

Postgraduate Research Handbook

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Postgraduate Research Handbook

This Handbook is for all doctoral students commencing studies at The University of Southampton in 2019/20.

Along with information from your Faculty, it provides everything you need to know about getting started with your research, making progress through your studies and getting the most out of your time here.

Many of you join us at different points in the year. Some of you will have studied at Southampton before, and others will be new to the city, or to the UK. Whatever your circumstances, the first few months of your doctoral degree are a vital time for making contacts, familiarising yourself with what is on offer, locating important information and planning ahead. We hope this handbook helps.

Welcome from Professor Chris Howls, Director of the Doctoral College

The University of Southampton is a world-leading research university engaged in cutting-edge research and innovation across a wide range of disciplines. Our Doctoral Researchers are essential to the ongoing vitality of the University's research culture and developing the next generation of research leaders is central to our mission.

The Doctoral College is a focal point for the training and development of doctoral researchers and works in partnership with Faculty Graduate Schools and Professional Services to co-ordinate and enhance doctoral training across the University. In particular, we aim to provide you with an attractive Professional Development Programme to enable you to maximise your potential as a researcher and enhance your future prospects.

We are also committed to developing a strong doctoral researcher community across the University. We aim to help generate links between disciplines, foster interdisciplinary research and support and enhance the wellbeing of all postgraduate researchers.

You may keep up to date with what is happening with the Doctoral College at its [Facebook page](#), and [Twitter feed](#).

All new doctoral researchers are warmly invited to attend one of Welcome Reception in November 2019 (or early in 2020 for later starters). You will be notified about the event via email, and you can book your place via [Gradbook](#).

Getting Started

Registration

Your first week as a student will be extremely busy, so we want to make it as easy as possible for you to carry out the important tasks that must be completed before you start your studies. Registration involves several steps and the [Welcome page](#) will guide you through everything you need to do before and once you arrive at the university.

As part of the registration process it is essential that you enrol as a student. You will need to do this when you first start your course and at the start of each academic after that while you continue your studies in full time registration.

ID Card

You must apply for your student ID card before you arrive, as you will need it to access many of the facilities and buildings on campus, including the library and faculty buildings. When you apply for your ID card you will be given the option to choose additional services, which require payment. This includes the option to sign up for membership of the University's sports facilities.

How to apply

Log in using your University username and the password via the following [link](#). Make sure you have a suitable digital passport-style photo ready to upload.

Lost Card

If you lose your ID card, you can order a new one via the [University online store](#). If replacements are required for changes to programme dates, then these will be checked by the Student Records team before the new card is printed.

Enrolment Status

The Faculty Graduate School Office can provide you with a certificate to confirm your status as a student (e.g. for bank account opening purposes). Please ensure that you give at least

48 hours' notice of your requirements (longer at peak times such as at enrolment or during the examination periods).

Your award certificate will be produced using the legal name data you have provided within your student record. Please make any necessary amendments to your record as soon as a change occurs to ensure that your certificate contains accurate information. Changes are made via [Banner Self Service](#).

In accordance with the [Fees, Charges, and Expenses Regulations](#) a scale of fees exists for the provision of certificates, transcripts and award certificates.

If your studies are funded partly or fully by an external organisation, the University will continue to request payment of fees until you enter nominal registration. If your candidature will extend beyond the period of funding agreed by your sponsor, it is your responsibility to enter into discussions about funding arrangements beyond this period. You will become personally liable for the payment of your tuition fees once your sponsor's funding period has ended.

Keeping in Touch

Email

We will use your University email account to contact you personally when necessary. We will not use any other email accounts or social networking sites to contact you personally. It is your responsibility to check your University email account regularly and you must not let your inbox exceed your storage limit. Notification that you are due to exceed your storage limit will be sent to your University email account and you should take immediate action as you will be unable to receive further emails once your storage limit has been exceeded. If you experience any issues, [please contact iSolutions](#).

Written Correspondence

Formal correspondence regarding your programme of study (e.g. suspension, transfer or withdrawal from programme, academic performance (including progression/referral information), issues of academic integrity, student complaints and academic appeals will be sent to your term-time (TT) or permanent (PM) address listed as active on your student record. You are responsible for advising the University if you change your permanent or term-time address. The University will not be held accountable if you do not receive important information because you failed to update your student record.

Access to Facilities

Facilities and equipment to support students' research should be made available and explained in a clear statement to you. These facilities should meet in full the expectations of the relevant Research Council(s), and will include as a minimum:

access to appropriate space to work, as indicated by the research student's Academic Needs Analysis and by Faculty policy;

the provision of laboratory and technical support where appropriate;

sole access to a computer from the standard range and access to appropriate electronic resources of the University. Faculties should have a mechanism by which research students may request a computer with a more powerful specification and access specialist electronic resources;

- appropriate access to email, telephone and photocopying facilities;
- opportunities to meet and network with other research students and researchers;
- appropriate library and other academic support services;
- opportunity to apply for funds to support training opportunities and for attendance at conferences and other relevant events.

Advice should be sought from Enabling Services (Disability Advice and Guidance, Learning Support, Assistive Technology) with regard to accessing any specialist equipment or assistive technology for research students who may need such support.

Part-time research students are normally allocated space on a shared basis only.

Ethics

The University of Southampton is committed to carrying out its research, teaching, enterprise and other activities within a comprehensive ethical framework.

This is reflected in the University's value:

- We value freedom to push the frontiers of knowledge forward, within an ethical framework, for the global good of humankind
- The underpinning principle for any ethical review should be to ensure that in undertaking any research, consultancy, enterprise activity or project the University strives to do positive good and avoids causing harm.

Activities which involve research/studies on human participants, their tissues or data and on animals will always require formal ethical consideration. However, the University believes ethical issues should be interpreted broadly and that review might also be needed for research, consultancy and enterprise where other factors could be present including:

- a risk of damage to the environment

- political or social sensitivity
- impact on culture and cultural heritage

It is the University's expectation that staff, students and visitors should be aware of ethical considerations, ensure that they act in an ethical manner when engaged on University business and conduct their projects and studies to the highest ethical standards.

Read the full [University of Southampton Ethics Policy here](#).

The International Office

International Office staff have extensive experience advising and supporting international students and University colleagues on a wide range of issues. They also develop and maintain relationships with Government ministries, agencies and other sponsoring or scholarship organisations. More information can be found on their [webpages](#) or you can contact international@southampton.ac.uk for further guidance.

VISA/Tier 4 Information

If you are studying here on a Tier 4 visa, there are certain conditions (responsibilities) that you are expected to comply with during your time in the UK. Please refer to the [Visa and Immigration Student Advice Service webpages](#) for further information.

The Visa and Immigration Student Advice Service provides students with information and guidance on visa and immigration issues; the Team offer three drop-in sessions a week and visa advice appointments. Before you book a visa advice appointment, you are strongly encouraged to visit the visa drop-in service as it may be possible to answer your question quickly or give you important information about what to bring to your visa advice appointment. Information on the drop-in service, appointments, and contact details is available [here](#).

If your situation changes, please consult the Visa and Immigration Student Advice Service to find out if it will affect your visa status. You must ensure that you inform your supervisory team and the Faculty Graduate School Office immediately if there is a change to your circumstances that will affect your ability to continue studying in the UK. Please note that whilst the Faculty Graduate School Office is responsible for ensuring that your student record is correct and reflects your current circumstances, they are not legally allowed to offer you any immigration advice.

Please note, most postgraduate research students granted a visa for a PhD that fail a progression milestone and are given the option to transfer to an MPhil programme, cannot do so on their current visa as the MPhil is at lower academic level. Such students must leave the UK and apply for a new visa for their MPhil programme of study. More information can be found on the [Visa and Immigration Student Advice Service website](#).

Research Training Support Grants

The RTSG is a pot of money which students may access to meet the following costs and expenses incurred by award-holders during the course of their supervised studies:

- UK fieldwork expenses;
- UK/EU/international conferences, seminars and events;
- Purchasing of scientific equipment and materials that they will be using;
- Purchasing of small items of equipment e.g. cameras, tape recorders, films, cassettes or telephone and photocopying facilities in the department/faculty;
- Language training courses undertaken in the UK prior to an overseas fieldwork trip;
- Reimbursement of interpreters, guides and assistants;
- Survey costs, e.g. printing, stationery, and telephone calls; &
- Gifts for local informants

Students and supervisors should discuss the RTSG budget with their supervisory team and its use at the initial Academic Needs Analysis, and at least at the annual reviews thereafter. Expenditure should normally be agreed in advance with the main supervisor.

ORCID

An [ORCID](#) iD is a unique researcher identifier, used worldwide, that you keep throughout your life and retain even if you move institution. ORCID iDs look like a credit card number: 0000-0001-8414-9272.

It is increasingly becoming the method of choice by funders and publishers globally to unambiguously link people to their publications and grants.

You can register for an ORCID iD or to connect your existing ORCID iD with the university by using Pure. See the guide on [Your ORCID iD and Pure](#) for more details.

Your ORCID record is owned and managed solely by you, not the University.

Find out more ORCID information via the [Library](#).

Use of Social Media

We understand that students are increasingly using social networking sites to interact with members of their student community. You should note that any behaviour that affects other members of the University community or members of the general public in ways which might damage the standing and reputation of the University may be subject to [disciplinary action](#) within the scope of the University's Regulations Governing Student Discipline.

Social Media

Keep up to date with what is happening with the Doctoral College at its [Facebook page](#) and [Twitter feed](#).

Managing Your Research Degree

Attendance

The University's expectations of your time commitment to your studies is outlined in paragraph 49 of the [Code of Practice for Research Degree Candidature and Supervision](#). The University's general regulations on [Attendance and Completion of Programme Requirements](#) also outline the University's general expectations of attendance.

Holiday and absence due to ill-health

Information on holidays and absence can be found in paragraph 62 of the [Code of Practice for Research Candidature and Supervision](#).

External factors affecting your attendance or performance in your studies/research

We expect you to take responsibility for your studies to ensure that your full academic potential can be realised. However, sometimes difficulties can arise that can affect you.

If you are absent from an assessment or have other grounds for believing that your studies have been affected by external factors you must bring this to the attention of your Faculty Graduate School Office immediately. Whilst we recognise that students can sometimes be reluctant to discuss cultural, sensitive or personal issues, it is essential that you bring problems affecting you to our attention immediately so that we can determine how best to help you.

In line with the [Regulations Governing Special Considerations and Suspension of Candidature for Postgraduate Research Students](#) you may request:

- A suspension of candidature (which may or may not be related to Special Considerations);
- An extension to candidature;
- An extension to a Progression Review Report submission deadline;
- To reschedule a Progression Review or, in exceptional circumstances only, a viva voce examination;
- An extension to a revised thesis submission deadline (following a viva voce examination);
- Special Considerations to be given to the outcome of an assessment;
- Circumstances to be logged until such a time that you may wish to make a request for Special Consideration.

For more information on submitting a request please refer to the guidance information at the back of the [request forms](#).

Parental leave

If you become a parent during your studies, you are entitled to a period of maternity or paternity leave, suspended from your studies. You will need to submit a request for a suspension of candidature in accordance with the [Regulations Governing Special Considerations and Suspension of Candidature for Postgraduate Research Students](#).

With regards to suspension of candidature, the University will comply with its obligations under the relevant immigration legislation which may be updated from time-to-time.

If you are concerned about your entitlement to remain in the UK as a result of suspension of candidature, you should seek urgent advice from the [Visa and Immigration Student Advice Service](#).

Suspending your studies

Periods of authorised suspension are not included as periods of candidature. Information on suspension of candidature can be found in paragraphs 42-43 of the [Regulations for Research Degrees](#) and the [Quality Handbook](#). Requests for suspension should be made in line with the [Regulations Governing Special Considerations and Suspension of Candidature for Postgraduate Research Students](#).

For more information on submitting a request please refer to the guidance information at the back of the [request forms](#).

Extension to Candidature

Extension of candidature may be granted only where there is a good cause and on your specific application. Requests for extension should be made well in advance of your original thesis submission date. Information on extensions to candidature can be found in paragraphs 44-45 of the [Regulation for Research Degrees](#) and the [Quality Handbook](#). Applications for extension should be made in line with the [Regulations Governing Special Considerations and Suspension of Candidature for Postgraduate Research Students](#).

Special Considerations

During your studies, there may be circumstances outside of your control which have, or may in the future, have a negative effect on your research candidature; including performance in a recent or upcoming Progression Review or final viva voce examination, or your ability to meet a deadline for submission of a Progression Review Report or final thesis. In line with the [Regulations Governing Special Considerations and suspension of candidature for Postgraduate Research students](#) you may request:

- A suspension of candidature (which may or may not be related to Special Considerations);
- An extension to candidature;
- An extension to a Progression Review Report submission deadline;
- To reschedule a Progression Review or, in exceptional circumstances only, a viva voce examination;
- An extension to a revised thesis submission deadline (following a viva voce examination);
- Special Considerations to be given to the outcome of an assessment;
- Circumstances to be logged until such a time that you may wish to make a request for Special Consideration.

For more information on submitting a request please refer to the guidance information at the back of the request [forms](#).

Nominal Registration

Nominal registration is an enrolment status that may be requested following a minimum period of supervised candidature. It is not an automatic right, but a privilege that must be earned through the satisfaction of specific criteria.

Full details of nominal registration can be found in paragraphs 82-83 of the [Code of Practice for Research Degree Candidature and Supervision](#), and paragraphs 37-41 of the [Regulations for Research Degrees](#). If you remain in nominal registration for longer than six months a fee is payable to the University if you do not submit your thesis within six months of transferring to nominal registration. Details can be found in paragraph 16 of the [University's Fees, Charges, and Expenses regulations](#).

Please note: full tuition fees are payable throughout your period of candidature until your transfer onto nominal registration has been confirmed.

Student Support Review Regulations

The [Student Support Review Regulations](#) applies to enable the University to respond appropriately to situations where visible signs of illness, mental health difficulties, psychological, personality or emotional disorders may have a profoundly disturbing impact on the functioning of an individual student and/or the wellbeing of others around them. The University has a positive attitude towards those with impairments and is committed to maintaining students' wellbeing. The policy identifies the procedure and support available to both students and staff when a student becomes unwell and/or presents a risk to self and/or others.

Resolving issues

In the first instance, you should raise the issue informally with the most relevant member of staff involved. If the matter is not satisfactorily resolved, or for any reason you feel unable to speak to the staff member involved, you should discuss the matter with a member of your supervisory team or your Doctoral Programme Director. You may also talk to:

- Your Faculty student representative*
- The SUSU PGR Officer
- The [SUSU Advice Centre](#)
- The Faculty Director of the Graduate School*
- The Faculty Senior Tutor*
- The [Doctoral College](#)

** Contact details available in the Faculty section of the Handbook*

Risk assessment

Your supervisor(s) and laboratory managers will give specific training in completion of risk assessments and COSSH documentation where necessary for your research. It is your responsibility to abide by the institutional Safety Policies, to observe safe working practices at all times and to follow those procedures prescribed by your supervisor(s).

Access to buildings

Access to the buildings outside of the normal working day (which is 08:00 to 18:00, Monday to Friday, except during University closure periods) is by card access, using your University ID card. It is important for you to carry their ID card at all times. Access to most laboratories is restricted to card access, or in some cases keys will be issued after appropriate training has been given.

Out of Hours working

The University has an Out of Hours Working Policy which is intended to discourage out of hours working (i.e. working between the hours of 23:00 and 07:00).

It is expected that the granting of access will only be made in very exceptional circumstances. Further information on the out of hours policy can be found [here](#).

Bringing children on campus

The Faculty buildings have not been designed to be a safe environment for unsupervised children and for this reason, children under 16 must be under the immediate and close supervision of a responsible adult at all times. Special care should be taken on, and adjacent to, stairs, and on balconies.

Academic appeals

Provided you have grounds, you may appeal any academic decision made by the University, with the exception of the exclusions specified in Section A paragraph 5 of the University's [Regulations Governing Academic Appeals by Students](#). These Regulations outline the policy and procedure that should be followed should you wish to make an academic appeal. Research students are advised to consult with the [Students' Union Advice Centre](#), which can provide free, independent and confidential advice as well as representation in such matters.

Student complaints

The [Regulations Governing Student Complaints](#) sets out the process that should be followed should you wish to raise a complaint about a matter relating to either the facilities and services provided by the University, its academic programmes, and the conduct of University staff, and which has materially affected you. Research students can obtain free, independent and confidential advice about submitting a complaint from the [Students' Union Advice Centre](#).

Dignity at work and study

The [University's Dignity at Work and Study Policy](#) applies to the conduct of staff and students, in the context of their University work of study, or which otherwise affects the working, learning or social environment of the University. Fair criticism of staff or student performance or conduct will not be considered to be bullying or harassment provided that those involved are treated with dignity, courtesy and respect.

Any allegation of harassment, bullying or victimisation will be treated seriously, regardless of the seniority of those involved, and anyone found to have behaved unacceptably may be the subject of disciplinary action up to and including dismissal or expulsion.

Equality and diversity

The [Equality](#) objectives are designed to enhance equality, diversity and inclusion across the University, and reflect the wide-range of work undertaken in this area. Equality objectives will continue to be formulated to ensure that the aims of the University Strategy are achieved in a way that includes all individuals: staff, students and visitors from all backgrounds.

Athena SWAN

The University of Southampton is a founding signatory of the [Athena SWAN Charter](#) and has held a Silver Athena SWAN Award since 2016. As a signatory, we recognise the specific challenges that affect men and women in academic careers, which leads to fewer women at senior levels of higher education. We are committed to addressing these issues, to maximise the potential of all our people. Several [faculties and schools](#) hold awards, and have action plans to improve the inclusivity of their teaching programmes and research disciplines.

