University of
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Faculty of Engineering and Physical Sciences PGR Supervisor Forum

FEPS PGR Supervisor Forum No. 1

Academic year 2023/24, 13 December 2023

Welcome from Alan McAlpine (FDoGS in FEPS)

- Inaugural FEPS PGR supervisor forum. Replaces previous supervisor “training” events.
- Welcome to new and established PGR supervisors in FEPS.
- Purpose of the forum is to disseminate information for PGR supervisors and for doctoral supervisors to interact and share good practice.
- Planning to hold bi-annual supervisor forums, focusing on different topics.
- In 2023-24, since September 110 new PGR starters in FEPS. Expecting a further 91 new PGR starters in January.
  - Ratio of starters September : January altered owing to changes in visa regulations
  - Many more starters in January. Knock on effect for timings of progression reviews and end of candidature
- Thank you to Doctoral College and CHEP team for helping to organize the forum.

FEPS PGR Supervisor Forum

Wednesday 13th December 2023, 09.00 – 10.45

Agenda

Who's who	Alan McAlpine
Resources for PGR supervisors	Marina Carravetta
Updates on PGR regulations	Marina Carravetta
Doctoral Supervisor Update from CHEP	Paul Clarkson
Break	
Case studies (breakout groups)	
Feedback from breakout groups	
Discussion/Q&A	

FEPS Graduate School

Director, Faculty Graduate School (FDoGS)

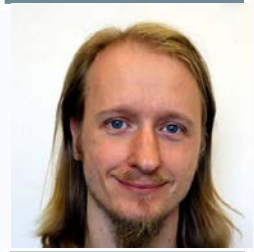
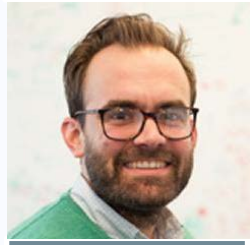
Alan McAlpine

Deputy-Director, Faculty Graduate School

Marina Carravetta

FEPS Graduate School – Doctoral Programme Directors

Chemistry	Electronics and Computer Science		Physics and Astronomy	Zepler Institute	PGR training
Marina Carravetta	Michael Ng	Mark Weal	Elena Accomando	Nikitas Papasimakis	Ioannis Kaparias

Engineering					
Director of PGR programmes	AAE	CMEE	ISVR	Mech Eng	UoSM
					
Gustavo de Almeida	Ivo Peters	Yongqiang Liu	Felix Langfeldt	Andrew Hamilton	Khong Gan

Doctoral College FEPS team

- Team leader — Kirsten Hall
- Office: — Building 13, Room 2047

  Monday – Friday, 9am–5pm
- Email: — feps-gradschool@soton.ac.uk (general enquiries)
  feps-pgr-apply@soton.ac.uk (admissions enquiries)
- Phone: — +44 (0)23 8059 1924

Academic administrative support for all PhD students and Supervisors in the Faculty.
Do not hesitate to contact the team for advice or guidance.

