Postgraduate Research Student Handbook 2017/18

Faculty of Social, Human and Mathematical Sciences

This handbook contains specific information relating to your Doctoral Programme.

The handbook guidance is for all postgraduate students (PGRs) in the Faculty of Social, Human and Mathematical Sciences. In addition there are appendices which provide guidance specific to your Academic Unit or discipline.

This Handbook supersedes all previous editions, and is correct at the time of publishing. Rules, regulations and practices may change from time to time, which you will be notified of as appropriate.

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.

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WELCOME

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 seeks to deliver to maximise your potential as a researcher and to enhance you future prospects.   It aims to do this in four ways:

- It oversees and regulates the activities of all doctoral researcher programmes at the University.
- It works in partnership with Faculty Graduate Schools and Professional Services across the University to coordinate and enhance doctoral training, both disciplinary and developmental.
- It works with partners to help to provide support and wellbeing for doctoral researchers.
- It seeks to develop a stronger doctoral researcher community across the University, providing an interdisciplinary forum for researchers to develop exciting new links.

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 Associate Dean – Professor Jim Anderson

Dear Students,

Welcome (back) to the University of Southampton and good luck on the year to come. For those among you just starting out on your doctoral studies, we're glad you've decided to continue your education with us here at Southampton and we hope you take advantage of all the opportunities that the University has to offer, both within your discipline and more widely. For those of you returning, you've progressed through your initial studies and are well on your way to achieving your degree now.

Within the Faculty, there are numerous staff who work to ensure the quality and innovativeness of your experience at Southampton. My role, as Associate Dean (Education), is to work closely with the Director and Deputy Director of the Faculty Graduate School to provide you with the best possible student experience and, if it is working well, I will be like the swan's legs underwater – working hard but never seen.

In all of our endeavours, we aim to provide a distinctive flavour to our education, both when bringing students from all over the world to Southampton, and when taking Southampton to the world. It is our hope and intention that you too will experience our different and cutting edge way of doing things, and that you will thrive and succeed in your studies and in all that University can offer you outside of your studies. Most of all, we hope that you will be happy during your time with us. This will shine through, and your positivity will be a beacon for friends, for opportunity and for achievements. Our staff are ready and willing to help you on that journey and we will be delighted to hear from you.

For now though, welcome to what we hope will be a 'home from home', and good luck for your year to come.

Welcome from the Director of the Faculty Graduate School – Professor Melanie Nind

I would like to add my words of welcome for the academic year. As the Faculty Director of the Graduate School, it is my business to put you and your doctoral experience at the heart of our strategies and practices. I am delighted that our Periodic Programme Review of PhDs in the Faculty (which took place in May 2016) commended this student-centred focus in the Graduate School. I consider it a privilege to be working with such a diversity of doctoral students and I look forward to meeting many of you or hearing about your work. You can follow news from me on Twitter @GSO_FSHMS_UoS.

Welcome from the Deputy Director of the Faculty Graduate School – Professor Paul Hughes

I am very pleased to extend a warm welcome to you all. As Deputy Director of the Faculty Graduate School, I am in charge of organising postgraduate training for the faculty. I will meet many of you for the first time in the faculty training session that we run for postgraduate demonstrators in October. I look forward to meeting you and finding out about your research.

PURPOSE OF THE HANDBOOK

The purpose of this handbook is to provide key information applicable to you and your programme during the 2017/18 academic year.

It is designed to complement the Student Portal, SUSSED. You can log on using your University username and password, and clicking on the 'Students'/ 'Researchers' tab in the top navigation bar. It is important that you make use of these resources as they support the regulations relating to your obligations, and that of the University while you are a student at the University of Southampton. It also provides helpful information on matters such as housing, finance, leisure, healthcare, and support facilities.

Please read the handbook right through initially, and then use it for reference during your time here. For more detailed information, please ask your supervisor, Director of Doctoral Programme, or the Faculty Graduate School Office.

GENERAL INFORMATION

Your Faculty Graduate School

The Faculty Graduate School oversees research student activities across Doctoral Programmes within the Faculty. It provides administrative support and ensures compliance with regulations and quality standards. It coordinates and sets policy and monitors your progress towards a higher degree. The Faculty Graduate School Advisory Group meets every two months to bring together representatives from the Faculty, the Academic Units and the PGR student body to ensure discussion of developments and review of research degree matters. Our aim is to provide support to students
- o   through efficient communication and administrative systems;
- o   through Faculty-wide induction, training and other events to bring you all together; and
- o   through supporting the work of the Doctoral Programme Directors (DPDs) who are responsible for the day-to-day planning and running of the programme. Each DPD works closely with a Doctoral Programme Administrator in the Graduate School Office.

Within the Faculty, the Academic Unit/Doctoral Programme is responsible for items including:
- o   academic supervision of your doctoral research;
- o   your subject-specific training;
- o   monitoring and reporting on your progress;
- o   pastoral support.

The Faculty is responsible for items including:
- o   administrative matters relating to your doctoral studies;
- o   overseeing the implementation of quality assurance;
- o   appointment of and receiving reports from examiners;
- o   making recommendations to Senate for the award of degrees;
- o   awarding and overseeing specialist scholarship schemes (VC, Mayflower);
- o   devising and implementing policies.

For general information on administrative matters, you should consult your supervisor, Doctoral Programme Director or the Faculty Graduate School Office.

DEANS, DOCTORAL PROGRAMME DIRECTORS AND STUDENT REPS

FACULTY STAFF

Role	Name
Dean (In charge of Faculty)	Professor Jane Falkingham
Associate Dean (Research)	Professor Daniel Muijs
Associate Dean (Education)	Professor Jim Anderson
Director Faculty Graduate School	Professor Melanie Nind
Deputy Director Faculty Graduate School (Training)	Professor Paul Hughes
Faculty Academic Registrar	Roz Stanton

DOCTORAL PROGRAMME DIRECTORS

Doctoral Programme	Director
Education	Dr Chris Downey (c.j.downey@soton.ac.uk)
Geography	Professor Paul Hughes (Paul.Hughes@soton.ac.uk)
Mathematics	Professor Jelena Grbic (J.Grbic@soton.ac.uk)
Social Sciences	Economics: Dr Jose Olmo (J.B.Olmo@soton.ac.uk) Gerontology: Professor Maria Evandrou (maria.evandrou@soton.ac.uk) PAIR: Dr Ben Saunders (B.M.Saunders@soton.ac.uk) SSPC: Dr Bindi Shah (B.Shah@soton.ac.uk) Social Statistics and Demography: Professor Vicky Hosegood (V.Hosegood@soton.ac.uk)
Psychology	PhD: Dr Christina Liossi (C.Liossi@soton.ac.uk) PhD Health Psychology Research and Professional Practice (Stage 2): Dr Sarah Kirby (Sarah.Kirby@soton.ac.uk) DClin Psych (Research): Dr Catherine Brignell (C.Brignell@soton.ac.uk) D Ed Psych (Research): Dr Hannah Kovshoff (H.Kovshoff@soton.ac.uk)

The Faculty also hosts students who are funded by the following Doctoral Training Centres/Centres for Doctoral Training. Students registered within FSHMS will be administered by FSHMS and required to complete the FSHMS progression milestones. Details of where you are registered may be obtained from the Faculty Graduate School.

EPSRC CDT in Next Generation Computational Modelling

Director	Dr Ian Hawke (Mathematical Sciences)
Deputy Director	TBC

EPSRC CDT in WebScience Innovation

Director	Dr Mark Weal (FPSE)
Deputy Director	Professor Susan Halford (SSPC)
CDT Manager	Alison Tebbutt

EPSRC CDT in Complex Systems Simulation

Director	Professor Jonathan Essex (FNES)
Deputy Director	Dr Chris Cave-Ayland
CDT Manager	Nicki Lewin

ESRC SOUTH COAST DOCTORAL TRAINING PARTNERSHIP

Director	Professor Pauline Leonard
Deputy Director	Dr Amos Channon
DTC Manager	Glenn Miller

NERC DOCTORAL TRAINING PARTNERSHIP: "SPITFIRE"

Director	Professor Tim Minshull
Head of recruitment	Professor Toby Tyrrell
DTP Manager	Nicky Lewin

NERC DOCTORAL TRAINING CENTRE: "NEXUS"

Director	Professor Alberto Naveira Garabato
Head of recruitment	Professor Toby Tyrrell
DTP Manager	Nicky Lewin

STUDENT REPRSENTATIVES ON FACULTY COMMITTEES/ADVISORY GROUPS

Doctoral Programme	Faculty representative
Education	Vivienne Rwang - vkr1g14@soton.ac.uk Jungwen Wu - jw9g15@soton.ac.uk
Geography	Laura Crossley (lhc1g14@soton.ac.uk)
Mathematics	tbc
Social Sciences	ESRC DTC:Cori Ruktanonchai cr2m14@soton.ac.uk Economics: Maja Palmer mefp1y15@soton.ac.uk Richard Kima rk2g15@soton.ac.uk Gerontology: tbc PAIR: tbc SSPC: tbc Social Statistics and Demography: tbc
Psychology	Sabina Zabioanu-Dutescu (Stage 2 Health Psychology) S.Zavoianu-Dutescu@soton.ac.uk DClin Psych – via Psych rep, as above DEd Psych – via Psych rep, as above

FACULTY GRADUATE SCHOOL ADMINISTRATIVE TEAM

The Graduate School Student Office is based in Building 58 (Social Sciences) Room 2111.

Reception is open: Monday – Friday 09.00 – 17:00

Doctoral Programme Area	First Point of Contact
Education:	Anna Lyon (Administrative Officer) Email: ed-pgr.fshs@soton.ac.uk Tel: 02380 595699 (internal 25699)
Geography:	Julie Drewitt (Senior Administrative Officer) Email: geog-pgr.fshs@soton.ac.uk Tel :02380 592216 (internal 22216)
Mathematics:	Kulvir Bouri (Administrative Officer) Email: maths-pgr.fshs@soton.ac.uk Tel :02380 597385 (internal 27385)
Psychology: **PhD Psychology & PhD Health Psychology Research and Professional Practice:**	Chris Baker (Senior Administrative Officer) Email : psych-pgr.fshs@soton.ac.uk Tel :02380 592527 (internal 22527)
Doctorate in Educational Psychology: **Doctorate in Clinical Psychology:**	Angela Goodall (Administrative Officer) Email: Edpsych@soton.ac.uk Tel: 02380 595321 (internal 25321) Pat Sherliker (Administrative Officer) Email: Clinpsyc@soton.ac.uk Tel: 02380 595320 (internal 25320) Gemma Harris (Administrative Officer) Email: Clinpsyc@soton.ac.uk Tel: 02380 591495 (internal 21495)
Social Sciences (Economics/PAIR/ Gerontology):	Glenda Cooper (Administrative Officer) Email: Socsci-pgr.fshms@soton.ac.uk Tel: 02380 596948 (internal 26948)
Social Sciences (SSPC/SSD):	Jane Parsons (Administrative Officer) Email: Socsci-pgr.fshms@soton.ac.uk Tel: 02380 597426 (internal 27426)
ESRC SCDTP/DTC Manager	Glenn Miller Email: Esrcdtc@soton.ac.uk/scdtp@soton.ac.uk Tel: 02380 593476 (internal 23476)

ESRC SCDTP/DTC Administrator	Gemma Harris (Administrative Officer) Email: Esrcdtc@soton.ac.uk.scdtp@soton.ac.uk Tel: 02380 591495 (internal 21495)
Team Leader	Claire Caffrey Email: cmc@soton.ac.uk Tel: 02380 593747 (internal 23747)

The Graduate School Office is responsible for a range of tasks relating to administrative requirements and reporting and advising students on every-day administrative and procedural issues. Please call into Reception to speak to one of the team or for non-urgent issues email them at the addresses above.

LINKS TO OUR FACULTY WEBSITE

The Faculty Graduate School has its own website and Twitter account @GSO_FSHMS_UoS. The website is an invaluable source of information so please make good use of it. The Twitter account is used for informal sharing of advice, resources and new stories; it will help you to stay connected with the Graduate School and wider research student communities.

Web Profiles
All PGR students are expected to create and maintain a web profile whilst they are studying here. Your web profile is linked to your discipline Academic Unit, your own research group and the staff list within the AU. The Web Profile Template will be sent to you by your designated GSO Administrator.

There are huge benefits to maintain a web presence in terms of increasing visibility within your research area. This will help to generate external interest in your PhD. Those wishing to cite your publications will be looking to this web profile, which in turn may help to generate invitations to speak at or attend relevant conferences.

Web profiles are easily created by completing the web form and sending it to Webamends@soton.ac.uk. It is then your responsibility to ensure that this information is kept up to date, again by emailing the details to Webamends@soton.ac.uk

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].

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

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 61of 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 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.

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.

YOUR SAFETY

Faculty Health and Safety Policy
Ensuring the health and safety of its staff, students and visitors is the first and primary goal of the University. As a new student you will have received information on Personal Safety and H&S/Fire Safety as part of your 'Southampton Welcome'.

The University statement of Health and Safety Policy and Management System defines commitment, governance, responsibilities and management of Health and Safety.

Faculty arrangements to meet the requirements of the University H&S management system are documented in our Health and Safety Handbook available on SharePoint. The document should provide answers to most of your H&S questions and provides information on procedures and key contacts that can assist you.

Important information to note as a priority is as follows:

Action in the event of a fire

If you notice or suspect that there is a fire you should immediately raise the alarm by operating the nearest fire alarm call point (one will be located on the wall as you leave the building). Ensure security are alerted by dialling 3311 (internal phone) or 023 8059 3311. The fire alarm is a continuously ringing bell.

On hearing the alarm you should immediately stop what you are doing and make your way out of the building by following the green emergency exit signs to the nearest exit, shutting doors behind you as you leave. Do not stop or return to collect personal belongings. Do not use lifts unless you have a Personal Emergency Evacuation Plan (PEEP).

On leaving the building make your way to the assembly point. Details of assembly points for Faculty buildings are given overleaf. Ensure any car parks or roads are kept clear for emergency vehicles. Do not re-enter a building until you are told it is safe to do so by the Fire & Rescue Service, the senior Fire Warden or Security staff.

Fire extinguishers are provided in buildings but should only be used by those trained in their use and only if it is safe to do so.

Evacuation alarms are tested weekly. The times of these tests are detailed near main entrances to buildings. When tests take place the bell will ring for no more than a few seconds.

Staff and students with mobility impairment should have been notified to Health and Safety personnel in order for a PEEP to be developed. If this is not the case, for example, in the case of a temporary impairment due to an injury, please contact the Health and Safety team using the details overleaf.

First Aid

In the event of an accident causing injury, the nearest first-aider should be contacted. Their details are displayed on signs in corridors. Alternatively, contact security on 3311 (internal phone) or 023 8059 3311 and they will assist. Following treatment, the incident must be reported to your line manager/supervisor and the Faculty Health and Safety team.

Incident Reporting

If you are involved in an accident or incident, spot a hazardous situation or are concerned that you are being asked to do something without the necessary information, instruction or training that would ensure your safety, please report this to your line manager/supervisor and the Faculty Health and Safety team.

Incidents can be reported online here. The circumstances can then be investigated and measures put in place to minimise future risk.

Induction and Training

As a new member of staff or PGR student you should have the following expectations with regard to Health and Safety:

- To be made aware of local emergency arrangements and local H&S contacts (this document and overview from line manager / supervisor) on your first day.
- To receive a local and computer based H&S induction. The local H&S induction will seek to identify and/or raise awareness of significant hazards in your work and make you aware of your H&S responsibilities and training needs where applicable.
- That procedures, risk assessments and other written arrangements relating to your work are brought to your attention by your line manager / supervisor.

