

Guidance for Faculties on PGR Supervisory Loading

The regulations on PGR supervisory loading are detailed in the [Code of Practice for Research Degree Candidature and Supervision](#) (Section 10: Supervision, paragraph 10.5):

“The Faculty will ensure that the overall workload of supervisory staff is at a level that will allow supervisors to fulfil the responsibilities of the supervisory team With effect for research students receiving formal offer letters on or after 1 August 2018, the Faculty will ensure that a full-time member of staff supervises no more than the equivalent of six full-time research students at any one time; with the maximum number of students, whether full- or part-time, supervised by an individual supervisor being ten. All research students under supervision from the point of enrolment up to, and including those on nominal registration, will be included within this count. The maximum allowable number of students (or full-time equivalent) may need to be reduced where the supervisor is a part-time member of staff”

This Guidance document is intended to support Faculties in the implementation of these regulations.

Calculation of supervisory loading

Loading takes into account the supervisor’s percentage allocation to a research student, and their mode of study (full- or part-time). An example showing the calculation of Dr A.N. Other’s supervisory loading is shown below:

Student Name	Loading	Full/Part time	Actual Loading (FTE)
Student 1	0.75	FT * 1	0.75
Student 2	0.5	FT * 1	0.5

Student 3	0.3	FT * 1	0.3
Student 4	0.4	PT *0.5	0.2
Student 5	0.6	PT *0.5	0.3
Student 6	0.2	FT * 1	0.2
TOTAL	2.75	6 students	2.25

Dr A.N. Other therefore has a remaining 3.75 FTE. This allocation could be split between no more than four individual students.

Supervisory allocations

The procedure followed in the allocation of supervisory teams varies between Faculties, but a supervisor's loading **must** be checked prior to their allocation to a new supervisory team. Compliance with this requirement is an academic responsibility. During the PGR annual monitoring process, and within the annual School Report, the Doctoral Programme Director is expected to provide information regarding the number of exemption requests that have been approved for supervisors where maximum loading has been exceeded.

Cases for exemptions to the expectations for supervisory loading can be made by the Faculty Director of the Graduate School to the Dean, or their nominee (normally the Associate Dean Education) on the [Request for exemption from maximum supervisory loading regulation form](#). The Faculty Director of the Graduate School should discuss each case for an exemption with the supervisor and should provide a summary of the rationale for approving an exemption to the Dean (or nominee). The Dean (or nominee) should ensure that a discussion with the Head of School (or other staff member who has oversight of the workload of the supervisor) has taken place and to ensure that granting the exemption would not adversely affect the supervision of other students.

The following is a non-exhaustive list of reasons that may be accepted as an exemption:

- Several students are on nominal registration who therefore require reduced supervisory input.

- Where the supervisor is acting as a stand-in supervisor
- Where a student is working away from Southampton for an extended period of time (e.g. to undertake a field trip or to conduct work at a collaborating institution)
- Where supervisors are appointed in a nominal capacity for students in the first year of an integrated PhD programme associated with a Doctoral Training Partnership (DTP) or Centre for Doctoral Training (CDT).

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