/brand-visuals/>

Contact the CDT for copies of the DE & UKRI logos if you need them.

University Finance processes

The University can make purchases on your behalf, or you can make a payment yourself and reclaim the expenditure. All expenses must be claimed back with full receipts in accordance with the University policy on [Expenses and Benefits Procedures Manual](#).

See the Finance intranet (log-in required) for guidance about:

[Purchasing frequently claimed items](#)

[Expenses for staff \(includes PGR students\)](#)

[Expenses for students](#)

Promoting yourself and your research

There is a range of resources available to you to support you in disseminating your research and promoting yourself as a doctoral researcher.

Logos

In addition to the Digital Economy and UKRI logos, the University has a range of logos you can download for use in your materials:

<https://www.southampton.ac.uk/brand/category/logo-and-templates/logos/>

The Digital Economy research theme logo and/or the UKRI logos should be used rather than individual Research Council logos. You can find guidance for using the UKRI logo here:

<https://www.ukri.org/about-us/brand-guidelines/brand-visuals/>

Contact the CDT for copies of the Digital Economy & UKRI logos if you need them.

See Finance and Funding section – Acknowledgement of funding

Templates

- Presentations

The University has a set of document templates, including Powerpoint in different colours, that you can use for your presentations.

<https://www.southampton.ac.uk/brand/category/logo-and-templates/office-templates/>

- Posters

iSolutions has produced guidance about designing research posters

<https://guides.soton.ac.uk/uni/isolutions/research-poster/start/default.htm>

- Business cards

If you are interested in purchasing your own University business cards, contact the CDT for a template design that can be produced by the Print Centre.

- Email signatures

For consistency, there is a suggested format for email signatures:

<https://www.southampton.ac.uk/brand/category/logo-and-templates/office-templates/#Email+signature>

Printing

<https://www.southampton.ac.uk/printcentre/design/index.page>

The Print Centre can print posters, your thesis and other materials.

Careers and Employability Service

<https://www.southampton.ac.uk/careers/index.page>

Each academic department and/or Faculty is linked to a Career Practitioner who provides support for employability within the academic departments. The Careers Service also has a designated advisor for PhD students who offers training sessions on key themes via the Doctoral College.

For Masters students:

<https://www.southampton.ac.uk/careers/postgraduates/index.page?>

For doctoral researchers:

<https://www.southampton.ac.uk/careers/pgr/index.page?>

Support Services

Resolving problems

If your problem relates to your PhD work, **you should contact one of your supervisors in the first instance** - good communication with your supervisor is usually the most effective way of resolving issues. If you cannot get hold of them, or you have not been able to resolve the issue with your supervisor, you should contact one of the following:

- Your Graduate School team
- A CDT member of staff
- Your academic department's PGR Director (See your Faculty handbook)
- Your Faculty's Director of Graduate Studies (See your Faculty handbook)
- Students' Union [Advice Centre](#)

If your problem is of a health and wellbeing nature you should communicate with your supervisor if at all possible, otherwise there are a range of services that the University can offer via the [Support and Wellbeing website](#).

Student Services Centre

<https://www.southampton.ac.uk/studentservices/index.page>

The Student Service Centre (SSC) is a central point for initial support for a wide range of services including accommodation, financial support, health and wellbeing, visa and immigration and ID cards.

Location Building 37, Ground Floor, Highfield campus (opposite Jubilee Sports Centre)

Email: ssc@soton.ac.uk

Tel: +44(0)2380 599 599; Internal: Ext 29599

IT Support: iSolutions

<https://www.southampton.ac.uk/isolutions/index.page>

iSolutions provide help and support to students, staff and researchers regarding everything IT, from a Windows desktop to high performance computing

Getting help <https://www.southampton.ac.uk/isolutions/getting-help/index.page>

Email serviceline@soton.ac.uk

Tel: 023 8059 5656; Internal 25656

Enabling Services

<https://www.southampton.ac.uk/edusupport/index.page>

Enabling Services provides wide variety of support for students who have disabilities, mental health problems or specific learning difficulties.

