# Part A – University of Southampton Doctoral Programme Profile 2020/21

Part A of this document is the University of Southampton Doctoral Programme Profile, which provides a concise summary of the main features of a doctoral programme at the University of Southampton, and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if s/he takes full advantage of the learning opportunities that are provided.

Part B of this document is a programme-specific Doctoral Profile, which provides more Faculty and programme-specific detail.

This profile should be read alongside the University of Southampton's *Regulations for Research Degrees* and the *Code of Practice for Research Candidature and Supervision*.

## Research Environment

The University of Southampton is changing the world for the better, working with industry, governments and research institutions to make a global impact. We are a world-class research-intensive Russell Group University; over 97% of our research has been assessed as world-leading and internationally excellent in the Research Excellence Framework (REF) 2014. The University of Southampton is strongly committed to providing the very best learning experience to all our students in a friendly and stimulating environment. We are known nationally and internationally for our excellence in research and teaching, and are continually improving the scope and delivery of our activities, we aim to generate a community of doctoral graduates equipped to act as research leaders in the most pressing challenges of the 21st century.

## Support for student learning

There are numerous facilities and services to support the learning of research students at the University of Southampton, some of which are accessible to students across the University and some of which will be geared more to students within particular Faculty or discipline areas. Information about support offered across the University can be found on the 'University life' pages of the website. Information about Faculty/programme specific support is detailed in programme-specific profiles.

## Programme Outcomes

Having successfully completed a doctoral programme, a research student will be able to demonstrate:

- the creation and interpretation of new knowledge through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline and merit publication
- a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or an area of professional practice
- the general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems
- a detailed understanding of applicable techniques for research and advanced academic enquiry

## Professional Development and Transferable Skills

It is University policy that research students have access to a suitable programme of research skills, professional development, and transferable skills training which address individual needs and help research students to prepare for their subsequent careers. The Doctoral College delivers a range of skills training and personal development opportunities to meet the needs of researchers from across all of our disciplines. The provision has been informed by the Researcher Development Framework (RDF) and an extensive range of development opportunities aligned with the RDF is listed on the Doctoral College webpages.

## Progression

The following summary should be read in conjunction with your Faculty Postgraduate Handbook and the University Regulations as specified in Section V of the Calendar.

Research students will be required to undertake three Progression Reviews during their studies within the timescales shown in the 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.

Assessment in each Progression Review will be based on a piece of submitted work, followed by a viva with a Progression Review Panel. Two attempts at each review are permitted; and 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 the Director of Faculty Graduate School, if significant academic concerns have been raised about a research student's candidature. The format of assessment for each milestone can vary by Faculty, and by discipline. Details on the formats of assessments are stated in Faculty handbooks.

| | *Full time* | | *Part time* | |
|---|---|---|---|---|
| | *First attempt* | *Second attempt* | *First attempt* | *Second attempt* |
| *First Progression Review* | *Months 8-10* | *Before the end of month 12* | *Months 18-21* | *Before the end of month 24* |
| *Second Progression Review (Confirmation)* | *Months 18-21* | *Before the end of month 24* | *Months 30-42* | *Before the end of month 48* |
| *Third Progression Review* | *Months 30-33* | *Before the end of month 36* | *Months 61-66* | *Before the end of month 72* |

**Confirmation of PhD status/Transfer/Upgrade from MPhil to PhD**
Research students must successfully meet the requirements of a Confirmation panel to submit for a PhD. The Second Progression Review will form the Confirmation. The student must meet the criteria set, and provide the supporting evidence, as detailed the Code of Practice for Research Candidature and Supervision. The format of assessment can vary by Faculty, and by discipline. Students should be aware that the Panel may recommend that a student is transferred to an MPhil programme if the criteria are not met. With regards to the transfer of programme, the University will comply with its obligations under the relevant immigration legislation which may be updated from time to time. A student who is concerned about his/her entitlement to remain in the UK following a failure to progress should seek urgent advice from the Student Visa Guidance Service. Full details can be found in the Code of Practice for Research Candidature and Supervision.

**Thesis Submission and Examination**
The maximum period of candidature, including nominal registration but excluding periods of suspension is four years (48 months) for full-time candidature and seven years (84 months) for part-time candidature. A research student who fails to submit a thesis by the end of the maximum period of study shall be deemed to have withdrawn from the course.

