

Faculty of Arts and Humanities Postgraduate Research

Welcome

Prof Chris Janaway, Director of Faculty Graduate School

Today's Sessions...

| | | |
|--------------------|--------------------|-------|
| Graduate School | Prof Chris Janaway | 14:30 |
| Health & Safety | Aloma Hack | 14:45 |
| Student Support | Julia Kelly | 15:05 |
| PGR Student Reps | | 15:20 |
| Time for questions | | |

This presentation will be emailed to you so that you can follow the web links included in the slides

Supervisory Team

- Your most important working relationship
- Two (or more) academic staff
- Tailored to your individual research project
- Team can change
- SWW DTP students: dual supervision

Graduate School Office Team

Team Leader: Danni Sarony

Senior Admin Officers: Luke Fletcher, Anne Nevill

Admin Officers: Hilary Bush, Safia Siddiqi-Hibbert

Contact:

65/2093 - open 9am to 5pm, Monday to Friday.

Email: fah-gradschool@soton.ac.uk

Tel: 023 8059 7433

Access to information

- SUSSED Portal- <https://sussed.soton.ac.uk>
- Doctoral College - <http://www.southampton.ac.uk/doctoral-college>
- University Regulations/ Code of Practice/ Appeals & Complaints - <http://www.calendar.soton.ac.uk/> (Sections IV & V in particular)
- Quality Handbook - <http://www.southampton.ac.uk/quality>
- Blackboard (online training) - <https://blackboard.soton.ac.uk>
- Email alerts - check your University student email account regularly

Facilities

- Winchester School of Art Library
- Avenue Library and Learning Commons
- Hartley Library on Highfield Campus
- Avenue Campus Study Rooms
 - Hot desk policy
 - Lockers can be requested from the GS Office. Deposit of £50
 - Fixed spaces for students with a documented medical need
- Photocopying/printing through printers around campus
 - Large volumes of printing and printing of your thesis should be ordered through the Print Centre (print@soton.ac.uk)

Money Matters

- PGR travel/research trip funding
 - Apply to funding rounds throughout the year, in advance of booking trip
 - Research funded students (e.g. SWW DTP) apply and claim using a separate method
- Opportunities to teach
 - Teaching
 - Required training: OTD parts 1, 2 & 3
 - Research assistance

Leave of Absence

- Absence includes Annual Leave (holiday), Illness, Research Leave/ Fieldwork/ Data Collection
- Annual leave:
 - 26 working days (13 for part time) per academic year, plus university closure days,
 - Full time students starting 26th Sept have 22 days up to 31st July 2020
 - Part time students starting 26th Sept have 11 days up to 31st July 2020
- Always discuss with supervisor and inform GS Office
- International students on Tier 4 visa also require approval from VISAS Team, via Graduate School Office

PhD Programme Overview

- Full time candidature is 4 years (48 months) maximum
- Part time candidature is 7 years (84 months) maximum
- 3 Progressions Reviews:
 - First Progression Review
 - Second Progression Review (“Confirmation”)
 - Third Progression Review
- An Interim Progression Review will be held if a full progression review has not taken place within the previous 12 months of candidature (part time students)
- Candidature ends when the thesis is submitted

Academic Needs Analysis

- Due within 3 months
- Used to assess your current skills and identify skills that need improving
- You will review it each year at a Progression review, or Interim Progression Review
- Completing the form:
 - Humanities Students - form available on Doctoral College website soon
 - WSA students – complete form on [PGR Tracker](#)

Mandatory Training

- Health and Safety –6 e-learning modules
- Ethics Awareness Training
- Research Data Management and Research Data Plan
- Equality & Diversity Briefing
- Teaching or Demonstrating training is required if you will be involved in teaching/ demonstrating

Health and Safety Induction

Staff and Postgraduate Research
Students (PGRs)

Note: In terms of Health and Safety,
Postgraduate Research Students (PGRs)
are regarded as staff.



Emergency procedures - what you should know.....

