



University of
Southampton

Life as a PhD student

Faculty of Engineering and Physical Sciences



Postgraduate Researcher Induction –
Academic year 2022/23

COVID-19

Staying safe in Southampton

We expect everyone in our community to:

- Behave responsibly
- Abide by all University and public COVID-19 guidance
- Self-isolate if you have symptoms
- Regularly wash hands and use hand sanitiser
- Use ventilated rooms and spaces
- Wear a face covering inside (optional)

All staff and students are encouraged and supported to be vaccinated against COVID-19

The COVID-19 guidance may change at short notice as the pandemic situation evolves

COVID-19 and doctoral researchers

The current guidance to staff and doctoral researchers is that you are no longer asked to work from home but you can continue to if you are willing to (and it is practical).

Meetings with your supervisory team can be online or in-person if there is an appropriate space to meet and everyone is comfortable with the arrangements.

Many staff and doctoral researchers are continuing to work from home for part of the week.

We are continuing to ensure that our buildings and campuses are as safe as possible, including risk assessments for each of our buildings and laboratories.



Blend of face-to-face and online supervisory team meetings



Laboratories, research facilities and libraries open



Active online training and development programme

COVID-19 Further information

University of Southampton academic year 2022-23: COVID information
www.southampton.ac.uk/coronavirus.page

The University's guidance on working on campus
<https://www.southampton.ac.uk/coronavirus/working-on-campus.page>

University of Southampton Visa and Immigration Student Advice Service
www.southampton.ac.uk/student-services/visa-and-immigration/index.page

Doctoral College guidance for supervisors and research students
<https://www.southampton.ac.uk/doctoral-college/researcher-resources/index.page>

Starting out

Enrolment

Enrolment involves:

- Agreeing to be a student at the University, abide by the regulations, and pay your fees
- Check and update personal information in your student record

If you have not yet enrolled, go to

www.southampton.ac.uk/enrol/

and follow the link for **Start enrolling now**

Problems? First try the Enrolment helpline, then e-mail FEPS-Gradschool@soton.ac.uk with your student number and name to check our records.

Identity

Student ID cards:

You need to apply online. See information on the **Welcome** webpages

www.southampton.ac.uk/welcome/

Your ID card will be posted to you.

We cannot post ID cards overseas. International students will have to wait until they can provide a UK postal address.

You will be provided with a digital version for identification purposes that you can use until the physical card arrives.

Fees

Receiving a studentship from Southampton?

- Enrol first
- If you have already provided your bank account details, payment will be made directly into your bank account.
- Otherwise your first payment will be sent by cheque to your term-time address. Please ensure that your address details are up to date, this is YOUR responsibility.

Do you have an external sponsor?

- Use Form SP1 to arrange payment of fees by your sponsor. **If you have a studentship letter from the University you do not need to do this.**

Living in Southampton

Council tax

- Research students who are enrolled as a **full-time student** normally do not have to pay Council Tax
- However, if a house or flat is occupied by one or more non-students, you will be liable to pay Council Tax, but at a reduced rate
- Part-time students are liable to pay Council Tax
- [Click here](#) for more detailed information

Bank account

- You may need to open a UK bank account
- Identification will be required, e.g. passport, driving licence, student ID card
- Banks also require proof of your period of study and local address
- A utility bill or other letter can provide evidence of your local address
- [Click here](#) for instructions on how to obtain a Proof of Enrolment letter.

Health Services

- All students should register with a local GP (doctor)
- The University has its own Health Centre where you can register, or alternatively register at a GP surgery near where you live



- [Click here](#) for more information about how to access health services

Public transport

- Information about the University of Southampton Uni-Link bus service is at: www.unilinkbus.co.uk/services



- Southampton has two main railway stations: Southampton Central and Southampton Airport Parkway.
- Also, Southampton has a small international airport adjacent to Southampton Airport Parkway railway station.

Studying at the University

Dignity at work

The University is committed to supporting, developing and promoting equality and diversity in all of its practices and activities.

We aim to establish an inclusive culture, free from discrimination and based on the values of dignity, courtesy and respect.

We recognise the right of every person to be treated in accordance with these values.

Harassment, bullying and victimisation are unacceptable forms of behaviour and will not be tolerated.