The maximum length of a thesis is 75,000 words in the case of a PhD, or 50,000 words in the case of an MPhil. The thesis is considered by at least one internal and one external examiner and a viva held. Both the written thesis and the performance of the candidate at the viva are assessed independently.

**Please note:** As a research-led University, we undertake a continuous review of our programmes to ensure quality enhancement and to manage our resources. As a result, this programme may be revised during a student's period of registration; however, any revision will be balanced against the requirement that the student should receive the educational service expected. Please read our Disclaimer to see why, when and how changes may be made to a student's programme.

## Fees, Additional Costs and Funding

The current fees charged for doctoral programmes are found on the University Postgraduate Fees and Funding website which also gives details of some opportunities to obtain funding for your PhD.

Research students are responsible for meeting the cost of essential textbooks, and of producing such essays, assignments, laboratory reports and dissertations as are required to fulfil the academic requirements for each programme of study. If there are additional costs, these will be detailed in the programme-specific profile.

## Intermediate exit points (where available)

**MPhil:** In some cases, research students may not or cannot continue through to completion of the PhD. Students may make such decisions for themselves, or it can be based on unsatisfactory performance at one of the formal milestones described above. If a student decides to carry out research, but at MPhil, they will need to transfer onto an MPhil programme. In any case, an MPhil may be awarded only after successful examination of a suitable thesis by an internal and external examiner and passing a viva voce. See the University Calendar for further details on the award of an MPhil.

Other intermediate exit points may be available; these will be detailed in the programme-specific profile.

## Admission

At a minimum, successful applicants must meet the admissions requirements of the University Code of Practice for Research Candidature and Supervision. Additional admissions criteria may be set in programme-specific profiles.
Applications are submitted using the University online application form. A full guide to this process may be downloaded from the accompanying guidance notes. Applicants may be interviewed and references will be taken up. A formal project proposal is not required, but applicants should indicate the area of their research interests at the time of application.

# Part B - Doctoral Programme Profile

## English 2020/21

This English Doctoral Programme Profile accompanies the University of Southampton ***Doctoral Programme Profile 2020/21,*** and details additional Faculty/programme-specific information.

| | |
|---|---|
| Awarding Institution | University of Southampton |
| Teaching Institution | University of Southampton |
| Mode of study | Full time or part time |
| Duration in years | 48 months following standard progressions for a FT student<br>84 months following standard progression for a PT student |
| Accreditation details | N/A |
| Final award | PhD |
| Name of award | PhD |
| Interim Exit awards | MPhil |
| FHEQ level of final award | 8 |
| QAA Subject Benchmark or other external reference | QAA Doctoral Degree Characteristics Statement (2015) |
| Programme Lead | Professor Stephen Bygrave |
| Date specification was written | 12/09/2016 |
| Date Programme was validated | 30/11/2016 |
| Date specification last updated | 01/10/2019 |

All Doctoral Programme Profiles should be read alongside the University of Southampton ***Doctoral Programme Profile 2020/21*** and the University of Southampton's *Regulations for the degrees of Master of Philosophy and Doctor of Philosophy* and *Code of Practice for Research Candidature and Supervision*.

## Programme Overview

**Brief outline of the programme**

The University of Southampton is strongly committed to providing the very best learning experience to all our students in a friendly and stimulating environment. We are known nationally and internationally for our excellence in research and teaching, and are continually improving the scope and delivery of our activities, we aim to generate a community of doctoral graduates equipped to act as research leaders in the discipline of English.

English offers supervision from world leading researchers across the range of English-language literature from the medieval period to the present day. There will be opportunities to engage with the four interdisciplinary research centres that are attached to English: The Centre for Medieval and Renaissance Culture, The Southampton Centre for Eighteenth Century Studies, The Centre for Nineteenth Century Studies and The Centre for Modern and Contemporary Writing. In addition to specialist seminars and guided tutorials, students will have access to training sessions on such topics as academic writing.

The programme is also available as a distance learning programme, which is designed for people who wish to study without travelling to Southampton regularly. The distance learning version of the programme is in compliance with the University's Distance Learning framework (http://www.southampton.ac.uk/quality/pgr/modes_types_study/phd_distance_learning_framework.page?). If you are distance learning, you are required to complete an Individual Arrangements Form with your supervisor at the first supervisory meeting of candidature.