Building Access

Most University buildings are open to all from 08.00-18.00 Mon-Friday excluding University and public holidays. Access by ID card is available from 06.00-23.00. Buildings are to be clear by 23.00 and remain so until 06.00 (Closure Period) unless you have particular need which must be approved by your Head of Academic Unit.

Out-of-Hours Policy

The Out-of-Hours Policy covers the Closure Period from 11.00pm through to 6.00am the following day and applies to every day of the year, including weekends and Public Holidays. You must have received approval to work during the closure period from your Head of Academic Unit and this must be documented using Form 1.5 available from the here.

Further information

All H&S resources are maintained on the FSHS H&S SharePoint site. The H&S Handbook aims to link all resources together and should be your first point of reference.

Contact Information

A staff member's primary contact should be their line manager or supervisor. However, the following contacts may be used if necessary, especially for general enquiries:

Faculty Health and Safety Team (Social, Human & Mathematical Sciences) – fshssafety@soton.ac.uk				
Pete Dargie	Faculty Health and Safety Officer	44/3011	x24513	P.G.Dargie@soton.ac.uk
Health and Safety Directorate	Please contact central H&S if local contacts (above) are not available	26 University Road	x23277	hs@soton.ac.uk
Security – Central Control Room (CCR)				
CCR	3311 (Emergency) 023 8059 3311	22811 (Enquiries) 023 8059 2811		unicc@soton.ac.uk
Estates and Facilities (Problems with power, lighting, heating or water supply)				
Estates and Facilities	Helpdesk	27474		Non urgent items should be reported using Planon Self

			Service (SUSSED home page > Personal Links).

Assembly points

Building	Assembly point
B32 (Education)	Plaza area at south of B32 (University library end).
B34 (Education)	Area around flag pole in front of University library.
B39 (S3RI)	Car park in front of B54
B44 (Geography / Psychology)	Grassed area in front of University Health Service Building (North end of Physics building).
B44a (Psychology)	Car park in front of B44 (Shackleton)
44 Chamberlain Rd (Psychology)	Car park in front of B44 (Shackleton)
B54 & B56 (Mathematics)	Grassed area adjacent to Turner Sims Concert Hall
B58 (Social Science)	Grassed area in front of University Health Service Building (North end of Physics building).
Other buildings	Check the emergency information that should be displayed on a noticeboard in teaching rooms.

Map images showing the location of the above assembly points may be found in Annex 7 of the Faculty H&S Handbook .

Students Undertaking Trips or Research with Increased Risks (including lone working)

All students will be required to undertake a compulsory on-line Risk Assessment Training course, details of which will be sent to you.

It is vitally important that students are familiar with the Risk assessment procedures and forms on the new Health and Safety Directorate website.

Students whose studies may include any 'lone working' activities must complete a Risk Assessment.

Students planning any trip outside the University in connection with their research must familiarize themselves with the guidance and complete a Risk Assessment Form.

The supervisor must approve and sign this. Completed forms must be returned to the Faculty Graduate School office.

If a student is to carry out research that is likely to involve increased risks or hazards, this must be discussed with the Supervisor in conjunction with the Faculty Health and Safety team – contact details above.

Providing that a risk assessment has been completed, research students are automatically insured by the University for travel. Please see the Insurance FAQs on the University Finance website if you are unsure what to do. Details of the cover provided are specified here. Please ensure that you read and understand this information fully before you undertake any research trips.

Risk assessment

Your supervisor(s) and laboratory managers will give specific training in completion of risk assessments and Chemical Risk Assessment (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 06.00).

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.

Fitness to practise
A programme of study which requires a student to undertake practical training in a quasi-professional role in relation to patients, clients, service users or the general public or where the qualification provides a direct licence to practise will be governed by a requirement that the student demonstrates their fitness to practise.

PROFESSIONAL DEVELPOMENT

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 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

The training directory can be found here and courses are bookable through GradBook

Guidance on using Gradbook can be found here.

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 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
Please see FSHMS Gradschool website

Seminars
Please see FSHMS Gradschool website

STUDENT SUPPORT

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.

Faculty Graduate School is also a rich interdisciplinary community of PGRs and we encourage you to share in our Twitter conversations and Faculty events such as student conferences.

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 Students' 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 ensure who to contact, the **Postgraduate Research Officer** is always available to help you direct your query to the right place.

