ROYAL VETERINARY COLLEGE GENERAL REGULATIONS

FOR STUDY AND AWARDS

1. Degrees

1.1 The Royal Veterinary College (RVC) offers courses leading to the awards of the University of London, in veterinary and other science related subjects, and the awards of the Royal College of Veterinary Surgeons and the RVC itself.

2. Admission

2.1 Admission to the College is subject to the requirement that the student will comply with the Regulations and Procedures of the College.

2.2 The College authorities reserve the right to refuse admission to the College to any applicant, and to require any student to withdraw.

2.3 All programmes are delivered in English. An applicant for admission to any programme may be required to demonstrate proficiency in the English language.

2.4 Where a student seeks to commence study before the age of 18, admission will only be permitted where parents or guardians agree to provide supervision that has been agreed by them and the College to be appropriate for a minor studying at RVC.

2.5 On registration, a student must furnish the Registry with the original of an official document, normally a birth certificate or passport, confirming their full name and date of birth. The name under which a student is enrolled shall be the name under which any letter, certificate or award will be issued in respect of that student. Any request to record a change of name shall be made to the Registry and must be supported by official documentary evidence.

2.6 The College reserves the right to require original, official evidence of academic entry qualifications at any time. Any student who secures admission to the College on the basis of qualifications, documents or statements which are subsequently found to be false shall have his/her registration terminated.

2.7 The College reserves the right to make offers subject to satisfactory occupational health reports.

3. Registration

3.1. All RVC or University of London awards must be designed and delivered such that their normal form of operation is within the minimum and maximum periods of registration specified below.

3.2. All students must complete their study within the maximum period of registration for each award.

3.3. Exemption from study can be given at admission for a maximum of two thirds of the normal form of operation or credit value where a student has prior relevant qualifications, experience or credit. Each case must be considered according to the College's procedure for admissions with the recognition of prior learning ("APL and APEL").

3.4. All students must enrol for each year of each course by the due date and provide all reasonable information requested.

3.5. Where relevant, all students must register for each module by the due date.

3.6. A student may not concurrently register for two full time courses at the RVC or at the RVC and another institution.

3.7. For taught courses the period of registration includes all periods of deferred assessment.

3.8. Where a taught programme contains linked awards (e.g. PG Certificate/PG Diploma/MSc) the specific programme may specify a maximum period of registration that is less than the sum of the maxima for the separate awards.

3.9. For research degree programmes (MPhil, PhD, Specialist Doctorate) the period of registration is considered to be the time until submission of the thesis and excludes periods of interrupted study.

3.10. Minimum and Maximum registration periods:

	Full Time Programmes		Part Time Programmes	
Award	**Minimum**	**Maximum**	**Minimum**	**Maximum**
Certificate	1 academic year	3 academic years	1 academic year	5 academic years
Diploma	2 academic years	4 academic years	3 academic years	6 academic years
FdSc	24 months	60 months	3 academic years	6 academic years
BSc (not intercalated)	2 academic years	5 academic years	4 academic years	6 academic years
Intercalated BSc	1 academic year	2 academic years	Not available	Not available
Graduate Diploma	1 academic year	2 academic years	18 months	60 months
BVetMed (excluding Gateway year)	48 months	8 years provided that: • There is not more than 3 years from the start of the course to completion of the pre-clinical phase (Years 1 & 2) • There is not more than 5 years from the start of the clinical phase (Year 3) until final examination	Not available	Not available
MSci	3 academic Years	6 academic years	4 academic years	7 academic years
MSc	12 months	36 months	24 months	48 months
MRes	12 months	24 months	24 months	36 months
MVetMed	3 academic Years	+1 academic year longer than CTS contract Typically 4-5 academic years	Not available	Not available
Part 1 Postgraduate Certificate3			4 months	24 months
Part 2 Postgraduate Certificate3			8 months	24 months
Postgraduate Certificate	3 months	12 months	12 months	24 months
Postgraduate Diploma	6 months	24 months	12 months	36 months
MPhil	24 months	48 months	36 months	60 months
PhD and Specialist "Professional" Doctorate	24 months	60 months	48 months	96 months

1. See also regulations below concerning Academic Progress and Intercalation: 5.2.2 and 6.3
2. PGCert/PGDip/MSc programme in Veterinary Education must be completed in 6 years.
3. Associate and Fellow qualifications cannot be done on a full-time basis.

4. Tuition Fees and Debt

4.1 Tuition fees are payable in full at the start of the session. Students whose fees are not paid for them by the SLC or similar agency must make effective arrangements to ensure prompt payment of fees at the due date.

4.2. The College reviews its tuition fees and fee policy annually. Increases in the costs of delivery of programmes means that tuition fees are likely to be subject to annual increases and all students are, therefore, advised to plan their finances assuming that this will be the case. Tuition fees are formally approved by the College Council in the autumn of the preceding academic year and will be published on the College website within eight weeks of approval.

4.3. The College shall publish annually its tuition fee payment schedules and refunds policy.

4.4. A student who is in debt to the College for tuition fees, will not be permitted to progress to the next academic year or to receive their degree until a payment plan or full payment has been agreed with the Director of Finance

4.5. A student who is in tuition fee debt to the College and breaks their agreement with the Director of Finance may have his or her registration terminated, at the discretion of the Principal.

4.6. Debts arising from fines, accommodation or other purchases from the College will be subject to commercial debt recovery procedures. Students with such debts will not be permitted to attend a Graduation Ceremony until the debt is paid.

