



University of
Southampton

Your PhD programme

Faculty of Engineering and Physical Sciences



Postgraduate Researcher Induction –
Academic year 2022/23

Your PhD programme

Each School has their own PhD programme(s)



DISCLAIMER

The information in this presentation covers the general structure and organization of the PhD programmes in FEPS.

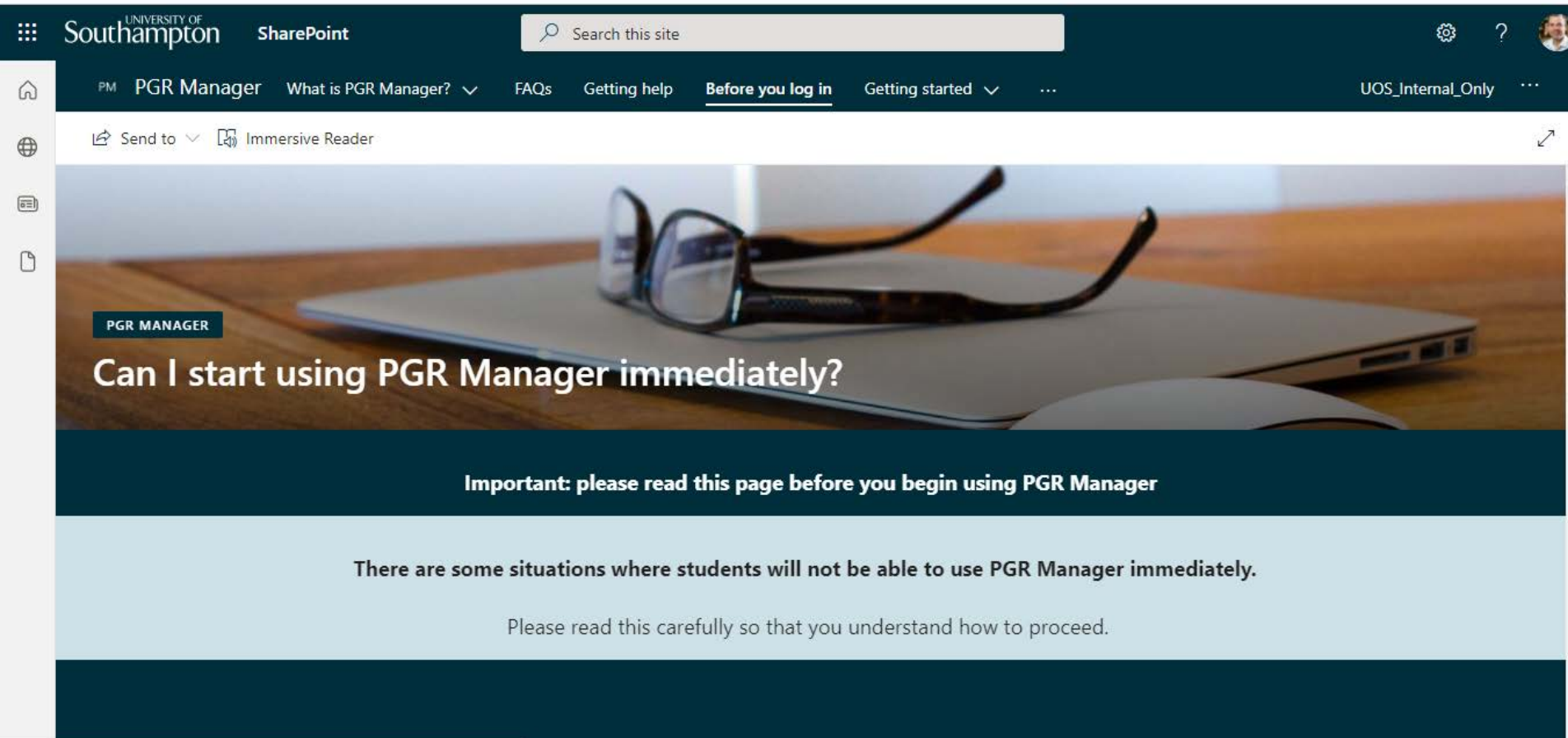
There are different practices across the Schools.