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                    ┌────────────────────────────────────┐
                    │  Postgraduate Research Officer       │
                    │                                      │
                    │  pgrofficer@unionsouthampton.org     │
                    └────────────────────────────────────┘
```

Academic Quality Officer	Welfare Officer	Community Engagement Officer	Training & Development Officer
pgraqo@soton.ac.uk	pgrwel@soton.ac.uk	**pgrceo@soton.ac.uk**	pgrtdo@soton.ac.uk
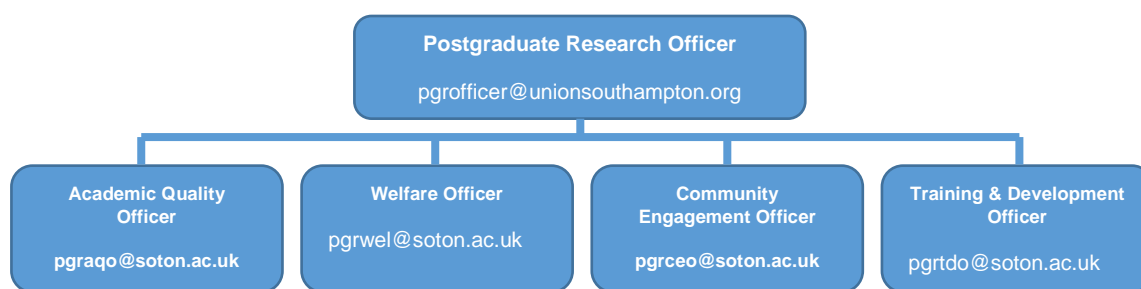
Faculty representation

Each AU/Doctoral Programme cohort may elect representatives to staff-student liaison groups at AU/Doctoral Programme level. Issues which cannot be resolved at these groups may be raised by student representatives at the Faculty Graduate School Advisory Group (FGSAG) and if needs be at the Faculty Research and Enterprise Advisory Group (FREAG) or Faculty Programmes Committee (FPC). There are seats for student representatives of

Doctoral Programmes on the three main Faculty committees/advisory groups.

The dates of the meetings can be found [here](#).

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.

We also provide information to help academic or other staff understand the difficulties faced by students with SpLDs and guidance on inclusive strategies to ensure teaching and learning are accessible to all students.

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.

SUPERVISORS

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.

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.

YOUR RESEARCH PROGRAMME

Regulations and Code of Practice

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 use PGR Tracker. The Graduate School Office are happy to give one-to-one or small group tutorials (please contact your designated Administrator to arrange). An on-line familiarisation tool is also available.

CRITERIA FOR THE AWARD OF MPHIL AND PhD

The criteria for the award of MPhil and PhD are listed in paragraphs 3-7 the Code of Practice for Research Candidature and Supervision. These are cited from Part A of the UK Quality Code for Higher Education: The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies, November 2014.

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, every three months, with your first report submitted from month 4 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.

Activity reports should include

- number of supervisions since last activity report
- achievements since last report
- challenges resolved or ongoing
- current focus of work

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

In all cases, the 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 PhD programmes

Standard Programmes	Full time			Part Time		
Academic Needs Analysis	Months 1-3			Months 1-3		
	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 end of month 12	Months 17-20	Months 18-21	Before end of month 24
Second Progression Review (Confirmation)	Months 17-20	Months 18-21	Before end of month 24	Months 29-41	Months 30-42	Before end of month 48
Third Progression Review	Months 29-32	Months 30-33	Before end of month 36	Months 60-65	Months 61-66	Before end of month 72

*The submission deadline for second attempts will be set in the action plan following your first attempt.
NOTE TO PART-TIME STUDENTS: all students must have a review at least annually. Therefore, between formal progression milestones, interim reviews will be applied to part-time students.

Progression Review submission and decision windows for iPhD programmes

iPhD Programmes	Full time			Part Time		
Academic Needs Analysis	Months 13-15			Months 25-18		
	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 end of month 24	Months 38-41	Months 39-42	Before end of month 45
Second Progression Review (Confirmation)	Months 29-32	Months 30-33	Before end of month 36	Months 49-59	Months 50-60	Before end of month 65
Third Progression Review	Months 41-44	Months 42-45	Before end of month 48	Months 75-80	Months 76-81	Before end of month 86

*The submission deadline for second attempts will be set in the action plan following your first attempt.
NOTE TO PART-TIME STUDENTS: all students must have a review at least annually. Therefore, between formal progression milestones, interim reviews will be applied to part-time students.

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 of requirements in your Faculty are stated below.

<table>
<tr><td colspan="2" align="center">Academic Needs Analysis</td></tr>
<tr><td colspan="2">

An Academic Needs Analysis (ANA) must be conducted when you start your studies. This involves you in discussing your needs with your supervisory team. You are required to make a formal record of this on PGR Tracker by the end of month 3 (whether you are full-time or part-time). The ANA includes identifying the training necessary for successful completion of the programme, but should also address other ways of addressing skills gaps. (There is Gradbook training available on making the ANA work for you.) Some of the training may be required by the Doctoral Programme, some may be required by the supervisory team, and some may relate to your own personal needs. If there are any problems encountered in accessing the training resources or facilities you have identified this should be indicated in this report and appropriate action taken. You can also pass on needs for training not yet provided on Gradbook or by the Faculty to your student representative to bring to the attention of FGSAG.

A statement concerning whether ethics approval is required (and/or has been obtained) must also be included in the ANA. Ethical approval can be applied for through the online system ERGO.

The ANA is an ongoing process and you should review your needs as and when necessary as well as at the formal progression milestones. It is likely that your needs will change as you progress through your studies and research and this must be documented formally.

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<table>
<tr><td colspan="2" align="center">Quarterly Activity Report</td></tr>
<tr><td colspan="2">

You are responsible for keeping a record of your supervision meetings and the decisions made therein. It can be helpful to send brief notes of these to your supervisor as a shared record and to allow any misunderstandings to be clarified. Your formal responsibility though is to record on PGR Tracker a record of your activity, including the number and focus of supervisions, on a quarterly basis (four times per year). This will also help you in preparing for your formal progression reviews.

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<table>
<tr><td colspan="2" align="center">1st Progression Review</td></tr>
<tr><td align="center">Criteria</td><td align="center">Submission Requirement</td></tr>
<tr><td>

The Progression Review Panel must satisfy themselves that the student:
- 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 allowable registration period;
- has defined the preliminary objectives and scope of the research project adequately;

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Either
A written report that:
- defines the aims and objectives of the research project;
- describes how the proposed research relates to other work in the area;
- presents the work that has been carried out to date;
- justifies the chosen research methodology;
- presents a plan for progression to confirmation.

Or, for PhDs based on 3 paper thesis:

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</table>

• has made an appropriate survey of the relevant literature and demonstrated an ability to make critical evaluation of published work; • has acquired an adequate knowledge and understanding of applicable research methods, and provided a justification of their appropriateness in the research • has begun discussing the ethical implications of their research with their supervisory team and can articulate how these are incorporated into their research plans • has initiated the required ethical approval procedures, and addressed any conditions of ethical approval as appropriate at this stage of research	• One report that summarises the training carried out including discussion of progress; • A draft of a first research paper (that clearly states the aims and objectives of the study, places the idea/contribution in the literature, provides a comprehensive literature review, includes a clear discussion of the methodology (ideally, the draft should also discuss the potential implementation of an empirical application/lab experiment if suitable for the specific research project) and discussion of data availability/construction.

Confirmation of registration for PhD

Criteria	*Submission Requirement*
The Confirmation Panel must satisfy themselves that the student has demonstrated 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.	**Either:** An interim thesis of 25,000-35,000 words that includes: • an overview of the research problem and rationale for the project; • a substantial literature review; • a well-developed plan for fieldwork and data analysis (if applicable) **Or, for PhDs based on 3 paper thesis:** • A final version of the first research paper (which after polishing/revisions can be submitted to a reputable international journal in the discipline i.e. containing complete analysis and discussion of data/experiments (if empirically based) or discussion of the theory presented (if theory based); • An outline/draft of a second research paper (as above)

3rd Progression Review

Criteria	*Submission Requirement*

| The Progression Review Panel must satisfy themselves that the student:
• has made satisfactory progress to date;
• has developed an adequately detailed plan of work and is on track to enable the research degree to be completed within the allowable registration period; | **Either:**
A written report that:
• outlines the thesis structure;
• summarises work that has been carried out to date including the new material added to the interim thesis since the confirmation;
• summarises work still to be done;
• outlines a plan for submission of the thesis.

Or, for PhDs based on 3 paper thesis:
• An advanced version of a second research paper. The version should also contain preliminary results of the study and be in a state such that after three more months of work it can be considered as a final research paper;
• A draft of a third research paper. |

Interim Progression Reviews	
Criteria	*Submission Requirement*
The Progression Review Panel must satisfy themselves that the student: • has made satisfactory progress to date; • has developed an adequately detailed plan of work for next progression review; • is on track to enable the research degree to be completed within the allowable registration period.	A written report which: • presents the work that has been carried out to date; • presents a plan for the next stage of the PhD; • outlines a plan for submission of the thesis (as applicable).

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

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. 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.

Progression Review submission and decision windows for standard MPhil/PhD programmes (programme commencement 1 August 2015 to 30 July 2016)

Standard Programmes	Full time			Part Time		
Academic Needs Analysis	Months 1-3			Months 1-3		
	Student Submission	Outcome decision deadline		Student Submission	Outcome decision deadline	
Year 1 Progress Review	Month 9	Before end of month 12		Month 9	Before end of month 12	
Year 2 Progress Review	See Upgrade below	See Upgrade below		Month 21	Before end of month 24	
	Student Submission	First attempt decision	Second attempt decision *	Student Submission	First attempt decision	Second attempt decision *
Upgrade	Months 17-20	Months 18-21	Before end of month 24	Months 29-41	Months 30-42	Before end of month 48
Year 3 Progress Review	Month 33	Before end of month 36		Month 33**	Before end of month 36	
Year 4 Progress Review				Month 45***	Before end of month 48	
Year 5-7 Progress Reviews					Annually from months 48-84	

*The submission deadline for second attempts will be set in the action plan following your first attempt.
** If Upgrade has not been completed between months 24-36
*** If upgrade has not been completed between months 36-48

Progression Review submission and decision windows for iPhD (programmes (programme commencement 1 August 2015 to 30 July 2016)

iPhD Programmes	Full time			Part Time		
Academic Needs Analysis	*Months 13-15*			*Months 25-28*		
	Student Submission	*Outcome decision deadline*		*Student Submission*	*Outcome decision deadline*	
Year 1 (PhD) Progress Review	*Month 21*	*Before end of month 24*		*Month 33*	*Before end of month 36*	
Year 2 (PhD) Progress Review	*See Upgrade below*	*See Upgrade below*		*Month 45*	*Before end of month 48*	
	Student Submission	*First attempt decision*	*Second attempt decision ***	*Student Submission*	*First attempt decision*	*Second attempt decision ***
Upgrade	*Months 29-32*	*Months 30-33*	*Before end of month 36*	*Months 49-59*	*Months 50-60*	*Before end of month 65*
	Student Submission	*Outcome decision deadline*		*Student Submission*	*Outcome decision deadline*	
Year 3 (PhD) Progress Review	*Month 45*	*Before end of month 48*		*Month 57***	*Before end of month 60*	
Year 4 (PhD) Progress Review				*Month 69****	*Before end of month 72*	
Year 5-7 (PhD) Progress Reviews					*Annually from months 72-108*	

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

** If Upgrade has not been completed between months 48-60

*** If upgrade has not been completed between months 60-72

Progression Review submission and decision windows for standard MPhil/PhD programmes (programme commencement prior to 1 August 2015)

Standard Programmes	Full time	
	Student Submission	Final Decision
Academic Needs Analysis	Months 1-3	
Annual Progress Review Year 1	Months 9	Month 12
Annual Progress Review Year 2	Month 21	Month 24
Annual Progress Review Year 3	Month 33	Month 36
Annual Progress Review Year 4 (if not submitted)	Month 45	Month 48
Upgrade to PhD	Month 39 (at the latest)	Month 42 (at the latest)

Standard Programmes	Part-time	
	Student Submission	Final Decision
Academic Needs Analysis	Months 1-3	
Annual Progress Review Year 1	Months 9	Month 12
Annual Progress Review Year 2	Month 21	Month 24
Annual Progress Review Year 3	Month 33	Month 36
Annual Progress Review Year 4	Month 45	Month 48
Annual Progress Review Year 5	Month 57	Month 60
Annual Progress Review Year 6	Month 69	Month 72
Annual Progress Review Year 7 (if not submitted)	Month 81	Month 84
Upgrade to PhD	Month 75 (at the latest)	Month 78 (at the latest)

Confirmation of PhD status/Upgrade (transfer) 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

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. 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.

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
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.

You 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 (transfer) from MPhil to PhD, are detailed in the [Quality Handbook](#). However, the precise requirements can vary by Faculty and for our Faculty they are included in the tables above.

You 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. If you are concerned about your entitlement to remain in the UK following a failure to progress you 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.

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.

Faculty policy on referencing and academic writing
Please refer to the Appendix for your Programme.

You might find the following guidance on writing to be useful in terms of presenting a case that is sensitive and courteous in the language used. The Faculty encourages all students to think carefully about the impact of the words they use. The University has a Dignity at Work and Study Code has guidance to aid your understanding of what is appropriate and inappropriate in your interactions with people generally within the University and in activities outside of it. The use of gender-neutral language means avoiding use of exclusively male terms which may convey the impression that the world in general is inhabited primarily by men; women are effectively excluded. When reference to both sexes is intended a large number of nouns use the suffix 'man' thereby excluding women from the picture we present of the world. These should be replaced by non-sex-referent alternatives. Some examples are given below:

Gender-specific	Gender-neutral
the man in the street	people in general
lay man	lay person
man-made	synthetic, artificial
chairman	Chair, chair person
man power	workforce, staff labour power
to a man	everyone, unanimously
man hours	work hours
one man show	one person show

policeman, fireman	police officer, fire fighter
forefathers	ancestors
dear sir	dear sir/madam, dear colleague
housewife	home maker, home worker

The generic 'he' should be avoided; it is better to use he/she or s/he, or change the sentence to use the plural 'they'.

Many words and phrases in current use patronise and offend people with disabilities and reinforce a negative stereotype; some care and thought will ensure a more positive and accurate use of language. Emotive descriptions should be avoided. For example

Avoid	**Use**
victim of/crippled by/suffering from	a person who has/with
wheelchair bound	uses a wheelchair
handicapped	disabled
mental handicap	learning difficulty/ intellectual disability

People should not be labelled with the condition they have: the description 'a person with arthritis' is to be preferred to 'an arthritic'. It is also sensitive to avoid deficit-oriented metaphors of disability e.g. 'blind to reason' 'deaf to arguments'.

It is difficult to be definitive about language for different ethnic groups but it is essential that appropriate language is used to avoid offence, discouragement or needless conflict. Some broad general principles are:

1.   Using pejorative and demeaning language is unacceptable.

2.   People should not be stereotyped according to ready-made assumptions.

3.   Ethnocentric ideas should be avoided.

4.   Terms used to describe people of different races or ethnic groups should, as far as possible, be the terms that they prefer.

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.

Journal Paper Submission

Publishing journal papers may be central to your PhD submission or an addition to it. Your supervisor will be able to advise you on the possibility of publishing parts of your thesis in appropriate academic journals if you have the time to do so. In some cases, it may be appropriate for you to publish co-authored papers with your supervisor (or others). Co-authorship is not a right for supervisors nor is there any informal etiquette which sees co-authorship on every occasion as an expectation. No presumption should exist about authorship and in every case a decision should be made on a genuine assessment of the

contribution of both the research student and supervisor. It may help to refer to conventions used by academic journals or disciplines in assessing whether contribution to the production of a paper is sufficient to justify ownership. The guidance here may also be useful.

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. It is general policy in our Faculty to use Independent Chairs for PhD vivas. Their role is to be an independent observer and manager of the meeting, and to ensure that procedures are followed properly to enable a process that is rigorous, fair, reliable and consistent.

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.

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.

A student who is suspected of having committed a breach of academic integrity, including assisting another student to commit or attempt to commit such a breach, shall be subject to the implementation of academic procedures as detailed in the University's Breaches of academic integrity include such practices as plagiarism, collusion and cheating

A student who is found to have committed a breach of academic integrity will incur a penalty in accordance with the penalty guidelines listed in the University policy on Academic Integrity . The severest breaches may result in the reduction of class of degree award, deprivation of a University qualification, termination of programme and/or the implementation of disciplinary procedures.

Doctoral Programmes should provide you with more information on acceptable forms of referencing, pertinent to the discipline.

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.

Principles of ethical research include the expectation that studies are undertaken with integrity, quality and transparency. Participants in research must be fully informed about the research and participate voluntarily. They need to know what will happen with the information they provide, and that they can withdraw from the study subsequently (wherever possible). Risks from participation in research must be explained and minimised. Participants' anonymity and/or confidentiality should be protected, for example by removing information that could be used to identify them and by storing confidential information securely.

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.

Obtaining ethics approval

All research on human participants, their tissue or data requires ethical approval via the University's Ethics and Research Governance Online (ERGO) system (www.ergo.soton.ac.uk). This includes, but is not limited to, studies of the following kind:

- analysis of existing secondary data at an individual level, even where such data have been anonymised and/or the datasets exist in the public domain;
- collection of data using questionnaires and online surveys;
- collection of data using interviews, observations, focus group discussions or similar qualitative approaches; and
- experiments involving human participants.

Research on animals is governed by separate procedures.

The University believes that ethical issues should be interpreted broadly and that ethics approval might also be needed for research where other factors could be present including:

- a risk of damage to the environment;
- political or social sensitivity; and
- impact on culture and cultural heritage.

If you are in doubt about whether the research for your dissertation requires ethical approval, please contact your divisional 'ethics champion', or a member of the Faculty Ethics Committee via risethic@soton.ac.uk.

