This is a *brief summary* - you can find specific regulations in the University Calendar and further guidance on the Doctoral College website. This information may change, so you should check online for the latest information.

*Please note that some contact details, such as telephone numbers, may change during the year as services change between working from home and working on campus. If a telephone number is not working, please use email.

1. Contacts

Director of the Faculty Graduate School
Professor Ryan Bishop
Email: fah-gradschool-director@soton.ac.uk

Doctoral Programme Directors 2020/21

DISCIPLINE	Doctoral Programme Director
Archaeology	Prof Andy Jones
English	Dr Stephanie Jones
Film	Prof Kevin Donnelly
History	Prof Joachim Schloer
Modern Languages	Dr Karin Zotzmann
Music	Prof Jeanice Brooks
Philosophy	Prof Genia Schoenbaumsfeld
Winchester School of Art	Dr Joanne Turney

The Graduate School Office Team
Team Leader: Luke Fletcher
Senior Admin Officer: Mary Smith
Admin Officers: Hilary Bush, Katy Cotton, Alison Leslie

Email: fah-gradschool@soton.ac.uk
Tel: +44 (0) 23 8212 6532 (Temporary number during covid-19)
Open 9am to 5pm, Monday to Friday.

When contacting the Graduate School Office please always include your student id number

We will only use your university student email address to contact you. Please remember to check it regularly

2. Senior Tutor
You can discuss any pastoral concerns with your supervisory team or Doctoral Programme Director, but if you would like to speak to someone separate from this you can contact the Senior Tutor, Julia Kelly. Her contact details are:
Email: J.A.Kelly@soton.ac.uk
Tel: 023 8059 3942
Room: 65/3046
Julia also has a drop in for PGR students on Wednesdays 11:30 – 12:30.

3.   Student Representation 2020/21

PGR students are represented at Faculty Graduate School Committee by the following reps:

- SUSU Faculty PGR Rep – TBC
- School of Humanities – Vacant position. Interim - see discipline reps below
- Winchester School of Art – Elio Hao

Each discipline also has a PGR representative:

- Archaeology – Lucy-Anne Taylor
- English – Jared Mustafa-Holzapfel
- Film – Xiaoge Li
- History – Fiona Bowler
- Modern Languages and Linguistics – Amina Lechkhab
- Music – Anisha Netto
- Philosophy – Teresa Baron
- Distance Students – Vacant position

4.   COVID-19 Guidance

For the latest guidance for PGR students, please refer to the Doctoral College webpage here:
https://www.southampton.ac.uk/doctoral-college/researcher-resources/coronavirus.page
This page is updated as the situation evolves, so please do check it regularly.

5.   Doctoral College Welcome and Induction

You should aim to go through this information within the first week, but the information will continue to be accessible as a resource hub.
Access the Blackboard site here

6.   Enrolment

Go to the Welcome website and follow the steps. Step 4 is enrolment and this should be completed within 7 days of the start of your programme. You must enrol each academic year – in subsequent years you will be emailed in August with instructions of how to enrol as a continuing student.

7.   ID Cards

You can order your ID card in step 5 on the Welcome website.
You MUST be enrolled before you can be issued with your card.
ID cards will be posted to UK term time addresses. In the meantime, provided that you have fully enrolled, you will be able to access a digital version of your ID via the MySouthampton app.

8.   Student Handbook

Your student handbook and access to guidance, policies and forms will be available on the Doctoral College website.
Note, the 'Faculty Hub' stated in step 6 of the welcome website is not applicable to PGR students. The equivalent information for your research degree can be found within the Doctoral College website/ Handbook.

9.   PGR Tracker

- **School of Humanities-**

PGR tracker is not available for students in the School of Humanities. All information and forms can be found on the Doctoral College website.
If you need any additional information, such as what your specific deadlines are, please contact the Graduate School Team on fah-gradschool@soton.ac.uk.

If you attempt to log in to PGR Tracker, you <u>will</u> receive an error message stating that your record does not exist. This is because PGR Tracker is not linked to your record in the Banner Student Record Database. You should disregard the error message.

- **Winchester School of Art-**

[PGR Tracker](#) is in use for students at Winchester School of Art.

Please do regularly log in to check your upcoming tasks, as email reminders are not currently active. You will find that the deadlines for individual tasks are not listed, so if you are not sure of a deadline, please check the handbook, or email the Graduate School for the specific date.

10. Regulations

University regulations can be found in the [Calendar](#). You should take specific note of section IV (General Information and Regulations) and Section V (Higher Degree Regulations). The regulations governing appeals and complaints can also be found within Section IV.

11. Quality Handbook

The [Quality Handbook](#) contains information on University policies and processes. This is generally linked to from within the Student Handbook, so you should not need to navigate the Quality Handbook directly, however you may find other information on this site useful.

12. SUSSED

[SUSSED](#) is the University portal for accessing information and updates. Go to the Student tab to access your emails, update your personal details, check fees, order ID cards etc.

