

MRes Student Handbook 2017/18



Welcome to The Royal Veterinary College's Graduate School

Dear MRes Student

The Royal Veterinary College has a unique history of innovation in biomedical and veterinary sciences, education and clinical practice. We're delighted that you have chosen to study at RVC and we hope that you will thoroughly enjoy your time here acquiring the knowledge and skills you'll need to build a successful and stimulating career.

This handbook is intended to provide you with the key information about your studies, the College and its many resources but if you can't find what you're looking for, don't hesitate to ask one of us.

We're looking forward to working with you and wish you every success with your research.

Head of the Graduate School (Academic):

Prof Kristien Verheyen

Email: kverheyen@rvc.ac.uk

MRes Course Director

Prof. Brian Catchpole

Email: bcatchpole@rvc.ac.uk

Head of Postgraduate Administration

Dr Shivanthi Manickasingham

Email: smanick@rvc.ac.uk

Ext: 5224

Research Degrees Officer:

Mrs Lisa Matamala-Shaw

Email: lshaw@rvc.ac.uk

Ext: 5541

Postgraduate Admissions Officer:

Mrs Carole Tilsley

Email: ctilsley@rvc.ac.uk

Ext: 5134

Academic Support Coordinator:

Ms Samantha Oshodi

Email: soshodi@rvc.ac.uk

Ext: 5224

Location:

Room G45

The Royal Veterinary College

Camden Campus

Website: <http://www.rvc.ac.uk/study/postgraduate/graduate-school>

Email: researchdegrees@rvc.ac.uk

RVC Learn: <http://learn.rvc.ac.uk/>

Welcome from the RVC Postgraduate Officers

Welcome to your PhD at the Royal Veterinary College. As students, you are automatically members of the Student's Union and can use the facilities and join clubs and societies. The Postgraduate Officers, Lucie and Ran, are your voice through the Student Union and the College. We are both PhD students in CBS in Camden and Ran also works in Hawkshead. We are best reached through email and can set up meetings in person if you would like. No problem in your studies is too large or small, we can help you or will guide you to the right place.

We are committed to creating a productive and friendly atmosphere within the College for all postgraduate students. We aim to do this by arranging educational and social events and responding to the changing needs of postgraduate students. That said we would love you to get involved too. If you have ideas for social events or suggestions for educational speakers, we can help you put these events together.

We look forward to meeting you and hope you enjoy your time at the RVC.

Lucie Bourne and Ran Magnusdottir

supostgrad@rvc.ac.uk

lbourne3@rvc.ac.uk

rmagnusdottir@rvc.ac.uk

Student Engagement

Student feedback is essential in ensuring that the RVC continues to make changes to improve our courses and students' experience at the RVC.

Student Surveys

Surveys enable individual students to provide feedback on their experiences at the RVC. Research students will be invited to feedback through:

- **Postgraduate Research Experience Survey (PRES):** conducted annually between February-June. This survey is conducted by the Higher Education Academy and collects feedback on your experiences of your programme of study. The results of the survey will be considered by the Graduate School and Research Degrees Committee.
- **Skills training sessions:** feedback is sought on each of the face-to-face training sessions listed in the research student training programme. All feedback is considered by the Graduate School and the Research Degrees Committee.

Student Representation

The Student Union has 2 Postgraduate Officers this year – Lucie Bourne and Ran Magnusdottir.

The PG Officers collect the views/concerns/suggestions of PG students and present them to the College through committees and interactions with staff, and at the Student Union at Council and Trustee meetings in order to develop solutions and make changes to improve the PG student experience where required.

A number of PG students sit on committees at the College and are nominated by the PG Officers after advertising for nominations.

If you have any suggestions/issues, you are encouraged to raise them with your PG Officers.

For further information please see the Student Union website (<https://www.rvcsu.org.uk>)

If you have any queries or comments, please contact:

PG Officers, Lucie Bourne and Ran Magnusdottir (supostgrad@rvc.ac.uk).

Joshua Jeal, Academic Quality Officer (Maternity Cover) (jjeal@rvc.ac.uk)

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The Royal Veterinary College

Our Vision:

To be the place of recommendation for education, clinical care, expert opinion and employment in veterinary medicine and science

Our Mission:

To provide inspirational leadership and excellence in veterinary science through innovative scholarship and pioneering clinical activity.

Our Values:

For any organisation with a commitment to health and welfare, one must expect that the values associated with care and compassion will be writ large. Indeed, there is no shortage of words that we might associate with our day-to-day activities. What defines us is the combination of professionalism and commitment, manifest in a culture of compassion and caring, that speaks to others of our respect for our heritage, our dedication to quality and innovation, our devotion to the advancement of knowledge and the alleviation of suffering.

As published in the Strategic Plan 2014-19

Research at the Royal Veterinary College

<http://www.rvc.ac.uk/research>

The Royal Veterinary College is a leading veterinary research centre and research at the College is of international quality. The 2014 Research Excellence Framework, a system for assessing research quality in UK Higher Education Institutions, rated 79% of the College's research output as internationally world leading or excellent.

The level and breadth of our veterinary and biomedical sciences research demonstrates the College's commitment to improving human and animal health and welfare, and the important role that veterinarians and biological scientists play on the international stage.

Our research is of the highest quality and has an impact on the health and welfare of humans and animals around the world.

- RVC researchers benefit from being close to London's international centres of excellence in biomedical and biological sciences
- Researchers have easy access to expertise in functional genomics, proteomics, metabolomics and bioinformatics support
- Co-operation and collaboration between clinicians and basic scientists leads to high quality research outcomes
- RVC scientists are focused on bridging the gap between early scientific discovery and its translation into practical applications and societal impact

Our approach extends from the molecular level to the whole animal and animal populations. Underpinning research across these themes are animal welfare, biomechanics, genetics, bioinformatics, pathology, epidemiology and public health.

Research Programmes

Comparative Physiology and Medicine

<https://intranet.rvc.ac.uk/DeptResearch/CPM.cfm>

Livestock Production and Health

<https://intranet.rvc.ac.uk/DeptResearch/livestock-production-and-health.cfm>

Research Centres

Animal Welfare Science and Ethics

Animal Welfare lies at the heart of much Royal Veterinary College research. The [Animal Welfare Science and Ethics](#) group was established in 2005. They have three complementary strands of expertise: animal welfare science, animal behaviour and ethics.

Centre for Emerging, Endemic and Exotic Diseases

The RVC's [Centre for Emerging, Endemic and Exotic Diseases](#) (CEEED) is a state-of-the-art facility for infection and immunity research.

Clinical Investigation Centre

The [Clinical Investigation Centre](#) team work closely with clinicians across all veterinary disciplines in order to improve our understanding of disease conditions affecting animals and thereby reduce suffering and improve quality of life.

Contract Research Unit

The [Contract Research Unit](#) is a team of experienced project managers dedicated to providing the business and scientific communities with access to a range of services and opportunities for collaboration with staff working at the leading edge of biomedical and veterinary science.

Lifelong Independent Veterinary Education (LIVE)

[LIVE](#) is a Centre for Excellence in Teaching and Learning (CETL). Its aim is to ensure that veterinary education meets the needs of committed independent learners, from entry to retirement, through an innovative programme of educational development and research.

Structure & Motion Laboratory

The [Structure and Motion Laboratory](#) is part of the Comparative Physiology and Medicine Research Programme at the Royal Veterinary College. With state-of-the-art facilities and multidisciplinary expertise, the laboratory has an international reputation for excellence.

Veterinary Epidemiology, Economics and Public Health Group (VEEPH)

Research in the [VEEPH](#) group has a direct impact on shaping policy both at national and international level. The group has expertise in livestock and companion animal epidemiology, veterinary public health, animal health surveillance programmes and animal health economics.

General Conditions of Study

Students may be governed by regulations laid down by individual grant-awarding authorities or places of employment. Where this is not the case the following apply:

Absence

- a) Applications to interrupt study must be made in advance (except in cases of illness where this is not possible) and must be approved by the Course Director and the Student Performance and Development System (SPDS).
- b) Interruptions to a course of study may be permitted for a number of reasons: illness, maternity/paternity leave, personal and family reasons. It should be noted that these reasons are not exhaustive, SPDS may grant interruptions for other reasons it considers acceptable.
- c) Students will not normally be permitted to interrupt their studies for more than 12 months. However, it is recognised that a longer interruption may be necessary in certain circumstances where there is a compelling reason but this will require approval from the Principal.
- d) Requests to interrupt study should be made on the [change in registration status form](#) which can be found on the Graduate School site on RVC Learn. Medical &/or other supporting evidence must always be provided, together with a supporting statement from the student's supervisors.
- e) If a student is absent through illness, the supervisor must be informed. If the absence is for more than 5 consecutive weekdays, medical certification from their doctor must be given to the supervisor and a copy sent to the Graduate School. For periods of sickness absence exceeding 4 weeks (and up to a maximum of 12 months), the student must inform the Graduate School and request an interruption to study (which will require the approval of SPDS). The request must be approved by their supervisor and supported by medical certification.

More information regarding the Sickness Policy for Postgraduate Research Student and eligibility for receiving sickness pay can be found on the Graduate School site on RVC Learn

- f) The College permits MRes students to interrupt their degree for a **maximum** period of 12 months in total throughout the duration of their degree for the purpose of maternity leave or adoption leave where the student is the *primary* carer.

There is no entitlement to paid maternity, paternity and adoption leave for MRes students. Sponsored students may be governed by regulations laid down by individual grant-awarding authorities or places of employment.

Change of Circumstances

A change in circumstances may require a student to interrupt their studies. Interruptions are approved by the SPDS upon completion of the appropriate form (see Absence section (d)). Students who have been interrupted will remain registered with the College but the time does not count towards the period of registration. No fees are payable during this time. Students who are considering withdrawing from their programme of study are advised to discuss this with their supervisors and/or the MRes Course Director before finalising their decision. Once they have made the decision to leave, they should send a signed letter to the Head of the Graduate School; an email is not sufficient.

Communications to Press, Radio and Television

Communications to the press, radio, television or on social media networks expressing personal views may not be communicated from the College address (including email) except by permission of the Principal.

The consent of the Principal is required before expressing views in public on matters connected with the work of the Royal Veterinary College.

Good Research Practice

The College expects all students undertaking research to recognise that it is their responsibility to carry out their work with rigour and integrity and to the highest possible ethical standards. See Appendix A for further details.

Health and Safety

Students are required to conform to the College's Health and Safety regulations at all times and will be asked to sign confirming that they have read the College's safety regulations. Students are expected to understand the process of risk assessment and how it impinges on their work following health and safety training provided at the beginning of their training

Holidays

Not more than eight weeks, including public holidays, may be taken in each year of the MRes, and pro-rata for parts of a year, at times agreed with the supervisor.

Income Tax

A student stipend is not normally regarded as income for income tax purposes. It should, however, be noted that earning from sources such as teaching and demonstrating received during the award must be processed through payroll, be subject to normal employment law and follow HR requirements, policies and guidelines. Students on placements who receive a salary in addition to the MRes stipend should contact the HMRC to discuss the tax implications for their particular situation.

Intellectual Property (IP) Rights: Commercial Confidentiality

The intellectual property position of registered students of the College who are employed by, or whose studentships are funded by, certain independent organisations (e.g. Pirbright; APHA) may be governed by the policies of those organisations.

Students sponsored by a company or a CASE studentship will almost certainly be required to sign a legal agreement with the company covering rights to any IP arising from the sponsored project.

IP generated in the course of their studies by students who are also employees of the College, will automatically belong to RVC.