Location of:

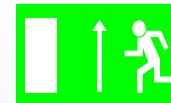
Fire alarm call point • Fire assembly point

Emergency telephone number – **999**

University **24/7** emergency number - **3311 (02380 593311)**



At least two exit routes from your place of work to a place of safety



If you hear an alarm - Leave the building using the nearest fire exit and head immediately to the fire assembly point. Fire wardens will also assist in directing you. **Lifts** - do not attempt to use lifts unless a Personal Emergency Evacuation Plan (PEEP) has been developed with you.

Is it safe to return? - please don't return to the building unless instructed to do so by security or the Senior Fire Warden. **Is it a real emergency?** - It is safer to assume it is.

Fire safety - how you can help us all stay safe

- Keep access routes and stairwells clear, do not wedge fire doors open. This includes ease of evacuation through all spaces/working environments, not just corridors and stairs. Report defective fire doors (e.g. sticking, not closing properly) or if you have problems hearing the alarm.
- Minimise potential sources of combustion. Keep areas around electrical equipment clear. Dispose of rubbish through appropriate waste channels. Fire extinguishers are available in buildings but should only be used if you have received appropriate training.
- **Vehicle Parking/Emergency Services**
Parking on Campus is by permit only. Areas set aside for parking are clearly marked and it is essential, in the interest of safety, that only designated areas be used. Parking in areas not designated as car parks constitute a danger to everyone on campus by preventing ambulances and fire appliances from moving freely about the campus in case of fire or other emergencies (wheel clamps are in use).

Fire safety - how you can help us all stay safe continued.....

- Good Housekeeping, excess items to be removed on a regular basis. Staff and students are responsible for ensuring a clear and tidy workplace, free of excess items. This applies to offices, labs, studios, workshops, common spaces etc..
- Ensure you know your way around all the buildings you use so you can exit in an emergency. What would you do if your normal route was blocked by smoke or fire?
- Lecturers are responsible for clearance of teaching rooms they are teaching in so must be aware of local evacuation routes and assembly point.

Smoke free workplace

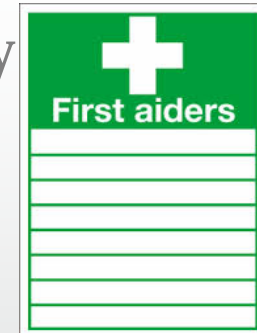


- The University of Southampton is a smoke free workplace.
- Smoking, including the use of electronic cigarettes is not permitted in or immediately outside of University buildings and in University vehicles.
- Smoking outdoors on campus is allowed only where the smoke will not affect those in nearby workplaces.
- All staff and students are asked to comply with the “no smoking” signs displayed at the entrances to University buildings.
- Bins are provided outside of University premises so that cigarettes may be extinguished safely and tidily. The bins do not designate building entrances as smoking areas.

Emergency procedures - accidents and ill- health

NOTE: ALL accidents and incidents are reportable online

- Contact a local first aider to help the injured/unwell person
Contact details can be found on the green and white signs around the buildings (security staff are also first aid trained)
- Contact 22811 (02380 592811) for non-emergency attendance)



In the event of a serious injury – **3 Point Rule**

eg: bleeding heavily or unconscious

1. Call **999** immediately (**91-999** internally)
2. Call University Emergency assistance on - **3311** (**02380 593311** from a mobile)
3. then report it online

Learning from when something has gone wrong.....

Reporting of accidents, incidents and near misses, allows appropriate investigation, review and where necessary, changes to procedures or surroundings to reduce risk to staff, students and visitors.

Know how to report:

- Using SUSSED (www.sussed.soton.ac.uk). Log in and select the icon under *Personal Links*. → →
- Also be sure to inform your line manager/supervisor and Health and Safety team



Weekly Fire Alarm Testing

Evacuation alarms are tested weekly. Times of these tests are advertised on signs near main entrances to buildings. When tests take place the alarm will sound for no more than a few seconds.

If the alarm continues to sound then please evacuate the building.

