

# Updates for PGR supervisors on UoS regulations and procedures

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Faculty of Engineering and Physical Sciences (FEPS)  
Academic year 2023-24

- University funding schemes
- Supervisor loading and overloading
- Supervisor training
- PGR Manager and tasks
- Useful resources for PGR supervisors
- Changes to nominal registration
- PGR training
- Results from PGR survey

# PGR Admissions: University funding schemes 23-24

- Presidential Awards: Black Future scholarships, Interdisciplinary pilot projects (1 per Faculty), Presidential fee waiver bursaries, and unlimited fee-waivers for EU students (to be advertised shortly)



## FUNDING BLACK FUTURES



**PhD scholarships for Black UK students**  
Are you a UK student of Black or mixed Black heritage?  
Thinking about doing a PhD in Environmental or Life Sciences?  
Apply for one of our prestigious Black Futures PhD scholarships.

**Our Black Futures scholarships fund talented Black students who want to pursue postgraduate research in the following disciplines:**

- Biological Sciences
- Geography and Environmental Sciences
- Health Science
- Ocean and Earth Science
- Psychology

These scholarships are open to UK-domiciled students of Black or Black-mixed heritage.

**What does the scholarship offer?**

- Covers full tuition fees
- Annual stipend for living costs (at the UKRI rate) for 3.5 years
- Annual £1000 research support and training budget
- Placement and secondment opportunities
- Pastoral support from an independent tutor, in addition to your supervisory team

We have a number of scholarships available across a period of three years.



"Thanks to this scholarship, I can pursue my research interests without worrying about financial concerns. The guidance, support and opportunities offered by the Black Futures scheme has really helped me to adjust to life as a postgraduate researcher."

**Janet Kiri** Psychology postgraduate researcher and Black Futures scholar



"The Black Futures scholarships provide a great opportunity to increase knowledge created with Black excellence at a renowned Russell Group institution."

**Michael Lomotey** Geography and Environmental Science postgraduate researcher and Black Futures scholar

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Visit [bit.ly/uos-fels-black-futures](https://bit.ly/uos-fels-black-futures)  
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# PGR Admissions: University funding schemes 23-24

- CSC => Expected to be announced in December

## 1. Xiamen CSC Scheme

Xiamen candidates apply to the Talent Office at Xiamen by 27 November and are encouraged to submit their PhD application to UoS by end of December.

We expect Xiamen to conduct their selection process and nominate candidates to us by mid-January, and we will circulate names to you shortly thereafter.

£6,000 towards the fees is offered from central funds per candidate per year and the rest of the required fee waiver must be sourced at Faculty level.

Xiamen ask that we confirm which nominations we can support by **Tuesday 1 March 2023**.

## 2. IO/Faculty Joint CSC Scheme

For 2023 entry we will have one award available.

Full tuition fees are shared 50%/50% between the international office and the relevant faculty for the first three years. Any fourth year fees incurred must be 100% faculty covered.

We are inviting one nomination per Faculty to be sent to the International Office by **Friday 27 January 2023**.

The International Office will select the final candidate and communicate outcomes by mid-February, so that unsuccessful nominations can be considered under the Partnership scheme.

## 3. UoS CSC Partnership Scheme

This scheme offers priority consideration of applications by the CSC under their university partner scheme. The IO's role is to create one University master list of candidates to issue to CSC.

We have a commitment to nominate 10 candidates each year, but we are able to make a higher number of nominations.

Tuition fees are fully funded by the Faculty / Academic Unit.

We are inviting any number of nominations (candidates must have been offered a full tuition fee waiver) from all Faculties by **Tuesday 1 March 2023**.

All candidates with full fee waivers will be put forwards to the CSC, so once faculty decisions have been made please proceed directly to issue the fee waiver offer letter to successful candidates and provide a copy to the International Office.

# PGR Admissions: Faculty/School funding 23-24

- CDT/DTP studentships
- Centres of Excellence studentships
- EPSRC DTP and STFC DTP studentship funding
- School studentship funding

# Mayflower Scheme – Chemistry and P&A

4.5 year funding, 5 year candidature, 25% time for teaching skills development and high level teaching delivery (not just lab demonstrating). AFHEA qualification.

Some positions for the Mayflower scheme may already be open.

# Max supervisory loading - rules

- Overloaded if supervision is above **10 PGRs** (in any role or percentage) or **6 FTE**.
- Overloaded supervisors need to submit an exemption request, for approval from Faculty Director of the Graduate School (FDoGS).

