

The Faculty of Engineering and Physical Sciences

Postgraduate Research Student Handbook

2018/19

The School of Chemistry
The School of Electronics and Computer Science
The School of Engineering
The School of Physics and Astronomy
The Zepler Institute / ORC

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Purpose of handbook

The purpose of this handbook is to provide key information applicable to you and your programme during the 2018/19 academic year.

It is designed to complement the Student Portal, [SUSSED](#). You can log on using your University username and password, and clicking on the ‘Students’/‘Researchers’ tab in the top navigation bar. It is important that you make use of these resources as they support the regulations relating to your obligations and that of the University of Southampton whilst you are a student here. It also provides helpful information on matters such as housing, finance, leisure, healthcare, and support facilities.

Please read the handbook right through initially, and then use it for reference during your time here. For more detailed information, please ask your supervisor, Director of Doctoral Programme, or the Faculty Graduate School Office.

Disclaimer: This information is issued on the condition that it does not form part of any contract between the University of Southampton and any student. The information given has been made as accurate as possible at the time of publication, but the University reserves the right to modify or alter, without any prior notice, any of the contents advertised. This handbook is available in alternative formats on request.

Welcome from the Director of the Doctoral College – Professor Chris Howls



The University of Southampton is a world-leading research university engaged in cutting-edge research and innovation across a wide range of disciplines. Our Doctoral Researchers are essential to the ongoing vitality of the University's research culture and developing the next generation of research leaders is central to our mission.

The Doctoral College is a focal point for the training and development of doctoral researchers and works in partnership with Faculty Graduate Schools and Professional Services to co-ordinate and enhance doctoral training across the University. In particular, we aim to provide you with an attractive Professional Development Programme to enable you to maximise your potential as a researcher and enhance your future prospects.

We are also committed to developing a strong doctoral researcher community across the University. We aim to help generate links between disciplines, foster interdisciplinary research and support and enhance the wellbeing of all postgraduate researchers.

You may keep up to date with what is happening with the Doctoral College at its [Facebook](#) page, [Twitter](#) feed or [YouTube](#) channel.

All new doctoral researchers are warmly invited to attend one of our 'Doctoral College Welcome Sessions' in October 2018 (or early in 2019 for later starters). To find out more about these please go to the [Doctoral College](#) website; and you can book your place via [Gradbook](#).

Welcome from Faculty Director of the Graduate School



Welcome to the Faculty of Engineering & Physical Sciences (FEPS). We perform fundamental, transformative and world-leading research across a rich and diverse portfolio. We study the frontier subjects of astronomy, particle physics and the foundations of quantum theory. We apply cutting edge science to areas as diverse as electrical power engineering, chemical characterization, electronics, nanotechnology, electro-chemistry, optoelectronics and computer science. Our engineers are experts from drone technology to cochlear implants to waterways and rail networks to

high performance sport to spaces debris. All this is enabled by outstanding research facilities including the £110M Mountbatten Complex, one of Europe's leading multidisciplinary cleanroom facilities; the Tony Davies High Voltage Lab; the UK's National X-ray Crystallography Service; the RJ Mitchell Wind Tunnel; and the Wolfson Unit for Marine Technology & Industrial Aerodynamics. With world-leading facilities, world-class teaching and research, the Faculty offers excellent opportunities to both researchers and students. In the last Research Assessment Exercise (RAE) in 2008, over 90 per cent of our research was ranked as world-class or international standard.

The Faculty Graduate School (FGS) is here to help you from the day you arrive until the day you graduate. This includes your initial induction period, your supervision arrangements, the training you receive, your progression stages, and your final PhD award. The purpose of this handbook is to offer you, the new research student, guidance on research studies, to give information on what is expected of you and to tell you what you can expect in return. Please make yourself familiar with the material in this guide and remember that we are here to help you. You should refer to this handbook through your degree program. If you have any questions, comments or suggestions to make about the student experience and processes please don't hesitate to contact me or any other member of the FGS.

So, welcome, and I wish you all an enjoyable, interesting and productive few years.

Professor Nick Evans
Graduate School Director

Faculty Graduate School Office

The Graduate School office supports all the Faculty postgraduate research students by dealing with changes to registration, maintaining student records, processing awards, inviting external examiners and sending out theses, and so on. They also monitor progress at the annual report stages, and manage the administration of supervisory teams. All Graduate Office forms should be submitted to them (normally through the online PGR Tracker system). Any letters that you may require throughout your studies should be requested from them.

The Graduate School Office are here to offer any help and advice you may need from progression to rules and regulations and if needs be directing you to the right person. You will quickly find that they tend to be the first point of contact for most things.

The office for the Schools of ECS, Physics and Astronomy, Zepler Institute and Chemistry is located in the Zepler building (B59) in Room 1217. The Office for the School of Engineering is located in building 13 room 2043. Both offices are open from 09:00 to 17:00 Monday to Friday. You can call into the office to speak to a member of the team during opening hours or you can contact them via feps-gradschool@soton.ac.uk with any queries or concerns that you may have.

Links to other Faculty websites

- University of Southampton Doctoral College
<http://www.southampton.ac.uk/doctoral-college/index.page>
- [FEPS Graduate School Web Site](#)
- Zepler Institute for Photonics & Nanoelectronics/ ORC
<http://www.orc.soton.ac.uk/index.html>
- Electronics and Computer Science:
<http://www.ecs.soton.ac.uk/>
- Physics and Astronomy:
<http://www.phys.soton.ac.uk/>
- Services for Students
<http://www.soton.ac.uk/postgraduate/servicesforstudents/index.shtml>

Graduate School Contacts (ECS, P&A, ZI/ORC and Chemistry)

Lottie Scholefield, Team Leader
Denise Harvey, Senior Administrative Officer (ECS)
Janette Osborne, Administrative Officer (P&A)
Mary Taylor, Administrative Officer (ZI/ORC)
Penny Spake, Senior Administrative Officer (Chemistry)
Building 59, Room 1217 Tel 023 8059 4959 (x24959)

Graduate School Contacts (Engineering)

Stephen Wakeling, Team Leader
Lee Chisman, Senior Administrative Officer (CDT-SIS and CDT-ESA)
Jacqui Bonnin, Senior Administrative Officer (CDT-NGCM, ISVR)
Jenny Knight, Administrative Officer (CMEES)
Katie Rouse, Administrative Officer (Admissions)
Building 13, Room 2043, Tel 023 8059 3390 (x23390)

Key academic staff

Faculty Director of the Graduate School – Professor Nick Evans
Deputy Director ZI/ORC – Prof Anna Peacock
Deputy Directors ECS – Prof Chris Freeman (EE) and Dr Jon Hare (CS)
Deputy Director P&A – Prof Malgosia Kaczmarek
Deputy Director Chemistry – Prof Ali Tavassoli
Deputy Director Engineering – Dr Alan McAlpine

How we keep in touch with you

Email

We will use your University email account to contact you personally when necessary. We will not use any other email accounts or social networking sites to contact you personally. It is your responsibility to check your University email account regularly and you must not let your inbox exceed your storage limit. Notification that you are due to exceed your storage limit will be sent to your University email account and you should take immediate action as you will be unable to receive further emails once your storage limit has been exceeded.

Written Correspondence

Formal correspondence regarding your programme of study (e.g. suspension, transfer or withdrawal from programme, academic performance (including progression/referral information), issues of academic integrity, student complaints and academic appeals will be sent to your term-time (TT) or permanent (PM) address listed as active on your student record. You are responsible for advising the University if you change your permanent or term-time address. The University will not be held accountable if you do not receive important information because you failed to update your student record.

Use of social networking sites

We understand that students are increasingly using social networking sites to interact with members of their student community. You should note that any behaviour that affects other members of the University community or members of the general public in ways which might damage the standing and reputation of the University may be subject to [disciplinary action](#) within the scope of the University's Regulations Governing Student Discipline.

Your ID card

If you lose your ID card, you can order a new one via the [University online store](#). If replacements are required for changes to programme dates, then these will be checked by the Student Records team before the new card is printed.

Confirmation of your enrolment status

The Faculty Graduate School Office can provide you with a certificate to confirm your status as a student (e.g. for bank account opening purposes). Please ensure that you give at least 48 hours' notice of your requirements (longer at peak times such as at enrolment or during the examination periods). Your award certificate will be produced using the legal name data you have provided within your student record. Please make any necessary amendments to your record as soon as a change occurs to ensure that your certificate contains accurate information. Changes are made via [Banner Self Service](#).

