

A photograph of a modern university building at night. The building features a prominent glass facade with green-tinted vertical accents. The sky is a deep blue, and the building's interior lights are visible through the windows. In the foreground, there is a paved walkway with several tall, slender streetlights and a low metal railing. The overall scene is illuminated by the building's lights and the streetlights, creating a vibrant, modern atmosphere.

UNIVERSITY OF
Southampton

Faculty of
Physical
Sciences &
Engineering

Graduate School Student Handbook 2017-18

Faculty of Physical Sciences and Engineering

Contents

1.	Introduction
2.	General Information.....
3.	Supporting you through your Research
4.	Student Support & Representation
5.	Professional development.....
6.	Your Research Programme
7.	PhD Thesis Submission
8.	Research Integrity, Ethics and Intellectual Property.....
9.	Supervision
10.	Finances
11.	Conferences, Visits and Travel
12.	Regulatory Issues
13.	Employability.....
14.	Information for International Students.....
15.	Your safety.....

Appendix 1 – Organising your work

Appendix 2 – Publishing your Research

Appendix 3 – 10 Things you need to know about e-theses

1. INTRODUCTION

Welcome from the Director of the Doctoral College – Professor Chris Howls

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 coordinate 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.

All new doctoral researchers are warmly invited to attend one of our 'Doctoral College Welcome' sessions in October 2017 (or early in 2018 for later starters). To find out more about these please go to the [Doctoral College website](#); and you can book your place via [Gradbook](#).

Welcome from the Director of the Faculty Graduate School, Professor Nick Evans,

Welcome to the Faculty of Physical Sciences and Engineering (FPSE), which consists of three academic units - Electronics and Computer Science (ECS), Physics and Astronomy (P&A), and the Optoelectronics Research Centre (ORC). With ~500 postgraduate research students and nearly 400 academic and research staff, we undertake fundamental, transformative and world-leading research across a rich and diverse portfolio including astronomy, computer science, electrical power engineering, electronics, nanotechnology, optoelectronics, and physics. This is enabled by outstanding research facilities including the £110M Mountbatten Complex, one of Europe's leading multidisciplinary cleanroom facilities for research in nanotechnology, bio-nanotechnology and photonics; and the Tony Davies High Voltage Lab, with equipment able of generating one million volts. With world-leading facilities, world-class teaching and research, the Faculty offers excellent opportunities to both researchers and students. In the last Research Assessment Exercise (RAE) in 2008, 95 per cent of our research was ranked as world-class or international standard. We are the best university in the UK for Electronics and Electrical Engineering, and are consistently ranked in the top 10 in the UK for Computer Science and IT, and Physics and Astronomy.

The Faculty Graduate School (FGS) is here to help you from the day you arrive until the day you graduate. This includes your initial induction period, your supervision arrangements, the training you receive, your progression stages, and your final PhD award. The purpose of this handbook is to offer you, the new research student, guidance on research studies, to give information on what is expected of you and to tell you what you can expect in return. Please make yourself familiar with the material in this guide and remember that we are here to help you. If you have any questions, comments or suggestions to make about the student experience and processes please don't hesitate to contact me or any other member of the FGS.

So, welcome, and I wish you all an enjoyable, interesting and productive few years.

Further information can be found at the following useful websites:

- FPSE Graduate School Web Site:
<http://www.gradschool.fpse.soton.ac.uk/>
- University of Southampton Doctoral College
<http://www.southampton.ac.uk/doctoral-college/index.page>
- Optoelectronics Research Centre:
<http://www.orc.soton.ac.uk/index.html>
- Electronics and Computer Science:
<http://www.ecs.soton.ac.uk/>
- Physics and Astronomy:
<http://www.phys.soton.ac.uk/>
- Services for Students
<http://www.soton.ac.uk/postgraduate/servicesforstudents/index.shtml>

Faculty Graduate School Office

The Graduate School office supports all the Faculty postgraduate research students by dealing with changes to registration, maintaining student records, processing awards, inviting external examiners and sending out theses, and so on. They also monitor progress at the annual report stages, and manage the administration of supervisory teams. All Graduate Office forms should be submitted to them (normally through the online PGR Tracker system – see appendix 3). Any letters that you may require throughout your studies should be requested from them.

The Graduate School Office are there to offer any help and advice you may need from progression to rules and regulations and if needs be directing you to the right person. You will quickly find that they tend to be the first point of contact for most things.

The office is located in the Zepler building (B59) in Room 1213. The office is open from 09:00 to 17:00 Monday to Friday.

Key Contacts:

Lottie Scholefield, Team Leader
Denise Harvey, Senior Administrative Officer
Janette Osborne, Administrative Officer
Mary Taylor, Administrative Officer

You can call into the office to speak to a member of the team during opening hours or you can contact them via fpse-grad@soton.ac.uk or on 02380 594959 with any queries or concerns that you may have.