Data protection

The University will aim to ensure that all information stored is as accurate as possible, kept up to date; and safeguarded from unlawful disclosure. Within the constraints of the General

Data Protection Regulations (GDPR), the Faculty will not release information to family members, prospective employers or other universities without your consent.

Non-academic Misconduct

As members of the University community, all students are expected to conduct themselves with due regard for its good name and reputation and are required to comply with the University's Regulations at all times. Any allegation of misconduct will be considered within the [Student Non-academic Misconduct Regulations](#), in accordance with the evidence and circumstances presented. Information for students on non-academic misconduct is available from the [Student and Academic Administration webpages](#).

Academic Integrity

The University expects that all students will familiarise themselves with the [Regulations Governing Academic Integrity](#). Faculties that have Professional, Statutory and Regulatory Bodies and that lead to professional registration may have additional reporting requirements.

Ethics

The University of Southampton is committed to undertaking its research, teaching, enterprise and other activities within a comprehensive ethical framework. It is the University's expectation that staff, students and visitors should be aware of ethical considerations, ensure that they act in an ethical manner when engaged on University business and conduct their projects and studies to the highest ethical standards and to the highest standards of research integrity, quality and scientific rigour.

The University recognises its responsibilities to researchers and the wider community, and is strongly committed to fostering a culture and understanding of effective research governance, integrity and probity across the full spectrum of its research activities. The University is committed to and supports the Universities UK Concordat to Support Research Integrity which sets out expectations on the University as an employer of researchers, as well as on individual researchers. To promote the culture of research integrity the University has produced a number of policies and procedures, and published a Research Integrity Statement.

Research requiring ethical review is subject to the scrutiny of a faculty-based ethics committee or to sponsorship review where ethical review will be undertaken by a national body i.e. National Research Ethics System. Where ethics review is required, ethics approval must be sought prior to commencing a research project, ethical review cannot be undertaken retrospectively.

For more information visit:

- Research Integrity and governance [webpages](#)
- [Ethics policy](#)
- [Researcher Portal](#)
- Ethics and Research Governance Online – [ERGO](#)
- You can email the Research Integrity and Governance (RIG) team on researchintegrity@soton.ac.uk

Ethics Training

All new doctoral researchers are required to undertake basic ethics awareness training via the online module 'Ethics 1: Good Research Practice', and to complete the short quiz at the end of the course materials. Further information and instructions on how to access this course and the quiz are available [here](#).

If your research will involve you working with human volunteers, you should also complete 'Ethics 2: Working with Human Subjects', accessible in the same way as Ethics 1.

You should also obtain appropriate higher level training on the use of [ERGO](#), the University's electronic document-handling system for obtaining ethical approval. Your supervisor and Faculty Graduate School will be able to advise further on this.

If you fail to obtain the necessary ethics approval in advance, you may be prevented from submitting your thesis for examination. The retrospective seeking of ethics approval is not permissible.

Intellectual Property

Please read the University's Intellectual Property Regulations at <http://www.calendar.soton.ac.uk/sectionIV/ipr.html>

The [University's Research and Innovation Services \(RIS\)](#) are responsible for the protection and commercialisation of intellectual property developed by staff and students. More information on intellectual property and the support available in this area information can be found on the [Researcher Portal](#).

RIS is also responsible for putting in place agreements with companies for research and development projects including sponsored PhD studentships. If your PhD is being supported by a company, whether through funding or in-kind support, then the University should have in place an agreement with the company which will also have terms covering Intellectual Property. It is important that you understand the terms of that contract as they will apply to anything you generate. You also need to be careful with how you use the company's confidential and secret information. Your supervisor should have a copy of the contract but if you would like guidance on what it means then please contact riscontracts@soton.ac.uk.

Your Doctorate

Supervisors

You will be allocated to a supervisory team by the Faculty Graduate School directorate on the recommendation of the Faculty Director of the Graduate School. Your supervisory team will consist of at least two supervisors from the University of Southampton. The main supervisor has responsibility for the supervision of the design and progress of your research project and for providing academic advice. The main supervisor should be available to provide guidance and direction on a regular basis. A member of your supervisory team is also responsible for ensuring that the administrative processes are completed in a timely manner throughout your candidature. This role is normally performed by the main supervisor but in certain cases it is the responsibility of a separate co-ordinating supervisor.

Your supervisory team will be chosen to provide suitable academic expertise. Where your project requires further expertise, an additional supervisor (who may be external to the University) can be appointed to provide the required specialist advice. As well as providing academic support and advice, the supervisory team reports to the Faculty on your work and progress according to the milestones in the School-specific section of this handbook.

The [Code of Practice for Research Degree Candidature and Supervision](#) gives more details on how the Regulations are implemented and details the expected duties and responsibilities of students and staff in paragraphs 40 to 48.

Support

As well as providing academic support during your studies, your supervisory team is also responsible for providing pastoral support and/or advice. This may involve referring you to other sources of support, checking with you about the effectiveness of any support you are receiving from the University services, and responding to any on-going or acute difficulties. Your supervisor may also refer you to the Faculty Senior Tutor.

The Supervisory Relationship

It is essential that a good working relationship is established between you and your supervisory team, and that responsibilities on both sides are clearly defined and understood. Clear and regular communication between you and your supervisors is a key ingredient to the completion of a successful and productive PhD.

Responsibilities of the Research Student

The responsibility for your thesis lies with you and it is therefore essentially that you participate fully in planning your research project, taking advice and information from your supervisor team when appropriate. Your particular responsibilities are set out in the University Higher Degree Regulations and Code of Practice for Research Candidature and Supervision (Section V of the University Calendar).

Responsibilities of the Supervisor

The supervisor responsibilities can be found in paragraph 41 in the [Code of Practice for Research Degree Candidature and Supervision](#).

Your First Supervisory Session

Your first supervision session is an essential part of establishing yourself as a PGR student and ensuring you are fully equipped to carry out your research.

With the help of your supervisor/s, the first session should be spent:

- Clarifying the remit of the research and initial research questions
- Assessing skills needs
- Setting a timetable of supervision meetings, including meetings with individual supervisory team members and joint sessions
- Carrying out a Risk Assessment of your work and completing the relevant forms

Once the first session has taken place, you should reflect on what's been discussed and complete the Academic Needs Analysis forms and *One Month Plan*.

Supervisory Sessions

You are responsible for contacting your supervisors for appointments. If you are encountering particular, immediate difficulties then it is likely that you will contact your supervisor(s) as soon as these arise, acknowledging that they are not “on call” 24 hours per day nor every day of the week. However, your main interaction with your supervisor(s) will be through scheduled supervisory sessions; these session may vary in time, but you should make sure they are regular. Do not worry if the session overruns, but also be aware that your supervisor has a range of commitments and will be happy to arrange for a follow-on or a follow-up meeting if you or s/he feels that a particular issue has not been resolved in the time immediately available.

When part-time research students study at a distance from the University, Schools must ensure that satisfactory arrangements for regular and effective supervisory contact are in place, at least equivalent to the level of contact available to locally-based students. These must include a specified minimum number of face-to-face meetings, which may be supplemented by email, Skype, video-conferencing and other distance means. The minimum amount of contact you can expect each calendar year is 12, one-hour meetings if you are a full-time student and 6 one-hour meetings if you are studying part-time. These arrangements must be approved by the Academic Unit, monitored and reported on as part of the annual quality assurance process.

Changes to Supervisory Team

A change to supervision can be initiated by either the student or a member of the supervisory team. Changes to the main supervisor and/or the supervisory team must be approved by your Director of the Faculty Graduate School. Suitable handover arrangements should be implemented and the new supervisory relationship monitored by the your Graduate School. The regulations around a change in supervision can be found in paragraph 48 the [Code of Practice](#).

Paragraphs 106-107 of the [Code of Practice](#) addresses the issue of conflict arising within a supervisory team and the appropriate course of action towards resolution. Please see the [University's Regulations Governing Student Complaints](#) which details the procedure of making a complaint. Students can also receive free, independent and confidential advice from the [SUSU - Advice Centre](#).

Important Note: If a supervisor is on study leave, they must continue supervisory meetings in whatever format is appropriate and ensure that administration tasks are carried out as necessary.

If a supervisor is on sick/maternity leave or retiring, they should contact your Faculty Graduate School Office and DPD for their discipline as soon as possible in order for a replacement supervisor to be appointed.

Regulations for Research Degrees and Code of Practice for Research Candidature and Supervision

The regulations governing your degree are published in [Section V](#) of the University Calendar. Your attention is particularly drawn to the Regulations for Research Degrees and to the Code of Practice for Research Degree Candidature and Supervision. Any additional regulations, specific to your degree, are published in [Section VI](#) of the University Calendar.

Duration of Study

The minimum and maximum periods of candidature are stated in paragraphs 17-20 of the [Regulations for Research Degrees](#). However, these may vary by Doctoral Programme. Your period of candidature will have been provided in your offer letter, and detailed in your Doctoral Programme Profile, available on SUSSED or from your Faculty Graduate School Office.

If your studies are being funded partly or fully by an external organisation, it is your responsibility to ensure your sponsor is aware of your minimum and maximum period of candidature in relation to their offer of funding.

Note that the period of candidature may be different from the period of funding.

Where a research student is in receipt of external funding and/or where an external body places an expectation that studies are completed within a defined period of time, the Faculty will assist the research student in meeting the requirement.

As stated in paragraph 20 of the [Regulations for Research Degrees](#), a research student who fails to submit a thesis by the end of the maximum period of candidature will be deemed to

have withdrawn from their studies.

PGR Tracker

[PGR Tracker](#) is a browser-based software which tracks a Postgraduate Research student's progress against Research Milestones as prescribed by the University's [Regulations for Research Degrees](#) and the [Code of Practice for Research Degree Candidature and Supervision](#), from registration to graduation. PGR Tracker holds: student record data; documents uploaded by students; records of supervisory team meetings; progress reports; confirmation of PhD registration documents; manually updated training records; training records auto loaded from Gradbook; supervisory team information; key administrative forms; and some financial information.

It is compulsory for all staff and students to use PGR Tracker.

The only exceptions are:

- Students registered in the Faculty of Medicine.
- Students registered in the Faculty of Arts and Humanities, excluding the Winchester School of Art (i.e., those in WSA must use Tracker)

Criteria for the award of MPhil and PhD

The criteria for the award of MPhil and PhD are listed in paragraphs 3 to 7 the [Code of Practice for Research Degree Candidature and Supervision](#). These are cited from the UK Quality Code for Higher Education: [The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies, October 2014](#).

Activity Reports

Students who enrolled on their doctoral studies after 1 August 2016

All students are expected to complete and submit Activity Reports on PGR Tracker (or equivalent system) throughout the research phase of their candidature. Activity reports should be completed every three months, with the first report submitted on month 4 of the research phase of your candidature. It is your responsibility to ensure that you complete and submit these reports in a timely fashion. Completion and submission of Activity Reports will be used as an indicator of academic engagement, and discussed during your Progression Reviews.

If your studies are funded partly or fully by an external organisation, there may be a requirement for you or your supervisor to complete additional reports for your sponsor. These reports do not form part of the University's progression processes. As part of the annual enrolment process, all students give their consent for the University to provide appropriate information on request to third parties, such as sponsoring organisations.

Students who enrolled before 1 August 2016

Transfer/Upgrade from MPhil to PhD

For research students who registered prior to 1 August 2016, the 'Confirmation of PhD status' procedure will be referred to as 'upgrade from MPhil to PhD registration' or 'transfer from MPhil to PhD registration'. Research students who registered before 1 August 2016 will follow the timings for upgrade/transfer from MPhil to PhD registration that applied at the time of their admission, and paragraph 64 of the [Code of Practice for Research Degree Candidature and Supervision](#) provides a summary of these timings depending on year of entry.

For other progression requirements, research students who registered before 1 August 2016 will follow the timings and procedures as determined by their Faculty which applied at the time of their admission. Research students should refer back to their Faculty for further information.

The student must meet the criteria set, and provide the supporting evidence, as detailed in paragraphs 73-75 of the [Code of Practice for Research Degree Candidature and Supervision](#). Generic guidelines for the format of submission, and criteria to be used to define the outcomes from Confirmation of PhD status/Transfer/Upgrade from MPhil to PhD, are detailed in the [Quality Handbook](#). However, the precise requirements can vary by [Faculty](#), and by discipline.

Students should be aware that the Panel may recommend that a student is transferred to an MPhil programme if the criteria are not met. With regards to the transfer of programme, the University will comply with its obligations under the relevant immigration legislation which may be updated from time to time.

A student who is concerned about their entitlement to remain in the UK following a failure to progress should seek urgent advice from the [Visa and Immigration Student Advice Service](#).

Full details can be found in paragraphs 70-79 of the [Code of Practice for Research Degree Candidature and Supervision](#).

Note that ALL upgrade/confirmation panels must consist of at least two independent assessors and no members of the supervisory team, regardless of year of entry.

Students who enrolled after 1 August 2016

As stated in paragraph 64 of the [Code of Practice for Research Degree Candidature and Supervision](#), if you enrolled on your doctoral studies after 1 August 2016, you will be required to undertake Progression Reviews during your studies within the timescales shown in the Table in Submission Timings - Standard PhD Programmes below.

The second Progression Review is known as Confirmation of Doctoral Candidature and must be successfully completed before you may submit your thesis for examination.

The 'decision' time windows refer to periods in which progression decisions must be made. These timings may be adjusted on a pro-rata basis for students registered on non-standard research programmes where other duties are a formal part of the programme; these timings are shown in the Submission Timings Tables below.

Your assessment in each Progression Review will be based on a piece of submitted work, followed by a Viva with a Progression Review Panel. You will be required to provide all the relevant material by a submission deadline stated in PGR Tracker (or equivalent system). Two attempts at each review are permitted. The second attempt at the Progression Review will involve a repeat viva. However, if the assessors deem that the Report is sufficient to progress, the repeat Viva will be cancelled.

Failure to meet the criteria for a successful progression review will lead to a termination of candidature in line with the [Procedures for Circumstances that may lead to Withdrawal or Termination](#). Interim Progression Reviews will take place for part-time students who have not undergone a Progression Review in the previous 12 months of candidature. Exceptional Progression Reviews may be scheduled, on the stipulation of your Faculty Director of the Graduate School, if significant academic concerns have been raised about your candidature.

Confirmation of PhD Status

If you enrolled on the degree of PhD after 1 August 2016, you must successfully meet the requirements of a Confirmation panel to submit for a PhD. The Second Progression Review will form the Confirmation.

Submission Timings - Standard PhD Programmes

Progression Review submission and decision windows for standard programmes

**The submission deadline for second attempts will be set in the action plan following your first attempt.*

Standard Programmes	Full Time			Part Time		
	Student Submission	First Attempt Decision	Second Attempt Decision*	Student Submission	First Attempt Decision	Second Attempt Decision*
First Progression Review	Months 7 - 9	Months 8 - 10	Before the end of month 12	Months 17 - 20	Months 18 - 21	Before the end of month 24
Second Progression Review (Confirmation)	Months 17-20	Months 18-21	Before the end of month 24	Months 29-41	Months 30-42	Before the end of month 48
Third Progression Review	Months 29-32	Months 30-33	Before the end of month 36	Months 60-65	Months 61-66	Before the end of month 72

Submission Timings - iPhD Programmes

Progression Review submission and decision windows for iPhD programmes

**The submission deadline for second attempts will be set in the action plan following your first attempt.*

iPhD Programmes	Full Time			Part Time		
	Student Submission	First Attempt Decision	Second Attempt Decision*	Student Submission	First Attempt Decision	Second Attempt Decision*
First Progression Review	Months 19-21	Months 20-22	Before the end of month 24	Months 38-41	Months 39-42	Before the end of month 45
Second Progression Review (Confirmation)	Months 29-32	Months 30-33	Before the end of month 36	Months 49-59	Months 50-60	Before the end of month 65
Third Progression Review	Months 41-44	Months 42-45	Before the end of month 48	Months 75-80	Months 76-81	Before the end of month 86

Submission Timings - EngD Programmes

Progression Review submission and decision windows for EngD programmes

**The submission deadline for second attempts will be set in the action plan following your first attempt.*

EngD Programmes	Full Time		
	Student Submission	First Attempt Decision	Second Attempt Decision*
First Progression Review	Months 19-21	Months 20-22	Before the end of month 24
Second Progression Review (Confirmation)	Months 29-32	Months 30-33	Before the end of month 36
Third Progression Review	Months 41-44	Months 42-45	Before the end of month 48

Submission Timings - Mayflower Programmes

Progression Review submission and decision windows for Mayflower programmes

**The submission deadline for second attempts will be set in the action plan following your first attempt.*

Mayflower Programmes	Full Time		
	Student Submission	First Attempt Decision	Second Attempt Decision*
First Progression Review	Months 7-9	Months 8-10	Before the end of month 12
Second Progression Review (Confirmation)	Months 23-26	Months 24-27	Before the end of month 30
Third Progression Review	Months 35-38	Months 36-39	Before the end of month 42

Faculty and School Information on Progression Milestones

Generic guidelines for the format of submission and criteria to be used to define the outcomes from Progression Reviews are detailed in the [Quality Handbook](#). However, the precise requirements can vary by Faculty, and by discipline.

Further information about Progression Reviews are detailed in paragraphs 64-69 of the [Code of Practice for Research Degree Candidature and Supervision](#).

External Requirements

If your studies are funded partly or fully by an external organisation, there may be a requirement for you or your supervisor to complete additional reports for your sponsor. These reports do not form part of the University's progression processes. As part of the annual enrolment process, all students give their consent for the University to provide appropriate information on request to third parties, such as sponsoring organisations. Supervisors must not return these completed forms to the sponsor directly. They must communicate such reports to the sponsor via the Faculty Graduate School Office so that they can be scrutinised by the Doctoral Programme Director/Faculty Director of the Graduate School and recorded on file.