Please discuss your PhD programme with your supervisors to understand the standard practices in your School.

More information is available at the [FEPS PGR Portal](#)

Starting out

PGR Manager



UNIVERSITY OF
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SharePoint

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UOS_Internal_Only ...

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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

PGR Manager

- Monitoring of research students is via [PGR Manager](#)
- Records of all the progression reviews and other reports are stored on PGR Manager
- Research students can check their key milestone dates on PGR Manager
- Submission of the final thesis is on PGR Manager
- It is a **requirement** that students and staff comply with PGR Manager workflows to record progress in a timely manner

Period of candidature

Degree	Minimum period of candidature		Maximum period of candidature	
	Full-time	Part-time	Full-time	Part-time
PhD	24 months	36 months	48 months	84 months
iPhD	36 months	48 months	60 months	96 months

Planning

Supervisory team update

- Your main supervisor has to confirm the other members of your supervisory team at the start of your candidature period
- Every research student should have a minimum of two supervisors
- Ask your main supervisor who else is part of your supervisory team
- The Supervisory Team Update is completed on [PGR Manager](#) (under Candidature Management)

Data management plan

- Keeping your data archived and safe is essential
- Information on the Data Management Plan is available on the Library website

[Research Data Management: Data Plan for your PhD](#)

- There is also a Blackboard training module on data management
- The Data Management Plan is completed on [PGR Manager](#). A help guide is available at:

[Data Management Plan – Guidance for students](#)

Ethics assessment

- All researchers should be aware of ethics principles and practice
- There is also a Blackboard training module on ethics
- The Ethics Assessment is completed on [PGR Manager](#). A help guide is available at:

[Ethics – Guidance for students](#)

- You should complete the ethics assessment even if your project does not require ethics approval

Professional Development Planning

- A postgraduate research degree provides training in how to conduct research
- Research students, as part of their degree, are expected to undertake some professional and research skills training (mainly in their first year)
- The Skills/Training Needs Analysis and Training Plan is completed on [PGR Manager](#) (under **Development**). A help guide is available at:

[Training and Development – Guidance for students](#)

- This should be completed within the first three months of candidature

Training

Professional and Research Skills Training

- **Mandatory online training** for all University of Southampton PhD students is listed on the [PGR Development Hub](#):
- In brief, this includes:
 - ✓ **Health and Safety Induction (+ School training)**
 - ✓ **Equality and Diversity**
 - ✓ **Ethics Awareness Training**
 - ✓ **Research Data Management**
 - ✓ **Research Integrity**
 - ✓ **Orientation to Teaching and Demonstrating (only if you volunteer for any PGR teaching and demonstrating activities)**