Working hours

- Most buildings are open Monday–Friday 08.00 to 18.00
- Outside of these times you will need your ID card to gain access
- Buildings are closed from 23.00 to 06.00, and access is NOT permitted unless you have an authorised “Out of Hours” form
- We recommend aiming for a 9am–5pm working hours equivalent, 5 days per week



Absence from the University

- Annual leave for PhD students is up to 26 days per year, plus public holidays and University closure days
- Agree annual leave dates with your supervisor in advance. Tier 4 students should submit an authorised absence request to the Graduate school BEFORE the start of a period of annual leave
- Illness – let your supervisor know if you are absent. Extensions can be granted via the PGR Special Consideration Board (SCB) – apply via [PGR Manager](#)
- Long term sickness and parental leave – documented evidence required



Health and Safety

All new research students are required to undertake some Health & Safety training.

All members of the Faculty are required to read the relevant Health & Safety documentation for their School.

All members of the Faculty must complete the Display Screen Equipment (DSE) online form.

Risk assessments are required for many activities, including laboratory work and activities off-campus.



Travel expenses



- The Travel Management Company (Clarity) provides a range of travel options for flights, trains, ferries and accommodation
- It is **mandatory** that all international flights are booked via the Travel Management Company. Finance will not reimburse flight tickets not booked via the TMC
- In general travellers should use the Travel Management Company wherever possible
- Normally PhD students should contact their local member of the Faculty Operating Service who will make their travel bookings for them

Computing

Research students are provided with access to a wide range of computing facilities



The computing department is called [iSolutions](#)

The University has site licences available for a wide range of software

[Click here](#) for guidance for students when working remotely

For all I.T. issues, contact [ServiceLine](#)

RTSG

Research Training and Support Grant

- A small annual grant provided to support your research training
- The amount depends on your School policy
- It is normally used to support research training, e.g.
 - Travel costs (conferences, workshops)
 - Training courses
 - Books, software ...
 - Consumables
- The supervisor can authorise spend on the RTSG

Library

- The Hartley library is situated on the Highfield campus
www.southampton.ac.uk/library/index.page
- Other satellite libraries are available around the University.



Southampton University Student Union

- SUSU is available for undergraduate and postgraduate students, including research students
- SUSU provide a wide range of services including student representation, social spaces, clubs and societies, support services, sport and recreation facilities and much more
www.susu.org
- PGR research students also can use the **Staff Club** adjacent to the Student Union



Teaching and demonstrating

Teaching and demonstrating

- Teaching and demonstrating is a development opportunity for you and a benefit to the University
- Teaching and demonstrating is VOLUNTARY, you are free to choose whether you do this
- Teaching allocation per year: no more than 180 hours per year
- You get paid directly at the standard demonstrating hourly rates (currently around £15 per hour).