## Aims of the Programme

The aims of the programme are to:

- support you in gaining knowledge and understanding of a chosen area of literature in English at an advanced level, and training in established research techniques appropriate to that area;
- develop your capacity for original research based on a thorough understanding of your chosen field;

- help you to produce work that contributes to the development of and understanding of literature in English;

- offer you a supportive environment so that you feel part of a community of scholars and are well placed to pursue a career building on your accomplished research;

- give you the opportunity to present work to colleagues, and to bring you into contact with the wider research community, enabling you to build networks with others researching in the same field.

## Programme Structure

The following summary should be read in conjunction with the Faculty Graduate School Sharepoint site (https://groupsite.soton.ac.uk/Administration/Humanities-Graduate-School/Pages/Home.aspx) and the University Regulations as specified in the Calendar.

Unlike undergraduate study, the open-ended nature of research means it is not possible to always predict the structure of a programme of study leading to a thesis. You are, however, required to undertake three Progression Reviews during your studies, as detailed in the Code of Practice for Research Candidature and Supervision. The timetable shown below is indicative of what you can expect. Maximum candidature is 48 months in full-time registration, 84 months in part-time Registration. Candidates may be in receipt of funding for shorter periods. The timings listed below are those for a full-time student. Timings for a part-time student are adjusted suitably.

### Programme details

**Year 1**

By the end of three months you should have completed your academic needs analysis and highlighted any modules or training that should be attended to enhance your studies, confirmed your full supervisory team and written an outline of the motivation for your research, together with a plan of work for year 1. It is expected that you will take a mixture of substantive, technical and skills training courses throughout the year to develop the skills that you need for the whole PhD process.

Throughout the year you will be expected to develop knowledge in your chosen area of research through reading and developing a review of previous work in the area. You will also be developing your research questions for your research and starting to conduct analyses, where appropriate. The relative timescales for these tasks will be discussed with your supervisors.

By the end of month 12 you will need to have passed the first progression review milestone (or month 24 for part time students). This involves submitting written work with a 1st progression review form and attending a review meeting (first progression review) conducted by at least one of your supervisors and an independent assessor. This is to ensure that the research is progressing well and on target, and provide an opportunity for issues to be raised about the programme or the supervisory arrangements.

Students have the opportunity to meet regularly with the members of the Graduate School, including the English Doctoral Programme Director, the Director of Graduate School, and other relevant academic staff, at a mixture of training and networking meetings. This gives ready access to an independent and impartial source of advice about any issues. At the first progression review milestone you will be required to agree the nature and extent (i.e. the format, structure and indicative contents) of your eventual PhD submission. This is particularly important for submissions in an alternative format to a standard thesis: see below.

**Year 2**

Your progress on the programme will continue to be monitored and assessed as specified in the University's *Code of Practice for Research Candidature and Supervision*. In this year you are expected to expand on the work started in year 1 and to enter fully into the analysis of the research questions.

Between months 18 and 24 of your candidature (months 30 to 48 for part time students) it is expected that you will submit a confirmation thesis. You must successfully meet the requirements of the **Confirmation of PhD Registration** (Second Progression Review) if you wish to submit for a PhD. The criteria you must be meet in order to be confirmed to PhD status and the process which must be adhered to is outlined in the University's Code of Practice and the Faculty's Graduate School Sharepoint site. Candidates unsuccessful at this review may be allowed to transfer to the MPhil degree programme. At confirmation you will have the opportunity to review

the nature and extent (i.e. format, structure and indicative contents of your eventual PhD submission) and make adjustments to these as necessary.

If you meet the requirements for confirmation you will remain on the PhD programme, otherwise you may either request to be transferred to an MPhil, or be given further time to meet the requirements of the Confirmation Panel. Failure to meet the criteria for a successful progression review will lead to the termination of your PhD candidature.

Training requirements for year two will be discussed with your supervisory team and this training will be followed up throughout the year.

**Year 3**

Evidence of continued progress is provided by publications and presentations in a suitable venue (e.g. an international conference). It is unlikely that further major training will be needed at this stage. The target date for submission of your thesis is normally at the end of year 3 as this may coincide with the end of any supporting studentships.

Towards the end of your third year there will be a review meeting (the Third Progression Review) conducted by your supervisors. In most cases you will be required to produce a short report on your progress since confirmation, identify publications and other research outputs, and the work left to complete your thesis. If your progress at this review is deemed to be unsatisfactory, a full review will be conducted with an independent assessor.