5. Attendance and Progress

5.1 Students are required to enrol at the beginning of each year of study.

5.2 Students are expected to engage fully with their programme by attending scheduled teaching/accessing online learning materials/engaging with supervisors as appropriate to their course. If students are unable to attend/engage for more than 1 week they must communicate the reason for absence in writing to Academic Registry or the Graduate School as appropriate and to report on their return. In cases of illness a medical certificate may be requested. Students studying in the UK on a Tier 4 student visa and those in receipt of a US Federal Loan have additional attendance requirements in order to meet the expectations of UKVI and/or the USA Department for Education.

5.3 The College reserves the right to require any student to undergo a medical examination, either as a condition of admission, or at any time during their studies. A student who has been absent as a result of a serious illness, or an infectious or contagious disease, will normally be required to produce a medical certificate before being permitted to resume study at the College.

5.4. Alternative patterns of study, including deferral of examinations and interruptions, where a student cannot meet the normal patternof study due to illness or other documented personal circumstances must be approved through the Student Performance and Development Procedures (SPDP).

5.5. We recognize that students may need to interrupt their studies to manage significant life events such as parenthood, illness or for other personal reasons. All periods of interruption must be agreed via SPDP and will not normally be agreed for more than one year per programme.
If SPDP are requested to exceptionally agree an additional interruption, it will also be necessary for the Course Director/Supervisor to assess the prior learning of the student to ensure that overall programme learning outcomes can still be met within the registration limits of the programme at the intended return date. This assessment must be completed prior to approval of the additional interruption.

Periods of approved interruption will not be counted against the maximum periods of study permitted in 3.10. FdSc and BSc Veterinary Nursing students must be mindful of RCVS requirements to complete the registerable part of the programme within 6 years of student enrollment with the RCVS (including periods of interruption).

6. Intercalation Study on the BVetMed

6.1 A student on the BVetMed will be permitted to intercalate for a maximum of five years as follows:

i. for one year for a BSc;
ii. for one year for a MSc or MRes
iii. for one year for the Certificate in Work Based Learning and Research;
iv. for three years for a PhD or MPhil; or for any combination of these awards.

6.2 Intercalation will normally take place after the Second Year of the BVetMed. Intercalation after the Third Year will require approval by the SPDP. Following intercalation a student shall be re-admitted to the Third Year (or where appropriate the Fourth Year).

6.3 Time spent in intercalation will not be counted against the maximum periods of interruption of study permitted in 3.10.

7. Transfer Regulations

7.1 The Academic Board will design and approve procedures permitting the transfer of students between taught courses and research degree programmes offered by the RVC.

7.2 Transfer procedures will only apply to students who are already registered for an RVC or University of London award offered at the RVC.

7.3 The procedures can only be used for student who are either:

(i) seeking to change their course of study to a course leading to the same or a lower level of award, or
(ii) a course leading to a higher award but on a related award pathway.

7.4 A student may only transfer provided that the registration period for the new course, including the period taken for previous study, is not exceeded.

7.5 Once a student has transferred to a new course they will be registered for that particular award and title and will gain that award and title upon successful completion of the course.

7.6 A student can seek to transfer back to their original course of study through the usual transfer procedures providing that they did not fail the original course prior to transfer. In the case of transfer back to the BVetMed, the intervening study can be considered as intercalation for the purposes of calculating registration period and granting of awards.

8. Amendments to Examinations and Programme Provision

8.1 Any amendment to the details of a degree examination must be announced at least three months before the date of that examination.

8.2 When any significant change to programme specifications or assessment regulations is proposed the students who will be directly affected by such a change will be consulted, through their elected representatives on academic committees. Any subsequent significant change will be notified to students at least 12 months prior to the implementation of the change. Where an amendment is proposed which would significantly change the conditions under which students were taught, examined or allowed to progress during their current year or stage of study, then the consent of students who would be directly affected by such a change shall normally be required prior to its implementation.

9. Examinations and Assessment

The Academic Board will approve and publish General and Course Specific Assessment Regulations for Taught Courses and assessment requirements for Research Degrees and Specialist Doctorates.

10. Appeal

Students who according to the assessment or progression regulations for the programme concerned are required to relinquish study for their chosen award will have a right of appeal.

11. Revocation of Awards

The College may revoke the award of any degree, diploma or certificate which it has granted, and all privileges connected therewith, if it shall be discovered at any time and proved to the satisfaction of the Principal that

there was an administrative error in the award; or

subsequent to the award, a Board of Examiners, having taken into account information which was unavailable at the time its decision was made, determines that a candidate's result no longer permits the making of the award.

12. Professional conduct and compliance with regulations

12.1 The College may at any time discipline, suspend or exclude any student who is deemed to be acting in a manner which jeopardises animal welfare or who does not meet the expectations outlined in the RVC Charter using the College's Disciplinary (Misconduct) or Professional Requirements procedures.

12.2 Students may not bring animals on to the campus unless they are either a volunteer animal for designated purposes of teaching or research or as a hospital patient or assistance animal. Students must observe any College policies or procedures concerning the welfare of animals at all times.

12.3 Students shall carry their College identity card with them at all times when on College premises (including hospitals and SUS rooms) or on placements or visits. The College reserves the right to exclude from any College activity or building any student who is unable, on demand, to produce their current identity card to a member of staffof the College or authorised security personnel.

13. Rules and Regulations: Publication and Compliance

13.1 College Rules and/or Regulations are published electronically and must be complied with.

13.2 Students shall be subject to the College Regulations for as long as they are students of the College.

13.3 A student or group of students may be exempted from any College Regulation, either temporarily or permanently, at the discretion of the Academic Board.

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