If you are funded in whole or in part by a UKRI research council, you will need to comply with the UKRI [grant terms and conditions](#). These include an expectation that you should submit your thesis within the funding period. You should discuss this with your supervisor throughout your study to ensure that you are in a position to meet this expectation.

Unsatisfactory Progress

Your supervisor should inform you of unsatisfactory progress as soon as it becomes apparent. Your supervisor should discuss this with you and put in place steps to resolve the issue. If there is continued unsatisfactory progress, the Faculty will follow the procedures as laid out in the [Procedures for Circumstances that may lead to Withdrawal or Termination](#).

Termination of Candidature

There are several circumstances where a Faculty may recommend termination of candidature. The [Procedures for Circumstances that may lead to Withdrawal or Termination](#) outline procedures for:

- Termination as a result of a recommendation from a Progression Review (including from an Upgrade/Transfer or Confirmation Panel)
- Termination outside of a Progression Review (Exceptional Progression Review) due to significant academic concerns (including Interim Progression Reviews)
- Termination as a result of failure to undertake the expected responsibilities of a PGR student
- Termination as a result of failing to comply with progression review deadlines
- Termination (deemed withdrawn) due to lack of contact
- Termination (deemed withdrawn) as a result of failure to submit a thesis by the end of the maximum period of candidature.

Training and Professional Development

The Doctoral College

The University of Southampton's [Doctoral College](#) co-ordinates a range of skills training and personal development opportunities for doctoral researchers, designed to complement the training delivered at academic discipline level.

The training is organised within a number of themes which run through all stages of candidature, with a mix of compulsory and optional courses (online and face-to-face provision). Professional Development Programme information can be found [here](#) and courses are bookable through GradBook.

Guidance on using GradBook can be found [here](#).

Mandated University-Level Training

In addition, all new doctoral researchers must complete the following mandated training. Failure to complete successfully the mandated training below is a failure to meet the progression requirements and so will result in a failure to progress.

Postgraduate researchers commencing their studies in 2019/20 must complete the following by the time they undertake their Academic Needs Analysis:

- [Health and Safety](#) (may be delivered locally)
- [Ethics](#) (online module)
- [Equality, Diversity and Inclusion](#) (online module)

In 2019/20, the following new course is being run from the Library. It will be available from January 2020 and should be completed by all doctoral researchers who commence their studies in 2019/20 and by the time of their first formal progression review.

- [Data management](#)

Training for Teaching or Demonstrating

All research students who undertake teaching activities must adhere to the [Research Students Who Teach: Policy](#) and receive appropriate training which as a minimum, an initial general training course on teaching skills (currently Orientation to Teaching and Demonstrating Steps 1 & 2) must be completed before starting to teach/demonstrate. Details and booking instructions can be found [here](#) and attendance data will automatically upload from GradBook to PGR Tracker.

A module-specific annual induction for the relevant module(s) the research student is involved in must also be completed. Orientation to Teaching/Demonstrating Step 3 (or a discipline-based equivalent) must be completed within 12 months of starting to teach.

Intention to Submit

You must inform your Faculty Graduate School Office of your intention to submit no later than two months before your date of submission. This should be done using the form on [PGR Tracker](#); or if your Faculty does not use PGR Tracker, manually using the '[Intention to submit](#)' form in the Quality Handbook, handed into your Faculty Graduate School Office. Information on decision and notification to submit can be found in paragraphs 84-85 in the [Code of Practice for Research Degree Candidature and Supervision](#).

Production and Submission of the Thesis

The requirements for the production of the thesis, and procedures for submission are set out in the *Producing your thesis – a guide for research students* and the *Submitting your thesis – a guide for research students*, both of which are available from the [Quality Handbook](#). You should read this guidance carefully well in advance of preparing the final version of your thesis. Additional guidance for students submitting their thesis in an

alternative format can be found in paragraphs 8-10 of the [Code of Practice for Research Degree Candidature and Supervision](#).

Thesis templates are available in Microsoft Word (PC and Mac) and LaTeX that match the required University specifications. Templates are available on the Library [website](#).

Further information on thesis submission including: declaration of authorship; academic integrity; and thesis written in a language other than English, can be found in the [Code of Practice for Research Degree Candidature and Supervision](#), paragraphs 86-89.

Thesis Research Data Submission

All students are required to deposit the underlying data for their thesis in accordance with the University's [Research Data Management Policy](#). You should discuss with your main supervisor how open your data can be well in advance of the final submission. You will need to complete the data section of the Permission to Deposit form as part the process to deposit your data in the [Institutional Repository](#). You should deposit your data before final submission if you want the Library to provide you with a Digital Object Identifier (DOI) for your data to include in your thesis.

Thesis Submission

You will retain access to library and computing facilities until your thesis has been examined and, where appropriate, any revisions requested by the examiners have been made.

You can find useful information to assist you in preparing your thesis on the Library's [Theses webpages](#), which should be read in conjunction with the University's [Guidance for Completion of Research Degree available on the Quality Handbook](#). You are advised to read these well in advance. It covers help on the electronic submission of your thesis and supporting materials, including copyright, intellectual property rights, restrictions, file formats, and research data. Thesis templates using Microsoft Word (PC and Mac) and LaTeX are also accessible here. Support in using the Word PC and Mac templates is provided by iSolutions.

The Viva Voce Examination

Once you have given notice of intention to submit, at least two examiners (one internal and one external to the University) will be appointed and arrangements made for your examination. The following information on the examination can be found in paragraphs 90-104 of the [Code of Practice for Research Degree Candidature and Supervision](#): nomination of examiners; the role of the main supervisor in the examination process; the viva voce

examination itself; the recommendations of the examiners; and consideration of the examiners' recommendations.

Submission after a successful recommendation of an award

Information on the procedure for submission of your thesis after successful recommendation of an award can be found in the [Submitting your thesis – a guide for research students](#).

Training and Employment

Careers

The Careers and Employability Service provide guidance and support to all students, helping them to stand out from the crowd and make successful transitions into their chosen careers and workplaces.

Our all-year round offer includes:

- Skills sessions and Workshops
- Employer/Alumni connections and opportunities to develop work experience through internships and volunteering
- Individual advice and guidance through Drop-in and [career guidance appointments](#) with a professional practitioner

Bespoke Career Development for Researchers

Dedicated Career Practitioners work closely with the Doctoral College to run a bespoke programme of talks, training sessions and individual coaching specifically focused on a research career, both inside and outside of Academia.

Sessions include:

- Managing your Career
- Introduction to Personality
- CV, Applications and Interviews
- Successful Interviews
- Networking for Researchers
- Exploring Enterprise & Business Planning

Group sessions can be booked via [GradBook](#) and individual appointments by telephoning or visiting the Careers Service (02380 593501, Building 37, Highfield Campus)

UniWorkForce

UniWorkforce administer casual work assignments in the University, conduct right to work checks and help source suitably-qualified casual workers for a wide range of casual work assignments.

Casual work assignments are flexible, ad hoc and short-term appointments.

Casual work assignments cover a huge range of opportunities, including being a Student Ambassador; helping with Open Days, Campus Tours and Graduation; gaining teaching experience through Postgraduate Demonstrating and Fieldwork assignments; undertaking Research Assistance; providing temporary cover in our Administrative support functions, Sports facilities, Catering outlets, Cleaning services, on-site Nursery, and other similar customer-facing roles; participating in our Excel Internship Programme; working as a Guest Lecturer or Exam Invigilator, and many more.

Please refer to the [UniWorkForce webpages](#) for further support and information.

Teaching

As a doctoral researcher you may be involved in teaching activities either by request from your academic unit or Faculty, or because you are choosing to develop your skills and experience.

To ensure you are properly prepared you need to attend designated introductory training. For most disciplines this will be via Orientation to teaching and demonstrating. For further information please refer to the [Doctoral College Professional Development webpages](#).

Research Students Who Teach

The University of Southampton values the significant contribution that research students can make to the education of undergraduate and postgraduate taught students through the support of research-informed teaching. A University Policy has now been put in place for research students who undertake teaching activities.

Support and Welfare

Academic Support

University Library Services

The Library can support you throughout your research journey from initial literature search through to publication.

You can find out more information about our libraries, opening hours, online resources, full-text sources, catalogues and services on the Library [website](#).

You will be able to find support including how to:

- Manage and organise your [references](#).
- Write your [Data Management Plan \(DMP\)](#) (including guidance and template)
- Publish your research as [open access](#)
- Measure your [research impact](#)
- Prepare your [thesis](#) (including links to the thesis templates and guidance on copyright)
- Undertake [systematic reviews](#)
- Register for your unique researcher IDs, for example [ORCID](#)
- Improve your [academic skills](#)

The Library works with the Doctoral College, Faculties and other University services to provide face-to-face training. These sessions are offered by our specialist Research and Academic Engagement Librarians, who also have responsibility for your research areas, and you can [contact them](#) if you need further assistance. The Library offers [one-to-one sessions](#) on research, writing, and academic skills, online training, drop-in at our [Academic Skills Hub](#). You can also attend our [Training and Workshops](#) on a range of academic skills and book [one-to-one writing support](#) for specialist guidance on issues such as structure, critical analysis and referencing.

Keep up to date, ask questions and chat with the library academic community using our online chat service, via [Facebook](#) or [Twitter](#).

Institutional Research Repository

The University of Southampton Institutional Research Repository hosts research outputs, such as research articles, conference papers, poster presentations, working papers, as well as the electronic version of your final thesis and research data. These outputs, where appropriate, will become publically accessible via [ePrints Soton](#). You are responsible for uploading your papers and research data to the Repository via [Pure](#) in line with the University policies on access to research. You can also record engagement activities, produce your CV and register for your [ORCID ID](#) in Pure.

You are encouraged to familiarise yourself with University policies on [Open Access](#) and [Research Data Management](#) so you are aware of what is required. The University Library offers guidance and courses on these via Gradbook and on other research related topics - see University Library section above for further information.

iSolutions: IT support for Researchers

The University's IT support service is called [iSolutions](#) and provides help and support to students, staff and researchers across all aspects of IT. More information can be found [here](#).

Getting help

If you need IT help or advice, you can contact iSolutions via ServiceLine, its dedicated helpdesk (telephone +44 (0)23 8059 5656 or 25656 (internal calls)) or by logging your query online via ServiceNow. See the [Getting Help](#) section of the website.

iSolutions offers a range of services aimed at the research community

High Performance Computing (HPC)

IRIDIS, The University of Southampton's High Performance Computing facility, is one of the top academic supercomputers in the UK and is hosted at our main datacentre. The facility is available to research students and members of academic staff from any Faculty, who have the need for compute resources substantially greater than a desktop PC.

Research Filestore

iSolutions offers enterprise level resilient filestore for the secure storage of research data, hosted in our main datacentre.

Web Hosting

If you require web hosting, iSolutions provides support for multiple content management systems, including SitePublisher, SharePoint and LAMP (Linux, Apache, MySQL, PHP).

Software

We provide several hundred pieces of software to staff and students at the University, and many software packages can also be installed by students and staff on their own systems.

Linux Build

The University offers a supported Linux build, automatically patched without the need for user intervention.

Virtual Servers

iSolutions offers the option to purchase a VM (Virtual Machine) for your server needs, hosted at our datacentre, providing a scalable, secure, resilient and high performance service.

Purchasing Computer Equipment

As a member of staff or postgraduate researcher, you are entitled to a mainstream desktop or laptop computer. If a mainstream computer is not suitable for your needs, iSolutions can assist you in the purchasing of a higher specification computer (subject to uplift cost).

Information Security and Data Management

Funding and research grant organisations are now making increasing demands that suitable protective arrangements for data are demonstrable in applications. iSolutions, in conjunction with the Library, can provide support and guidance to help ensure the confidentiality, integrity and availability of your research data.

Further information and costs (where applicable) of the services listed above can be found on the [iSolutions website](#).

Storing Research Data

There are several institutionally approved locations available for storage of research data. Appropriate data location can be assured by following these guidance notes:

Important: You should never store institutional research data in an unapproved cloud storage location i.e. one not on the list below. These alternate solutions often locate data outside EU / UK geographic boundaries leading to data sovereignty concerns, do not offer compliance and governance features required to support research council requirements, and may not comply with GDPR demands.

One Drive for Business (Personal Cloud Storage)

The University of Southampton provides a significant (initially 5TB per user) Office 365 OneDrive for Business quota to all members of the University. Think of OneDrive for Business as approved personal cloud storage.

This storage facility is appropriate when:

- Data is mainly accessed by the primary user
- Individual files size does not exceed 15GB
- Suggested maximum file count 300,000 files
- Files access is required from geographically diverse locations via web protocols

Teams document library (Shared Cloud Storage)

Also part of the Office 365 offering, Teams is a collaborative working platform which includes data storage capabilities. Think of Teams storage as approved shared cloud storage.

This storage facility is appropriate when:

- Data access requirements are highly collaborative
- Individual files size does not exceed 15GB
- Suggested maximum file count 300,000 files
- Maximum total data stored is less than 25TB
- Files access is required from geographically diverse locations via web protocols

University Research Filestore

The University of Southampton provides a highly resilient and performant storage platform to host and protect valuable research data. This facility is located in University owned datacentres and is considered a critical University IT service.

- Research Filestore capacity is allocated to University Faculties. Speak to your supervisor for access possibilities and instructions.

- Research Filestore is capable of storing all data, regardless of file size or file count.

This storage facility might be appropriate when:

- Research Data has high value
- Research data sets are very large, or contain huge numbers of files
- Data is in constant use via processing tools or applications
- Data access profiles require medium to high performance
- Access to data requires traditional access methods, for example an NFS or SMB mount.
- File size or file count exceed the capabilities of approved cloud storage
- Dataset migration is required to / from Iridis High Performance Computer platform

English for Academic Purposes

Registered students at the University of Southampton who would like help with their English language and academic literacy skills can attend the free English language support courses provided throughout the academic year. Please see the English language support [website](#) for more information. The library also offers periodic writing [workshops](#).

Welfare Support

The Students' Union

The Students' Union (SUSU) is a large organisation which is independent from the University. It is there to represent your voice at every level and ultimately make your University experience the best and most enjoyable it can be. The Union and its [societies](#) run loads of activities and events specifically for postgraduate students, and postgrads can also get involved in any part of the Union.

The Union is here to unlock the potential and enrich the life of every student (including PhD students). All students registered at the University of Southampton are automatically members of the Union. Full details of what the Union offers can be found on the SUSU [website](#). You can also visit the SUSU [Facebook](#) page and the [Postgraduate Community Facebook page](#).

Student's Union Advice Centre

The Advice Centre exists to provide free, independent and confidential advice to all students at the University of Southampton, including postgraduates. The experienced staff in the Advice Centre can offer guidance on various matters that affect postgraduate students including dealing with financial problems, housing issues and academic matters; including supervisory complaints. The Advice Centre can also direct you towards other appropriate support services if you need them. You can find out more [here](#).

Student Societies

Southampton hosts many active students' societies, both academic, social and campaigning. Membership of such societies may help with both professional and social needs, or just a welcome distraction from your studies. A list of SUSU societies may be found [here](#). A list of equality groups may be found [here](#).

Student Services

The Student Services Centre is located in Building 37 on the Highfield campus and is the first point of contact for students with queries about financial support, fees, accommodation, or if they are just not sure where to ask a question. Please see their [website](#) or pop into the Centre for details of their services.

Enabling Services

Enabling Services provides a wide variety of support for all students who have disabilities, mental health problems or specific learning difficulties. Its expert team can provide advice and support relating to your studies throughout your time here. Please see their [website](#) for further information and contact details.

Students with disabilities

Enabling Services recognises that disabled students may have additional needs and require assistance to reach their full potential.

Enabling Services is experienced in supporting a wide range of disability and health conditions including:

- Sensory (visual/hearing) impairment
- Mental health conditions
- Mobility impairment

- Physical disability
- Asperger's syndrome and other autism spectrum disorders
- Health conditions (e.g. diabetes, epilepsy, asthma)
- Chronic pain/chronic fatigue
- Any other condition which has a long-term and adverse effect on studying/research

Our support, information and advice are tailored to meet individual needs. To access support from our service, students need to provide evidence of their Disability and attend a student support appointment with one of our specialist practitioners.

Students are encouraged to discuss with their supervisor any additional needs or assistance that they might require to help with their project, reports, research and thesis.

If a research student develops a disability during their studies, we would encourage them to disclose this to their supervisor and contact [Enabling Services](#) for advice. Where appropriate the supervisor will inform the Faculty Health and Safety Officer.

Dyslexia/Dyspraxia Support

Support, including viva and milestone meeting recommendations, reasonable adjustments, study skills support and assistive technology software is available for students with a specific learning disability (SpLD) such as dyslexia. Send your post-16 diagnostic assessment report to enable@soton.ac.uk to arrange a meeting with a specialist practitioner to discuss your support recommendations.

If you believe you may have an SpLD but you do not have a diagnosis, please refer to Enabling Services' how to access [webpage](#).

Enabling Services offer study skills support sessions in the AT Suite (room 2047) on level 2 in Hartley Library on Monday, Wednesday, Friday (term-time) 14:00-16:00 and Wednesday (vacation period) 14:00-16:00. Study Skills Support is an opportunity to meet 1:1 with a specialist practitioner for practical study advice and support. No appointment necessary. A range of study workshops designed for students with a SpLD are also available throughout the year and can be booked [here](#).

