Individual Doctoral Agreement: PhD by Distance Learning

**Purpose**

The [General Academic Regulations for Research Students](https://www.southampton.ac.uk/about/governance/regulations-policies/research-students/general/special-considerations) (including the [Regulations for Research Degrees](https://www.southampton.ac.uk/about/governance/regulations-policies/research-students/general/regulations) and the [Code of Practice for Research Degree Candidature and Supervision](https://www.southampton.ac.uk/about/governance/regulations-policies/research-students/general/candidature-supervision)) apply to all students of the University of Southampton. Where approval has been given through the [PhD by Distance Learning Policy](https://www.southampton.ac.uk/~assets/doc/quality-handbook/PhD%20by%20Distance%20Learning%20Policy.pdf)) for a student to undertake their programme of study via distance learning, the Individual Doctoral Agreement (“the IDA”) should be completed to set out the specific arrangements that will be put in place to support the student throughout their candidature.

**Development of the IDA and the requirements for approval, recording and regular review**

The student, their supervisory team [and in cases where an employer or other organisation will act as a “host” for the student] should be fully involved in developing the IDA which must be approved by the Faculty Director of the Graduate School, prior to it being uploaded to PGR Manager by the student, with a copy sent to the supervisory team and to the Doctoral College (Faculty) Team.

The IDA should be reviewed annually to ensure it remains relevant, with modifications recorded and agreed by all parties. The modified IDA should then be uploaded to PGR Manager by the student, with a copy sent to the supervisory team and to the Doctoral College (Faculty) Team.

**Associated processes**

Matters relating to health and safety (including the assessment of risk); insurance; confidentiality; intellectual property; research integrity) must be given detailed consideration and relevant information clearly communicated to the student in writing.

* Where the student will be spending time at the premises of their employer or other organisation in order to undertake their research project, a **risk assessment** must be completed to identify and control any hazards within the student’s workplace. The completed risk assessment should be appended to the IDA and uploaded to PGR Manager by the student, with a copy sent to the supervisory team and to the Doctoral College (Faculty) Team. The risk assessment should be reviewed annually alongside the IDA. Advice on completing risk assessments should be obtained from [healthandsafety@soton.ac.uk](mailto:healthandsafety@soton.ac.uk).
* **Public liability insurance** must be in place if the student is to be based at the premises of their employer or other organisation in order to undertake their research project. Advice on insurance matters should be obtained from [insurance@soton.ac.uk](mailto:insurance@soton.ac.uk).
* If necessary, and before any travel is booked or undertaken, appropriate **travel insurance** mustbe in place. Advice on insurance matters should be obtained from [insurance@soton.ac.uk](mailto:insurance@soton.ac.uk).

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| **Student and programme details** | | | | |
| Student name | [FIRST NAME] [SURNAME/FAMILY NAME] | | | |
| Student ID | [XXXXXXX] | | | |
| Programme name | [E.G. PHD IN CHEMISTRY] | | | |
| School | [E.G. CHEMISTRY] | | | |
| Faculty | [E.G. FACULTY OF ENGINEERING & PHYSICAL SCIENCES] | | | |
| Start date | [MM/YYYY] | | | |
| Mode of study | Full-time |  | Part-time |  |
| Research project title | [TITLE] | | | |

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| **Supervisory team membership** | | |
| Role | Name | Contact details (email) |
| Main Supervisor | [FIRST NAME] [SURNAME/FAMILY NAME] | [EMAIL ADDRESS] |
| Co-ordinating Supervisor | [FIRST NAME] [SURNAME/FAMILY NAME] | [EMAIL ADDRESS] |
| Second Supervisor | [FIRST NAME] [SURNAME/FAMILY NAME] | [EMAIL ADDRESS] |
| Co-Supervisor | [FIRST NAME] [SURNAME/FAMILY NAME] | [EMAIL ADDRESS] |
| External Adviser | [FIRST NAME] [SURNAME/FAMILY NAME] | [EMAIL ADDRESS] |

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| **Supervisory arrangements** |
| Detail the formal arrangements that will be in place to support the student (e.g. frequency, format and which members of the team will be involved).  It is also important that there is a clear understanding of what constitutes reasonable access to the supervisory team when advice and guidance is needed outside of the formal arrangements (this is a particularly important consideration should the student be based in a location that has a different time zone to the UK). |
| [PROVIDE DETAILS HERE] |

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| **Supervisory visits** |
| A distance learning student will typically conduct their studies remotely for the full duration of their candidature. However, if in-person formal or informal supervision (e.g. at Southampton’s campus, the student’s workplace, or other venue is planned), details should be specified here, including approximate dates of meetings. |
| [PROVIDE DETAILS HERE] |