Weekly Fire Alarm Testing

Highfield Campus

- B2 - Thursday morning between 10:45/11:15
- B4 & B6 - Thursday morning between 11:00/11:30
- B34 - Monday morning between 10:15/10:45
- B39 - Wednesday morning between 07:45/08:00
- B54 & B56 - Tuesday morning between 09:15/09:45
- B58 - Tuesday morning between 10:15/10:45

Winchester Campus

- B63A/East - Thursday afternoon between 13:00/13:30
- B63F/Admin - Thursday afternoon between 13:30/14:00
- B63G/South - Thursday afternoon between 13:30/14.00
- B63K/West - Thursday afternoon between 13:15/13:45
- B63L/West Lecture Theatre - Thursday afternoon between 13:15/13:45

Avenue Campus

- Woodside Cottage - Monday afternoon between 14:00/14:30
- B65 & 65a - Monday afternoon between 14:45/15:15
- B65b - Monday afternoon between 15:00/15:30

Assembly point for B2, B4, B6, B54 & B56



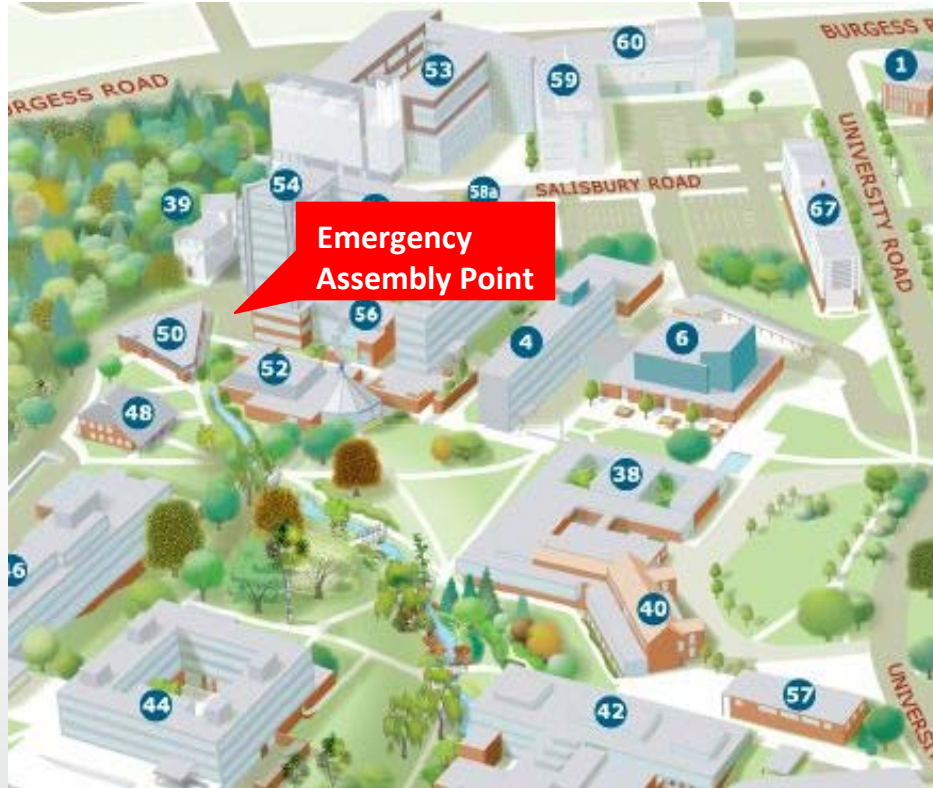
Assembly point for B32



Assembly point for B34



Assembly point for B39



Assembly point for B58



Assembly point for Winchester Campus B63 (A,F,G,K and L)



Imagery ©2018 Google, Map data © 2018 Google



Winchester Campus assembly point is located inside Riverside Park at the far end of Park Avenue

- A - East
- F - Admin
- G - South
- K - West
- L - West Lecture Theatre

Assembly point for Avenue Campus B65, 65a, 65b and the Cottage



Avenue Campus assembly point is located
the far corner of the car park

65 Parkes Building
65a Archaeology
65b Burgess
Cottage

Responsibilities

We all have legal responsibilities under the Health and Safety at Work Act and other laws (depending on the activity), for the safety of ourselves, colleagues, students and visitors in the workplace. Failure to adhere to policies and processes may lead to non-compliance. If staff and/or students you are responsible for, are given rules, they apply to you too.

