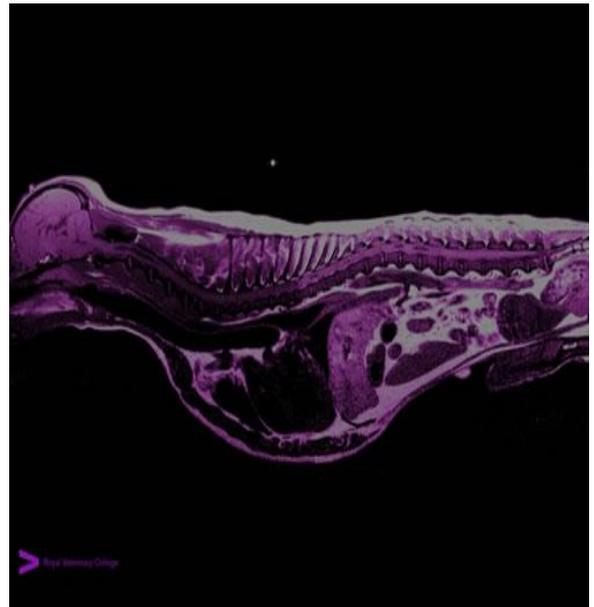
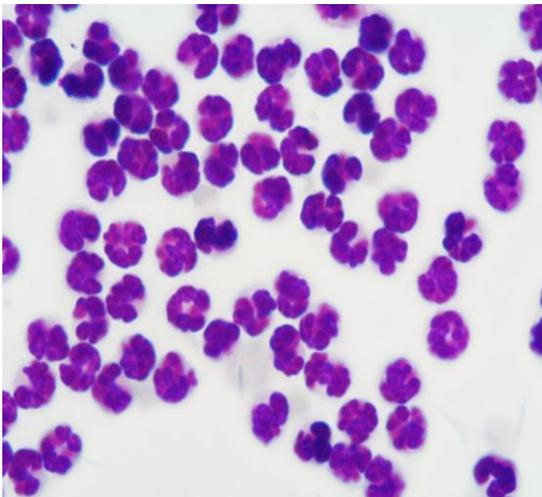




**Royal
Veterinary
College**

University of London

Professional Doctorate Student Handbook 2018/19



Welcome to The Royal Veterinary College's Graduate School

Dear 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):

Professor Kristien Verheyen
Email: kveryehen@rvc.ac.uk

Professional Doctorate Course Director

Dr Chistine Thurania-McKeever
Email: cthuraniramckeever@rvc.ac.uk

Head of Postgraduate Administration

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Mrs Lisa Matamala-Shaw
Email: lshaw@rvc.ac.uk
Ext: 5541

Mrs Carole Tilsley
Email: ctilsley@rvc.ac.uk
Ext: 5134

Research Admissions and Ethics Officer

Emily Hicks
Email: ehicks@rvc.ac.uk
Ext: 4612

Location:

Room G45Registry/Student CentreThe 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 Officer

Hi and welcome to the RVC!

My name is Lucie and I'm continuing on as the RVC SU Postgraduate Officer for the 2nd year. I am a 3rd and final year (I hope!) PhD student studying in Camden. My role is to ensure that your voice is heard throughout the college, ranging from the SU to the Research Degrees Committee and further, and to organise certain events throughout the year.

As a postgraduate student studying at the RVC, you are automatically a member of the Students' Union. Although undertaking postgraduate study (especially a PhD or MRes) may feel very different from your undergraduate days, it is important to remember that you are still a student! This allows you to use the facilities and services available to all students, including joining clubs and societies. Do get involved with whatever you enjoy and take advantage of support on hand!

I hope to arrange some educational and social events throughout the year, however, if there is anything you would like to do- be that suggesting speakers, have ideas for social events or want particular workshops- please get in touch. Our aim in the SU is to ensure that postgraduates are able to work and be in an environment that is friendly, helpful and productive- something I know that I couldn't have got through the last few years without.

The best way to contact me is via email, however, I am always happy to arrange meetings in person (especially if a cup of tea is involved!). No matter how big or small your query may be, I'll help guide you to the right place. Suggestions and comments are always greatly received to improve your experience at the RVC.

So, all that's left to say is good luck and I look forward to meeting the new students at induction!

Lucie Bourne
SU Postgraduate Officer

supostgrad@rvc.ac.uk
lbourne3@rvc.ac.uk

Student Engagement

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

Student Surveys

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

- **Postgraduate Research Experience Survey (PRES):** conducted biennially between Feb-June. This survey is conducted by the Higher Education Academy and collects feedback on your experiences of your programme of study. The next survey will be conducted during 2017/18. The results of the each survey is considered by the Student Survey Results Working Group and the 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. Results are considered by the Graduate School and the Research Degrees Committee.

Student Representative System

The Student Union has 1 Postgraduate Officer this year – Lucie Bourne.

The PG Officer collects the views/concerns/suggestions of PG students and presents 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 Officer.

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 (supostgrad@rvc.ac.uk).

The Academic Quality Officer (Student Engagement)

CONTENTS PAGE

| | |
|---|------------------------------|
| The Royal Veterinary College | 1 |
| Research at the Royal Veterinary College | 2 |
| Professional Doctorate Programme of Study | 4 |
| General Conditions of Study | 5 |
| Professional Doctorate Programme Structure | 9 |
| VetD Programme Specification | 15 |
| VetD Assessment and Award Regulations | 22 |
| Developing your Skills as a Researcher | 276 |
| Annual Appraisal | 31 |
| Absence | 42 |
| Advice Centre | 42 |
| Careers Advice | Error! Bookmark not defined. |
| What do they offer? | Error! Bookmark not defined. |
| How they offer these things? | Error! Bookmark not defined. |
| Complaints | 44 |
| Data Protection | 45 |
| Debt | 45 |
| Enrolment | 45 |
| Ethics and Welfare Committee | 45 |
| Health | 46 |
| Identity Cards | 47 |
| Insurance | Error! Bookmark not defined. |
| Keeping in Touch | 47 |
| Library and Information Services Division (LISD) | 48 |
| Library | 48 |
| Contacting IT | 49 |
| Helpdesk telephone number | 020 7468 5181 or ext. 5181 |
| | 49 |
| Plagiarism | 51 |
| Postgraduate Academic Progress Issues | 51 |
| Student Support and Progress Committee | |
| Postgraduate Student Advisors | 51 |
| Pregnancy | 52 |
| Use of Experimental Animals | 52 |
| Students' Union | 54 |
| Work - International Students | 54 |
| Facilities, Maps and Travel | 55 |
| General | 55 |
| Camden | 55 |
| Hawkshead | 56 |
| Maps & Travel | 60 |
| College Regulations and Policies | 63 |
| General Regulations for Internal Students of the Royal Veterinary College | 63 |
| Academic Misconduct | 63 |
| Appeals Procedure | 65 |
| Complaints Procedure | 657 |
| Professional Requirements Procedure | 65 |
| Appendix A | 66 |
| Good Research Practice (GRP) | 66 |
| Research Integrity | Error! Bookmark not defined. |
| Appendix B | Error! Bookmark not defined. |

Instructions and notes on submission, format and binding of theses submitted
for the degrees of MPhil, PhD and DProfAppendix C

62

Appendix D Guidelines on Personal Relationships at Work

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

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 last Research Assessment Exercise ranked us as England's best veterinary school, among institutions whose research is exclusively related to veterinary science.

The level and breadth of our vet science and biomedical science 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 science
- Researchers have easy access to expertise in functional genomics, proteomics, metabolomics and bioinformatics support
- Co-operation and collaboration between clinicians and basic scientist leads to high quality research outcomes
- RVC scientists are focused on bridging the gap between early scientific discovery and its translation into new therapies for patients

Our approach extends from the molecular level to the whole animal or population of animals. Underpinning research across these themes are animal welfare, biomechanics, genetics, bioinformatics, pathology and 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 Services

Services

The Contract Research Unit represents a team of experienced project managers dedicated to providing access to a range of services for both animal and human health related companies, ranging from small biotechnology to large pharmaceutical as well as pet nutrition companies.

Lifelong Independent Veterinary Education (LIVE)

[LIVE](#) is a Centre for Excellence in Teaching and Learning (CETL). Our aim is to ensure that veterinary education meets the needs of capable 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. Research within the group covers livestock and companion animal epidemiology, veterinary public health, animal health surveillance programmes and animal health economics.

Professional Doctorate Programme of Study

Introduction

The contents of this handbook must be read in conjunction with the Code of Practice for Postgraduate Research Degrees. You were given a copy at induction and the current version will be emailed to you at the start of each academic year. 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.