Email: enable@soton.ac.uk

Tel: 023 8059 7726

Students' Union (SUSU)

<https://www.susu.org/>

Students' Union Advice Centre

<https://www.susu.org/support/advice-centre.html>

Location Building 40, Level 3

Email: advice@susu.org

Tel: 023 8059 2085

CDT Key Contacts

CDT Directors

Professor Dame Wendy Hall	Principal Investigator	
Dr Mark Weal	Director	M.J.Weal@soton.ac.uk
Professor Susan Halford	Deputy Director	S.J.Halford@soton.ac.uk

CDT Administration

Web Science CDT		websciencedt@soton.ac.uk
Alison Tebbutt	Programme Manager	A.M.Tebbutt@soton.ac.uk
Samantha Collins	WSI / CDT Administrator	S.A.Collins@soton.ac.uk

The CDT team are based in the Web Science Institute in **Building 32, level 3, Rooms 3001 / 3057**.

Faculty Student Office

For the academic administration of MSc Web Science / iPhD Year 1

ECS Student Office	ecs-studentoffice@soton.ac.uk	+44(0)23 8059 2909 Internal: Ext 22909	Building 59, Room 1201
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Other Faculty Graduate Schools

The academic administration for iPhD Web Science Years 2 – 4 is managed by the students' home Faculty Graduate School. Contact the relevant Student Office for postgraduate research: <https://www.southampton.ac.uk/studentservices/academic-life/school-offices.page?>

CDT Finance and funding

The administration of CDT studentships and funding, including the RTSG, for all CDT-funded students, regardless of home Faculty, is managed by the ECS Finance team.

ECS Finance Team	Jennie Hepburn	J.R.Hepburn@soton.ac.uk	Building 60 Room 1
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Useful Links

CDT	
CDT website	https://www.southampton.ac.uk/websciencecdt
Our students	https://www.southampton.ac.uk/wsi/education/students/our-students.page?
Research booklet	https://www.scribd.com/document/385738092/Web-Science-Centre-for-Doctoral-Training-2017-2018-Research-Booklet
Our alumni	https://www.southampton.ac.uk/wsi/education/students/alumni.page?
Our staff	https://www.southampton.ac.uk/wsi/education/teaching-supervising-staff.page?
Facebook site (students)	Web Science Super Group
WSI	https://www.southampton.ac.uk/wsi
Faculty of Engineering & Physical Sciences (FEPS)	
ECS	http://www.ecs.soton.ac.uk
ECS intranet	https://secure.ecs.soton.ac.uk/login
MSc timetable	Via SUSSED. Select Students tab/ Online timetable icon. Faculty of Physical Sciences and Engineering / MSc Web Science
Doctoral College	
Research degree regulations	Code of Practice for Research Candidature and Supervision https://www.southampton.ac.uk/calendar/sectionv/index.page
Faculty Graduate Schools	https://www.southampton.ac.uk/studentsservices/academic-life/school-offices.page
General	
Semester dates	https://www.southampton.ac.uk/uni-life/key-dates.page
SUSSED	www.sussed.soton.ac.uk
Campus map	https://maps.southampton.ac.uk/

Key definitions

Acronym / Term	Full name & Definition
CDT	Centre for Doctoral Training
DEN	Digital Economy Network – a network of EPSRC-funded CDTs
Doctoral College	The University body which oversees graduate studies policy and training across the University.
Doctoral researcher	PhD student
DTC	Doctoral Training Centre.
ECS	Electronics and Computer Science
EPSRC	Engineering and Physical Sciences Research Council
FEPS	Faculty of Engineering and Physical Sciences
Graduate School	Each Faculty has its own Graduate School which manages the administration of its PhD programmes
iPhD	Integrated PhD programme comprising a 1 year Masters plus a 3 year PhD
PGT	Postgraduate Taught (Masters)
PGR	Postgraduate Research (PhD)
PGR Tracker	Online portal for managing PhD progress (not Humanities or Medicine)
RTSG	Research Training Support Grant
Student Office	Each Faculty has a Student Office which manages the administration of its undergraduate and Masters programmes.
SUSSED	The University's online portal for students and staff: www.sussed.soton.ac.uk
SUSU	Southampton University Students' Union
UKRI	UK Research & Innovation, the body which brings together the UK Government's seven Research Councils (previously RCUK)
WSI	Web Science Institute
WST	Web Science Trust