Line Manager/Supervisor Responsibilities include:

- Taking responsibility for those under your supervision in an emergency, advising staff and students of the fire exits and assembly points, particularly important when you are new to the campus or building.
- Risk assessing work activities for which you are responsible, ensuring they are current and that you and those you are responsible for are working within the defined controls.
- Reporting any accidents, incidents or near misses
- Identifying and monitoring H&S training needs and their completion
- Being approachable to discuss and assist with your health and wellbeing

Legal Compliance - Liability

■ Enforcement action ■ Heavy fines ■ Penal sentences ■ Improvement Notice - funding changes to equipment, infrastructure ■ Prohibition Notice - closing down all or part of operation ■ Civil claims ■ Legal challenge ■ Court costs ■ Insurance

■ Lack of compliance can lead to death or injury ■ Costs due to damaged reputation ■ Criminal charges of key staff ■ Cost - overtime/temporary labour/training ■ Indirect costs while staff deal with the consequences ■ Disciplinary Action

■ Poor student/employee experience Loss of research and teaching space/ equipment ■ Loss of estate or infrastructure including data

■ Disease/ infection ■ Air pollution/ ground ■ Withdrawal of Permits to use radioactive material, dispose of hazardous waste, emit substances to air or water. ■ Security breach

Controlling Workplace Hazards

- Workplace Hazards and Risk Control
- Musculo-skeletal hazards and risk control
- Work equipment hazards and risk control
- Electrical Safety - Fire Safety
- Chemical, biological/other health hazards and risk control
- Physical and psychological health hazards and risk control

All encountered hazards are either eliminated or reduced by recognising them, evaluating the risks involved and putting preventative measures in place

Working Environment - Companion Animals

The Faculty has formalised guidelines regarding the presence on-site of animals within the campuses it occupies. The objective is to differentiate between the perceived need for assistance animals and the presence of companion animals accompanying staff, students and visitors within the Faculty. The guidelines apply to all employees, students and visitors within the Faculty, at all sites.

General Principles - Companion animals may only be brought on-site in exceptional circumstances and prior permission must be sought from the Head of School. Permission should only be granted once agreement is reached on the following:

- animals must be kept within owners' offices;
- the staff club and associated public eating areas must be avoided
- animals may only occupy shared offices with the agreement of all other office users
- animals may not be taken into common rooms, or centrally bookable rooms (ie. teaching rooms)

Working Environment – Children in the Workplace

Children (those under 18), who are visitors to the School in an official capacity, must be under the immediate and close supervision of a responsible adult at all times. They are not permitted in any office, workshop or laboratory unless the specific permission of the Head of School has been given.

In addition, children of staff and/or students should not be present at any time. In exceptional circumstances (for staff only), and then only for a very short period of time in any one day, to enable staff to arrange cover and with express permission of the Head of School, a child may be allowed if they are both accompanied and supervised at all times. They are NOT allowed in studios, workshops or computer workstation rooms. They are NOT to be allowed to use any office equipment under any circumstances.

Working Environment – Unauthorised Persons, Visitors and Contractors

An *unauthorised person* is someone who does not have authority, expressed or implied, by either appointment or position, to be in the area in question. Unauthorised persons may not use tools, office or other equipment wherever situated in the School. A member of the School, like any other visitor or person legitimately on University premises may be an unauthorised person if in a part of the premises where he or she has no legitimate reason to be.

Visitors to the School should be asked to report to the Main Reception Desk (if there is one, or call their contact). The relevant staff member should be notified that their visitor has arrived and asked to report to reception to receive them.

Contractors should follow agreed procedures both locally, with the University and/or written into their contract

Working Environment – Lone Working and Out of Hours Working

Confirm the need for a risk assessment relevant to the activity. consult guidance, consider medical conditions, obtain authorisation etc.

Lone working - Lone workers should not be at more risk than other employees. Precautions should take account of normal work and foreseeable emergencies such as fire, equipment failure, illness and accidents. **NOTE:** To report you are alone, wherever you are working, please notify Security - **NON-EMERGENCY:** internal telephone ext 22811 or external telephone 02380 592811 **EMERGENCY:** internal telephone ext **3311** or external telephone **023 8059 3311**

Out of Hours working - If you are working late you must adhere to the University Out of Hours Working policy and are NOT permitted to be in University buildings from 11.00p.m. until 06.00a.m. This rule applies to EVERY DAY OF THE YEAR without permission. If you are directed to leave the building by a member of security staff then you must vacate the building as requested before 11.00p.m in order to exit at the required time.