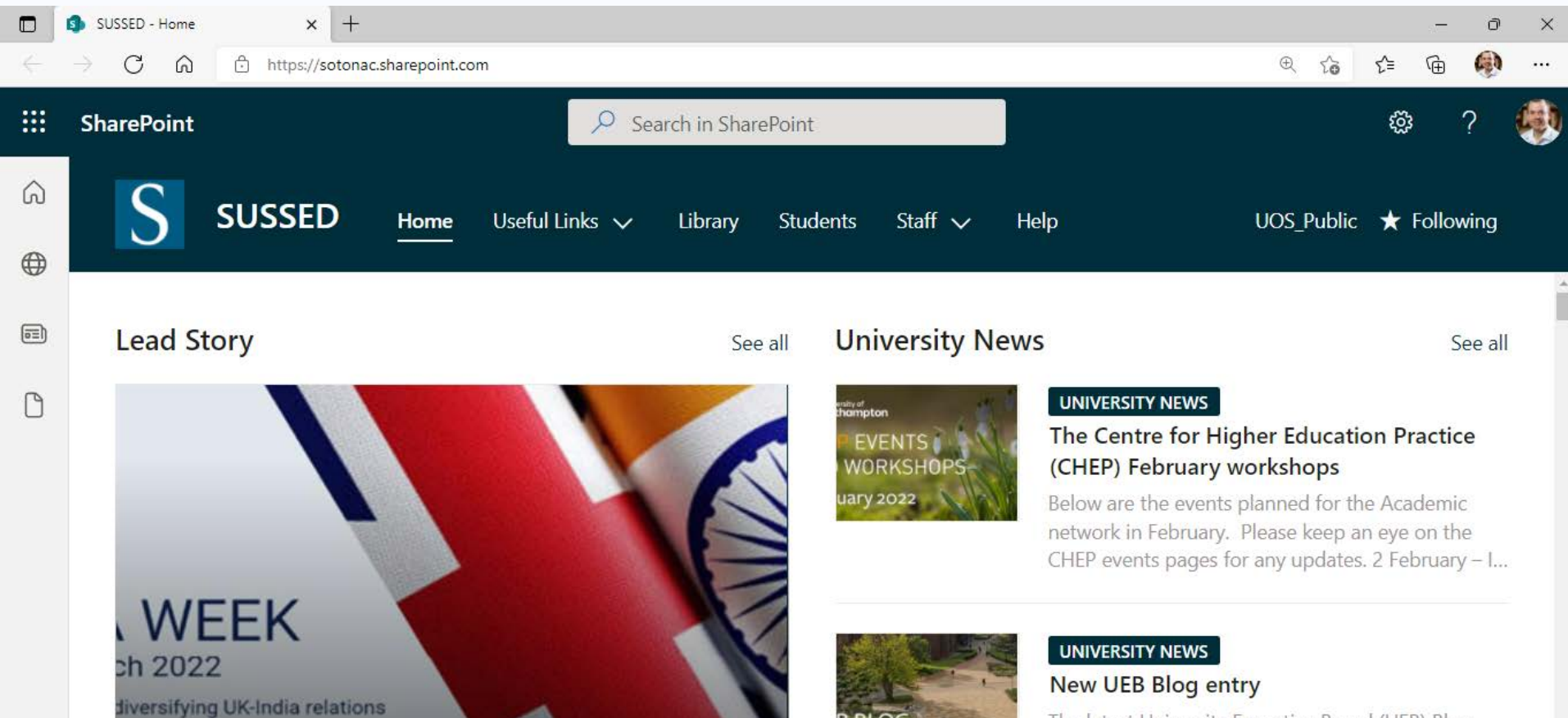
Teaching and demonstrating

What do I need to do before starting any teaching and demonstrating?

- Before starting any teaching and demonstrating you must:
 - Obtain a University Casual Worker Permit
[UniWorkforce](#)
 - Complete parts 1 and 2 of the training course
[Orientation to Teaching and Demonstrating](#)
 - Undergo School-specific training and/or specific training for the opportunity
- You will need to complete a claim form. You will not be paid unless you have followed these steps prior to starting work.

Information and communication

SUSSED



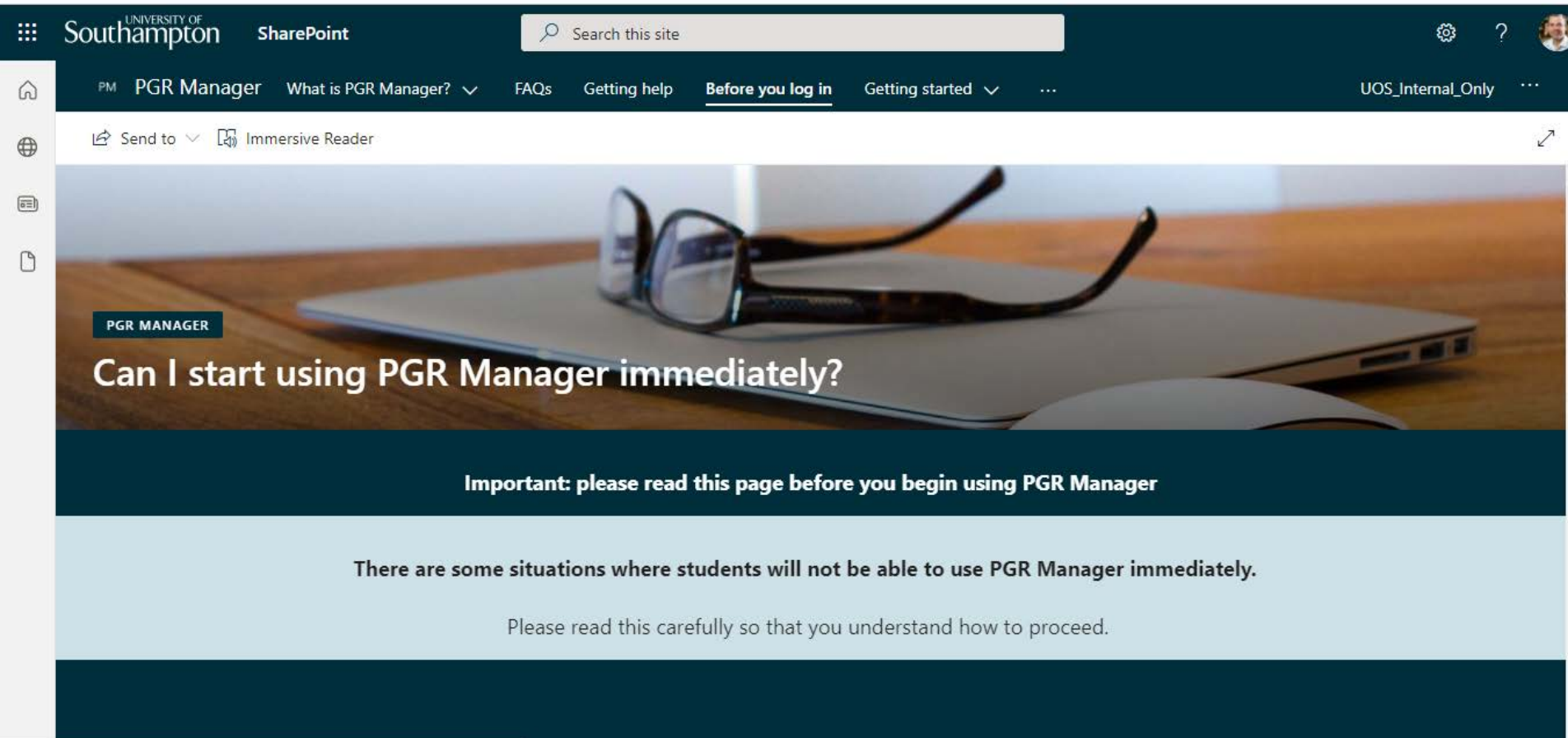
The screenshot shows a web browser window displaying the SharePoint homepage for SUSSED. The browser's address bar shows the URL <https://sotonac.sharepoint.com>. The SharePoint interface includes a search bar at the top with the text "Search in SharePoint". Below the search bar is a navigation menu with the following items: "Home" (underlined), "Useful Links", "Library", "Students", "Staff", and "Help". On the right side of the navigation menu, there are links for "UOS_Public" and "Following".

