

Postgraduate Research Student Handbook 2017/18

Biological Sciences Graduate School
Faculty of Natural & Environmental
Sciences

PLEASE READ THIS BOOKLET CAREFULLY
AND RETAIN IT FOR FUTURE REFERENCE

POSTGRADUATE RESEARCH HANDBOOK 2017/18

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 coordinate 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.

All new doctoral researchers are warmly invited to attend one of our 'Doctoral College Welcome' sessions in October 2017 (or early in 2018 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 the Director of the Graduate School of Biological Sciences

Welcome to the Graduate School of Biological Sciences! You are now a member of a large team of scientists undertaking cutting edge research, working with scientists from other disciplines at universities around the world and within industry.

This booklet provides key information regarding your new environment and procedures within the Graduate School – please read it and keep the booklet for future reference. If information is unclear, or if consulting this booklet doesn't answer your questions, please drop by the Faculty Student Office reception on Level 2 in Building 85, talk to your supervisors or ask other graduate students, who you will inevitably glean lots of useful information from.

Good luck with your next few years of productive and ground-breaking research.

Dr Rob Ewing

Purpose of handbook

The purpose of this handbook is to provide key information applicable to you and your programme during the 2017/18 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 while you are a student at the University of Southampton. 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.

GENERAL INFORMATION

Your Faculty Graduate School

There are approximately 150 members in the Graduate School of Biological Sciences. All of these are studying for an MRes, MPhil or PhD degree, mainly by research, but there are also a set of taught courses. The policy of the Graduate School is determined by the Director of the Graduate School (DGS), the Graduate School committee and the Faculty Graduate Schools Advisory Group and Programmes Committee. Biological Science's Graduate School Committee consists of the Head of Graduate School, Academics from across the Research groups and Postgraduate Representatives.

The major aspects of the Graduate School's work are:

- Organisation of the Graduate Training Programme
- Organisation of the Annual Postgraduate Symposium
- Monitoring student performance/reporting
- Student Support
- Organisation of MPhil and PhD examinations
- Recommendation of Postgraduate Awards, MPhil and PhD via the Faculty Programmes Committee, to the University Senate.

The DGS is supported by administrators in the Faculty Graduate School/Student Office and by the Graduate School Committee, which oversees all aspects of PhD recruitment and training within the guidelines set by the University. Note new postgraduate student members are recruited for the Graduate School committee as required. The Committee has the following membership:

Membership of Biological Sciences Graduate School Committee

Chair: Director of Graduate School	Dr Rob Ewing
Nominated Members of the Academic Unit	Professor John Chad, Professor Malcolm East, Dr Lex Kraaijeveld, Dr Judith Lock, Professor Vincent O'Connor, Dr Lorraine Williams and Dr Neil Smyth
Student Representation	Charlotte Hill, Connor Frapwell, Emma Joslin and Christopher Winnard
Secretary	Ms Lorraine Prout
Ex Officio: Dean Associate Dean (Education & Student Experience) Head of Academic Unit Chair of the Faculty Graduate School Advisory Group Faculty Academic Registrar Graduate School Administration Team Leader	Professor Rachel Mills Dr Chris Jackson Professor Keith Jones Professor Jeremy Webb Mrs Gina Armfield Ms Sue Saunders

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.

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 course 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 [policy](#), 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, fax 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].

SUPPORTING YOU THROUGH YOUR STUDIES/RESEARCH

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 [attendance policy](#) also outlines the University's general expectations of attendance.

Holiday and absence due to ill-health

Information on holidays and absence can be found in paragraph 61 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](#). Please also consult the University's regulations on [maternity/paternity leave](#) for further information. 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 [Student Visa Guidance 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](#) 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](#).

Postgraduate mentoring – faculty specifics

The Independent Mentor is a person outside of the supervisory team who provides support to a PGR student. This may include pastoral support, guidance on training and development or careers advice. Independent mentors may be appointed by the Graduate School or may be sought out by the student or supervisor (but only after enrolment into the Graduate School).

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.

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 our website – library.soton.ac.uk

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's 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

We work with the Doctoral College, Faculties and other University services to provide face to face training. Also we offer one-to-one via Library Deskside training, online courses, drop-in at our [Academic Skills Hub](#), as well as an online chat service.