2. GENERAL INFORMATION

How we keep in touch with you

Email

We will use your University email account to contact you when necessary. We will not use any other email accounts or social networking sites. 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.

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.

Use of social networking sites

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.

Your ID 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 course dates, then these will be checked by the Student Records team before the new card is printed.

Confirmation of your 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 [policy](#), a scale of fees exists for the provision of certificates, transcripts and award certificates.

Access to facilities (desk, phone, lab, photocopying, computer policies)

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 telephone, fax 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].

3. SUPPORTING YOU THROUGH YOUR STUDIES/ RESEARCH

Attendance

The University's expectations of your time commitment to your studies is outlined in paragraph 48 of the [Code of Practice for Research Candidature and Supervision](#). The University's [attendance policy](#) also outlines the University's general expectations of attendance.

Holiday and absence due to ill-health

Information on holidays and absence can be found in paragraph 61 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](#). Please also consult the University's regulations on [maternity/paternity leave](#) for further information. 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 [Student Visa Guidance 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 41-42 of the [regulations](#) 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](#).

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.

Postgraduate mentoring

In the vast majority of cases, postgraduate students settle in quickly and form lasting and mutually supportive relationships with their supervisor and other colleagues. From time to time however, some students find it helpful to discuss particular problems confidentially with an experienced neutral member of staff. In recognition of this, the mentor system provides you with a person who you can turn to for independent help.

ORC and P&A students can contact Peter Lanchester pcl@orc.soton.ac.uk (tel. 02380 593231)
ECS students can contact the Senior Tutor team at stutor@ecs.soton.ac.uk

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 our website – library.soton.ac.uk

You will be able to find support including how to:

- Manage and organise your [references](#), research notes and data
- Publish your research as [open access](#)
- Increase your [research's impact](#)
- Prepare your [e-thesis](#) (including links to the thesis templates)
- Undertake [systematic reviews](#)
- Register for your unique researcher IDs, for example [ORCID](#)
- Improve your academic skills

We work with the Doctoral College, Faculties and other University services to provide face to face training. Also we offer one-to-one via Library Deskside training, online courses, drop-in at our [Academic Skills Hub](#), as well as an online chat service.

Keep up to date, ask questions and chat with the library academic community on [Facebook](#), via [Twitter](#) and our [Library blog](#).

iSolutions: IT support for Researchers

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

Getting help

iSolutions is the University's central ICT provider. If you need IT help or advice, you can contact iSolutions via ServiceLine, our dedicated helpdesk, on ext 25656, or online via the 'Getting Help' section of our website: www.southampton.ac.uk/iSolutions

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 post-graduate 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:

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

English for academic purposes

Registered students at the University of Southampton who would like help with their English can attend the free English language support courses provided throughout the academic year. Please see the [Centre for Language Study website](#) for more information.

4. STUDENT SUPPORT AND REPRESENTATION

The PGR community at the University

Along with providing professional development training, the [Doctoral College](#) also acts as a hub for Southampton's doctoral research community.

As a doctoral researcher at Southampton, you're part of a community of around 3,600. There are a number of PGR student groups, societies and social opportunities which you are able to get involved with. Find out more about the doctoral community [here](#).

Connect with the Doctoral College on [Facebook](#) and [Twitter](#).

Festival of Doctoral Research

The Festival of Doctoral Research is an event hosted by the Doctoral College, which ran for the first time in May 2016. The Festival aims to celebrate and showcase the University's world-class doctoral research, encourage interdisciplinary working and bring the PGR community together.

Events which run as part of the Festival include:

- Three Minute Thesis competition
- Doctoral College Director's Awards
- Festival guest speakers
- PGR-tailored training workshops

Find out more information about the Festival [here](#). Information for the 2018 Festival, along with details of how to get involved, will be released in due course.

The Student's Union

The Students' Union 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 they offer may be found at their [website](#). You can also visit their [Facebook](#) page.

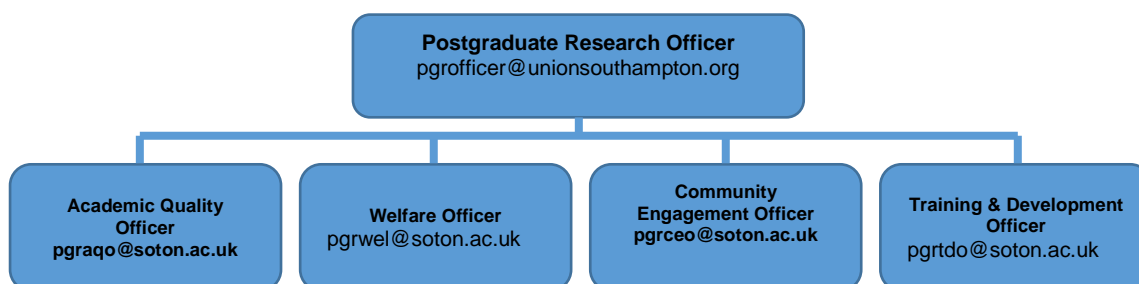
Student representation

The Postgraduate Research Committee at the Student's Union is co-chaired by the Postgraduate Research Officer and exists to represent all areas of postgraduate life. The researcher-specific positions on the Postgraduate Committee are elected each year and work very closely with the Union and University to ensure that all PGR needs are met. 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.