Resources for PGR supervisors

fepspgrportal.soton.ac.uk/Supervisors/

Information for PGR Supervisors in FEPS

Last updated: 23rd November 2023

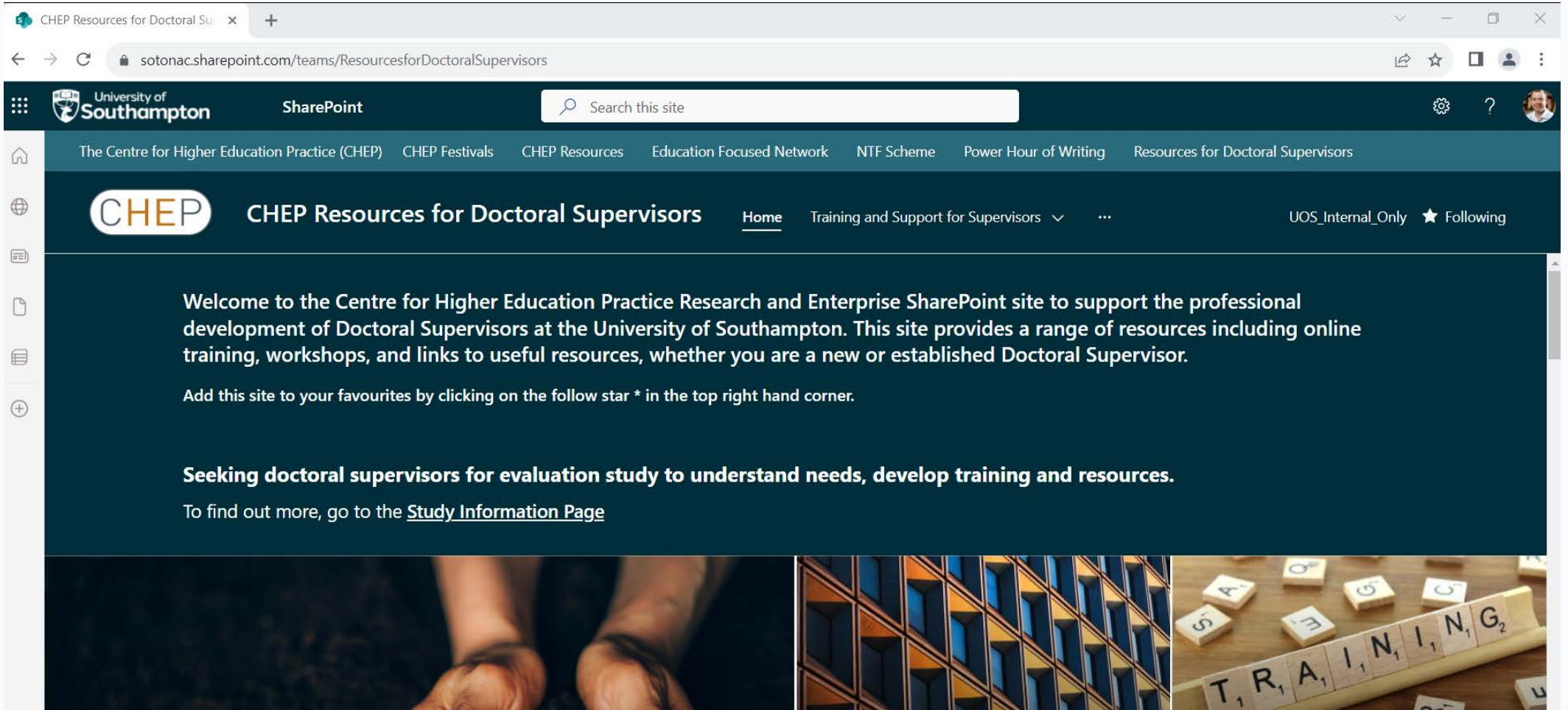
Supervisor Resources

New supervisors in FEPS Detailed information on University of Southampton PGR regulations, and procedures for supervision and examination. Presentation by Dr Marina Carravetta, updated November 2023.

All supervisors in FEPS Updated information for all PGR supervisors in FEPS. Presentation by Dr Marina Carravetta, updated November 2023.