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

iSolutions: IT support for Researchers

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

Getting help

iSolutions is the University's central ICT provider. If you need IT help or advice, you can contact iSolutions via ServiceLine, our dedicated helpdesk, on ext 25656, or online via the 'Getting Help' section of our website: www.southampton.ac.uk/iSolutions

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 post-graduate 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:

<http://www.southampton.ac.uk/isolutions/services/index.page>

English for academic purposes

Registered students at the University of Southampton who would like help with their English can attend the free English language support courses provided throughout the academic year. Please see the [Centre for Language Study website](#) for more information.

YOUR SAFETY

Faculty Health and Safety Policy

Please read the [FNES Health and Safety Policy Document](#): [Biological Sciences Intranet](#).

Academic Unit safety rules

Please read the Biological Sciences Safety [handbook](#): [Biological Sciences Intranet](#).

Risk assessment

Your supervisor(s) and laboratory managers will give specific training in completion of risk assessments and COSHH 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 hour's 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.

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.

PROFESSIONAL DEVELOPMENT

The Doctoral College

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

The courses are themed within the four domains of the [Vitae Researcher Development Framework \(RDF\)](#) – which sets out the set skills and behaviours successful researchers are recommended to develop. The themes are:

- Knowledge and techniques for research
- Improving personal effectiveness
- Research governance, organisation and professionalism
- Engagement, influence and impact

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 'introductory training offered by the Doctoral College.

Details of the training can be found [here](#) and courses are bookable via [GradBook](#).

Alternatively, your Doctoral Programme Director may recommend for you to complete a Faculty-approved course, which will be run locally.

Whether delivered at University or Academic Unit level, all demonstrator or teacher training should be recorded on PGR Tracker. Please note, attendance data will automatically upload from Gradbook to PGR Tracker.

Academic Unit/subject specific training/seminars

Biological Sciences runs a range of subject specific lectures, seminars, workshops and demonstrations. In semester I, these focus on essential research skills (**compulsory attendance**), and in semester II, on techniques in modern biology (**compulsory to attend at least 2 of these**). In addition more advanced courses (modules) may be provided for those who will need to master particular techniques. You are encouraged to discuss with your supervisor what training is required. There is a tendency for research students to focus narrowly on the topic of their research. While it is essential that you acquire detailed knowledge of your chosen field of study, it is important to realise that scientific progress can come from an acquaintance with other areas of science. Furthermore, high quality postgraduate study should provide a broad-based scientific education that will equip students to work in academia or industry in areas outside their immediate area of expertise. To this end the Graduate Training Programme at Southampton encourages you to devote some time to broader scientific topics. You have access to a number of activities within the School that fulfil this requirement and this booklet includes relevant details.

Existing Module Courses - Most of the Biological Sciences final year courses present advanced information that is relevant to research in the Centre and serve the needs of post-graduate students well. You should be aware of the available courses. In consultation with your supervisor, you should identify modules that may be useful. You should attend these courses and use them as an important learning experience. To assist, we have provided a synopsis of all third year modules offered by Biological Sciences (check with Student office, level 2), but you should also be aware of modules offered in other Faculties and be willing to attend them if desired. **It is strongly recommended that those students without a background in statistical analysis attend the module: Advanced Quantitative Methods BIOL6052.**

Invited Speakers - In addition to taught courses there is a spectrum of other learning opportunities within Biological Sciences. Each year we invite leading scientists from other national and international institutions to visit Biological Sciences to present their work in seminars and lectures. These seminars are an important aspect of the postgraduate training environment and provide an opportunity to experience a wider sphere of scientific thought and method (we are very open to suggestions from postgraduates for external speakers). **Attendance at these seminars is compulsory.** You should not restrict yourself to only those seminars believed to be immediately applicable to your project; a wide range of subjects should be covered. Lists of invited speakers are produced for each semester and circulated to all registered students when the programmes are fixed. Where possible you will be expected to meet and discuss your work with speakers involved in research close to your field. There are other more specialist seminars presented throughout the University e.g. at Southampton General Hospital, Tenovus. Information about these should be provided by individual supervisors and are usually posted on the notice boards.

STUDENT SUPPORT

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're part of a community of around 3,600. 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](#).

The PGR Society in Biological Sciences (BSPS)

The Graduate School of Biological Sciences have a 'proactive' group of postgraduate student members consisting of postgraduate representatives on the Graduate School Committee. The Society assist with the organisation of social and training events – in accordance to your Graduate Training Programme - which you will be invited to attend and participate in at various times throughout the course of your PhD studies.