General Security -

University Access Controlled buildings

Access control through ID cards restricts entry after 18.00 and before 08.00 in the morning in most University Buildings. In the event of an emergency, all University ID cards will allow exit from any University access controlled building.

These systems have been installed to enhance your safety by blocking unwanted personnel and your assistance in their correct use and operation is required. Located internally and adjacent to every card-controlled entry/exit point door is a green, emergency break-glass unit. Pressing the window area of the unit firmly will activate it, thus directly breaking the power circuit to the electric door locks to allow egress.

- CCTV and secure bike storage is available in most University locations
- Some buildings have 24/7 Security present (check locally, if you are required to sign in and where, after 18.00 hours)
- **Getting home in the dark** - Security may be able to escort you to your car, if you are feeling insecure
- You are advised not to use (Highfield) Lovers Walk after dark.

Personal security and safety

- In general the University campus is a safe environment, lost property gets handed in and crime rates are low, however, on or off campus you should ensure that you personally take reasonable care of yourself and your possessions.

To help maintain this situation, please ensure:

Security - Central Control Room - CCR

3311 Emergency
or 023 8059 3311

22811 Enquiries
or 023 8059 2811

E-mail
unicc@soton.ac.uk

- You do not leave valuables unattended in unlocked offices. Remember most of our buildings are open access during the working day.
- Report any incidents or concerns to University security. Ensure you note their contact numbers, ideally in your phone so you have them to hand when you need them. Reporting helps security identify trends and allocate resources appropriately.
- Report issues such as lack of lighting. These may highlight need or indicate where maintenance (e.g. streetlamps, paving) is required.

The University's Health, Safety and Risk Directorate (HSR)

Please consult the HSR site for centrally held information, such as templates, guidance, policies etc.

You may need to right click and then open the hyperlink below, you will be required to log in with your normal University log in and password HSR :

<https://intranet.soton.ac.uk/sites/healthandsafety/Pages/Home.aspx>

Local advice and support:

Faculty Health and Safety Liaison Officer - Aloma Hack
Ext 23025 (0238058 3025) Email A.J.Hack@soton.ac.uk

Student Support

PGR Student Support at the University of Southampton

Julia Kelly – Humanities Senior Tutor

Non-academic support

As a PGR at the University of Southampton you are able to access Student Services and the Student Union Advice Centre, just like any other student.

Enabling Services, as part of Student Services, offers free support, advice and information on managing mental health and wellbeing, crisis support, disability services and specific learning differences (SpLDs) such as dyslexia.

What kind of support does **Student Services** offer?

For help with all general student inquiries including student living, money and finances, visa and immigration, careers advice and opportunities, as well as fitness, health and wellbeing.

Student Services: Building 37, Highfield campus

What kind of support does **Enabling Services** offer?

For assistance with short or long-term disabilities, specific learning differences (such as dyslexia, dyspraxia, ADHD) and autism spectrum disorders, as well as mental health and support (short-term counselling, depression and low mood, panic, bereavement, family difficulties, harassment) and general health and wellbeing advice and resources.

Enabling Services: Building 37

Making contact

Enabling Services run a daily **Drop-In** available to **all students** at the University of Southampton.

Drop in runs **1:00pm – 3:00pm, Monday – Friday** during term time, and Monday, Wednesday and Friday (outside of term time). Drop in takes place in the Student Services Building (B37).

Details of evening drop in sessions can be found on the [Enabling Services website](#).

Drop in is offered on a first-come, first-serve basis.

Enabling Services can also be reached via:

Phone: 02380 597726

Email: enable@soton.ac.uk

Live Chat: www.southampton.ac.uk/edusupport

For a more urgent matter you can contact First Support on: 02380 597488

What happens at Drop-in?

Drop-in is an opportunity to meet one-on-one with an advisor who will help direct you to the most appropriate sources of support, both internal and external to the University.

Enabling Services uses a triage system to ensure students are referred to the most appropriate services. Students should be prepared to discuss their options with an advisor so they are signposted to most suitable support.