The Officers who assist the Postgraduate Research Officer in their role are as follows:

- The **Postgraduate Research Welfare Officer** is responsible for working with the Union and University to improve the welfare services and systems available to Postgraduate Researchers.
- The **Postgraduate Research Academic Officer** is responsible for ensuring that Postgraduate Researchers have adequate access to representation and that your voice is heard by your academic unit, faculty, as well as the University as a whole.
- The **Postgraduate Events & Activities Officer** is responsible for running events that benefit the wider postgraduate community, including events for Postgraduate Researchers.
- The **Postgraduate Research Training & Development Officer** is responsible for working with the Union and University to ensure that training for Postgraduate Researchers is the best that it can be and provides a meaningful way for you to develop yourself as a researcher.

You can find out more about these roles and how you can put yourself forward for the October elections [here](#). If you are unsure who to contact, the **Postgraduate Research Officer** is always available to help you direct your query to the right place.



Faculty representation

Through the Students Union you will be invited to elect your faculty representatives (Faculty Leaders and Academic Presidents) who co-ordinate the student voice on Faculty committees to enable your voice to be heard.

FPSE Faculty Graduate School Committee

The Graduate School Committee is an important venue for the Graduate school staff to communicate with the PGR students. It meets 3 times a year and provides a forum for the Graduate School to feed down news to the student body, learn about any student concerns as they emerge and approve any changes to the Graduate School.

Director
Deputy Director (ORC)
Deputy Director CS (ECS)
Deputy Director EE/EL (ECS)
Deputy Director (P&A)
Faculty Academic Registrar
Associate Dean (Research)
Associate Dean (Education)

Prof Nick Evans
Dr Peter Horak
Dr Seb Stein
Dr Chris Freeman
Prof M Kaczmarek
Lesley Adams
Prof Rob Eason
Prof Mark French

N.J.Evans@soton.ac.uk
peh@orc.soton.ac.uk
S.Stein@soton.ac.uk
C.T.Freeman@soton.ac.uk
M.Kaczmarek@soton.ac.uk
L.Adams@soton.ac.uk
rwe@orc.soton.ac.uk
mcf@soton.ac.uk

Student representatives from each research group

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 services

The Student Services Centre is located in Building 37 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 problems
- 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.

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 Office.

Dyslexia/Dyspraxia Support

Students with specific learning difficulties (SpLD) such as dyslexia and dyspraxia often need extra support at University to compensate for disadvantages resulting from such difficulties. Our Dyslexia team specialise in helping students who are in this situation.

Enabling Services runs Study Skills Support sessions at Hartley Library on Monday, Wednesday, Friday 2-4pm during term time (and Wednesday 2-4pm during vacation time).

These sessions are run by a specialist practitioner who can offer advice and support about a range of areas related to your studies (for example, planning, reading, assignment writing, time management, and organisation). No appointment is necessary for these sessions.

A range of assistive technology software is available on public computers in various locations around the University of Southampton. The largest facility is in the Hartley Library, on Level 2. This space provides a quiet space to study in and the latest assistive technology software to help support your studies. Students need to be registered with Enabling Services to access these facilities. Please see the [Enabling Services website](#) for further details about the type of software available and the locations at which it is available.

Mental Health and Wellbeing

The Enabling Services [website](#) has advice on managing anxiety, stress and other mental health problems as well as links to useful external resources. They also run wellbeing workshops and courses throughout the year. 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 to 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.

Between 6pm and 8am, Student Services, in conjunction with University Security, provide an Out of Hours service for very urgent situations. Please contact the University Security team on +44(0)23 8059 2811.

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.

Faculty specific support

From time to time some students find it helpful to discuss particular problems confidentially with an experienced neutral member of staff. In recognition of this, the Faculty mentor system provides you with a person who you can turn to for independent help.

ORC and P&A students can contact Peter Lanchester pcl@orc.soton.ac.uk (tel. 02380 593231)

ECS students can contact the Senior Tutor team at stutor@ecs.soton.ac.uk

Settling In

Perhaps the most common difficulty experienced by new postgraduate students is the reorientation that is required following the change of status from being an undergraduate to a postgraduate student. Undergraduate students (in science and engineering subjects) are usually presented with a lecture and laboratory timetable and know very well what is required to be successful - attend classes, work to gain an understanding of the material taught and pass the assessments which, by and large, are examinations of the type he/she has grown used to over the years. By contrast, as a postgraduate, you will have no such rigid timetable and, often, no very clear idea of how to gauge progress and success for yourself. Furthermore, instead of contact with a number of academic staff in the rather formal setting of lectures, you will be expected to develop a much closer and less formal working relationship with far fewer academics - often just the supervisory team, and immediate members of a particular group. Initial unsettled feelings are, therefore, natural but fortunately there is much that you and your supervisory team can do to alleviate the problem. This brings us to the topic of directed work.