The University posts news stories and updates every day on this website. To avoid missing important information, we recommend that you subscribe to receive these updates direct to your email inbox – click on a new story and then enter your email in the subscribe section on the right-hand side.

Please ensure that your contact details are always up to date and you have included a Permanent Address and a Term Time Address. You can update your address details multiple time throughout the year, so please keep it up to date. If you do not add your addresses you will not be able to create a Proof of Enrolment Letter and you may miss important communications.

13. Proof of Enrolment Letters

https://www.southampton.ac.uk/studentservices/letter-requests/index.page

FULL-TIME students can generate their own Proof of Enrolment letters.

Go to Sussed -> Student Services tab -> My Student Record (Banner Self Service) -> Proof of Enrolment Letter -> (complete address) -> click Generate Letter.

Letters are automatically stamped & signed, ready for printing.

PART-TIME students should contact the Graduate School at fah-gradschool@soton.ac.uk. Please include who the letter needs to be addressed to as this must be included at the top of the letter.

14. Bank Letters

These are letters used to prove your enrolment in order to open a bank account. These are the same as the proof of enrolment letters above, except that they are addressed to the branch that you will open the account at.

Some banks may accept the self-generated letters, however you can request this type of letter from fah-gradschool@soton.ac.uk if required. Please include the details of the bank and branch where you wish to open your account.

15. Council Tax

Full time students do not normally need to pay Council Tax. Part-time students and students on Nominal Registration are not exempt from Council Tax.

If you live Southampton, Eastleigh, Winchester, New Forest, Portsmouth, Gosport, Fareham, IoW, Bournemouth, or Poole (full list on the webpage below) you can 'Consent to Share Your Information' on as part of enrolment. The University will pass your enrolment details to the council to inform them of your status.

All you need to do is **e-mail the Council** to tell them of **your address** and **that you are a University of Southampton student and provide your student ID number**, and the Council will then check your details against the lists we provide. If you live in an area not listed on the webpage below, you should generate a proof on enrolment letter online.

More help is available on the Council Tax webpage or from the Council Tax Team (counciltax@soton.ac.uk).

16. Ethics

All students in the Faculty of Arts and Humanities undertaking a research project MUST register each research project on ERGOII, the university's online research ethics approval system.

All new postgraduate researchers are required to undertake basic awareness training online. Work through the appropriate sections of the course material. *You must then complete the associated quiz in the Quizzes folder, or it will not register that you have done the course.*

17. Supervision meetings

See Code of Practice for Research Degrees Candidature and Supervision (para 41):

> *The frequency of meetings will depend upon the stage and nature of the research and the particular needs of the research student, but it is expected good practice that, for full-time research students, these meetings should take place at least once a month, and more frequently at the start of the candidature (for part-time research student, these timings should be adjusted accordingly). This could include both face-to-face meetings and other means of communication*

18. Enabling Services

Enabling Services provides a wide variety of support for students who have disabilities, mental health conditions and/or specific learning difficulties. For more information go to the Enabling Services Website.

PGR specific support can be found here.

19. Suspensions, Extensions and Special Considerations

The regulations, policy and procedure can be found on the University Calendar.

It is really important that you raise any problems or difficulties with your supervisory team, however trivial they may seem. Applications for special considerations should be made as soon as the issues become apparent. Please contact the Graduate School Office if you have any questions or concerns – the sooner we know, the sooner we can help support you.

20. Change of programme or mode of study

This may be to change between full time and part time candidature (or vice versa), to change to distance learning, or to change to a different subject. More information and the forms to request the change can be found on the Doctoral College website.

21. Annual Leave (holiday)

Full time PGR students are permitted up to 8 weeks annual leave each year (including public holidays and University closure days), which equates to 26 working days between 1st August and 31st July. For part time students this is calculated pro rata.

Students will have fewer days during their first academic year as the start of candidature will be after 1st August – students starting in September will have 22 days of leave until 31st July.

Please discuss any annual leave with your supervisor in the first instance then inform the Graduate School of the dates by email.

Students with a Tier 4 visa MUST request permission for an authorised absence, to ensure they comply with their visa requirements. Approval may take 10 working days, so you should submit the appropriate form to the Graduate School as soon as possible.

22. Research Leave (data collection, conference attendance etc.)
Please discuss any research leave with your supervisor in the first instance then inform the Graduate School.

Students with a Tier 4 visa MUST request permission for an authorised absence, to ensure they comply with their visa requirements. Approval may take 10 working days, so you should submit the appropriate form to the Graduate School as soon as possible.

23. Tier 4 Visas (international students)
You will be contacted by the VISAS Team with details of what you are required to do for International Registration. Please ensure that you understand the rules and seek any visa advice from the VISAS Team.

If you require a Leave of Absence for any reason or plan to leave the UK you MUST submit a request form to the Graduate School as soon as possible as it can take 10 workings days for requests to be considered.