A variety of assistive technology software is available to access across the University of Southampton. The largest facility is the AT Suite (room 2047) on level 2 in Hartley Library. The AT Suite is a learning space provided for students with disability or specific learning

difficulty. The suite features computers with dual screens, height adjustable desks, quiet working pods as well as the latest assistive technology software. Please refer to the [Enabling Services website](#) for further details about the type of software available and the locations at which it is available.

Advice and support can also be provided to staff supporting students with specific learning difficulties, including guidance on inclusive strategies to ensure teaching and learning are accessible to all students. For more information, please refer to the information for staff page on [Enabling Services' website](#).

Mental Health and Wellbeing

Enabling Services offer a daily drop in, which takes place Monday-Friday between 13:00-15:00 in Building 37 (term-time); Monday, Wednesday, Friday 13:00-15:00 (vacation time). Students can visit Enabling Services at drop-in to discuss any questions or concerns they may have with an advisor. Enabling Services also offer a Live Chat facility for students who may be unable to attend a drop-in session. This takes place Monday-Friday 14:00-16:00 and can be accessed via the Enabling Services [website](#) during these times.

The Enabling Services [website](#) has advice on managing anxiety, stress and other mental health problems as well as links to useful self-help materials. Throughout the academic year, Enabling Services also offer face-to-face and online workshops. Our news and events page is regularly updated to advertise any workshops or events that are available at that time. At various times throughout the year, Enabling Services offer a PGR Conversational Group. You can find more information about this group and updated dates for the course are advertised [here](#). If you have an existing mental health condition or experience difficulties during your studies, you should contact Enabling Services as soon as possible to find out how they can support you.

Other sources of advice and help are available, including your GP and [Steps 2 Wellbeing](#) for NHS psychological care in Southampton, as well as [Solent Mind](#).

Crisis Support

The University First Support team can be contacted during office hours to arrange support for students who may be facing difficulties in their life or dealing with a crisis; to contact the team call +44(0)23 8059 7488 or email firstsupport@soton.ac.uk.

Student Life

The Student Life team are also available 24 hours a day, seven days per week to offer wellbeing support to students outside of office hours. The Student Life team are based in Halls of Residence but can be accessed by any students by either visiting your local Halls site, via email studentlife@soton.ac.uk or phone +44(0)23 8059 8180.

Health Services

All students are required to register with a doctor. This can be one of the local GPs either at the [University Health Service](#) or [Highfield Health](#) or with another local GP.

Harassment Contacts

The University has a network of trained Harassment [contacts](#). They provide a confidential service to students and staff who feel bullied or harassed. They also support those who have been accused of harassment. If you feel that you are being bullied or harassed and you need to share your experience in confidence, the Harassment Contacts are available to talk to. They can offer a sympathetic ear and try to understand how you feel, and can help you in assessing your options to address the problem. This equally applies to those accused of harassment, who may feel isolated or confused by the accusation and need assistance in understanding the processes that may be undertaken.

Mediation

PhD Student/Supervisor Mediation

The partnership between student and supervisor is an important one and one that we take seriously. The foundations of the relationship are built on mutual trust and respect and the ability to communicate effectively. Most of the student/supervisor partnerships work very well but occasionally some difficulties occur that may benefit from the services of those with experience in resolving conflict and diffusing tension. Of course, ideally it's best to raise any issues as and when they occur to avoid things escalating. A well timed face to face conversation is usually the most effective way of resolving potential problems and therefore we always encourage you to speak to your supervisor as soon as possible about any issue that concern you.

However, when things aren't going well, it's not unusual to feel unable to tackle them yourself or to be reluctant to raise the issue for fear of making things worse. The University recognises this and acknowledges that conflict may have an adverse effect on your

wellbeing. The mediation service was set up in 2006 for all our staff and students with the aim to seek sensible and workable solutions and to minimise the stress that situations like this can cause.

The mediation service offers accredited mediators who understand the university and student life who have experience in helping to resolve potentially stressful conflict and dysfunctional relationships. This is a confidential service wherein all conversations are protected and are not shared with a third party without the express permission of those involved in the mediation.

Without committing yourself or others to mediation you may, if you prefer, contact the Mediation Services Manager, an accredited advanced mediator, for an initial chat to talk through the situation. Please contact K.Grant@soton.ac.uk

Contact the Mediation Service using the referral form on the website www.southampton.ac.uk/corporateservices/mediation or telephone Kate Grant on 02380 597098 or email mediate@soton.ac.uk

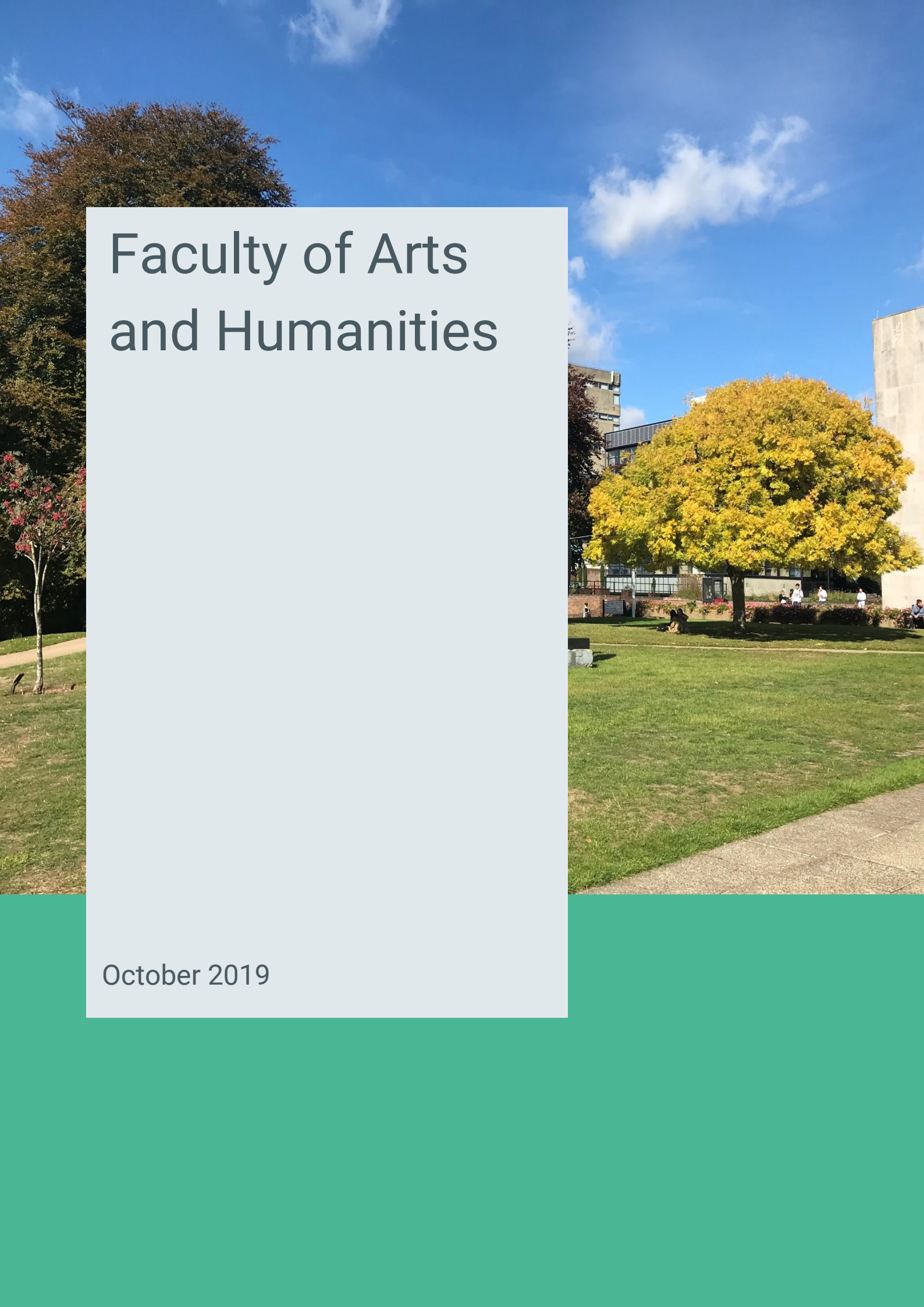
Student Representatives

The Students' Union has more than 450 academic representatives who volunteer alongside studying for their degree. There are five Postgraduate Research (PGR) Representatives, one for each of the faculties of the University, who are responsible for all the PGR students within their Faculty. They act as the main point of contact for PGR students to provide feedback on a range of issues relating to their academic experience. They meet regularly with members of the Faculty's Graduate School and work alongside the Union's VP Education and Democracy.

The Union is a democratic organisation and as such the PGR Representatives are elected each year by their peers. If you would be interested in taking on one of these roles and receiving full training, experience and employability skills, please check the Union's [website](#) for the election times and vacant roles. If you have any questions about the elections process with the Union, please contact the Democracy team at democracy@susu.org. If you have any ideas or problems during your time as a PGR, please get in contact with the relevant Union representative who will be able to help support your needs. You can find your current PGR Representative on the Union's [website](#) with details of how to contact them. If

you are unsure who to contact you can email the Representation team at representation@susu.org and they will be able to help.

The Union also provides a number of ways you can feedback your ideas or suggestions to help improve the student experience. You can submit your idea to the [You Make Change](#) page where one of your elected Sabbatical Officers will take it forward. If you are interested in how decisions are made at the Union, you can attend any meeting of Union Senate and Making Change Summits, which take place throughout the year.

A photograph of a university campus. In the foreground, a large, round tree with bright yellow autumn leaves stands on a green lawn. In the background, a modern building with a grid-like facade is visible under a blue sky with scattered white clouds. A paved path runs along the bottom of the frame.

Faculty of Arts and Humanities

October 2019

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Faculty of Arts and Humanities

Welcome from Professor Chris Janaway, Faculty Director of the Graduate School

On behalf of all staff in the Faculty of Arts and Humanities I would like to welcome you to your programme of study.

We are delighted that you have chosen to undertake your education at the University of Southampton and hope that you will enjoy your programme and your time as a student. The next few years will be rewarding and challenging and will provide opportunities for you to achieve both personal and professional goals.

Your programme involves learning experiences in a variety of environments where academics work in partnership with professional service colleagues to facilitate your learning, providing advice, guidance and direction.

As a student in the Faculty and at the University of Southampton, you will be encouraged to participate in improving the student experience and your views and comments will be valued and welcomed. I would like to take this opportunity to wish you every success with your studies.

Key Contacts

Name	Position	Contact
Professor Chris Janaway	Faculty Director of Graduate School	
Danni Sarony	Graduate School Office Team Leader	fah-gradschool@soton.ac.uk Building 65, Room 2093 Avenue Campus 02380 597433
Luke Fletcher	Graduate School Office Senior Administrative Officer	fah-gradschool@soton.ac.uk
Anne Nevill	Graduate School PGR Admissions Senior Administrative Officer	fah-gradschool@soton.ac.uk
Hilary Bush	Graduate School Office Administrative Officer	fah-gradschool@soton.ac.uk
Dorothy Byatt	Librarian	D.R.Byatt@soton.ac.uk Building 36, Room 4071 02380 593891

Doctoral Programme Directors (DPD)

Name	DPD
Professor Andy Jones	Archaeology
Professor Emma Clery	English
Dr Mike Hammond	Film
Professor Joachim Schloer	History
Dr Adriana Patino [Assistant PGR Coordinator for Mexico PRODEP students: Professor Vicky Wright & Dr Adriana Patino]	Modern Languages & Linguistics
Dr Matthew Shlomowitz	Music
Dr Giulia Felappi (Admissions - Professor Genia Schonbaumsfeld)	Philosophy
Dr Jo Turney (Admissions - TBC)	Winchester School of Art

Faculty of Arts and Humanities

Name	Position
Professor Paul Whittaker	Dean of the Faculty
Professor Chris Janaway	Faculty Director of Graduate School
Jackie Ward	Faculty Academic Registrar

Faculty of Arts and Humanities Senior Tutor

For welfare issues students should seek guidance from the following people in this order:

- Supervisors
- DPD
- Senior Tutor: [Dr Julia Kelly](#)

Faculty of Arts and Humanities Student Representatives

Student Representative	Name	Contact
FAH PGR Rep	Yuren Li	yuren.li@soton.ac.uk
School of Humanities	Zack White	Z.White@soton.ac.uk
Winchester School of Art	Vacant	
Archaeology	Lucy-Anne Taylor	lct1g13@soton.ac.uk
English	Alastair Dawson	A.E.Dawson@soton.ac.uk
Film	Xiaoge Li	xl5n15@soton.ac.uk
History	Zack White	Z.White@soton.ac.uk
Music	Anisha Netto	A.Netto@soton.ac.uk
Modern Languages and Linguistics	Amina Lechkhab	A.Lechkhab@soton.ac.uk
Philosophy	Teresa Baron	T.R.Baron@soton.ac.uk
Distance Students	Vacant	

Faculty Training

The Postgraduate Research Training Programme in the Faculty of Humanities offers opportunities for PhD students to develop themselves both as researchers and as professionals. We offer training to improve your academic and professional skills, enhance your employability and raise your awareness about the research environment.

Below you will be able to find information on Academic Needs Analysis, and the current compulsory and recommended training opportunities for PGR students within FAH.

Academic Needs Analysis

A student in collaboration with their supervisor is required to complete the [Academic Needs Analysis Form](#) within 3 months of commencing their studies (within 3 months of commencing the research phase for iPhD students). This is in order to assess their current skills and, identify those skills which need to be improved upon. The student should retain a copy of the completed form for the purposes of completing the Annual Report (for those who began their studies prior

to 1 August 2016) or Progression Milestone (for those who began their studies after 1 August 2016).

Supervisor Information

The supervisor must ensure their students understand how to complete the Academic Needs Analysis form and discuss the student's training needs with them before they complete the form. Once the student has completed the form they will pass it to the supervisor to review and sign off. The supervisor must then submit the form to the Graduate School Office. The Director of Graduate Studies will then approve the form.

Core Training

All Faculties at Southampton must provide students with access to a core set of training which is outlined in [Your Doctorate](#) in the Handbook. The core training will be delivered by Faculties in a variety of ways, as outlined below.

Mandated University-level training

In addition, all new doctoral researchers must complete the following mandated training. Failure to complete successfully the mandated training below is a failure to meet the progression requirements and so will result in a failure to progress. Postgraduate researchers commencing their studies in 2019/20 must complete the following by the time they undertake their Academic Needs Analysis:

- [Health and Safety](#) (may be delivered locally)
- [Ethics](#) (online module)
- [Equality, Diversity and Inclusion](#) (online module)

In 2019/20, the following new course is being run from the Library. It will be available from January 2020 and should be completed by all doctoral researchers who commence their studies in 2019/20 and by the time of their first formal progression review.

- [Data management](#) and [Data Management Plan: Why Plan? Briefing for your 1st year DMP](#)
-

Faculty Specific Training

[Humanities Postgraduate Research Training Programme webpage](#) has detailed information on what is offered within the Faculty.

[Please also consult the PGR Training Booklet.](#)

All courses will be bookable via [Gradbook](#) with further online resources for training and skills development available through the Blackboard course PGR-RS Research Skills for Postgraduate Researchers.

The University regulations pertaining to research and transferable skills training can be found in paragraphs 27 - 32 in the [Code of Practice](#).

All enquiries should be sent to pgrtrain@soton.ac.uk.

Seminars

In addition to the training programme run by the PGR Training team in the Faculty of Humanities, GradNet also run some student-led seminars. Please refer to the [GradNet website](#) for more information on these. The departments within the Faculty also hold seminars throughout the year. Students will be told about suitable ones to attend either by their supervisor or the department may send out open invitations to events by email.

Demonstrating

As a doctoral researcher you may be involved in teaching activities either by request from your academic unit or Faculty, or because you are choosing to develop your skills and experience. Further information can be found about this in the [University's policy on research students who undertake teaching activities](#).

Any doctoral researcher involved with undergraduate teaching MUST complete the Orientation to Teaching and Demonstrating Steps 1 and 2 of a discipline-based equivalent. Details and booking instructions can be found [here](#).

OTD comprises three elements:

Step 1: completion of an on-line course (covering both seminar-leader and demonstrator roles). You must work through this course **before** moving to Step 2, and bring the required notes with you to Step 2. [See full details of this Step here](#). You should access the on-line course from this webpage.

Step 2: attendance at a face-face-session 'OTD: Seminar Leader' or 'OTD: Demonstrator'. Please book **one** of these sessions, as appropriate, from the options available on [Gradbook](#). [See full details of this Step here](#).

Step 3: attendance at a follow-up session (discipline-based) once you have some practical teaching/demonstrating experience (information and dates will follow in Semester 2).

Important notes:

- you will not be paid for any teaching/demonstrating unless you have completed Steps 1 and 2.

- if you are a continuing researcher and you attended the old ITSPG1 course or a local equivalent, you do not need to attend OTD this year – please do not book a place if this is the case.
-

If you have any questions or are unsure about this training, please contact the Graduate School Office or the Doctoral College.

Where to get help

Graduate School Office

The Graduate School Office team is your first point of contact once you have commenced your programme and responsible for maintaining your student records, ensuring that you are on track for your studies and they are there if you need a helping hand! They deal with most issues from progression queries to finance issues to graduation and award processes. If you have any sort of problems, be it personal, supervisory, financial, PGR tracker (WSA) or needing to suspend, the Graduate School Office team can guide you to what options are available to you and help you through the process. They provide different types of administrative support for PGR students i.e. letter production and if you are not sure of any processes or procedures then they will guide you. You will also find an array of useful information on this website.