Subject to the above, postgraduate students will be formally requested to assign all IP that they may generate in the course of their studies to RVC. In return, they will be able to benefit from the same incentives and rewards as if they were members of staff. This is a condition of undertaking commercially sensitive projects as a student at RVC. Students who do not wish to make such an assignment may be transferred to alternative research projects.

Teaching, Demonstrating and other Paid Work

Students may undertake teaching, demonstrating and, subject to the supervisor's approval, other paid work directly relating to their training, provided that the total demand on their time, including time spent in preparation, does not normally exceed **six hours a week and in all cases must not exceed 180 hours per year averaged over the course of the academic year. The limit of 180 hours incorporates related activities such as preparation and assessment or demonstrating. It is felt that further commitments would interfere with an individual's studies.**

Students who elect to engage in teaching will need to complete the mandatory teaching workshop entitled "Teaching and Learning in Higher Education (TLiHE)" – see Research Student Training & Education Programme for further details.

Attending the entire TLiHE course (8 weeks) is a requirement for anyone who is doing more than 6 hours of teaching in any one academic year on behalf of the RVC at, or outside, the College. Teaching is defined as including lecturing, small group teaching, directed learning, tutorials, practicals, distance learning, research training and project supervision. Teaching for distance learning courses includes teaching using webinars and asynchronous or synchronous discussions and tutorials. This is a postgraduate Masters level course comprising 5 credits and for students who complete the course and assessment, a certificate will be provided.

The employment of MRes students is subject to normal employment law and must follow normal HR requirements, policies and guidelines.

Working Hours

Whilst there is an officially agreed upper limit to the number of days of holiday you may take during the MRes, the College has no rules on working hours for research students. That said, the success of an MRes project should not depend upon a student having to work excessively long hours over protracted periods of time and, as a guide, full-time students should expect to spend, on average, 40 hours per week on their thesis studies (pro-rata for part-time students). Note that the College places a limit on the hours of paid work a full-time MRes student can undertake (see section on **Teaching, Demonstrating and other Paid Work**).

Working hours are not fixed and will, to some extent, be determined by the nature of your research project. In addition, some people like to start work early in the day and leave early; some prefer the opposite. Your supervisors are likely to have a view on what hours they expect you to be in College but there may be times when you'd prefer to work off-site, for example if you're writing (an abstract, report or paper), or catching up with some reading. Providing the arrangement has been agreed with your supervisors in advance, and you keep in regular contact, normally there should be no reason why you are not able to do so.

The key point is that you get things done and that you meet project milestones and agreed deadlines in a timely manner. A very demanding workload is a normal part of studying for an MRes and you will have to manage your time well. You will need to work flexibly around the requirements of your experimental or other investigative work, and this may well involve working in the evenings and/or weekends for some periods of time. However, if at any stage during your studies you feel that the demands being placed upon you by your supervisors are unreasonable, do not hesitate to speak to a member of staff in the Graduate School, a mentor (if you have one) or one of the PG Advisors. The same applies if at any time you find you are struggling to meet the demands of a reasonable workload.

MRes Programme

The contents of this handbook must be read in conjunction with the Code of Practice for Postgraduate Research Degrees, a copy of which was given to you at induction. You can also find a copy on the Graduate School site on RVC Learn at <https://learn.rvc.ac.uk/>

The RVC Code of Practice outlines your roles and responsibilities, as well as those of your department and your supervisors, the resources and support you may expect, details of managing and monitoring student admission and progression, the processes leading to examination, quality assurance processes and student liaison, feedback, complaints and appeals.

You will have a primary supervisor and at least one co-supervisor. Your primary supervisor is ultimately responsible for the supervision and administration of your progression (registration, nomination of examiners to the Research Degrees Committee and arrangements for the oral examination).

Please make sure you have read, and are familiar with, the contents of the Code of Practice, which is updated annually.

MRes Timetable of Activities 2017/18

Activity	Date	Comments
#Induction day 1	2 nd October 2017, Camden (CT)	Compulsory attendance
#Induction day 2*	3 rd October 2017, Hawkshead (HH)	Compulsory attendance
#Mandatory training		
Health & Safety	5 th October 2017 & 10 th October 2017, CT	HH sessions arranged individually
Good Research Practice	5 th October 2017, HH 10 th October 2017, CT	HH sessions arranged individually
Working with your supervisor	On line training	To be completed in the first 3 months
Research Integrity + Quiz	On line training	To be completed in the first 3 months
#Training workshops		
Writing Workshop 1 (WW1)	30 th November 2017, HH	Whole day workshop
Project planning	6 th December 2017, HH	Half day workshop
Time management	6 th December 2017, HH	Half day workshop
Effective presentation skills	13 th February, 2018, CT	Whole day workshop
Research with Impact	29 th March 2018, CT	Half day workshop
Writing Workshop 2 (WW2)	23 rd May 2018, CT	Whole day workshop
#Statistics course		
Session 1	9 th & 16 th October 2017	Each 2.5h session is held at both campuses
Session 2	19 th & 25 th October 2017	
Session 3	8 th & 9 th November 2017	
Session 4	15 th & 17 th November 2017	
Session 5	28 th & 29 th November 2017	
Session 6	16 th & 18 th January 2018	
Session 7	6 th & 7 th February 2018	
Session 8	28 th February & 9 th March 2018	
Statistics Exam	28 th March 2018	
Coursework		
Project abstract and short oral presentation	Part of Interim Progress Review, which will be organised after ~3 months of study (pro-rata for PT students).	
Impact statement	submit on 18 th May 2018	
Poster abstract	submit on 18 th May 2018	
PG Research Day Poster presentation	30 th May 2018, Camden	
Reflective essay	Must be completed after Interim Progress Review and before submission of dissertation.	Reflective essay on effective engagement with a nominated research seminar.
Critical review of three original research publications	Must be completed before submission of dissertation	
Seminar Attendance		
PG Seminar Series	Tues lunchtimes	At least 50%; 12-13 per year
College Seminar Series	Wed lunchtimes	At least 6 and 6 other talks on topics relating to your field of study
#See training booklet for details		

Programme Specification for the MRes

1. Awarding institution	The Royal Veterinary College
2. Teaching institution	The Royal Veterinary College (University of London)
3. Programme accredited by	N/A
4. Final award	MRes
5. Programme Title	Master of Research
6. Date of First Intake	September 2008
7. Frequency of Intake	Annually in October (Full time and part time) Annually in April (Part-time only)
8. Duration and Mode(s) of Study	Full time; one calendar year Part-time; two calendar years
9. Timing of Examination Board meetings	Not applicable. Marks are ratified at the Autumn meeting of the Research Degrees Committee.
10. Date of Last Periodic Review	10 th December 2015
11. Date of Next Periodic Review	2020/2021
12. Entry Requirements	<p><i>Academic Requirements</i> Applicants should have a university honours degree (first or second class) in biological science, veterinary science or medicine.</p> <p><i>Other requirements:</i> Applicants from overseas will be required to provide evidence of proficiency in spoken and written English, including scientific usage and comprehension They will be required to achieve an overall score of 7.0 in IELTS with a minimum of 6.5 in each sub-test.</p>
13. UCAS code	N/A
14. JACS Code	D200
15. Relevant QAA subject benchmark group(s)	N/A
16. Reference points	
17. Educational aims of programme	

The programme aims to:

- provide experience of planning and executing a substantial research project in an area of biological, biomedical or veterinary science;
- equip the student to critically evaluate the research literature, laboratory methodologies and data analysis techniques;
- provide the generic and transferable skills training to support the development of an early stage postgraduate researcher.

18. Programme outcomes - the programme offers opportunities for students to achieve and demonstrate the following learning outcomes.

<p>A. Knowledge and understanding of:</p> <ul style="list-style-type: none"> • Research skills and techniques • Research planning • Good research practice • Safety and legal requirements, when undertaking scientific research • Research project management • Presentation skills (written, visual and verbal) • Statistical methods underpinning research 	<p>Teaching/learning methods: Students acquire knowledge and understanding through participation in:</p> <ul style="list-style-type: none"> • research presentations (attending and giving) • workshops • classes in statistics • undertaking research project • scientific writing (abstracts, project dissertation) <p>Assessment by:</p> <ul style="list-style-type: none"> • statistics examination • preparation of a scientific abstract and poster presentation • written research project dissertation • oral examination
<p>B. Cognitive (thinking) skills:</p> <ul style="list-style-type: none"> • Systematic understanding and critical awareness of current problems and/or new insights into the forefront of the fields of study • Planning • Logic and reasoning • Comprehension • Visual and auditory processing 	<p>Teaching/learning methods: Students' cognitive skills are developed / reinforced through participation in:</p> <ul style="list-style-type: none"> • research presentations (attending and giving) • journal clubs / research paper review • workshops • classes in statistics • undertaking research project <p>Assessment by:</p> <ul style="list-style-type: none"> • statistics examination • preparation of a scientific abstract and poster presentation • reflective essay on engagement with research talks/seminars • written research project dissertation • oral examination

<p>C. Practical skills:</p> <ul style="list-style-type: none"> • Scientific skills, including the execution and analysis of laboratory, field or epidemiological studies • Use of software for data analysis and research reference management 	<p>Teaching/learning methods: Students learn practical skills through participation in:</p> <ul style="list-style-type: none"> • classes in statistics • individual research project • workshops <p>Assessment:</p> <ul style="list-style-type: none"> • statistics examination • written research project dissertation • oral examination
<p>D.4. Key skills:</p> <ul style="list-style-type: none"> • communication skills • personal effectiveness • organisational skills • learning skills • information gathering and analytical skills • problem solving skills • information technology skills • entrepreneurial skills • networking and team-working • career management 	<p>Teaching/learning methods: Students learn key skills through</p> <ul style="list-style-type: none"> • workshops • regular interaction with supervisors and research groups • preparation of scientific abstracts, oral presentation and a scientific poster • use of computer software in the preparation of oral presentations and research project dissertation , analysis of field and experimental data • planning and executing research project • critical review of scientific papers • reflection on effective engagement with research talks/seminars <p>Assessment:</p> <ul style="list-style-type: none"> • formative assessment of critical ability in reviewing scientific papers • preparation of scientific abstracts and poster presentation • reflective essay on engagement with research talks/seminars. • written research project dissertation • oral examination
19. Programme structures and requirements, levels, modules, credits and awards	
<p>Students pursue research training throughout the programme of study (engaging in formative and summative in-course assessment), leading to submission of a research project dissertation at the end of the 11th month of study* and participation in an oral examination before the end of the course.</p> <p>*pro-rata for part-time students.</p>	
20. Work Placement Requirements	N/A

Assessment & Award Regulations

<p>1. Course:</p> <p>The Master of Research (MRes)</p>
<p>2. Year:</p> <p>Years 1 and 2</p>
<p>3. Applicable to Academic Year:</p> <p>For students commencing in 2017</p>
<p>4. Aspects of course covered by Examination:</p> <ul style="list-style-type: none">• In course assessment, consisting of a statistics exam, poster abstract/presentation and a reflective essay.• Dissertation of between 10,000 and 15,000 words.• Oral examination (minimum of 45 minutes and normally not exceeding 90 minutes).
<p>5. Assessment:</p> <p>Course requirements to be completed before submission of the dissertation and oral examination:</p> <ul style="list-style-type: none">• Project abstract and short oral presentation as part of the interim progress review.• Completion of the statistics course for postgraduate research students and passing the associated statistics examination.• Attendance at 50% of College internal seminars, a minimum of 6 of the College's research seminars and 6 other talks on topics relating to the field of study. Documentation of engagement, using the designated pro-forma.• Critical review of three original research publications that are relevant to the research topic.• Attendance at induction and skills training workshops (time management, project management, effective presentation skills, writing workshops 1 and 2, research with impact and the online research integrity training)• Poster presentation at Postgraduate Research Day (includes submission of a poster abstract and impact statement)• A short reflective essay (500 words) on effective engagement with a nominated research seminar.
<p>6. Marking Criteria:</p> <p>Plagiarism software will be used for all written assignments</p> <p>In-course assessment and dissertation - see the College's Common Marking Scheme http://www.rvc.ac.uk/about/the-rvc/academic-quality-regulations-procedures#panel-examiners-assessment</p> <p>Oral examination – see the College's marking scheme for Masters Research Project Oral Exams http://www.rvc.ac.uk/about/the-rvc/academic-quality-regulations-procedures#panel-examiners-</p>

7. Allocation of marks and any additional requirements:

- In course assessment (10%), Dissertation (70%); Oral (20%). The in-course assessment comprises: statistics examination (5%), poster abstract/presentation (3%) and reflective essay (2%).