**Year 4 (and higher for part time)**

For students in full-time registration, the final thesis (whether MPhil or PhD) must be submitted *at the latest* by the end of the 48th month (excluding periods of suspension) unless special dispensation is granted by the Graduate School. (For candidates in part-time registration the deadline for submission is 84 months). The latter will only be granted rarely, in the case of exceptional and unforeseen circumstances.

## Programme Outcomes

Having successfully completed this programme you will be able to demonstrate:

- the creation and interpretation of new knowledge through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline and merit publication
- a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or an area of professional practice
- the general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems
- a detailed understanding of applicable techniques for research and advanced academic enquiry

As stated in the University Regulations (paragraph 27-28 and 34) and the Code of Practice (paragraphs 3-4, 8-10 and 86) alternative formats of thesis submission are permitted in English, for candidates working in the area of Creative Writing. The details of these are as follows:

**Research Degrees in Creative Writing**

Where an extended and original piece of creative work is submitted in part fulfilment of the MPhil or PhD degree, this would normally take the form of either a novel or section of a novel, poetry, a collection of short stories, a play, a book of narrative non-fiction, or another form of creative output, e.g. performance of dramatic composition, as determined by the Supervisor and approved by the Faculty Graduate School.

The piece of creative work will be accompanied by a shorter critical essay. Such work should conform to the guidance set out in paragraphs 3 to 7 above. University examination procedures will be followed.

The following parameters for submission for the degree of PhD should be followed:

**Creative prose**

- 50,000 - 85,000 words of creative prose; and
- 20,000 words of critical writing

**Poetry**

- 8,000 - 15,000 words of poetry; OR 45-60 pages of poetry*

And

- 20,000 - 40,000 words of critical writing

**Performance of dramatic composition**

- 3 hours performance time
- 20,000 words of critical writing

The following parameters for submission for the degree of MPhil should be followed:

**Creative prose**

- 25,000 - 35,000 words of creative prose; and
- 10,000 words of critical writing

**Poetry**

- 4,000 – 7500 words of poetry; OR 20-30 pages of poetry*

And

- 10,000 words of critical writing

**Performance of dramatic composition**

- 1.5 hours performance-time
- 10,000 words of critical writing

*The font size should be within the range of 11-14 pt.

## Knowledge and Understanding

Having successfully completed this programme you will be able to demonstrate knowledge and understanding of:

- current theoretical principles that circumscribe your chosen field of study
- current research methodologies relevant to your PhD topic in English
- theory, practice, analysis and interpretation of data, events and processes related to your PhD, including the systematic understanding of a substantial body of knowledge
- theoretical and empirical developments at the research frontiers in your PhD topic in English

***Learning and Teaching Methods***

You will develop core knowledge and understanding through your own research and guided independent study via individual supervision meetings. In addition, you will further develop via participation in research seminars.

***Assessment methods***

Assessment methods will include written examinations, oral presentations, written assignments, research proposal, progression reviews including **Confirmation of PhD Registration** and a thesis with viva voce as described in part A

## Subject Specific Intellectual and Research Skills

Having successfully completed this programme you will be able to:

- interpret and critically evaluate information from both primary and secondary sources
- synthesise ideas and apply creative and original thought to complex research questions
- develop, modify and apply existing theory in novel situations and circumstances
- create and evaluate new knowledge through research of sufficient quality to satisfy peer review and merit publication.

***Learning and Teaching Methods***

Guided and independent research on the chosen topic. Methods will include tutorials, participations in seminars and extended periods of self-study.

***Assessment methods***

Project based assignments, progression reviews including **Confirmation of PhD Registration**, theses, viva voce exams as described in Part A.

# Support for student learning

**Learning and Supervision**

You will develop core knowledge and understanding through your own research and guided independent study via individual supervision meetings. In addition, you will further develop through opportunities to engage with the Colonial and Postcolonial Studies, the Parkes Centre for the Study of Jewish/non-Jewish Relations, The Centre for Medieval and Renaissance Culture, the Southampton Centre for Eighteenth Century Studies and The Southampton Centre for Nineteenth Century Research Studies. Some research projects are further enhanced by the access to the resources of the Parkes Library and the Palmerston and Mountbatten Papers in the Special Collections of the University Library and to the Chawton House Library.