In accordance with the [Fees, Charges, and Expenses Regulations](#) a scale of fees exists for the provision of certificates, transcripts and award certificates.

Access to facilities (desk, phone, lab, photocopying, computer policies)

The Faculty is required to provide students with:

- access to appropriate space to work, as indicated by the research student's academic needs analysis and by Faculty policy;
- the provision of laboratory and technical support where appropriate;
- access to either a laptop or a desktop computer from the standard range; a request for a more powerful specification computer forms part of the initial Academic Needs Analysis discussion
- appropriate access to telephone and photocopying facilities;
- opportunities to meet and network with other research students and researchers;
- appropriate library and other academic support services;
- opportunity to apply for funds to support training opportunities and for attendance at conferences and other relevant events [including fieldwork].

Attendance

The University's expectations of your time commitment to your studies is outlined in paragraph 48 of the [Code of Practice for Research Candidature and Supervision](#). The University's general regulations on [Attendance and Completion of Programme Requirements](#) also outline the University's general expectations of attendance.

Holiday and absence due to ill-health

Information on holidays and absence can be found in paragraphs 61 and 62 of the [Code of Practice for Research Candidature and Supervision](#).

External factors affecting your attendance or performance in your studies/research

We expect you to take responsibility for your studies to ensure that your full academic potential can be realised. However, sometimes difficulties can arise that can affect you.

If you are absent from an assessment or have other grounds for believing that your studies have been affected by external factors you must bring this to the attention of your Faculty Graduate School Office immediately. Whilst we recognise that students can sometimes be reluctant to discuss cultural, sensitive or personal issues, it is essential that you bring problems affecting you to our attention immediately so that we can determine how best to help you.

In line with the [Regulations Governing Special Considerations and Suspension of Candidature for Postgraduate Research Students](#) you may request:

- A suspension of candidature (which may or may not be related to Special Considerations);
- 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 Considerations to be given to the outcome of an assessment;
- Circumstances to be logged until such a time that you may wish to make a request for Special Consideration.

For more information on submitting a request please refer to the guidance information at the back of the request [forms](#).

Parental leave

If you become a parent during your studies, you are entitled to a period of maternity or paternity leave, suspended from your studies. You will need to submit a request for a suspension of candidature in accordance with the [Regulations Governing Special Considerations and Suspension of Candidature for Postgraduate Research Students](#). With regards to suspension of candidature, the University will comply with its obligations under the relevant immigration legislation which may be updated from time-to-time. If you are concerned about your entitlement to remain in the UK as a result of suspension of candidature, you should seek urgent advice from the [Visa and Immigration Student Advice Service](#).

Suspending your studies

Periods of authorised suspension are not included as periods of candidature. Information on suspension of candidature can be found in paragraphs 41-42 of the [Regulations for Research Degrees](#) and the [Quality Handbook](#). Requests for suspension should be made in line with the [Regulations Governing Special Considerations and Suspension of Candidature for Postgraduate Research Students](#). For more information on submitting a request please refer to the guidance information at the back of the request [forms](#).

Fitness to study

The [Fitness to Study policy](#) applies to enable the University to respond appropriately to situations where visible signs of illness, mental health difficulties, psychological, personality or emotional disorders may have a profoundly disturbing impact on the functioning of an individual student

and/or the wellbeing of others around them. The University has a positive attitude towards those with impairments and is committed to maintaining students' wellbeing. The policy identifies the procedure and support available to both students and staff when a student becomes unwell and/or presents a risk to self and/or others.

Fitness to practise

A programme of study which requires a student to undertake practical training in a quasi-professional role in relation to patients, clients, service users or the general public or where the qualification provides a direct licence to practise will be governed by a requirement that the student demonstrates their fitness to practise.

Postgraduate mentoring – Faculty specifics

In the vast majority of cases, postgraduate students settle in quickly and form lasting and mutually supportive relationships with their supervisor and other colleagues. From time to time however, some students find it helpful to discuss particular problems confidentially with an experienced neutral member of staff. In recognition of this, the mentor system provides you with a person who you can turn to for independent help.

P&A and **ZI/ORC** students can contact Peter Lanchester pcl@orc.soton.ac.uk (tel. 02380 593231)

ECS students can contact the Senior Tutor team at stutor@ecs.soton.ac.uk

School of Engineering Students please contact Dr Alan McAlpine at amca@soton.ac.uk

School of Chemistry Students please contact Prof Ali Tavassoli at chemdgs@soton.ac.uk

Resolving issues

In the first instance, you should raise the issue informally with the most relevant member of staff involved. If the matter is not satisfactorily resolved, or for any reason you feel unable to speak to the staff member involved, you should discuss the matter with a member of your supervisory team or your Doctoral Programme Director. You may also talk to:

- Your Faculty student representative*
- The [SUSU PGR Officer](#)
- The [SUSU Advice Centre](#)
- The [Faculty Director of the Graduate School](#)*
- The Faculty Senior Tutor*
- The [Doctoral College](#)

* *Contact details available from your Faculty Graduate School Office*

University Library Services

The Library can support you throughout your research journey from initial literature search through to publication.

You can find out more information about our libraries, opening hours, online resources, full-text sources, catalogues and services on the Library [website](#).

You will be able to find support including how to:

- Manage and organise your [references](#), research notes and data
- Publish your research as [open access](#)
- Increase your [research impact](#)
- Prepare your [e-thesis](#) (including links to the thesis templates)
- Undertake [systematic reviews](#)
- Register for your unique researcher IDs, for example [ORCID](#)
- Improve your [academic skills](#)

The Library works with the Doctoral College, Faculties and other University services to provide face to face training. These are offered by our specialist Academic and Research Engagement Librarians who also have responsibility for your research areas and you can contact them if you need further assistance. The Library also offers one-to-one via Library Deskside training, online courses, drop-in at our [Academic Skills Hub](#), as well as an online chat service. You can also attend our Training and

Workshops on a range of academic skills and book one-to-one writing support for specialist guidance on issues such as structure, critical analysis and referencing.

Keep up to date, ask questions and chat with the library academic community on [Facebook](#), via [Twitter](#) and the [Library blog](#).

iSolutions: IT support for Researchers

The University's IT support service is called iSolutions and provides help and support to students, staff and researchers across all aspects of IT. More information can be found [here](#).

Getting help

If you need IT help or advice, you can contact iSolutions via ServiceLine, its dedicated helpdesk (telephone +44 (0)23 8059 5656 or 25656 (internal calls)) or by logging your query online via ServiceNow. See the [Getting Help](#) section of the website.

iSolutions offers a range of services aimed at the research community:

- **High Performance Computing (HPC)**
IRIDIS, The University of Southampton's High Performance Computing facility, is one of the top academic supercomputers in the UK and is hosted at our main datacentre. The facility is available to research students and members of academic staff from any Faculty, who have the need for compute resources substantially greater than a desktop PC.
- **Research Filestore**
iSolutions offers enterprise level resilient filestore for the secure storage of research data, hosted in our main datacentre.
- **Web Hosting**
If you require web hosting, iSolutions provides support for multiple content management systems, including SitePublisher, SharePoint and LAMP (Linux, Apache, MySQL, PHP).
- **Software**
We provide several hundred pieces of software to staff and students at the University, and many software packages can also be installed by students and staff on their own systems.
- **Linux Build**
The University offers a supported Linux build, automatically patched without the need for user intervention.
- **Virtual Servers**
iSolutions offers the option to purchase a VM (Virtual Machine) for your server needs, hosted at our datacentre, providing a scalable, secure, resilient and high performance service.
- **Purchasing Computer Equipment**
As a member of staff or postgraduate researcher, you are entitled to a mainstream desktop or laptop computer. If a mainstream computer is not suitable for your needs, iSolutions can assist you in the purchasing of a higher specification computer (subject to uplift cost).
- **Information Security and Data Management**
Funding and research grant organisations are now making increasing demands that suitable protective arrangements for data are demonstrable in applications. iSolutions, in conjunction with the Library, can provide support and guidance to help ensure the confidentiality, integrity and availability of your research data.

Further information and costs (where applicable) of the services listed above can be found on the iSolutions [website](#).