8. Requirements to Pass the MRes:

- A mark of 50% or more for the combined elements (in-course assessment, dissertation and oral examination).

9. Consequence of Failure:

A candidate who fails the statistics examination will be required to resit at the earliest available opportunity (mark will be capped at 50%). Subsequent failure at the re-sit examination will require the student to meet with the College statistician to discuss the reasons for their poor performance and to identify ways of improving their understanding of statistical methods, which may require referral to the Student Support and Progress Committee and/or Advice Centre, if additional support (e.g. numeracy) is considered necessary. In addition, examiners will be informed of this result prior to the oral examination and asked to question the candidate's understanding of the data analysis presented in the dissertation.

A candidate who fails overall at the first attempt shall have a right to resubmit the dissertation and to re-sit the oral examination. In terms of in-course assessment, the candidate can elect to carry forward their mark, but will be given the opportunity to resit the statistics exam (unless this was resat previously), reflective essay and/or poster abstract/presentation. A candidate who fails at the second attempt will be required to relinquish the course; s/he will have a right of appeal as described in College Regulations.

10. Classification and Awards:

75% or more at the first attempt	Distinction
65-74% at the first attempt	Merit
50-64%	Pass

A maximum mark of 50% will be awarded for a second attempt.

11. Absence from summative assessments:

Where a student has an *allowable* absence, they will be permitted to contact the Course Director to request an extension (in the case of in-course assessment and/or submission of the dissertation) or deferral (in the case of the oral examination).

An allowable absence is one that is for a significant unforeseeable event such as illness. Any other foreseeable absence will only be considered allowable if agreed by the Student Support and Progress Committee and this will only apply in very strictly limited circumstances. A student absent for any other reason will be awarded 0 (zero).

12. Late Submission of work:

Submission of the dissertation after the due deadline without good reason (the end of the eleventh month of study pro-rated for part-time students).

Dissertations submitted after the due deadline will be subject to the late submission policy set out in the College's General Assessment Regulations which can be found in the Examiners and Assessment section at the following:

<http://www.rvc.ac.uk/about/the-rvc/academic-quality-regulations-procedures>

Interim Progress Review

An Interim Progress Review will be organised after ~3 months of study (pro-rata for part-time students). The Course Director and Deputy Course Director will meet with each student as an opportunity to review and reflect on progress and to provide feedback and advice. Students will be required to provide a 300 word abstract in advance of the meeting and give a short oral presentation on their research project (background, hypothesis, study design, preliminary findings), which will be **formatively assessed** as part of this process.

MRes Dissertation Guidelines

Dissertation Length

10,000 – 15,000 words including footnotes but excluding the bibliography and any appendices [Note: appendices should only include material which examiners are not required to read in order to examine the dissertation, but to which they may refer if they wish].

Dissertation Structure:

The dissertation should contain the following: abstract (up to 300 words), acknowledgements, index, introduction (review of the relevant literature), aims and objectives of the project, methods, results, conclusions/discussion, possible future work leading on from the reported findings, bibliography and, if necessary, one or more appendix.

The introduction, methods, results and conclusions/discussion may be organised into four separate sections. Alternatively, the general introduction and methods sections can be followed by one or more results chapters, concluding with a short overarching discussion that synthesises the main conclusions from each of the chapters and discusses future work. Results chapter are typically comprised of a very brief introduction followed by a description of methods specific to that chapter and the results obtained, ending with a discussion of the results. Aims and objectives can be included either at the end of the general introduction, or in individual chapters, as appropriate.

Dissertation Format:

Instructions are available in Appendix B of this document or on RVC Learn. Go to Graduate School > PhD and MRes > PhD, MPhil and MRes submission and Examination information > MRes.

Oral Examination

The written dissertation will be marked by two examiners familiar with the research topic. One will be from RVC and the other external to the College. The examiners will also discuss the dissertation with the MRes candidate during an oral examination that is normally 45-90 minutes in length.

Developing your Skills as a Researcher

Employers not only seek individuals with specialist knowledge who are able to undertake complex procedures but those with particular generic skills. The knowledge, behaviours and attributes expected of highly skilled researchers are set out in the Researcher Development Statement (RDS) which is derived from the Researcher Development Framework (RDF). To learn more about the RDF and RDS go to:

<https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework>

To assist you with developing and recording the skills you will need as a successful researcher, the RVC offers a number of online and face-to-face training events. You will record attendance at these and at your structured meetings with your supervisor in your student Log.

Academic Skills, Seminars and Journal Clubs

Academic skills will be enhanced as part of your MRes programme through engagement with research talks and critical appraisal of published work.

- **You are required to attend the two weekly College seminar series to broaden your knowledge. You will be expected to attend at least 50% of the postgraduate seminars (Tuesdays), a minimum of 6 of the College's research seminars (Wednesdays) and 6 other talks on topics relating to your field of study.** RVC seminars are video-linked across the two campuses. **You are required to sign a book recording your presence at each seminar.** Students will be required to reflect on how they engage with research talks and seminars. A pro-forma will be provided on which students will note their views on key issues such as the quality of the presentation (e.g. tone, pace, time-keeping), the quality and use of visual aids, speaker engagement with the audience and ability to address questions. Students will be expected to have attended three of the College's research seminars by the time of the Interim Progress Review and to bring the completed forms to the review for discussion (**formatively assessed**). They will be tasked with writing a short reflective piece (~500 words) on their engagement with one of the remaining research talks they attend subsequently. **The reflective essay will be summatively assessed and contributes 2% of the final mark.** For all the other talks and for those in the PG seminar series, students will be expected to record the title, name of speaker(s) and, using the pro-forma, to indicate the quality of the presentation from their perspective.
- Students will be required to critically appraise three original research publications that are relevant to their research topic and will be **formatively assessed**. The first critical review must be undertaken by the student with their supervisor at the 2 month formal supervisory meeting; the supervisor will provide feedback on the student's ability to critique the paper (taking into account the level of difficulty) and record a view of their overall ability (poor, satisfactory, good, excellent) in the Student Log. The other two critical reviews may be undertaken with the supervisor or at research group Journal Clubs. In each case a note should be made in the Student Log of the paper that is evaluated and the quality of the student's critical ability.

Transferable (key or professional) skills

These are defined as essential work skills that are not specific to any one subject or profession.

Training: What are your needs?

At induction you will be introduced to the process of completing a Training Needs Analysis. You will use your Log to monitor your training needs and your progress with them. The College provides a number of training opportunities throughout the year.

Some sessions are compulsory for MRes students. These are:

- Induction
- Statistics course and associated examination
- Online training skills – Research with integrity, Working with your supervisor, Selecting a conference, presenting and networking, Getting published in the sciences and Project management in the research context
- Writing Workshops 1 and 2
- Project management
- Time management
- Presentation skills
- Research with Impact
- Postgraduate Research Day including writing an abstract, presenting a poster and submission of a research impact statement. **These will be summatively assessed and contributes 3% of the final mark.**

Some specialist training will be mandatory before you start laboratory or field work e.g. handling radioactive substances, use of experimental animals. This is for legal and safety reasons.

Statistics Course

This is provided as a series of eight sessions. All sessions are held in the College's computer rooms and are delivered by Dr Ruby Chang, a chartered statistician.

A mandatory exam is held at the end of the compulsory sessions which all students are expected to pass, after which a certificate will be issued. The statistics exam will contribute 5% towards the final mark.

The timetable and content for the 2017/18 course can be found in your Postgraduate Training Booklet and on RVC Learn.

Training Opportunities and Booking Information

For information and booking details about all of the training on offer at the RVC please refer to your Postgraduate Training Booklet.

Alternatively go to RVC Learn and consult the Graduate School site for further details.

MRes students may attend staff training sessions if places are available. For more information and booking details go to the staff training section on the intranet home page (see below) or <http://intranet.rvc.ac.uk/hr-internal/training-and-development/training-programme.cfm>

The Graduate School keeps a record of your attendance at skills training sessions.

Training Cancellation Policy

There will be no charge for a cancellation made with at least 3 working days' notice.

A £25 cancellation fee (payable by student or supervisor) will normally be charged for last minute cancellations (less than 3 working days' notice) or failure to attend without good reason.

If you are unwell on the day of the workshop, please e-mail Lisa Matamala-Shaw (lshaw@rvc.ac.uk), or telephone the Graduate School (020 7468 5541) as soon as possible after 9am. If there is no-one available to take the call, a message should be left on the answer machine.

Bloomsbury Postgraduate Skills Network

The purpose of the BPSN shared skills training programme is to allow research students in the participating institutions to enhance their generic research skills and personal transferable skills, through attending training courses and workshops at other member institutions. Whilst each institution offers its own training to its registered students (and handles their registration separately), the BPSN programme allows access to a variety of different training from other member institutions.

The skills attained from the programme are intended to help research and also to enhance life skills and employability: the members are leading higher education institutions within Bloomsbury, from smaller specialist institutions to large multi-faculty ones.

The programme of training courses on offer from the participating institutions continues to change as the year proceeds; please review the programme on offer at regular intervals in order to ensure that you make the most of the opportunities open to you.

More information can be found at: <http://courses.grad.ucl.ac.uk/bloomsbury/>

Eligibility

A list of BPSN member Institutions can be found at: <http://courses.grad.ucl.ac.uk/bloomsbury/eligibility.pht>

N.B. only research students from these institutions are eligible to attend BPSN courses

The BPSN website functions to:

- allow students to register on skills training courses at participating institutions
- provide information on useful resources.

Please note that some of these courses are very popular, and places may be limited. To avoid disappointment please register early. Please also note that once a student has registered for a course, s/he will be expected to attend.

Attendance / Cancellation Fees

Once a student has registered for a course he/she will be expected to attend. Cancellations should be notified as soon as possible in order that students on the waiting list can be offered the place.

The BPSN reserves the right to charge a cancellation fee of £50 where a student does not attend a course / workshop without giving 2 working days' notice.

How to use the BPSN Registration System

<http://courses.grad.ucl.ac.uk/bloomsbury/how-to-use.pht>

Details of Training Available

<http://courses.grad.ucl.ac.uk/bloomsbury/list-training.pht>

Further Information on Generic and Transferable Skills Training

<http://courses.grad.ucl.ac.uk/bloomsbury/generic-skills.pht>



UK Council for Graduate Education

UKCGE: The Council for Graduate Education

UK Council for Graduate Education (UKCGE) is the leading independent representative body for Postgraduate Education in the UK. Its mission is to be the authoritative voice for postgraduate education in the UK, providing high quality leadership and support to its members to promote a strong and sustainable postgraduate education sector.