Gradnet and Social Media

Subject Social Media Links

Philosophy:

1. Students will be added to the department mailing list re reading groups, conferences, workshops, invited speakers and events like the PGR forum, the PGR social and the staff/students pub quiz
2. <https://www.facebook.com/PhilosophyAtTheUniversityOfSouthampton/>
3. The undergraduate PhilSoc has Facebook page. This changes from year to year but by searching 'soton philsoc' on Facebook it will come up.

Gradnet

- Gradnet is a sociable Humanities society led by and run for postgraduate students.
- They can be contacted by email at gradnet@soton.ac.uk.
- For more information about [Gradnet visit their webpage](#).

Student Representatives

	Who
SUSU Faculty PGR Rep	Yuren Li yuren.li@soton.ac.uk
School of Humanities	Zack White Z.White@soton.ac.uk
Winchester School of Art	Vacant
Archaeology	Lucy-Anne Taylor lct1g13@soton.ac.uk
English	Alastair Dawson A.E.Dawson@soton.ac.uk
Film	Xiaoge Li xl5n15@soton.ac.uk
History	Zack White Z.White@soton.ac.uk
MLL	Amina Lechkhab A.Lechkhab@soton.ac.uk
Music	Anisha Netto A.Netto@soton.ac.uk
Philosophy	Teresa Baron T.R.Baron@soton.ac.uk
Distance Students	Vacant

Find out more about Postgraduate Representation through SUSU [here](#).

Health and Safety

Visit the Faculty of Arts and Humanities [Health and Safety Intranet for the full Policy](#).

Supervision

The discipline Doctoral Programme Director (DPD) and Faculty Graduate School Director will allocate students to a supervisory team. The supervisory team will consist of at least two members, one of whom is called the 'main supervisor'. The main supervisor has overall responsibility for the supervision of the design and progress of the research project and for providing academic advice. A member

of the supervisory team is also responsible for ensuring that the administrative processes are completed in a timely manner throughout the student's candidature. This role is normally performed by the main supervisor but in certain cases it is the responsibility of a separate co-ordinating supervisor.

A supervisory team will be chosen to provide suitable academic expertise and in line with the [University's Supervisory Loading Guidance](#). Where a project requires further expertise, an additional supervisor (who may be external to the University) can be appointed to provide the required specialist advice. As well as providing academic support and advice, the supervisory team reports to the Faculty on the student's work and progress according to the milestones in the [School-specific section of this handbook](#).

The [Code of Practice for Research Candidature and Supervision](#) gives more details on how the Regulations are implemented and details the expected duties and responsibilities of students and staff in paragraphs 41 to 48.

At the beginning of your candidature, the Graduate School Office will contact your discipline DPD to confirm the supervisory team details and percentages using the Supervisory Team Form. DPDs will discuss any issues with the relevant supervisors. This must be completed within 1 month of the student commencing their studies. If a supervisor external to the University is required, once the external supervisor has been approved by the Director of the Graduate School, the Graduate School Office will request the relevant internal supervisor asks the external supervisor to complete and return a Visitor Registration (HR7) form.

Supervisor Responsibilities

When supervising a doctoral student, there are key administrative tasks which must be completed. It is also vital supervisory staff are aware of and are adhering to the more general responsibilities of supervising a doctoral student.

As well as providing academic support and advice, the supervisory team reports to the Faculty on the student's work and progress according to the milestones, details of which can be found in the [Progression Milestones page](#). Supervisors must ensure that their students are aware of the progression milestones and any associated tasks and deadlines. Supervisors are responsible for checking that their students are on track for completing milestones.

Although there are some tasks which are to be completed by all members of the supervisory team, most administrative tasks should be completed by the main supervisor. However, in some instances, there may be a co-ordinating supervisor in addition to the main supervisor, who will take on the administrative role. In such cases, the tasks should be completed by the co-ordinating supervisor. The co-ordinating supervisor must be a permanent academic member of staff at the University of Southampton.

If the student needs to undertake any taught modules, the supervisor must ensure the student emails the Graduate School Office so that these can be added to their Banner record.

All supervisors, whether new or those that have been supervising for some time should be aware of and understand the [Regulations](#) and [Code of Practice](#), and know which regulations apply to their student(s). In particular, they should note the regulations around funding which their student may receive, and the administrative tasks associated with this funding.

Important note: Supervisors should be aware that as part of the annual re-enrolment process, students agree to adhere to the regulations for the coming academic year. Please therefore be aware that the applicable regulations may have changed since the student initially registered. The most up-to-date regulations can be viewed in section V of the [University's calendar](#).

Support

As well as providing academic support during a student's studies, their supervisory team is also responsible for providing pastoral support and/or advice. This may involve referring students to other sources of support, independent mentors and other student support services and checking with students about the effectiveness of any support they are receiving from the University services, and responding to any on-going or acute difficulties.

A supervisor may also refer a student to the [Faculty Senior Tutor, Julia Kelly](#).

The Supervisory Relationship

It is essential that a good working relationship is established between you and your supervisory team, and that responsibilities on both sides are clearly defined and understood. Clear and regular communication between you and your supervisors is a key ingredient to the completion of a successful and productive PhD.

Supervisor/Student Contact

Clear two-way communication between supervisor and student is key. It is important supervisors regularly check their university email account (soton.ac.uk) and carry out supervisory meetings as appropriate. The regulations state that supervisory meetings should take place at least once a month. In addition please read the [Supervisory Meetings Policy](#).

Unsatisfactory Progress/Non-Engagement

Supervisors should inform students of unsatisfactory progress as soon as it becomes apparent. The supervisor should discuss this with the student and put in place steps to resolve the issue. If there is continued unsatisfactory progress, the Faculty will follow the procedures as laid out in the [Procedures for Circumstances that may lead to Withdrawal or Termination](#). At this point the supervisor should highlight this to the discipline DPD and Faculty Graduate School Director as soon as possible. Supervisors should not wait until the student has lost contact or failed a milestone.

If a student has been out of touch for two months, supervisors should contact the Faculty Graduate School immediately, they should not wait for the student to get in touch. The Faculty Graduate School will then send a letter to the student regarding non-engagement.

Changes to Supervisory Team

A change to supervision can be initiated by either the student or a member of the supervisory team. To request a change in the supervision, a member of the current supervisory team must complete the [Change to Supervisory Team Form](#), obtain the DPD signature and return it to the Graduate School Office. Changes to the main supervisor and/or the supervisory team must be approved by the Director of the Faculty Graduate School. Suitable handover arrangements should be implemented and the new supervisory relationship monitored by the Graduate School. The regulations around a change in supervision can be found in paragraph 48 the [Code of Practice](#).

Paragraphs 106-107 of the [Code of Practice](#) addresses the issue of conflict arising within a supervisory team and the appropriate course of action towards resolution. Please see the University's [Regulations Governing Student Complaints](#) which details the procedure of making a complaint. Students can also receive free, independent and confidential advice from the [SUSU - Advice Centre](#).

Important Note: If a supervisor is on study leave, they must continue supervisory meetings in whatever format is appropriate and ensure that administration tasks are carried out as necessary.

If a supervisor is on sick/maternity leave or retiring, they should contact the Faculty Graduate School Office and DPD for their discipline as soon as possible in order for a replacement supervisor to be appointed. In collaboration with the DPD they will need to complete the Change to Supervisory Team Form (see link above) and return it to the Graduate School Office for approval by the Faculty Director of Graduate School.

Research Programme Information

Induction

All students are invited to attend induction meetings run by the Humanities Graduate School.

The main/coordinating supervisor must organise the first supervisory meeting with the student and supervisory team within 2 weeks of the student commencing their studies.

Thesis in a Language Other than English

If English is not the student's first language and they feel that they would need to submit their thesis in a language other than English, they need to discuss this with their supervisor. This decision needs to be made within the first year of candidature.

If the supervisor and student wish to request that the thesis be written in a language other than English they must complete the [General Approval Form](#) and obtain the relevant discipline Doctoral Programme Director's (DPD) signature before submitting the form to the Graduate School Office. The Director of Graduate Studies will then review the request. The Graduate School Office will then contact the student and supervisor with the outcome.

Thesis Length

If a student's thesis exceeds the prescribed length, they must complete the [General Approval Form](#) and obtain the relevant discipline DPD's signature before submitting the form to the Graduate School Office. The Director of Graduate Studies will then review the request. The Graduate School Office will then contact the student and supervisor with the outcome.

Integrated PhD

iPhDs in Applied Linguistics and Film Studies are on offer within the Faculty of Humanities.

Candidates are required to undertake the scheme of study over a period of four years full-time registration, to pass the required examinations, and to submit a thesis not more than 12 months later than the end of the fourth year of study. If part-time candidates are permitted, they are required to submit a thesis not more than 12 months later than the end of the seventh year of study.

In the first year candidates will be required to follow a prescribed programme of modules (120 CATS credits at M-Level and 15 CATS credits at D-Level) which will be

taught in the University. Candidates who successfully pass these credits and gain the required part average will be permitted to proceed to the second year of the programme.

Across the second and third years candidates must complete a further 30 CATS credits at D-Level and an advanced skills portfolio worth 15 CATS credits at D-Level and skills training sessions leading to the preparation of a thesis.

Information regarding modules on offer during years 1, 2 and 3 can be obtained from the Humanities Student Office.

Please contact Jane Glenn: modlang@soton.ac.uk for Applied Linguistics queries and Carol Churchouse: efphums@soton.ac.uk for Film Studies queries.

Information regarding skills training sessions and completing the advanced skills portfolio can be found by contacting the PGR Training team at: pgrtrain@soton.ac.uk

For details of the timeframe for students to upgrade/confirm please refer to the relevant table in paragraph 17 of the [Higher Degree Regulations](#).

The full time candidate's fourth (or equivalent if part time) year will be devoted to supervised research and preparation of a thesis.

Please read the [Integrated PhD Programmes Guidance](#) found in the University's Quality Handbook. Please read paragraph 16 of the [Higher Degree Regulations](#) and the [Code of Practice for Research Candidature and Supervision](#).

Contacts

- Students in year 1 of an iPhD programme should contact the Student Office (hums-studentoffice@soton.ac.uk, 65/1121) for all enquiries.
- Students in years 2 and 3 should also contact the Student Office if their query relates to their modules. However, students in year 2 onwards should contact the Graduate School Office (fah-gradschool@soton.ac.uk, 65/2093) for all other enquiries.

Distance Learning PhD

The PhD by Distance Learning is governed by the University's [Higher Degree Regulations](#) and the [Code of Practice for Research Candidature and Supervision](#). Please read the [University Framework for a PhD by Distance Learning](#) found in the University Quality Handbook. This document covers the following principles of the programme:

- the approval process
- awarding
- registration and enrolment
- residency requirements and periods to be spent in Southampton
- fees
- the research environment
- the facilities available to the student
- research training and transferable skills training
- supervision
- monitoring and review;
- the upgrade from MPhil to PhD or confirmation of PhD status; and
- the PhD examination.

The Faculty of Arts and Humanities currently has the following distance learning programmes:

- PhD by Distance Learning in Applied Linguistics (Part-time)
- PhD by Distance Learning in Archaeology (Full-time and Part-time)
- PhD by Distance Learning in English (Full-time and Part-time)
- PhD by Distance Learning in Film (Full-time and Part-time)
- PhD by Distance Learning in History (Full-time and Part-time)
- PhD by Distance Learning in Modern Languages (Full-time and Part-time)
- PhD by Distance Learning in Music (Full-time and Part-time)
- PhD by Distance Learning in Philosophy (Full-time and Part-time)

If a student is considering changing to one of these programmes, they should speak to their main supervisor in the first instance. More information regarding the structure of this programme can be obtained from the Graduate School Office.

If a change is to be made the following forms must be completed by the student, main supervisor and discipline's Doctoral Programme Director and returned to the Graduate School Office:

- [PG Change of Programme Form \(April 16\)](#)
- [Individual Arrangements for Distance Learning PhD](#)

Change of Programme

Changing the programme of study encompasses going from full-time study to part-time study or vice versa; changing to distance learning or vice versa; and changing the field of study. For further guidelines please read [Different types of doctoral programmes](#).

If a student receives funding for their programme, they should refer to the Terms and Conditions of this to determine whether a change in programme is permissible.

Change of Mode of Study (full time to part time or vice versa)

Paragraph 18 of the University's [Higher Degree Regulations](#) stipulates the period of candidature for part-time and full-time students. Also paragraphs 61 and 62 of the [University's Code of Practice](#) state that leave holidays and absences due to ill-health are applicable for part-time students on a pro-rata basis. This should be noted by students who wish to change their mode of study.

Should a student wish to change their mode of study from full time to part time or vice versa, they will need to complete and submit the [General Approval Form](#). The supervisor is also required to sign their support of the change on this form before passing it to the discipline's Doctoral Programme Director (DPD) and Graduate School Office. The Graduate School Office will ask the Director of the Graduate School to approve it and then notify the student and supervisor of the outcome and revised end of candidature deadline.

Change of Programme (changing PhD subject/transferring to MPhil/changing to or from distance learning)

If a student wishes to change their PhD subject or transfer to MPhil, they must complete a [PG Change of Programme Form \(April 16\)](#) and pass it to their supervisor who must sign their support of the change. The supervisor should then submit this form to the Graduate School Office who will ask the Director of the Graduate School to approve it. The Graduate School Office will then notify the student and supervisor of the outcome.

Should a student wish to change to a Distance Learning programme, they should refer to the Distance Learning tab above. The student should complete a [PG Change of Programme Form \(April 16\)](#) and pass it to their supervisor who must sign their support of the change. The supervisor should then submit this form to the Graduate School Office who will ask the Director of the Graduate School to approve it. The Graduate School Office will then notify the student and supervisor of the outcome. The student and supervisor will then need to complete an Individual Arrangements for Distance Learning PhD form as well. Please refer to the Distance Learning page to download this form.

Research Integrity, Ethics and Intellectual Property

Academic Integrity

- As a member of a 'learning community' students will be expected to maintain high standards of academic conduct and professional relationships based on courtesy, honesty and mutual respect (with both university staff and fellow students) throughout their degree. Developing skills in presenting well supported and referenced work is a significant part of students' work at University. As a student, working in accordance with standards of academic

integrity means you are open, honest and must give due regard and recognition to the sources and resources which have informed the development of your learning as you progress through your degree programme and achieve success in your studies. Students will be given support and advice by their supervisory team about standards of good academic practice: from referencing conventions, through feedback on written work and advice on copyright. Students are expected to take responsibility for the honesty and integrity of their academic work and will have to declare that they are aware of the requirements for good academic practice and the potential penalties for any breach when they submit their work. The University takes any breaches of academic integrity (such as plagiarism, cheating, recycling of their or another student's work, or falsification of research) extremely seriously and any evidence of such can result in the termination of their programme.

- The Faculty is aware that students may have experienced differing standards at other non UK institutions but it is essential that students take steps to ensure their full understanding of the standards expected at Southampton as significant penalties can be imposed if these are breached.
- If it is suspected that students have not worked with academic integrity and investigation will be conducted within the University's defined procedures.
- If students are found to have followed one of these practices there are a range of penalties which may be applied. These penalties will always affect the mark the student receives for the piece of work in question, and the most serious cases could lead to a reduction in degree classification or even termination of programme. Any breaches may also impact on any future references the University may be asked to provide.
- All research conducted by students and staff within the Faculty of Arts and Humanities involving human participants must receive ethical approval before commencement, through the [Electronic Research Governance Online II \(ERGO II\) system](#).

ERGO - Faculty of Arts and Humanities

All students should read the Ethical Guidelines for the Arts and Humanities. Students in the Humanities will need to complete the [Student Ethics Checklist](#) before carrying out any research. A copy of the completed checklist must be handed in to the Arts and Humanities Graduate School Office. Students must also keep a copy for themselves. If a change in the research topic happens, students must complete a new checklist and submit it to the Office to ensure that ethics has been considered before moving forward with the new direction of study. Other useful documents, can be found on the [ERGO](#) website under Downloads.

If you do not complete an ethics checklist, then you will need to register your project on ERGO II, if:

- Your project involves human participants or human tissue less than 100 years old
- Your project involves tangible Cultural Heritage

Students undertaking research with human participants must disclose the full details of their project for approval via ERGO, well in advance of research commencement. It is a disciplinary breach to begin research without approval. Forms for the applications for ethical approval can be found under Faculty/Department forms in the Downloads section on ERGO. Please see [ERGO Research Submissions](#) for further guidance.

- [Ethics Approval Process - guidelines for student researchers projects starting before September 2019](#)
- [Ethics Approval Process - guidelines for student researchers projects starting after September 2019](#)

For queries regarding ERGO, please contact [Fiona Woollard](#), chair of the Faculty Ethics Committee or [Harj Mandair](#) in Research Innovation Services.

The University's regulations regarding ethics approval can be found in paragraph 33 of the [Code of Practice](#).

Supervisor Information

If ethics approval is required, supervisors should ensure their student applies for approval and must sign the request before it is sent to the ethics committee. This should be done within 3 months of the student commencing their studies. If ethics approval is not required at the beginning of the project, the supervisor must review this throughout the project in case it is required later on.

- [Ethics Approval Process - guidelines for supervisors for projects starting before September 2019](#)
- [Ethics Approval Process - guidelines for supervisors for projects starting after Sept 2019](#)

Facilities within the Faculty

Access to Facilities

The Faculty is required to provide students with:-

- access to appropriate space to work, as indicated by the research student's academic needs analysis and by Faculty policy;
- the provision of laboratory and technical support where appropriate;
- access to either a laptop or a desktop computer from the standard range; a request for a more powerful specification computer forms part of the initial Academic Needs Analysis discussion
- appropriate access to email, telephone, and photocopying facilities;
- opportunities to meet and network with other research students and researchers;
- appropriate library and other academic support services;
- opportunity to apply for funds to support training opportunities and for attendance at conferences and other relevant events (including fieldwork).