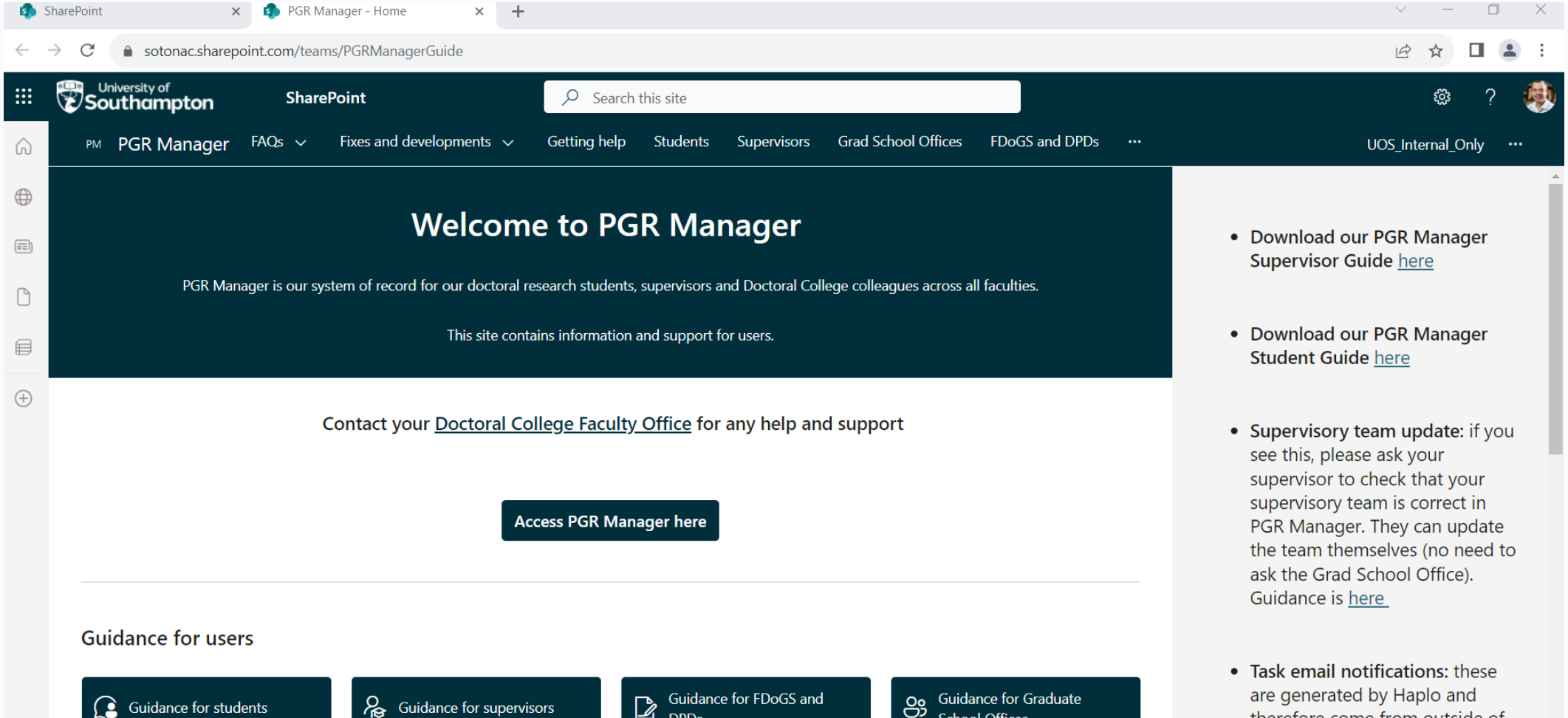
Resources for PGR supervisors

sotonac.sharepoint.com/teams/ResourcesforDoctoralSupervisors



Resources for PGR supervisors

sotonac.sharepoint.com/teams/PGRManagerGuide



Resources for PGR supervisors

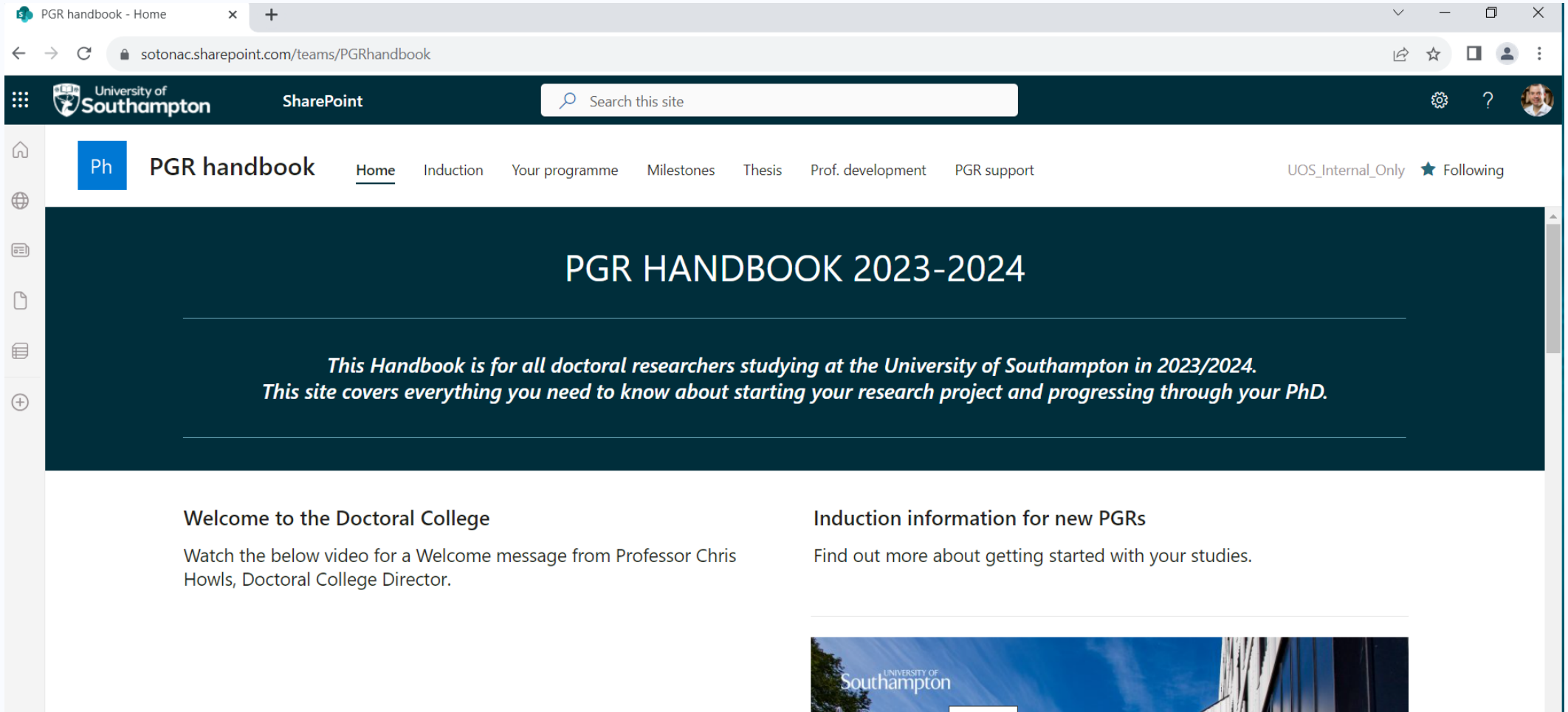
Information on PGR funding for 2024 entry