Directed work has a very important part to play in the early stages of your research student career by imposing an organisation of at least a proportion of your time and setting some short-term goals, thereby helping to reduce feelings of isolation and disorientation. Important forms of directed work are:

- **directed reading and literature surveys.** This is a very important initial stage, and a matter of continuing relevance throughout your PhD studies. The first step in any area of research is to find out who has already researched and published in what area, and how you can add to this knowledge, devise your own programme, or establish an independent research direction that will be acceptable as the basis for your final PhD thesis. The literature survey you produce may also be invaluable as the basis for the first section of your progression reports (see section 8).

- **preparation of regular progress reports.** The online progression monitoring system (PGR Tracker) will prompt you to submit progress reports, to be reviewed by your supervisor, as discussed in section 8. Evaluating your progress via these reports is a useful exercise in itself, as it allows you, and your supervisor, to assess your work rate (or lack of it!).
- **attendance at undergraduate or masters level lecture courses, if appropriate.** It may be that you have never covered a particular subject and attending such a course would be extremely beneficial. Beware however, that the time taken to attend these courses is time you are not spending on your PhD studies. Choose such attendance therefore with care and in consultation with your supervisor, who will be in a position to advise. Courses that may prove useful will probably be within Physics & Astronomy, Electronics & Computer Science, Chemistry, or Mathematics for example.
- Other possibilities include a "mini-project", perhaps working alongside a senior postgraduate or Research Fellow, aimed at introducing you to the facilities and working methods of the Research Group in which you are studying. This is a very common starting technique in fact, and few students are thrown into a research area unprepared.

5. PROFESSIONAL DEVELOPMENT

The Doctoral College

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

The courses are themed within the four domains of the [Vitae Researcher Development Framework \(RDF\)](#) – which sets out the set skills and behaviours successful researchers are recommended to develop. The themes are:

- Knowledge and techniques for research
- Improving personal effectiveness
- Research governance, organisation and professionalism
- Engagement, influence and impact

Professional Development Programme information can be found [here](#) and courses are bookable through [GradBook](#).

Training for students involved in teaching or demonstrating

Any doctoral researcher involved with undergraduate teaching MUST complete the 'introductory training offered by the Doctoral College.

Details of the training can be found [here](#) and courses are bookable via [GradBook](#).

Alternatively, your Doctoral Programme Director may recommend for you to complete a Faculty-approved course, which will be run locally.

Whether delivered at University or Academic Unit level, all demonstrator or teacher training should be recorded on PGR Tracker. Please note, attendance data will automatically upload from Gradbook to PGR Tracker.

Faculty/subject specific training

There are 4 training courses that are a compulsory requirement for all first year students in FPSE

1. **Technical Writing Skills**
Bookable by [Gradbook](#)
2. **Presenting Your Research**
Bookable by [Gradbook](#)

3. Finding Information to support your Research

Scheduled sessions are below. Please ensure that you book only onto the session for your department. All bookings should be made via [Gradbook](#)

5 th October 2017	New ORC and P&A students
12 th October 2017	New ORC and P&A students
25 th October 2017	ECS Southampton Graduates only
9 th November 2017	ECS New to Southampton University PGR students only
4 th December 2017	ECS PGR students
7 th February 2018	ECS PGR students who enrolled after Nov 2017

4. Epigium: Ethics 1 – Good Research Practice

Login to [blackboard](#)

Click on PGR-RS: Research Skills for Postgraduate Researchers

Under the My Courses section click on Training Materials in the side-bar.

The course Epigium:Ethics 1 – Good Research Practice is found in the Ethics in Research

There are other additional training courses that you might want to undertake and these can be found at on the [Doctoral College Professional Development](#) web page. There is also a [full list of courses](#) available to you.

6. YOUR RESEARCH PROGRAMME

Regulations and Code of Practice

<http://www.calendar.soton.ac.uk/sectionV/mphil-phd.html>

Duration of study

The minimum and maximum periods of candidature are stated in paragraphs 18-21 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.

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 period of candidature in relation to their offer of funding.

As stated in paragraph 21 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 progress against Research Milestones as prescribed by the University's Regulations and Code of Practice for Research 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 that all staff and students, in the Faculty use PGR Tracker.

You can find a guide to using PGR Tracker [here](#)

Activity reports

Students who enrolled on their doctoral studies after 1st 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.