Festival of Doctoral Research

The Festival of Doctoral Research is an event hosted by the Doctoral College, which ran for the first time in May 2016. 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 include:

- 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 2018 Festival, along with details of how to get involved, will be released in due course.

The Student's Union

The Students' Union 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 they offer may be found at their [website](#). You can also visit their [Facebook](#) page.

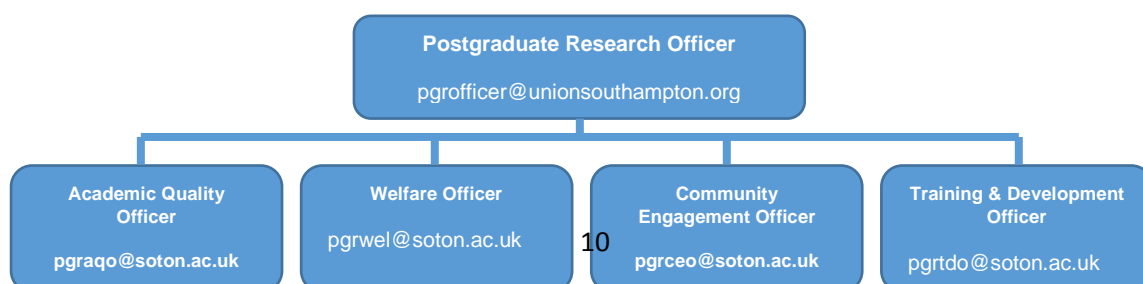
Student representation

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 academic unit, 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 [here](#). If you are unsure who to contact, the **Postgraduate Research Officer** is always available to help you direct your query to the right place.



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 services

The Student Services Centre is located in Building 37 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 problems
- 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.

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 Office.

Dyslexia/Dyspraxia Support

Students with specific learning difficulties (SpLD) such as dyslexia and dyspraxia often need extra support at University to compensate for disadvantages resulting from such difficulties. Our Dyslexia team specialise in helping students who are in this situation.

Enabling Services runs Study Skills Support sessions at Hartley Library on Monday, Wednesday, Friday 2-4pm during term time (and Wednesday 2-4pm during vacation time). These sessions are run by a specialist practitioner who can offer advice and support about a range of areas related to your studies (for example, planning, reading, assignment writing, time management, and organisation). No appointment is necessary for these sessions.

A range of assistive technology software is available on public computers in various locations around the University of Southampton. The largest facility is in the Hartley Library, on Level 2. This space provides a quiet space to study in and the latest assistive technology

software to help support your studies. Students need to be registered with Enabling Services to access these facilities. Please see the [Enabling Services website](#) for further details about the type of software available and the locations at which it is available.

We also provide information to help academic or other staff understand the difficulties faced by students with SpLDs and guidance on inclusive strategies to ensure teaching and learning are accessible to all students.

Mental Health and Wellbeing

The Enabling Services [website](#) has advice on managing anxiety, stress and other mental health problems as well as links to useful external resources. They also run wellbeing workshops and courses throughout the year. 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 to 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.

Between 6pm and 8am, Student Services, in conjunction with University Security, provide an Out of Hours service for very urgent situations. Please contact the University Security team on +44(0)23 8059 2811.

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.

SUPERVISORS

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 Academic Unit part of the 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.

Support

As well as providing academic support during your studies, your supervisor 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.

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.

YOUR RESEARCH PROGRAMME

Regulations and Code of Practice

<http://www.calendar.soton.ac.uk/sectionV/mphil-phd.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.

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.

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 progress against Research Milestones as prescribed by the University's Regulations and 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 that all staff and students use PGR Tracker.

Criteria for the award of MPhil and PhD

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

Activity reports

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.

Progression milestones

Students who enrolled on their doctoral studies after 1st 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 1st August 2016, you will be required to undertake three Progression Reviews during your studies within the timescales shown in the first table 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 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 re-viva. However, if the assessors deem that the Report is sufficient to progress, the re-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 direction of your Director of Faculty Graduate School, if significant academic concerns have been raised about your candidature.

Progression Review submission and decision windows for standard programmes

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

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

Progression Review submission and decision windows for Mayflower programmes

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

*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:

Biological Sciences Progression timelines

Progress Reports

Progress Reports are required to be submitted via PGR Tracker according to the milestones outlined in the tables above. Feedback will be given to you, electronically, by your supervisor and examiner.