As Professional Doctorate (DProf) students, you will have a primary RVC supervisor and an approved work place advisor. This advisor will be suitably qualified to provide impartial and relevant advice on the field of work within your place of employment. They will be involved in monitoring your progress, given that much of your time will be spent outside of the RVC. Your primary RVC supervisor is ultimately responsible for the supervision and administration of your progression (registration, annual appraisal, nomination of examiners to the Research Degrees Committee, entry to examination, 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.

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 Student Support and Progress Committees.
- b) Interruptions to the 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, and Student Support and Progress Committee 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 . and is only considered in very exceptional circumstances.
- 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) DProf students that are paid by an employer must abide by their terms and conditions relating to annual leave, sickness, maternity and paternity pay. If a student is absent through illness, the RVC 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 Student Support and Progress Committee). The request must be approved by both the RVC and work place supervisor and be supported by medical certification.
- f) For maternity leave, the College permits postgraduate research 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 individual is the *primary* carer.

Annual Appraisal

Once DProf students have completed Methods of Enquiry (MoE) 1, they are eligible to start collecting research data and so will be required to attend an annual

appraisal. The RVC recognises that individual D Prof students will be doing variable amounts of research work initially as they will be completing taught modules.

Further details about appraisal formats can be found in Appendix A of the Code of Practice for Postgraduate Research Degrees.

Supervisors are responsible for **identifying and contacting assessors once the student has commenced collecting research data; this is not the student's responsibility.**

Change of Circumstances

A change in circumstances may require a student to interrupt their studies. Interruptions are approved by the Student Support and Progress Committee 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 Head of the Graduate School 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 or television, excluding scientific communications to the scientific and veterinary press or on social media networks, expressing personal views may not be communicated from the College address 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

Responsibility for the health and safety of DProf students will reside with both the RVC and the employer according to where the student is studying. In the event of an accident, local health and safety procedures will be followed. The RVC and the employer must ensure that DProf students are informed of all local health and safety policies and procedures that are applicable to them whilst carrying out their studies.

Holidays

Students based entirely in the workplace should follow their employer's guidelines on holidays.

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; AHT) may be governed by the policies of those organisations.

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.

Part-time Study

Professional Doctorate candidates can only be registered as part-time students. As a part-time student you will not be eligible for the travel and council tax discounts available to your full-time colleagues. It is expected that part-time (50%) students will complete their studies within 4-8 years of their start date.

Tuition Fees

Students who have accepted the offer of a Professional Doctorate and who do not submit their thesis by the end of the studentship will move to “writing-up status”. Any student remaining registered for a 7th year will be required to pay an annual fee of £1140. The maximum period of registration for Professional Doctorate students is 8 years part-time.

Value of the Award

If appropriate, the annual maintenance/stipend award will be stated in the letter of RVC award and is payable in 12 equal monthly instalments, in arrears. Payments for periods of less than 12 months will be reduced proportionately.

Working Hours

Working hours are not fixed and will, to some extent, be determined by the nature of your research project. 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 a DProf and you will have to manage your time well. You will need to work flexibly around the requirements of your taught modules, experimental or other investigative work, in addition to your day to day employment and this may well involve working in the evenings and/or weekends for some periods of time. The success of the DProf should not depend upon a student having to work excessively long hours over protracted periods of time and, as a guide, part-time students should expect to spend, on average, 20 hours per week on their study.

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 or Student Support and Progress Committee. The same applies if at any time you find you are struggling to meet the demands of a reasonable workload.

Professional Doctorate Programme Structure

The DProf programmes consist of 540 credits and are made up of the following 5 parts:

| Part I - 90 credits | Part II - 30 Credits* | Part III - 60 Credits | Part IV - 60 Credits* | Part V - 300 Credits* |
|---|--------------------------------|---|--------------------------------------|--------------------------|
| Vet D Students choose 90 credits from the Cert AVP or any level 7 (Masters) modules from the RVC. | Foundations of Professionalism | Research Methods* Methods of Enquiry 1 (30 credits) Methods of Enquiry 2 (30 Credits) | Organisation focused study (Level 8) | Research Study (Level 8) |
| OR Alternate Entry route (APL Transfer) for VetD | | | | |
| <ul style="list-style-type: none"> • European/American/ RCVS diploma • RVC MVetMed | | | | |

*Compulsory Modules

Notes:

- Level 7 Modules (Part I-III) can be taken in any order agreed by the Course Director;
- Students must complete and pass Methods of Enquiry (MoE) 1 before taking MoE2;
- Students must complete and pass MoE1 and Foundations of Professionalism before commencing the Organisation Focused Study (OFS), and must also complete and pass MoE1 before starting data collection for their research thesis;
- Students must complete all taught modules and the OFS before the final compilation of their research thesis.

Common component overviews

Methods of Enquiry (MoE) 1 and 2

MoE1 starts by providing a broad overview of research methodology, including basic research methods, literature searching, critical analysis of papers, developing a research proposal and writing a project report, a journal article or a thesis. MoE 2 progresses to provide a detailed examination of quantitative and qualitative research methodologies and statistical techniques, allowing students to select methodologies of most value to their research plans.

Foundations of Professionalism

This module will allow students to explore the concepts that surround professionalism, professionalisation and professions. For those who have already undertaken a professional certificate with a module focused on professional skills, it will build on these foundations.

Students will explore literature from a variety of traditions dealing with professionalism, and, depending on their background, current interests and roles, and building on relevant debates, develop their own original, critical appreciation of professional thinking and professional attitudes and behaviours. Considerations will include socio-political attitudes and values, including the “legitimacy” of professions, rationalisation and ways of thinking, ethics across the full spectrum of professional responsibilities, inter-professionalism and inter-professional communication and working, characteristics of successful organisations, leadership and team-working, and the implications of all this for self. The latter will include self-awareness, consideration of identity, allegiances and professional and personal values and development.

Organisation-Focused Study (OFS)

The OFS is a small-scale scholarly study usually based on the doctoral student’s own institution. This calls for particular skills in research and negotiation, and raises some of the complex issues of ‘insider research’. Students are first required to develop a detailed research proposal with a clear statement of the professional context in which the research will be undertaken. They should also show how the proposed study will contribute to their professional understanding and development and to the organisation on which their research has focused.

Research Thesis

The thesis must consist of the student’s own account of his/her investigations and must indicate in what respects they appear to advance the understanding of the chosen subject, and how the research has contributed to the student’s professional development and role.

It must:

- make a “distinct contribution to knowledge, affording evidence of originality by the discovery of new facts and/or by the exercise of independent critical power”;
- demonstrate the candidate’s capability to pursue original research in the field of study based on a good understanding of the research techniques and concepts appropriate to the discipline;
- demonstrate the candidate’s understanding of professionalism and his/her own professional role and the contribution of the thesis to his/her own professional development.

In the professional doctorate context students should bear in mind that the ‘new facts’ are likely to be in the professional domain (‘professional knowledge or insight’).

The thesis is expected to comprise a series of 4-5 separate studies connected by a common theme, which should be presented as separate chapters with an overall introduction and discussion.

Further details on all of the DProf modules can be found on RVC Learn at the following link:

<https://learn.rvc.ac.uk/>

| | |
|--|--|
| 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 | Doctorate (DAgriFood) |
| 5. Programme Title | Professional Doctorate in Agriculture and Food |
| 6. Date of First Intake | January 2014 |
| 7. Frequency of Intake | Flexible |
| 8. Duration and Mode(s) of Study | Part-time Distance Learning Delivery- DLD (online delivery). Minimum period required is 4 years Maximum period is 8 years Average duration is 6 years |
| 9. Timing of Examination Board meetings | Taught modules: Annually in September |
| 10. Date of Last Periodic Review | N/A |
| 11. Date of Next Periodic Review | 2018-19 |
| 12. Entry Requirements | <p>Entry to the course will be open to graduates:</p> <p>1) with a university degree which is acceptable to the Royal Veterinary College. Appropriate degrees are an Honours degree (first or second class) related to biological sciences, animal sciences or livestock production.</p> <p>OR 2) with an MSc degree related to the previous categories for Honours degrees.</p> <p>Candidates must demonstrate at least 2 years work experience and currently work in the agri-food industry. They must also have identified a work-place supervisor.</p> <p>Subject to the discretion of the Programme Director, applicants with other degrees or prior equivalent experience may be considered.</p> <p>The course demands an excellent understanding of both written and spoken English language, including scientific usage and comprehension. Applicants whose first language is not English will be required to provide evidence of proficiency. They will be required to achieve an overall score of 7.0 in IELTS with a minimum of 6.5 in each</p> |