- Doctoral College scholarships
  - Innovation and Social Impact scholarships
  - Black Futures scholarships
  - Presidential Bursaries
- Faculty fee waivers for international students
- EU fee waivers for EU and Horizon-associated countries
- EPSRC CASE conversion
- Chinese Scholarship Council – UoS partnership scheme
- School studentship and DTP funding

Summary of PGR funding on the Faculty Sharepoint site

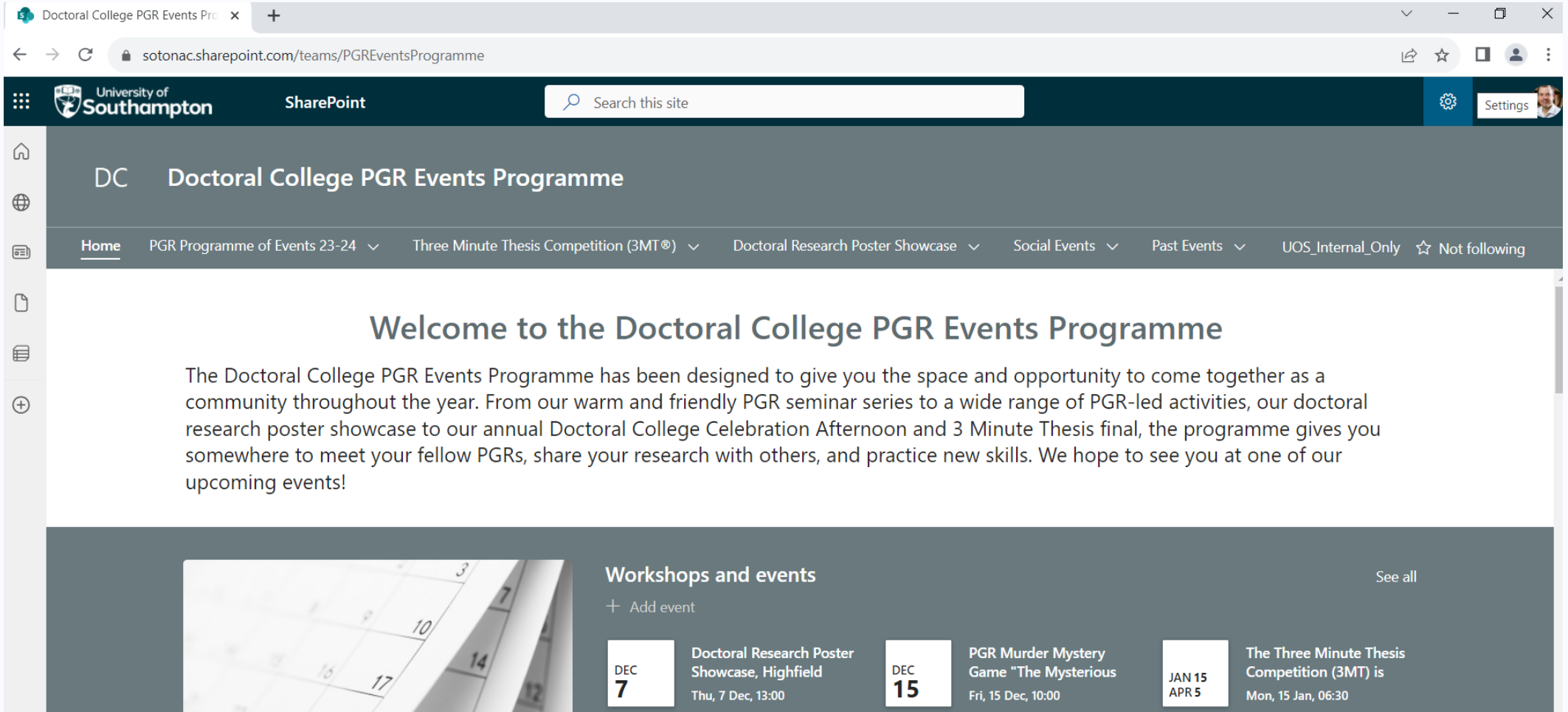
Information for PGRs and supervisors

sotonac.sharepoint.com/teams/PGRhandbook



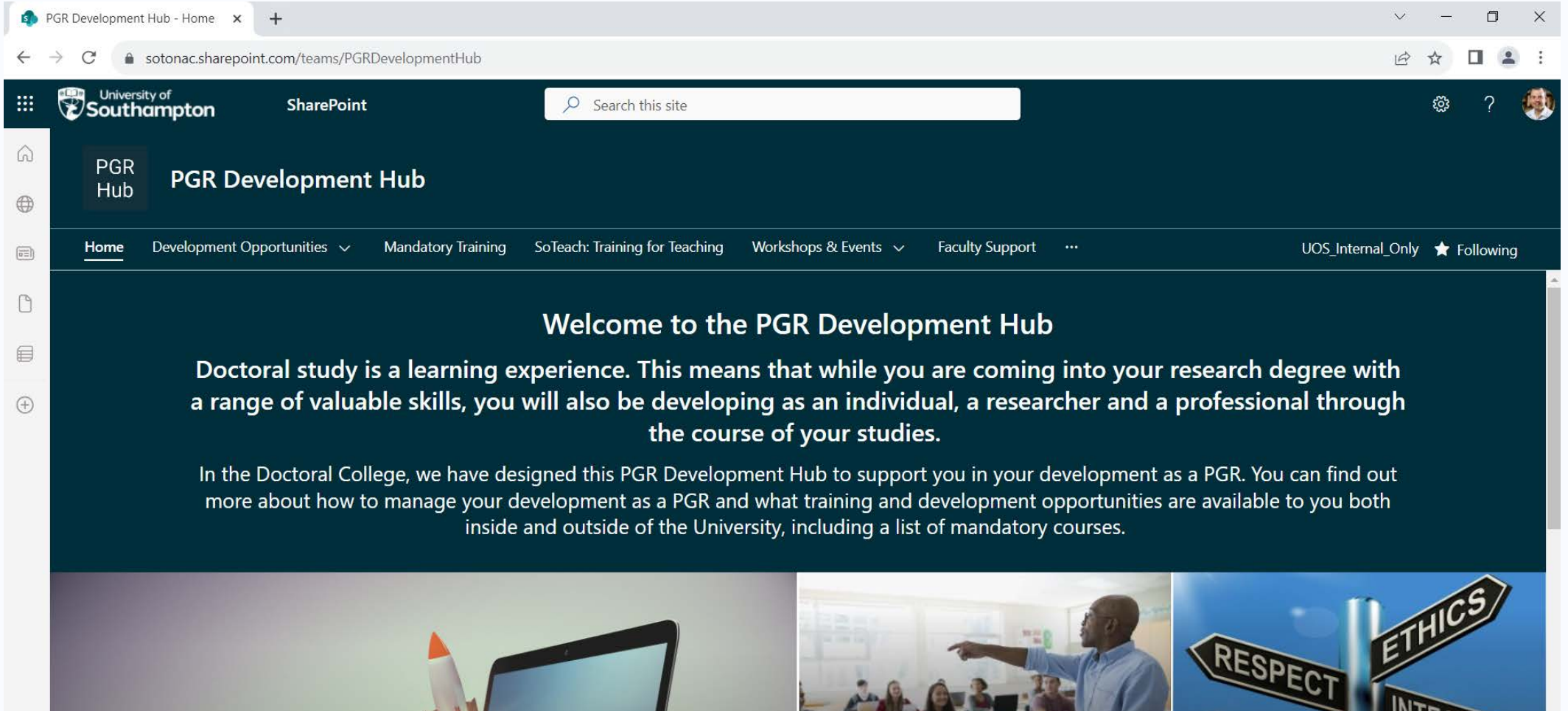
Information on events for PGRs

sotonac.sharepoint.com/teams/PGREventsProgramme



Information on training for PGRs

sotonac.sharepoint.com/teams/PGRDevelopmentHub



Updates on PGR regulations

- Nominal registration
  - Students must apply to transfer to nominal registration, and supervisor must approve the request
  - Students can be in nominal registration for up to six months
  - Students have to pay a fee (around £250)
- Supervisory team
  - Main supervisor, coordinating supervisor, co- or second supervisor.
  - Coordinating supervisor must have supervised PhD student to completion
- Supervisor loading
  - No supervisor loading should exceed 80%
  - Overall supervisor numbers of PGRs should not exceed 6.0 FTE and 10 students in total

Further information on PGR regulations:

Regulations for Research Degrees

Code of Practice

Quality Handbook

University of Southampton

Doctoral Supervisor Update

CHEP, Disability and Inclusion, Doctoral College, Library, Student Wellbeing, SUSU, Visa and Immigration