To its members UKCGE communicates valuable information and research, facilitates networking through events and forums, provides an influential lobbying function and produces relevant publications. The council's website <http://www.ukcge.ac.uk/> is a reference tool where all of these opportunities can be brought together for relevant and interested parties. The council encourages all users to explore the website and [contact](#) the UKCGE office with any comments or questions.

Workshops and Working Groups

The Council runs a full programme of workshops on a wide variety of postgraduate issues. Working groups investigate and report on a range of current postgraduate issues. A list of these and other published reports can be found on the publications section of their web site.

Publications

UKCGE produces regular publications which are available to both members and non-members. The newsletter is produced three times a year to keep members up to date on UKCGE activities, and also to inform of relevant developments in the postgraduate arena and provide topical book reviews. In addition to this, UKCGE produces conference and workshop summaries for the majority of its events and these can be accessed through the website.

Vitae: Realising the Potential of Researchers

Vitae (www.vitae.ac.uk) is a national organisation championing the personal, professional and career development of doctoral researchers and research staff in higher education institutes and research institutes.

Postgraduate research students benefit directly and indirectly from the work that Vitae undertake.

Vitae are committed to enhancing the quality and output of the research base in the United Kingdom, through supporting the training and development of the next generation of world-class researchers.

A – Z of General Information

Absence

Please see information under General Conditions of Study on page 9 of this handbook.

Accident and Reporting Procedure

The process for accident and incident reporting is via an online electronic system called **SafetyNet**.

To access the system simply go to the Health and Safety A to Z [here](#)

There is also a link to the new reporting system available through the Quick Links section on the intranet page.

Advice Centre

The Advice Centre offers advice, information and advocacy to RVC students and prospective students. The team is there to help you make your time at the College a success.

The main areas they can help you with are:

Disability-related enquiries (including dyslexia/dyspraxia):

Your first point of contact should be the Disability Adviser, disability@rvc.ac.uk, 0207 468 1180. They can assist with dyslexia screenings/reports, DSA applications (Disabled Student Allowances for home students) and advice and guidance for international students.

Financial or welfare-related enquiries:

Not sure how to budget for the course? Need some hardship funding? Your first point of contact should be the Money and Welfare Adviser, moneymatters@rvc.ac.uk, 0207 468 5037.

Counselling:

Student life and professional training can be both exciting and stressful. Counselling is a free confidential service, to help you with any emotional or psychological difficulties that may prevent you from making the most of your time while you are here. Contact: rvcounselling@herts.ac.uk, 01707 284453 for queries or appointments. Please say which campus you are based at.

Private rented accommodation issues:

Contact University of London housing unit, for free legal advice and contract checking:
<http://housing.london.ac.uk/cms/>

Learning skills support:

Been out of education for a while/not used to the academic system here, and need some advice on revising your study strategies?

Contact Learningcm@rvc.ac.uk or visit our pages in Learn <https://learn.rvc.ac.uk/course/view.php?id=841> to find out more about our services, book a 1-2-1 appointment and access online support materials.

We are available in person on both campuses and also via telephone/Skype if needed.

Eve, Rachel, Sophie and Jane

Fiona Nouri, Advice Centre Manager (based at Camden), co-ordinates support for students at the RVC and has overall concern for students' life outside of academia. She is here full-time. If you are unable to get hold of one of the

support team and need advice please do get in touch with her. Her contact details are: fnouri@rvc.ac.uk or tel +44 (0) 207 468 5037.

For general advice and support you can also contact Advice Centre Team based at Hawkshead at advice@rvc.ac.uk
Tel: 01707 667 140 (ext 7140)

Drop in sessions are also offered with Jim Alvarez, a Clinical Psychologist and Deputy Head of the Consultancy Service at St. Andrew's Healthcare. Dr Carly Wilson, Clinical Psychologist from St. Andrew's Healthcare also provides drop in sessions on Thursdays at the Camden site.

Careers Advice

RVC Careers offers advice and support to current students and recent graduates (for up to two years after course completion). The RVC Careers service is offered through The Careers Group, University of London.

Students are encouraged to begin thinking about their career options early on and to develop their employability skills during their time at RVC, both independently and through curriculum-based activities.

Support on offer from RVC Careers:

- One-to-one guidance discussions to help you with career decision making and queries
- Guidance on preparing CVs, covering letters and job applications
- Practice interviews and tips on how to handle assessment centres
- Support to help you identify your transferable skills
- Timetabled workshops (please see Training and Education Programme)
- Access to a range of resources via the University of London, including the UK's largest careers information library and *Job Online*

How to get in touch

Kirsty Whitelock is the RVC Careers Consultant, she usually works Mondays and Tuesdays, dividing her time between the Camden and Hawkshead campuses. In Camden Kirsty is based in room G29a and in Hawkshead she can be found in the Warden's House (the Advice Centre). Morag Walling is also a Career's consultant at the RVC and works on Thursdays at the Camden campus in room G45

Appointments are available face-to-face, by phone or email. Appointments are generally 20 minutes long, although longer sessions are available. Practice interview sessions are up to an hour long.

Appointments can be booked on Learn here: <https://learn.rvc.ac.uk/course/view.php?id=211§ion=1>

If you have any questions, you can reach Kirsty at careers@rvc.ac.uk.

Complaints

The College has a set of procedures in place to deal with the different types of complaints that can be made. In each case, the aim is ensure that the problem is resolved at an early stage, in a timely manner and to the satisfaction of all parties. All complaints will be handled in strict confidence.

Further information about the complaints procedures and links to the relevant documents are given on page 46 of this document in the section on College Regulations and Policies

Data Protection

The Academic Registry holds records about you, the essentials of your academic progress, correspondence between us and background details. You are entitled to see these.

We will not divulge details to third parties without your permission so make sure your friends and family know how to contact you, because we won't tell anyone.

If an outside company needs us to confirm any of your details, including course, address or date of birth, they need to send us a declaration signed by you that says you are willing for us to release this information. Without this we cannot even confirm your student status.

Debt

Students should take note of the *General Regulations for Students*, paragraph 4. Please note the following:

- 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.

Students having difficulty, for whatever reason, in paying tuition fees, hall fees, or any other fees owing to the College, are strongly advised to discuss their problem at an early stage with the Warden of the Hall of Residence and/or the Money and Welfare Adviser (moneymatters@rvc.ac.uk or tel. 0207 468 5037). Discussion with a Supervisor may also be helpful. The College will make every effort to view the situation of individual students sympathetically, but is bound ultimately to collect any income owing to it. The College operates a small Hardship fund administered by the Money and Welfare Adviser who can provide details about the application procedure.

Enrolment

Make sure you always enrol promptly with the Graduate School and **keep them informed of changes to any of your contact details or relevant personal details.** That way council tax exemption certificates, certificates of attendance and communications from RVC can be dealt with as quickly and efficiently as possible.

Ethics and Welfare Committee

The RVC is committed to ensuring that we promote animal welfare as our first priority. It is appreciated however, that it is necessary to undertake research to achieve this aim. As an academic institution research is also undertaken for knowledge acquisition of the basic and medical sciences; clinical training and for treatment trials aimed to improve the health and welfare of animals and human patients. All have the potential to have adverse effects on research participants. British law places a very strong burden of responsibility on scientists undertaking any research to ensure that any adverse effects are eliminated or minimised, and always fully justified.

The Committee, which is a committee of the Council of the Royal Veterinary College and to which it reports, was set up initially to meet the legal requirements within the Animals (Scientific Procedures) Act 1986 [A(SP)A]. It is responsible for the Animal Welfare & Ethical Review Body (AWERB) that reviews Project Licenses (PPLs). In addition, it must ensure that clinical research projects, which are done by veterinary surgeons licensed to practice in the UK as recognised veterinary practice can legitimately be done under the Veterinary Surgeons Act (1966) and that

other research projects on animals that do not fall under A(SP)A are ethically sound – this is done through the Clinical Research Ethical Review Board (CRERB). In particular, it is able to advise and arbitrate on those projects where there may be doubt or debate about the appropriate legislation for the study. Thus the Committee ensures that members of staff of the RVC do not contravene the law, thereby protecting both the College and the individual. Most importantly its principal aim is to ensure that all research performed on animals has no, or at the most, minimal harmful effects on any animals involved in the study and as to ensure that the outcomes of the research will have maximum benefits for animals by understanding diseases and disorders more clearly, and improving treatments by modifying techniques and protocols.

The Committee also has the responsibility for ensuring that any studies involving people be they students, members of staff, animal owners or members of the general public, are conducted ethically with due regard to ensuring that there is no compulsion, maintaining both confidentiality and anonymity based on the concept of informed consent.

There are three sub-committees who deal with the ethical approval of research, depending on the type of research undertaken. These are:

- [AWERB](#) – for projects involving the A(SP)A
- [CRERB](#) – for clinical animal and human research not involving the A(SP)A
- [SSRERB](#) – for research involving social science, case records or archives

More information about the committee can be found on the Intranet at the following link:
<http://intranet.rvc.ac.uk/Research/EthicsWelfare/Index.cfm>

Health

Students who are not already registered with a doctor should do this as soon as possible on arrival.

You can find your nearest NHS practice by entering your postcode in www.nhs.uk

Camden Campus

Students living in RVC halls of residence in the Bloomsbury area may register with the University's Central Institutions Health Service. This is situated at 20 Gower Street, London WC1E 6DP (tel: 020 7467 6800) which is within walking distance of the Halls and a short bus ride away from the College in Camden Town. The Service provides NHS clinics (medical, dental, psychotherapy) and home visits for students registered with the Practice. *University Vision* in the University of London Union Building, Malet Street, London WC1E 7HY (tel: 020 7636 8925) can provide eye care for University students at discounted rates.

Hawkshead Campus

Students living in Halls of Residence on Campus should register with the local medical practice - the Parkfield Medical Centre. Their contact details are The Walk, Potters Bar, Herts, EN6 1QH (tel: 01707 291 041).

Medical treatment for overseas visitors and students

Students resident overseas who are attending courses at the College for a period of *more than six months* are eligible for treatment under the National Health Service and should register with a general medical practitioner (GP). Before any treatment is given make sure it is clear that you wish to be treated on the NHS and not as a private patient or you will have to pay a fee. When you attend a hospital or register with a GP, you should take evidence that you are in the UK as a student – for example, your passport, evidence of your address in the UK and a letter from the RVC confirming that you are following a course of study with us.

Identity Cards

You will be issued with a College identity (ID) card when you register. This **MUST** be worn at all times when you are on the premises. If you lose your identity card, you will have to apply for a replacement at a cost of £10. The swipe card access system is used on both sites.

Insurance

At home

Responsibility for students' belongings rests with the individual. We advise that you take out contents insurance whilst attending the College.

Travelling on College business

When a student is to undertake study or research overseas, they must inform the Graduate School where and when they intend to travel.

Policy document <https://intranet.rvc.ac.uk/Finance/Insurance/PA&Travel%20RSA%20Covernote.pdf>

All RVC students who are undertaking placements, study or research *overseas* (i.e. away from their country of residence *) as part of their registered degree programmes are protected by the College's Personal Accident & Travel Insurance.

** Under the definitions for this insurance, the country of residence is deemed to be the UK for any student who is undergoing education in the UK.*

The College, in order to protect itself and those acting on its behalf, maintains legal liability insurance policies that are of relevance to students undertaking overseas work, study or research activities:

- Public Liability – covering accidental death of or injury to any person (other than an employee) &/or accidental damage to property for which the College has a liability at law or is found to be legally liable.