| | |
|--|--|
| | <p>sub-test; or a TOEFL score of at least 93 (internet-based test with no element below 23).</p> <p>Candidates are required to have access to a computer and a broadband internet connection.</p> |
| 13. UCAS code | N/A |
| 14. JACS Code | D420 |
| 15. Relevant QAA subject benchmark group(s) | N/A |
| 16. Reference points | |
| N/A | |
| 17. Educational aims of programme | |
| <p>The Professional Doctorate in Agriculture and Food aims to offer agricultural and food industry employed professionals with the opportunity to develop their professional roles and to implement an independent programme of research within the workplace. The Professional Doctorate in Agriculture and Food programme is structured to deliver the opportunity to acquire advanced research skills and taught knowledge of the theme Intensive Livestock Health and Production, with the central concept of “critical professionalism”.</p> <p>The course offers opportunities for candidates to achieve and demonstrate the following learning outcomes:</p> <ul style="list-style-type: none"> • Critical evaluation and dissemination of information from a variety of sources to develop understanding and make decisions • Collaboration with experts and policy makers across a wide range of disciplines and organisations • Designing and executing an independent research project or portfolio of research • Effective and scientifically rigorous communication of scientific information and experimental conclusions in oral and written formats • Managing human, financial and physical resources as appropriate to achieve project aims • Monitoring of own learning and development to identify learning needs and to plan and manage their acquisition • Reflective and self-critical approach to research and professional development • Professional and intellectual skills to deliver leadership, inspiration and motivation of others | |
| 18. Programme outcomes - the programme offers opportunities for students to achieve and demonstrate the following learning outcomes, depending on their personal interests/responsibilities. | |
| <p>A. Knowledge and Understanding of:</p> <ul style="list-style-type: none"> • Advanced concepts and techniques in scientific disciplines relevant to the food and agricultural industries • Global food security issues and their impact on the food and agricultural industries • Background scientific, technical, commercial and policy literature | <p><u>Teaching/learning methods:</u></p> <p>Students acquire knowledge and understanding through participation in:</p> <ul style="list-style-type: none"> • Online interactive learning • Message forums/bulletin boards • Professional experiences • Reflection on course materials and related research findings • Self-directed and independent study, |

- Theory and practice of research methods and study design, and related ethical and governance frameworks
- Project planning and management
- Advanced research and related methods in applied agri-food research and professional practice
- Current professional developments within their field of work

supported by the 'RVC Learn' virtual learning environment

Assessment by:

- In-course assignments
- Written and oral examinations
- Organisation-focused study
- Research thesis

VetD Programme Specification

| | |
|--|--|
| 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 | Doctorate (VetD) |
| 5. Programme Title | Professional Doctorate in Veterinary Practice |
| 6. Date of First Intake | January 2014 |
| 7. Frequency of Intake | Flexible |
| 8. Duration and Mode(s) of Study | <p>Part-time Distance Learning Delivery- DLD (online delivery).</p> <p>Minimum period required is 4 years Maximum period is 8 years Average duration is 6 years</p> |
| 9. Timing of Examination Board meetings | Taught modules: Annually in September |
| 10. Date of Last Periodic Review | N/A |
| 11. Date of Next Periodic Review | TBD |
| 12. Entry Requirements | <p>Entry to the course will be open to graduates with: A veterinary degree registrable with the RCVS, or from a recognised overseas university</p> <p>Candidates must demonstrate at least 2 years work experience and currently work in the veterinary sector. They must also have identified a work-place supervisor.</p> <p>Subject to the discretion of the Programme Director, applicants with other prior equivalent experience may be considered.</p> <p>Candidates possessing a European/American/ RCVS Diploma or an RVC M VetMed (or equivalent *Postgraduate Clinical/Professional level 7 qualification) may enter through the alternate entry route and begin the course with Foundations of Professionalism.</p> <p>The course demands an excellent understanding of both written and spoken English language, including scientific usage and comprehension. Applicants</p> |

whose first language is not English will be required to provide evidence of proficiency. They will be required to achieve an overall score of 7.0 in IELTS with a minimum of 6.5 in each sub-test; or a TOEFL score of at least 93 (internet-based test with no element below 23).

Candidates are required to have access to a computer and a broadband internet connection.

*A postgraduate qualification gained after the veterinary degree

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|---|---|
| 13. UCAS code | N/A |
| 14. JACS Code | D200 |
| 15. Relevant QAA subject benchmark group(s) | N/A |
| 16. Reference points | |
| N/A | |
| 17. Educational aims of programme | |
| <p>The Professional Doctorate in Veterinary Practice aims to offer veterinary employed professionals with the opportunity to develop their professional roles and to implement an independent programme of research within the workplace. The Professional Doctorate in Veterinary Practice programme is structured to deliver the opportunity to acquire advanced research skills and taught knowledge, with the central concept of “critical professionalism”.</p> <p>The course offers opportunities for candidates to achieve and demonstrate the following learning outcomes:</p> <ul style="list-style-type: none"> • Critical evaluation and dissemination of information from a variety of sources to develop understanding and make decisions • Collaboration with experts and policy makers across a wide range of disciplines and organisations • Designing and executing an independent research project or portfolio of research • Effective and scientifically rigorous communication of scientific information and experimental conclusions in oral and written formats • Managing human, financial and physical resources as appropriate to achieve project aims • Monitoring of own learning and development to identify learning needs and to plan and manage their acquisition • Reflective and self-critical approach to research and professional development • Professional and intellectual skills to deliver leadership, inspiration and motivation of others | |
| 18. Programme outcomes - the programme offers opportunities for students to achieve and demonstrate the following learning outcomes, depending on their personal interests/ responsibilities. | |
| <p>A. Knowledge and Understanding of:</p> <ul style="list-style-type: none"> • Advanced concepts and techniques in scientific disciplines relevant to the veterinary industry • Background scientific, technical, commercial and policy literature • Theory and practice of research methods and study design, and related ethical and governance frameworks • Project planning and management • Advanced research and related methods in applied veterinary research and professional practice • Current professional developments | <p>2 Teaching/learning methods:</p> <p>Students acquire knowledge and understanding through participation in:</p> <ul style="list-style-type: none"> • Online interactive learning • Message forums/bulletin boards • Professional experiences • Reflection on course materials and related research findings • Self-directed and independent study, supported by the ‘RVC Learn’ virtual learning environment <p>Assessment by:</p> <ul style="list-style-type: none"> • In-course assignments |

within their field of work

- Written and oral examinations
- Organisation-focused study
- Research thesis

| | |
|--|---|
| <p>B. Cognitive Skills:</p> <ul style="list-style-type: none"> • Think logically and evaluate critically research and advanced scholarship in the discipline in order to challenge current concepts and approaches and, where appropriate, propose new hypotheses • Formulate questions, critically appraise, synthesise and evaluate evidence so as to transfer knowledge into practice • Plan and implement tasks at a professional level to solve problems related to their discipline • Critically evaluate methodologies with respect to a plan of investigation and demonstrate awareness of any constraints or limitations • Plan, conduct and write a doctoral thesis on an independent research project • Relate systematic evidence to issues arising in professional practice | <p><u>Teaching/learning methods:</u> Students acquire knowledge and understanding through participation in:</p> <ul style="list-style-type: none"> • Online interactive learning • Reflection on course materials and related research findings • Research planning, participation and interpretation • Self-directed and independent study, supported by the 'RVC Learn' virtual learning environment <p>Assessment by:</p> <ul style="list-style-type: none"> • In-course assignments • Written and oral examinations • Organisation-focused study • Research thesis |
| <p>C. Practical skills:</p> <ul style="list-style-type: none"> • Apply, adapt, or develop practical methodologies to address a specific clinical and scientific challenges • Interpret quantitatively and qualitatively the results of experiments undertaken by themselves or others • Devise research methods appropriate for tackling a particular problem • Provide authoritative solutions when presented with practical or research problems within a professional context • Use statistical and related methods in a professional context • Access and critically evaluate a wide range of literature and data using bibliographic and IT skills • Communicate appropriately to different audiences the relevance, novelty and outcomes of their research • Demonstrate the relevance and innovative aspects of their research in relation to professional field of work | <p><u>Teaching/learning methods:</u> Students learn practical skills through active participation in:</p> <ul style="list-style-type: none"> • Professional experiences • Research planning, participation and interpretation • Online interactive learning • Self-directed and independent study, supported by the 'RVC Learn' virtual learning environment <p>Assessment by:</p> <ul style="list-style-type: none"> • In-course assignments • Written and oral examinations • Research thesis |

D. Key Skills:

- Development of independent learning, taking responsibility for own studies. Reflectively evaluate and manage own learning and personal planning processes
- Understanding own strengths and weaknesses and applying appropriate measures for successful learning in an isolated study situation.
- Becoming a reflective self-manager, by taking a systematic, analytical, strategic and reflective approach to tasks
- Information gathering and analytical skills to make own judgements about ideas and knowledge
- Time management and organisational skills
- Communication and language skills
- Information technology skills

Teaching/learning methods:

Students' key skills are developed / reinforced through active participation in:

- *Regular interaction with course tutors, peers*
- Self-directed and independent study, supported by the 'RVC Learn' virtual learning environment
- Use of computer software in the preparation of assessment write-ups, module assignments and active research
- Use of interactive online learning in the form of lectures, presentation and message forums
- Research planning, participation and interpretation
- Professional practice

Assessment by:

- In-course assignments
- Written and oral examinations
- Organisation-focused study
- Research thesis

19. Programme structures and requirements, levels, modules, credits and awards

The VetD consists of a total of 540 credits: 360 at Level 8, Doctoral Level, with the remaining 180 at Level 7, Masters Level -

| <i>Module title</i> | <i>Credits</i> | <i>Level</i> |
|---|----------------|--------------|
| Choice of CertAVP/any level 7 (Masters) RVC modules | 90 | 7 |
| Foundations of Professionalism | 30 | 7 |
| Methods of Enquiry 1 | 30 | 7 |
| Methods of Enquiry 2 | 30 | 7 |
| Organisation-Focused Study (OFS) | 60 | 8 |
| Research thesis | 300 | 8 |

The research thesis and OFS are intended to fit within the student's existing workload, with additional study as required to prepare the final thesis and study document for assessment.