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| **Local contact** | |
| Where the student’s workplace be within the premises of their employer (or other organisation), it may be beneficial to arrange for a local contact to be available to the student. Any such arrangement will be informal in nature and the local contact will not be considered a member of the student’s supervisory team. | |
| Arrangements (purpose, etc) | [PROVIDE DETAILS OR STATE NOT APPLICABLE] |
| Name | [FIRST NAME] [SURNAME/FAMILY NAME] |
| Role with employer/other organisation | [ROLE] |
| Contact details (email, location) | [EMAIL ADDRESS, LOCATION] |

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| **Location** | | |
| A distance learning student must be based in an environment that is relevant and conducive to their research, either in the UK or overseas.  Provide details of the student’s **primary location** where they will conduct their research and activities associated with their project (e.g. within the premises of their employer or other organisation, or the workplace will be local to or within their place of residence).  Provide details of any **supplementary location** necessary for other activities associated with their studies (e.g. data collection, fieldwork etc).  Provide details of **in-person attendance.** A distance learning student will typically conduct their studies remotely for the full duration of their candidature. | | |
| **Primary location, purpose and applicable dates** | | |
| [PURPOSE] | [LOCATION AND ADDRESS] | [DD/MM/YYYY] |
| Outcome of risk assessment | [PROVIDE DETAILS OF FINDINGS, DATE OF RISK ASSESSMENT, OUTSTANDING MATTERS AND WHEN THEY WILL BE RESOLVED] | |
| Outcome of insurance needs assessment | [PROVIDE DETAILS OF FINDINGS, EVIDENCE THAT PUBLIC LIABILITY INSURANCE IS IN PLACE WHERE REQUIRED (E.G. POLICY NUMBER), OUTSTANDING MATTERS AND WHEN THEY WILL BE RESOLVED.] | |
| **Supplementary location and applicable dates** | | |
| [PURPOSE] | [LOCATION AND ADDRESS] | [DD/MM/YYYY] |
| Outcome of risk assessment | [PROVIDE DETAILS OF FINDINGS, DATE OF RISK ASSESSMENT, OUTSTANDING MATTERS AND WHEN THEY WILL BE RESOLVED] | |
| Outcome of insurance needs assessment | [PROVIDE DETAILS OF FINDINGS, EVIDENCE THAT PUBLIC LIABILITY INSURANCE IS IN PLACE WHERE REQUIRED (E.G. POLICY NUMBER), OUTSTANDING MATTERS AND WHEN THEY WILL BE RESOLVED.] | |

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| **In-person attendance** | | | | |
| Details of the arrangements that will be made to provide the student with access to an appropriate place to work, and to the facilities, equipment and resources needed during periods of in-person attendance. | | | | |
| [PROVIDE DETAILS] | | | | |
| Where periods of in-person attendance will require the student to secure a visa for entry to the UK, provide confirmation that the student has been advised of the need to seek advice from the [VISAS Team](https://www.southampton.ac.uk/studentservices/visa-and-immigration/index.page). | Yes |  | No |  |
| [IF IN-PERSON ATTENDANCE IS REQUIRED, PROVIDE DETAILS OF THE APPROXIMATE DATES WHEN THE STUDENT WOULD BE EXPECTED TO ATTEND AT SOUTHAMPTON’S CAMPUS, TOGETHER WITH THE PURPOSE OF THE VISIT] | | | | |

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| **Facilities, equipment and resources** | |
| A distance learning student must have regular, ongoing and local access to the essential facilities, equipment and resources needed to successful complete the research. Furthermore, the student must have been judged to have access to an electronic device with internet and videoconference access and capabilities and the technology to enable remote contact and access to the University’s systems (so as to participate fully in remote meetings and online activities).  Making reference to both standard and specialist facilities, equipment and resources (including access to an appropriate space to work), provide details of when and how this provision will be made available to the student. This information should include timescales for the provision of any facilities, equipment and resources not immediately available to the student. | |
| Facilities | [PROVIDE DETAILS AND RELEVANT DATES] |
| Equipment | [PROVIDE DETAILS AND RELEVANT DATES] |
| Resources | [PROVIDE DETAILS AND RELEVANT DATES] |
| Space to work | [PROVIDE DETAILS AND RELEVANT DATES] |