Academic Needs Analysis (ANA)

The initial induction includes an interview between the student and the Supervisor(s). At this point, the student's training needs will be identified – this process is carried out online via the PGR Tracker system. A record of the courses will be noted via PGR Tracker and processed in your student file within the Graduate School Office after each stage of your progression points below.

First Progression Report

This report should:

- include a literature review
- outline the main aims and objectives of your research project and details of any methodologies to be used
- be a minimum of 6500 words in length (excluding bibliography).
- be uploaded to PGR Tracker

More guidance on the literature review component is available in this [document](#). Although the First Progression Report is not assessed until months 8-10 of their PhD, you are recommended to begin writing your literature review as early as possible to help with reading and understanding the background to your research area. A recommended target would be provide your supervisor with a first draft of the literature review by 7 months after you start.

Second Progression Report (Confirmation of PhD registration)

The layout of the Confirmation Report varies between sections and between research groups. Accordingly you should consult your supervisor regarding common practice within your research group particularly about the length of the report. In general, it is expected that the Confirmation Report should contain the following:

- A front page containing your name, supervisor/s names and project title
- A short abstract describing the main points contained in the report
- An introduction and review of the background to the project or of prior work in the area'
- A statement of the overall aim(s) of the project and the specific aims for the year
- A section/s describing your experimental methods'
- A section describing your experimental results'
- A section discussing your results with appropriate reference to the literature

- Clear conclusions and an indication of future work
- References

The report should be a full account of your work so far, and should be written in scientific style.

- Use clear and concise language and make use of figures as appropriate rather than using elaborate wording
- Avoid long tracts of descriptive text unless they are absolutely necessary
- The report should be on A4 paper and should be free of typographical errors. The top, bottom, left and right margins should be a least 1 inch. The recommended font is Calibri or Lucida Sans 11pt , with a line spacing of 1.5 (or at least 18pt.)
- Each page should be numbered
- Figures and tables should be numbered sequentially and bear appropriate captions which give a description of the figure or table and include all of the essential experimental parameters relevant to that figure or table
- Use simple tables, and diagrams. For most purposes simple black and white figures are adequate. Do not use colours unnecessarily. .
- The axes of plots should be labelled clearly and the appropriate units specified.
- As a guideline around 25 pages in total for the introduction, discussion of results and aims, but with no maximum length for the additional experimental section would be appropriate. However, as noted above students should consult their supervisor on common practice within their group regarding the lengths of the various sections.

If you are unable to submit your report by the deadline, you should inform the Graduate School Office by e-mail: pgrsfnes@soton.ac.uk. You should state clearly the reason why you are unable to meet the deadline and if possible you should indicate when you intend to submit the report. Your e-mail will be copied to your Supervisor and the Head of Graduate School.

- *You should seek advice from your Supervisor immediately you think that you may not be able to meet the deadline.*

Notes

- 1 The level of detail in the review should be discussed with your supervisor.
- 2 These should be in the format of a standard journal that is relevant to your field. Consult your supervisor if necessary to find out the appropriate format. It is essential that the style of the experimental section and references should comply with the journal style.
- 3 Proper referencing of published work in the Introduction, Discussion and Experimental sections is essential. References should be in a standard journal

format and should include the names of all authors and correct abbreviations of the journal titles.

Guide to the oral examination

The aim of the oral examination is to discuss the work you carried out during year 1 and to determine your understanding of the background to the research project. Make sure you have your own copy of the Confirmation Report with you at the examination. You will also need to take your laboratory notebooks, any other relevant notebooks (e.g. electronic notes), and, where appropriate, other relevant data for inspection. The examiners will be looking for neatness and legibility, adequate assessment of risks and hazards, and completeness of record (i.e. all experimental details, observations, cross-reference to computer outputs / data files).

You will be questioned on your own research and on your understanding of related research and relevant background, including material presented at any courses that you attended during your study. The examination will likely last between 45 and 90 minutes.

The factors that the examiners will take into account in reaching their decision include:

- The quality of your report and previous activity reports
- Your level of understanding of your particular subject area
- Your level of understanding of background and other relevant biology
- The quality of the research you carried out
- The quality and quantity of your research output
- The quality of your record keeping
- Attendance at postgraduate or other appropriate lecture courses
- Your ability to present information clearly and succinctly during the oral examination
- The likelihood that you will be able to obtain a PhD within the allowed time (i.e. submission within 4 years from initial registration for full time students).
- **Please note:** The 4 year deadline for final submission of the thesis is very important and is not flexible. It is important that students and supervisors pay attention to this deadline at all stages throughout their PhD. The Graduate School should be notified as soon as possible of any extenuating circumstances likely to cause a delay.