September 2023

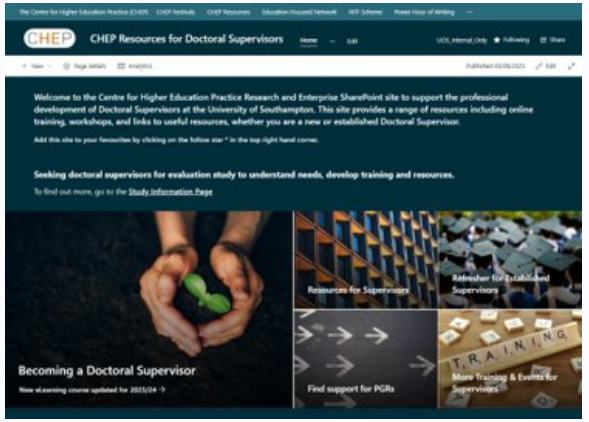
Centre for Higher Education Practice

- **Introduction to doctoral supervision eLearning course**

- Access the course on Blackboard
- Aimed at new supervisors or those new to Southampton, but open to all, particularly for a refresher of the regulations and code of practice.
- Achieve a digital badge for undertaking the course

- **Resources for doctoral supervisors SharePoint site**

- Covers all aspects undertaking the supervisor role
- Tools to find university support for PGRs
- Links to training / events for supervisors, including 'Examining a doctoral thesis', training for independent chairs



Centre for Higher Education Practice

Workshops, courses and sessions (Bookable on StaffBook)

- Intercultural communication: Working with international students - Wednesday 6th March, 12:00 - 14:00
- Examining a doctoral thesis (Available Nov/Dec & May – Recordings on SharePoint site)

New CPD programme TBC – From Spring 2024

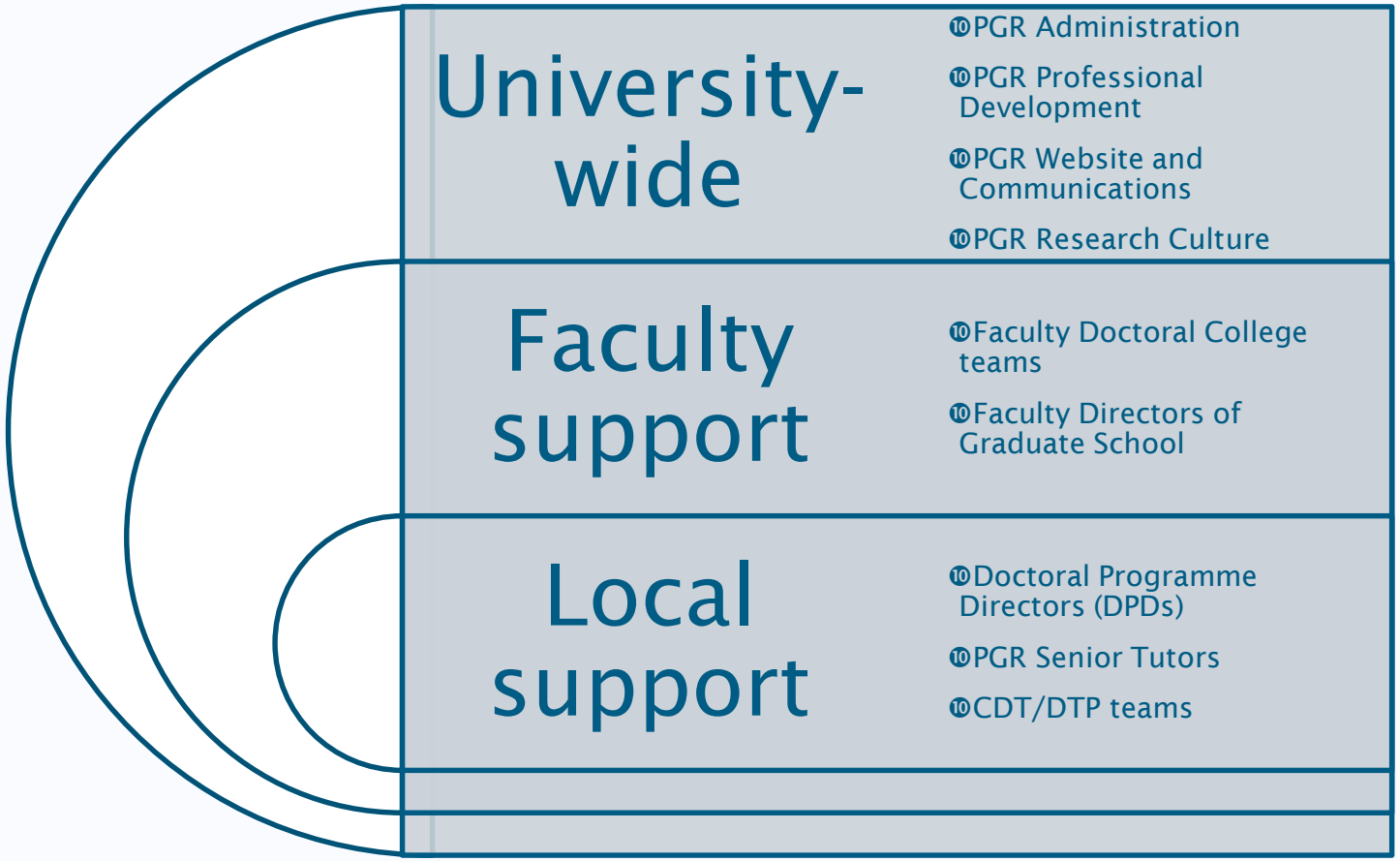
- Expectations of research supervision
- Inclusive supervision
- PGR Manager and Progression monitoring
- Supporting PGR and Supervisor mental health
- Supporting PGR career development