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| **Induction, training and professional development** | | |
| It is expected that distance learning students will be provided with remote access to a comparable induction and training and professional development provision as that available to a campus-based students.  Against each year of study, provide details of the expected mandatory, compulsory and required training and professional development planned for the student, responsibility for provision (e.g. the Doctoral College, the Centre for Higher Education Practice (CHEP), Faculty, School, supervisory team, etc) and how the student will access it.  Any training and professional development activities that are essential to the success of the research project and/or deemed necessary for progression or assessment purposes which cannot be delivered remotely will require in-person attendance. Details of any in-person attendance requirements should be specified here. | | |
| **Induction** | | |
| [DETAILS] | [YEAR OF STUDY] | [REMOTE / IN-PERSON] |
| **Mandatory training** (required for progression through a doctoral research programme and which is monitored and reported upon by the Doctoral College) | | |
| [DETAILS] | [YEAR OF STUDY] | [REMOTE / IN-PERSON] |
| **Compulsory training** (training courses that exist within the doctoral researcher landscape and which a student is required to complete but which do not have an impact upon progression) | | |
| [DETAILS] | [YEAR OF STUDY] | [REMOTE / IN-PERSON] |
| **Required training** (courses which are not directly related to the doctoral research project but may be required by teams such as HR and Health and Safety) | | |
| [DETAILS] | [YEAR OF STUDY] | [REMOTE / IN-PERSON] |

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| **The research community** |
| Provide details of the opportunities that are available to the student to access the wider University of Southampton research community, e.g. research seminars, presenting work to peers, interaction with peers to discuss research and exchange ideas. |
| [PROVIDE DETAILS] |

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| **Progression Monitoring and Review** | | |
| Adherence to the standard expectations, timings and format of reviews, as specified in the [Code of Practice for Research Degree Candidature and Supervision](https://www.southampton.ac.uk/about/governance/regulations-policies/research-students/general/candidature-supervision) is required, but informal and formal progression monitoring will be typically conducted remotely for distance learning students. **The table below should be completed for all students**.  If in-person formal or informal progression monitoring and review (e.g. at Southampton’s campus, the student’s location, or other venue) is planned, the table should be expanded to include such details. Furthermore, should the student be expected to present material for a formal progression review that would usually only be possible in an in-person setting, details of the arrangements that will be put in place to achieve this should be provided here. | | |
| **Category** | **Expected submission date (month/year)** | **Location and any further details** |
| First Progression Review | [MM/YYYY] | [PROVIDE DETAILS HERE] |
| Second Progression Review | [MM/YYYY] | [PROVIDE DETAILS HERE] |
| Third Progression Review | [MM/YYYY] | [PROVIDE DETAILS HERE] |
| Interim Progression Review [if applicable] | [MM/YYYY] | [PROVIDE DETAILS HERE] |
| Informal progression monitoring | [PROVIDE DETAILS HERE] | |

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| **Thesis submission and examination** | | |
| Thesis submission and examination for distance learning students is expected to adhere to the expectations specified in the [Code of Practice for Research Degree Candidature and Supervision](https://www.southampton.ac.uk/about/governance/regulations-policies/research-students/general/candidature-supervision), but the examination will be typically conducted remotely for distance learning students. **The table below should be completed for all students**.  Should the student be expected to present material that would usually only be possible in an in-person setting, details of the arrangements that will be put in place to achieve this should be provided here. | | |
| **Category** | **Expected Date** | **Location and any further details** |
| Thesis submission | [YYYY] | [DETAILS] |
| Examination/viva | [YYYY] | [DETAILS] |

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| **Agreement and approval** | | |
| **Role** | **Name** | **Date** |
| Student | [FIRST NAME] [SURNAME/FAMILY NAME] | Click or tap to enter a date. |
| Main supervisor [on behalf of supervisory team] | [FIRST NAME] [SURNAME/FAMILY NAME] | Click or tap to enter a date. |
| On behalf of “host” [where applicable] | [FIRST NAME] [SURNAME/FAMILY NAME] | Click or tap to enter a date. |
| Faculty Director of the Graduate School | [FIRST NAME] [SURNAME/FAMILY NAME] | Click or tap to enter a date. |

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| **Review**  Specify here any modifications needed to the IDA, detailing how and when these will be implemented | | |
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| **Agreement and approval** | | |
| **Role** | **Name** | **Date** |
| Student | [FIRST NAME] [SURNAME/FAMILY NAME] | Click or tap to enter a date. |
| Main supervisor [on behalf of supervisory team] | [FIRST NAME] [SURNAME/FAMILY NAME] | Click or tap to enter a date. |
| On behalf of “host” (where applicable) | [FIRST NAME] [SURNAME/FAMILY NAME] | Click or tap to enter a date. |
| Faculty Director of the Graduate School | [FIRST NAME] [SURNAME/FAMILY NAME] | Click or tap to enter a date. |