At the end of the oral examination, the examiners will decide whether or not to recommend your PhD confirmation. Shortly after the oral examination has been completed you will receive a letter notifying you of the outcome of the assessment. The examiners will also make specific comments on any perceived weaknesses or deficiencies. These comments are intended to help guide your professional development.

You should note that the oral examination is not just a formality. If the examiners' view is that you have not achieved the required standard, you will not be able to progress until you have been re-examined.

Third Progression Report

The exact format of this report should be discussed with the supervisor, but the format would normally include an updated literature review and 1 or 2 completed results chapters followed by a discussion of those chapters as well as a plan of work to be undertaken to complete the thesis. The aim of the report is to convince the supervisor and the examiner that you have made sufficient progress with the project that it is likely that a PhD thesis will be produced in the remaining period.

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 1st 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.

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.

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

Students who enrolled on their doctoral studies after 1st August 2016

If you enrolled on the degree of PhD after 1st 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.

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 25-26 of the [regulations](#) and the [Quality Handbook](#). Applications for extension should be made in line with the [Regulations Governing Special Considerations for Research Degree Programmes](#).

If your studies are funded partly or fully by an external organisation, you may be expected to progress and complete your studies within a timeframe specified by the sponsor. Where requested by your sponsor, the University will provide regular reports on your academic progress. However, it is your responsibility to discuss any issues relating to unsatisfactory progress and extension of candidature with your sponsor at the earliest opportunity, particularly where your period of candidature may extend beyond the agreed funding period.

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 optional enrolment status that may be requested following a minimum period of supervised candidature. 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](#). A 'nominal 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 University Fees for more details.

PhD THESIS SUBMISSION

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 University's [Guidance for Completion of Research Degree](#). 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.

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](#), paragraphs 87-89.

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 [Theses guide](#), which should be read in conjunction with the University's [Guidance for Completion of Research Degree](#). 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 from guide. Support in using the Word [PC](#) and [Mac](#) templates is provided by iSolutions.

The Viva Voce examination

Once you have given notice of intention to submit, appropriate examiners 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](#).

RESEARCH INTEGRITY, ETHICS AND INTELLECTUAL PROPERTY

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.

Biological Sciences Contacts:

Any issues regarding breaches or queries of academic integrity, please contact:

Academic Integrity Officer (AIO) for Biological Sciences – Dr Claire Clarkin
(C.E.Clarkin@soton.ac.uk)

Issues regarding ethics or governance, please contact:

FNES Ethics Champion for Biological Sciences – Dr Julie Merriman-Jones (J.Merriman-Jones@soton.ac.uk)

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 team on rgoinfo@soton.ac.uk or 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.

Intellectual Property

Please read the University 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 IP. It is important 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 Fees and Funding 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' in the [University Calendar](#).

FNES Faculty finance contacts and locations

Head of Finance:

Karen McKinstry,

Room 2051, Building 27

K.L.McKinstry@soton.ac.uk

Senior Administrative Officer:

Edwina Clarkson,

Rooms 166/06 (Mon and Tues) Room 2069, Building 29 (Wed /Thurs/Friday)

E.Clarkson@soton.ac.uk

RTSG

The RTSG can be used 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 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.

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.

REGULATORY ISSUES

Academic appeals

Provided you have grounds, you may appeal against any academic decision made by the University. There are some exceptions and you should note you cannot appeal against a decision that has been made in the proper exercise of academic judgment. The [Regulations Governing Academic Appeals by Students](#) outlines the regulations and procedure that should be followed should you wish to steps that should be followed when making 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 and Diversity](#) 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 academic units](#) hold departmental 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 Data Protection Act, 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 [Student Discipline Regulations](#), 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)

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 [webpages](#) for further information.

The Visa & Immigration Student Advice Service (VISAS Team) provides students with information and guidance on visa and immigration issues; the Team offer appointments (booked through the Student Services Centre) and three drop-in sessions a week. The VISAS Team is based in Registry, Room 2035, Building 37, Highfield. Information on appointments, drop-in sessions and how to contact the VISAS Team, please click [here](#).

If your situation changes, please consult the VISAS Team 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, 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 [VISAS Team 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.