Advice should be sought from Enabling Services (Disability Advice and Guidance, Learning Support, Assistive Technology) with regard to accessing any specialist equipment or assistive technology for research students who may need such support.

Workspace

Humanities currently offers workspace within dedicated PGR study rooms, each with access to workstations, internal telephones, photocopying facilities and technical support.

There are five PGR study rooms at Avenue campus:

- Two in building 65: 65/2125, 65/2127
- Three in building 65b: 65b/2005, 65b/2007 and 65b/2009.

There is an Archaeology PGR study room in Building 65a and a Music PGR study room in Building 2 for the use of Archaeology and Music students, equipped in the same way as the Study Rooms at Avenue Campus.

Students are sent the door codes for the rooms in 65 by email at induction. Please contact the Graduate School for these as an alternative.

Please be aware that the study rooms currently only offer docking stations, separate keyboard, monitor and mouse for PC Laptop users not Mac users.
Please read the [PGR Working Space Policy](#) and the Faculty's [Code of Practice for the Use of PGR Study Rooms](#) in conjunction with paragraph 52 of the [Code of Practice](#).

A limited number of fixed desks are available for students with a documented medical need. The desks are allocated on a yearly basis. For more information please see the PGR Working Space Policy mentioned above and then contact the Graduate School Office for guidance.

Laptops

Once applicants have accepted their offer to study at Southampton, the admissions team will ask them if they would like a laptop. If so, students will need to request this as per the instructions from the admissions team selecting either a PC laptop or a Mac laptop. At registration, those students who have ordered one will be provided with a laptop for the duration of their candidature. This is to be returned to the Graduate School Office upon submission of the final (post-viva) thesis. Students cannot be awarded until the laptop has been returned.

Lockers

A limited number of lockers are available outside some of the study rooms. For more details please see the PGR Working Space Policy. A deposit of £50 is payable for all lockers. Locker keys are to be returned to the Graduate School Office along with the laptop and final copy of the thesis and the deposit will then be refunded. Students cannot be awarded until the locker keys have been returned. To request a locker please contact the Graduate School Office.

Printing

PGR students do not have to pay for printing. More information can be found [here](#). This excludes the printing of the thesis. Students must not use university photocopiers to produce their thesis for examination or for their final copy. Students may be issued with a bill for the costs, if they do. Please see paragraph 48 of the [Guidance for Completion of Research Degree](#) which states: "You are responsible for the payment of all costs incurred in the preparation and submission of your thesis."

If students are printing large volumes it should be sent to the [University printing facilities](#). Copier usage is regularly monitored by the Faculty and students who do print exceptionally large volumes may be asked for an explanation.

Finally, students who have an FSS award (for teaching on the UG programme) must NOT use their student card for printing documents relating to their teaching. They must use their staff ID or send it to the university printing facility, as above.

Travel

If you wish to attend a conference or visit a laboratory, you should discuss the matter with your supervisor in the first instance.

It is the responsibility of any PGR student, and their supervisor, undertaking travel relating to their PhD studies to read the [FAH PGR Students International Business travel guidance](#) before the PGR student travels. For the purposes of this document International travel refers to all travel outside of the UK.

The student must complete the [FAH PGR Students Business Travel Form](#) and get this signed by their main supervisor before travelling. The form must then be returned to the FOS member of staff for Internationalisation, Claire Wilkins (internationalisation@soton.ac.uk).

Both the student and supervisor should refer to the guidance notes on whether they need to complete an off-site working risk assessment form or general risk assessment form. Links to these forms can be found on the guidance notes. If a risk assessment is needed for business travel, particularly international travel, please ensure it is prepared and signed off by a member of the supervisory team prior to the planned travel.

Events around the world continue to highlight the importance of planning trips appropriately and remaining vigilant while away. The University's International Business Team have put together a comprehensive list of the things to consider whilst travelling abroad on business. It includes information on what you should consider when writing your risk assessment and what to do if you experience difficulties whilst [travelling overseas](#).

Research Funding for Fieldwork, Conference Attendance or Travel Expenses- Non Funded Students

Non-funded students

Humanities makes available a nominal sum of money for fieldwork, travel expenses or conference attendance to non-AHRC/Wolfson funded students. Students must apply in advance for funds unless applying in the first round. [Humanities PGR Student Research Fund Guidelines and Application Form](#) should be completed by the deadlines as stated in the guidance.

Supervisor Information

Supervisors should be aware of the faculty's travel/research fund and support their students should they make an application to access this fund. The application requires supervisory sign off so please ensure it is signed by an appropriate member of the supervisory team.

Research Funding for Fieldwork, Conference Attendance or Travel Expenses - AHRC funded students (not SWW DTP)

AHRC students (not SWW DTP) students have access to a travel fund as part of their award. The [AHRC Student Research Fund Guidelines and Application Form](#) should be completed. Applications should be submitted at least one month prior to the proposed study visit/conference attendance.

Research Funding for Fieldwork, Conference Attendance or Travel Expenses - SWW DTP funded students

AHRC SWW DTP students claim in a variety of ways depending on the claim. For travel expenses for Cohort Days:

- Students are advised that they should travel as cost-effectively as possible and that all receipts must be provided in order to reimbursement to be made
- Travel by train or bus must be standard class only
- Mileage is paid at 25p per mile up to a maximum of 1000 miles
- Accommodation should not be reimbursed unless the student has made a request to the Hub and can provide evidence with the claim that their request was approved
- Parking costs will be reimbursed if a student has driven and a valid receipt is produced
- We will write in the correct subproject code so you don't need to worry about this

You must submit the travel expenses claim within **two weeks** of the date of the cohort day.

Once received your claim will be approved by the Director of the Graduate School and passed to the Humanities Finance team for processing. Please note that there may be a delay of several weeks between putting in the claim and receiving reimbursement. In order for the reimbursement to be paid by BACS to your nominated bank account please make sure you have updated the bank details section of your Student Record via SUSSED.

Research Funding for Fieldwork, Conference Attendance or Travel Expenses - Archival/Honor Frost Foundation funded students

expenses against their dedicated expenses pot each year. The claim must be made within the financial year that the event occurred. The claim form to be completed can be found by going to the [following link](#), selecting Finance Form Store (you may have to log in with your username and password), selecting the Travel and Expenses Documents/Travel Claim Documents and downloading the Travel Claim University Personnel form. Once completed please return the form to the Humanities Graduate

School Office for approval and state that you are an Archival/Honor Frost Foundation funded student.

Research Funding for Fieldwork, Conference Attendance or Travel Expenses - Wolfson funded students

Wolfson funded students will be paid their fieldwork/travel or conference expenses pot at the start of the academic year so do not need to submit claims. Please be aware that as a result, Wolfson funded students may not request funding from the Humanities PGR Student Research Fund.

Research Funding for Fieldwork, Conference Attendance or Travel Expenses - SMMI Leverhulme funded students

SMMI Leverhulme funded students who started from 2015/16 onwards have a dedicated RTSG funding pot from which they can claim each year. Students are aware of the amount of this pot per student each year but can ask the Graduate School Office for confirmation should they require. The claim must be made within the financial year that the event occurred. The claim form to be completed can be found by going to the [following link](#), selecting Finance Store (you may have to log in with your username and password), selecting the "Travel and Expenses Documents" then "Travel Claim Documents" and downloading the "Travel Claim University Personnel" form. The form must be signed by the student's supervisor as the authorising signatory. Once completed please return the form to the Humanities Graduate School Office to insert the subproject code and pass onto the Faculty Finance team for processing.

Inter Campus Travel Faculty Funding

The Doctoral College and Deans of Faculties have agreed that when a doctoral student needs to do significant travelling between University of Southampton sites, the Faculty to which the student belongs will pay for those specific costs rather than the student. Each faculty has been asked by the Chair of the Doctoral College to develop its own process for doing this.

As such, in the Faculty of Humanities, if a student needs to carry out significant amounts of travel between the Avenue Campus (or Highfield in the case of Music students) and either NOCS, the General Hospital or Winchester School of Art, the faculty will pay the bus fares for such travel if the claim is supported by the student's supervisor. Travel between Avenue and Highfield Campus may not be claimed. Only bus fares can be claimed, not car/bike mileage or parking.

Should a student need to claim bus fares in line with the criteria above they must:

- complete a "Travel Claim University Personnel" form which can be obtained from the [University's Finance Form Store](#), selecting Finance Store (you may have to log in with your username and password), selecting the "Travel and

Expenses Documents" then "Travel Claim Documents" and downloading the "Travel Claim University Personnel" form

- Return the form to the Graduate School Office within ONE MONTH of the travel with:
 - an accompanying email from the student explaining the requirement to travel to the specific location for research purposes
 - an accompanying email from the supervisor approving the claim
 - the receipts for the bus travel

The Director of the Graduate School, Professor Chris Janaway can then approve the claim and add the relevant subproject code to the form. The Graduate School Office will then pass the claim form onto the Faculty Finance team for processing.

The Alternative Guide to Postgraduate Funding

The University has a subscription to The Alternative Guide to Postgraduate Funding, which means current students can access it for free. The guide focuses on a major alternative but underutilised source of postgraduate funding: charities and trusts. You can use it to look for sources of funding for fees, maintenance, conferences, field trips, and travel. The guide was written by two recent postgraduates who between them have won over £45000 for 55 different charity awards. It contains model personal and financial statements, and over 250 links to voluntary sector funding sources.

University of Southampton staff and students can download a copy of [The Alternative Guide to Postgraduate Funding from our Researcher Portal](#).

Other Sources of Funding

[Grants for Individuals](#) is available through the [e-Resources](#) in the Library. You will need to use the username and password available on the Library website found [here](#).

Winchester School of Art

Below you will be able to find information specific to Winchester School of Art.

PGR Tracker

[PGR Tracker](#) is a browser-based software which tracks a Postgraduate Research student's progress against Research Milestones as prescribed by the [University's Regulations for Research Degrees](#) and the [Code of Practice for Research Degree Candidature and Supervision](#), from registration to graduation. PGR Tracker holds: student record data; documents uploaded by students; records of supervisory team

meetings; progress reports; confirmation of PhD registration documents; manually updated training records; training records auto loaded from Gradbook; supervisory team information; key administrative forms; and some financial information.

It is compulsory for all staff and students to use PGR Tracker. The only exceptions are:

- Students registered in the Faculty of Medicine.
- Students registered in the Faculty of Arts and Humanities, excluding the Winchester School of Art (i.e., **those in WSA must use Tracker**)

The Balance between Practice and Written Work

For text-based projects the final output for an MPhil should be equivalent to 50,000 words and that for a PhD equivalent to 75,000 words. For practice-based projects the written component must be 35,000-45,000 words. The supervisor should advise the student at the start of their studies how much writing and making is expected in order for the student to complete the programme satisfactorily.

Ethics

Students in the Humanities will need to complete the [Student Ethics Checklist](#) before carrying out any research. A copy of the completed checklist must be handed in to the Arts and Humanities Graduate School Office. Students must also keep a copy for themselves. If a change in the research topic happens, students must complete a new checklist and submit it to the Office to ensure that ethics has been considered before moving forward with the new direction of study. Other useful documents, can be found on the ERGO website under Downloads.

Winchester School of Arts have not previously used checklists but are considering introducing them for some programmes. Check with your supervisor if you need to complete an ethics checklist.

Inter Campus Travel Faculty Funding

The Doctoral College and Deans of Faculties have agreed that when a doctoral student needs to do significant travelling between University of Southampton sites, the Faculty to which the student belongs will pay for those specific costs rather than the student. Each faculty has been asked by the Chair of the Doctoral College to develop its own process for doing this.

As such, in the Faculty of Humanities, if a student needs to carry out significant amounts of travel between the Avenue Campus (or Highfield in the case of Music students) and either NOCS, the General Hospital or Winchester School of Art, the faculty will pay the bus fares for such travel if the claim is supported by the student's supervisor. Travel between Avenue and Highfield Campus may not be claimed. Only bus fares can be claimed, not car/bike mileage or parking.

Should a student need to claim bus fares in line with the criteria above they must:

1. complete a "Travel Claim University Personnel" form which can be obtained from the [University's Finance Form Store](#), selecting Finance Store (you may have to log in with your username and password), selecting the "Travel and Expenses Documents" then "Travel Claim Documents" and downloading the "Travel Claim University Personnel" form
2. Return the form to the Graduate School Office **within ONE MONTH of the travel with:**
 - an accompanying email from the student explaining the requirement to travel to the specific location for research purposes
 - an accompanying email from the supervisor approving the claim
 - the receipts for the bus travel

The Director of the Graduate School, Professor Chris Janaway can then approve the claim and add the relevant subproject code to the form. The Graduate School Office will then pass the claim form onto the Faculty Finance team for processing.

River Park Leisure Centre – Winchester

Winchester School of Art students studying and living in Winchester may join River Park Leisure Centre which offers subsidised membership for our students.

Progression Milestones

School of Humanities

Academic Needs Analysis

A student in collaboration with their supervisor is required to complete the [Academic Needs Analysis Form](#) within 3 months of commencing their studies (within 3 months of commencing the research phase for iPhD students). This is in order to assess their current skills and, identify those skills which need to be improved upon. The student should retain a copy of the completed form for the purposes of completing the Annual Report (for those who began their studies prior to 1 August 2016) or Progression Milestone (for those who began their studies after 1 August 2016).

Supervisor Information

The supervisor must ensure their students understand how to complete the Academic Needs Analysis form and discuss the student's training needs with them before they complete the form. Once the student has completed the form they will pass it to the supervisor to review and sign off. The supervisor must then submit

the form to the Graduate School Office. The Director of Graduate Studies will then approve the form.

The purpose of the academic needs analysis is to identify and document at least the following:

- the research area and an initial outline of the project plan.
- sources of information, resources and equipment that may be required.
- any ethical or other regulatory approval that may be required before the research is undertaken.
- any mandatory training that has to be undertaken as part of University, Faculty or School requirements.
- existing skills and any training that you will need to undertake to commence the research.
- existing skills and training that you will undertake to develop you as an individual.
- any likely impact of the research and any plans to control/exploit this.

The academic needs analysis should be reviewed continually and formally considered at each progression review.

Activity Reports

Students Who Began Their Studies After 1 August 2016 - Activity Reports

All students are expected to complete and submit activity reports throughout the research phase of their candidature. The first activity report should be submitted by the end of month 4 of the research phase of the student's candidature and then every three months from then on (see report template below for details of timings). It is the student's responsibility to ensure that they complete and submit these reports in a timely fashion. Completion and submission of activity reports will be used as an indicator of academic engagement, and discussed during their progression reviews.

Students should first download the Humanities PhD Activity Report template.

Process:

1. Student/supervisor to be aware when next activity report due (please see the form for details of which months of candidature a report is due at)
2. Student completes Humanities Activity Report and passes it to supervisor
3. Supervisor completes their section and returns Activity Report to student
4. Student sends copy of Activity Report to Graduate School Office and keeps a copy for their records

If a student's studies are funded partly or fully by an external organisation, there may be a requirement for the student or supervisor to complete additional reports for the student's sponsor. These reports do not form part of the University's progression processes. As part of the annual enrolment process, all students give

their consent for the University to provide appropriate information on request to third parties, such as sponsoring organisations.

First Progression Review

Students Who Began Their Studies After 1 August 2016 - First Progression Review

The format of assessment informing the first Progression Review will be determined by the Faculty and will include a review of the academic needs analysis (see Guidelines document below). It will be conducted by: an internal independent assessor (who will have been proposed by the supervisor) and a member of the supervisory team who will have been approved by the Director of the Faculty Graduate School. In exceptional circumstances, with the permission of the Director of the Faculty Graduate School, an external independent assessor may be appointed. Following the review, the independent assessor will recommend either to:

1. progress to the next stage of candidature; or
2. re-assess.

If re-assessment is recommended, the research student will be given written guidance on preparation for their second (and final) attempt.

The second attempt at the first Progression Review will have the same format as the first attempt, and will usually be conducted by the same panel as for the first attempt. In exceptional circumstances, the Director of the Faculty Graduate School may wish to appoint a third panel member. The second attempt at the first Progression Review will involve a re-viva. However, if the assessors deem that the Report is sufficient to progress, the re-viva will be cancelled. The panel will include an independent chair. In exceptional circumstances, an independent note taker will be appointed by the Director of the Faculty Graduate School. The review will lead to one of two recommendations:

1. to progress to the next stage of candidature; or
2. to terminate the student's candidature.

Criteria and Format of Submission and Viva

Please read the Faculty of Faculty of Humanities Guidelines for Submission and Criteria Requirements for 1st Progression Review document for information including content, word length and format of both the written submission and the physical viva.