Planned new video resources

- Regulations and code practice update
- Recruitment and selection

Introducing the Doctoral College

Alongside Faculties and relevant Professional Services teams, working to deliver on PGR elements of the University's strategic plans, including Research, Education and Student Experience, and Knowledge Exchange and Enterprise.



Doctoral College

Current areas of work:

- PGR recruitment and marketing
- Support for CDTs/DTPs, including bid-writing (alongside RIS)
- Understanding and developing research culture for PGRs (Led by new research culture team within Doctoral College)
- Ensuring a supportive environment for our PGRs (working with wellbeing, SUSU and Faculties)
- Delivering on feedback from students made through the SUSU/DC surveys
- Enabling PGRs to be leaders of tomorrow (four new Senior Teaching Fellows to continue to develop our Doctoral College Professional Development Programme)
- Simplifying processes and removing friction (including appointment of DC continuous improvement lead)

Key sites: PGR Handbook, PGR Development Hub and PGR Events Programme

Contact us: doctoral.college@soton.ac.uk, dccomms@soton.ac.uk, [Faculty feps-gradschool@soton.ac.uk]

Disability and Inclusion Team

- **PGR student induction – introduction to Student Disability & Inclusion**

The team put together two sessions for new PGR students on the 16th and 17th October. The purpose of these sessions was to raise awareness of the available disabled student support for PhD students at the University.

- **Staff facing SharePoint site 'Supporting Disabled Students'**

The Supporting Disabled Students SharePoint Site provides helpful advice and information for both supervisors, and PGRs who teach, on supporting disabled students. It includes resources and training information on areas related to disability, or reasonable adjustments, as well as inclusive academic practice information.

- **New Student Support Recommendations (SSR) template document**

Following feedback and insight from colleagues across the University we have updated the SSR document to make it clearer and user friendly. For more information and to see an example, watch the following video: SSR document - an overview for staff

Library

Who we are

- The Library offers training and resources for PGRs at every stage of the research process, our services cover open access publishing, research data management, metrics for assessing research and thesis submission.
- We support a positive, open research culture and give guidance on Authorship and Contribution, Open Access, Research Data Management and Responsible Metrics.
- An induction is provided to all PGRs at the start of their PhD and we host, and collaborate on, other research-related events.
- See 'Welcome to the Library' for more information about our support and services.

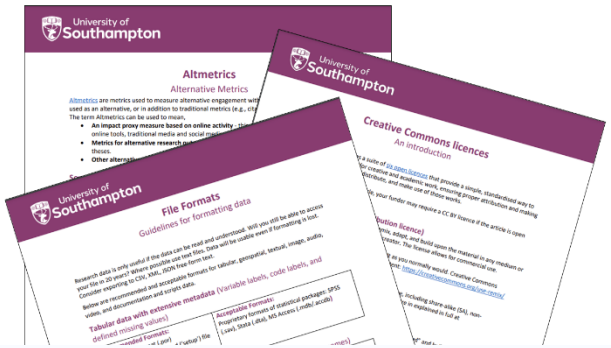
Contact Us

For library help, email libenqs@soton.ac.uk or Chat with us.

Library – Key Support and Activities

Thesis guidance for supervisors

- Doctoral Data Management Plan – supervisors guide
- Theses - information for supervisors (copyright, templates, embargoes)



Publishing

- Open access publishing support
- Essentials for publication workshop
- Predatory publishing guide
- Southampton ReproducibiliTea – a journal club particularly (but not limited to) PGRs and ECRs interested in robust research practice, reproducibility, replication, open science, and transparency.