Progression milestones

Students who enrolled on their doctoral studies after 1st August 2016

As stated in paragraph 64 of the [Code of Practice for Research Candidature and Supervision](#), if you enrolled on your doctoral studies after 1st August 2016, you will be required to undertake three Progression Reviews during your studies within the timescales shown in the first table below

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 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 re-viva. However, if the assessors deem that the Report is sufficient to progress, the re-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. Exceptional Progression Reviews may be scheduled, on the direction of your Director of Faculty Graduate School, if significant academic concerns have been raised about your candidature.

Progression Review submission and decision windows for standard programmes

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

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

Progression Review submission and decision windows for iPhD programmes

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

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

Progression Review submission and decision windows for Mayflower programmes

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

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

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.

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

As mentioned briefly earlier, regular progress reports serve many vital functions:

- (i) They act as a focus for discussion between student and supervisor on conceptual difficulties, directions, technical problems etc.
- (ii) They give you valuable practice in the important but difficult skill of effective writing and provide an opportunity for your supervisor to make comments and give assistance on this aspect of your development.
- (iii) Coherent and well-written reports can ease substantially the task of assembling the more detailed pieces of work which you will have to produce at key stages. The ideal, which you should work towards, is for the preparation of the formal progression reports and then final thesis to be essentially a task of editing your portfolio of regular progress reports, plus of course the papers you have written, the conference presentations you have given and so on.

All progression reports must be electronically submitted in pdf format via the PGR Tracker. However, it is likely that the examiners at your progression viva, your supervisory team, and you yourself will find it useful if you also produce printed softbound copies of the report which they can read and make notes in. They are likely to want to take these copies into your progression viva and use them as a prompt to ask you questions – this is why it is useful for you to make a copy for yourself as well. Please ask your supervisor how many hard copies of the progress report they require when you submit it.

Each Department may set its own requirements for the length and content of the progression reports. The rough guidelines are that for ECS and the ORC first year reports should be a maximum of 4,000 words and second year reports should be a maximum of

10,000 words. In P&A the corresponding guidelines are 2,000 words and 5,000 words, respectively. However, you should consult with your supervisor to ensure that you meet their expectations for maximum length of report and for the content.

Students who enrolled on their doctoral studies before 1st August 2016

As stated in paragraph 64 of the [Code of Practice for Research Candidature and Supervision](#), if you enrolled on your doctoral studies before 1st August 2016, you will follow the Progression Monitoring timings and procedures as determined by your Faculty at their time of admission.

Progression Milestones for students who started before 1st August 2016

Milestone	Deadline	Full time	Part-time
First year report	Completed by	9 months	16 months
Transfer/ Upgrade	Completed by	18 months	32 months
Third year report	Completed by	33 months	58 months
Final submission	Completed by	48 months	84 months

Confirmation of PhD status/Transfer/Upgrade from MPhil to PhD

Students who enrolled on their doctoral studies after 1st August 2016

If you enrolled on the degree of PhD after 1st 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.

Students who enrolled on their doctoral studies before 1st August 2016

If you enrolled on the degree of MPhil/PhD before 1st August 2016, you will be required to transfer/upgrade from MPhil to PhD registration if you wish to submit for a PhD, within the timescales set out in paragraph 64 of the [Code of Practice for Research Candidature and Supervision](#).

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/Transfer/Upgrade from MPhil to PhD, are detailed in the [Quality Handbook](#).

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 his/her entitlement to remain in the UK following a failure to progress should seek urgent advice from the Student Visa Guidance Service. Full details can be found in paragraphs 70-79 of the [Code of Practice for Research Candidature and Supervision](#).

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](#).

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](#).

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 25-26 of the [regulations](#) and the [Quality Handbook](#). Applications for extension should be made in line with the [Regulations Governing Special Considerations for Research Degree Programmes](#).

If your studies are funded partly or fully by an external organisation, you may be expected to progress and complete your studies within a timeframe specified by the sponsor. Where requested by your sponsor, the University will provide regular reports on your academic progress. However, it is your responsibility to discuss any issues relating to unsatisfactory progress and extension of candidature with your sponsor at the earliest opportunity, particularly where your period of candidature may extend beyond the agreed funding period.

Withdrawal or 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:

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

Nominal registration

Nominal registration is an optional enrolment status that may be requested following a minimum period of supervised candidature. Full details of nominal registration can be found in paragraphs 81-82 of the [Code of Practice for Research Candidature and Supervision](#), and paragraphs 37-40 of the [regulations](#). A 'nominal writing up 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 10a 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. See University Fees for more details.

7. PHD 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 University's [Guidance for Completion of Research Degree](#). 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.

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](#), paragraphs 87-89.

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 [Theses guide](#), which should be read in conjunction with the University's [Guidance for Completion of Research Degree](#). 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 from guide. 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, appropriate examiners 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](#).