English for academic purposes

Registered students at the University of Southampton who would like help with their English language and academic literacy skills can attend the free English language support courses provided throughout the academic year. Please see the English language support [website](#) for more information. The library also offers periodic writing [workshops](#).

YOUR SAFETY

Faculty Health and Safety Policy

Please click on the relevant link below for the Health & Safety policy for your department

The School of [Electronics & Computer Science](#)

The [Zepler Institute](#)

The School of [Physics and Astronomy](#)

[The School of Engineering](#)

The School of Chemistry

Every PhD student is responsible for their own safety in the laboratory and workplace and the safety of those around them. You will be trained fully in the aspects relevant to your PhD research, particularly where it involves experiments using dangerous substances. **All students joining the Graduate School are required to complete the local H&S induction process and complete with the Safety Induction Checklist and return it to the Chemistry Faculty Administrative Officer, B29/2069 within 2 weeks of arrival.** Failure to comply with this requirement will result in suspension of your registration and you will not be permitted to engage in any formal research or teaching activities. An introduction to the University safety policy will be given during Induction week and you must collect and read the documentation provided.

Your supervisor/s and laboratory managers will give specific training in completion of risk assessments and COSSH documentation where necessary for your research. It is your responsibility to abide by the institutional Safety Policies, to observe safe working practices at all times and to follow those procedures prescribed by your supervisor(s).

Working Alone

Students must adhere to the policy and processes which are detailed in the Chemistry Safety Handbook which you will have been given during Induction week.

Emergency Contacts and Procedures

Details are in the Chemistry Safety Handbook and at appropriate locations within the Chemistry building.

Risk assessment

Your supervisor(s) and laboratory managers will give specific training in completion of risk assessments and COSSH documentation where necessary for your research. It is your responsibility to abide by the institutional Safety Policies, to observe safe working practices at all times and to follow those procedures prescribed by your supervisor(s).

Access to buildings

Access to the buildings outside of the normal working day (which is 08:00 to 18:00, Monday to Friday, except during University closure periods) is by card access, using your University ID card. It is important for you to carry their ID card at all times. Access to most laboratories is restricted to card access, or in some cases keys will be issued after appropriate training has been given.

Out of hours working

The University has an Out of Hours Working Policy which is intended to discourage out of hours working (i.e. working between the hours of 23:00 and 07:00).

It is expected that the granting of access will only be made in very exceptional circumstances. Further information on the out of hours policy can be found [here](#).

Bringing children on campus

The Faculty buildings have not been designed to be a safe environment for unsupervised children and for this reason, children under 16 must be under the immediate and close supervision of a responsible adult at all times. Special care should be taken on, and adjacent to, stairs, and on balconies.

The Doctoral College

The University of Southampton's [Doctoral College](#) co-ordinates a range of skills training and personal development opportunities for doctoral researchers, designed to complement the training delivered at academic discipline level.

The training is organised within a number of themes which run through all stages of candidature, with a mix of compulsory (see below) and optional courses (online and face-to-face provision). Professional Development Programme information can be found [here](#) and courses are bookable through GradBook. Guidance on using GradBook can be found [here](#).

Training for students involved in teaching or demonstrating

Any doctoral researcher involved with undergraduate teaching MUST complete the Orientation to Teaching and Demonstrating Steps 1 & 2 or a discipline-based equivalent. Details and booking instructions can be found [here](#). Attendance data will automatically upload from GradBook to PGR Tracker.

Core training

All Faculties at Southampton must provide students with access to a core set of training which is outlined in the appendix below. The core training will be delivered by Faculties in a variety of ways, as outlined below.

Faculty/subject specific training

Compulsory Training courses (ECS, P&A and ZI/ORC)

1. Technical Writing Skills
Bookable by [Gradbook](#)
2. Presenting Your Research
Bookable by [Gradbook](#)
3. Finding Information to support your Research (Library)
Scheduled sessions are below. Please ensure that you book only onto the session for your department. All bookings should be made via [Gradbook](#)
Dates for 2018/19 will be available shortly

The School of Chemistry additional training

Faculty/subject specific training

A joint consultation of the four Higher Education Funding Councils recently recommended that graduate students should be provided with at least the equivalent of two weeks per year of dedicated training during the course of their research studies. In fact, Chemistry has a long tradition of running an annual program of lectures specifically aimed at postgraduate students and in this respect we are ahead of the field. More recently, University regulations have reflected national recommendations by placing an increasing stress on skills training, in particular transferable skills to supplement the advanced knowledge courses. Therefore, research students are expected to attend a number of lecture courses in advanced knowledge, skills and, of course, safety during their study.

The Graduate School determines training requirements and keeps a balance between the three elements of advanced knowledge, advanced skills and safety by awarding credit points for each course; the expected requirements for each student are as set out in the table below. Students are expected to complete the appropriate assessments to achieve sufficient course credits over the three years of PhD study. Students are advised to take no more than 50% of their required course credits during their first year. This can be used as one factor when considering progression. Students should also be aware that PhD viva examiners are free to test the general chemical knowledge of candidates at the PhD viva after thesis submission.

PG students with MChem Or equivalent

Safety Courses
(compulsory)

15 credit points

PG students with BSc. Or equivalent

15 credit points

Advanced Knowledge (AK)	52.5 credit points	75 credit points
Advanced Skills (AS)	22.5 credit points	30 credit points
TOTAL	90 credit points	120 credit points

The Graduate School or your Section may decide that particular courses are mandatory and this will clearly be indicated to students. Otherwise, the choice of courses will be determined by students in consultation with their Supervisory Team. Students normally take Advanced Knowledge Courses in any branch of chemistry and may choose other appropriate units such as biology, biochemistry, computing sciences, management or physics in consultation with their supervisor. At the beginning of each semester, students and their supervisors should jointly inform the Graduate School Admin Team of their choice of courses on the training needs analysis form provided through the PGR tracker software.

The module co-ordinator for each course will set an assessment (problem sheets, take home test, essay, formal examination etc.) as appropriate and is responsible for informing the Graduate School of the credit points awarded within 1 month of setting the assessment. Examples of the assessment methods include take away questions / assignments, workshop questions and group activities. In the case of MChem Courses, the assessment normally involves the student working through the examination paper set for the undergraduates. The course provider is responsible for returning the outcome of the assessment (pass/fail basis) to the Graduate School Admin Team. Students are given feedback on their assessment by the module co-ordinator.

No student may take a course previously taken as an undergraduate.

The Safety Course (CHEM8022, 15 credit points for all parts) in Semester 1 is mandatory for all first year postgraduate students. The safety induction lectures will be given during the graduate induction days in the Chemistry, together with distribution of the Safety Booklet. Follow up lectures will be given on a Graduate School and Sectional basis and attendance at these will be required to obtain the credit points.

Seminars

There are a large number of specialist and more general seminar series. Information on seminars is advertised within the School or research group by email and websites. Regular attendance of the seminar series and the seminars within your research group is expected. Attendance of these talks is an excellent and efficient means of broadening and deepening your research training and scientific knowledge. It is important for all researchers to avoid becoming too specialized early in their career. In addition to attending these seminar series you are encouraged to participate and present your own research in an appropriate forum. This can be additional to your upgrade and can include group meetings and appropriate seminars/meetings.

Mandated University-level training

In addition, all new doctoral researchers must complete the following mandated training. Failure to complete successfully the mandated training below is a failure to meet the progression requirements and so will result in a failure to progress.

Postgraduate researchers commencing their studies in 2018/19 must complete the following by the time they undertake their Academic Needs Analysis:

[Health and Safety](#) (may be delivered locally)

[Ethics](#) (online module)

[Equality, Diversity and Inclusion](#) (online module)

In 2018/19, the following new course is being run from the Library. It will be available from January 2019 and should be completed by all doctoral researchers who commence their studies in 2018/19 and by the time of their first formal progression review.

[Data management](#)

The PGR community at the University

Along with providing professional development training, the [Doctoral College](#) also acts as a hub for Southampton's doctoral research community.

As a doctoral researcher at Southampton, you are part of a community of around 2,600. There are a number of PGR student groups, societies and social opportunities which you are able to get involved with. Find out more about the doctoral community [here](#).

Connect with the Doctoral College on [Facebook](#) and [Twitter](#).