If you are on the Distance Learning Pathway, you will have electronic access to learning resources (e.g. Blackboard; VLE; EAP Toolkit, an online English for Academic Purposes self-access resource). The Hartley Library offers an extensive and growing collection of e-books and electronic articles.

You will be allocated a supervisory team of at least two members, one of whom will be the main supervisor. The supervisory team typically either consists of a main supervisor and a second supervisor, or for a multi-disciplinary project more than one co-supervisor (one of whom must still be designated as the main supervisor).

Applicants may indicate a preference for the supervisory team on their application form, but the names will not be confirmed until a formal offer is made. In some cases, the composition of a supervisory team may change as the research project evolves and in response to other circumstances.

In addition to the University-wide learning support, students studying on the English Doctoral Programme will be able to access:

- academic supervisory team who will provide advice and support throughout the programme and who are actively engaged in research closely related to your chosen area.
- other staff in the Academic Unit
- systems for the support of student learning within the Faculty.

- work space and provision of a laptop during your studies (further information is available in the faculty's Working Space Policy, available on the Graduate School SharePoint site).

The Faculty also offer the following learning support:

- an induction programme for orientation, introduction of the programme and staff, and dissemination of materials;
- Faculty specific information on the Humanities Graduate School SharePoint site;
- access to all administrative and academic material on the Faculty, Programme and individual module web sites and Blackboard, including guidance on technical modules
- opportunities to meet with the Graduate School (which comprises an academic representative from each Academic Unit as well as the Director of Graduate School) at a mixture of training and networking meetings. This gives ready access to an independent and impartial source of advice about any issues you may be having during your studies;
- infrastructure to support your research;
- access to other staff of the Faculty.

## Fees, Additional Costs and Funding

Typical costs for this programme are included in Appendix 1

## Intermediate exit points (where available)

**MPhil:** In some cases, research students may not or cannot continue through to completion of the PhD. Students may make such decisions for themselves, or it can be based on unsatisfactory performance at one of the formal milestones described above. If a student decides to carry out research, but at MPhil, they will need to transfer onto an MPhil programme. In any case, an MPhil may be awarded only after successful examination of a suitable thesis by an internal and external examiner and passing a viva voce. See the University Calendar for further details on the award of an MPhil.

## Admission

The University's Admissions Policy www.southampton.ac.uk/admissions_policy applies equally to all programmes of study. The following are the typical entry criteria to be used for selecting candidates for admission. The University's approved equivalencies for the requirements listed below will also be acceptable. Applicants should refer to their specific offer conditions on their offer letter.

| Qualification | Grade/GPA | Subjects requirements | Specific requirements |
|---|---|---|---|
| Bachelor's degree | 1st class or a good 2:1 | English or cognate discipline | |
| Master's degree | Merit | English or cognate discipline | |

**Recognition of Prior Learning (RPL)**

The University has a **Recognition of Prior Learning Policy**

**English Language Proficiency**

The requirements for this programme are at least B and C in an accepted English Language test. For IELTS this equates to:

| Overall | Reading | Writing | Speaking | Listening |
|---|---|---|---|---|
| **6.5** | **6.5** | **6.5** | **6.5** | **6.5** |

The University's Admissions policy on English Language requirements can be found here.

## Career Opportunities

Career opportunities are wide ranging and varied. Opportunities exist as a member of a research team in academia, leading to future leadership positions within an academic context. The nature of the generic and discipline-specific skills obtained during your study make your experience and skills attractive to a range of organisations post qualification. These include teaching, free-lance writing and publication, arts administration, journalism and local and national government administration.

**Please note:** This specification provides a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if s/he takes full advantage of the learning opportunities that are provided. More detailed information can be found in the programme handbook (or other appropriate guide) or online at https://groupsite.soton.ac.uk/Administration/Humanities-Graduate-School/Pages/Employability.aspx .