24. Computing
Please ensure that you back-up all your work regularly. The Southampton Virtual Environment (SVE) is very useful for this and you can also access other services via the SVE without the need to set up a VPN. *It is very stressful to lose all your research – it has happened to students in the past, so please keep this in mind!*
A guide to connecting to the University network and SVE with your own device can be found on the ISolutions website.

25. Access to campus
During the current COVID-19 situation, at the time of writing, PGR students are asked to work from home if they are able to do so. However, you can request access to campus. Please contact your supervisor in the first instance to request access to campus.
Guidance: https://www.southampton.ac.uk/doctoral-college/researcher-resources/return-to-campus.page

26. Study Rooms
PGR students have access to the following PGR study rooms (noting the above guidance for requesting access to campus).
Desks in these rooms are for 'hot-desking' only. This means that they must not be claimed for the sole use by any student but are to be used daily on a first-come, first-served basis. Desks must be cleared at the end of each day or if users are absent for more than two hours during the day. Shelves are provided for this purpose.
Desks are equipped with a monitor, keyboard, mouse and Ethernet cable to connect to your laptop.

a. Avenue Campus Building 65 rooms 2127 and 2125. The access code is **C1784X**.
b. Avenue Campus Building 65B rooms 2005, 2007 and 2009. Currently assigned to students on a trial basis and under review. Waiting list in existence if you wish to join. Please contact one of the PGR student reps for more information. Access the rooms using your ID card.
c. Archaeology (Building 65A) & Music (Building 2). Reserved for students studying these subjects. The code for the study room in 65A is 1234.
    If you are studying Music, please contact the Music Student Office (Building 2/2011) for a key.

d.   Winchester School of Art hot desk space is available in the common room.

Please do not share access codes with others as these rooms are only for PhD students in the Faculty of Arts and Humanities. The codes do get changed from time to time, but we will send out an email to confirm any changes.

27.   Lockers

Lockers are available at Avenue Campus to students who use the study rooms. There is a £50 key deposit which is refunded once the key is returned. To request a locker, please email fah-gradschool@soton.ac.uk with your name and ID number to request one and we will send you the details for paying the deposit online. Lockers are allocated on a first come, first served basis. Once all lockers are allocated there is a waiting list.

28.   Fixed Desks

Students with documented special requirements may be able to apply for a fixed desk in the Cottage. If you think you are eligible please email fah-gradschool@soton.ac.uk with supporting evidence i.e. doctor's note, Enabling Services support. The decision is made by the Director of Graduate School.

These desks are allocated on a yearly basis and it is not guaranteed that students will have a fixed desk space for the duration of their candidature. Students who are away from the university for more than two weeks, e.g. while carrying out fieldwork may not keep their desks during their absence.

29.   Photocopiers/printers

PGR students can use university copiers/scanners without charge for research purposes. For more information see the ISolutions website.

However, if you are printing large volumes it should be sent to the printing facilities. For more information please visit the Print Centre website.

Students providing teaching assistance must NOT use their student card for printing documents relating to their teaching. They must use their staff ID (if applicable) or send it to the university printing facility with a cost code provided by the department.

Thesis printing: Please note that you are responsible for the payment of all costs incurred in the preparation and submission of your thesis. You must *not* use the photocopying machines to produce your thesis for your examination or for your final copy as you may end up with a large bill. It is recommended that you use the University Print Centre for printing and binding your thesis.

30.   Post Rooms

There are pigeon holes for postgraduate research students. You can use this to collect post that is delivered for you, or to drop off items for academic staff.

There is one pigeon hole per discipline for English, Film, History, Modern Languages and Philosophy in the post room in Building 65, room 65/1169 (on the North Corridor). The code is C3478X. Please do not share this code with other students (the post room is not for undergraduate or masters level students, or students from other Faculties).

For Archaeology, the pigeon holes are in the Archive Room, room 65A/3055. The code is C3467Z. Again, please do not share this code.

For Music, any post for Music PGR students will be placed outside of the study room in Building 2.

Winchester School of Art – details to be confirmed.

31.   Facilities

If there are any issues with facilities on campus, e.g. replenishing photocopier paper, please contact hums-facilities@soton.ac.uk.

Maintenance issues should be logged on Planon Self Service.

32.   GradNet

An inclusive student led community for PGR students in the Faculty of Arts and Humanities. GradNet can be emailed on GradNet@soton.ac.uk, or by contacting your student rep.

33.   SUSU

SUSU Welcome: https://www.susuwelcome.com/

Their website also has information about societies and groups that you can get involved with.

The SUSU Advice Centre provides free, independent and confidential support to all students.

34.   PGR Training Sessions (GradBook)

The Doctoral College provides various Professional Development training courses.

Some training is available online via Blackboard and some is available as face-to-face training.

Queries regarding PGR Training should be sent to the PGR Training Team on pgrtrain@soton.ac.uk

35.   Library

Library induction: http://generic.wordpress.soton.ac.uk/gettingstarted/

Each subject has a Librarian that you can contact. Their details can be found by clicking on your subject area on the Library Guides website.