8. RESEARCH INTEGRITY, ETHICS AND INTELLECTUAL PROPERTY

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 team on rgoinfo@soton.ac.uk or 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.

Intellectual Property

Please read the University 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 IP. It is important 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.

9. SUPERVISION

Supervisors

Your Doctoral Programme Director will allocate you to a Supervisory Team. Your 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 your research project and for providing academic advice. 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 Academic Unit part of the 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.

Support

As well as providing academic support during your studies, your supervisor 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.

Supervision Meetings

Regular meetings are important in fostering a good working relationship with your supervisor (and/or co-supervisor) providing a framework around which your time can be organised and in countering feelings that you are "on your own". At these meetings, you should expect to discuss future plans, report on progress towards the goals which have been agreed, justify the use of your time and talk about any problems which have arisen.

It is important to discuss openly with your supervisor(s) the issue of meetings and supervision. It is easy to find yourself in a situation in which you want more help, but that your supervisor assumes you have sufficient guidance. Such situations can develop into major problems, and so you must raise these issues early on.

The timing and duration of these meetings can vary to suit the student and supervisor. Some supervisors have a time-slot of e.g. one hour each week. Some arrange for the student to see them at 'any time'. Others may feel that there are no problems (as judged by the high rate of research output for example) and that the meetings between student and supervisor are more for the purposes of a friendly chat. What is certain, however, is that *regular* contact is vital. If you feel that this is not happening, and you want to change matters, you should approach your supervisor and/or the Director of the Graduate School

Regarding the format and conduct of these meetings, this again is a matter for discussion and agreement between the supervisor and student. Some supervisors will wish to formally take

notes during these meetings, to agree timescales, deliverables and so forth. Other supervisors may have a more relaxed or less formal attitude, and no official note taking occurs. Please take your lab-book to these sessions however, so that you can write down and record any actions that have been discussed and agreed.

As well as your 'official' supervisors, who take responsibility for the PhD, the research progress, the reading of your thesis etc, there can also be others, usually in the same group, who assist in supervision as well. They do not take the place of the supervisor, but as they are also active researchers, it is inevitable that they may have hands-on skills for example, that the main supervisor does not. Such supervision is additional to that provided by the official supervisory team, but you may find that this extra supervision is extremely useful.

10. FINANCES

University fees

Fees for Doctoral Programmes are listed on the [Postgraduate Fees and Funding webpage](#) and are reviewed annually. Information on funding and postgraduate loans can be found [here](#).

Additional costs

Additional costs can be found in the 'Fees, Charges and Expenses Regulations' in the [University Calendar](#).

Faculty finance contacts and location

The FPSE Faculty Finance team are based in Building 60 (Gower)

ECS:	Lizi Moorcraft	E.A.Moorcraft@soton.ac.uk	02380 598603 or x28603
	Abi Ramsden	A.Ramsden@soton.ac.uk	02380 591285 or x21285
ORC:	Julia Quinn-Parsons	J.Quinn-Parsons@soton.ac.uk	02380 598162 or x28162
	Jacki Cox	J.Cox@soton.ac.uk	02380 592498 x22498
P&A:	Joe Bruning	J.L.Bruning@soton.ac.uk	02380 592926 or x22926
	Rob Riley	R.Riley@soton.ac.uk	02380592880 or x22880

RTSG

The RTSG can be used 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 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.

The Faculty policy for RTSG can be found [here](#)

11. CONFERENCE, VISITS AND TRAVEL

Travel: Conferences and Visits

Interaction with other researchers is an important part of your training as a research student, and you are encouraged to be outgoing in telling others of your work and seeking to learn about related work elsewhere. Such interaction is normally promoted by attendance at conferences and by visiting key researchers in their institutions. To support students to attend conferences **at which they are presenting a paper**, fixed allocations are made for each research student who is not supported by projects or Doctoral Training Centres, subject to satisfactory progress having been made, and the completion of the required progression stages. The current level of support is £1200 per year, any unspent monies rolling over into the next year until the end of the studentship.

Decisions on expenditure are entirely at the discretion of the supervisor, but are monitored to ensure that the money is used for the benefit of the student and personal allowances are not exceeded. If funds are spent above the allocation for the student, or in cases where the reports are not up-to-date, the funds will be recovered from the supervisor's Services Rendered (or other) account.

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

12. REGULATORY ISSUES

Academic appeals

Provided you have grounds, you may appeal against any academic decision made by the University. There are some exceptions and you should note you cannot appeal against a decision that has been made in the proper exercise of academic judgment. The [Regulations Governing Academic Appeals by Students](#) outlines the regulations and procedure that should be followed should you wish to steps that should be followed when making an academic appeal.

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.

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 and Diversity](#) 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 academic units](#) hold departmental 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 Data Protection Act, the Faculty will not release information to family members, prospective employers or other universities without your consent.