Library – Key Support and Activities

Library training

- Workshops and drop-ins on open access publishing, copyright, research data management, research metrics are listed on PGR Development Hub and on the library's website with recordings available.
- Training for researchers – one-page guides
- Research Methods and Introduction to Research Methods self-study module

Requesting resources

- Inter-library loan service & document supply
- Suggesting a new book or resource

Visa and Immigration Student Advice Service

Who we are

- The **Visa & Immigration Student Advice Service (VISAS Team)** provide advice relating to Student Visas, and the University's sponsor compliance and reporting duties.
- Complete Right to Study checks for all students who are not British Citizens or Irish nationals

Contact

Email: visa@soton.ac.uk, casteam@soton.ac.uk, atas@soton.ac.uk

Live Chat Tuesday & Thursday 10:00 - 11:30, Wednesday 13:00 - 14:30

SharePoint for staff - https://sotonac.sharepoint.com/teams/VISAS2

Visa & Immigration Student Advice Service

Key updates:

- **Providing Immigration Advice**

Providing immigration advice is regulated by the Office of the Immigration Services Commissioner, and unlawful for anyone to provide unregulated immigration advice or immigration services. Please direct all students needing visa advice to the VISAS Team

- **Graduate Route**

Students eligible to apply for a Graduate Route visa if they have successfully completed the programme of study their visa was issued and still have a Student/Tier 4 visa. The VISAS Team will notify students by email within 10 working days of being awarded.

Student Wellbeing Team

Who we are

- The Student Wellbeing Team support the emotional wellbeing of all our students throughout their studies, to enable them to make the most of their time at the University and develop healthy habits to last a lifetime.
- We are available 24/7 to provide all students with wellbeing support. Our wellbeing advisors are based in the The Student Hub on Highfield Campus and can travel to meet students on other campuses or in halls when requested.
- **Contact us**
- Please contact The Student Hub, in order to bring a student to our attention, where you believe there are issues or concerns around their health, wellbeing or behaviour that may be impacting on their academic progress or general management of life at University or on placement.
- **Email:** studenthub@soton.ac.uk with the subject 'Concern for wellbeing'
  Or call: 02380 599599

Student Wellbeing Team

- **Key Support and Activities:**
- **Student Wellbeing student-facing Sharepoint site** has a wide range of resources and activities to support our PGR students with their wellbeing throughout their time here : https://sotonac.sharepoint.com/teams/StudentWellbeingSupport
- **Wellbeing Outreach Advisors** are here 24/7 and offer a 24 hour, 365 days a year Drop In at the Student Hub, for advice and signposting on support available as well as a range of activities and events to support wellbeing.
- **Multi- Disciplinary Specialist Practitioner team** can offer more individual support, to enable you to access individual appointments, both face to face and online to maintain your wellbeing. This includes counselling and wellbeing support, together with support to access external services where appropriate.

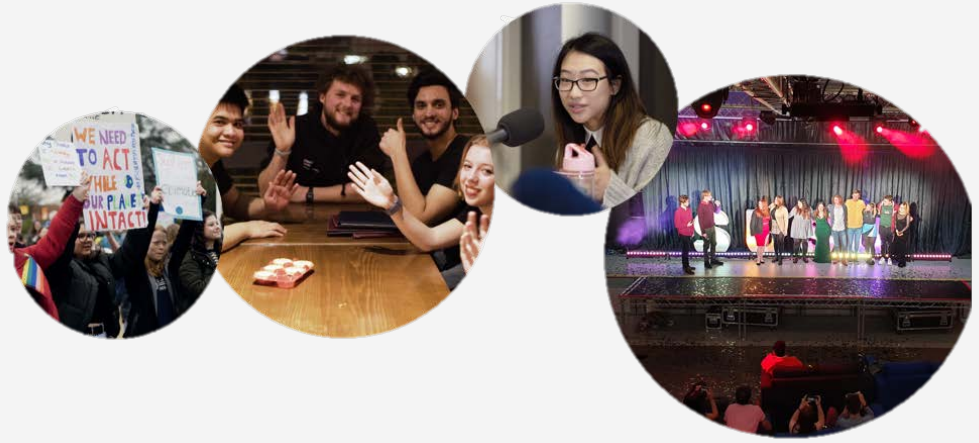
SUSU (Southampton University Students' Union)

We run a range of services for students, from regular Give it a Go events and nearly 400 clubs and societies, to our Advice Centre that can support all students with free, confidential and independent advice on housing, academic and financial issues. We also run PGR Rep training and run the elections for PGR faculty officers.

Students can get involved in sports, performing arts, media, volunteering and more.

SUSU
Southampton University Students' Union

Student Representation and Support



Representation

SUSU is run for all students, led by a team of elected Sabbatical officers.

This is supported by a network of other student volunteers, including PGR Faculty officers, PGR Reps, Student officers who have an area of focus such as Sustainability, LGBTQ+ and BAME, and UG and PGT reps.

Contact the Representation Team: representation@susu.org

The Advice Centre

Free, confidential and independent advice to students, from trained advisors specialising in housing, academic and financial issues.

Contact the Advice Centre: advice@susu.org

SUSU Lettings

In-house lettings agency. SUSU only works with landlords who provide a good service and quality housing for students.

SUSU
Southampton University Students' Union

University of Southampton

Case Studies

Discussion in breakout groups

University of Southampton

Discussion/Q&A

Thank you for attending the inaugural FEPS PGR Supervisor Forum