Employers Liability – covering liability to employees [as are defined in the policy wording] for death, injury or disease arising out of or in the course of their employment and for which the College has a liability at law or is found to be legally liable. For further information on College Insurance Policies, please follow this link:

<http://intranet.rvc.ac.uk/Finance/Insurance.cfm>

Keeping in Touch

The Graduate School normally contacts students via email to inform them of events, seminars, training opportunities and general correspondence regarding the Research Degree programme.

All students are assigned an RVC email address upon registration. We therefore require all students to use their RVC email address for College correspondence, including students based off-site.

Web Address: <http://intranet.rvc.ac.uk/ASD/LISD/Index.cfm>

Library

Camden Library Opening Hours

Issue desk ext: 5162

	<u>Term Time</u>	<u>Vacation</u>
Mon - Fri	8.30am - 8pm	9am - 5pm
Sat - Sun	Closed	Closed

Camden open access IT suite and study rooms have 24-hour access

Hawkshead Library Opening Hours

Issue desk ext: 6457

	<u>Term Time</u>	<u>Vacation</u>
Mon-Fri	8am – 10pm	8.30am – 7pm
Sat	9am – 6pm	10am – 5pm
Sun	12pm – 4pm	12pm – 4pm

Hawkshead open access IT suite has 24-hour access.

Library Services Contact Details

Acting Deputy Chief Operating Officer: Simon Jackson

Email: sjackson@rvc.ac.uk

Tel: 01707 666384

Acting Head of Library and Helpdesk Services: Sally Burton

Email: sburton@rvc.ac.uk

Extension: 6214, **Tel:** 01707 666214

Collection Librarian: Alison Shearer

Email: ashearer@rvc.ac.uk

Extension 6555

Tel:01707 666555

For library tours, induction, information and EndNote training at Camden: Michael Murphy, mmurphy@rvc.ac.uk

For library tours, induction, information and EndNote training at Hawkshead: Anna Griffiths, agriffiths@rvc.ac.uk

For electronic journal enquiries: Alison Shearer, ashearer@rvc.ac.uk

For book purchasing at a discounted rate: bookshop@rvc.ac.uk

Information Technology Services (IT)

Computer Access

Both Camden and Hawkshead have learning resource centres with a number of open access computers.

What do IT services provide?

- Drop-in student computing facilities, PCs and printers in “open access” rooms, which are also bookable for classes and training sessions
- Advice and assistance in using the standard software packages and dealing with PC hardware and configuration issues
- Support for PCs on staff desktops
- Advice on designing and specifying new IT systems, procurement and installation services
- Management of the College’s network infrastructure
- Management of central servers and systems e.g. email, finance system
- “Quick Access” PCs in various places, for email and web access

Contacting IT

All requests for service should be made through the Helpdesk, who have responsibility for entering your requirements into the Service Request database and ensuring that your job is attended to in a suitable timeframe and you are kept informed of progress.

Helpdesk telephone number **020 7468 5181 or ext. 5181**

For Service Request logging and “first line” telephone help is available from 9am to 5pm Mon – Fri and technical staff are on duty from 9am to 5pm Mon – Fri. Advice is normally provided over the phone, but if you require more than a few minutes of technical staff time, then your job will be added to the queue of outstanding work. Jobs are prioritised according to the type of request; please refer to the IT Service Level Agreement targets for more details (IT Department pages intranet.rvc.ac.uk). You can also email enquiries to: helpdesk@rvc.ac.uk

You can also visit the Helpdesk office in the LRC at both Camden and Hawkshead.

Computer Accounts and Passwords

When you join the Royal Veterinary College a computer account will be created for you; this will enable you to login to the College network, use “open access” PCs and printers and access e-mail. If you have any problems related to your computer account contact the Helpdesk.

Office 365 and webmail

You can access your email mailbox at mail.rvc.ac.uk using your full RVC email address and password. The new email system gives you 50GB of mailbox space, a 150MB attachment limit, and lifetime access for RVC students. Your new account also entitles you to up to five free downloads of Microsoft Office 365 software for Windows or Mac.

How to update passwords remotely

Computer password format

If you log in to the RVC computer network and receive a message that a password change is due shortly, please remember that passwords must be at least 6 characters long and not contain parts of the user name (since this makes it easier to guess).

Also, passwords must contain 3 out of 4 of the following types of characters:

- English uppercase characters (A through Z)
- English lowercase characters (a through z)
- Base 10 digits (0 through 9)
- Non-alphanumeric characters (e.g., !, \$, #, %)

Please note the server retains the list of last 10 passwords used and thus it is important to utilise a different password

Please contact the IT Helpdesk if you have any doubts over these issues If your password expires, the IT Helpdesk will reset this for you. Please email them at helpdesk@rvc.ac.uk.

Email

The IT Department provides an email service for all staff and students, all new students will receive accounts on the new Exchange/Outlook system. See the RVC student guide to email (available at the Helpdesk offices and all open access facilities) for instructions on how to use the system.

Lynda.com

The College has a subscription to [Lynda.com](http://www.lynda.com) who provide online video tutorials in a number of areas.

To log in, follow the link above and click on the menu icon at the top left hand corner. Choose "Sign In" then "Sign in with your organization portal". You will be asked to "Enter your organization's URL": enter "www.rvc.ac.uk" (without the quotes) then click "Continue". The authentication process will take a few seconds, then you will be logged in.

On your first login, you may be asked if you wish to transfer the records from any previous account into your RVC one. This is up to you. If you have never had a Lynda.com account previously, just answer "No" and continue.

IT Code of Conduct

All students and staff are required to abide by a few sensible rules that are designed to protect the College against legal actions, ensure data is stored securely and to minimise unnecessary inconvenience. Please see the Acceptable Use Policy, in the IT Department pages on the RVC Intranet site for further details <http://intranet.rvc.ac.uk/ASD/LISD/PoliciesRegulations.cfm>

Plagiarism

Plagiarism is regarded as a serious and punishable offence. Any quotations of work published in printed or electronic form should be attributed and the source appropriately cited.

More information regarding plagiarism can be found on RVC Learn at the following link: <https://learn.rvc.ac.uk/mod/subpage/view.php?id=32355>

You will be required to complete a declaration at the beginning of your studies and your dissertation will be put through anti-plagiarism software (Turnitin).

Postgraduate Academic Progress Issues

If you have a problem that is affecting your ability to study, whenever possible, you should approach your primary or a co-supervisor in the first instance. However if this is not possible, perhaps because the problem is to do with supervision, or you simply aren't comfortable talking to your supervisors, you can arrange to see the MRes Course Director or the Head of the Graduate School informally. Please email or come to the Graduate School Office to make an appointment.

Student Performance and Development System and Progress Committee

SPDS deals with matters of academic progress that are beyond normal supervisory activity. The terms of reference and further information about the Committee can be found at <http://www.rvc.ac.uk/about/the-rvc/academic-quality-regulations-procedures> under the sub-heading 'General'.

Students may refer themselves to SPDS at any time by contacting the Research Degrees Officer. They may also be referred to the system by their supervisor(s) or the Head of the Graduate School, if a student has given cause for concern in relation to their academic progress.

Postgraduate Student Advisors

In addition to speaking to the Head of Graduate School, students are welcome to contact any of the members of staff listed below for general advice on matters relating to their studies.

Name	Telephone	Email
Dr Siobhan Abeyesinghe Siobhan is part of the Animal Welfare Science & Ethics group at the RVC. She is based in the Pathobiology and Population Sciences (PPS).	6947	sabeyesinghe@rvc.ac.uk
Prof. Brian Catchpole Brian is part of the Comparative Physiology & Medicine research group at the RVC. He is based in the PPS department at the Hawkshead Campus.	6388	bcatchpole@rvc.ac.uk
Dr Mandi De Mestre Mandi is part of the Comparative Physiology & Medicine research group at the RVC. She is based in the Comparative Biomedical Sciences (CBS) department at the Hawkshead Campus	6440	ademestre@rvc.ac.uk
Dr Rob Fowkes Rob is part of the Comparative Physiology & Medicine research group at the RVC. He is based in the CBS department at the Camden Campus.	5445	rfowkes@rvc.ac.uk
Prof. Andy Pitsillides Andy is part of the Comparative Physiology & Medicine research group at the RVC. He is based in the CBS department at the Camden Campus.	5245	apitsill@rvc.ac.uk
Dr Claire Russell Claire is part of the Comparative Physiology & Medicine research group at the RVC. She is based in the CBS department at the Camden Campus.	5409	crussell@rvc.ac.uk
Dr Carol Thomas Carol is part of the Livestock Production & Health research group at the RVC. She is based in the PPS department at the Hawkshead Campus.	6211	cthomas@rvc.ac.uk
Dr Tim West Tim is part of the Comparative Physiology & Medicine research group at the RVC. He is based in the CBS department at the Hawkshead Campus.	6891	twest@rvc.ac.uk

Pregnancy

Should any student be pregnant, become pregnant, or plan to become pregnant, they should contact the Research Degrees Officer or Head of PG Administration as soon as possible, so that appropriate advice can be given. They should be aware that there are risks to the pregnancy that can result from exposure to animals and the performance of laboratory or clinical duties. There is particular risk from zoonotic pathogens, the use of some drugs, and during radiography. There is no entitlement to paid maternity, paternity and adoption leave for MRes students. Sponsored students may be governed by regulations laid down by individual grant-awarding authorities or places of employment.

Use of Experimental Animals

Experimental work using animals is performed under the Animals (Scientific Procedures) Act 1986 (ASPA). All such work requires a Home Office Project Licence which gives the authority to perform specific regulated procedures on specific animals at a specific place or places. In addition all personnel who carry out procedures on experimental animals must be in possession of a Home Office Personal Licence which grants them permission to carry out the required procedures. It will be necessary to attend Home Office training courses before applying for a personal licence for the first time.

Experimental work performed under ASPA can only be carried out in specified areas of the College, which have been authorised by the Home Office as suitable for that purpose. There are designated areas located at all the College's campuses, namely Camden, Hawkshead and Bolton's Park Farm.

There are a number of people at the College who have specific responsibilities under ASPA (see below). It is advisable to discuss any work you may wish to undertake with one or more of these individuals before making any firm plans. They will be able to ensure that understand all aspects of the legislation and that your work is properly licensed, assist you in reserving space for the animals and be available to offer advice as your project progresses.

The College Ethics and Welfare Committee (see earlier) considers and approves experimental work to be undertaken at the College under APSA and in the clinics. You can also approach the Committee if have any questions or problems relating to the ethics and/or welfare of animals kept at the College.