Self-help

Following a University research project concerned with PGR wellbeing and non-academic support, Enabling Services have developed an online resource dedicated to PGRs. This includes PGR-targeted advice regarding managing supervisory relationships and anxiety over the upgrade process. It also has links to external sources of support and self-help resources you may find useful. Find it at:

www.southampton.ac.uk/edusupport/PGR.page

Self-help

Additional resources for PGR students:

NHS Steps2Wellbeing www.steps2wellbeing.co.uk/ offer a range of free treatments for people experiencing mild to moderate depression and anxiety disorders in Southampton and Dorset.

NHS Live Well www.nhs.uk/livewell/Pages/Livewellhub.aspx offer online advice and information on health and wellbeing.

Mind www.mind.org.uk/ offer information and support for mental health conditions.

Mental health Foundation wellbeing podcasts www.mentalhealth.org.uk/podcasts-and-videos

Disclosure

Sometimes students can be anxious about disclosing mental health conditions, disabilities or learning difficulties to the University (whether it be Enabling Services, the Faculty Graduate School or supervisors).

Students should keep in mind that such conditions are not uncommon among PGRs, and early disclosure can actually help to prevent difficulties from impacting you and your studies while you are at university.

If you have specific learning difficulties (SpLDs) such as dyslexia and dyspraxia you can access extra study support, and may be eligible for a grant through the Disabled Student Allowance (DSA).

We encourage sharing any difficulties with your supervisor if and when they develop so they can support you in the most appropriate way.

Confidentiality

Confidentiality is taken very seriously by the University of Southampton, its students, the Doctoral College and Enabling Services.

We would not share information with a third party, unless there is a risk of harm to yourself or others. We can share information with Faculty staff, but this would be on a need to know basis and not shared widely.

We would encourage you to speak to your supervisor if your feelings are affecting your studies, so they are aware of your circumstances.

Other Student Services

- [Visa and immigration student advice centre](#)
- [Careers and employability](#)
- [Student Union Advice Centre](#)
- [Jubilee Sports Centre and other recreational activities](#)
- [Chaplaincy and faith support](#)
- [Private Rented Support](#)
- [Student Life](#)
- [Childcare at the Early Years Centre](#)

Special Considerations

- If you are experiencing difficulties with your degree programme, you should let your Supervisor know in the first instance.
- If you are affected by exceptional circumstances outside of your control which have or will negatively affect your research degree candidature you should apply for Special Considerations as soon as possible.

You may request Special Considerations for:

- A suspension of candidature
- 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 Consideration to be given to the outcome of an assessment;
- Circumstances to be logged until such a time that they may wish to make a request for Special Consideration.

Process and Regulations

- If you wish to apply for Special Considerations you will need to complete a Special Considerations form which you can find here:

https://www.southampton.ac.uk/quality/pgr/research_degree_candidature/pgrspecialconsiderations.page

- The regulations governing Special Considerations for research degree programmes can be found here:

<http://www.calendar.soton.ac.uk/sectionV/special-considerations-research.html>

SC1 - Special Considerations Request Form for Postgraduate Research students

This form should be submitted, **with supporting evidence**, to your Faculty Graduate School Office as soon as circumstances that will affect your candidature are known, and before any assessment or deadline which may be affected. Before completing this form, please refer to the **guidance notes** on pages 9-14.

The Postgraduate Research (PCR) Special Considerations Board considers requests for:

- a suspension of candidature;¹
- 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)
- for special considerations to be given to the outcome of an assessment;
- circumstances to be logged until such time that you may wish to make a request

¹Note that requests for the suspension of candidature for reasons which could be foreseen (for example: a work placement or parental leave) should be submitted on the 'Suspension of research candidature request form (where the request is not related to Special Considerations)'. Guidance on the types of circumstances and which request form to use can be found on page 9.