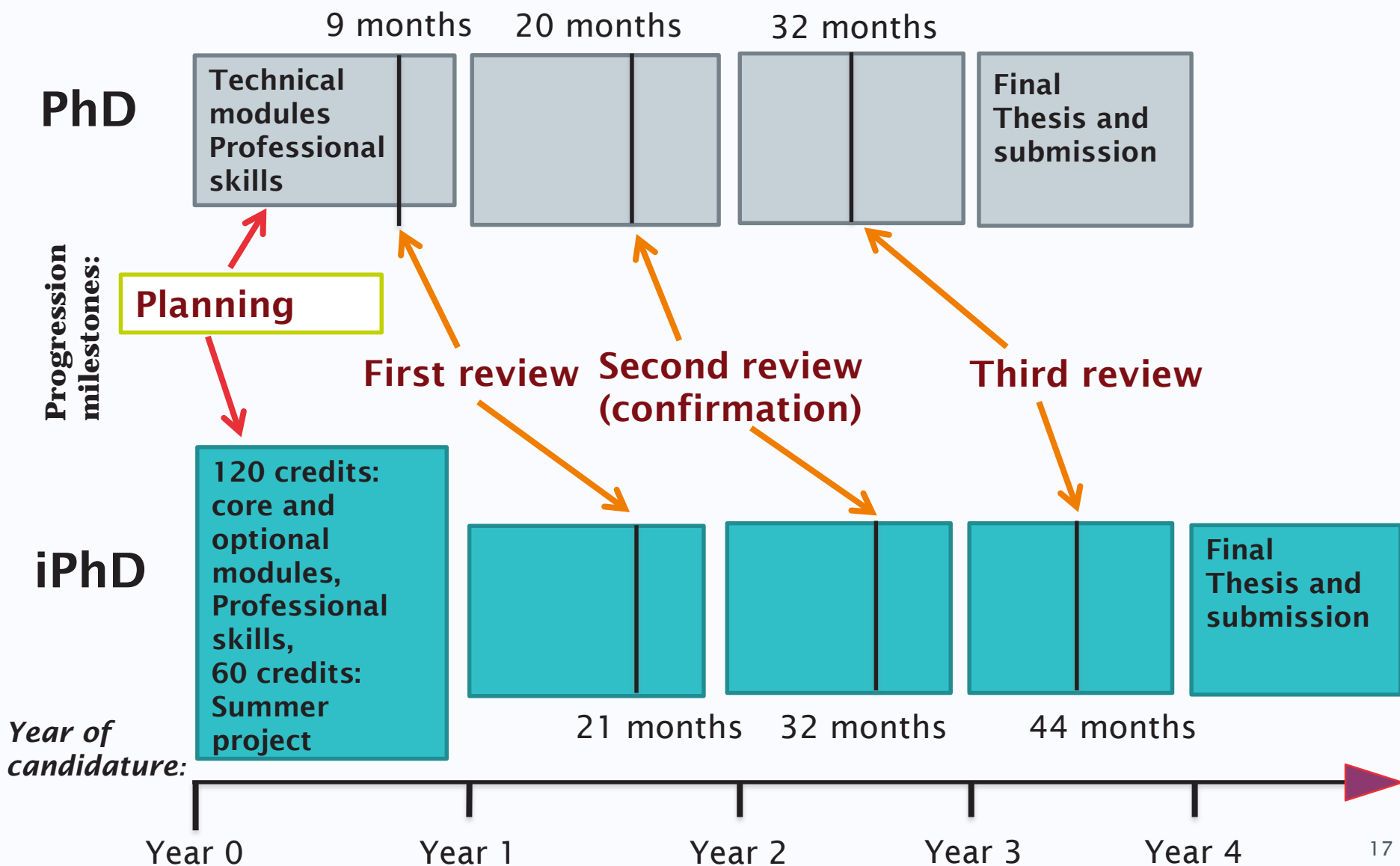
Professional and Research Skills Training

- For science and engineering research students in FEPS, additional mandatory professional/research skills training courses are:
 - ✓ Presenting Your Research
 - ✓ Technical Writing Skills
 - ✓ Research methodology for Scientists and Engineers (Engineering only)
- These mandatory courses are a progression requirement
- Information on these courses, and a wide range of optional courses are on the [PGR Development Hub](#)
- Training courses can be booked via [PGR Manager](#)

Graduate School
Instructors

Progress monitoring

Course structure



Progression reviews

Progression review	Full-time students	research	Part-time students	research
	First attempt	Second attempt	First attempt	Second attempt
First review	Months 7–10	By end of month 12	Months 15–21	By end of month 24
Second review (confirmation)	Months 18–21	By end of month 24	Months 30–42	By end of month 48
Third review	Months 30–33	By end of month 36	Months 61–66	By end of month 72

Progression reviews

- You are required to submit a review report by a deadline
- Subsequently, a review meeting will be scheduled around one month later
- A panel will assess your progress during a review meeting, when you will be asked technical questions on your work
- The review panel will rate your work and provide feedback on your progress

Successful and timely completion of each progression review is required in order to progress.