The Level 7 modules may be taken in any order agreed with the Programme Director and supervisor.

Students must complete and pass Methods of Enquiry 1 before taking MoE2.

Students must complete and pass all Level 7 modules before commencing the OFS, and must also complete and pass MoE1 before starting data collection for their research thesis. Students must complete all taught modules and the OFS before the

final compilation of their research thesis.

| | |
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| 20. Work Placement Requirements (BVetMed and FdSc only) | N/A |
|--|-----|

| |
|---|
| ASSESSMENT See Assessment and Award Regulations |
|---|

VetD Assessment and Award Regulations

| | | |
|--|---|--------------------|
| 1. Course: VetD | | |
| 2. Years: Part-time | | |
| 3. Applicable to Academic Year: for students commencing the course in 2016/17 | | |
| 4. Credit Value and Award Regulations: | | |
| Choice of CertAVP modules/any level 7 (Masters) RVC modules | 90 | 7 (taught) |
| Foundations of Professionalism | 30 | 7 (taught) |
| Methods of Enquiry 1 | 30 | 7 (taught) |
| Methods of Enquiry 2 | 30 | 7 (taught) |
| Organisation-Focused Study (OFS) | 60 | 8 (research) |
| Research thesis | 300 | 8 (research) |
| 5. Mark Allocation within Modules | | |
| Choice of CertAVP/any level 7 (Masters) RVC modules | See appropriate A&A regulations | - |
| Foundations of Professionalism | <ul style="list-style-type: none"> • Compulsory formative submissions • In-course assignment, 2,500 words | Pass/Fail 100% |
| Methods of Enquiry 1 | <ul style="list-style-type: none"> • In-course assignment 1, 2,500 words • In-course assignment 2, 2,500 words | 50% 50% |
| Methods of Enquiry 2 | <ul style="list-style-type: none"> • In-course assignment 1, 1,000 words • In-course assignment 2, 1,500 • In-course assignment 3, 1,500 words | 30% 30% 40% |
| Organisation-Focused Study (OFS) | <ul style="list-style-type: none"> • In-course assignment 1, | 90% (Pass/Fail) |

| | | |
|-----------------|---|--------------------|
| | 12,000 words • Oral examination | 10% (Pass/Fail) |
| Research thesis | • Research thesis and viva, 30,000 words (up to 45,000 for social science thesis) | 100% |

6. Marking Criteria:

For Level 7 modules

Written examinations (except MCQs) and in-course assessment - see College's Common Grading Scheme

Oral examination - The College's marking scheme for standard Oral presentations

For Level 8 OFS

Marking Scheme: The College's Common Grading Scheme with reference to Level 8 QAA criteria

In-course assignment - Must show evidence of:

- coherent rationale and justification for the study;
- comprehensive and critical review of relevant literature;
- clearly articulated statement of question/focus/problem;
- clear and detailed account of methodology and methods used, including their justification in relation to the focus of the study;
- clear presentation of data, including use of appendices where appropriate;
- appropriate and clear analysis: it is not sufficient to present the raw data;
- discussion including professional relevance;
- originality and overall coherence of argument;
- clarity of presentation, including complete and accurate referencing

Oral examination -

Marking Scheme: The College's marking scheme for Orals with reference to Level 8 QAA criteria

The student should present their study using a PowerPoint presentation
For Level 8 Research thesis

Research thesis - marked by the same criteria as a PhD thesis, as laid out in University of London Regulation 1, clause 57 and the College's Research Degree Examination Regulations). It must also demonstrate the student's understanding of professionalism and his/her own professional role and the contribution of the thesis to his/her own professional development.

7. Requirements to Pass

7.1 Requirements to pass each Taught Module

7.1.1 To have achieved a weighted, aggregated average of at least 50% from all of the pieces of work combined.

AND

7.1.2 To have submitted all the compulsory formative assignments

7.2 Requirements to progress to Professional Doctorate status.

7.2.1 To have gained a weighted aggregated average of 50% from taught modules with no module gaining a mark below 40%.

AND

7.2.2 To have passed an upgrade appraisal.

7.2.3 Students failing to progress to Professional Doctorate status may be advised to withdraw from the course with a PG Diploma in Higher Education (PGDipHE) or an MSc or PGDip in Professional Practice.

7.3 Requirements to pass OFS

7.3.1 To have passed all components of the module.

7.4. Requirements to pass the Professional Doctorate

7.4.1. To have passed individual taught modules amounting to 180 credits in total.

AND

7.4.2. To have passed the OFS

AND

7.4.3 To have passed the Research Thesis

8. Consequences of Failure

8.1 A student who fails a taught module at the first attempt shall have a right to resit.

8.2 S/he will be required to resit those pieces of work that were failed (with less

than 40%) at the first attempt. S/he will also be required to resit any piece of work with a mark of 40-49% in order to pass a taught module if it has not been passed on aggregate at the first attempt.

8.3 A student 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.

8.4 A student who fails the research thesis will have the right of appeal as described in College Regulations.

9. Disclosure of Marks

Results will be published by candidate number for taught modules. The Graduate School will send formal notification of Research thesis results after the viva on receipt of the examiners' report.

10 Absence and in-course assessment

- 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 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) for the assessment.

11 Late submission of work

- Reports, Projects and Assignments submitted after the due deadline will be subject to the late submission policy set out in the College's General Assessment Regulations.

| | | |
|---|--|--|
| <p>Years 1 and 2 You register with the Graduate School and re-enrol in the 2nd year. Registration is required annually.</p> <p>You attend Induction in early January of your 1st year. Students beginning mid-year need to make an appointment with the Head of the Graduate School for their induction.</p> <p>You complete the online "Managing your Research Supervisor or Principal</p> | <p>Years 3 and 4 You re-enrol with the Graduate School. Registration is required annually.</p> <p>You may present a poster (if you haven't done so already) or attend the Annual Poster and Seminar Day <i>if you did not do so in years 1 or 2.</i></p> | <p>Years 5 to 8 You re-enrol with the Graduate School. Registration is required annually.</p> <p>If you have not presented a poster at the Annual Poster and Seminar Day you must present at an external conference.</p> |
|---|--|--|

| | | |
|---|--|--|
| <p>Investigator” course within 6 months of starting your degree.</p> <p>You may present a poster at the Annual Poster and Seminar Day and take part in the Research Impact competition.</p> | | |
|---|--|--|

Developing your Skills as a Researcher

Employers of postdoctoral researchers 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 are expected to take full advantage of this training and should be aiming to participate in the training programme and/or appropriate other professional and career development activities. Each training activity is assigned a number of points. Research students should be aiming to accrue 10 points per year (or 60-70 points over a 6-8 year part-time studentship). A point is worth approximately ½ day of training: two weeks per year is therefore equivalent to 20 points per year

You will record the training points that you have accrued and your structured meetings with your supervisor in your Student Log.

Transferable (Key) 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 Learning 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. These are detailed on the training booklet.

Training Opportunities and Booking Information

For information and booking details about all of the training on offer at the RVC please go to the Graduate School page on [Learn](#) where you can find information on the courses available.

Postgraduate students are entitled to attend the staff training sessions listed on the home page of the Intranet 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 rdofficer@rvc.ac.uk or telephone the Graduate School (020 7468 5134) 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>

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 <https://www.ukcge.ac.uk/main/home> 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

www.vitae.ac.uk

Vitae 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.

Annual Appraisal

The College is committed to a system of annual appraisal of all students registered for higher degrees (MPhil, PhD, and DProf). This applies to all full-time and part-time research students.