Festival of Doctoral Research

The Festival of Doctoral Research is an annual event hosted by the Doctoral College each spring. The Festival aims to celebrate and showcase the University's world-class doctoral research, encourage interdisciplinary working and bring the PGR community together.

Events which run as part of the Festival typically include some of all of the following:

- Three Minute Thesis competition
- Doctoral College Director's Awards
- Festival guest speakers
- PGR-tailored training workshops

Find out more information about the Festival [here](#). Information for the 2019 Festival, along with details of how to get involved, will be released in due course.

The Students' Union

The Students' Union (SUSU) is a large organisation which is independent from the University. It is there to represent your voice at every level and ultimately make your University experience the best and most enjoyable it can be. The Union and its [societies](#) run loads of activities and events specifically for postgraduate students, and postgrads can also get involved in any part of the Union.

The Union is here to unlock the potential and enrich the life of **every** student (including PhD students). All students registered at the University of Southampton are automatically members of the Union. Full details of what the Union offers can be found on the SUSU [website](#). You can also visit the SUSU [Facebook](#) page and the Postgraduate Community [Facebook](#) page.

Student representation

The Postgraduate Research Committee at the Student's Union is co-chaired by the Postgraduate Research Officer and exists to represent all areas of postgraduate life. The researcher-specific positions on the Postgraduate Committee are elected each year and work very closely with the Union and University to ensure that all PGR needs are met. If you have any ideas or problems during your time as a PGR, please get in contact with the relevant Union representative who will be able to help support your needs.

The [Officers](#) who assist the Postgraduate Research Officer in their role are as follows:

- The **Postgraduate Research Welfare Officer** is responsible for working with the Union and University to improve the welfare services and systems available to Postgraduate Researchers.
- The **Postgraduate Research Academic Officer** is responsible for ensuring that Postgraduate Researchers have adequate access to representation and that your voice is heard by your school, Faculty, as well as the University as a whole.
- The **Postgraduate Events & Activities Officer** is responsible for running events that benefit the wider postgraduate community, including events for Postgraduate Researchers.
- The **Postgraduate Research Training & Development Officer** is responsible for working with the Union and University to ensure that training for Postgraduate Researchers is the best that it can be and provides a meaningful way for you to develop yourself as a researcher.

You can find out more about these roles and how you can put yourself forward for the October elections from September on the SUSU [website](#). If you are unsure whom to contact, the **Postgraduate Research Officer** is always available to help you direct your query to the right place. Alternatively, contact the Democracy team at SUSU (email democracy@susu.org).

Student's Union Advice Centre

The Advice Centre exists to provide free, independent and confidential advice to all students at the University of Southampton, including postgraduates. The experienced staff in the Advice Centre can offer guidance on various matters that affect postgraduate students including dealing with financial problems, housing issues and academic matters; including supervisory complaints. The Advice Centre can also direct you towards other appropriate support services if you need them. You can find out more [here](#).

Student Societies

Southampton hosts many active students' societies, both academic, social and campaigning. Membership of such societies may help with both professional and social needs, or just a welcome distraction from your studies. A list of SUSU societies may be found [here](#). A list of equality groups may be found [here](#).

Student Services

The Student Services Centre is located in Building 37 on the Highfield campus and is the first point of contact for students with queries about financial support, fees, accommodation, or if they are just not sure where to ask a question. Please see their [website](#) or pop into the Centre for details of their services.

Enabling Services

Enabling Services provides a wide variety of support for all students who have disabilities, mental health problems or specific learning difficulties. Its expert team can provide advice and support relating to your studies throughout your time here. Please see their [website](#) for further information and contact details.

Students with disabilities

Enabling Services recognises that disabled students may have additional needs and require assistance to reach their full potential.

Enabling Services is experienced in supporting a wide range of disability and health conditions including:

- Sensory (visual/hearing) impairment
- Mental health conditions
- Mobility impairment
- Physical disability
- Asperger's syndrome and other autism spectrum disorders
- Health conditions (e.g. diabetes, epilepsy, asthma)
- Chronic pain/chronic fatigue
- Any other condition which has a long-term and adverse effect on studying/research

Our support, information and advice are tailored to meet individual needs. To access support from our service, students need to provide evidence of their Disability and attend a student support appointment with one of our specialist practitioners.

Students are encouraged to discuss with their supervisor any additional needs or assistance that they might require to help with their project, reports, research and thesis.

If a research student develops a disability during their studies, we would encourage them to disclose this to their supervisor and contact [Enabling Services](#) for advice. Where appropriate the supervisor will inform the Faculty Health and Safety Officer.

Dyslexia/Dyspraxia Support

Support, including viva and milestone meeting recommendations, reasonable adjustments, study skills support and assistive technology software is available for students with a specific learning disability (SpLD) such as dyslexia. Send your post-16 diagnostic assessment report to enable@soton.ac.uk to arrange a meeting with a specialist practitioner to discuss your support recommendations.

If you believe you may have an SpLD but you do not have a diagnosis, please refer to Enabling Services' how to access [webpage](#).

Enabling Services offer study skills support sessions in the AT Suite (room 2047) on level 2 in Hartley Library on Monday, Wednesday, Friday (term-time) 14:00-16:00 and Wednesday (vacation period) 14:00-16:00. Study Skills Support is an opportunity to meet 1:1 with a specialist practitioner for practical study advice and support. No appointment necessary. A range of study workshops designed for students with an SpLD are also available throughout the year and can be booked [here](#).

A variety of assistive technology software is available to access across the University of Southampton. The largest facility is the AT Suite (room 2047) on level 2 in Hartley Library. The AT Suite is a learning space provided for students with disability or specific learning difficulty. The suite features computers with dual screens, height adjustable desks, quiet working pods as well as the latest assistive technology software. Please refer to the Enabling Services [website](#) for further details about the type of software available and the locations at which it is available.

Advice and support can also be provided to staff supporting students with specific learning difficulties, including guidance on inclusive strategies to ensure teaching and learning are accessible to all students. For more information, please refer to the information for staff page on Enabling Services' [website](#).

Mental Health and Wellbeing

Enabling Services offer a daily drop in, which takes place Monday-Friday between 13:00-15:00 in Building 37 (term-time); Monday, Wednesday, Friday 13:00-15:00 (vacation time). Students can visit Enabling Services at drop-in to discuss any questions or concerns they may have with an advisor. Enabling Services also offer a Live Chat facility for students who may be unable to attend a drop-in session. This takes place Monday-Friday 14:00-16:00 and can be accessed via the Enabling Services [website](#) during these times.

The Enabling Services [website](#) has advice on managing anxiety, stress and other mental health problems as well as links to useful self-help materials. Throughout the academic year, Enabling Services also offer face-to-face and online workshops. Our news and events page is regularly updated to advertise any workshops or events that are available at that time. At various times throughout the year, Enabling Services offer a PGR Conversational Group. You can find more information about this group and updated dates for the course are advertised [here](#). If you have an existing mental health condition or experience difficulties during your studies, you should contact Enabling Services as soon as possible to find out how they can support you.

Other sources of advice and help are available, including your GP and [Steps 2 Wellbeing](#) for NHS psychological care in Southampton, as well as [Solent Mind](#).

Crisis Support

The University First Support team can be contacted during office hours to arrange support for students who may be facing difficulties in their life or dealing with a crisis; to contact the team call +44(0)23 8059 7488 or email firstsupport@soton.ac.uk.

Student Life

The Student Life team are also available 24 hours a day, seven days per week to offer wellbeing support to students outside of office hours. The Student Life team are based in Halls of Residence but can be accessed by any students by either visiting your local Halls site, via email studentlife@soton.ac.uk or phone +44(0)23 8059 8180.

Health services

All students are required to register with a doctor. This can be one of the local GPs either at the [University Health Service](#) or [Highfield Health](#) or with another local GP.

Harassment Contacts

The University has a network of trained Harassment [contacts](#). They provide a confidential service to students and staff who feel bullied or harassed. They also support those who have been accused of harassment.

If you feel that you are being bullied or harassed and you need to share your experience in confidence, the Harassment Contacts are available to talk to. They can offer a sympathetic ear and try to understand how you feel, and can help you in assessing your options to address the problem. This equally applies to those accused of harassment, who may feel isolated or confused by the accusation and need assistance in understanding the processes that may be undertaken.