# New regs on supervisory team composition – from 1/8/2023

- New teams cannot have more than **80% load** for any supervisor.
- No need to change existing supervisory teams already in the system with main supervisory load above 80%.
- If supervisory team composition is changed from previous year, then the **new regulations** must be applied.



Key regulations related to PGR training and progression milestones, and examinations:

- [Regulations for Research Degrees](#) and Higher Doctorates.
- [Code of Practice](#) for Research Degree Candidature and Supervision.
- [Quality Handbook](#), Postgraduate Research Section.

# New supervisors & training

- Main supervisor and coordinating supervisor must have contract exceeding PhD duration (no staff on probation). Supervisory team can be rearranged after probation period ends. Exemptions can be approved individually by the Doctoral College.
- All new supervisors and PDRAs involved in supervision **must** attend dedicated training (CHEP / BB), link [here](#).
- Look out for communication from CHEP and Doctoral College.
- We will hold our new FEPS PGR supervisor forum bi-annually, as well as provide with useful slides to keep you up to date with supervisor duties and regulations [here](#).

# Key resources for you in Southampton

[Doctoral College Home Page](#)

[PGR Handbook](#)

[CHEP Resources for Doctoral Supervisors](#)

Each School has their own PhD programme(s).

PGR Milestones further discussed, updated with School-specific information.

There are different practices across the Schools, i.e. required training, milestones, and so on.

Links to FEPS PGR induction as well as individual School inductions provided in our [Portal](#).

- Monitoring of research students is via [PGR Manager](#)
- Records of all the progression reviews and other reports are stored on PGR Manager
- Record meetings with PGRs at least once per month – mandatory for students with **visa** and in case of **conflicts**.
- PGRs and supervisors can check key milestone dates on PGR Manager
- Submission of the final thesis is on PGR Manager
- Special consideration is on PGR Manager
- Students and staff must comply with PGR Manager workflows to record progress in a timely manner.
- A guide can be found [here](#).

# Responsibilities of supervisors (highlights)

- Be aware of Progression Review deadlines, and ensure student is aware of these, and of requirements for each review.
- **Online FEPS PGR Forums** to give guidance on progression milestones – encourage them to attend.
- Late progression hurdles without any request for SC from the student put students at higher risk of failure / termination.
- Appoint Progression Review assessors, arrange meetings.
- Check completion and outcome of examination, and remind assessors to complete the PGR Manager forms shortly after.
- Complete your own PGR Manager tasks in a timely manner.

See the FEPS PGR portal page for [supervisors](#) for more details.

# Progression reviews

Progression review	First attempt	Second attempt	Time to submit for second attempt
First review	Months 7-10	By end of month 12	One month
Second review (confirmation)	Months 18-21	By end of month 24	Two months
Third review	Months 30-33	By end of month 36	Two months

Recommended format of report vary within FEPS. Check [here](#). Too long reports waste time and stress out both PGRs and assessors.

Assessors can ask for executive summary or read a fraction of report.