Progression reviews

Part-time research students also have to complete interim reviews.

Part-time research students who have not undergone a Progression Review in the previous twelve months of candidature should undergo an Interim Progression Review.

Interim reviews are not formal progression reviews, but are carried out to ensure that progress is monitored annually.

Progression reviews

Progression review	Full-time students	research	Part-time students	research
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First review	Months 7–10	By end of month 12	Months 15–21	By end of month 24
Second review (confirmation)	Months 18–21	By end of month 24	Months 30–42	By end of month 48
Third review	Months 30–33	By end of month 36	Months 61–66	By end of month 72

Second Review

“Confirmation of Doctoral Candidature”

Criteria in Code of Practice:

- **That the student has demonstrated the ability to:**
 - manage the research project;
 - become proficient in the special field of research involved;
 - achieve success at PhD level given adequate motivation and perseverance;
- **The panel must also satisfy themselves that:**
 - the project being undertaken is of sufficient scope, originality and theoretical interest to constitute a genuine contribution to the subject in the form of the understanding of a problem, the advancement of knowledge or the generation of new ideas

Progression reviews

Late reviews and extensions:

You **MUST** inform the Graduate School if you are experiencing difficulties with these milestones.

Extension requests should be submitted to the **PGR Special Considerations Board** (more information is provided in the “Supporting you” talk)



Late progression without an extension approved by the Graduate School can lead to withdrawal of candidature.

Writing up

PhD thesis

Completion and submission of your PhD thesis

- A PhD student cannot submit a thesis until they have been confirmed, i.e. passed the second review
- The decision to submit your thesis must be your own, BUT you are strongly encouraged to take advice from your supervisors
- Your PhD thesis should not exceed 75,000 words
- The thesis should be submitted within the maximum period of candidature

Full fees vs nominal registration

- **Nominal registration** is the last part of the PhD, when you are primarily writing-up your thesis
- You can transfer to nominal registration when you have completed all the progression milestones and your supervisor certifies that you have finished all your research and written in draft form a significant part of your thesis
- The period of nominal registration is up to a maximum of six months. A small nominal registration fee is payable, but there are no additional tuition fees
- The student requests transfer to nominal registration using a form on [PGR Manager](#)

Final assessment

PhD thesis and viva

Examination of your PhD thesis

- The examination process includes assessment of the written thesis, oral examination (viva voce), and any subsequent revisions of the thesis
- An **internal** and **external** examiner will be appointed
- The examiners read the thesis and write independent reports
- Subsequently, the examiners conduct an oral examination (**viva** voce), and following this, write a final **joint examiners' report**. Their report will contain their recommendation

PhD thesis and viva

Examination of your PhD thesis

The examiners need to be satisfied that the candidate has demonstrated the following:

1. The creation and interpretation of new knowledge through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline and merit publication.
2. A systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or an area of professional practice.
3. The general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems.
4. A detailed understanding of applicable techniques for research and advanced academic enquiry.

Graduation

Graduation



Regulations

More information

Calendar

www.southampton.ac.uk/calendar/

Code of Practice for Research Degree Candidature and Supervision

www.southampton.ac.uk/doctoral-college/pgr-code-of-practice.page

Quality Handbook

www.southampton.ac.uk/quality/index.page

The Last Resort!

Complaints and Appeals

Where possible we believe that every attempt should be made to resolve complaints and appeals informally and closest to the point where the issue emerges, however we have a formal complaints and appeals procedure through which students may be supported.

For contact details and links to forms and regulations see www.southampton.ac.uk/studentadmin/appeals-complaints/index.page

Your questions