Part 1. Your Details - To be completed by the student

a) Your details

| | | | |
|---|-----------|--------------------------|--------------------------|
| Forename | | | |
| Family/Surname | | | |
| Programme Title | | | |
| Student ID | | | |
| Is your registration full or part time? (please tick) | Full-time | <input type="checkbox"/> | Part-time |
| Start date | | | |
| Are you in nominal registration? (please tick) | | | |
| Main Supervisor Name | | | |
| Does your supervisor support your request? | Yes | <input type="checkbox"/> | No |
| | | <input type="checkbox"/> | Not Discussed |
| | | <input type="checkbox"/> | <input type="checkbox"/> |

b) Finance

| | | | | |
|---|-----|--------------------------|----|--------------------------|
| Are you sponsored or in receipt of a studentship? (please tick) ² | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| If yes, please state details here e.g. name of funder(s). If you are requesting an extension of research candidature, please also state your means of financial support during the requested extension period | | | | |
| | | | | |

²Suspending your candidature may have financial implications e.g. you will not pay tuition fees but it may affect your stipend payments or other funding that you receive; you may become liable for additional fee increments in future years of candidature.

c) Visa

| | | | | |
|---|-----|--------------------------|----|--------------------------|
| Are you an international student on a tier 4 visa? (please tick) ³ | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|---|-----|--------------------------|----|--------------------------|

³Requests to suspend/extend candidature could affect your UK immigration status if you are here on a Tier 4 visa. The University is legally required to report certain changes in your circumstances to UK Visas and Immigration, and some of these changes may result in your current visa being curtailed (i.e. shortened or cancelled). If you are considering suspending or extending your studies, you should refer to the [VISAS Team website](#) in the first instance. If you are unable to find the answer to your question on this website, please either use the enquiry form available there, or attend one of the VISAS Team drop-in sessions. Details of the dates and times of the drop-in sessions can also be found on the VISAS Team's website.

d) Contact details

If you are requesting a suspension of candidature, you **must** specify your contact details for the period you will be on suspension. It is your responsibility to update your personal details via SUSSED, please ensure that you do this prior to a suspension being implemented on our systems.

| | |
|--|--|
| Contact email address: | |
| Contact telephone number: | |
| Contact address at which you will reside whilst on suspension: | |

Name of Student

Student ID

Part 2. Your Circumstances - To be completed by the student

| | |
|---|--------------------------|
| (a) Period Affected | |
| Date from: | |
| Date to: | |
| (b) Reason for your request (please tick) | |
| Employment commitments | <input type="checkbox"/> |
| Financial | <input type="checkbox"/> |
| Health | <input type="checkbox"/> |
| Other ⁴ | <input type="checkbox"/> |
| Personal | <input type="checkbox"/> |
| Unforeseen disruption: | <input type="checkbox"/> |
| *If other, please state ⁴ : | |
| (c) Does this request relate to a previous request where you requested for circumstances to be logged until such time that you wish to make a request? (Please tick) | |
| Yes ⁴ | <input type="checkbox"/> |
| No | <input type="checkbox"/> |
| *If yes, please state the date of your request: | |
| (d) Please describe your circumstances and how they have impacted upon you and your studies | |
| | |
| (e) Please list the supporting evidence you have attached (All requests made under this policy must be supported by evidence, see guidance on page 11 for appropriate examples): | |
| | |

⁴Please note that if you are requesting a suspension of candidature, and the reason for your request is not related to Special Considerations, for example, you are attending a placement, or requesting parental leave, please complete the 'Suspension of Research Candidature Request form (where request is not related to Special Considerations)' instead. Guidance on the types of circumstances and which request form to use can be found on pages 9.

Name of Student

Student ID

Part 3. Your request - To be completed by the student

Please tick the type of request you wish to make (*more than one box can be ticked if appropriate*) and fill in the corresponding other box(es) of Part 3:

- a. Suspension of candidature (go to Q.3a)
- b. Extension to candidature (go to Q.3b)
- c. Extension to Progression Review Report submission deadline (go to Q.3c)
- d. Reschedule a Progression Review or, in exceptional circumstances only, a viva voce examination (go to Q.3.d)
- e. Extension to a revised thesis submission deadline (following a viva voce examination) (go to Q.3e)
- f. Special Considerations to be given to the outcome of an assessment (go to Q.3f)
- g. Circumstances to be logged until such time that you may wish to make a request (go to Q.3g)

a) Suspension of candidature (see guidance notes on page 11)

| | |
|---|--|
| Requested suspension start date: <i>(Please use exact date)</i> | |
| Requested suspension end date: <i>(please use exact date)</i> | |

b) Extension to candidature (see guidance notes on page 12)