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 (e.g. National Research Ethics System, NRES). Where ethics review is required, ethics approval must be sought *prior* to commencing a research project; ethical review cannot be undertaken retrospectively.

To obtain ethical approval for your research, please apply via the ERGO system (www.ergo.soton.ac.uk). Detailed guidance on how to apply and what documents to upload can be found on the Researcher Portal (https://intranet.soton.ac.uk/sites/researcherportal/) and in the useful guidance under the Downloads section on the ERGO page.

Please note that the University does not permit mass emailing for the recruitment of research participants.

Your supervisor will need to approve your ethics application before it is reviewed by the Faculty Ethics Committee. There are no submission deadlines; instead applications are reviewed on a rolling basis. You can expect a decision within 10 working days. Please allow extra time in case you are asked for revisions. **You must not begin your research before you have obtained approval via ERGO!** Retrospective approval is never granted. Note that you will be prompted about research ethics on PGR Tracker.

Failure to obtain ethics approval or to comply with the University's Ethics Policy will be investigated under the University's regulations governing Academic Integrity (http://www.calendar.soton.ac.uk/sectionIV/academic-integrity-regs.html).

For more information visit:

- Research Integrity and governance webpages
- Ethics policy
- Researcher Portal
- Ethics and Research Governance Online – ERGO

You can email the Faculty Ethics Committee via risethic@soton.ac.uk and the Research Integrity and Governance team on rgoinfo@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.

Where appropriate you should also seek higher level and/or tailored training on research ethics and the use of ERGO, the University's electronic document-handling system for obtaining ethical approval. (The ERGO website includes a wealth of guidance documentation under the downloads section and the Research Portal has a dedicated section on ethics.) Your supervisor and Faculty Graduate School will also be able to advise further on available training and guidance.

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.

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](#).

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.

Additional costs

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

Faculty finance contacts and location

Please see [Graduate School Website](#)

Research Training Support Grant (RTSG)

The RTSG* (£750 per annum for three years for full-time students, from year two for IPhD students, pro-rata for part-time students) can be used to meet the following costs and expenses incurred by award-holders during the course of their supervised studies:

- UK fieldwork expenses (and overseas on specific request);
- 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

In exceptional circumstances, we may consider requests to purchase a laptop or other computer equipment from the RTSG allowance. This must be justified based on the nature of the research and as being essential for the successful completion of the PhD, and a statement of support from your supervisor is required prior to any purchase of such equipment. In these instances, any equipment purchased in excess of £200 should remain in the custody of the University of Southampton following completion of the award.

On specific request, unspent funds may be carried forward to academic years (the above limits apply) but any unspent funds will be frozen on submission of PhD, and returned to the Academic Unit to be redistributed for future years.

All computer and related equipment must be purchased via an e-mail request to Serviceline (Serviceline@soton.ac.uk), who will order the equipment on your behalf from approved University suppliers.

You may not buy any computer or related equipment yourself and claim it back.

See instructions on: https://intranet.soton.ac.uk/sites/finance/wiki/Homepage.aspx

If you have queries about purchasing items using your RTSG allowance and for travel claim forms and advice on how to claim **please contact the Finance Office**. In all cases, original receipts or tickets are required to support the claim. Please collect travel and requisition claim forms from Building 58 or alternatively they can be found on the Finance website.

Students should familiarise themselves with the full Expenses & Benefits manual to ensure they are spending within University terms and conditions:

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.

*Students on the Taught Doctorates in Psychology have a programme specific allocation. Please refer to your Programme Specific Handbook

PLEASE NOTE: RTSG CAN BE APPLIED FOR UP TO THE SUBMISSION OF YOUR THESIS. ANY UNSPENT RTSG UPON SUBMISSION WILL BE RETURNED TO THE CENTRAL RTSG POT. RTSG CANNOT BE CLAIMED FOR ACTIVITIES THAT WILL OCCUR AFTER SUBMISSION.

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

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](#).

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.

Events are currently being added all the time and can be viewed and booked [here](#).

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).

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.

A FINAL COMMENT

As anyone who has ever undertaken one will tell you, getting a postgraduate research degree involves a lot of hard work. Determination and perseverance are as necessary as intelligence and bright ideas. What the Faculty of Social, Human and Mathematical Sciences tries to do is provide an encouraging and supportive environment, and to make the process of supervision as friendly and constructive as possible. In the end, however, no higher degree is gained without a great deal of effort on your part. When you do run into difficulties, your supervisor and other members of your supervisory team will usually be able to help. But remember there are other staff and postgraduate students in the Faculty who have probably been through many of the same problems, so talk to them too. You can take some encouragement from the success of previous students. If they can do it, so can you!

Postgraduate Research Student Handbook

Social Sciences

PhD Economics

IPhD Economics
(to be read in conjunction with MSc Handbook and Programme Specification)

PhD Gerontology

PhD Politics

PhD Social Statistics and Demography

PhD Sociology, Social Policy and Criminology

This information is designed to be a specific guide for your postgraduate research within the Social Sciences Academic Unit.

The Head of the Social Sciences Academic Unit is Professor Derek McGhee (d.p.mcghee@soton.ac.uk) and the Director of Research and Enterprise, responsible for your induction to the Academic Unit and overseeing postgraduate research progress in the AU, is Professor Rosalind Edwards (r.s.edwards@soton.ac.uk). They welcome your comments.

Choice of Research Topic
Social Sciences will only accept a research student for whom it can provide suitable supervision and appropriate facilities. This will have been considered at the time of your application. Often, the initial proposal a student makes is altered quite substantially as the research progresses. This is part and parcel of the creative process. However, such changes must have the agreement and support of the supervisor and the supervisory team. For everyone's sake it is important that the supervisor can continue to offer appropriate supervision and that the facilities required by the project - including access to whatever data are necessary for the conduct of the research and appropriate means of analysis - are available.

Research Seminars
Each Department within the Social Sciences runs a Research Seminar series with internal and external speakers, and you are very welcome to attend seminars in other disciplines as well as your own. Details are circulated via the Departmental and AU email lists. You are also most welcome to attend any research seminar organised anywhere in the University.

Research Training in Social Sciences

Social Sciences provide a number of programmes which are recognised for the provision of research training in their respective disciplines and by the Economic and Social Research Council. Students also will be expected to attend appropriate courses or workshops provided for professional development. Arrangements for research training in subsequent years will be agreed with your supervisory team and approved as part of the annual review process.

Objectives of Research Training

The principal aims of research training are to:

i. facilitate the preparation and successful completion of your postgraduate thesis;

ii. prepare you for research within the social sciences, so that you become conversant with key research methods in social science;

iii. develop your critical awareness of, and your capacity to evaluate, the complexity of theories and explanations in social science;

iv. give you knowledge of the basic principles of research strategy and design so that you can formulate researchable issues and construct effective research programmes;

v. help you to identify and develop appropriate methodological skills to enable you to carry out your research;

vi. help you develop the wider skills required for your future involvement with research activity and career development;

vii. provide you with access to expertise from outside your immediate disciplinary group; and

viii. create a forum of peers so that you can discuss issues relating to postgraduate research and provide mutual support.

At the outset of your studies you will discuss your individual training requirements with your supervisor and supervisory team and together reach an agreement about the training modules which should be followed. Your training programme will depend upon your discipline, the subject and nature of research, and your experience of research methodologies. You will need to take into account which modules are compulsory for students in your discipline area. A typical full-time students will take the majority of their research training modules in year 1, but it is expected that this training will continue into future years, drawing on subject-specific activities as well as those provided by the Researcher Development and Graduate Centre. Part-time students will usually spread their research training over a longer period, depending on their specific needs, prior experience, etc. Please take timetabling constraints into account when planning your pathway through the modules available.

Programme Research Training Schemes within Social Sciences

Each Postgraduate Research Course organises its own training programmes, reflecting the needs and prior experience of the individual students. Your personal training programme will be arranged in the light of this. Details of the specific arrangements made for students in individual programmes can be found at:
http://www.southampton.ac.uk/socsci/postgraduate/research_degrees/courses.page?

A number of programmes run research training modules which, while primarily intended for students on those programmes, may be available to other students on the recommendation of their supervisor and with the agreement of the programme concerned. **If you wish to attend one of these modules or any others within the Academic Unit,**

Faculty or University, please check with the convenor of the module concerned before registering.

Details may be found in the Student Record System Self Service Programme Catalogue.

These modules are listed below and details are available via the website:

Economics
The following modules may be available and of interest to students outside Economics, subject to the required pre-requisites:

ECON6001	Preliminary Mathematics and Statistics
ECON6003	Quantitative Economics
ECON6004	Quantitative Methods
ECON6007	Labour Economics
ECON6008	Industrial Economics
ECON6015	Finance
ECON6016	International Trade
ECON6017	Economic Policy in Development
ECON6021	Microeconomics
ECON6023	Macroeconomics
ECON6024	Econometrics I
ECON6025	Topics in Economic Theory
ECON6032	Topics in Macroeconomics
ECON6037	Experimental Economics
ECON6039	Empirical Finance

Please see the Economics postgraduate study webpage for details.

Gerontology
The following modules are available to students from outside Gerontology:

GERO6017   Research Methods for Ageing Societies (semester 1)
GERO6018   Perspectives in Gerontology (semester 1)
GERO6019   Demographic Change, Ageing and Globalisation (semester 2)
GERO6020   Ageing, Health and Well-being (semester 2)

Please see the Ageing/Gerontology postgraduate study webpage for details:
http://www.southampton.ac.uk/socsci/postgraduate/taught_courses/ageing.page?

Politics and International Relations
The following modules may be available to students from outside Politics:

RESM6001   Philosophy of Social Science Research
RESM6002   Research Design and Practice
PAIR6001   Global Politics and International Relations

Please see the Politics and International Relations postgraduate study webpages for details:

Research Methods
The following research methods modules may be available to students in Social Sciences:

RESM6001   Philosophy of Social Science Research
RESM6002   Research Design and Practice
RESM6003   Qualitative Methods 1
RESM6004   Quantitative Methods 1

RESM6005   Survey Design
RESM6006   Qualitative Methods 2
RESM6007   Quantitative Methods 2

Details may be found at the [ESRC SCDTP webpage](#). You are welcome to attend these even if you are not an ESRC-funded student.

Social Statistics and Demography

The following modules are likely to be of interest to students outside social statistics:

DEMO6020   Demographic Methods I (Semester1)
STAT6076   Survey Data Analysis (Semester1)
STAT6086   Survey Methods I (Semester 1)
STAT6085   Design and statistical analysis of surveys (Semester 1)

Other modules may be available if students require training in more detailed aspects of statistics or demography. Please see the [Social Statistics and Demography webpages](#) for details.

Geography and Environment

Postgraduate Research Student Handbook

Welcome from the Doctoral Programme Director

It is with great pleasure that we welcome all new postgraduates to the Geography and Environment Academic Unit (GEAU) at the University of Southampton. We hope that you will have a memorable and enjoyable time here. We also welcome back all our existing students at the beginning of the new academic year; keep up the good work!

Embarking on a postgraduate degree is exciting and challenging. However it can also be a daunting experience for many reasons: the time commitment, the intellectual challenge; new surroundings, and the uncertainty – which often stems from not having done a PhD before! We hope that your Induction and this guidance document can at least address the latter concern.

During your PhD formal support will come from the Graduate School as well as your supervisor and other members of your supervisory team. For many post-graduate students support is provided by other postgraduate students. Being part of a large and thriving Graduate School and knowing that others around you are sharing your experience (the highs and the lows) is important.

Prof. Paul Hughes, Doctoral Programme Director, Geography and Environment

Welcome from the Head of Geography and Environment

Welcome to Geography and Environment, and to our postgraduate handbook. Whether you are a new or a returning student, we hope that you will find this a valuable resource to enable you to make the most of the opportunities and facilities that we offer. The Academic Unit prides itself on being one of the leading research and teaching geography departments in the UK, and aspires to be among the best in the world. We are a large community, comprising over 60 staff, 600 undergraduate students and 80 PGR students.

Postgraduate students are an essential part of the Academic Unit community, providing energy and new ideas, which are the lifeblood of a leading research department. Being a postgraduate can be immensely rewarding - you have freedom to explore your own ideas, you can discover things not known previously, you play out your research on an international stage, you can publish in the world's leading journals, and your future career options can be enhanced. Nevertheless, being a postgraduate student is challenging and requires extremely hard work. You can sometimes feel isolated, not least because your research plan is yours alone. Fortunately, the Academic Unit puts in place several support mechanisms as detailed in this handbook. For example, as this handbook explains, each student has a supervisory team that provides a formalised system for ensuring supervisory support. Further, the Academic Unit has a large Graduate School of around 60 students and this helps to provide a support network. Please do engage with other students - it will help you (and them) during your studies.

Please take the time to read this handbook and related documents, and consult them often during the year. They contain a synopsis of some important University rules and regulations, explain what we expect of you, and set out what you can expect of us. They also guide you regarding where best to seek help in case of any difficulties.

As the Head of Academic Unit, I am very keen that you enjoy your time in Southampton while taking the first steps in your research careers. For most purposes, your first ports of call will be your supervisors, the Faculty Graduate School Office and the Director of the Graduate School, but please don't hesitate to get in touch with us in any situation where I may be able to assist. Aim high and have fun!

Professor Pete Langdon

Introduction to the Geography and the Environment Graduate School
The Geography and Environment Graduate School was formally established in 1995, building on a tradition of postgraduate supervision going back over 50 years. Its main purposes are to support and enhance graduate research, and to improve the quality of graduate education. The Graduate School is part of Geography and Environment, which provides and facilitates education and research in Geography and Environment within the University of Southampton. The Graduate School implements policies and procedures that relate to postgraduate students and postgraduate research and provides the administrative support necessary for postgraduate students to negotiate their way through the academic system and obtain their degrees.

The primary aim of postgraduate work is the research training of the student and the production of a thesis, which advances knowledge. The PhD thesis is a tangible demonstration that a given level of research skill has been achieved, so that the prompt submission of a thesis is regarded both by the Academic Unit and by funding institutions as an essential component in the training process. The research requirements, suggested research timetable, and postgraduate supervision system described here are, consequently, all geared to encouraging thesis completion within the funded project duration.

Geography Graduate School Staff and Key Personnel

Name	Title	Room Tel Email	Will help you with:
Paul Hughes (S2)	Doctoral Programme Director	44/2032 X22489 paul.hughes@soton.ac.uk	Academic issues, policy, grievances
Julie Drewitt	Senior Administrative Officer (Graduate School)	58/2111 x22216 Geog-mpgr.fshms@soton.ac.uk	General matters of reporting, progression & all administrative matters relating to your studies etc.
Peter Dargie	Health and Safety Officer	44/3011 x 24513 p.g.dargie@soton.ac.uk	Health and safety/Fire warden/Risk assessments
Peter Morgan	Technician/ health and safety officer	44/1017 x 24673 p.r.morgan@soton.ac.uk	Laboratory suite and technical support
Dorothy Byatt	Librarian	Library X22791 drb@soton.ac.uk	Library enquiries

Contacting Geography and Environment

By post: Geography and Environment
Graduate School 58/2111
University of Southampton
Highfield
Southampton
SO17 1BJ

By phone: +44 (0) 2380 592216 (internal 2216)

By email: geogpgr.fshms@southampton.ac.uk

If you know who you want to get hold of in the School, it is usually best to contact them directly. Room numbers, phone numbers and email addresses for all the key staff are kept up to date on the website.

Annual Postgraduate Conference

This compulsory annual event provides the opportunity for all postgraduates to give oral presentations to staff and students, and to receive feedback. It is one of the mandatory training activities. This year's conference will take place in Shackleton Lecture Theatre A (*to be confirmed*) in mid-June.

The conference, which is advertised across the University of Southampton, showcases the exciting research carried out by postgraduates within Geography and Environment. It is a great opportunity to learn about the investigations being undertaken across the five research groups (see Section 12.1) and to give the presenters encouragement and support.

First years students are required to produce posters, whilst the second and third years make presentations. Each oral presenter has 15 minutes for their talk plus five minutes for questions. The presentations and posters are an integral part of the postgraduate training programme and two members of staff will therefore make notes on each talk or poster as the basis for formal feedback. There will also be the opportunity for peer review of posters and talks.

The posters will be on display in and around the *undercroft* (the area adjacent to the Graduate Student Hub in Building 44, Level 1) throughout the conference, and a formal session for feedback will be arranged.

Tea, coffee and lunch are provided.

Postgraduates can invite a speaker to this event – resources will be provided by the Faculty Graduate School for this – however organization of the conference and the speaker is the responsibility of the PGRs.

Research in Geography and the Environment

Research Groups

Research in Geography and Environment at Southampton is focused around five themes. These inevitably reflect shifting staff interests but are defined in sympathy with international research priorities so as to permit a significant contribution to high profile debates. Your research will be allied to staff in these groups and as such you will be linked to the Research Group of your main supervisor. However you may attend other research group meetings if you feel this is helpful for your research. The five themes are described as follows.