DProf students will be appraised annually in the same way as other part-time students. The first appraisal should take place one calendar year from the date on which they complete MoE 1 and can begin their research and each year after as detailed in the table below.

| | Part-Time Students | |
|---|---|---|
| 1 year after completion of parts 1-3 | Light touch Appraisal | |
| | Appraisal will consist of a two page progress report to be reviewed by 2 assessors | |
| 1 calendar year after the first appraisal | Full Appraisal | |
| | Appraisal will consist of a 5,000 word report and an oral with 2 assessors to discuss the project | |
| | <i>Performance at this appraisal will determine the format of the appraisal at year 4</i> | |
| | <i>DProf students would typically have completed 120 credit taught modules</i> | |
| 1 calendar year after the first full appraisal | Light touch Appraisal | |
| 1 calendar year after the second light touch appraisal | Performance at excellent / good | year 2 appraisal: #weak / v poor |
| | Appraisal will consist of a 2 page progress report, a 20-30min presentation and associated oral with 2 assessors to discuss the project | Appraisal as in year 2 |
| | | <i>Performance at this appraisal will determine the format of the appraisal at year 6</i> |
| 1 calendar year after the second full appraisal | Light touch Appraisal | |
| 1 calendar year after | Performance at excellent / good | year 4 appraisal: #weak / v poor |

| | | |
|--|------------------------|------------------------|
| the third light touch appraisal | Appraisal as in year 4 | Appraisal as in year 2 |
| 1 calendar year after the third full appraisal | Light touch Appraisal | |
| | Submission | |

NOTE: At each appraisal students and supervisors will complete a progress appraisal form (Form 1), students will complete a comment form (Form 4) and assessors will complete a recommendation form (Form 5).

*If in any year of appraisal a student does not satisfy their assessors, remedial action may be needed, the nature of which will depend on the individual.

#A “satisfactory” performance at appraisal could result in a requirement for *either* a 5,000 word report *or* a short report and presentation plus oral at the next full appraisal.

Light Touch Appraisal

DProf students will be appraised initially one year after the completion of parts 1-3 of the course and each year after. The first full appraisal will consist of a short written progress report which should include research plans for the next year. This will be sent to the assessors for review, together with the supervisors’ assessment form and the students’ comment form. Assessors will be asked to recommend to the Graduate School whether the student should be allowed to continue with their studies and/or if any remedial action is required. They are not expected to meet with the student but may ask to do so if they think it is necessary. In years 2, 4 and 6 (if relevant), the appraisal process will be as described above for full-time students. Please note that the full appraisal could be deferred for a further year for students who have only undertaken a limited amount of research one year after completion of MoE1. Please discuss with your supervisor and contact the graduate school for further information.

Full Appraisal

The first full appraisal consists of evaluation of a 5,000 word report (excluding references and appendices but including figure legends and footnotes) and an interview with the student. The content of the report and the students’ progress with their research and skills development training will be discussed. Students also have the opportunity to raise any issues relating to their programme of study. The appraisal is conducted by two assessors, who are members of academic staff not directly involved in the project. The primary supervisor is expected to be present, but not to participate unless invited to do so. The assessors evaluate the student’s report and performance in the interview by completing appraisal documents. These a) record recommendations to the Graduate School on student progress and b) provide written and verbal feedback to the student and their supervisors on progress and any areas for attention and future development. Supervisors also provide feedback on the student’s development as a researcher. Recommendation will be made about the format of the next year’s appraisal.

If a student performs well during their first full appraisal, the next full appraisal will consist of a short written summary of their progress over the past year to be submitted to their assessors in advance of the appraisal interview, together with a PowerPoint presentation about their work which will be discussed with their assessors at the interview. As in the first full appraisal, a set of forms will be completed by all the relevant parties and returned to the Graduate School. A recommendation about the format of a subsequent full-appraisal will be made based on the student's performance at the second full appraisal.

Supervisors are responsible for identifying assessors and organising (with the student and the assessors) a suitable time, date and place for the appraisal to take place.

Appraisal forms and guidelines can be found on RVC Learn.

The Research Degree Examination

(1) Appointment of Examiners

Research degree examiners must be approved by the Research Degrees Committee, 4 - 6 months before the student expects to submit their thesis. Under no circumstances should students be asked to identify or contact prospective examiners.

- a) For all students at the RVC, examiners for MPhil, PhD and DProf examinations are approved by the Research Degrees Committee (RDC). The RDC meets four times a year before Academic Board. It is the responsibility of the supervisor to ensure that examiners are approved. It is strongly recommended that nominations are submitted to the meeting occurring no later than 4 months before submission of the thesis.
- b) Supervisors must complete a standard form. Forms are found on the Graduate School site on RVC Learn. They must be submitted to the secretary of the RDC, Lisa Matamala-Shaw/Carole Tilsley rdofficer@rvc.ac.uk no later than 8 working days before the Committee meets. Notice of meetings is posted on the Intranet.
- c) A draft abstract of the thesis must be attached to the form. (This is solely for assessing the suitability of the examiners and need not be the final document.)
- d) Two examiners must be nominated of whom one is an internal examiner (i.e. from within the University of London and normally from a school/College of the University other than the RVC) and the other an external examiner (from outside the University of London). At least one examiner must have experience of examining University of London PhDs. If there is no-one in any of the other schools/Colleges of the University of London who would be able to examine the thesis, two external examiners or an examiner from the RVC may be nominated to serve. In some circumstances it may be necessary to appoint 3 examiners to ensure that all aspects of the thesis are comprehensively examined. An examiner should have no association with the submitted work and in no circumstances would be the supervisor. It is recognised that, occasionally, an internal and external examiner will, between them, be able to cover all aspects of the work presented by the candidate but lack previous experience of examining University of London research degrees. In these circumstances, an Independent Chairman who has experience of examining for the University of London could be appointed.
- e) The RVC Research Degrees Officer will email the student, supervisor and all examiners to confirm the appointments.

(2) Thesis requirements

(a) Length

The length of an RVC PhD thesis should be no more than **100,000** words including figure legends and footnotes but **excluding** bibliography and appendices.

The length of an RVC MPhil thesis should be no more than **60,000** words including figure legends and footnotes but **excluding** bibliography and appendices.

The length of an RVC DProf thesis should be no more than 30,000 words (excluding title, figures, tables, appendices and references). Theses which are largely social science based may, with prior agreement, be no more than 45,000 words.

Professional Doctorate students must also produce an Organisation Focused Study, a small-scale scholarly study usually based on the doctoral student's own institution. The length of this study should be no longer than 12,000 words (**including** figure legends and footnotes but **excluding** bibliography and appendices), of which 2,000 words must be a reflective account of the professional context and impact.

Appendices should only include material which the examiners are not required to read in order to examine the thesis (but to which they may refer if they wish).

These are upper limits and not targets. Students should consult with their supervisor(s) about the length of thesis that is appropriate for each particular research topic and be mindful that brevity without sacrifice of clarity will be appreciated by examiners.

Extensions to the word limit will not be permitted.

(b) Content and Structure

(i) PhD and DProf thesis

The scope of the thesis should be what might reasonably be expected after 3, or at most 4 years of full-time study or 6, or at the most 8 years of part time study. It must:

- Be written in English to a satisfactory literary standard and bound in accordance with RVC regulations
- Consist of the candidate's own account of their investigations, the greater proportion of which shall have been undertaken during the period of registration under supervision for the degree.

[The part played by the candidate in any work done jointly with the supervisor(s) and/or fellow researcher workers must be clearly stated by the candidate and certified by the supervisor]

- Form a distinct contribution to knowledge in the field and afford evidence of originality shown by the discovery of new facts and/or the exercise of independent critical power.
- Indicate in what respect the described studies have advanced the subject.
- **Not** contain work already submitted for another degree but **may** contain data obtained in conjunction with a Supervisor or fellow researchers, provided that the student clearly states their personal role in the investigation and the statement is testified by the Supervisor.

[Work already published, including work published in joint names, may be included *only if it is adapted to form an integral* part of the thesis and thereby makes a relevant contribution to the main theme of the thesis. A series of publications alone is not acceptable as a thesis. Publications may be bound at the back of the thesis as supplementary material].

- Give a critical assessment of the literature, describe the method of research and its findings, include discussion of those findings and indicate in what respects they appear to the candidate to advance the study of the subject. *In so doing the candidate will demonstrate a deep and synoptic understanding of their field of study by placing their work in a wider context, objectivity and the capacity for judgement of complex situations.*
- Demonstrate research skills relevant to the work presented.
- **Not** exceed the prescribed word limit (See thesis length).
- Include a full bibliography and references.
- Be of a standard to merit publication in whole or in part or in a revised form (for example as a monograph or a number of articles in peer-reviewed journals).