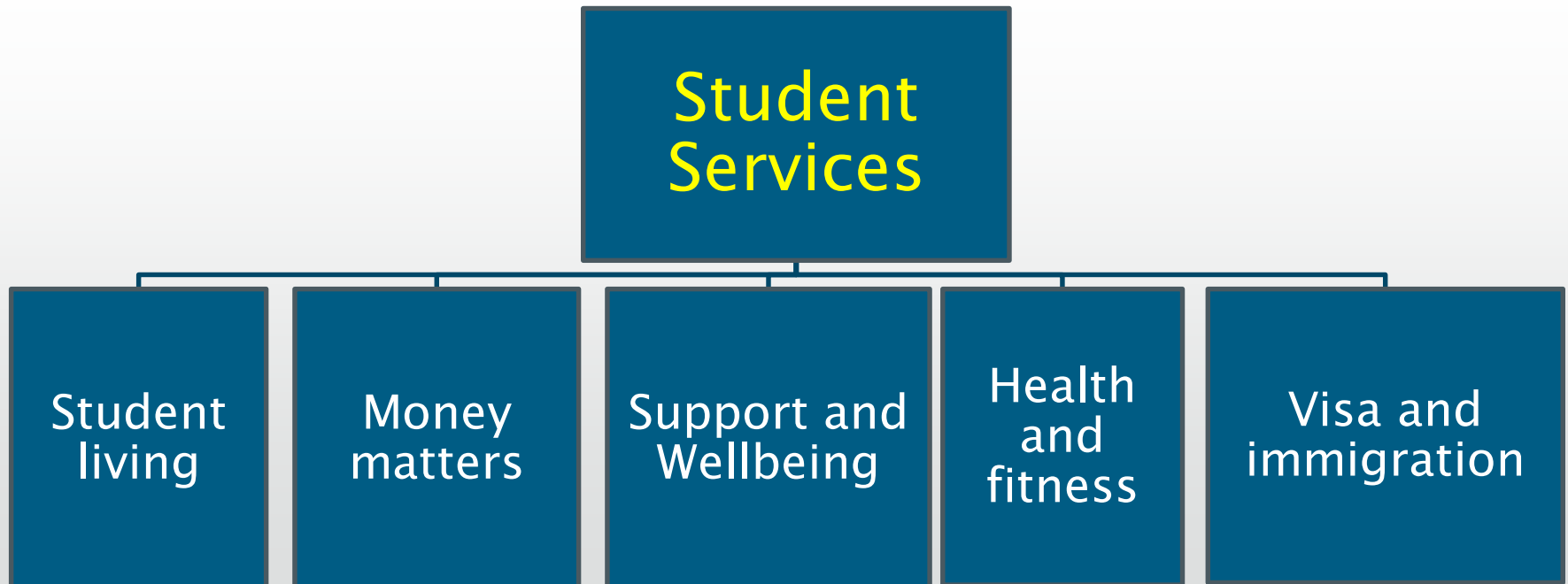
Full thesis is expected not to exceed 75k words (typically <250 pages)

Viva within **30 days** of student submission.

# Support for Supervisors

- FEPS DC team, [feps-gradschool@soton.ac.uk](mailto:feps-gradschool@soton.ac.uk)
- Doctoral Programme Director
- Head of Research Group / Head of Department / Head of School
- ED&I reps in each School

Additional support: **Student Hub** ([here](#)) and **Senior PGR tutors** (see induction slides on FEPS PGR portal).



# Full fees vs nominal registration (1)

- Nominal registration is the last part of the PhD, when PGRs are primarily writing-up their thesis.
- PGRs can transfer to nominal registration on PGR Manager when they have completed all the progression milestones and their supervisor certifies that they have finished all research and written in draft form a significant part of their thesis.
- Not all students request to move to nominal registration.
- **NEW:** For students who started from **September 2020**, the period of nominal registration is up to a maximum of **six months**.
- **NEW:** A small nominal registration fee (250 GBP) is payable, but there are no additional tuition fees.



# Full fees vs nominal registration (2)

- Student can get further time to write up beyond the 6 months mark if they:
  - Secure a candidature extension via special consideration (only granted if there are sufficient grounds for it).
  - Switch to part-time before going nominal. 50% FTE will provide 12 months of nominal registration.
  - Suspend for periods of time when they are unable to work on their thesis.
- Students are **not allowed** to perform any experimental work while on nominal registration.

# Final Examination: Viva arrangements

- Viva can be **in person** or **online**.
- The external examiner will be paid a fee of 200 GBP for their work.
- External examiner's expenses are capped to pay for their travel & subsistence. Check with your DPD for amount and eligible costs.
- The examiner must send to the Doctoral College (FEPS) team their receipts and paperwork to process. Each School has their own budget holder for approval of external examiner expenses. Hospitality expenses should be claimed separately by the supervisor on Business World (the external examiner should only claim their travel and subsistence expenses).

# Mandatory training activities

Module name	Schools
UoS online H&S	all
UoS Ethics	all
UoS Research Integrity	all
UoS Data management	all
UoS EDI	all
UoS Cyber Security	all
UoS SoTeach	All, for teaching/demonstrating

See the [PGR Development Hub](#) for further information. See faculty induction slides [here](#) for additional FEPS specific training.

Adapted from [Code of Practice](#): *“All research students must undertake the mandatory training as detailed by the DC. Research students who first enrolled on their research degree after 1 August 2020 will not be confirmed ... following the Second Progression Review (Confirmation) should any mandatory training requirements remain unfulfilled. ...”*

# Supervisory team updates on PGRmanager – reminder, FAQ

- Go to PGR Manager
- Click on the *My Research Students* button the right
- Find the PGR for whom the team needs to be amended.
- Click on right menu (scroll down) to select *Candidature management*
- Click on *Start a new application*
- Select *Supervisory team update*
- Edit as appropriate