Supervisors

Your Doctoral Programme Director will allocate you to a Supervisory Team. Your supervisory team will consist of at least two members, one of whom is called the 'main supervisor'. The main supervisor has overall responsibility for the supervision of the design and progress of your research project and for providing academic advice. A member of your supervisory team is also responsible for ensuring that the administrative processes are completed in a timely manner throughout your candidature. This role is normally performed by the main supervisor but in certain cases it is the responsibility of a separate co-ordinating supervisor.

Your supervisory team will be chosen to provide suitable academic expertise. Where your project requires further expertise, an additional supervisor (who may be external to the University) can be appointed to provide the required specialist advice. As well as providing academic support and advice, the supervisory team reports to the Faculty on your work and progress according to the milestones in the School-specific section of this handbook.

The [Code of Practice for Research Candidature and Supervision](#) gives more details on how the Regulations are implemented and details the expected duties and responsibilities of students and staff in paragraphs 40 to 48.

Support

As well as providing academic support during your studies, your supervisory team is also responsible for providing pastoral support and/or advice. This may involve referring you to other sources of support, checking with you about the effectiveness of any support you are receiving from the University services, and responding to any on-going or acute difficulties.

Your supervisor may also refer you to the Faculty Senior Tutor.

The supervisory relationship

It is essential that a good working relationship is established between you and your supervisory team, and that responsibilities on both sides are clearly defined and understood. Clear and regular communication between you and your supervisors is a key ingredient to the completion of a successful and productive PhD.

Regulations for Research Degrees and Code of Practice for Research Candidature and Supervision

<http://www.calendar.soton.ac.uk/sectionV/mphil-phd.html> and
<http://www.calendar.soton.ac.uk/sectionV/code-practice.html>.

Duration of study

The minimum and maximum periods of candidature are stated in paragraphs 18-21 of the [Regulations for Research Degrees](#). However, these may vary by Doctoral Programme. Your period of candidature will have been provided in your offer letter, and detailed in your Doctoral Programme Profile, available on [Sussed](#) or from your Faculty Graduate School Office.

If your studies are being funded partly or fully by an external organisation, it is your responsibility to ensure your sponsor is aware of your period of candidature in relation to their offer of funding. *Note that the period of candidature may be different from the period of funding.*

Where a research student is in receipt of external funding and/or where an external body places an expectation that studies are completed within a defined period of time, the Faculty will assist the research student in meeting the requirement.

As stated in paragraph 21 of the [Regulations for Research Degrees](#), a research student who fails to submit a thesis by the end of the maximum period of candidature will be deemed to have withdrawn from their studies.

PGR Tracker

[PGR Tracker](#) is a browser-based software which tracks a Postgraduate Research student's progress against Research Milestones as prescribed by the University's [Regulations for Research Degrees](#) and the [Code of Practice for Research Candidature and Supervision](#), from registration to graduation. PGR Tracker holds: student record data; documents uploaded by students; records of supervisory team meetings; progress reports; confirmation of PhD registration documents; manually updated training records; training records auto loaded from Gradbook; supervisory team information; key administrative forms; and some financial information.

It is compulsory for all staff and students to use PGR Tracker. The only exceptions are:

- Students registered in the Faculty of Medicine.
- Students registered in the Faculty of Humanities, excluding the Winchester School of Art (i.e., those in WSA must use Tracker)

A new online monitoring system is due to be in place across the University from 2019/20, at which point all postgraduate research students and supervisory teams will be expected to use this system.

Criteria for the award of MPhil and PhD

The criteria for the award of MPhil and PhD are listed in paragraphs 3 to 7 the [Code of Practice for Research Candidature and Supervision](#). These are cited from the UK Quality Code for Higher Education: [The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies, November 2014](#).

Activity reports

Students who enrolled on their doctoral studies after 1 August 2016

All students are expected to complete and submit Activity Reports on PGR Tracker (or equivalent system) throughout the research phase of their candidature. Activity reports should be completed every three months, with the first report submitted on month 4 of the research phase of your candidature. It is your responsibility to ensure that you complete and submit these reports in a timely fashion. Completion and submission of Activity Reports will be used as an indicator of academic engagement, and discussed during your Progression Reviews.

If your studies are funded partly or fully by an external organisation, there may be a requirement for you or your supervisor to complete additional reports for your sponsor. These reports do not form part of the University's progression processes. As part of the annual enrolment process, all students give their consent for the University to provide appropriate information on request to third parties, such as sponsoring organisations.

PGR Tracker (Activity Reports) The School of Chemistry specific Requirements;

All postgraduate students in Chemistry are required to upload, through the PGR Tracker, their activity reports. These reports must be an accurate reflection of the work accomplished during the quarter. Feedback will be given to you, electronically, by your supervisor and advisor as appropriate. Guidance as to the format of the progress report should be initially sought from the supervisory team.

- The Progress/activity reports should be between one and six pages, to include:
- Objectives for the quarter
- Progress towards the objectives
- Reasons why the objective may have changed or not been met
- Objectives for the next quarter
- Other information to be included as an appendix (no page limit), e.g. additional details as required by certain groups

Students are advised to liaise with their main supervisor in order to gather appropriate guidance with regard to length and style of the reports.

Activity Reports are required from all students, except when substituted by the yearly progression reports.

Progression milestones

Students who enrolled on their doctoral studies after 1 August 2016

As stated in paragraph 64 of the [Code of Practice for Research Candidature and Supervision](#), if you enrolled on your doctoral studies after 1 August 2016, you will be required to undertake three Progression Reviews during your studies within the timescales shown in the Table A below.

The 'decision' time windows refer to periods in which progression decisions must be made. These timings may be adjusted on a pro-rata basis for students registered on non-standard research programmes where other duties are a formal part of the programme; these timings are shown in the Tables B, C and D below.

Your assessment in each Progression Review will be based on a piece of submitted work, followed by a viva with a Progression Review Panel. You will be required to provide all the relevant material by a submission deadline stated in PGR Tracker (or equivalent system).

Two attempts at each review are permitted. The second attempt at the Progression Review will involve a repeat viva. However, if the assessors deem that the Report is sufficient to progress, the repeat viva will be cancelled.

Failure to meet the criteria for a successful progression review will lead to a termination of candidature in line with the [Procedures for Circumstances that may lead to Withdrawal or Termination](#). Interim Progression Reviews will take place for part-time students who have not undergone a Progression Review in the previous 12 months. Exceptional Progression Reviews may be scheduled, on the stipulation of your Director of Faculty Graduate School, if significant academic concerns have been raised about your candidature.

Table A Progression Review submission and decision windows for standard programmes

Standard Programmes	<i>Full time</i>			<i>Part Time</i>		
	<i>Student Submission</i>	<i>First attempt decision</i>	<i>Second attempt decision*</i>	<i>Student Submission</i>	<i>First attempt decision</i>	<i>Second attempt decision *</i>
<i>First Progression Review</i>	<i>Months 7-9</i>	<i>Months 8-10</i>	<i>Before the end of month 12</i>	<i>Months 17-20</i>	<i>Months 18-21</i>	<i>Before the end of month 24</i>
<i>Second Progression Review (Confirmation)</i>	<i>Months 17-20</i>	<i>Months 18-21</i>	<i>Before the end of month 24</i>	<i>Months 29-41</i>	<i>Months 30-42</i>	<i>Before the end of month 48</i>
<i>Third Progression Review</i>	<i>Months 29-32</i>	<i>Months 30-33</i>	<i>Before the end of month 36</i>	<i>Months 60-65</i>	<i>Months 61-66</i>	<i>Before the end of month 72</i>

*The submission deadline for second attempts will be set in the action plan following your first attempt.

Table B Progression Review submission and decision windows for iPhD programmes

<i>iPhD Programmes</i>	<i>Full time</i>			<i>Part Time</i>		
	<i>Student Submission</i>	<i>First attempt decision</i>	<i>Second attempt decision *</i>	<i>Student Submission</i>	<i>First attempt decision</i>	<i>Second attempt decision *</i>
<i>First Progression Review</i>	<i>Months 19-21</i>	<i>Months 20-22</i>	<i>Before the end of month 24</i>	<i>Months 38-41</i>	<i>Months 39-42</i>	<i>Before the end of month 45</i>
<i>Second Progression Review (Confirmation)</i>	<i>Months 29-32</i>	<i>Months 30-33</i>	<i>Before the end of month 36</i>	<i>Months 49-59</i>	<i>Months 50-60</i>	<i>Before the end of month 65</i>
<i>Third Progression Review</i>	<i>Months 41-44</i>	<i>Months 42-45</i>	<i>Before the end of month 48</i>	<i>Months 75-80</i>	<i>Months 76-81</i>	<i>Before the end of month 86</i>

*The submission deadline for second attempts will be set in the action plan following your first attempt.