Population, Health and Wellbeing (PHeW)

Theme Leader: Professor David Martin
Members: Dr Samantha Cockings, Dr Nathaniel Lewis, Professor Graham Moon, Dr Andrew Power, Dr Andy Tatem, Dr Julie Vullnetari, Dr Eleanor Wilkinson, Dr Jim Wright

The Population, Health and Wellbeing (PHeW) Research Group offers substantive expertise on population, health and wellbeing allied to excellence in GIS, spatial analysis and qualitative methodologies, and its research uses innovative approaches in these three areas. Central to the research direction of PHeW are commitments to methodological pluralism and excellence, environmental and social perspectives, and the interplay of blue-skies and applied research.

Economy, Governance and Culture

Theme Leader: Professor Peter Sunley
Members: Dr Bradley, Dr Nick Clarke, Garrett, Dr Brian Hracs, Dr Thomas Kemeny, Dr Dionysia Lambiri, Dr Nathaniel O'Grady, Dr Suzy Reimer, Dr Emma Roe, , Professor Neil Wrigley

The group's research focuses on the geographical analysis of global economic change, innovation and knowledge. It examines how economic spaces have been transformed by globalisation and how firms, labour and states are responding to the risks and opportunities of the 'post-crisis' economy. We explore how the geographical mobility of knowledge and people fosters innovation, especially in global retailing and service industries. We are also studying how socio-economic networks, inequalities and practices can be best governed and managed.

Global Environmental Change and Earth Observation (GECEO)

Theme Leader: Justin Sheffield
Members: Dr Jadu Dash, Dr James Dyke, Mr Chris Hill, Craig Hutton, Emeritus Professor Ted Milton, Dr Booker Ogutu, Dr Gareth Roberts, Dr Emma Tompkins

The group is engages in world-leading research on both environmental change and use of Earth Observation (EO) data, geostatistical tools, and process models. Its focus is the investigation of global environmental change and its impacts on society and natural resources at multiple spatial scales. Two key research areas are: i) the development and application of models and algorithms for retrieving information from a synthesis of Earth observation data (from airborne and satellite platforms) and from field instrumentation and surveys; and ii) the use of mixed methods to understand the human dimensions of environmental change. We develop geographical information systems (GIS) and computational models for environmental management and policy-decision support, as well as engage in and shape high level policy debates on food security, adapting to climate change, and water resource use.

The Palaeoenvironmental Laboratory at the UoS (PLUS)

Theme Leader: Professor Tony Brown
Members: Professor John Dearing, Professor Mary Edwards, Dr Paul Hughes, Dr Pete Langdon, Dr. Sandra Nogue

The group uses data on past environments allied with a range of modelling approaches to understand mechanisms of environmental change and to anticipate future change at a range of temporal and spatial scales. The group focuses on two critical areas: sustainable practice and management at the interface of human and natural systems, and understanding long-term climate and ecosystem dynamics, particularly in the high latitudes of both hemispheres. We are known for developing new sensors of past biodiversity and climate change. The group operates the Palaeoenvironmental Laboratory at the University of Southampton (PLUS).

Earth Surface Dynamics (ESD)

Theme Leader: Professor Jane Hart
Members: Professor Paul Carling, Professor Steve Darby, Dr Sally Hayward, Dr Jo Nield, Professor David Sear; Dr Julian Leyland

The ESD group undertakes internationally-leading geomorphological research. Our aim is to understand how land surface systems respond to past, present and future environmental

change. The fundamental processes driving change are investigated through multi-disciplinary scientific research involving field and laboratory experimentation linked to numerical prediction. We apply this knowledge to address key land management issues (soil erosion, flooding, land loss, and ecosystem degradation), and members of the group have close links with Government organisations, NGOs, managers, engineers, and industry.

Facilities in the Academic Unit

Academic Unit Resources

Travel and GEAU Vehicles (see section 14.5)

You are encouraged to attend academic conferences and training courses. UK Research Council-funded research students receive support for this and details are provided in the appropriate Research Council handbooks. You should travel by the most cost-effective method, taking into account any discounts available (e.g. Student Railcard). All students have access to the vehicles designated to support postgraduate research, but availability cannot be guaranteed. If no vehicle is available for an essential purpose and no alternative mode of transport is possible, you should consult the Head of Academic Unit.

General

Geography and Environment will try to provide the resources and support necessary for you to complete your research on time. However, resources are finite and you should not assume that the Academic Unit will be able to provide everything you may need. In consultation with your supervisor you may need to apply for additional funding, for example for higher specification computing equipment or for additional fieldwork funds.

Computer facilities

All actively registered PGR researchers are provided with access to a university workstation machine (either desktop or laptop), which is owned and maintained by the central computing service, iSolutions (x 25656 internally). Through these PCs users have access to a wide range of software, both standard (e.g. MS Office) and specialist (e.g. ArcGIS, ENVI, IDL, IMAGINE, Matlab, S-Plus, Minitab).

Geography and Environment also has a specialist Gecomputation Suite (Level 1, Room 1069), which offers 5 PCs with access to specialist software and some with larger monitors etc. Students choosing to work from home are not permitted to take desktop machines home, they must switch to laptops.

Map Library and Digimap

The Geography and Environment map library is located on level 1 of the Hartley Library and is available to all members of the University community. The library contains a comprehensive collection of topographic and specialist maps of the UK, at a range of scales, with reasonable coverage of the rest of the world. For digital maps of the UK the University subscribes to the Digimap Ordnance Survey collection and Historic Digimap (edina.ac.uk/digimap).

Photocopying

There are photocopiers at all library sites as well as in the Graduate Hub, but the photocopying service is administered by iSolutions. Please see the following website for further details: http://www.southampton.ac.uk/isolutions/students/printing/

Telephone

Access to internal and external facilities is provided. All external calls must be related to research and should be prefixed 91. A telephone is located in the lobby area of the hub and can be used for national and local calls when required. A further telephone for emergencies only is located within the Hub.

Vehicles

The Academic Unit owns two vehicles for the support of research and teaching.

Vehicle Induction

Anyone wishing to drive a GEAU vehicle needs to complete a vehicle induction. These are run periodically. Inform Peter Morgan (x24673, 44/1017, P.R.Morgan@soton.ac.uk) as soon as possible if you would like to use a GEAU vehicle to support your work.

Bookings, priority and maintenance

Vehicles are booked by using the folder in the GEAU Post-room (44/2007). In case of conflict, priority will always be given to teaching activities and those carrying bulky equipment, making journeys that cannot reasonably be undertaken by public transport, or where several members of the Academic Unit are able to travel together by car more cheaply than public transport. Academic Unit field courses will take priority over all other uses. The Academic Unit will consider hiring vehicles for essential use only when Academic Unit vehicles are unavailable. Day-to-day maintenance is undertaken by Peter Morgan who is responsible for the vehicles, and to whom all faults should be reported.

Insurance

Our vehicles are precious resources, essential to the work of many people: please take care of them. **Please note that the vehicles are strictly for use on BONA FIDE UNIVERSITY BUSINESS ONLY: inappropriate use will invalidate our insurance cover.**

Under 23 years or endorsements on drivers licence

If you are under 23 or if your driving licence shows any endorsement in excess of a single 3-point speeding penalty, inclusion within the University insurance policy is not automatic. In either case you must consult the Head of Academic Unit well before you need to drive the vehicles. Persons aged 21-23 need the explicit written permission of the Head of Academic Unit to drive university vehicles stating the specific purpose of the journey, although this does not need to be repeated on a per-trip basis. We have prepared a pro-forma for this purpose, which is held by the technician responsible for the vehicles. If you have more than 3 points on your licence, permission to drive will need to be referred by the Head of Academic Unit to the university's finance department.

Charges

At present **users are charged a mileage rate (40p/mile for 0-50 miles; 23p/mile >50 miles)**. The exception is Research Council funded students who should charge actual fuel costs incurred. All opportunities to charge vehicle use to research awards or studentships should be pursued. Please ensure that you look up the current mileage rate when you claim.

Laboratories

The **Director of Resources and Infrastructure** is **Prof Mary Edwards.** However, Geography and Environment has a suite of **laboratories** managed by **Peter Morgan.** The technicians are David Sutherland, Liam Riddy and Darius Beben. If you require laboratory and field equipment support, contact geog.labs@soton.ac.uk in the first instance. If you require geocomputational support, contact Liam Riddy.

Palaeo-Environmental and Earth Surface Process Laboratories

Teaching Laboratory

This teaching space can accommodate 35 students. It is equipped with microscopes and smart board. This is used for undergraduate practical classes and independent work on 3rd year dissertation projects (Technician David Sutherland)

Environmental Processes Laboratory

Physical Geography laboratory for research and teaching of sedimentology and geochemistry. Methods include carbon content measurement by loss on ignition, wet sieving, dry sieving, suspended solid filtering, magnetic susceptibility, soil and water chemistry. Facilities include freeze drying and cold storage (Technician David Sutherland)

Palaeo-environmental Laboratory

Postgraduate and research laboratory for palaeoenvironmental research, with binocular, petrological and biological microscopes with various interference optics and the capacity for photomicroscopy. Also equipped with scanning electron microscope with backscatter-based elemental analysis. Proxies studied include pollen, plant macrofossils, diatoms, testates and chironomids. (Technician: David Sutherland and Peter Morgan).

A range of Russian, Livingstone, Dutch, Makereth, Geocore, UWITEC and VanWalt percussion coring systems are available alongside inflatable lake coring platforms.

Chemical preparation Laboratory

The lab has three fume cabinets, including one set up for work with Hydrofluoric (HF) acid. Equipment available in this lab includes 2 centrifuges, water baths, wet and micro-mesh sieving apparatus, heater-stirrers, hot-plates and vortex mixers. (Technician: David Sutherland and Peter Morgan). RO water is available in all laboratories.

Tephra and aDNA Laboratories

Clean lab environment for preparation of samples for scanning electron microscope work and preparation of tephra (volcanic ash) samples and resin- mounted stub specimens for electron-microprobe analysis. Equipped with benchtop fume hood, laminar flow cabinet, centrifuge, microbalance bench and epi-illumination and incident reflected light microscope. Ancient DNA samples can be prepared for further analysis in a separate clean room to one side of the main laboratory (Technician: David Sutherland and Peter Morgan).

Chilworth Hydraulics Laboratory

At the Chilworth engineering building at the University Science Park there is a 6.5m flume for simulating river flows and larger outdoor flumes can be used in collaboration with Civil Engineering and Environment.

The Fish Research Facility is a purpose built suite of mesocosms designed to be used for the experimental manipulation of spawning and rearing habitat of benthic spawning fish. It could also be used in experiments requiring different environmental conditions to be manipulated for other species. The treated water is recirculated through 48 individual tanks, thus each has the same water supply. This can be manipulated prior to each tank. (Technician David Sutherland)

Environmental Sensing at Southampton (ES@S)

EXO1 Sonde: Water sensor with interchangeable probes, datalogger, GPS and wireless communications for water quality assessments.

Ground penetrating radar: Sensors & Software GPR with 50, 100 and 200Mhz aerials and cart for subsurface survey.

M9 river surveyor: Is a small ADCP with GPS and IMU for river velocity profiling.

Various Miniature temperature and humidity sensors, standalone logging rain gauges, wind speed gauges, weather stations, safety equipment, satellite phones, field water chemistry test kits.

Syquest Bathy-2010 CHIRP: Sub-bottom profiling for lake sediments. (Technicians: Peter Morgan and David Sutherland).

The QuestUAV Q-200 Surveyor Pro is an auto-piloted unmanned airborne system. It has a stabilised camera which will take aerial photographs to a 1cm resolution over a survey area of up to 100ha. We also fly a modified DJI F450 multirotor platform with a Naza2 flight controller and a stock DJI S1000 with a A2 flight controller with 2.4Ghz downlinks that can lift a range of payloads. (Technician: David Sutherland).

Terrestrial Laser Scanners

Terrestrial laser scanning creates accurate three-dimensional images of real- world objects. A laser scanner records millions of highly accurate, unique points by sweeping its laser beam over a surrounding scene or object. The scanner's XYZ measurements are recorded, and displayed as a 'point cloud' which can be viewed, measured and navigated as a 3D model.

Geography and Environment has three Terrestrial Laser Scanners (Leica Scanstation 1, C10 and P20). The main purpose of the scanners is to build 3D representations of various environments for a multitude of applications, but also to detect micro-scale changes in environments over a given time period. Data collection is rapid and user-friendly, with the P20 able to record and store 1 million data points every second. (Technician: Liam Riddy).

Total Stations

A Total Station is an electronic surveying instrument, which combines the functionality of a theodolite and an electronic distance meter into a single package. This allows the user to undertake topographic surveys, such as river profiles, slope measurements, bank surveying, beach profiles and many other projects, to an extremely high degree of accuracy.

The TCRP 1205+ is accurate to 1mm using a prism up to a range of 3km, and about 2mm when operating without a prism up to a range of 1km. Typically, a prism is attached to the top of a pole carried by the user, who would carry out the survey by operating the Total Station remotely. We also run a smaller version (Leica TS06) without the remote control option. The Total Station can also be used in conjunction with the Laser Scanners to tie together the Laser Scanner data with other ground and survey measurements. (Technician: Liam Riddy).

The Total Station can also be used in conjunction with the Laser Scanners to tie together the Laser Scanner data with other ground and survey measurements.

Differential GPS

Differential Global Positioning System (dGPS) is an enhancement to the more familiar GPS that provides improved location accuracy, from the 7-10 metre hand-held GPS accuracy, to sub-centimetre accuracy.

dGPS uses a base station fixed over a given point which continuously logs its position using available satellites, and a hand-held system then communicates with the base via a radio link, whilst also receiving signals from satellites. The software within the instrument can then process both signals and more accurately determine the user's position on the Earth's surface.

The department has two separate Leica GS09 dGPS units available to users; however these can be combined when dealing with large sites to collect data more rapidly. dGPS can improve any project where standard GPS is present, by being able to much more confidently position features in a topographic survey. High-power radio modems are also available for this equipment. Researchers are currently using the dGPS units to detect change in river profiles in Pakistan, Cambodia and also track the migration of bed-load in the Severn Estuary.

Geography and Environment has a geocomputational specialist, Liam Riddy (44/1009, x24647) who supports the use of DGPS, laser scanner and total station and associated software.

For further information on all laboratory facilities, see the website at
http://www.southampton.ac.uk/geography/research/facilities.page

Postgraduate Training

Introduction

Training is a compulsory element of all UK PhD degrees. There are several routes by which training is given dependent on the needs of the student. Each student should discuss their needs with the supervisory team. Training is a continuous and recorded process throughout the PhD programme, but it is particularly important that this consultation takes place at the beginning of Year 1. Each postgraduate must maintain a **Training Record (via PGR tracker)** that certifies successful completion or attendance on a particular training activity and its credit value.

The scope and nature of 'training' is wide and diverse. It includes:
- formal instruction in subject-specific areas in GEAU or elsewhere in the University e.g. enrolling on taught modules
- informal instruction within the GEAU, e.g. working with your supervisor, annual conference and attendance at Academic Unit seminars
- courses for specific techniques e.g. attendance at NCRM events
- courses for generic research and presentation skills e.g. through Gradbook, Vitae, or Researcher Development & Graduate Centre (RDGC)
- national or international student training courses e.g. summer schools, institutional visits
- specialised training in areas such as First Aid, GEAU Vehicle induction, Introduction to Teaching Skills for PG Researchers (OTD Parts 1 – 3.).

Formal training through taught modules

All graduate students can enrol on modules taught by GEAU, attend modules taught within the wider Faculty of Social and Human Sciences, as well as sit in on modules across the university (with the convenors consent). Graduate students should only consider attending level 6 (i.e. masters level) modules. Appropriate modules to study should be discussed with supervisors. This discussion should occur at the earliest opportunity as modules commence in either early October or late January and are often not repeated until the following year.

Informal instruction

There are many ways in which informal instruction can occur including supported 'learning by doing' with supervisory guidance, attendance at research seminars, Graduate School induction, and participation in the GEAU Graduate School Conference.

All Year 1 graduate students are encouraged to attend the annual Graduate School and Faculty induction programme. This takes place over 2 days at the start of each new academic year (usually end of September and in early October) providing basic information on the process of the PhD, administration, key contacts, and an introduction to other PGRs and staff in the academic unit. Informal instruction will be provided on an on-going basis by your supervisor and the supervisory team.

Graduate students are required to deliver a seminar/lecture on their research during each year of full-time registration, at the annual Postgraduate Conference. Part-time candidates must present a seminar/lecture every other year of their part-time registration, and are welcome to present others if they wish. **Attendance at the Graduate School Conference and appropriate research seminars is compulsory for all full-time graduate students as part of their training (see below).**

Research seminars by staff and visiting speakers are also arranged by the Academic Unit within the main research themes: attendance at theme seminars is compulsory for all full-time graduate students. Seminars can provide valuable opportunities for themes to meet, and also for postgraduate students to meet and be involved with cognate staff outside their direct supervisory team. In addition, the Academic Unit runs an annual lecture in honour of Professor Ken Gregory, a previous Head of the Academic Unit, Deputy Vice-Chancellor and Principal of Goldsmith's College, University of London. The Gregory Lecture series aims to bring some of the world's top-ranking geographers to Southampton, and all staff and postgraduates are expected to be present.

Formal training at other UK institutions

Opportunities occur every year for training at other institutions. Through your supervisor you should be able to find out about other training that exists that is necessary for your studies at another institution. A good source is the National Centre for Research Methods (NCRM) which documents all ESRC approved training across the UK. Your RTSG is available to support you to pay for this, and your supervisor should advise you where to go to find additional funds if needed.

National or international student training courses

National or international student training courses notably summer schools and institutional visits are popular ways of engaging with a wider academic community within your subject area. Information about summer schools will be circulated through the email lists by the Director of Graduate School – however ask your supervisor if you have specific needs in this area. Institutional visits can also support learning. University of Southampton is part of the World Universities Network (WUN) through this you can arrange (and request funding for) institutional visits, for more information visit the website. Eleanora Gandolfi is the WUN coordinator in Southampton (email: wun@southampton.ac.uk) .