The main content area is divided into two sections:

- Lead Story:** Features a large image of a book cover with the text "WEEK" and "diversifying UK-India relations". A "See all" link is positioned to the right of the image.
- University News:** Contains two news items:
 - UNIVERSITY NEWS:** "The Centre for Higher Education Practice (CHEP) February workshops". The text below reads: "Below are the events planned for the Academic network in February. Please keep an eye on the CHEP events pages for any updates. 2 February – I...".
 - UNIVERSITY NEWS:** "New UEB Blog entry". The text below reads: "The latest University Executive Board (UEB) Blog".

<https://sotonac.sharepoint.com/>

PGR Manager



UNIVERSITY OF
Southampton

SharePoint

Search this site

PM PGR Manager What is PGR Manager? ▼ FAQs Getting help Before you log in Getting started ▼ ...

UOS_Internal_Only ⋮

Send to ▼ Immersive Reader

PGR MANAGER

Can I start using PGR Manager immediately?

Important: please read this page before you begin using PGR Manager

There are some situations where students will not be able to use PGR Manager immediately.

Please read this carefully so that you understand how to proceed.

[Click here](#) to find out how to start using PGR Manager

Doctoral College – FEPS team

- Postgraduate admissions & studentships
- Help with issues connected to PGR programmes
- Signposting to other University services
- Pastoral support

FEPS team office

- Building 13, Room 2047
- Opening hours: Monday to Friday 09.00 – 17.00
- Tel. no. +44 (0)23 8059 1924
- Email: FEPS-Gradschool@soton.ac.uk

How do we communicate with you?

- Check University e-mail
- Respond to [PGR Manager](#)
- Check the [PGR Handbook](#) and the [FEPS PGR Portal](#)
- University news on [SUSSED](#)
- Research group representation on the PGR staff–student liaison committee
- Supervisory team
- Informal PGR lunchtime training sessions
- Doctoral College – FEPS team

Local contacts

Research Group

- Supervisory team
- Research group administrative staff
- Head of Research Group
- Other research students including research group representatives

Department and/or School

- Doctoral Programme Director
- Senior (PGR) tutor
- Head of Department and/or Head of School
- Local Faculty Operating Service staff

[Home](#) > [iSolutions](#) > [For students](#) >

MySouthampton App

The MySouthampton app, is the University of Southampton's official smart device for students and staff giving you access to map services, emails and your timetables.

The app is available for all Android and iOS users. Web, Blackberry and Windows phone users can access the web version with a default browser.

We are constantly working to improve the app to give you easier access to more of the University's systems and information. For more information and help about the app please visit [our web pages here](#).

You can download the MySouthampton app to your device, using the button below, or search MySouthampton on your app store.



Download the MySouthampton app



Download the MySouthampton app here:

Your questions