Table C Progression Review submission and decision windows for EngD programmes

<i>EngD Programmes</i>	<i>Full time</i>		
	<i>Student Submission</i>	<i>First attempt decision</i>	<i>Second attempt decision *</i>
<i>First Progression Review</i>	<i>Months 19-21</i>	<i>Months 20-22</i>	<i>Before the end of month 24</i>
<i>Second Progression Review (Confirmation)</i>	<i>Months 29-32</i>	<i>Months 30-33</i>	<i>Before the end of month 36</i>
<i>Third Progression Review</i>	<i>Months 41-44</i>	<i>Months 42-45</i>	<i>Before the end of month 48</i>

*The submission deadline for second attempts will be set in the action plan following your first attempt.

Table D Progression Review submission and decision windows for Mayflower programmes

<i>Mayflower Programmes</i>	<i>Full time</i>		
	<i>Student Submission</i>	<i>First attempt decision</i>	<i>Second attempt decision *</i>
<i>First Progression Review</i>	<i>Months 7-9</i>	<i>Months 8-10</i>	<i>Before the end of month 12</i>
<i>Second Progression Review (Confirmation)</i>	<i>Months 23-26</i>	<i>Months 24-27</i>	<i>Before the end of month 30</i>
<i>Third Progression Review</i>	<i>Months 35-38</i>	<i>Months 36-39</i>	<i>Before the end of month 42</i>

*The submission deadline for second attempts will be set in the action plan following your first attempt.

Generic guidelines for the format of submission and criteria to be used to define the outcomes from Progression Reviews are detailed in the [Quality Handbook](#). However, the precise requirements can vary by Faculty, and by discipline.

Details of requirements in your Faculty are stated below.

For progression review requirements in The School of Engineering please see [HERE](#)

For progression review requirements in Schools of Electronics and Computer Science, Physics and Astronomy and the Zepler Institute please see [HERE](#)

Further information about Progression Reviews are detailed in paragraphs 64-69 of the [Code of Practice for Research Candidature and Supervision](#).

Students who enrolled on their doctoral studies before 1 August 2016

For research students who registered prior to 1 August 2016, the 'Confirmation of PhD status' procedure will be referred to as 'upgrade from MPhil to PhD registration' or 'transfer from MPhil to PhD registration'. Research students who registered before 1 August 2016 will follow the timings for upgrade/transfer from MPhil to PhD registration that applied at the time of their admission, and paragraph 64 of the [Code of Practice for Research Candidature and Supervision](#) provides a summary of these timings depending on year of entry. For other progression requirements, research students who registered before 1 August 2016 will follow the timings and procedures as determined by their Faculty which applied at the time of their admission. Research students should refer back to their Faculty for further information.

The Schools of Electronics and Computer Science, Physics and Astronomy and the Zepler Institute.

Milestone	Full time	Part-time
First year report	9 months	16 months
Transfer/ Upgrade	18 months	32 months
Third year report	33 months	58 months
Final submission	48 months	84 months

The School of Engineering

Milestone	Full time	Part-time
First year report	9 months	18 Months
Transfer/ Upgrade	18 Months	36 Months
Third year report	31 Months	60 months
Final submission	48 months	84 months

Confirmation of PhD status/Transfer/Upgrade from MPhil to PhD

Students who enrolled on their doctoral studies after 1 August 2016

If you enrolled on the degree of PhD after 1 August 2016, you must successfully meet the requirements of a Confirmation panel to submit for a PhD. The Second Progression Review will form the Confirmation.

Students who enrolled on their doctoral studies before 1 August 2016

For research students who registered prior to 1 August 2016, the 'Confirmation of PhD status' procedure will be referred to as 'upgrade from MPhil to PhD registration' or 'transfer from MPhil to PhD registration'. Research students who registered before 1 August 2016 will follow the timings for upgrade/transfer from MPhil to PhD registration that applied at the time of their admission, and paragraph 64 of the [Code of Practice for Research Candidature and Supervision](#) provides a summary of these timings depending on year of entry.

The student must meet the criteria set, and provide the supporting evidence, as detailed in paragraphs 73-75 of the [Code of Practice for Research Candidature and Supervision](#). Generic guidelines for the format of submission, and criteria to be used to define the outcomes from Confirmation of PhD status/Transfer/Upgrade from MPhil to PhD, are detailed in the [Quality Handbook](#). However, the precise requirements can vary by Faculty, and by discipline. Details are stated;

For progression review requirements in The School of Engineering please see [HERE](#)

For progression review requirements in Schools of Electronics and Computer Science, Physics and Astronomy and the Zepler Institute please see [HERE](#)

Students should be aware that the Panel may recommend that a student is transferred to an MPhil programme if the criteria are not met. With regards to the transfer of programme, the University will comply with its obligations under the relevant immigration legislation which may be updated from time to time. A student who is concerned about his/her entitlement to remain in the UK following a failure to progress should seek urgent advice from the [Visa and Immigration Student Advice Service](#). Full details can be found in paragraphs 70-79 of the [Code of Practice for Research Candidature and Supervision](#).

Note that ALL upgrade/confirmation panels must consist of at least two independent assessors and no members of the supervisory team, regardless of year of entry.

External requirements

If your studies are funded partly or fully by an external organisation, there may be a requirement for you or your supervisor to complete additional reports for your sponsor. These reports do not form part of the University's progression processes. As part of the annual enrolment process, all students give their consent for the University to provide appropriate information on request to third parties, such as sponsoring organisations.

Supervisors must not return these completed forms to the sponsor directly. They must communicate such reports to the sponsor via the Faculty Graduate School Office so that they can be scrutinised by the Doctoral Programme Director/Faculty Director of the Graduate School and recorded on file.

If you are funded in whole or in part by a UKRI research council, you will need to comply with the UKRI [grant terms and conditions](#). These include an expectation that you should submit your thesis within the funding period. You should discuss this with your supervisor throughout your study to ensure that you are in a position to meet this expectation.

Unsatisfactory progress

Your supervisor should inform you of unsatisfactory progress as soon as it becomes apparent. Your supervisor should discuss this with you and put in place steps to resolve the issue. If there is continued unsatisfactory progress, the Faculty will follow the procedures as laid out in the [Procedures for Circumstances that may lead to Withdrawal or Termination](#).

Special Considerations

During your studies, there may be circumstances outside of your control which have, or may in the future, have a negative effect on your research candidature; including performance in a recent or upcoming Progression Review or final viva voce examination, or your ability to meet a deadline for submission of a Progression Review Report or final thesis. In line with the [Regulations Governing Special Considerations and suspension of candidature for Postgraduate Research students](#) you may request:

- A suspension of candidature (which may or may not be related to Special Considerations);
- 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 Considerations to be given to the outcome of an assessment;
- Circumstances to be logged until such a time that you may wish to make a request for Special Consideration.

For more information on submitting a request please refer to the guidance information at the back of the request [forms](#).

Extension to candidature

Extension of candidature may be granted only where there is a good cause and on your specific application. Requests for extension should be made well in advance of your original thesis submission date. Information on extensions to candidature can be found in paragraphs 43-44 of the [Regulation for Research Degrees](#) and the [Quality Handbook](#). Applications for extension should be made in line with the [Regulations Governing Special Considerations and Suspension of Candidature for Postgraduate Research Students](#).

Withdrawal or Termination of Candidature

There are several circumstances where a Faculty may recommend termination of candidature. The [Procedures for Circumstances that may lead to Withdrawal or Termination](#) outline procedures for:

1. Termination as a result of a recommendation from a Progression Review (including from an Upgrade/Transfer or Confirmation Panel)
2. Termination outside of a Progression Review (Exceptional Progression Review) due to significant academic concerns (including Interim Progression Reviews)
3. Termination as a result of failure to undertake the expected responsibilities of a PGR student
4. Termination as a result of failing to comply with progression review deadlines
5. Termination (deemed withdrawn) due to lack of contact
6. Termination (deemed withdrawn) as a result of failure to submit a thesis by the end of the maximum period of candidature.