Position	Name	Ext
BSU Manager Contact	Kelly Jones	kljones@rvc.ac.uk
Establishment Licence Holder	Prof Jonathan Elliott	5300
Named Person Responsible for Compliance	Prof Jonathan Elliott	5300
Named Animal Care and Welfare Officers (NACWO):	Jess Weedon	jweedon@rvc.ac.uk
BSU HH		
BSU Camden	Nick Badham Mr Tony White Ms Grainne McGeever) Laura Smith Jo Dlugozima	5389 5389 5383 5383 jdlugozima@rvc.ac.uk
QMH/CIC	Mrs Emma Botha (On maternity Leave until December 2017) Zoe Meads Eibhlin Leahy	6605 ebotha@rvc.ac.uk zameads@rvc.ac.uk eleahy@rvc.ac.uk
Named Information Officer (NIO)	Prof Jonathan Elliott	5300

Named Training and Competency Officers	Prof Jonathan Elliott Miss Lucy Whitfield Jessica Weedon Nick Badham	5300 5333 jweedon@rvc.ac.uk 5389
Named Veterinary Surgeon (NVS):	Miss Lucy Whitfield Dr Chris Handley Miss Noelia Lopez	5333 chandley@rvc.ac.uk 5308
Home Office Liaison Contact Secretary to the Ethics and Welfare Committee (and contact for the Ethics Committee) Secretary to Animal Welfare and Ethical Review Board (AWERB) Contact for ethical approval applications for staff and PhD students	Mrs Liz Wilkinson	5300
Home Office Courses Contact	Kenneth Simmons	hocourses@rvc.ac.uk
Chair of Social Science Research Ethical Review Board	Matthew Grigson	
Secretary to SSRERB	TBC	

Students' Union

All postgraduate students are automatically members of the RVC Students' Union which runs and supports many clubs and societies within the College. More information can be found at <http://su.rvc.ac.uk/>

There is a PG Officer who represents postgraduate student interests on College Committees and who is able to offer support and advice. Details of the current PG Officer are given at the beginning of this handbook.

The RVC SU is affiliated to the University of London Students' Union (ULU), which means students are entitled to be members of ULU as well. Go to <http://www.ulu.co.uk/> for more information about the work and activities of ULU. Proof of student status can be obtained from the Graduate School.

Work – International Students

Students from a European Economic Area (EEA) country* do not need permission to work in the UK. You will need to show an employer your passport or identity card as proof that you are a national of an EEA country. *citizens of Switzerland enjoy the same rights as EEA nationals.

Students studying at UK institutions who are not EEA or Swiss nationals are authorised to work in the UK subject to the terms of their Tier 4 visa.

More information can be found at the following:

<http://www.ukcisa.org.uk/International-Students/Study-work--more/Working-during-your-studies/How-many-hours-a-week-can-I-work/#>

Any student wishing to work in the UK will need to apply for a National Insurance (NI) number. Please contact the Research Degrees Officer for advice on how to apply.

Facilities, Maps and Travel

Inter-Campus Mail

Internal mail is sent between the campuses once daily. Mail leaves Camden at 10.30 each morning, and leaves to return from Hawkshead and Bolton's Park at about 11.15am. Internal mail for another College site must be left at Reception in Camden or the post room at Hawkshead, with the addressee's name, department and campus clearly written on the envelope. Small, folded pieces of paper can easily get lost.

Inter-Campus Travel

The nearest railway station to the Hawkshead campus is Brookman's Park but Potters Bar station, which is also close by (approximately 5 min by car), is reached by a fast train (15 minutes) from Kings Cross station and is served by a College bus service. To get from Potters Bar station:

- the College runs a shuttle bus service which leaves the station forecourt at regular intervals throughout the day on Mondays to Fridays. For an up-to-date timetable go to:
<http://intranet.rvc.ac.uk/InformationAndServices/HawksheadBusTimetables.cfm>
- A minicab company is located in the station forecourt (telephone 01707 650077)

Sports Facilities

The College's brand new Sports and Wellbeing Centre (SAWC) is situated at the Hawkshead campus. There are a number of football, rugby and cricket pitches and two hard tennis courts. These facilities are available for any member of staff or student attending the College. Health and Safety regulations must be complied with at all times. Use of the football, rugby and cricket pitches is by pre-booking only by ringing ext. 6321.. There are a number of Sports Clubs, including Rowing, Mountaineering etc. For more information about RVC sport clubs please see the following link: <http://su.rvc.ac.uk/pages/sports-a-z>.

Students have access to a gym at both campuses. Access is via your College ID card. In order to have your ID card activated, you will have to attend an induction session. To book an induction, please go to <https://learn.rvc.ac.uk/course/view.php?id=293>

Camden

Bicycles

Please ensure that your cycle is securely locked using a D Clamp. The cycle shed is located at the rear right hand corner of the building behind the skips. Please do not lock cycles to the railings outside the College entrance or anywhere down the main drive near the gates: if they don't get stolen first, they'll be 'relocated' by the College authorities.

Lost Property

When found, should be handed in at Reception where it will be logged. Enquiries about lost property can be made here.

Motor Vehicle Parking

Post Graduate students, may apply for a parking permit based on various extenuating circumstances including: Blue Badge Holders, being a carer or parent with child care responsibilities, having no or extremely limited public transport access etc.

Applications will be reviewed by representatives from the College Transport Management Group and the Infrastructure Services team whose decision will be final.

Printing and Photocopying

There are photocopiers in a number of locations around the campus. Your college ID card is needed to log into the photocopiers and credit can be purchased from the issue desk in the library. Copyright rules must be followed. College printer and photocopy paper may not be removed under any circumstances.

Restaurant

The Lightwell café in Camden is open from 8am until 4pm Monday to Friday serving snacks, cakes, sandwiches and drinks. Vending machines are situated at the back of the café, to the left hand side of the serving counter.

During term time, the restaurant is open from 8am - 10am for breakfast; from 10am - 12pm for grab & go items including sandwiches, drinks, cakes, confectionery and crisps; and from 12pm-2pm hot food and the salad bar are available .

It is STRICTLY FORBIDDEN for laboratory coats, wellington boots, overalls, and similar clothing to be worn in, or taken into, the restaurant or cafe. Catering staff have been asked not to serve anyone who is wearing or carrying any such clothing.

Security

Entry/Exit to the College is by the Main doors on Monday to Friday until 6pm. Students can access the main building via the side door after 6pm on weekdays and at the weekends. Doors have special magnetic release locks. Please ensure that you always carry your College ID/swipe card with you. You may be asked to show this in order to gain access to the College. If you see anything or anyone that you feel to be suspicious, please report it to staff at reception.

Please familiarise yourself with College Fire and Emergency evacuation procedures. The fire alarms are tested every Monday morning at 10am. This test alarm will ring for 10 seconds – if the alarm rings for longer, please evacuate the building immediately using the nearest exit (do not use the lift) and go directly to the assembly point which is on Royal College Street, across the road, directly in-front of the RVC.

Anyone staying in the building after 6.30pm must sign the Register in reception.

Smoking

The College operates a 'No Smoking' policy. Smoking outside the front entrance is also not permitted.

Telephones

Students are not permitted to use the College telephone or fax for private business.

Hawkshead

Bicycles

Please ensure that your bicycle is securely locked using a D Clamp. There is a secure area located behind the eclipse building (beside the post room), where bicycles can be stored.

Lost Property

When found, should be handed in at Reception where it will be logged. Enquiries about lost property can be made at Reception.

Motor Vehicle Parking

Post Graduate students may apply for a parking permit based on various extenuating circumstances including: Blue Badge Holders, being a carer or parent with child care responsibilities, having no or extremely limited public transport access etc.

Applications will be reviewed by representatives from the College Transport Management Group and the Infrastructure Services team whose decision will be final.

More information can be found at <https://intranet.rvc.ac.uk/professional-services/estates/facilities/parking.cfm>
The Hawkshead campus is not only a teaching campus, but also a place where clients bring sick animals. This makes for a very busy campus in terms of traffic. For these reasons, certain areas are restricted to visitors and staff only.

No parking by students is allowed in the Queen Mother Hospital car park, except out of hours for students on clinical rotations. Please note that your insurance may be invalidated if you park in a non-authorised parking space and damage is caused to your motor vehicle by any delivery or other vehicle or by an animal.

Printing and Photocopying

There are photocopiers in a number of locations around the campus. Your college ID card is needed to log into the photocopiers and credit can be purchased from the issue desk in the library. Copyright rules must be followed. College printer and photocopy paper may not be removed under any circumstances.

Restaurant

The café on the ground floor of the Eclipse Building is open from 8am until 4pm Monday to Friday, serving snacks, cakes, sandwiches and drinks. During term time, sandwiches can be made to order until 3pm each day.

During term time, the restaurant is open from 8am - 10am for breakfast; from 10am - 12pm for grab & go items including sandwiches, drinks, cakes, confectionery and crisps; and from 12pm-2pm hot food and the salad bar are available.

Vending Machines (cold drinks and snacks) are placed around the Campus.

It is STRICTLY FORBIDDEN for laboratory coats, wellington boots, overalls, and similar clothing to be worn in, or taken into, the restaurant or cafe. Catering staff have been asked not to serve anyone who is wearing or carrying any such clothing.

Security

The College has a 24 hour security presence. The Security Guard is generally to be found in the Gatehouse at the Main Entrance and can be reached on ext. 6258. The guard also has two-way radios available for student use. Any student concerned about working late at night should ensure that the guard is aware of where they are and borrow a radio in order to be able to keep in constant touch in the case of an emergency. Students working in one of the hospitals must immediately contact the Duty Clinician in the case of a clinical emergency or the Security Guard for any other reason.

Please familiarise yourself with College Fire and Emergency evacuation procedures. The fire alarms are tested every Tuesday between 7.30 – 11am. This test alarm will ring for 10 seconds – if the alarm rings for longer, please evacuate the building immediately using the nearest exit (do not use the lift) and go directly to the nearest assembly point. This varies depending on the building you are in so please ask where this is when you begin your studies.

Telephones

Students are not permitted to use the College telephone or fax in Reception for private business. There is a telephone in Odiham Hall that can be used for internal calls only.

Potters Bar and the Surrounding Area

The Hawkshead campus is situated near to Potters Bar in the south of Hertfordshire. This is an excellent location for motorways, plus the rail links into London make Potters Bar a popular location. Other towns and villages near to Potters Bar include [Borehamwood](#), [Brookman's Park](#) and [Hatfield](#) and the London suburb of [Barnet](#).

Potters Bar was once a Roman town and evidence of this can be seen at [Potters Bar Museum](#). This museum includes exhibits from a Roman tile kiln and it was this connection with pottery that helped to give Potters Bar its name.

There are plenty of [restaurants](#) and [pubs](#) to choose from in the town. There is also a theatre - [Wylllyotts](#) - which puts on a varied schedule of shows and entertainment throughout the year.

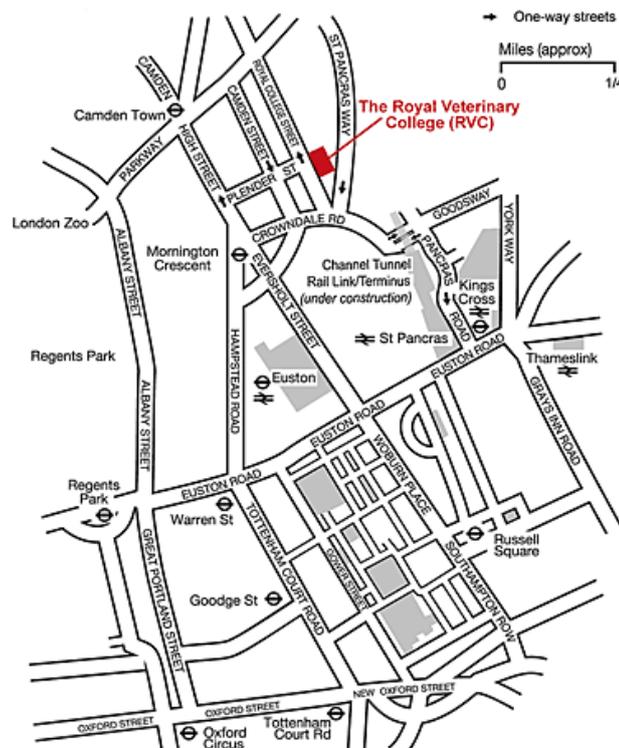
The following link gives you more information regarding what to do in Potters Bar and its surrounding areas: <http://www.pottersbar.org/>

Camden Campus

Contact Details:

The Royal Veterinary College
Royal College Street
London
NW1 0TU
Tel: +44 (0) 20 7468 5000

The Campus is approximately 1 mile north of King's Cross/St. Pancras and Euston mainline and underground railway stations, all of which are located on the Euston Road.