Training to teach

There are often opportunities to assist with teaching in the Academic Unit, by demonstrating to groups of undergraduates, or on undergraduate field courses in the UK and overseas. Students are encouraged to take advantage of these opportunities to gain practical experience but must attend the appropriate training course provided by FSHMS. More information about demonstrating can be found below.

Demonstrating

Demonstrating is the term used at the University of Southampton to refer to teaching undertaken by post graduate students. Students tend to benefit both from the experience of teaching, and from the weight that such activities add to subsequent job applications.

The large number of undergraduates taking some units (notably the core first year units), and the need for specialist skills teaching, mean that postgraduate demonstrators are often requested to assist to ensure that teaching runs properly, and to assist with practical sessions etc. Postgraduates with the specialist skills, who have completed the university training "Orientation to Teaching and Demonstrating" (OTD Parts 1 - 3), are encouraged to undertake a limited amount of laboratory demonstration to undergraduate classes, to participate in the associated assessment procedures, and to give undergraduate supervisions. Students benefitting from university funding for their scholarship will be required to provide some teaching hours with the scholarship. The number of hours will depend on the level of funding support that you receive. You may opt to do more hours in consultation with your supervising team. These extra hours will be paid at the current

standard University rate. RCUK students will be paid for all of their demonstrating hours.

Postgraduates wishing to demonstrate will be issued with a University contract of employment and a permit. You will also be required to complete a medical questionnaire before employment begins, in common with all other University members of staff. **Postgraduate demonstrators must take the appropriate course in demonstrating skills prior to any demonstrating or teaching activity, i.e. OTD Parts 1 and 2.** See more information on these half-day courses here.

While demonstrating and teaching duties are not compulsory for all students (nor can employment of this kind be absolutely guaranteed), postgraduate students are encouraged to undertake at least some demonstrating during their tenure if it is offered to them, as this provides valuable experience and contributes to your Training Record. In practice, almost all full-time, resident students do some demonstrating.

It should be noted that the Research Councils set maximum numbers of hours of paid employment of their award holders. The following is a note of the agreed conventions under which demonstrating takes place:

- Academic staff are responsible for organising and running practical classes as well as for the grading of undergraduate work.
- Large undergraduate numbers may mean that practical classes have to be divided into groups and the practical run on more than one occasion.
- Postgraduate students may be offered the opportunity to undertake demonstrating during their first two years of registration as part of their training and of their general role in the School.
- Where demonstrators are employed, Academic staff are still ultimately responsible for the practical class and will make arrangements to ensure that demonstrators:

  - are adequately prepared for their demonstrating sessions (e.g. briefing sessions, attendance at the introductory lecture);
  - undertake 'clinics' as necessary, and at set times;
  - where marking is required, know as precisely as possible what is expected of them and are provided with guidance on points to look for in answers; model answers, where appropriate; likely problems, common mistakes, etc.; and standards expected.
  - undertake no more than three hours demonstrating per practical;
  - do not spend more than one hour per practical on marking, except by prior agreement;
  - are monitored in their work.

- Practicals must be structured and should avoid being too open-ended.
- Each practical class should normally be preceded by an introductory session and accompanied by a set of written instructions which cover not only the performance of the practical work but also the form and, where appropriate, the length of the output to be handed in for marking.
- Demonstrators should remain with the class throughout the time assigned to it and staff should normally be present throughout the first time the practical is run, and as long as is necessary to ensure the smooth running of subsequent practical classes.

Please be aware that claims for payment for demonstrating should be submitted to the finance officer in a timely fashion (within 3 months), preferably at the end of every month and any claims that are received after the end of the academic year in which they were incurred will not be paid. For financial purposes the year-end is **July** each year.

Training courses offered in 2016/17

The following training courses have been identified by previous students and staff in Geography & Environment as important as part of PGR progress. The training courses are optional at present, but we expect attendance at those marked with an * unless you discuss with your supervisor a reason for non- attendance. Reasons for non-attendance include:

- not relevant to your course of study e.g. if you are <u>not</u> working with human subjects, nor using data related to people such as census data, you do not need to attend the Ethics training
- too basic for your needs e.g. you are doing advanced statistical modelling for your PhD, therefore you may choose another option instead of Statistics for Geographical Research

Please note that unless stated otherwise – all training courses are open to all years, however, if you are outside the 'Suitable for' group, please inform the course provider if you plan to attend – unfortunately numbers are limited by room size.

Training in 2017/18

Title	Suitable for	Provider	Date, time. location
Library Induction	Y1	**Clare Hemmings** (Library)	27/09/2016 (included in the main induction day)
Faculty Induction	Y1	**Various**	04/10/2017
Meeting the PGR Director and discussing PhD process/handbook	Y1 (but all welcome)	**Prof Paul Hughes**	11/10/2017 09.30 – 11.30 Room TBC
Academic needs analysis training	Year 1	**Prof Mel Nind**	Book via Gradbook
Progression review training	Year 1	**Prof Mel Nind**	Book via Gradbook
First Aid	Y1	**Peter Morgan**	Contact geoglabs@soton.ac.uk to book
Fieldwork and expedition safety	Y1	**Peter Morgan**	Contact geoglabs@soton.ac.uk to book
Ethics	All	**TBC**	
Academic Integrity	Y1	**TBC**	
Introduction to academic writing for Geography PGRs	Y1	**Dr Eli Lazarus**	
Writing course (10 week course)	All years	**Dr Eli Lazarus**	Book via Gradbook
Finding information to support your research	Y1	**Clare Hemmings**	Book via Gradbook
GIS for Geographers – see NCRM modules, run by Geogdata	All years	**Geodata**	Book via Gradbook
Vehicle Induction	Anyone wishing to use the vehicles	**Peter Morgan**	Contact geoglabs@soton.ac.uk to book
Introduction to Laboratory Facilities	Y1	**Peter Morgan**	Contact geoglabs@soton.ac.uk to book
Designing modules	Y1- 3	**Dr Brian Hracs**	Book via Gradbook
LaTeX typesetting of theses	Y2-3	**Dr Ian Hawke**	Book via Gradbook
Preparing figures for the PhD thesis	Y1-3	**Mark Dover**	Book via Gradbook
Statistics in Geographical Research.	Y1 and 2	**Claudio Bosco**	
Building your Academic networks	Y1 (but all welcome)	**Dr Jo Nield**	Book via Gradbook

Southampton Education School

GUIDE for RESEARCH STUDENTS & SUPERVISORS

Introduction

Welcome to the Southampton Education School and the Faculty of Social and Human Sciences Graduate School. We hope you too enjoy your time here, and find it challenging and satisfying in equal measure. If at any stage you find yourself in need of advice or assistance, please contact us - we are here to help and support you in your research.

Research Degrees team:

- *Dr Chris Downey,* Doctoral Programmes Director

- *Dr Michaela Brockmann,* Associate Doctoral Programmes Director

- *Dr Jenny Byrne,* Integrated PhD and RTP Co-ordinator

- *Anna Lyon,* Postgraduate Administrator

The purpose of the Student Handbook is to provide you with important information and to show where you can obtain further guidance. It provides a *general* guide to all our research programmes. This Education specific appendix to the Faculty Student Handbook is intended to help signpost you to Education specific information and details of research training that we provide for research students within the Southampton Education School. By the time you register, you are likely to have a good feel for your research topic and how it will be pursued, but this focus will be further developed over time in consultation with your supervisor. Advice and support will be available to you at every stage of your studies, from your supervisor and additionally where appropriate from other tutors.

Pursuing a research degree can be an isolating experience. For this reason and to broaden your experience, we would urge you to participate to the fullest extent in opportunities for training and debate offered at the School. Alongside the University and the Faculty, we in the Southampton Education School seek to offer you a high quality research environment. Please participate in our seminars, training programme and events they will help to ensure your success.

We wish you well with your research!

Organisation of research in the Southampton Education School

Management
Academic matters at the Southampton Education School are managed by the Head of Academic Unit and senior staff in liaison with the staff of the Faculty. Policy is implemented through a committee structure, of which the Research Degrees Committee (RDC) is part. The RDC is chaired by the Doctoral Programmes Director who leads the Research Degrees team with the Associate Doctoral Programmes Director and the Integrated PhD/RTP Coordinator. We liaise closely with the Faculty Graduate School and RDC reports up to the Faculty Graduate School Advisory Group (FGSAG).

Research in the Southampton Education School
The School has an excellent national and international reputation for its research and scholarship. Members of staff are in demand as key speakers at international conferences, and are prominent in national and international research organisations and as editors of research journals.

The Southampton Education School continues to be successful in obtaining external research funding from, for example, the Economic and Social Science Research Council (ESRC), the European Union (EU), various UK government departments and charitable funding bodies. A strong research culture is enriched by the large number of research students within the School (currently over 130). The School also plays a leading role in a number of research groupings in specialist fields which include colleagues from across the University and external institutions. Examples include the National Centre for Research Methods.

The Southampton Education School has put in place a number of features that together create an environment in which students can engage in creative and scholarly work through dialogue with staff and other students. The characteristics of this environment are:

- a broadly based Research Training Programme which examines research both as a philosophical and social practice as well as a set of methods, skills and procedures;
- effective arrangements for supervision of research topics by academics who are themselves active in research in a relevant area of expertise;
- regular research seminars given by visiting academics, staff and students at which different research topics and methodologies are discussed;
- provision of facilities, both social and academic, for students which improve communication, reduce isolation and give support in bringing student research to a successful conclusion.

The Southampton Education School website
The Southampton Education School website http://www.soton.ac.uk/education
can be consulted for further information on courses, seminars, staff details, research centres, funded projects and other research matters.

Quality assurance and student representation
The RDC meets three times per year - more frequently if required - and is responsible for developing and monitoring school policy and quality assurance in the supervision and training of research students. The RDC oversees all research degree courses, including the Research Training Provision (RTP). It also discusses problems regarding individual student progress. Research students are represented on the RDC by Student Representatives, and items of concern to students may be placed on the agenda either via one of the Student Reps or directly in writing to the secretary of the RDC, the Postgraduate Administrator, Anna Lyon.

The normal route for raising individual concerns is as follows:

- through members of the allocated supervisory team
- through a member of the Doctoral Programmes Team (Dr Chris Downey, Dr Michaela Brockmann or Dr Jenny Byrne)
- through the Director of the Faculty Graduate School (Prof Melanie Nind) or Head of Academic Unit (Prof Marcus Grace).

You can also raise individual concerns through your progression milestones such as First/Interim Progression Reviews or Confirmation.

Meetings of the Research Degrees Committee

Typically, the RDC meets in November, February and May. Exact dates are notified to all students and to the student representatives. Agendas for these meetings are circulated in advance of each meeting and any items to be raised by students (or staff) should be brought to the attention of the relevant Postgraduate Secretary (Anna Lyon) two weeks in advance of the meeting. Reports from all meetings go to the Faculty Graduate School Advisory Group

Methods for evaluating the quality of teaching and learning

The School is committed to the highest standards of teaching and supervision for research degree students, who have the opportunity to comment on the quality of a programme in one or more of the following ways:

- offering feedback in sessions at the point of need;
- completing a student evaluation questionnaire (or other form of evaluation) for each module;
- acting as, or reporting to, a student representative on the RDC or Faculty Graduate School Advisory Group (FGSAG), or providing feedback to the appropriate student representative on the RDC or FGSAG;
- providing feedback to the appropriate tutor or to the Director of Postgraduate Research Degrees;
- completing an evaluation for the Research Training Programme (RTP);
- in meetings with supervisors.

The quality of programmes for research students is monitored by:

- external (to the university) examiners, who produce an annual report;
- ESRC accreditation procedures;
- annual module reviews, evaluations and updates;
- feedback on student assignments by assessors and moderators;
- regular monitoring by the RDC;
- periodic programme reviews;
- staff appraisals;
- annual reports to the School's Academic Standards and Education Committee/FGSAG;
- peer observation of staff teaching;
- periodic reviews as part of the university structures.

Facilities available to full-time and part-time research students

The Southampton Education School is located in Building 32. Details of some of the facilities available to you are here and the Faculty Graduate School Handbook has further details.

Study facilities
Desk space is provided for all full-time research students. You will be asked to vacate your desk space when you move to nominal registration or on submission of your thesis at the end of your period of study. The Postgraduate Administrator (Anna Lyon) is responsible for desk allocation.

Research expenses and Research Training Support Grant (RTSG)
Personal research expenses are a student's sole responsibility, except where prior arrangements have been agreed with the School through the supervisor, and students should take care to budget sufficient funds for these. Students in receipt of a scholarship should clarify what research expenses can be reclaimed from the sponsor. Research students are also encouraged to academic conferences relevant to their research area and where appropriate, to present papers on aspects of their own research. You may also decide you need to take up specialist research training opportunities that are provided externally to the Education School Research Training Programme, the Doctoral Training Centre and wider research training provision across the Faculty Graduate School and Doctoral College.

To help with expenses directly related to your research a sum of money is set aside as a Research Training Support Grant (RTSG). Please see main Handbook. You will need to apply for these funds ideally before payments are made.

So, the steps are:
- (i) Agree a plan for conference papers as part of the academic needs analysis agreed with your supervisor.
- (ii) Make an application to the Director of Postgraduate Research Degree Programmes for release of funds using the form available online, including the costs being claimed, the rationale for the choice of research related expense, training opportunity or conference (include the confirmation that your poster/paper has been accepted), and your supervisor's supporting signature.
- (iii) The application can be made at any time in the academic year.
- (iv) Expenses that are paid out by students in advance and can only be claimed back retrospectively on the production of full receipts/detailed evidence of expenditure.

Specific support for your studies at Southampton Education School

Research environment
The Education School maintains a research culture in which staff and students can explore mutual interests. In addition to regular research seminars, national and regional events are held periodically. These provide students with opportunities to meet other researchers and where appropriate present work to a wider audience or to a peer-support research group. With over 100 research students currently at the School, there are numerous opportunities to rehearse academic arguments.

Southampton Education School research seminars
All students are strongly encouraged to attend and contribute to the research seminar programme of Southampton Education School and their research centre. The seminars are held during term time and they afford an opportunity to meet other researchers and to hear about different aspects of research at the School. Part-time students should attend wherever possible and the organisers welcome presentations by students. Details of seminars are

advised to students at the start of each academic year and can also be found on the Southampton Education School website.

Education Research Training Programme (RTP)

The Southampton Education School runs a Research Training Programme (RTP) for all its research students. Details of the programme for these workshops in the current academic year can be found at the end of this appendix. You can sign up for individual workshops via the Gradbook system.

Student researchers have different needs as far as research training is concerned: some will want to develop specific skills to enable them to reflect effectively on their past and present research practice while others will need to develop a range of basic skills appropriate to a professional social science researcher. Following discussions with your supervisor(s) you should develop a research training plan that describes a 'package' of training appropriate to your needs.

Full-time and part-time PhD and EdD students at any stage in the doctoral process may attend these workshops, especially where they form part of your agreed training plan, as determined during your individual needs analysis undertaken with your supervisors.

Many of the workshops in the Education School RTP form a part of the initial stages of the Integrated PhD programme but all doctoral students are encouraged to participate actively in the RTP in order to familiarise themselves with techniques and methodologies beyond and outside the scope of their own research design. You may not be employing particular methods in your own research study, but an awareness of a wide range of research methods can support your ability to make use of the research published by others in your field.

Aims of the Education Research Training Programme

The RTP is intended as an introduction to various important aspects of research in education and to provide a secure theoretical foundation for supervised student research. The RTP does not encourage or equip students to undertake research without supervision. Close and continued contact between student and supervisor is absolutely essential.

The principal aims of the Research Training are to do the following:

- facilitate and support the preparation and successful completion of research-based dissertations/theses;
- prepare students for research in education, so that they are familiar with key research methods in educational research;
- raise student awareness of alternative approaches and develop a technical language for discussion;
- develop critical awareness of (and capacity to evaluate) the complexity of theories and explications within educational research;
- give students knowledge of the basic principles of research strategy and design so that they can formulate researchable issues and construct effective research projects;
- help students identify and develop appropriate methodological skills for conducting their own research;
- create a supportive forum so that students can discuss with peers issues relating to postgraduate research.

Integrated PhD students will need to attend specific workshops as part of the set of core and optional modules during the first year of Integrated PhD. 'Core' modules are modules which must be taken and passed by all students on a particular programme. Where programme regulations specify, a student may be required to select a core module from within a group of possible modules. Once this module is selected, it then becomes core. For information

on the core and compulsory elements of your Programme please refer to the relevant section of your Programme Specification.