Students failing to progress to Professional Doctorate status may be advised to withdraw from the course with a PG Diploma in Intensive Livestock Health and Production or an MSc or PGDip in Professional Practice (VetD candidates) or PG Diploma in Intensive Livestock Health and Production or an MSc or PGDip in Professional Practice (DAgriFood candidates)..

(3) Submission Process

When the thesis is complete, it should be bound as per RVC specifications (see Appendix B for details). *Two copies must be taken to the Registry/Student Centre between 09.00 and 17.00 Monday to Friday. An additional copy should be taken to the oral exam. *Unless 3 examiners have been appointed.

A PDF copy of the thesis should either be given, or sent by e-mail, to the Research Degrees Officer rdofficer@rvc.ac.uk at the time of submission or just before. This will be run through Turnitin (plagiarism software).

Whenever possible, students should take their thesis to the Registry/Student Centre in person. Along with their thesis, students must submit the Consent to Publish and Declaration of Word forms. These are available on the Graduate School site on RVC Learn.

The Research Degrees Officer will send the thesis to the examiners and will work with the supervisor to arrange a date for the viva (oral examination) with the examiners. The supervisor/Research Degrees Officer are responsible for arranging the room booking, notifying any others concerned, and ordering appropriate refreshments.

(4) Examination of the Thesis

The thesis is read and evaluated by the examiners and you will be asked to attend an oral examination (viva). This is normally held within 3 months of submission of the thesis.

The Oral Examination

All students are required to attend the oral examination (viva) at the RVC (Camden or Hawkshead campus). It is therefore advisable that they remain in the country between submission of the thesis and the viva.

Any disabled students who are unable to undertake the usual viva must have discussed appropriate alternative arrangements with their supervisor and the student support manager and/or medical advisors if appropriate. **They must send notification, in writing, of the recommended adjustments to the Graduate School at or before thesis submission.**

Supervisors are expected to arrange a 'mock' oral examination with the student to prepare them for what to expect.

Students are required to take an exact copy of the thesis to the viva, although it does not need to be a hard-bound copy. With the student's and examiners' permission, the supervisor may attend the viva, but must not participate unless directly requested by the examiners.

Normally there will be 2 examiners, one from the University of London (who *may* be from RVC) and one external to the University, although occasionally both examiners may be external to the University of London. In some circumstances it may be necessary to appoint 3 examiners to ensure that all aspects of the thesis are comprehensively examined. In other circumstances, such as when the examining team has had limited experience of examining University of London PhDs, or on re-examination of a thesis, an Independent Chairman (from the RVC) will also be present. They will not have read the thesis and will not play an active part in the examination. They are present to oversee the examination process.

At the oral examination, the examiners will be establishing that the work is the student's own and that the student understands the work they have done. The student will be expected to defend their approach and interpretations, have a good general knowledge of the subject and be familiar with any relevant material published since submitting the thesis. Students should be prepared to answer both very detailed questions about their work and those on the broader context of their studies, including the application within a professional context for Professional Doctorate examinations.

Examination outcomes

There are a number of options open to the examiners in determining the result of the **DProf** examinations. They may recommend that:

1. **The Candidate be awarded the degree of VetD**
 - a. The candidate be awarded the degree of ***VetD without further work.**
 - b. The candidate be awarded the degree of ***VetD subject to minor amendments** to the text made **within 3 months** and to the satisfaction of the internal examiner.
2. **The Candidate be permitted to re-submit for the degree of *VetD**
 - a. The candidate must make **major amendments** to the satisfaction of the examiners and **re-submit** the revised thesis **within 6 months** *without* a further oral examination.
 - b. The candidate has **failed to satisfy the examiners at the oral examination** but will be permitted to **revise and re-submit** the thesis **within 18 months** *without* a further oral examination.

- c. The candidate has failed to satisfy the examiners in the oral examination but will be permitted to re-present the same thesis within 6 months *with* a further oral examination.
- d. The candidate has failed to satisfy the examiners at the oral examination but will be permitted to revise and re-submit the thesis within 18 months *with* a further oral examination.
3. The candidate has failed to satisfy the examiners at the oral examination and will be invited to be considered for the award of PG Diploma in Higher Education (PGDipHE) or an MSc or PGDip in Professional Practice (VetD candidates)
4. The Candidate be adjudged to have failed to satisfy the examiners for award of either PGDip, MSc or *VetD

The candidate will not be permitted to re-submit for PGDip, MSc or *VetD

Students are normally told the examiners' recommendation immediately after the oral examination. They will be officially informed of the result by the Graduate School and will receive a copy of the examiners' joint report which will document any required changes. Students and supervisors are reminded that the Graduate School will not send official notification of a result to the University of London until a hard copy of the final thesis (including any revisions required, and subsequently approved, by the examiners) has been received, and any outstanding fees or monies owed by the student to the College have been paid. The degree certificate will be sent by the University 2-3 months after this. If, for a specific purpose, earlier certification is required, the Graduate School can provide a provisional statement.

Students are also reminded that they must not contact, petition or lobby the examiners before, during or after the oral examination, whatever the outcome. In the circumstance of a student not reaching the required standard, the Research Degrees Officer or Head of the Graduate School will inform the student about the options available. The student and supervisor should then discuss the way forward.

Thesis Revisions

The student may be required to make revisions to the thesis, as specified in the examiners' joint report. Depending on the nature and extent of the revisions required, the student may be given 3 months (minor revisions), 6 or 18 months (major revisions) to complete the changes and re-submit the thesis. The revised thesis should be emailed to the Research Degrees Officers (rdofficer@rvc.ac.uk) and they will correspond with the examination team or supervisors (depending on who will approve the amendments). Students and supervisors should be aware when planning dates and/or travel for the oral examination (viva) and other commitments that further work may be required after the viva and before the award of the degree. It is important that students allow sufficient time to make the required revisions. Supervisors will continue to provide advice throughout the process of revising the thesis.

Submission of Thesis Amendments

In the event that a student thinks it unlikely s/he will meet the 3, 6 or 18 month deadline, they should contact the Graduate School {where possible at least 2 weeks beforehand} to explain the extenuating circumstances. With the agreement of the examiners, the Research Degrees Officer will then set a new deadline for submission of the corrections which will take account of the nature of the extenuating circumstances. If the Research Degrees Officer is only made aware of the failure to meet the 3, 6 or 18 month deadline by the examiners, s/he will request an explanation from the student. If there are extenuating circumstances, a new deadline for submission of the corrections will be set with the agreement of the examiners. If there are no extenuating circumstances, a new submission deadline will be set and the student may be subject to attending another viva. In the event that a student fails to meet the new submission deadline and has no extenuating circumstances, the student will fail their degree.

In the event that a student does not send their revised thesis to the examiner(s) or their nominee within the deadline set, and has not been in touch with the supervisory team/Graduate School in the interim, every endeavour will be made to contact the student (including sending a letter by recorded delivery to the student's last known address) 2 months after the submission deadline with the following request/information:

- 1) That they attend a meeting of the Student Support and Progress Committee on a set date to explain any extenuating circumstances;
- 2) That non-attendance at the Student Support and Progress Committee meeting without a satisfactory explanation will result in the automatic withdrawal of registration;
- 3) That the student will have the right of appeal following normal College procedures.