The closest Underground stations are:

- Mornington Crescent (Northern Line (Charing Cross Branch))
- King's Cross (Northern Line (Bank Branch), Piccadilly, Victoria, Hammersmith and City and Circle Lines).

Travel Directions

From King's Cross or St. Pancras International Station

From Kings Cross Station or Kings Cross/St Pancras Underground Station follow signs to St Pancras International Station.

Once in St. Pancras International Station make your way to the Midland Road exit. This is between the Great Northern/Thameslink ticket barriers and the desVins Wine Bar.

Leave via the Midland Road exit turning right immediately and walk straight on (keeping St. Pancras Station on your right hand side). Within about 10 metres cross the road at the pelican crossing. Continue walking the way you were heading (with St. Pancras Station on your right) for about 5 minutes; in that time you should pass a sign pointing straight on for Kentish Town and Camden Town, then a traffic light T-junction, several bus stops and St.

Pancras Parish Church (on the opposite side of the road). Shortly after you see St. Pancras Church cross the road using the zebra crossing and continue heading in the direction that you were travelling. This will bring you to another traffic light junction. Here you should cross St Pancras Way at the Pedestrian Crossing and then turn right after Goldington Buildings. This is Royal College Street the home of our Camden Campus. Our main entrance, which has a flag flying above it, is approximately 150 metres up Royal College Street on the right hand side, past the London Bioscience Innovation Centre.

Alternatively, you can take either the 214 or 46 bus from just outside King's Cross on the Pancras Road up to the College.

From Mornington Crescent Underground Station

Turn immediately right on leaving the Station and head east along Crowndale Road. Proceed over the traffic lights at the junction with Camden Street and pass the row of shops on your left. Turn left at the next junction to take you into Royal College Street. Cross this road and the main entrance to the College is approximately 150 metres on the right hand side.

From Euston Station

If arriving by mainline train, leave by the left hand exit (next to WH Smiths, the newsagent) as you enter the concourse on leaving the platform. If arriving via the Victoria line, proceed up the escalator onto the concourse and head straight ahead to the east exit. Walk along the colonnade and turn left into Eversholt Street. Proceed along Eversholt Street and turn right into the south side of Oakley Square at the first set of traffic lights. Turn right again at the next set of traffic lights into Crowndale Road. Pass the row of shops on your left. Turn left at the next junction to take you into Royal College Street. Cross this road and the College is approximately 150 metres on the right hand side.

Hawkshead Campus

Contact Details:

The Royal Veterinary College

Hawkshead Lane

North Mymms

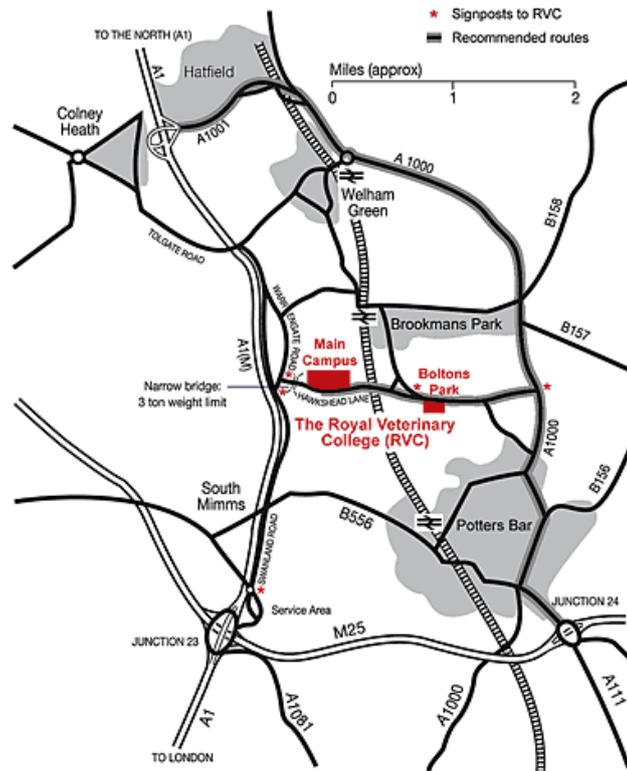
Hertfordshire

AL9 7TA

Tel: +44 (0)1707 666333

Fax: +44 (0)1707 652090

The campus is located near the town of Potters Bar in Hertfordshire which is just a short train journey away from London's King's Cross station, and not far from the main roads leading north from London.



Travel Directions

By Road

Approaching the campus from the south, most visitors enter the local road system from either Junction 23 (with the A1(M)) or Junction 24 of the M25. From the north, follow the Veterinary College road signs in to Hawkshead Lane for the Hawkshead Main Site.

[Larger vehicles (such as those carrying animals or making deliveries) are urged to approach (and leave) the College's Hawkshead Main Site from the east - such as from Junction 24 of the M25 then via the A1000 through Potters Bar to Hawkshead Road, then into Hawkshead Lane.]

Cyclists and pedestrians are urged to take particular care in the generally narrow and unlit local byways around the campus.

By Rail

The nearest railway station is Potters Bar which is approximately 5 minutes by car from the Hawkshead main site.

Trains (operated by Great Northern and Thameslink) generally run every thirty minutes, during normal working hours with a reduced service at the weekend, from London King's Cross; the journey takes about 15 minutes.

A minicab service is available from beside the Potters Bar railway station forecourt (telephone 01707 650077). The College runs a minibus service which leaves the station forecourt (Mondays to Fridays)

College Regulations and Policies

General Regulations for Internal Students of the Royal Veterinary College

These Regulations apply to all internal students of the College.

Details of these regulations can be found on the Intranet, under the subheading 'General' at the following link:
<http://www.rvc.ac.uk/about/the-rvc/academic-quality-regulations-procedures>

Academic Misconduct

All work submitted as part of the requirements for the course must be expressed in your own words and incorporate your own ideas and judgments. Plagiarism is the presentation of another person's thoughts or words (including lecture notes) as though they were your own.

Direct quotations from the published or unpublished work of another must always be clearly identified as such by being placed inside quotation marks, and a full reference to their source must be provided in the proper form. A series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism as much as does a single unacknowledged long quotation from a single source. Equally if another person's ideas or judgments are summarized, you must refer to that person in your text, and include the work to which reference is made in your bibliography.

Any unattributed copying from another source, whether it is verbatim or with minor changes, is plagiarism and this is an examination offence. Do not use more than 2 direct quotations per piece of work because of the copyright laws.

Unacknowledged collaboration with a fellow student or other colleague would also be considered as plagiarism.

Any attempt to invent or otherwise falsify data is fraudulent scientific practice.

Academic misconduct is defined by RVC as:

- An attempt by a student to complete an examination or other assessment by means considered to be unfair. This definition includes plagiarism or unreasonable collusion between a group of students.
- To falsify or plagiarise results, analysis or other work in the course of research for any award.

The RVC has an accepted definition of plagiarism as follows:

"Plagiarism is the copying and use of someone else's work, whether intentionally or unintentionally, as if it were the student's own. Another person's work includes any source that is published or unpublished that has been produced including words, images, diagrams, formulae ideas and judgments, discoveries and results. Direct quotations, whether extended or short, and from the published or unpublished work of another person must always be clearly identified. Quotations must accurately refer to and acknowledge the author or person who originally wrote or produced the work. Paraphrasing – using other words to express another person's ideas and judgments – must be acknowledged (in a footnote or bracket following the paraphrasing)."

More information regarding plagiarism can be found on RVC Learn at the following link:
<https://learn.rvc.ac.uk/mod/subpage/view.php?id=32355>

Appeals Procedure

Students may wish to put forward a case in the event that they have been required to discontinue their studies or the outcome of their research degree examination has been unfavourable. Depending on the factors cited the case will be considered either as an *Appeal*, a potential *Administrative Error* or a *Complaint*.

Details about the Appeals procedure, including the grounds for making an appeal and how to prepare for an appeal can be found on the Intranet, under the subheading 'General' at the following link:

<http://www.rvc.ac.uk/about/the-rvc/academic-quality-regulations-procedures>

Complaints Procedure

Complaints made against the action(s) of a member of staff or the operation of a College service are addressed using the Complaints procedure. Complaints which are of wider concern should normally be made through collective channels, such as PG representatives on College committees.

Details about the complaints procedure, including the grounds for making an appeal and how to prepare for an appeal can be found on the Intranet, under the subheading 'General' at the following link:

<http://www.rvc.ac.uk/about/the-rvc/academic-quality-regulations-procedures>

Complaints that involve bullying or harassment are dealt with through a separate procedure. Any student who finds themselves in a situation of apparent harassment or bullying is advised to keep a record of the incident(s) and in the first instance, to seek support and information from an appropriate person. The advisor will provide support and information on the best possible way forward in dealing with the problem, and can be consulted at any stage during this process. Taking advice does not oblige the individual to take any action, but it does provide an opportunity to discuss their perception of events and the effects of these and to consider the options available:

The Dignity at Work policy, procedure for dealing with alleged bullying and harassment and a list of Harassment Advisors trained for this purpose, can be found under D at the following link:

<http://www.rvc.ac.uk/about/our-people/human-resources/a-to-z>

Professional Requirements Procedure

Given the nature of the work at RVC, which in all courses involves exposure and access to animals and drugs, expectations of professional requirements apply to all students. These expectations are clearly stated in the Code of Professional Requirements which can be found under the subheading 'General' at:

<http://www.rvc.ac.uk/about/the-rvc/academic-quality-regulations-procedures>

Appendix A

Good Research Practice (GRP)

The College's guidelines on GRP apply to all personnel, new and existing, who carry out research within the RVC. Awareness of GRP is an important part of an individual's training requirement.

The GRP documents can be found on the Intranet at the following link and links are included below:

<http://intranet.rvc.ac.uk/DeptResearch/good-research-practice.cfm>

Research Integrity

The College expects all staff and students undertaking research to recognise that it is their responsibility to carry out their work so with rigour and integrity and to the highest possible ethical standards.

The College has introduced a "**Research Integrity Quiz**" and accompanying presentation. **It is compulsory for all PhD students to complete the quiz within 3 months of starting their PhD and the Graduate School will be monitoring the completions.**

The quiz and presentation are available at:

<https://learn.rvc.ac.uk/mod/quiz/view.php?id=43057>

Other useful information produced by the College relating to research integrity can be found on the Intranet at:

<https://intranet.rvc.ac.uk/DeptResearch/good-research-practice.cfm>

Appendix B

Instructions and notes on submission, format and binding of MRes dissertations

If at any stage you are uncertain what to do, please ask the Research Degrees Officer at the RVC.

For the requirements of the dissertation (including any length limitations), please consult the MRes Assessment and Award Regulations.

Every candidate submitting a dissertation for examination must do so in accordance with the following instructions:

1. Number of copies

In normal circumstances **two** copies must be submitted to the RVC Graduate School. Each candidate is required to bring one additional copy to the oral examination paginated in the same way as the copies submitted to the RVC and adequately bound. An electronic copy of the dissertation should also be sent to the Research Degrees Officer just before or at the time of submission.