Nominal registration

Nominal registration is an enrolment status that may be requested following a minimum period of supervised candidature. It is **not** an automatic right, but a privilege that must be earned through the satisfaction of specific criteria.

Full details of nominal registration can be found in paragraphs 81-82 of the [Code of Practice for Research Candidature and Supervision](#), and paragraphs 37-40 of the [Regulations for Research Degrees](#). A 'writing up fee' is payable to the University if you do not submit your thesis within six months of transferring to nominal registration. Details can be found in paragraph 10a of the University's [Fees, Charges, and Expenses regulations](#).

Please note: full tuition fees are payable throughout your period of candidature until your transfer onto nominal registration has been confirmed. See the University Fees section of this handbook for more details.

Intention to submit

You must inform your Faculty Graduate School Office of your intention to submit no later than two months before your date of submission. This should be done using the form on [PGR Tracker](#); or if your Faculty does not use PGR Tracker, manually using the '[Intention to submit](#)' form in the Quality Handbook, handed into your Faculty Graduate School Office. Information on decision and notification to submit can be found in paragraphs 84-85 in the [Code of Practice for Research Candidature and Supervision](#).

Production and submission of the thesis

The requirements for the production of the thesis, and procedures for submission are set out in the *Producing your thesis – a guide for research students* and the *Submitting your thesis – a guide for research students*, both of which are available from the [Quality Handbook](#). You should read this guidance carefully well in advance of preparing the final version of your thesis. Additional guidance for students submitting their thesis in an alternative format can be found in paragraphs 8-10 of the [Code of Practice for Research Candidature and Supervision](#).

Thesis templates are available in Microsoft Word (PC and Mac) and LaTeX that match the required University specifications. Templates are available on the Library [website](#).

Further information on thesis submission including: declaration of authorship; academic integrity; and thesis written in a language other than English, can be found in the [Code of Practice for Research Candidature and Supervision](#), paragraphs 86-89.

Faculty policy on referencing

We recommend you follow the instructions provided for the library http://www.southampton.ac.uk/quality/pgr/research_degree_candidature/completion.page. In addition, you should discuss the content and format of your thesis further with your supervisory team. In addition, please ensure that the appropriate level of referencing (using a suitable software aid, for example EndNote or Mendeley) is used throughout your thesis.

Thesis Submission

You will retain access to library and computing facilities until your thesis has been examined and, where appropriate, any revisions requested by the examiners have been made.

You can find useful information to assist you in preparing your thesis on the Library's [Theses webpages](#), which should be read in conjunction with the University's [Guidance for Completion of Research Degree available on the Quality Handbook](#). You are advised to read these well in advance. It covers help on the electronic submission of your thesis and supporting materials, including copyright, intellectual property rights, restrictions, file formats, and research data. Thesis templates using Microsoft Word (PC and Mac) and LaTeX are also accessible here. Support in using the Word PC and Mac templates is provided by iSolutions.

Embargo policy (The School of Chemistry)

All theses or dissertation work will be automatically embargoed for a period of 3 years unless specific request not to do so is supplied (with the approval of the supervisor). This is to allow appropriate time for all peer reviewed articles to be written and publicised. In addition, the Main supervisor will normally be consulted prior (through the library) to the end of this embargo period to ascertain the exact position, re: publications and possible industrial input required.

The Viva Voce examination

Once you have given notice of intention to submit, at least two examiners (one internal and one external to the University) will be appointed and arrangements made for your examination. The following information on the examination can be found in paragraphs 90-104 of the [Code of Practice for Research Candidature and Supervision](#): nomination of examiners; the role of the main supervisor in the examination process; the viva voce examination itself; the recommendations of the examiners; and consideration of the examiners' recommendations.

Submission after a successful recommendation of an award

Information on the procedure for submission of your thesis after successful recommendation of an award can be found in the University's [Guidance for Completion of Research Degree](#).

Academic integrity

The University expects that all students will familiarise themselves with the [Regulations Governing Academic Integrity](#). Faculties that have Professional, Statutory and Regulatory Bodies and that lead to professional registration may have additional reporting requirements.

Ethics

The University of Southampton is committed to undertaking its research, teaching, enterprise and other activities within a comprehensive ethical framework. It is the University's expectation that staff, students and visitors should be aware of ethical considerations, ensure that they act in an ethical manner when engaged on University business and conduct their projects and studies to the highest ethical standards and to the highest standards of research integrity, quality and scientific rigour. The University recognises its responsibilities to researchers and the wider community, and is strongly committed to fostering a culture and understanding of effective research governance, integrity and probity across the full spectrum of its research activities. The University is committed to and supports the Universities UK Concordat to Support Research Integrity which sets out expectations on the University as an employer of researchers, as well as on individual researchers. To promote the culture of research integrity the University has produced a number of policies and procedures, and published a Research Integrity Statement.

Research requiring ethical review is subject to the scrutiny of a faculty-based ethics committee or to sponsorship review where ethical review will be undertaken by a national body i.e. National Research Ethics System. Where ethics review is required, ethics approval must be sought prior to commencing a research project, ethical review cannot be undertaken retrospectively.

For more information visit:

- Research Integrity and governance [webpages](#)
- [Ethics policy](#)
- [Researcher Portal](#)
- Ethics and Research Governance Online - [ERGO](#)

You can email the Research Integrity and Governance (RIG) team on researchintegrity@soton.ac.uk

Ethics training

All new doctoral researchers are required to undertake basic ethics awareness training via the online module 'Ethics 1: Good Research Practice', and to complete the short quiz at the end of the course materials. Further information and instructions on how to access this course and the quiz are available [here](#).

If your research will involve you working with human volunteers, you should also complete 'Ethics 2: Working with Human Subjects', accessible in the same way as Ethics 1.

You should also obtain appropriate higher level training on the use of [ERGO](#), the University's electronic document-handling system for obtaining ethical approval. Your supervisor and Faculty Graduate School will be able to advise further on this.

If you fail to obtain the necessary ethics approval in advance, you may be prevented from submitting your thesis for examination. The retrospective seeking of ethics approval is not permissible.

Intellectual Property

Please read the University's Intellectual Property Regulations at <http://www.calendar.soton.ac.uk/sectionIV/ipr.html>

The [University's Research and Innovation Services \(RIS\)](#) are responsible for the protection and commercialisation of intellectual property developed by staff and students. More information on intellectual property and the support available in this area information can be found on the [Researcher Portal](#).

RIS is also responsible for putting in place agreements with companies for research and development projects including sponsored PhD studentships. If your PhD is being supported by a company, whether through funding or in-kind support, then the University should have in place an agreement

with the company which will also have terms covering Intellectual Property. It is important that you understand the terms of that contract as they will apply to anything you generate. You also need to be careful with how you use the company's confidential and secret information. Your supervisor should have a copy of the contract but if you would like guidance on what it means then please contact riscontracts@soton.ac.uk.

FINANCES

University fees

Fees for Doctoral Programmes are listed on the [Postgraduate Research Fees webpage](#) and are reviewed annually. Information on funding and postgraduate loans can be found [here](#).

If your studies are funded partly or fully by an external organisation, the University will continue to request payment of fees until you enter nominal registration. If your candidature will extend beyond the period of funding agreed by your sponsor, it is your responsibility to enter into discussions about funding arrangements beyond this period. You will become personally liable for the payment of your tuition fees once your sponsor's funding period has ended.

Additional costs

Additional costs can be found in the [Fees, Charges and Expenses Regulations](#).

