

Guidance for Faculties on PGR Supervisory Loading

The regulations on PGR supervisory loading are detailed in the *Supervision* section of the [Code of Practice for Research Degree Candidature and Supervision](#). This Guidance document is intended to support Faculties in the implementation of this Regulation.

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. The Faculty Director of the Graduate School, via the Faculty Annual Report on Research Degree Provision, will confirm that exemption has been approved for those supervisors where maximum loading has been exceeded.

Cases for exemptions to the Regulation on 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 Director of Programme or Head of School (or other staff member who has oversight of the workload of the supervisor for whom an exemption is requested) 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 (eg 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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