Student Discipline

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 Discipline Regulations](#) in accordance with the evidence and circumstances presented. Information for students on discipline is available from the [Student Services website](#).

13. EMPLOYABILITY

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)

14. INTERNATIONAL STUDENTS

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 webpages](#) for further information.

The Visa & Immigration Student Advice Service (VISAS Team) provides students with information and guidance on visa and immigration issues; the Team offer appointments (booked through the Student Services Centre) and three drop-in sessions a week. The VISAS Team is based in Registry, Room 2035, Building 37, Highfield. Information on appointments, drop-in sessions and how to contact the VISAS Team, please click [here](#).

If your situation changes, please consult the VISAS Team 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, 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 [VISAS Team website](#).

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.

15. YOUR SAFETY

Faculty Health and Safety Policy

You can access the Faculty of Physical Sciences and Engineering on the Faculty intranet [here](#)

Department Health and Safety Policy

Please click on the relevant link below for the Health & Safety policy for your department

[Electronics & Computer Science](#)

[Optoelectronics Research Centre](#)

[Physics and Astronomy](#)

Risk assessment

Your supervisor(s) and laboratory managers will give specific training in completion of risk assessments and COSHH 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 hour's 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.

This handbook should be read in conjunction with:

Code of Practice for Research Candidature and Supervision

<http://www.calendar.soton.ac.uk/sectionV/code-practice.html>

Higher Degree Regulations (Section V of the University Calendar)

<http://www.calendar.soton.ac.uk/sectionV/sectV-index.html>

Regulations Governing Academic Appeals by Students

<http://www.calendar.soton.ac.uk/sectionIV/student-appeals.html>

Regulations Governing Student Complaints

<http://www.calendar.soton.ac.uk/sectionIV/student-complaints.html>

Disclaimer

This information is issued on the condition that it does not form part of any contract between the University of Southampton and any student. The information given has been made as accurate as possible at the time of publication, but the University reserves the right to modify or alter, without any prior notice, any of the contents advertised. This handbook is available in alternative formats on request

APPENDIX 1 – Organising your work

In your time as a research student, you will develop many organisational skills that will stand you in good stead later in your career. For instance, as you start to collect personal copies of reprints and photocopies in the course of directed reading and literature studies, you will reach the stage where the volume of material will require a means of storage and filing, either physically or electronically, that allows you to find the relevant information as quickly as possible.

As far as practical work is concerned, you should have developed the habit of keeping a work log as an undergraduate student and already gained practice in this important skill. If not, now is the time to start a log book. DO NOT USE SCRAPS OF PAPER! You will also need to keep a record of data, graphs, versions of programs etc. This material must be dated, annotated and organised as it accumulates; do not leave this task for some future date (which may never arrive!). Start your lab log NOW. By the end of your studies, you may have accumulated 5, or 10, or even more such logbooks. This is the perfect method of storing all the information that you will certainly need for your final thesis. Every piece of information that is useful (data, graphs etc. of course), but also manufacturers' phone numbers, web addresses, contacts you make from conferences, workshops or meetings, ideas you have at odd times, (but are not sure if they are crazy or potential Nobel prize winners); all this should be written down and recorded.

You should also consciously try to develop sensitivity to the need to verify your work - to devise independent tests of new programs, to calibrate measuring instruments, etc. Errors arise in even the most carefully planned and executed work so you should be properly sceptical of everything you do. Mistakes in your work that could have been uncovered by some simple independent test, or by reflecting on the implications of your experimental findings, will not impress anyone, least of all your external examiner.

The University is moving to e-thesis submission and students are advised to prepare for this from an early stage, clearing copyright as and when they find useful material to include, (see Appendix 1).

Originality and Independence

There is a widespread misconception amongst research students that, to be successful, the PhD candidate must demonstrate originality and independence at *all* stages of the work. While originality and independence are certainly required of you, the time to demonstrate these virtues is in the final thesis - not at the beginning of research studies. Expecting yourself to demonstrate these qualities before you have mastered the basic knowledge of your field amounts to trying to run before being able to walk, and can result in a negative attitude towards directed work.

In the early stages, you should expect to be firmly directed by your supervisory team. It is their responsibility to help effect a smooth transfer of the primary responsibility for the project from supervisor to student over the duration of the PhD.

Personal Development Plans

A personal development plan (PDP) is simply a framework for you to reflect individually about yourself and your attainments, and actively plan your development on the basis of your aspirations and interests, as well as skills and knowledge gaps. We believe that PDPs can significantly help you to realise your own potential in full, and we therefore strongly recommend that you practise planning as a matter of best academic practice.