2. Presentation

The dissertation must be presented in a permanent and legible form in typescript. Photographic and other illustrations should be permanently mounted on A4 size paper and bound in with the dissertation. In no circumstances should 'Sellotape' or similar materials be used for any purpose.

You must make every effort to correct errors before submission. It is not the task of Examiners to act as editors and/or proof-readers of a dissertation.

3. Paper

A4 size paper (210 x 297 mm) should be used. Plain white paper must be used, of good quality and of sufficient opacity for normal reading. The dissertation can be printed double sided providing good quality paper is used.

4. Layout

Margins at the binding edge must be not less than 40 mm (1.5 inches) and other margins not less than 20 mm (0.75 inches). Double or one-and-a-half spacing should be used in typescripts, except for indented quotations or footnotes where single spacing may be used.

5. Pagination

All pages must be numbered in one continuous sequence, i.e. from the title page of the first volume to the last page of type, in Arabic numerals from 1 onwards. This sequence must include everything bound in the volume, including maps, diagrams, blank pages, etc. Any material which cannot be bound in with the text must be placed in a pocket inside or attached to the back cover or in a rigid container similar in format to the bound dissertation.

6. Title Page

The title page must bear the officially-approved title of the dissertation, the candidate's full name as registered, the name of the College and the degree for which it is submitted.

The title page should be followed by a signed declaration that the work presented in the dissertation is the candidate's own.

7. Abstract

The title-page should be followed by an abstract consisting of no more than 300 words.

8. Table of Contents

In each copy of the dissertation the abstract should be followed by a full table of contents (including any material not bound in) and a list of tables, photographs and any other materials.

9. Referencing

Students are allowed to use the Harvard or Vancouver styles of referencing. Detailed information on referencing and avoiding plagiarism can be found on RVC Learn at the following link:

<http://learn.rvc.ac.uk/mod/subpage/view.php?id=9273>

10. Published work

Papers describing information contained in the dissertation that have been published can be placed in a pocket inside, or attached to, the back cover of the bound dissertation.

Each copy of the dissertation submitted must be accompanied by a full set of this material.

11. Binding

Candidates should submit two copies of their dissertation. They must:

- be covered in medium blue cloth (e.g. water resistant material);
- be lettered in gold up the spine with Degree, Year, and Surname and Initials in the same form as the College records, with letters 16 or 18 point (.25 inch).

Soft-bound dissertations should have the pages glued in.

Dissertations submitted in any other form of binding will not be accepted.

12. Binders

Addresses of binders are available from the Graduate School and RVC Learn.

Please note that the Research Degrees Officer will not issue the result of the examination to candidates until the Graduate School has received all paperwork from the examiners and the results have been approved by the Head of Graduate School and Academic Registrar.

Appendix C

Travel

Prior to any overseas travel on College/Research business you must complete a risk assessment.

[Overseas Travel Risk Assessment-Policy](#)

[Overseas Risk Assessment Form A](#)

[Overseas risk assessment Form B](#)

A summary of the Approval process for Students Travelling Overseas can be found [HERE](#)

This process **MUST BE FOLLOWED** for all travel overseas.

Policy document: <https://intranet.rvc.ac.uk/Finance/Insurance/PA&Travel%20RSA%20Covernote.pdf>

Appendix D

GUIDELINES ON PERSONAL RELATIONSHIPS AT WORK

This guide is intended to provide information to employees regarding personal relationships within the College, in order to avoid any perceived, actual or potential conflicts of interest or misuse of authority.

1 INTRODUCTION

- 1.1** The College values and relies upon the professional integrity of its employees, particularly where an employee has supervisory responsibilities or a professional relationship with a student.
- 1.2** So that employees conduct themselves and are perceived to conduct themselves in a professional manner, it is necessary to recognise and take account of personal relationships which might affect working relationships.
- 1.3** The College is committed to promoting equal opportunities and eliminating discrimination. Accordingly, these guidelines will be applied fairly and consistently and with due regard to equality of treatment.
- 1.4** The guidelines do not form part of employees' contracts of employment. They will be kept under review and may be revised from time to time.

2 SCOPE AND PURPOSE

- 2.1** The guidelines apply to all individuals working at all levels and grades, including full time and part-time employees.
- 2.2** In the context of these guidelines:
- (a) a 'personal relationship' is a personal relationship which is:
- (i) a family relationship;
 - (ii) a business/commercial/financial relationship; or
 - (iii) a sexual/romantic relationship; and
- (b) a 'working relationship' is any situation in which individuals will interact in the course of their day-to-day work. This includes situations where one of the individuals in the personal relationship is not an employee of the College. For example, they might be an agency worker, or work for a contractor.
- 2.3** The guidelines apply to personal relationships between:
- (a) employees of the College;
 - (b) an employee of the College and an agency worker, casual worker, consultant, contractor or supplier, and/or

(c) an employee of the College and a current student of the College,

2.4 Although most social and personal relationships need not present a difficulty, it is recognised that there will be certain circumstances where employees may need to avoid taking certain decisions or undertaking certain roles in order to protect themselves and the College from any potential allegations of impropriety, unfair bias, abuse of power or conflict of interest.

2.5 These guidelines are therefore intended to:

- (a) provide guidance in areas where a personal relationship overlaps with any working relationship and particularly where it might cause:
 - (i) a conflict of interest (for example where an employee's personal interests clash with their professional obligations);
 - (ii) breach of confidentiality;
 - (iii) unfair advantage; or
 - (iv) allegations of abuse of power;
- (b) ensure that an employee in a personal relationship is not open to allegations that it has affected a working relationship; and
- (c) enable the situation to be managed, if considered necessary, with a view to avoiding difficulties within any working relationship.

3 PERSONAL RELATIONSHIPS BETWEEN EMPLOYEES AND/OR AGENCY WORKERS, CASUAL WORKERS, CONSULTANTS, CONTRACTORS OR SUPPLIERS

3.1 To maintain professionalism and avoid embarrassment to others, an employee in a personal relationship should avoid public displays of affection in the workplace. This includes, for example, kissing, touching and holding hands.

3.2 Where an employee is in a line management or supervisory position, that employee must not be involved in any recruitment, appraisal, promotion, disciplinary or grievance process or in any other process involving the other. Where authorisation is required for any financial matters e.g. expenses claims/salary changes or allocation of external funding for an employee with whom a personal relationship has been declared, additional independent authorisation must be sought.

3.3 When an employee has been in a personal relationship, but it has come to an end, they must throughout remain professional and ensure that the ending of the relationship does not affect their work or their working relationships.

3.4 Employees should at all times conduct themselves in a manner consistent with their role and duties and the College's policies and procedures (including those relating to equality and diversity and dignity at work).

4. PERSONAL RELATIONSHIPS BETWEEN EMPLOYEES AND CURRENT STUDENTS

4.1 It is vital that trust and confidence exist between employees and students to ensure that students maximise their learning experience. The professional relationship between a student and an employee of the College is a central part of the student's educational development. A personal relationship could compromise this professional relationship and damage the teaching and learning environment for other students and employees.

- 4.2** Employees are strongly discouraged from entering into a personal relationship with a student they are responsible for teaching, tutoring, supervising or assessing. It would be considered unprofessional for an employee to seek actively to initiate a personal relationship without regard to the problems that may ensue.
- 4.3** If a consensual personal relationship does develop between an employee of the College and a student they are responsible for teaching, tutoring, supervising or assessing, the employee must declare the relationship to their line manager without delay. Any such disclosure will be treated sensitively.
- 4.4** The College reserves the right to discontinue the responsibility of the member of staff for teaching, tutoring or supervising a student with whom they have a personal relationship.
- 4.5** In no circumstances will an employee be permitted to take part in the assessment of a student with whom they have a personal relationship.
- 4.6** In the event that the supervision of a Post-Graduate student involves two employees who are in a personal relationship, a third supervisor should always be assigned.

5. CONFIDENTIAL DECLARATION OF A PERSONAL RELATIONSHIP IN A LINE MANAGEMENT OR SUPERVISORY WORKING RELATIONSHIP

- 5.1** Where a personal relationship exists or develops within a line management or supervisory working relationship, the line manager's manager must be informed. Upon receiving this information, the line manager should seek further guidance from Human Resources.
- 5.2** Employees may be reluctant to disclose their personal relationship, but it is important that the College is able to assess any risk of conflict of interest, unfair advantage or breach of confidentiality and discuss with employees concerned, ways in which such issues can be avoided.
- 5.3** Information relating to a disclosure of a relationship will be handled with confidence. Employees will be treated with sensitivity during this process.
- 5.4** Upon learning of the personal relationship, the College will consider what, if any, steps need to be taken. Due regard will be given to the potential effect of the relationship on others in the College, any potential negative effect on the workings of a department or team and the professional conduct of the College's business.
- 5.5** The employee concerned will be consulted with a view to reaching agreement regarding the appropriate action. No action will be taken without first discussing it fully with the employee concerned.
- 5.6** The College may, at its discretion, make alternative management arrangements. This may include transferring some of an employee's duties or transferring an employee to another department. Any actions to be taken will be confirmed in writing to any employee concerned.
- 5.7** In no circumstances will an employee be permitted to appraise another employee with whom they have a personal relationship, nor will they be permitted to sign off expenses or other administrative documentation.
- 5.8** If it is considered necessary to inform other employees about the personal relationship (for example, in order to explain a change in management arrangements) this will be discussed first with the employee concerned.
- 5.9** If the circumstances of the personal relationship change, the employee must also advise their line manager, who may seek advice from Human Resources. The previously agreed actions will be reviewed in consultation with the employee and any further appropriate action taken.

6 PERSONAL RELATIONSHIPS NOT IN A LINE MANAGEMENT OR SUPERVISORY WORKING RELATIONSHIP

6.1 Even where there is no managerial/supervisory relationship with an employee in a personal relationship, there may still be a risk of a conflict of interest, breach of confidentiality or unfair advantage being perceived to be gained from the overlap of a personal and working relationship.

6.2 Where there is any possibility of conflict of interest, breach of confidentiality or unfair advantage, the relationship should also be declared as above.

6.3 An employee should seek the guidance of Human Resources if in any doubt as to whether or not there is or might be a risk of a conflict of interest, breach of confidentiality or unfair advantage.

6.4 Upon learning of the personal relationship, the College will consider what, if any, steps need to be taken, as above.

6.5 The line manager/head of department, in consultation with HR, may consider transferring one party or both parties, making alternative line management or supervisory arrangements or implementing other appropriate arrangements to eliminate the conflict of interest, depending on the circumstances. In very rare circumstances, such alternative arrangements may not be feasible and the College may then have to consider dismissing one or both parties.

7. FAILURE TO DISCLOSE A PERSONAL RELATIONSHIP IN ACCORDANCE WITH THESE GUIDELINES

7.1 In the event that an employee fails to declare a personal relationship where required to do so in accordance with these guidelines, or where it would have been prudent to do so, disciplinary action will be taken. Serious cases will be dealt with as gross misconduct.

8. HARASSMENT & BULLYING

8.1 Employees are reminded that unwanted attention given by either party, whether at work or outside work (for example, when a personal relationship has ended) could constitute bullying and/or harassment. In such cases disciplinary action may be taken. Serious cases will be dealt with as gross misconduct.

9 DATA PROTECTION

9.1 Any personal data provided to the College as a result of this policy will be treated in accordance with the principles set out in the Data Protection Act 1998.

10. FURTHER GUIDANCE

10.1 Employees may seek further guidance, on a confidential basis, from the HR department.

Last Reviewed August 2016