| | |
|--|--|
| Current date that your candidature ends (thesis submission deadline): <i>(Please use exact date)</i> | |
| Requested candidature end date: <i>(please use exact date)</i> | |

c) Extension to Progression Review Report submission deadline (see guidance on page 12)

| | |
|--|--|
| Assessment (e.g. First progression review, Confirmation): | |
| | |
| Current submission deadline: <i>(Please use exact dates)</i> | |
| Requested new submission deadline: <i>(please use exact dates)</i> | |

d) Reschedule a Progression Review or, in exceptional circumstances only, a viva voce examination (see guidance on page 12)

| | |
|--|--|
| Assessment (e.g. First progression review, Confirmation): | |
| | |
| Current assessment date: <i>(Please use exact dates)</i> | |
| Requested assessment date: <i>(Please use exact dates)</i> | |

e) Extension to a revised thesis submission deadline (following a viva voce examination) (see guidance on page 12)

| | |
|--|--|
| Current submission deadline: <i>(Please use exact dates)</i> | |
| Requested new submission deadline: <i>(Please use exact dates)</i> | |

f) Special Considerations to be given to the outcome of an assessment (see guidance on page 13)

| | |
|---|--|
| Assessment (e.g. First progression review, Confirmation): | |
| | |
| Outcome sought: | |
| | |

g) Circumstances to be logged (see guidance on page 13)

| | |
|---|--|
| Please tick here to confirm that you wish the circumstances in section 2 to be considered and logged against a future request for Special Considerations. | |
|---|--|

Name of Student

Student ID

Part 4. Confidentiality and student sign off - To be completed by the student

This form will be reviewed by the following people, unless they have a declared Conflict of Interest with your request:

- Members of the PCR Special Considerations Board in your Faculty
- The Faculty Director of Graduate School
- Members of the Graduate School Office

a) Please tick here if you **do not** want members of your supervisory team to view your request, and complete the box below with the reasoning for this request*

**It is important and usual practice that members of your supervisory team are aware of requests for Special Consideration. However, in exceptional circumstances you may request that members of your supervisory team are not given sight of the request and supporting evidence. The Chair of the PCR Special Considerations Board (or other academic member in their absence), will consider whether this request is reasonable. If the Board does not deem this to be reasonable, they will communicate this to you via the Faculty Graduate School, and, if necessary, arrange to meet with you. Please note that your supervisory team will be made aware of the outcome of your request if there is an action arising (e.g. adjustment to your candidature, or to disregard a progression review).*

If you have ticked above, please provide the reason for this request here:

| |
|--|
| |
|--|

b) Please tick here if you would like your request to be considered in a different Faculty to the one in which you are registered, and complete the box below with the reasoning for this request**

***In exceptional circumstances, you may ask that your request is considered in a different Faculty to the one in which you are registered. Relevant members of staff in your Faculty will be made aware of the outcome of a request if there is an action arising. If this option is selected, the Graduate School Office will confirm your request with the Director of the Faculty Graduate School and then pass the request to another Faculty's Graduate School*

c) I certify that the information provided here is correct to the best of my knowledge, and I understand that a change in candidature may have financial and/or visa implications

| | | | |
|------------|--|-------|--|
| Signature: | | Date: | |
|------------|--|-------|--|

Please arrange for a member of your supervisory team to complete Part 5. You must then submit this form to the Graduate School Office (contact details at back of form)

Questions on Student Support/ Special Considerations?

PGR Student Representatives

Your Student Reps 2019/20

- SUSU Faculty PGR Rep – Yuren Li
- School of Humanities – Zack White
- Winchester School of Art – Vacant

- Archaeology – Lucy-Anne Taylor
- English – Alastair Dawson
- Film – Xiaoge Li
- History – Zack White
- Modern Languages and Linguistics – Amina Lechkhab
- Music – Anisha Netto
- Philosophy – Teresa Baron
- Distance Students - Vacant

Contact details on [SharePoint](#)

Finally...

- Please sign the register to show your attendance at today's session
- Subject specific welcome talks are next
- PG Drinks Reception at 16:30 in South Corridor
- Part 2 on 2nd October at 14:30 in Lecture Theatre B:
 - Doctoral College
 - PGR Training
 - Library services
 - Ethics
 - IT support services
 - UCU
 - PG Tips from current students