The timetable and course details of workshops will be circulated to all doctoral students. General queries about the Education RTP should be directed to the Education RTP Coordinator (Dr Jenny Byrne, email: j.byrne@soton.ac.uk) or the Postgraduate Administrator in the Graduate School Office (Building 58, room 2111, email: ed-pgr@soton.ac.uk). Queries regarding individual workshops should be made to workshop conveners.

Workshop Evaluation
At the end of each workshop, students are requested to complete the workshop evaluation questionnaire made available by the Gradbook system. Evaluations are considered by the Research Degrees Committee (RDC).

2017-18 RTP Programme (Wednesday afternoons from 13:00-17:00)

Date	Workshop topic	Venue (B32)	Workshop Convener(s)
01 Nov 2017	Managing and analysing qualitative data	2097	Jenny Byrne
08 Nov 2017	Questionnaires: design, implementation and analysis	2097	John Schulz
15 Nov 2017	Correlational research and multivariate data analysis	2097	David Galbraith
22 Nov 2017	NO WORKSHOP	**2103**	
29 Nov 2017	Analysing secondary/largescale datasets and multilevel regression analysis	2097	Daniel Muijs
06 Dec 2017	Generating and analysing narrative data	2097	Jenny Byrne
13 Dec 2017	Psychometric measures: design, implementation and analysis	2097	James Hall
20 Dec 2017			
27 Dec 2017			
03 Jan 2018			
10 Jan 2018	Social Theory and Social Network Analysis	2097	Chris Downey & Mike Grenfell
17 Jan 2018	Issues and practice in mixed methods research design	**2103**	Carol Evans
24 Jan 2018	Experimental research: design, implementation and analysis	2097	James Hall
SEMESTER 2			
31 Jan 2018	Problematisation, positionality and philosophy of research	2097	TBC
07 Feb 2018	Principles and practice of research design	2097	Chris Downey & John Schulz
14 Feb 2018	Principles and practice of research ethics	2097	Sarah Parsons/Charis Voutsina /Ros Hyde
21 Feb 2018	Introduction to qualitative data generation and methods	2097	Jenny Byrne & Charis Voutsina
28 Feb 2018	Case study research design	**2103**	Melanie Nind
07 Mar 2018	Introduction to quantitative data collection and methods	2097	Chris Downey
14 Mar 2018	Survey research design	2097	Chris Downey

APPENDIX IV

Postgraduate Research Student Handbook

Mathematical Sciences (PhD & IPhD)
(IPhD- to be read in conjunction with MSc Handbook and Programme Specification)

Welcome to Mathematical Sciences

Dear students,

Welcome (back) to *Mathematical Sciences* at the University of Southampton.

You are all in a *privileged* position, in more than one way:

1. This is most likely the only period in your life that you are given the luxury to immerse yourself in a topic of study and where you are given the freedom to devote so much of your time and effort to it;
2. *You have the privilege to work together with academic supervisors from a research-intensive and well respected academic unit, with excellent research support facilities. Most academics in Mathematical Sciences I am sure consider learning and research, and passing this knowledge on to you and others, one of their main *raisons d'être;*
3. With some luck but in particular your hard work, your research may potentially have an impact on the frontiers of knowledge that you could not foresee when starting your research,
4. It may open the door to a future career in which you may continue to devote yourself to research or help others to do so;
5. This period will likely enrich your life in many other ways you might again not have foreseen.

We welcome students with great ambition. However, good research usually starts with focussing your attention on a specific area, and doing that extremely well. We hope that your research contribution may place you close to if not within the group of current world experts in your chosen domain. In addition, it may well be that it has applications or ramifications in related research fields as well. It is not unusual that after you finish your PhD, you have more profound questions without answers than those you had at the start; an indication that you did well.

Expect that you will encounter periods within your research years here with us that you may feel frustration, have doubts, and may feel down. This is all very natural. *Henri Poincaré* summarised the tedious process very well. Discoveries may arise suddenly, but usually only after long periods of preparation and incubation. If the moment of illumination has not yet arrived, please persist. Your supervisory team will help you get through the hard times, and rejoice with you in your successes. Finally, be prepared that the final important and essential steps of verification and write-up take at least double the amount of effort and time than what you anticipate on the moment(s) you make your discoveries!

With that privilege comes responsibility as well. Please read this handbook carefully and in full (and not only this addendum) at least once, and come back to sections whenever in doubt. Maintain a good and regular working relationship with your main supervisor as well as the other supervisors in your team, and develop a respectful attitude towards your fellow students and others. It is important to also not forget the practicalities that come with your research studies, such as to respect due dates and milestones.

I wish you all the best, and will be delighted to hear more about your work.

Sincerely yours,

Jelena Grbic
Doctoral Programme Director (DPD)
Professor of Mathematics
J.Grbic@soton.ac.uk

Postgraduate Group Research Coordinators (PGRCs)

The Academic Unit (AU) Mathematical Sciences has four research groups: Pure Mathematics, Applied Mathematics, Statistics, and Operational Research.

Each research group has at least one academic member taking on the role of Postgraduate Group Research Coordinator (PGRC). PGRCs are to:

1. contribute to promotional activities of their group's postgraduate research;
2. coordinate their group's PGR student applications as to ensure timely completion of the selection process by the academic selectors and submission to the DPD;
3. provide support to main supervisors in their group in meeting their responsibilities regarding conditions and expectations of funding bodies and the University's data management policy (see Addendum to Section 2.3.1 below);
4. provide support to main supervisors in their group, liaise with training course providers, and consult to the DPD regarding suitability and credit points of training courses for PGR students (see Addendum to Section 8, and the PGR Credit Point Scheme);
5. support head of AU, DPD and others regarding queries around PGR research issues

Currently, the PGRCs are as follows.

- Pure Mathematics: Prof Ian J Leary, I.J.Leary@soton.ac.uk
- Applied Mathematics: Prof Leor Barack, L.Barack@soton.ac.uk
- Statistics: Dr Anthony Overstall, A.M.Overstall@soton.ac.uk
- Operational Research: Prof Hou-Duo Qi, H.Qi@soton.ac.uk

Printing and photocopying

PGR students may make reasonable use of the AU's electronic printing facilities for the production of papers and material for theses. Students should not use these facilities for making multiple copies of the same document, particularly theses/dissertations. Copies in addition to the master should be made using the photocopying facilities. PGR students are permitted to use AU photocopying facilities for copying academic material in support of their research studies.

Please note however that this does NOT include copying for private purposes, which includes making multiple copies of the thesis. Private copying is not normally permitted: in exceptional cases the Print Room Manager may allow access, and a charge in line with AU policy will be made.

PGR students receiving financial support from external funders

Main supervisors are to check the requirements and expectations of the funder, and set out a strategy with the PGR student accordingly. This may include, and may not be limited to:

- The RCUK's statement on doctoral expectations, see here
- EPSRC's data management expectations, see here
- STFC or DTC expectations, consult with your PGRC

Data management

Main supervisors are to familiarise themselves with the University's policies on data management, see Calendar Section IV, Research Data Management Policy., and set out a strategy with the PGR student accordingly.

With respect to all the above, please also see the Addendum to Section 3.5 below.

Monitoring and supporting your progress

Supporting your progress: seminar and posters events
To help PGR students in their first year gain experience in presenting their work, the AU has the tradition to organise a seminar and poster event. PGR students eight or more months into their first year (or the second year in case of a 1+3 or iPhD programme), are expected to participate by giving a seminar to their peers and academic staff about their research, and also listen to their peers presenting their work and provide constructive comments. In addition PGRs are expected to each produce a poster of about size A1 about their research and which will be displayed in a common area. Supervisors are expected to provide their guidance for presentation and poster structure and content, and are encouraged to attend these seminars and provide feedback. Other benefits of the event include giving a vehicle to the PGRs of consolidation of and reflection on research ideas, and obtain feedback from and interact with other academic staff. Most students will participate in the event in late June/early July. Depending on the cohort, an additional event might be organised in late October/early November.

Length of degree and funding
PGR students who have obtained financial support should check the duration of this financial support as set out in the formal offer letter.

If there is any doubt about the length of support offered, or about any other matter related to your funding, please contact the Faculty Graduate School Student Office. The office can also guide you further towards obtaining full details about the conditions of your funder.

Teaching
All PGR students of the AU who are invited to assist with teaching must attend *and successfully complete* ITSPG1 and ITSPG2.

Addendum to Training Students on an iPhD (1+3) programme
PGR students will follow courses as part of the taught component when starting this programme, *and successfully complete* this taught component, before the individual research part of the programme can commence. The selection of available courses, the need to seek approval from the DPD, progression requirements, and other details are described in the programme specification document `Integrated PhD in Mathematical Sciences (2016/17)'

Subject-related training
The AU is member of three consortia, made up from Graduate Schools of Mathematics across the UK, who have pooled their resources to provide instructional courses for their PGR students:

- **MAGIC** - *Mathematics Access Grid Instructional Courses*: providing pure and applied mathematics courses over the Access Grid in our own dedicated Access grid Room in room 7D. Details here
- **APTS** - *Academy for PhD Training in Statistics* : providing residential week-long courses in postgraduate statistics. Details here.
- **NATCOR** - *National Taught Course Centre for Operational Research*: providing residential week-long courses in operational research. Details here.

All EPSRC-funded PGR students are expected to attend relevant courses offered by the above consortia. Other PGR students may also attend these courses.

Other subject-related training can be obtained by following tailor-made reading courses, existing courses at MSc level, as well as undergraduate courses available within the AU or within the University.

PGR students are required to take approximately 100 hours of academic courses over the span of their PGR studies. For PGR students on an iPhD programme, this requirement refers to courses in addition to those successfully completed as part of their taught programme.

EPSRC-funded students are expected that the majority of the subject-related training will be through EPSRC funded postgraduate training centres (including MAGIC, APTS, or NATCOR).

Subject-related training is also to be used to broaden the knowledge of the PGR student and not just provide in depth knowledge of the specific field of the research project.

Each of the training centres' modules comes with its own assessment. In the case of an existing University module the assessment will consist in sitting informally the exam and/or coursework. If the assessment takes the form of a viva (for example, at the end of a reading course), two relevant members of staff should be present, make a record of the proceedings and agree on the outcome. Staff may be asked for records of assessment in the event of a dispute.

PGR Credit Points Scheme

The remainder of this addendum is to explain the credit points scheme adopted by the AU. The points scheme is used to inform the decision of annual progression and upgrade panels.

References to a year of study or any number of years of study in this description follows the convention of milestones as laid out in Section 3.4 of this handbook. This means that for PGR students on an iPhD or (1+3) programme, `Year 1' or the `first year' refers to the first year once they have commenced following the +3 part of their programme, and `years of study' refers likewise to the years once students have commenced following the +3 part of their programme.

1. PGR students will undertake during their years of study on the programme a variety of activities ranging from generic training to subject-related courses for the reasons set out in Section 8 and in the Addendum to Section 2.3.1.

2. Each training activity will attract a certain number of training credit points. The allocation of credit points to the type of training undertaken will normally be made according a `Points tariff' system.

3. **Points tariff.** The following is a guide to the points that may be claimed. The lists below are not exhaustive; see also the first paragraphs of this Addendum to Section 8.

    Generic Training
    *   Induction activities (compulsory): [1]
    *   Ethics 1 – Good research practice (compulsory): [1], see here
    *   Teaching skills for postgraduates, ITSPG1 (compulsory): [1]
    *   Teaching skills for postgraduates, ITSPG2 (compulsory): [1]
    *   Computing workshop (four 2-hour sessions in Semester 1, Year 1) (compulsory): [2]
    *   Epigeum: Ethics 2 - Working with Human Subjects (only if relevant): [1]
    *   Attendance at external workshop on e.g. project planning: [1]
    *   Attendance at a computing course: [1]

Subject-Related Training
- Regular seminar participation, per semester: [2]
- Regular PG course (School, MAGIC, APTS, NATCOR): [4]
- Regular MMath or Msc course: [4]
- Reading course [seek approval from PGRC and DPD]: [4]
- Giving a talk at an internal seminar: [2]
- Giving a presentation at an external conference: [4]
- Giving a poster at an external conference: [2]
- Preparing a paper for publication: [4]
- Assisting in refereeing a paper: [2]
- Conference attendance (maximum 2): [2]

All PGR students of the AU are required to participate and successfully complete induction activities, Ethics 1, a computing workshop, and the introductory courses on teaching skills for postgraduates ITSPG1 and ITSPG2.

Students cannot claim credit points for MSc, MMath or other courses previously taken in fulfilment of other degree requirements. Each PGR training course taken may only be claimed for once.

PGR students on the iPhD route (1+3) cannot claim credits for courses successfully completed as part of the taught component of their programme that they follow before progression to the +3 part.

Depending on the type of activity, generic training may, or may not, involve a form of assessment. For some activities the participation of the student in the generic skills activity will be sufficient. In that case, a certificate of attendance needs to be obtained by the PGR student. However, in others, the relevant staff member may take into account the degree of engagement of the student.

Subject-related taught training course must include some form of assessment in order to be credit point bearing. PGRs will be able to claim those points only when passing the assessment.

4. **Required Credit Points Total.** Students eventually registered for a PhD will normally be expected to accumulate at least 50 credit points during their PGR studies, of which at least 30 obtained through subject-related training. Students who submit for an MPhil degree are normally expected to have accumulated at least 20 credit points in total, of which 12 credit points are obtained through subject-related training.

5. **Timing of credit points acquired.** Full-time PhD students are expected to accumulate credit points such that no more than 10 points need to be collected in the third year, at least 20 are collected in the first year, and the remainder as to meet the required total in the second year. Part time PhD students are to apply this distribution over the first six years. MPhil students are expected to collect at least 15 credit points in the first year.

Exceptions to these timings are possible if particular training events are scheduled outside the ideal period of time to meet the above allocation. Supervisors are to liaise with their PGRC if that is the case, and the main supervisor should provide a commentary in the ACF form (Appendix 1) as to give assurance that required total credit points as set out in Section 4 above is not put into jeopardy.

See also Sections 9 and 10 below for additional circumstances in which the prescribed timing of credit points as set out in this Section 5 may need adjusting.

6. **Annual training programme set-up.** At the start of each year, main supervisor and PGR student will construct a training programme for the coming year, and agree in

liaison with the PGRC on the credit points that could be earned from each training event on the programme. This programme will be documented on PGRTracker.

If in doubt about the suitability of certain training opportunities or the credit points, PGRCs are to consult the DPD.

It is understood that changes to this programme can be introduced at any time during the year by following the above described process.

7. **Annual reporting process.** PGR students must ensure they collect and retain the necessary evidence of having successfully completed each of their training events in their training programme and submit this to their main supervisor (for example, during one of the regular research supervisions) for approval.

   The main supervisor is to ensure that satisfactory progress is made according to the training programme set out for that year. If it becomes apparent that there are problems that cannot be corrected in agreement with the PGR student, the main supervisor is to inform the PGRC and DPD. *Repeated failure of the PGR student to engage in required training may result in further sanctions* as described in the Section 8 of this PGR Credit Point Scheme.

   The successful completion of each activity must be noted on PGRTracker, together with any related comments. In addition the PGR student should update the ACP form (`Accrued Credit Points') attached in Appendix 1.

   As part of the documentation submitted for each annual review, the completed ACP form, signed by PGR student and main supervisor, must also be submitted on PGRTracker in order for the DPD to be able to approve the annual progress review.

8. **Unsatisfactory Progress.** As part of the annual progress review by the DPD, the DPD will review the ACP form. Failure to meet the expected minimum number of credits accrued at this stage may lead the DPD to issue a warning of unsatisfactory progress to the supervisory team, who in their turn must inform the student immediately.

   Repeated failure to engage in appropriate and required training and personal developments activities may lead to termination of the PGR's candidature.

   For more about the criteria leading to unsatisfactory progress or termination, please refer to the [Quality Handbook](#)

   Note that the credit point system complements and does not replace other conditions for progression, such as the quality of the research and the reports submitted, and as laid out in the Faculty Handbook.

9. **Prompt or early submission of a thesis.** PGR students must ensure to meet the criteria set out in Section 4 of this PGR Credit Point Scheme at the time of submission of the dissertation for examination.

10. **Suspension of Study.** If a PGR student suspends registration, their training programme will also be suspended. The credit points already accumulated in the scheme will remain active.

Mathematical Sciences Accrued Credit Points Form (ACF Form)

PGR student to complete and submit this form via PGRTracker as part of the annual review. Please ensure it is signed and dated by your main supervisor.

PGR student name:

Student ID:

Main supervisor's name:

Mode of study (FT/PT):

DPD approved total credits earned in previous years

Total (A = B + C):

Generic training (B) :

Subject specific training (C):

Current year's report, summary

Period (from date – to date):

Year in student's PGR programme (1, 2, …):

Total number of credits claimed for this year (D = E + F):

Total number of generic training credits claimed for this year (E):

Total number of subject specific credits claimed for this year (F):

Note. Please ensure that the total of invidivual credits as reported in Table 1 and Table 2 match the credits claimed above under (E) and (F), respectively.

Total accrued credits

If the submitted claims for the current year are without any modifications approved by the DPD, then:

Total (G = H + I = A + D):

Generic training (H = B + E) :

Subject specific training (I = C + F):

Table 1: Generic training record of activities successfully completed *in the current year only*

Description activity	Date of completion	Credits

Table 2: Subject specific training record of activities successfully completed *in the current year only*

Description activity	Date of completion	Credits

By signing this form, I the PGR student declare that the information provided in this form is a true record of the training activities I have successfully completed this year, and that the credit points claimed are those that have been approved by the main supervisor.

Student's signature: Date:

Main supervisors comments:

Main supervisor's signature: Date:

APPENDIX V

You can find specific guidance on the doctoral programmes in Psychology as follows:

Psychology

PhD Psychology

Welcome from the Doctoral Programme Director-Professor Christina Liossi