Faculty finance contacts and location

Finance contacts

ECS:	Rob Franklin	R.A.Franklin@soton.ac.uk	02380 598314 or x28314
	Jennie Hepburn	J.R.Hepburn@soton.ac.uk	02380 598656 or x28656
ZI/ORC	Julia Quinn-Parsons	J.Quinn-Parsons@soton.ac.uk	02380 598162 or x28162
	Jacki Cox	J.Cox@soton.ac.uk	02380 592498 or x22498
P&A:	Joe Bruning	J.L.Bruning@soton.ac.uk	02380 592926 or x22926
	Tom James	T.M.B.James@soton.ac.uk	02380 597780 or x27780
Chem	Joe Bruning	J.L.Bruning@soton.ac.uk	02380 592926 or x22926
	Tom James	T.M.B.James@soton.ac.uk	02380 597780 or x27780
Eng	Stella Feng	S.M.Feng@soton.ac.uk	02380 598317 or x28317
	Tanya Harder	T.L.Harder@soton.ac.uk	02380 599291 or x29291

Research Training Support Grants

The RTSG is a pot of money which students may access to meet the following costs and expenses incurred by award-holders during the course of their supervised studies:

- UK fieldwork expenses;
- UK/EU/international conferences, seminars and events;
- Purchasing of scientific equipment and materials that they will be using;
- Purchasing of small items of equipment e.g. cameras, tape recorders, films, cassettes or telephone and photocopying facilities in the department/faculty;
- Language training courses undertaken in the UK prior to an overseas fieldwork trip;
- Reimbursement of interpreters, guides and assistants;
- Survey costs, e.g. printing, stationery, and telephone calls; &
- Gifts for local informants

Students and supervisors should discuss the RTSG budget with their supervisory team and its use at the initial Academic Needs Analysis, and at least at the annual reviews thereafter. Expenditure should normally be agreed in advance with the main supervisor.

Faculty RTSG Policy

For The School of Engineering RTSG policy please see [HERE](#)

For The Schools of Electronics and Computer Science, Physics and Astronomy and the Zepler Institute / ORC RTSG policy please see [HERE](#)

CONFERENCE, VISITS AND TRAVEL

Conference and visits

If you wish to attend a conference or visit a laboratory, you should discuss the matter with your supervisor in the first instance.

Academic appeals

You may appeal any academic decision made by the University, with the exception of certain exclusions, if you can produce evidence of one or more of the grounds outlined within the University's [Regulations Governing Academic Appeals by Students](#). These Regulations outline the policy and procedure that should be followed should you wish to make an academic appeal.

Student complaints

The [Regulations Governing Student Complaints](#) sets out the process that should be followed should you wish to raise a complaint about a matter relating to either the facilities and services provided by the University, its academic programmes, and the conduct of University staff, and which has materially affected you.

Dignity at work and study

The [University's Dignity at Work and Study Policy](#) applies to the conduct of staff and students, in the context of their University work of study, or which otherwise affects the working, learning or social environment of the University. Fair criticism of staff or student performance or conduct will not be considered to be bullying or harassment provided that those involved are treated with dignity, courtesy and respect.

Any allegation of harassment, bullying or victimisation will be treated seriously, regardless of the seniority of those involved, and anyone found to have behaved unacceptably may be the subject of disciplinary action up to and including dismissal or expulsion.

Equality and diversity

The [Equality](#) objectives are designed to enhance equality, diversity and inclusion across the University, and reflect the wide-range of work undertaken in this area. Equality objectives will continue to be formulated to ensure that the aims of the University Strategy are achieved in a way that includes all individuals: staff, students and visitors from all backgrounds.

Athena SWAN

The University of Southampton is a founding signatory of the [Athena SWAN Charter](#) and has held a Silver Athena SWAN Award since 2016. As a signatory, we recognise the specific challenges that affect men and women in academic careers, which leads to fewer women at senior levels of higher education. We are committed to addressing these issues, to maximise the potential of all our people. Several [faculties and schools](#) hold awards, and have action plans to improve the inclusivity of their teaching programmes and research disciplines.

Data protection

The University will aim to ensure that all information stored is as accurate as possible, kept up to date; and safeguarded from unlawful disclosure. Within the constraints of the General Data Protection Regulations (GDPR), the Faculty will not release information to family members, prospective employers or other universities without your consent.

Student Discipline

As members of the University community, all students are expected to conduct themselves with due regard for its good name and reputation and are required to comply with the University's Regulations at all times. Any allegation of misconduct will be considered within the [Regulations Governing Student Discipline](#), in accordance with the evidence and circumstances presented. Information for students on discipline is available from the [Student Services website](#).

EMPLOYABILITY

Careers

The Careers and Employability Service provide guidance and support to all students, helping them to stand out from the crowd and make successful transitions into their chosen careers and workplaces. Our all-year round offer includes:

- Skills sessions and Workshops
- Employer/Alumni connections and opportunities to develop work experience through internships and volunteering.
- Individual advice and guidance through Drop-in and [career guidance appointments](#) with a professional practitioner

Bespoke Career Development for Researchers

Dedicated Career Practitioners work closely with the Doctoral College to run a bespoke programme of talks, training sessions and individual coaching specifically focused on a research career, both inside and outside of Academia.

Sessions include:

- Managing your Career
- Introduction to Personality
- CV, Applications and Interviews
- Successful Interviews
- Networking for Researchers
- Exploring Enterprise & Business Planning

Group sessions can be booked via [GradBook](#) and individual appointments by telephoning or visiting the Careers Service (02380 593501, Building 37, Highfield Campus)

INTERNATIONAL STUDENTS

VISA/Tier 4 Information

If you are studying here on a Tier 4 visa, there are certain conditions (responsibilities) that you are expected to comply with during your time in the UK. Please refer to the Visa and Immigration Student Advice Centre [webpages](#) for further information.

The Visa and Immigration Student Advice Service provides students with information and guidance on visa and immigration issues; the Team offer three drop-in sessions a week and visa advice appointments. Before you book a visa advice appointment, you are strongly encouraged to visit the visa drop-in service as it may be possible to answer your question quickly or give you important information about what to bring to your visa advice appointment. Information on the drop-in service, appointments, and contact details is available [here](#).

If your situation changes, please consult the Visa and Immigration Student Advice Service to find out if it will affect your visa status. You must ensure that you inform your supervisory team and the Faculty Graduate School Office immediately if there is a change to your circumstances that will affect your ability to continue studying in the UK. Please note that whilst the Faculty Graduate School Office is responsible for ensuring that your student record is correct and reflects your current circumstances, they are not legally allowed to offer you any immigration advice.

Please note, most postgraduate research students granted a visa for a PhD that fail a progression milestone and are given the option to transfer to an MPhil programme, cannot do so on their current visa as the MPhil is at lower academic level. Such students must leave the UK and apply for a new visa for their MPhil programme of study. More information can be found on the [Visa and Immigration Student Advice Service website](#).

The International Office

International Office staff have extensive experience advising and supporting international students and University colleagues on a wide range of issues. They also develop and maintain relationships with Government ministries, agencies and other sponsoring or scholarship organisations. More

information can be found on their [webpages](#) or you can contact international@southampton.ac.uk for further guidance.

Appendix 1: Core Training

It was agreed at the Doctoral College Board and at the University Research and Enterprise Group in November 2017 that in order to meet the expectations of external funders and address feedback from the PRES 2017 survey, all Southampton Doctoral Research Students should receive training in aspects of the following.

Over the next academic year disciplines will work with each other, the Doctoral College, the Library and Careers to develop appropriate training for their students in these areas. Existing modules that cover these areas may be put forward for scrutiny by the Doctoral College for consideration of approval.

The core will be mapped to the RDF for external transparency.

- **Disciplinary Training**
 - Type and hours to be outlined by Discipline. Depends on doctoral qualification (iPhD may have more hours of formal training than PhD).
- **Research Skills 101**
 - Health and Safety
 - Overview of research at Southampton, in the UK and internationally,
 - What is a thesis?
 - How to go about the research process
 - Research ethics
 - Library and online source skills
 - Handling research data
 - How to reference
 - How to manage your supervisor
 - How to manage stress and seek help (Later)
 - How to prepare for your progression review/viva
 - How to write in subject XXX.
 - Responsible Innovation
 - Impact Awareness
- **Software Training**
 - LaTeX/typesetting (could also be delivered as part of Research Skills 101)
 - Relevant Mathematical and/or Statistical packages
 - Relevant coding languages
 - Data software
- **Publishing process**
 - Why get published?
 - How to write for a journal
 - How to get published
- **Personal Promotion**
 - The need to promote yourself/your work
 - Methods to promote yourself/your work
 - How to produce a poster
 - How to give academic presentations.
 - Networking skills
 - Social media as a way of promoting your research (including how journals use it)
- **Advanced Research Skills**
 - How to plan a research programme
 - Funding opportunities in the UK and internationally.
 - How to write a research proposal
 - Interdisciplinary working
- **Careers related skills (possibly split depending on interests if necessary)**
 - Academia or industry?
 - Enterprise and entrepreneurial skills
 - Intellectual property
 - How to write an academic CV
 - How to write an ordinary CV