Process for 1st attempt:

- Graduate School Office emails 1st Prog Review (1st attempt) - Nomination of Review Panel Members Form to Supervisor
- Supervisor returns nomination form to Graduate School Office
- Supervisor coordinates with Doctoral Programme Director (DPD) on date and time of the viva and informs student of details
- Nomination Form checked by discipline DPD then passed to DGS for approval
- Student submits written report and 1st Progression Review (1st attempt) Student Submission Form to Graduate School Office (FT - between start of month 7 and end of month 9; PT - between start of month 17 and end of month 21; iPhD - between start of month 19 and end of month 21)
- Graduate School Office forwards written report, student submission form and 1st Progression Review (1st attempt) Report and Outcome Form.docx to assessors
- Viva takes place (within one month of submission of written work/by end of month 10 for FT or end of month 21 for PT)
- Assessor submits assessment report to Graduate School Office who forward it to supervisor.
- Supervisor reviews the assessor's report and recommendation and completes an action plan if applicable
- If supervisor accepts report, they should return the form to the Graduate School Office with comments if applicable OR if supervisor disputes report, they should contact assessor with their comments (and copy in Graduate School Office). Assessor will then need to resend their report to Graduate School Office and they will resend to the Graduate School (who will pass it to the supervisor again)
- If the outcome is to reassess, the supervisor should submit an action plan to the Graduate School Office as well
- Graduate School Office forwards assessor's report to student
- Student can add comments then returns signed report to Graduate School Office. If student does NOT reply within 10 working days Graduate School Office will take it as agreement with the assessment as stated in email to student
- Graduate School Office forwards report to Graduate School Director for approval with student comments if applicable
- Graduate School Director returns signed report to Graduate School Office
- Graduate School Office processes outcome in Banner (FT - between start of month 8 and end of month 10; PT - between start of month 18 and end of month 21; iPhD - between start of month 20 and end of month 22)

Process for Re-Assessment

- Graduate School Office emails outcome to student and (if applicable) 1st Progression Review (Reassessment) Nomination of Review Reassessment Panel Members Form to supervisor
- Supervisor returns re-nomination form to Graduate School Office and organises the re-viva if required (the viva and decision must take place before

the final 1st Progression decision deadline (FT - before the end of month 12;
PT - before the end of month 24;

- iPhD - before the end of month 24)
- Graduate School Director approves re-nomination form
- Student submits written report to Graduate School Office (if applicable)
- Graduate School Office forwards written report (if applicable) and 1st Progression Review (Reassessment) Report and Outcome Form to assessors
- Re-Assessment Viva takes place (if required)
- Assessor submits re-assessment report form to Graduate School Office
- Graduate School Office forwards re-assessment report form to supervisor
- If supervisors accepts report, they should return the form to Graduate School Office with comments if applicable OR if supervisor disputes report, they should contact assessor with their comments (copy to Graduate School Office). Assessor will then need to resend their report to Graduate School Office and they will resend to supervisor (who will return it to the Graduate School Office)
- Graduate School Office forwards re-assessment report form to student
- Student can add comments then returns signed form to Graduate School Office. If student does NOT reply within 10 working days Graduate School Office will take it as agreement with the assessment as stated in email to student
- Graduate School Office forwards form to Graduate School Director for approval with student comments if applicable
- Graduate School Director returns signed form to Graduate School Office
- Graduate School Office processes outcome in Banner

Supervisor Information

The Graduate School Office will email the supervisor a Nomination of Review Panel Members Form. After the event the supervisor must review the assessor's report and outcome and complete an action plan if applicable.

Re-Assessment - if the outcome of the first attempt is re-assessment the supervisor will need to repeat the actions above relating to nominating assessors and organising the viva.

Supervisors must carry out any follow up actions following the final outcome of the first progression milestone.

Interim Progression Review

The format of assessment informing the Interim Progression Review will be determined by the Faculty and will include a review of the Academic Needs Analysis (see Guidelines document below). It will be conducted by all members of the supervisory team. Following the review, the supervisor will complete a Supervisor Feedback Form.

The first Interim Progression Review viva should take place by the end of month 12 of candidature. Written work and the Interim Progression Review - Student Submission must therefore be submitted to the Graduate School Office 4 weeks before the viva.

Criteria and Format of Submission and Viva:

Please read the Guidelines for Submission and Criteria Requirements for Interim Progression Reviews document for information including content, word length and format of both the written submission and the physical viva.

Process:

1. Graduate School Office contact student to confirm process and deadlines for Interim Progression Review
2. Graduate School Office contact supervisor to ask them to schedule a viva and confirm date to Graduate School Office
3. Student submits written report to Graduate School Office
4. Graduate School Office forwards written report, student submission form and Interim Progression Review - Supervisor Feedback.docx to Review Panel (supervisory team)
5. Interim Progression Review Viva takes place
6. Supervisor submits Supervisor Feedback Form to Graduate School Office
7. Graduate School Office forwards form to student
8. Student reviews and signs form before returning it to Graduate School Office. If student does NOT reply within 10 working days Graduate School Office will take it as agreement with the assessment as stated in email to student
9. Graduate School Office forwards form to Director of Graduate School for approval
10. Graduate School Office updates student's record and notifies student and supervisor of outcome

Annual Reports

For Students Who Began Their Studies Prior to 1 August 2016

To monitor student progress, students together with their supervisory team, are required to complete an Annual Report Form. This is to be completed on an annual basis. Please see the table below for which month of candidature an annual report is due each year. Students who began their studies in late September and have not had periods of suspension are likely to be due to complete an annual report each summer. Those who have had periods of suspension or began their studies at another time of year will be contacted directly by the Graduate School to confirm when they are nearing a month of candidature that requires an annual report to be completed.

Annual Report	Month of Candidature Due
1st year	10
2nd year	22
3rd year	34
4th year	46
5th year (part time only)	58
6th year (part time only)	70
7th year (part time only)	82

The form will look at:

- written work submitted to the supervisor
- seminars/performances/publication during the academic year
- estimated date of completion
- any difficulties encountered
- any financial concerns
- requirement for ethics checklist to be completed and ethics clearance to be obtained if applicable.
- All students in active registration [enrolled (EN) or in nominal registration (NR)] must complete the annual report form. Suspended students will be asked to complete the form at the appropriate time in their candidature upon return from suspension.

Process

The process is as follows for students due to complete their annual reports during the summer. The Graduate School Office will send a group email to students detailing the timeline for this each year. Those with different timelines will be emailed separately with their deadlines for submission:

1. Student downloads Humanities PGR Annual Report Form and completes Section 1.
2. Student compiles Research Supervision Records for the year into one document. These should have been completed throughout the year after every supervision meeting.
3. **[NOTE TO STUDENTS IN NOMINAL REGISTRATION: If the student has been in nominal registration since their last annual report was completed, they do not need to submit any Research supervision records. If the student has received supervision for part of the year before transferring to nominal registration, they must submit Research supervision records covering the supervised period.]**
4. Student returns the Annual Report Form and Research Supervision Records documents by email to the Graduate School Office (fah-gradschool@soton.ac.uk).
5. Graduate School Office pass Annual Report Form to main (and coordinating where applicable) supervisor.
6. Main Supervisor (with coordinating supervisor where applicable) completes Section 2.
7. Main Supervisor returns Annual Report Form to Graduate School Office (fah-gradschool@soton.ac.uk). The supervisor may want to copy in other members of the supervisory team for information but they do NOT need to comment.
8. Graduate School Office pass Annual Report Form to Discipline Doctoral Programme Director (DPD).
9. Discipline DPD completes Section 3.
10. Discipline DPD returns Annual Report Form to Graduate School Office (fah-gradschool@soton.ac.uk).
11. **The Faculty Director of Graduate School will then review any reports where issues have been raised and take appropriate action as required by paragraph 63 of the [Code of Practice](#) and the procedures for [withdrawal or termination](#).**
12. The completed annual report form will be emailed to the student with their main/coordinating supervisor copied in. The student and supervisor can then review any comments and follow up on any actions requested by either the supervisor or DPD.

Frequently Asked Questions

- What period of time do my annual report and supervision records cover?

Your last annual report should have covered the period until June/July/August. Therefore, this annual report should cover from that month until end of June.

- I'm on nominal registration, do I have to complete an annual report? What about supervision records?

Yes. ALL students who have not submitted their thesis for viva by the annual report submission deadline are required to complete an annual report. You will only need to provide supervision records for any period of time since your last annual report during which you were receiving supervision prior to transferring to nominal registration. If you have been on nominal registration since June/July/August of the previous year you will not need to provide any supervision records.

- I have already submitted my thesis. Do I still need to do an annual report?

If you have submitted your thesis by the annual report submission deadline you do NOT need to complete an annual report. If you will be submitting after this date you DO need to complete an annual report.

- Can I submit my annual report by hand?

No. Please submit an electronic copy by email to fah-gradschool@soton.ac.uk

Supervisor Information

Supervisors must ensure that their section of the annual report is comprehensive in order to flag up any concerns to the DPD/Graduate School Office and to enable the student to review their progress at the end of the process when they read the report.

Confirmation

Supervisors must ensure they are aware of when their students are due to upgrade/confirm depending on which set of regulations each student is under. The main supervisor is responsible for nominating independent assessors; arranging a suitable date time and venue; and informing all parties involved. See Upgrade Process below for more details.

Please note, successful upgrade/confirmation does not result in automatic transfer to nominal registration.

The student must meet the criteria set, and provide the supporting evidence, as detailed in paragraphs 73-75 of the [Code of Practice for Research Candidature and](#)

[Supervision](#). Generic guidelines for the format of submission, and criteria to be used to define the outcomes from Confirmation of PhD status/Upgrade from MPhil to PhD, are detailed in the [Quality Handbook](#). However, the precise requirements can vary by Faculty, and by discipline. Details are stated below.

Students should be aware that the Panel may recommend that a student is transferred to an MPhil programme if the criteria are not met.

Tier 4 Visa Students

With regards to the transfer of programme, the University will comply with its obligations under the relevant immigration legislation which may be updated from time to time. A student who is concerned about his/her entitlement to remain in the UK following a failure to progress should seek urgent advice from the Visa and Immigration Student Advice Service. Full details can be found in paragraphs 70-79 of the [Code of Practice for Research Candidature and Supervision](#).

Note that ALL upgrade/confirmation panels must consist of at least two independent assessors and no members of the supervisory team, regardless of year of entry.

External Requirements

If a student's studies are funded partly or fully by an external organisation, there may be a requirement for the student or their supervisor to complete additional reports for their sponsor. These reports do not form part of the University's progression processes. As part of the annual enrolment process, all students give their consent for the University to provide appropriate information on request to third parties, such as sponsoring organisations.

Supervisors must not return these completed forms to the sponsor directly. They must communicate such reports to the sponsor via the Faculty Graduate School Office so that they can be scrutinised by the Doctoral Programme Director/Faculty Director of the Graduate School and recorded on file.

If a student is funded in whole or in part by a UKRI research council, they need to comply with the UKRI [grant terms and conditions](#). These include an expectation that they should submit their thesis within the funding period. They should discuss this with their supervisor throughout their study to ensure they are in a position to meet this expectation.

Upgrade or Confirmation?

For research students who registered prior to 1 August 2016, the 'Confirmation of PhD status' procedure will be referred to as 'upgrade from MPhil to PhD registration' or 'transfer from MPhil to PhD registration'. Research students who registered

before 1 August 2016 will follow the timings for upgrade/transfer from MPhil to PhD registration that applied at the time of their admission, and paragraph 64 of the [Code of Practice for Research Candidature and Supervision](#) provides a summary of these timings depending on year of entry.

Research students who enrolled on the degree of PhD after 1 August 2016 must successfully meet the requirements of a **Confirmation** panel to submit for a PhD. The Second Progression Review will form the Confirmation.

Upgrade/Confirmation Timings

The deadline by which a student must have upgraded/confirmed varies depending on when they began their studies. Please refer to the table below for information and contact the Graduate School Office if you are unsure of your/your student's upgrade/confirmation deadline.

Start Date	Full-Time	Part-Time
Before 1st August 2015 (MPhil/PhD Upgrade)	At least 6 months before final thesis submission deadline	At least 6 months before final thesis submission deadline
1st August 2015-1st August 2016 (MPhil/PhD Upgrade)	18-21 months	30-42 months
1st August 2015-1st August 2016 (iPhD Upgrade)	30-33 months	N/A
After 1st August 2016 (PhD Confirmation)	18-21 months	30-42 months
After 1st August 2016 (iPhD Confirmation)	30-33 months	N/A

Upgrade Process

- Students who began their studies prior to 1 August 2015 should read the MPhil Upgrade FH Guidance document.
- Students who began their studies between 1 August 2015 and 31 July 2016 should read the MPhil Upgrade FH Guidance document.

The application for an upgrade must be initiated by the student and only undertaken after a full discussion between the student and supervisor. For the full details pertaining to the University's regulations about the upgrade from MPhil to PhD please see paragraphs 22 of the [Higher Degree Regulations](#) and paragraphs 70 - 79 of the [Code of Practice](#).

The main supervisor must complete the Upgrade Arrangements Form two months prior to the intended upgrade viva date and email it to the Graduate School Office copying in the upgrade panel and student. Please see the form for guidance. It is the responsibility of the student to submit, four working weeks prior to the deadline for upgrade, a hard copy of the upgrade material to each independent assessor and one member of the supervisory team and an electronic copy by email to the Grad School Office (pgrsofh@soton.ac.uk) or if too large to email, via the [University SafeSend](#) addressed to Humanities Grad School and including the email address pgrsofh@soton.ac.uk so that the Office receives notification of the drop off.

Please check with your supervisor/independent assessors if they would prefer a hard copy or an electronic copy of your upgrade material. Please note that students should submit printed copies of their upgrade material to their independent assessors unless the assessors have specifically requested an electronic copy. They must not use university photocopiers to produce their thesis for their upgrade examination.

The upgrade panel/committee will normally consist of at least two members of staff who have had no direct involvement in the research and can take the role of independent assessors. One of these members of staff should act as chair of the transfer/upgrade panel. In addition a member of the supervisory team will normally be invited to attend as an observer. However, research students can request the opportunity to meet the transfer/upgrade panel or committee without a supervisor being present.

The upgrade viva should be led by the chair of the panel. A member of the supervisory team may be present only as an observer. The upgrade panel will make the recommendation following the upgrade viva. Their possible recommendations for the upgrade are:

- Pass and upgrade to PhD
- Pass - Subject to revised written work
- Pass - Subject to Re-viva
- Full Resubmission and Re-viva
- Fail - Change programme to MPhil
- Fail - Significant academic concerns, (Follow procedures for circumstances that may lead to withdrawal or termination (point 1))

Following the upgrade, the review panel must complete the Upgrade Recommendation Form, attach the Upgrade Report and obtain the Discipline DPD's signature. This should then be returned to the Graduate School Office. This is then passed to the Director of Faculty Graduate School for approval. The student and supervisory team will receive email confirmation of the outcome of the upgrade from the Graduate School Office.

If additional material and/or reviva is required before the upgrade can be approved, the student will be notified of the relevant dates. The student must submit the revised material to each panel member and to the [University SafeSend](#) addressed to Humanities Grad School and email address pgrsofh@soton.ac.uk. The Upgrade Panel will be sent the appropriate form on which to record the outcome of the additional material and/or reviva. If the assessors do not find the revised written work to be sufficient to allow progression a 2nd viva will be required. For full time students who began their studies after 1 August 2015 the decision from the second upgrade panel should be made by the end of month 24 of their research candidature. For part time students who began their studies after 1 August 2015 the decision from the second upgrade panel should be made by the end of month 48 of their research candidature. This form must be signed by the Discipline DPD before being returned to the Graduate School Office for approval by the Faculty Director of Graduate School. The student and supervisory team will receive email confirmation of this outcome from the Graduate School Office.

Confirmation Process

Supervisors must ensure their students are aware when they are due for Confirmation.

Details of the criteria for the work to be submitted for confirmation are contained within PhD Confirmation FH Guidance Post 1 August 2016 Starters.

Process for 1st attempt:

- Graduate School Office emails the Confirmation (1st attempt) - Nomination Form to Supervisor
- Supervisor returns nomination form to Graduate School Office
- Nomination form approved by Director of Graduate Studies
- Graduate School Office confirms details to student and reminds them of deadline by which to submit written work and submission form
- Student submits both a piece of written work and the Confirmation (1st attempt) - Student Submission Form which reviews their academic needs and training (FT - between start of month 17 and end of month 20; PT - between start of month 29 and end of month 41; iPhD - between start of month 29 and end of month 32)
- Viva takes place (within one month of submission of written work/by end of month 21 for FT; end of month 42 for PT; end of month 33 for iPhD)
- Once the viva has taken place, the lead assessor will complete the Confirmation (1st attempt) - Lead Assessor Report and Outcome Form and return it to the Graduate School Office who will pass it onto the second assessor
- Second assessor completes their section of the form and returns it to the Graduate School Office

- Graduate School Office forward form onto Supervisor who completes their section and an action plan (if the outcome is to reassess) then returns it to the Graduate School Office and carries out any follow up actions as necessary (If the supervisor disputes the report, they should contact the lead assessor with their comments copying in the Graduate School Office. The lead assessor will then need to resend their report to the Graduate school Office who will resend it to the Supervisor)
- Graduate School Office forward the form and action plan (if the outcome is to reassess) to the student. Student can add comments then returns form to Graduate School Office. If the student does NOT reply within 10 working days, Graduate School Office will take it as agreement with the assessment as stated in email to student
- Graduate School forwards form to Graduate School Director for approval
- Graduate School Director returns signed form to Graduate School Office
- Graduate School Office processes outcome in Banner

Process for Re-Assessment:

- Graduate School Office emails outcome to student and Confirmation (Reassess) - Nomination Form to Supervisor
- Supervisor returns re-nomination form to Graduate School Office and organises the re-viva if required (the viva and decision must take place before the final 2nd Progression (Confirmation) decision deadline (FT - before the end of month 24; PT - before the end of month 48; iPhD - before the end of month 36)
- Graduate School Director approves re-nomination form
- Student submits written report to Graduate School Office (if applicable)
- Graduate School Office forwards written report (if applicable) and Confirmation (Reassess) - Lead Assessor Report and Outcome Form to assessors
- Re-Assessment Viva takes place (if required)
- Lead assessor submits re-assessment report form to Graduate School Office
- Graduate School Office forwards re-assessment report form to second assessor
- Second assessor completes their section of the form and returns it to the Graduate School Office
- Graduate School Office forward form onto Supervisor who completes their section. If supervisors accepts report, they should return the form to Graduate School Office with comments if applicable OR if supervisor disputes report, they should contact assessor with their comments (copy to Graduate School Office). Assessor will then need to resend their report to Graduate School Office and they will resend to supervisor (who will return it to the Graduate School Office)
- Graduate School Office forwards form to student
- Student can add comments then returns signed form to Graduate School Office. If student does NOT reply within 10 working days Graduate School

Office will take it as agreement with the assessment as stated in email to student

- Graduate School Office forwards form to Graduate School Director for approval with student comments if applicable
- Graduate School Director returns signed form to Graduate School Office
- Graduate School Office processes outcome in Banner

Third Progression Review - (For Students Who Began Their Studies After 1 August 2016 only)

A third progression review will be required if a full-time student has not submitted by month 29-32 of candidature, for a part-time student by month 60-65 or by month 41-44 for full-time iPhD or month 75-80 for part-time iPhD students.