I would like to extend a very warm welcome to all Psychology postgraduate students. I hope that you will find your period of postgraduate study with us intellectually stimulating, fulfilling and enjoyable.

You will find that our postgraduate community is a lively, engaging and friendly group, within which scholarship and intellectual discovery are encouraged. I am certain that you will prosper and be happy within this community and will go on yourself to contribute to the co-operative and supportive ethos that we are proud to say is the hallmark of postgraduate life here in Southampton.

The Psychology Academic Unit (PAU) sits in the Faculty of Social, Human and Mathematical Sciences (FSHMS), the largest faculty in the University of Southampton. And postgraduate research students are part of the FSHMS Graduate School (FSHMSGS). Every year the FSHMSGS puts together a handbook for research students that will guide you through your postgraduate studies and towards your PhD. We have put together this PAU Handbook which contains supplementary information to the FSHMSGS Handbook.

I hope this information is helpful. If you have any other queries, please come and see me.

PhD: Supervision Arrangements

Your Supervisory Team

Every student is allocated to a supervisory team. The supervisory team shall consist of at least two members of staff, one of whom will be the 'main supervisor'. Supervisory teams are common and arise to achieve academic coverage in supervision for a project that spans the research interests of several staff. The main supervisor will have main responsibility for the supervision of the design and progress of the candidate's research project and for providing academic advice to the candidate. The supervisory team is typically decided before a student starts their PhD and together its members will be able to advise students on different aspects of the PhD. Supervisory teams can be made up from members of staff from within the PAU or external to it. If supervision is provided across units or faculties, one academic unit will be identified as the primary unit, which therefore defines the primary supervisor. The financial implications of cross-academic unit supervision must be clarified and agreed in writing by the finance managers in both units concerned, before any such joint supervision arrangements can be finalised.

In line with University guidelines, no supervisor should undertake at any time the supervision of more than 6 full-time or equivalent students.

The amount of supervision varies according to type of activity, and stage of study. However, the following rules of thumb apply: Academic research students will typically meet with their primary supervisor weekly during year 1 and fortnightly thereafter. In addition, students working at a distance may receive supervision through telephone contact, through verbal or written feedback, and via email.

The supervisory team will guide the development of students through the PhD process. They will not be there to do the work for them. As such, students are expected to keep up to date with required progress, submit reports on time, ensure reports are of a suitable quality, and be proactive regarding their postgraduate needs and opportunities. To ensure that you get the most from your supervisory relationship, work to outline meeting-agendas, attend meetings, log discussions, and respond to requests. Students should make a habit of keeping a log of meetings to which they can refer back and check progress. Please note that if for any reason your primary supervisor is away from the University for a prolonged period of time the arrangements will normally be made to ensure continuity of contact with your primary supervisor, whilst having an alternative contact for day-to-day matters.

Change of Supervisor(s)

In the event that a supervisor leaves the university, a new supervisor will be sought either from the existing supervisory team or from the academic staff with related research interests. The original supervisor may still play an advisory role though cannot serve as an examiner.

Student requests for change of supervisors may be accommodated where there is an alternative member of staff willing and able to take over supervisory responsibility. This is an unusual step though, and every effort should be taken to resolve any academic or

personal issues that may arise within existing supervisory teams. Students may welcome the advice of the DPD Director or the Student Support Tutor.

Project Specification

The project that is specified must be within the resources of both the Academic Unit and the supervisor's own research group. 'Resources' here means both academic and financial. If major equipment is needed, this must be resourced through Academic Unit provision or grant specification.

The exact title of the project is less relevant during the early stages of a PhD. All research work is progressive, and the title of the final thesis may be some way from the initial title as listed on the offer of a studentship. It would be quite a natural progression, therefore, for supervisors to be prescriptive in directing study during the first year of a PhD, but for the student to take increasingly more responsibility for research direction as they progress.

Your Responsibilities

The aim of the research training programme is to provide a **generic** training in the methods related to research design, measurement, and data analysis in **psychological research**. It will help in the development of skills including:

1. use of computers for data analysis and information management,
2. the use of bibliographic sources (both paper and electronic),
3. the production of research reports modelled on peer-reviewed journal papers, and
4. **(iv)** the presentation of research findings and their defence in academic interchanges.

The programme also provides grounding in principles that govern the ethical conduct of research. The research training will complement the supervisory process in developing an ability to critically evaluate primary research material.

The contact with your supervisor(s) is seen as an integral part of the research methods training. This will foster specific expertise in the design and methods of your thesis topic. The overall aim of the training programme is therefore to promote your competence as a researcher in psychological science with the ability to apply a range of research methodology skills to a variety of topics beyond those of the MPhil or PhD.

The ultimate responsibility for the thesis lies with you and it is therefore essential that you participates fully in planning the research project, considering advice, and discuss the work with the main supervisor or supervisory team. **Particular responsibilities of the student include:**

1. Showing commitment to the research project and programme of studies
2. Discussing with one or more members of the supervisory team the type of guidance and commitment found to be most helpful, and agreeing and adhering to a schedule of meetings
3. Agreeing with one or more members of the supervisory team the amount of time to be devoted to the research and the timing and duration of any holiday periods
4. Analysing, with assistance from one or more members of the supervisory team, any initial or ongoing training needs with respect to research and generic/transferable

skills, and participating in appropriate training activities as advised by one or more members of the supervisory team in order to meet these needs.

5. Maintaining the progress of work in accordance with the agreed research plan
6. Providing regular statements on progress to the Academic Unit
7. Taking the initiative in raising problems or difficulties, however trivial they seem.
8. Attending conferences and seminars to present work, and preparing work for publication as guided by the supervisory team
9. Being aware of the diverse cultural social and educational backgrounds of fellow students and recognising the real and potential benefits brought to the learning experience.
10. Deciding when the thesis is to be submitted, after taking due account of advice from one or more members of the supervisory team as appropriate.

In particular, you should also be aware of the following:

- PhD: Attendance
- PhD: The Annual Psychology Postgraduate Conference

PhD: Attendance

Throughout your time as a postgraduate in the Academic Unit we expect you to participate in a range of activities. These are part of your advanced training and are listed and outlined below:

1. Generic Skills Training – please see Faculty website for details and times (Gradbook) **https://www.gradbook.soton.ac.uk/**
2. Skills for teaching
3. Psychology Academic Unit Seminar Series – Thursdays 13.00 – 14.00 (tea from 12.45)
4. Research Division Group Meetings. As part of your research training you should be affiliated with and become an active member of a least one research group. Your supervisory team will be able to advise you on this.

Generic Skills Training

At the start of each academic year, you will be asked to undertake a learning needs analysis with the purpose of identifying the skills that you highlight as being important to develop within that academic year. This focus on self-reflection is useful because it enables you to identify your own strengths and weaknesses, and to identify areas where you might benefit from training. Equally, however, you may feel cautious about returning to study, or you may welcome the opportunity to brush up on your skills or acquire new ones. In this case, discuss your needs with your supervisor and they will help you select the appropriate generic skills courses for you. We recognise, however, that your experience so far might mean that you do not need some types of training. This is fine, and we merely ask you to justify exclusion from such training through a demonstrable experience route.

Once you have identified your needs, then you should identify how you are going to meet those needs. The Faculty provides a programme of Generic Skills Training Workshops which you are free to attend. You will be able to sign up to these courses online, and the system will give you an electronic reminder a few days before the training event. Details of this online system will be provided during your induction. Please note that if you sign up to a

course and subsequently do not attend, the Academic Unit will nevertheless have to pay for your place, and this fee may be passed down to your supervisor. If you find that you no longer need a place on a course, you should therefore unbook electronically so that there is no fine, and your place can be taken up by someone on a waiting list.

Please remember that you do not need to receive training on everything all in one academic year – pace your training to your needs at each stage of your postgraduate programme. Remember also that generic training will not always take the form of attendance at a course or training event. Wherever possible and sensible, we will aim to provide support for training events in the form of online e-learning materials.

As a word of advice, we encourage you to keep a log of your completed training. When did you do it? What did you learn? How can you demonstrate your learning? This reflective practice will enable you to get the most from the training opportunities we provide and feedback from employers suggests that this awareness sets you apart from other candidates in the job market. This can usefully form part of your own Personal Development Portfolio (PDP) which we recommend that you develop and maintain for yourself.

Skills for Teaching

If you would like to gain some experience in a teaching support role as a Postgraduate Teaching Assistant (PGTA) then there are compulsory training courses you are asked to do. Before you teach you are asked to register via Gradbook and attend the course: Orientation to Teaching & Demonstrating overview, OTD comprises of three elements:

Step 1: Completion of on-line course. (covering both seminar leader and demonstration roles).

Step 2: Attendance at a face-face-session (OTD: Seminar Leader or OTD: Demonstrator)

Step 3: Attendance at follow-up session (discipline based) once you have some practical teaching/demonstrating experience.

https://www.southampton.ac.uk/doctoral-college/professional-development-programme/demonstrator-teacher-training-requirements/demonstrator-teacher-training.page

This training is mandatory for all PGTAs.

If your PhD is funded by a scholarship that requires a minimum compulsory annual input to teaching, then in addition to the two courses delivered via Gradbook you typically work alongside one member of your supervisory team to deliver 1005 Thinking psychologically to a group of first year students. The module will provide you with opportunities to work with students to meet the learning outcome of the module and to gain some experience marking different types of assignment (e.g., essays, posters, presentations)

Expectations linked to the role of postgraduate teaching assistant (PGTA) is outlined in our PAU Code of Practice, which you can gain from Dr Claire Hart.

Dr Aiden Gregg coordinates PGTA Activity with the PAU (A.Gregg@soton.ac.uk)

Unit Seminars

On Thursday lunchtimes during term time, the Academic Unit invites leading researchers from psychology departments in the country, as well as from abroad to talk about their research. In addition to this members of staff are also invited to make presentations about their research. You are expected to attend these seminars as part of your research training. They are a good way of establishing contact with scholars and keeping abreast of recent developments in areas of psychology not so closely related to your own interests.

A timetable of speakers can be found at the following website:

http://www.southampton.ac.uk/psychology/research/seminars.page?

Research Division Group Meetings

The research in the Academic Unit is organised into four research centres (you can find more details at: http://www.southampton.ac.uk/psychology/research/themes.page) Each postgraduate student belongs to one or more research group by virtue of their supervisors' involvement. Staff and postgraduate students involved in these divisions meet regularly during the year to discuss ongoing research, research plans, as well as the latest national and international developments in the field. The Academic Unit encourages research students to play an active role in these groups. You will be informed about the schedule and details of these meetings at the start of each academic year. as part of your research training, you are expected to be affiliated to and attend meeting associated with at least one research group.

The Annual Psychology Postgraduate Conference

Each year our postgraduate students organise and run a two day postgraduate conference. The aim of the conference is to provide the opportunity for postgraduates within Psychology AU to celebrate and showcase postgraduate achievement across the diverse areas within the discipline of Psychology and to talk to your colleagues in psychology. It is an effective forum to bring together the postgraduates from a broad range of disciplines and programmes of study. All Psychology postgraduates are expected to attend the conference as part of their research training.

The conference is attended by postgraduates and staff from Psychology, and associated group within the University of Southampton. It is consists of oral presentations, poster sessions and talks from guest speakers. **Second and third-year students on the PGR programmes in Psychology will be required to give poster presentation and oral presentations , respectively.** However, all postgraduate student within Psychology are invited to present.

Details of the event are circulated nearer the time of the conference. Details of how to apply to present to the conference and the criteria for abstracts, posters and talks will be made available to students. An abstract book and conference programme of sessions will be made available.

PhD: Conferences, Photocopying and Administration

Conference Attendance

As a research student, it is important to present your work at academic conferences. Conferences allow you to disseminate your results amongst the academic community and give you the opportunity to network with other researchers. Expenses for conference attendance are typically charged against your Research and Training Support Grants (RTSG). However, you must be presenting a poster or and oral presentation to receive financial support. Also, you will need to obtain your supervisor's support. It is common for research students to attend two conferences during the course of your studies (1 national – usually Yr 2; 1 international – usually Yr 3).

Conference Travel Insurance

The University provides a comprehensive travel insurance policy for postgraduates travelling abroad on University business. When you travel you are automatically covered. Information about the scheme can be obtained from the Graduate School Office. Unless you have specific medical or insurance requirements you will not be reimbursed if you take out your own travel insurance.

Stationery

Stationery is provided by the department. You will find some items in the cupboards in the mailroom but if you require other items please go to the Level 3 Faculty Operating Service office. Allyson will be pleased to help you.

Mail room (Room 3115)

Your office key will open this room.

This is where you can send post. The post is collected daily. There are four different trays. If you leave mail unstamped it will go second class. There are pigeon holes for all staff and students. PhD student pigeon holes are on the bottom row sorted by surname. Please do not use the system for personal mail unless it has already been stamped.

The address for the school is:

Psychology
Shackleton Building (B44)
University of Southampton
Highfield Campus
Southampton
SO17 1BJ

There are printers, a sink and recycling in this room as well as a small selection of stationary. The printer paper is kept under the pigeon holes if you ever need to re-stock a printer.

Printers

Psychology works on a managed print system where all printing will be sent to machines in the following locations:

- **Mailroom (3115)**
- **iZone (3093)**
- **Corridor outside 3029**
- **L4 outside 4065**

You can release your print from any of these printers. These machines also photocopy and scan. For further details of managed print and how to register your ID card to enable you to use the machines, see:

http://www.southampton.ac.uk/isolutions/students/printing/

Email address

You can have another email address with your name rather than letters and numbers. Both addresses will be linked to the same account but you must log in to all university facilities using your original username. E.g. **nm205@soton.ac.uk** and **Natalie.Mestry@soton.ac.uk**.

https://subscribe.iss.soton.ac.uk/subscribe.html

- **Sign in to manage you existing account**
- **Managing your account (Next)**
- **Change mailname (Next)**

Whilst in subscribe, ensure your location (building/room) and telephone details are entered,

- Services for staff and researchers (Next)
- Add, change or delete University telephone directory entries (Next)

Phone

You will all have a phone in your office.

To ring out use **91** for a **work call** and **92** for a **personal call** then dial the full number as normal. Post grads cannot ring international numbers from their office phones.

To ring an internal number just dial the 5 digits of the extension number.

The university numbers all start **02380 59XXXX**. If you ring internally, **you replace 59 with 2**. If you ring an internal number from another phone, e.g. iSolutions from your mobile, use the prefix above and **drop the** 2.

- **iSolutions from internal phone (25656)**
- **iSolutions (02380 595656)**

When you call someone from the work phone they will only see the university switchboard number on their screen.

PG room telephone numbers are as follows:

Room	Extension
44/3109	25078
44/3099	26652
44/4115	22626
44CR/2003	24719
44CR/2005	23584
44CR/1001	22006

Building locks at 6pm

The building is locked from 6pm to 8am on weekdays and all day on weekends. The only entrance and exit door is the main entrance to the building on level 2. Also, doors to the corridors will lock. You must swipe your card to get in and out of the building after 6pm/on weekends and must swipe your card to enter each of the corridors on level 3 and 4. If you get stuck without your card head towards the level 2 exit as you press buttons to leave corridors heading to the exits. There is a phone in the entrance foyer, if there is nobody around then you must call non-emergency security to let you back through the building to your office or to let you out of the building itself. **Central control room – Security**: **Non emergency (22811) or (02380 592811)**

iZone

This is a space for use by all students and staff. There are areas to sit for lunch and meetings, but also tables to work at or hold office hours. There is a sink, water cooler and a coffee machine. This space can be booked for talks after 3pm.

Useful Points of Contact

Head of Academic Unit	**Professor Matt Garner**	**Room:** 3001
Director of Programmes	**Dr Ed Redhead**	**Room:** 4119
Administrator to Head of Academic Unit	**Allyson Marchi**	**Room**: 3003
PGR Director	**Professor Christina Liossi**	**Room**: 3027
PGR Upgrade Tutors' co-ordinator	**Dr Hazel Blythe**	
Director of Student Support	**Dr Daniel Schoth**	**Room:** 3071
(Deputy Director of Student Support: PGR)	**Dr Hedwig Eisenbarth**	**Room:** 4047
Buildings Officer	**Mr Pete Dargie**	**Room**: 3011
First Aiders	**Mr Pete Dargie**	**Room :** 3073
Keys Master	**Mr Pete Dargie**	**Room**: 3011
Health and Safety Officer	**Mr Pete Dargie**	**Room**: 3011
Schools/Colleges Liaison Officer	**Dr Hazel Blythe**	**Room:** 4109
International students and language support (Postgraduate)	**Prof Nick Donnelly**	**Room:**3001
Telephone Liaisons Officer	**Gwen Gordon**	**Room:** 4007
Grad School contact	**Chris Baker**	**Building: 58** **Room:** 2111

PhD Health Psychology Research and Professor Practice

https://www.efolio.soton.ac.uk/blog/ handbook-jw-health-psychology- research-and-professional-practice/

Doctorate in Clinical Psychology

https://www.efolio.soton.ac.uk/blog/ handbook-jw-dclin-psych/

Doctorate in Educational Psychology

https://www.efolio.soton.ac.uk/blog/ handbook-jw-dedpsych/