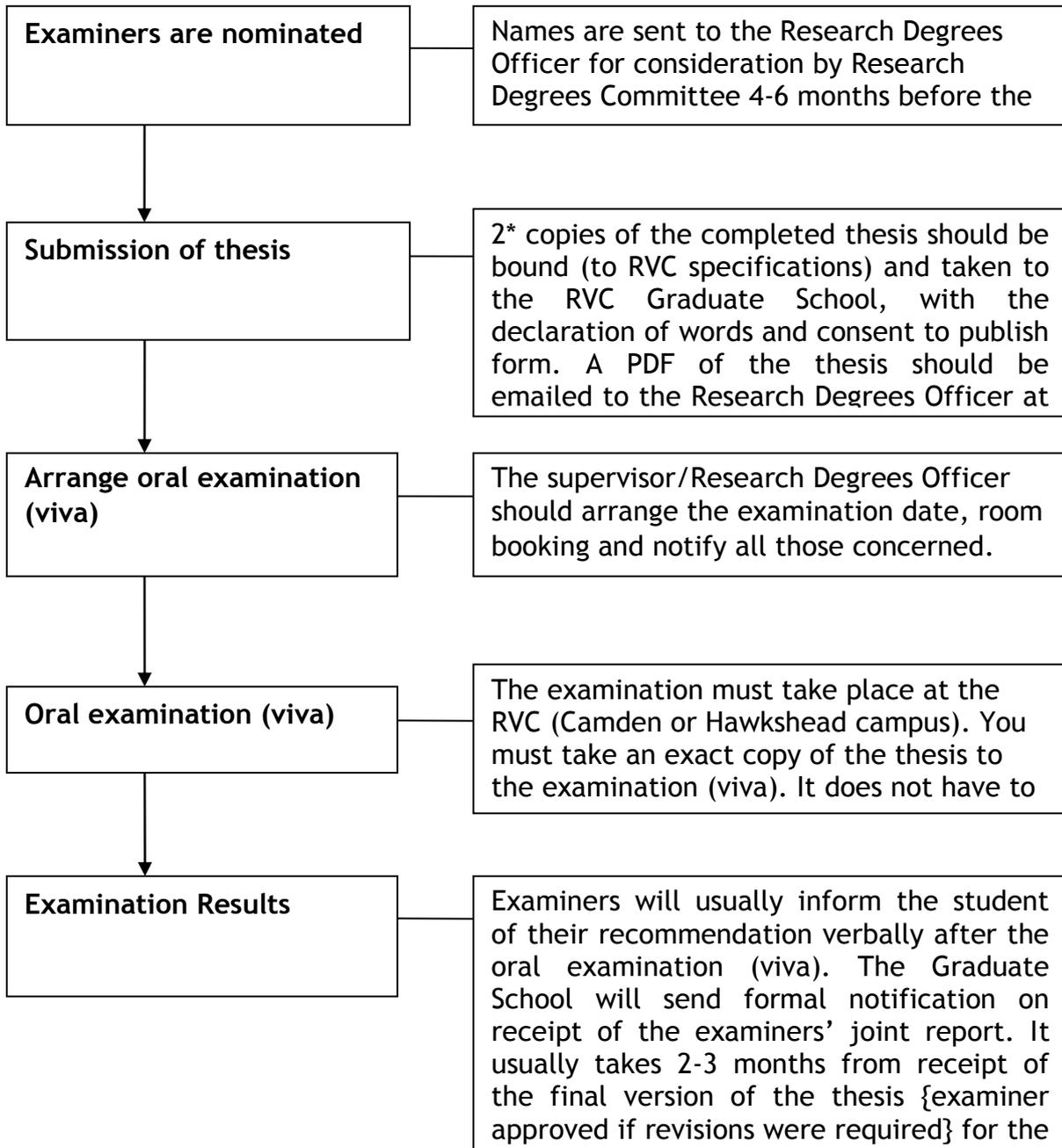
This procedure will also apply if a student has not submitted their thesis within 4 years (pro-rata for part-time students) from the date of registration (excluding any approved interruptions) and does not reply to any communication from their supervisors, the Graduate School or Advice Centre staff.

Appeals Procedure

Under the Procedure for Consideration of Appeals by Candidates for Research Degrees, any student who wishes to appeal against the examiners' decision must make an application to the Academic Registrar within 2 months of notification of the result. Advice on making an appeal is available at the following link under the subheading General:

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

Overview of the Examination Process



A - Z of General Information

Absence

Please see information under General Conditions of Study on page 5 of this handbook.

Advice Centre

The Advice Centre are here to offer advice, information and guidance to all students and to help you make your time at the Royal Veterinary College a success. They provide a variety of support for students and their services can be accessed via e-mail, phone, or face to face. This includes assistance with finance, specific learning differences and disability, well-being, accommodation and much more. The service consists of advisers, specialist staff and external consultants.

If there is anything the Advice Centre can do to assist you during your studies, please don't hesitate to get in touch. Whatever your query, it will always be dealt with sensitively and in confidence.

General Student Advice is available during normal working hours Monday to Friday (**core hours 10am-5pm**) at both Hawkshead and Camden on a drop-in basis and through booked appointments via Learn or email advice@rvc.ac.uk Student Advisers are generalist Advisers who can offer guidance on a wide range of student issues and can signpost to specialist services on and off campus if needed.

The Disability Adviser is available for appointments two days a week: Tuesdays at Hawkshead 9am - 4pm, and on Wednesdays at Camden 8am - 4pm (cover is provided by other team members during non-working days). The Disability Adviser provides information and guidance on all aspects of Disability and SpLD's. More information and contact details can be found at the following <https://www.rvc.ac.uk/study/support-for-students/disabilities-dyslexia-and-long-term-health-issues>

The Money and Welfare Adviser appointments are available Monday to Friday between 10am - 4pm. The MoneyMatters Adviser offers information and guidance on financial issues and monetary concerns including Student Loans, Grants, Bursaries, Debt, Benefits and Budgeting. More information and contact details can be found at the following: <https://www.rvc.ac.uk/study/support-for-students/money-matters>

The International Adviser is available during core hours on Mondays and Fridays at Camden, and Tuesdays, Wednesdays and Thursdays at Hawkshead. The International Adviser offers guidance on visa issues and support on issues related to living in the UK.

The Chaplain & Interfaith Adviser offers independent support and advice to everyone regardless of their religious belief or none.

The Advice Centre also provides a range of external support services so that our students can be offered appropriate options for any issues they may be experiencing. This includes:

The Counselling Service is available to all our students to help them cope with challenges of a personal or emotional nature. Our qualified and experienced counsellors are familiar with the pressures of university life.

Psychology Drop-In Clinics are available one day a week on each campus from St. Andrews Healthcare and offer an informal yet confidential space to discuss any personal issues that need immediate addressing.

Private/Rented Housing Advice and Guidance is provided the University of London Housing Service (ULHS) and they can assist with all aspects of private accommodation. More information can be found [here](#).

Careers Advice and Guidance is provided by the University of London. A Careers Consultant is on each campus one day a week to provide careers and CV guidance and support for our students and recent graduates. More information and contact details can be found at the following: <https://www.rvc.ac.uk/study/support-for-students/careers>

More information on all of the above services can be found at:
<https://www.rvc.ac.uk/study/support-for-students/about-us>

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 to 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 57 of this document in the section on College Regulations and Procedures.

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 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.

Education Development

Education Development tutors are available if you have been out of education for a while/not used to the academic system here, and need some advice on revising your study strategies. Contact EDtutors@rvc.ac.uk or visit their pages on RVC Learn at: <https://learn.rvc.ac.uk/course/view.php?id=841> to find out more about their services, book a 1-2-1 appointment and access online support materials.

Enrolment

Make sure you always enrol promptly with the Graduate School and **keep both the Graduate School and Student Records 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.

Travelling on College business

<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.

Please see Appendix C for the Policy document

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.

Library and Information Services Division (LISD)

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

| | | | |
|-------------------------|--|-------|--|
| Sally Burton | Hawkshead Customer Services Manager | X6214 | sburton@rvc.ac.uk |
| Gwyn Jervis | Research Data and IT Procurement Manager | X5177 | gjervis@rvc.ac.uk |
| Angie Poole (Camden) | AV support | X5181 | apoole@rvc.ac.uk |
| Chris Kench (Hawkshead) | AV support | X5181 | ckench@rvc.ac.uk |

| | | | |
|-------------|--------------------------------------|----------------|--|
| IT Helpdesk | General enquiries | X5181 (24 hrs) | helpdesk@rvc.ac.uk |
| Library | General enquiries | X5180 (24 hrs) | library@rvc.ac.uk |
| Bookshop | Book purchasing at a discounted rate | | bookshop@rvc.ac.uk |

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, email library@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

As of January 2016, all students and staff at the RVC will have an Office 365 account to use for email.

Your email address stays the same. 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 2013 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 now 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/page/view.php?id=32144>

You will be required to complete a declaration at the beginning of your studies and your thesis 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 Head of the Graduate School informally. Please email or come to the Graduate School Office to make an appointment.

Student Support and Progress Committee

Student Support and Progress Committee 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 Student Support and Progress Committee at any time by contacting the Research Degrees Officer. They may also be referred to the Committee by their supervisor(s) or assessors following appraisal 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 Livestock Production & Health research group at the RVC. She is based in the Production and Population Health (PPH) department at the Hawkshead Campus. | 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 Pathology and Pathogen Biology (PPB) department at the Hawkshead Campus. | 6388 | bcatchpole@rvc.ac.uk |
| Dr Amanda 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 5245 apitsill@rvc.ac.uk
Andy is part of the Comparative Physiology & Medicine research group at the RVC. He is based in the CBS department at the Camden Campus.

Dr Claire Russell 5409 crussell@rvc.ac.uk
Claire is part of the Comparative Physiology & Medicine research group at the RVC. She is based in the CBS department at the Camden Campus.

Dr Carol Thomas 6211 cthomas@rvc.ac.uk
Carol is part of the Livestock Production & Health research group at the RVC. She is based in the PPB department at the Hawkshead Campus.