To this purpose we will help you analyse your learning needs and identify personalised development paths, while providing you with logbooks to keep track of your work and thoughts. You should keep regular written notes of all meetings with your supervisors, of all research decisions you make and ideas you follow - including false paths and failed experiments - of all the talks and conferences you attend, and the thoughts that they inspire. Indeed, you really need no more than a logbook to practice PDPs! Again, a PDP is just an opportunity to reflect about achievements, progress, or lack thereof! The online PGR Tracker tool can help you in this process as you can record training, outreach and other events and produce a transcript of them at the completion of your PhD. You can also use the Vitae RDF planner, which is an online tool to

manage your professional development against the national researcher development framework <https://www.vitae.ac.uk/researchers-professional-development>

APPENDIX 2 – Publishing your Research

Any student who has made proper use of the literature in his/her studies should quickly come to realise that significant results need to be published for the benefit of other researchers with similar interests. Publication is the primary mechanism through which a research field grows and develops. There are, however, other good reasons for publishing. Having a paper accepted for publication is an indication that one's peers (the referees) find the work interesting and useful; this can do much for the self-esteem and morale of a research student. In fact the first time you see your name in print is probably a moment that many scientists and researchers can still remember. Also, it is unusual for the submitted manuscript to be accepted without at least some alterations. The comments and criticisms of independent, anonymous referees are often of tremendous value in shedding new light on the work. You may be surprised as you discover how much effort has to go into the production of a high-quality manuscript suitable for submission to a prestigious journal. This experience will do much to raise your sensitivity to the need for and requirements of effective writing. Finally, having several publications in quality journals will be important in your final doctoral examination (the viva), and in your job search thereafter.

A thesis that is based on strictly unpublished material is unlikely to impress an external examiner. There is no rule that describes the number of publications or conferences that a student must have written or attended, but it should at least be *a few*. Each student should know how their own work is progressing, and for example if you have several publications and a few conference presentations, you should be fairly confident that your work is on the right track and a successful outcome will occur for your final viva.

As a research student, you should not expect to publish independently, although this may be appropriate towards the end of your course. Your supervisor carries overall responsibility for the progress of the work and, in most cases, will have done a considerable amount to lay the foundations for your own efforts. Furthermore, you will almost certainly need a good deal of help with preparation of the manuscript. For these reasons, dual, or multiple authorship is usually warranted. You should not submit or publish papers without your supervisor's agreement.

A useful progression is to publicise your work initially as an internal research report, then as a conference presentation and finally as a journal paper. Although not strictly necessary, such a progression maximises opportunities to collect opinions and criticisms of the work which can be taken into account in preparing the journal manuscript.

APPENDIX 3 – see <http://library.soton.ac.uk/thesis/copyright>

10 things you need to know about e-theses

1. Since 1st October 2008, University Regulations have required that all final submissions of PhD and MPhil theses are made in both paper and electronic format to the relevant school office.
2. University Regulations do **not** state that e-theses be directly equivalent to paper versions. This decision can be taken at Faculty level. A decision to allow the e-thesis to be different would mean that, if desired, third-party copyright material could be removed to a separate appendix or 3-d structural models could be included at appropriate places in the text.
3. E-theses are deposited in Soton e-prints as unpublished but public documents. Print copies are deposited as unpublished documents in Hartley Library. Copies are no longer sent to the British Library, which has now stopped microfilming theses and digitises on demand.

4. Under Copyright law there is no distinction between published and unpublished documents on the Internet. All internet documents are deemed 'published' for copyright purposes. This has knock-on effects for e-theses.
5. If an e-thesis is to be publicly available, all third-party copyrighted material has to be cleared or removed to an appendix which is publically unavailable. Third party copyright material can also include substantial extracts and data from previously published journal articles written by the student. Copyright clearance is best done as and when material is found, and it should not be financially disadvantageous to the students. If copyright cannot be cleared then the e-thesis should be embargoed.
6. Publishers may object to the thesis being so publicly available before they publish any articles based on research in the thesis. If a student has not yet finished publishing from their theses, we recommend that the e-thesis is embargoed.
7. e- and print theses can be embargoed for the following reasons:
 - Commercial contract
 - Patent pending
 - Publication pending
 - Ethical confidentiality
 - Third party copyrightEmbargoes should be for no more than three years in the first instance. They must be agreed by the supervisor who *must* sign the e-theses permission form to this effect.
8. Students can choose to have the PDF encrypted (this is done by e-Prints staff). Encryption means that the full-text cannot be read and indexed by search engines such as Google (however the abstract in e-prints can be indexed) but has the advantage that the text cannot be easily copied and pasted into other people's work or taken out of context.
9. The sooner a student starts preparing for the e-theses the better: using styles in Word (automatic in latex) so the PDF can be bookmarked, clearing copyright as and when they find useful material etc. Ideally this should be done from the start of the PhD process rather than waiting until the intention to submit stage.
10. The Library has created a Blackboard course, Publishing an e-theses, with more information, including templates for copyright clearance. Any member of the University can enrol on the course.

IAS/Hartley Library/April 2009