A student will need to submit work by the end of the period listed above and a review meeting will need to take place and a decision made between months 30-33 for full-time students, months 61-66 for part-time students, months 42-44 for full-time iPhD or months 76-81 for part-time iPhD students.

If a second attempt is required a decision on the outcome of the second attempt must be made by the end of month 36 for full-time PhD students, the end of month 72 for part-time PhD, the end of month 48 for full-time iPhD or the end of month 86 for part-time iPhD students.

Criteria

1. Faculty of Humanities Guidelines for Submission and Criteria Requirements for 3rd Progression Review.
2. Main/Co-ordinating Supervisor confirms the panel membership and the viva date by email to the Graduate School Office. This should be completed no less than 8 weeks before the viva takes place. This allows time for details to be confirmed to the student and panel in time for the student to submit their written work 4 weeks before the viva date.
3. Student submits (via email) Third Progression Review material including 3rd Progression Review Student Submission Form to the Graduate School Office (fah-gradschool@soton.ac.uk) 4 weeks before the viva date.
4. Graduate School Office sends student submission to the panel.
5. Third Progression Review viva takes place.
6. Main/Coordinating Supervisor returns Report and Outcome Form to the Graduate School Office.
7. Graduate School Director reviews form and approves/rejects the outcome.
8. The student informed officially of outcome by the Graduate School Office.

If a re-assessment is required the supervisor will read the amended report (if applicable), nominate the assessors and an independent chair and organize a viva. They must ensure all relevant parties (student, assessors, Graduate School Office) are aware of the details and this must be organised no later than one month after

the student has resubmitted and before the re-assessment deadline. Once the viva has taken place and the assessor has submitted their report, the supervisor will review the report and recommendation and complete the supervisor review section before the re-assessment deadline passes. Any follow up actions must then be carried out as necessary.

Thesis Submission

Intention to submit

You must inform your Faculty Graduate School Office of your intention to submit no later than two months before your date of submission. This should be done using the form on PGR Tracker; or if your Faculty does not use PGR Tracker, manually using the '[Intention to submit](#)' form in the Quality Handbook, handed into your Faculty Graduate School Office. Information on decision and notification to submit can be found in paragraphs 84-85 in the [Code of Practice for Research Candidature and Supervision](#).

Production and submission of the thesis

The requirements for the production of the thesis, and procedures for submission are set out in the *Producing your thesis – a guide for research students and the Submitting your thesis – a guide for research students*, both of which are available from the Quality Handbook. You should read this guidance carefully well in advance of preparing the final version of your thesis. Additional guidance for students submitting their thesis in an alternative format can be found in paragraphs 8-10 of the [Code of Practice for Research Candidature and Supervision](#).

Thesis templates are available in Microsoft Word (PC and Mac) and LaTeX that match the required University specifications. Templates are available on the [Library website](#).

Further information on thesis submission including: declaration of authorship; academic integrity; and thesis written in a language other than English, can be found in the [Code of Practice for Research Candidature and Supervision](#), paragraphs 86-89.

Thesis Submission

You will retain access to library and computing facilities until your thesis has been examined and, where appropriate, any revisions requested by the examiners have been made.

You can find useful information to assist you in preparing your thesis on the [Library's Theses webpages](#), which should be read in conjunction with the [University's Guidance for Completion of Research Degree available on the Quality](#)

[Handbook](#). You are advised to read these well in advance. It covers help on the electronic submission of your thesis and supporting materials, including copyright, intellectual property rights, restrictions, file formats, and research data. Thesis templates using Microsoft Word (PC and Mac) and LaTeX are also accessible here. Support in using the Word PC and Mac templates is provided by iSolutions.

Viva Voce Examination

Once you have given notice of intention to submit, at least two examiners (one internal and one external to the University) will be appointed and arrangements made for your examination. The following information on the examination can be found in paragraphs 90–104 of the [Code of Practice for Research Candidature and Supervision](#): nomination of examiners; the role of the main supervisor in the examination process; the viva voce examination itself; the recommendations of the examiners; and consideration of the examiners' recommendations.

Submission after a successful recommendation of an award

Information on the procedure for submission of your thesis after successful recommendation of an award can be found in the [University's Guidance for Completion of Research Degree](#).

Alumni

Postgraduate research students are provided with Microsoft Office 365 alumni email addresses. Once you are awarded your [username@southampton.ac.uk](#) becomes [username@southamptonalumni.ac.uk](#) and any emails sent to your existing Southampton University email address will appear within your new account. Your alumni email account can be accessed via www.outlook.com/southamptonalumni.ac.uk.

Winchester School of Art

Academic Needs Analysis (ANA)

The purpose of the academic needs analysis is to identify and document at least the following:

- the research area and an initial outline of the project plan.
- sources of information, resources and equipment that may be required.
- any ethical or other regulatory approval that may be required before the research is undertaken.
- any mandatory training that has to be undertaken as part of University, Faculty or School requirements.
- existing skills and any training that you will need to undertake to commence the research.
- existing skills and training that you will undertake to develop you as an individual.
- any likely impact of the research and any plans to control/exploit this.

The review should be carried out jointly with your supervisory team and be completed on PGR Tracker by the end of the third calendar month following the start of candidature (whether you are full or part time).

The academic needs analysis should be reviewed continually and formally considered at each progression review.

Activity Reports

Students Who Began Their Studies After 1 August 2016 - Activity Reports

All students are expected to complete and submit activity reports throughout the research phase of their candidature. The first activity report should be submitted by the end of month 4 of the research phase of the student's candidature and then every three months from then on (see report template below for details of timings). It is the student's responsibility to ensure that they complete and submit these reports in a timely fashion. Completion and submission of activity reports will be used as an indicator of academic engagement, and discussed during their progression reviews.

If a student's studies are funded partly or fully by an external organisation, there may be a requirement for the student or supervisor to complete additional reports for the student's sponsor. These reports do not form part of the University's progression processes. As part of the annual enrolment process, all students give their consent for the University to provide appropriate information on request to third parties, such as sponsoring organisations.

First Progression Review

Progression Review

The first review takes place within a period of 8-10 months from enrolment. The review includes a viva, which is conducted by an internal independent assessor, proposed by the supervisor, and approved by the Director of the Faculty Graduate School. A member of the supervisory team will normally be in attendance. In exceptional circumstances, with the permission of the Director of the Faculty Graduate School, an external independent assessor may be appointed.

Prior to the review, the student is required to submit **written work**. This should be done at least **four working weeks in advance of the decision deadline** to allow the panel to consider the material, hold a viva, and make a recommendation within the specified timeframe. For instance, in the case of the full-time PhD programme, for the First attempt review¹ the respective written report must be submitted at least 4 weeks before the end of Month 10.

Failure to submit a written report by the specified deadline will result in a failure of the respective progression review attempt.

The written work will provide:

- Between 3,000-5,000 words providing an overview of the research problem, its critical context and the rationale and/or approach of the project, as well as detailed plans for practice-based work and/or data analysis. It is also useful to think of this written component as developmental the overview required at the second progression review (see below) and for the final introduction of the PhD thesis.
- Minimum 5,000 words literature review.

For the first progression review, it is necessary to show that the candidate:

- Is undertaking a viable research project
- Has made satisfactory progress to date
- Has developed an adequately detailed plan of work to enable the research degree to be completed within the registration period *Has defined the preliminary scope of the project adequately
- Has made an appropriate survey of the relevant literature and demonstrated an ability to make critical evaluation of published work
- Has acquired an appropriate knowledge and understanding of applicable research methods
- Has begun discussing the ethical implications of their research with their supervisory team and can articulate how these are incorporated into their research plan

NB. For practice-based research, candidates should arrange to show work in progress, which is in addition to the above written submission. This can be installation of work or documentation of work. If the former, candidates must make the arrangements to display work appropriately. The review will assess the written report and academic needs of the candidate. If the mandatory Ethics 1 module has yet been completed it should be included in the student's training plan, with the view of completing it before the 2nd (Confirmation) Review.

The recommendation from the First Progression Review can be one of the following:

1. to progress to the next stage of candidature;
2. to re-assess.

If re-assessment is recommended, the research student will be given written guidance on preparation for their second (and final) attempt. The second attempt at the first Progression Review will have the same format as the first attempt, and will usually be conducted by the same panel as for the first attempt. In exceptional circumstances, the Director of the Faculty Graduate School may wish to appoint a third panel member and/or an independent note taker. The second attempt will involve a re-viva. An independent chair for re-viva will be appointed by the Director of the Faculty Graduate School. However, if the assessors deem that the revised written submission is sufficient to progress, the re-viva may not be necessary. The assessment of the second attempt will lead to one of the following recommendations:

1. to progress to the next stage of candidature;
2. to terminate the student's candidature.

Progression Review 2 (Confirmation)

Progression Review 2, also referred to as Confirmation, is conducted by **two** assessors from WSA who have had no involvement in the student's research and supervisor(s). Confirmation involves a viva, which is conducted by the internal independent assessors, proposed by the supervisor, and approved by the Director of the Faculty Graduate School. A member of the supervisory team will normally be in attendance, however, research students can request the opportunity to meet the confirmation panel without a supervisor being present. This request should be made through the Faculty Graduate School Office. In exceptional circumstances, with the permission of the Director of the Faculty Graduate School, an external independent assessor may be appointed. One of these members of staff should act as chair of the panel. One of the independent assessors can be the assessor used for the first Progression Review. The final decision on whether to allow confirmation is made by the assessors.

A mini-thesis must be submitted at least **four working weeks in advance of the decision deadline** to allow the panel to consider the material, hold a viva, and make a recommendation within the specified timeframe. For instance, in the case of

the full-time PhD programme, for the First attempt review, the respective written report must be submitted at least 4 weeks before the end of Month 21. Failure to submit a mini-thesis by the specified deadline will result in a failure of the respective progression review attempt.

Candidates must demonstrate the ability to:

- manage the research project become proficient in the special field of research involved
- achieve success at PhD level given adequate motivation and perseverance

The panel must also satisfy themselves that:

- the project being undertaken is of sufficient scope, originality and theoretical interest to constitute a genuine contribution to the subject in the form of the understanding of a problem, the advancement of knowledge or the generation of new ideas

The **written submission** should comprise of:

- Minimum 5,000 words providing an overview of the research problem, its critical context and the rationale and/or approach of the project, as well as detailed plans for practice-based work and/or data analysis.
- A literature review, or an equivalent substantive chapter or component of the thesis (usually between 10,000 — 15,000 words)

NB. For practice-based research, candidates should arrange to show work in progress, which is in addition to the above written submission. This can be installation of work or documentation of work. If the former, candidates must make the arrangements to display work appropriately.

The panel will assess the written work submitted by the research student. In order for the PhD status to be confirmed, the following criteria must be met:

- that the research student has demonstrated the ability to manage the research project, to become proficient in the special field of research involved, and to achieve success at PhD level given adequate motivation and perseverance;
- that the project being undertaken is of sufficient scope, originality and theoretical interest to constitute a genuine contribution to the subject in the form of the understanding of a problem, the advancement of knowledge or the generation of new ideas.

The review will also conduct an academic needs analysis. By the date of the review, the candidate is required to complete the Ethics 1 module and completed the intensive training week. Failure to complete these components will trigger the process of

Termination of the candidature due to significant academic concerns outside Progression review.

The Recommendation of the review panel must be supported by all its members and can be one of the following:

- Successful confirmation; the candidate can proceed to the next stage of the PhD candidature for the final submission of the thesis. Research students who have been successful in their confirmation should receive written feedback on the confirmation process
- highlighting, where appropriate, any potential areas of concern.
- PhD candidature is not confirmed; the PhD candidate must be given a written report giving a statement of the reasons, guidance regarding any ways in which s/he might reach the required standard, and offered the opportunity for a second (and final) confirmation panel.

The second attempt at the Confirmation Review will have the same format as the first attempt, and will usually be conducted by the same panel as for the first attempt. An independent chair for re-viva will be appointed by the Director of the Faculty Graduate School.

The second Confirmation panel may make one of three recommendations:

- PhD candidature is confirmed;
- the research student is transferred to an MPhil programme;
- the research student's candidature is terminated.

If a unanimous decision cannot be reached in either the first or second confirmation panel an additional assessor is appointed. This third assessor will be provided by the Faculty Graduate School Office with a copy of the confirmation report and the separate reports of the two original assessors. The additional assessor shall be permitted to interview the research student before submitting a final report and recommendation to the Director of the Faculty Graduate School who shall consider the independent reports of the original assessors and the report of the additional assessor before making a final decision.

Third Progression Review

The third review involves a viva, based on the research student's written submission (first full draft thesis). This will be conducted by all the members of the supervisory team. It will also include a review of the academic needs analysis. A written submission should be made at least four working weeks in advance of the decision deadline to allow the panel to consider the material, hold meeting, and make a recommendation within the specified timeframe. For instance, in the case of the full time PhD programme, for the First attempt review, the respective written report must be submitted at least 4 weeks before the end of Month 33.

Failure to submit the required written work by the specified deadline will result in a failure of the respective progression review attempt.

In the main, having successfully completed the previous Progression Reviews and completed subsequent work (and having responded to any recommendations raised at Confirmation), candidates should be well on their way to completing their work. The third review is an opportunity, then, for formal feedback and guidance prior to final submission and in many cases the meeting can be treated as a mock-viva in preparation for final examination.

The review will lead to one of two recommendations:

- to progress to the final stage of candidature;
- to re-assess with a full panel within 3 months.

If re-assessment is recommended, the research student will be given written guidance on preparation for their second (and final) attempt. The second attempt at the Confirmation Review will have the same format as the first attempt, and will be conducted by a member of the supervisory team and an internal independent assessor appointed by the Director of the Faculty Graduate School. In exceptional circumstances, with the permission of the Director of the Faculty Graduate School, an external independent assessor may be appointed. In exceptional circumstances, the Director of the Faculty Graduate School may wish to appoint a third panel member, and/or an independent note taker

The second attempt at the third Progression Review will involve a re-viva. An independent chair for re-viva will be appointed by the Director of the Faculty Graduate School. However, if the assessors deem that the Report is sufficient to progress, the re-viva may not be necessary.

The review will lead to one of three recommendations:

- to progress to the final stage of candidature
- to transfer to MPhil candidature
- to terminate the student's candidature

Thesis Submission

Intention to submit

You must inform your Faculty Graduate School Office of your intention to submit no later than two months before your date of submission. This should be done using the form on PGR Tracker; or if your Faculty does not use PGR Tracker, manually using the '[Intention to submit](#)' form in the Quality Handbook, handed into your Faculty Graduate School Office. Information on decision and notification to submit

can be found in paragraphs 84-85 in the [Code of Practice for Research Candidature and Supervision](#).

Production and submission of the thesis

The requirements for the production of the thesis, and procedures for submission are set out in the *Producing your thesis – a guide for research students and the Submitting your thesis – a guide for research students*, both of which are available from the Quality Handbook. You should read this guidance carefully well in advance of preparing the final version of your thesis. Additional guidance for students submitting their thesis in an alternative format can be found in paragraphs 8-10 of the [Code of Practice for Research Candidature and Supervision](#).

Thesis templates are available in Microsoft Word (PC and Mac) and LaTeX that match the required University specifications. Templates are available on the [Library website](#).

Further information on thesis submission including: declaration of authorship; academic integrity; and thesis written in a language other than English, can be found in the [Code of Practice for Research Candidature and Supervision](#), paragraphs 86-89.

Thesis Submission

You will retain access to library and computing facilities until your thesis has been examined and, where appropriate, any revisions requested by the examiners have been made.

You can find useful information to assist you in preparing your thesis on the [Library's Theses webpages](#), which should be read in conjunction with the [University's Guidance for Completion of Research Degree available on the Quality Handbook](#). You are advised to read these well in advance. It covers help on the electronic submission of your thesis and supporting materials, including copyright, intellectual property rights, restrictions, file formats, and research data. Thesis templates using Microsoft Word (PC and Mac) and LaTeX are also accessible here. Support in using the Word PC and Mac templates is provided by iSolutions.

Viva Voce Examination

Once you have given notice of intention to submit, at least two examiners (one internal and one external to the University) will be appointed and arrangements made for your examination. The following information on the examination can be found in paragraphs 90-104 of the [Code of Practice for Research Candidature and Supervision](#): nomination of examiners; the role of the main supervisor in the examination process; the viva voce examination itself; the recommendations of the examiners; and consideration of the examiners' recommendations.

Submission after a successful recommendation of an award

Information on the procedure for submission of your thesis after successful recommendation of an award can be found in the [University's Guidance for Completion of Research Degree](#).

Alumni

Postgraduate research students are provided with Microsoft Office 365 alumni email addresses. Once you are awarded your [username@southampton.ac.uk](#) becomes [username@southamptonalumni.ac.uk](#) and any emails sent to your existing Southampton University email address will appear within your new account. Your alumni email account can be accessed via www.outlook.com/southamptonalumni.ac.uk.