Dr Tim West 6891 twest@rvc.ac.uk
Tim is part of the Comparative Physiology & Medicine research group at the RVC. He is based in the CBS department at the Hawkshead Campus.

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. A copy of the Maternity Policy for Postgraduate Research Students can be found on the Graduate School site on RVC Learn.

Use of Experimental Animals

Experimental work using animals is performed under the Animals (Scientific Procedures) Act 1986 (ASPAs). 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 ASPAs 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 ASPAs (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 ASPAs 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 | Phone Number or Email |
|---|--|--|
| BSU Manager | Kelly Jones | kljones@rvc.ac.uk |
| Establishment Licence Holder | Prof Jonathan Elliott | jelliott@rvc.ac.uk |
| Named Person Responsible for Compliance | Prof Jonathan Elliott | jelliott@rvc.ac.uk |
| Named Animal Care and Welfare Officers (NACWO): | | |
| BSU HH | Jessica Josephson Kelly Jones Chris Davies | jjosephson@rvc.ac.uk kljones@rvc.ac.uk chdavies@rvc.ac.uk |
| BSU Camden | Tony White Laura Smith Jo Dlugozima Kelly Jones | twhite@rvc.ac.uk lksmith@rvc.ac.uk jdlugozima@rvc.ac.uk kljones@rvc.ac.uk |
| QMH/CIC | Tracy Van Der Merwe Zoe Meads | tvandermerwe@rvc.ac.uk zameads@rvc.ac.uk |
| Named Information Officer (NIO) | Prof Jonathan Elliott | jelliott@rvc.ac.uk |
| Named Training and Competency Officers (NTCO) | Kelly Jones Jessica Josephson | kljones@rvc.ac.uk jjosephson@rvc.ac.uk |
| Named Veterinary Surgeon (NVS): | Noelia Lopez | nlopez@rvc.ac.uk |
| Home Office Liaison Contact | Liz Wilkinson | 5300 lwilkinson@rvc.ac.uk |
| Secretary to the Ethics and Welfare Committee (and contact for the Ethics Committee) | | |
| Secretary to Animal Welfare and Ethical Review Board (AWERB) and Clinical Research Ethical Review Board (CRERB) | | |

| | | |
|---|-----------------|--|
| Contact for ethical approval applications for staff and PhD students: | | |
| Home Office Courses Contact | | hocourses@rvc.ac.uk |
| Chair of Social Science Research Ethical Review Board | Matthew Grigson | 6802 |
| Secretary to SSRERB | Emily Hicks | 4612 |

Students' Union

All postgraduate students are automatically members of the RVC Students' Union Society, 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 SUS 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

General

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 Sports and Wellbeing Centre (SAWC) is situated at the Hawkshead campus. There are also 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, run by undergraduate students, who would welcome you with open arms if you're interested in playing or participating on a regular basis, 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 bicycle is securely locked using a D Clamp. The bicycle shed is located at the rear right hand corner of the building behind the skips. Please do not lock bicycles 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

Parking is very limited with only a few designated staff being permitted to park on site. There is no provision for student car parking. If you do need to drive to College you will need to park using a 'pay' car park or the pay and display parking in Royal College Street. Both are expensive.

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 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 in the reception 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 here.

Motor Vehicle Parking

Students wishing to bring a motor vehicle on to RVC property must request a parking permit, for which there is no charge. Permits are valid from January - December and are renewable annually

More information can be found at <http://estates.rvc.ac.uk/Campus-Services/Parking>

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 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 at 07.30-11.00. 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 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.

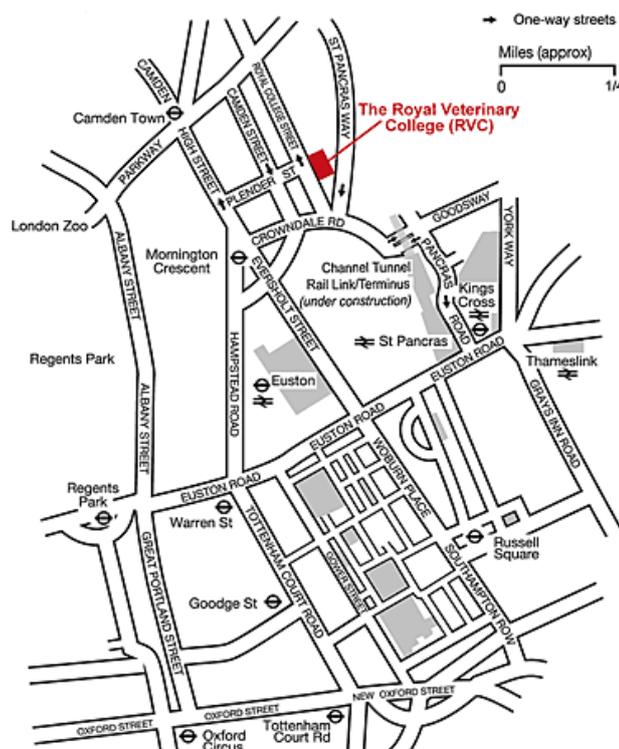
The following link gives you more information regarding what to do in Potters Bar and its surrounding areas: <http://www.pottersbar.org/>

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 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

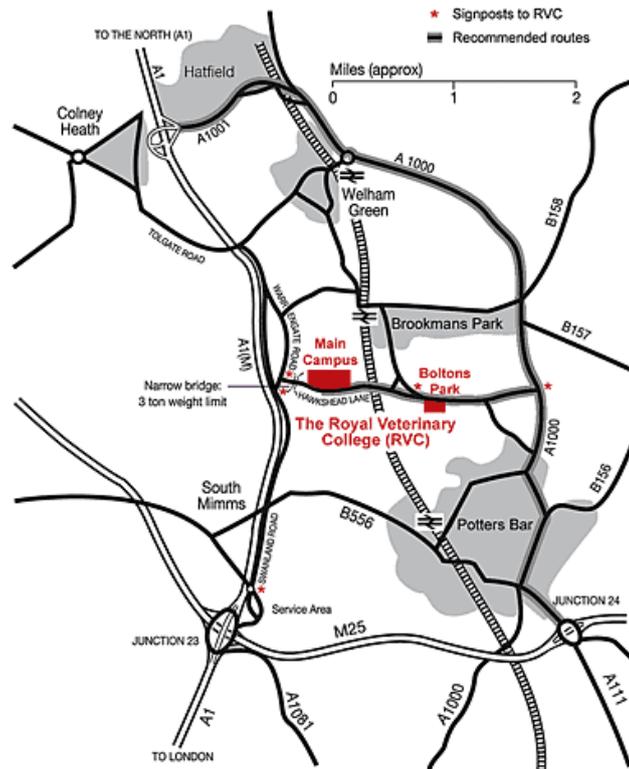
If arriving by mainline train, leave by the left hand exit (next to WH Smiths, the newsagent) as you enter the concourse on leaving the platform. If arriving via the Victoria line, proceed up the escalator onto the concourse and head straight ahead to the east exit. Walk along the colonnade and turn 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 company is located in the Potters Bar railway station forecourt (telephone 01707 650077). The College runs a shuttle bus 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)

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 theses submitted for the degrees of MPhil, PhD and DProf

Once the examination is successfully completed, one final **electronic copy** of the thesis will be sent to the RVC library so that the research undertaken can be publicly available. A copy should also be printed and given to the primary supervisor.

Examiners sometimes require candidates to make minor amendments to otherwise successful theses. They will either give you the theses back after the oral examination or ask the Research Degrees Officer to do so. If you are asked directly by your examiners to make amendments, you should check with them whether to give your corrected theses to the examiners, your supervisor or the Research Degrees Officer. It is not possible for the Research Degrees Officer to issue the final result of the examination until the final approved copy of the thesis in the required format has been submitted to the Graduate School.

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

For the requirements of a thesis (including any length limitations), the current Regulations for the relevant degree should be consulted.

Every candidate submitting a thesis 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. **Three** copies need to be submitted if you are being examined by three examiners. 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 thesis should also be sent to the Research Degrees Officer just before or at the time of submission.

2. Presentation

Theses 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 thesis. 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 thesis.

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 thesis 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.

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 thesis (see also Section 9 below).

5. Title Page

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

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

6. Abstract

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

7. Table of Contents

In each copy of the thesis 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.

8. 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>

9. Published work

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

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

10. Binding

In the first instance candidates should submit two copies of their theses. All theses 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).

[The date on the copies of the thesis submitted for examination in November and December should be that of the following year.]

Hard-bound theses must have the pages sown in (not punched).

Soft-bound theses should have the pages glued in.

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

The Research Degrees Officer will not issue the result of the examination to successful candidates until the Graduate School has received one final electronic copy of the thesis and the examiners have confirmed that any amendments to the thesis required by them have been made.

11. Binders

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

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

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