# Appendix 1:

**Additional Costs**

Students are responsible for meeting the cost of essential textbooks, and of producing such essays, assignments, laboratory reports and dissertations as are required to fulfil the academic requirements for each programme of study. In addition to this, students registered for this programme typically also have to pay for the items listed in the table below.

| Main Item | Sub-section | PROGRAMME SPECIFIC COSTS |
|---|---|---|
| **Stationery** | | You will be expected to provide your own day-to-day stationery items, e.g. pens, pencils, notebooks, etc). |
| **Textbooks** | | Given the specialist nature of doctoral studies there are no specified core texts. You will need access to books and journal articles in the course of your research. These will normally be accessible via the library, or Inter Library Loan arrangements. However, you may prefer to buy your own copy of certain books as relevant. |
| **Equipment and Materials Equipment** | Field Equipment and Materials: | Fieldwork may involve additional stationery needs and/or travelling equipment. Depending on the nature of your fieldwork, you may require specialist equipment, such as a Dictaphone for recording interviews. |
| | Laboratory Equipment and Materials:: | Laboratory equipment will be provided where available in the department. If new bespoke equipment is required this may be hired or you may need to make a bid to a research council facility for access to specialist equipment. Your supervisor will be able to advise you on the best course of action. You may need to apply to learned societies for small grants to cover access to some specialist facilities that are not supported by a research council scheme. |
| | Music Equipment and Materials: | Students taking music performance should be aware that they may need to cover the cost of accompanists for performances.<br><br>Further additional costs may be incurred, typically these may include: replacement strings, reeds, repair of equipment, music scripts etc. |
| | Photography: | If appropriate for data collection as part of your research you will need to provide your own camera. |
| | Recording Equipment: | If you plan to conduct qualitative research and record interviews or focus groups, you will need to provide a digital recorder. |
| | Transcription: | Students who need to transcribe data and who decide not to do this personally will be responsible for the costs of transcription. Those in receipt of research costs from a funding body may be entitled to apply for reimbursement of these charges on production of appropriate receipts. |
| **IT** | Computer Discs: | You should keep adequate back-ups of your research data, analyses and writing. You will be responsible for the cost of USB sticks, memory cards and portable hard drives. |
| | Software Licenses: | Software licenses freely available from the University software list will be provided. You will need to purchase other software not appearing on the list. You may apply to the Humanities PGR Research Fund for a contribution towards this expense. |
| | Hardware: | You will be provided with a laptop at the beginning of their studies. This must be returned before any award can be made on completion of studies. |
| **Clothing** | Fieldwork clothing: | You will need to wear suitable clothing when attending fieldwork, e.g. waterproofs, walking boots. You can purchase these from any source. |
| **Printing and Photocopying Costs** | | In the majority of cases, coursework such as essays; projects; dissertations is likely to be submitted on line. However, there are some items where it is not possible to submit on line and |

| | | |
|---|---|---|
| | | students will be asked to provide a printed copy. Three soft-bound printed copies of the final thesis are required. A list of the University printing costs can be found here: http://www.southampton.ac.uk/isolutions/students/printing/: |
| **Fieldwork: logistical costs** | Accommodation/Travel Costs/Vaccination Costs: | You will have to meet any costs associated with data collection such as those associated with travel and accommodation. In addition, students collecting data outside of the UK will also be responsible for the costs of any necessary visas, immunisations, medications, translation of birth certificates, clearances etc. Those in receipt of research costs as part of a studentships or fellowship may be entitled to apply for reimbursement of some or all of these charges (up to the annual maximum) on production of appropriate receipts. You will need to cover the costs of these. You can apply to the Humanities Student Research Fund for a financial contribution towards fieldwork costs, travel expenses or conference attendance. There are 3 applications rounds per year. Students are advised to seek other sources of supplemental funding as the funds available from the Graduate School are unlikely to cover all the costs necessary. |
| | Insurance: | The university provides travel insurance for postgraduate students on university business, including fieldwork. Please refer to the Staff and Postgraduate student travel section on the SUSSED webpages. These are located in the FINANCE section of SUSSED. |
| **Conference expenses** | Accommodation & Travel: | You will need to cover these costs. Those not funded by certain studentships can apply to the Humanities Student Research Fund for a nominal sum of money to contribute towards conference attendance. There are 3 applications rounds per year. You are advised to seek other sources of supplemental funding as the funds available from the Graduate School are unlikely to cover all the costs necessary. |
| **Optional Visits (e.g. museums, galleries)** | | Some study may include optional visits to a museum, galleries, etc. You will normally be expected to cover the cost of travel and admission, unless otherwise specified. |
| **Parking Costs** | | You will be responsible for any parking charges required by the University or incurred during fieldwork or dissemination. Those is receipt of research costs as part of a studentship may be entitled to apply for reimbursement of these charges on production of appropriate receipts. You must cover your own parking costs. |