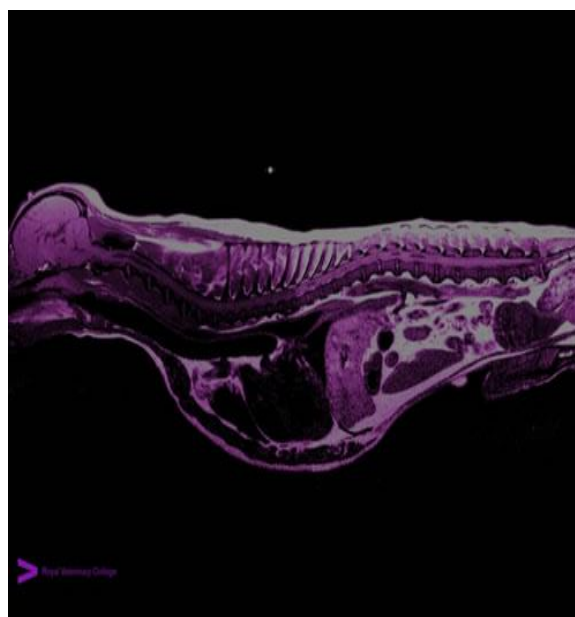
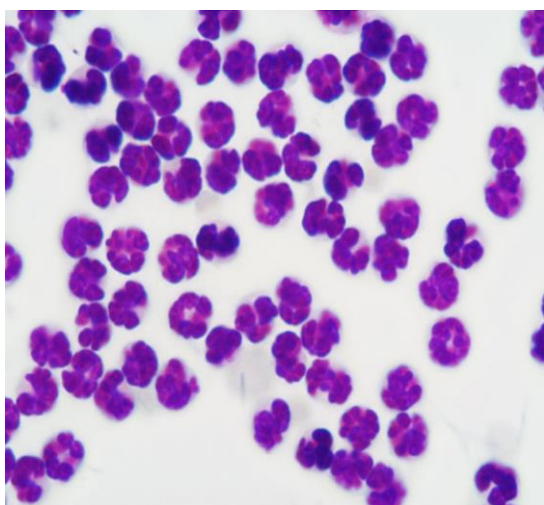


PhD Student Handbook 2016/17



Welcome to The Royal Veterinary College's Graduate School

Dear PhD 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 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):

Dr Kristien Verheyen

Email: kverheyen@rvc.ac.uk

Ext: 6625

Head of Postgraduate Administration

Dr Shivanthi Manickasingham

Email: smanick@rvc.ac.uk

Ext: 5224

Research Degrees Officer:

Ms Maxine Esser

Email: mkesser@rvc.ac.uk

Ext: 5541

After 15th May 2017: Mrs Lisa Matamala-Shaw

Email: lsshaw@rvc.ac.uk

Ext: 5541

Postgraduate Research Admissions Officer:

Mrs Carole Tilsley

Email: ctilsley@rvc.ac.uk

Ext: 5134

Location:

Room G45

The Royal Veterinary College

Camden Campus

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

Email: researchdegrees@rvc.ac.uk

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

Welcome from the RVC Postgraduate Officers

Welcome to the Royal Veterinary College. The Postgraduate Officers are Amy and Ran and we are your voice at the Student Union, and teaching and research degree committee meetings. Amy is based at Hawkshead and Ran is based at both campuses. We will endeavour to make ourselves available in person as well as through email so that we can hear your opinions and concerns on all College matters; from café opening times to academic concerns.

We are committed to creating a positive and friendly atmosphere within the College for all postgraduate students. We aim to do this by arranging educational and social events and doing everything in our power to respond to the changing needs of the RVC's postgraduate student body. That said we would love for you to get involved too. If you have any ideas for social events or suggestions for educational speakers or anything else at all we can help you put these events together.

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

Amy Barstow and Ran Magnusdottir

supostgrad@rvc.ac.uk

abarstow@rvc.ac.uk

rmagnusdottir@rvc.ac.uk

Student Engagement

'All students...have a right to express their views about their learning experience, for those views to be listened to, and for the College to respond where appropriate' [RVC Quality Strategy, 2013-18].

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

Student Surveys

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

- **Postgraduate Research Experience Survey (PRES):** conducted biennially between February-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 2016/17 and the results of the survey will be 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 manages the Student Representative System to ensure that each taught course has a named Student Representative who acts as the voice of their fellow students. In addition, the Student Union has 2 Postgraduate Officers this year – Amy Barstow and Ran Magnusdottir.

The PG Officers are responsible for collecting the views/concerns/suggestions of PG students and presenting them effectively to the College/SU in order to develop solutions and make changes to improve students' experiences.

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

For further information please see the [SU website \(www.su.rvc.ac.uk\)](http://www.su.rvc.ac.uk).

If you have any queries or comments, please contact:

PG Officers, Amy Barstow and Ran Magnusdottir (pgpresidents@rvc.ac.uk) or
Maxine Bailey, Academic Quality Officer (mbailey@rvc.ac.uk, 01707 666870)

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The Royal Veterinary College

Our Vision:

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

Our Mission:

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

Our Values:

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

As published in the Strategic Plan 2014

Research at the Royal Veterinary College

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

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

The level and breadth of our 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 scientists 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, epidemiology and public health.

Research Programmes

Comparative Physiology and Medicine

Programme Coordinator: Professor Dominic Wells
Email: dwells@rvc.ac.uk

Livestock Production and Health

Programme Coordinator: Professor Dirk Werling
Email: dwerling@rvc.ac.uk

Research Centres

Animal Welfare Science and Ethics

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

Centre for Emerging, Endemic and Exotic Diseases

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

Clinical Investigation Centre

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

Contract Research Unit

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

Lifelong Independent Veterinary Education (LIVE)

[LIVE](#) is a Centre for Excellence in Teaching and Learning (CETL). 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.

MPhil/PhD Programme of Study

Introduction

The content 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/mod/folder/view.php?id=37370> The RVC Code of Practice outlines your roles and responsibilities, as well as those of your department and your supervisors, the resources and support you may expect, details of managing and monitoring student admission and progression, the processes leading to examination, quality assurance processes and student liaison, feedback, complaints and appeals.

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

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

General Conditions of Study

Students may be governed by terms and conditions set 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 Committee
- 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.
- 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 and/or other supporting evidence must always be provided, together with a supporting statement from the student's supervisors.
- e) If a student is absent through illness, the supervisor must be informed. If the absence is for more than 5 consecutive weekdays, medical certification from their doctor must be given to the supervisor and a copy sent to the Graduate School. For periods of sickness absence exceeding 4 weeks (and up to a maximum of 12 months), the student must inform the Graduate School and request an interruption to study (which will require the approval of Student Support and Progress Committee). The request must be approved by their supervisor and supported by medical certification.

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

- 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.

More information regarding the Maternity Policy for Postgraduate Research Students and eligibility for receiving maternity pay can be found on the Graduate School site on RVC Learn.

Appraisal

All students, whether studying on a full or a part-time basis, are required to attend an annual appraisal in order that their progress can be assessed. 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 at the start of each studentship; this is not the student's responsibility.

Attendance

MPhil/PhD students are expected to spend a minimum of two thirds of their studentship based at the College.

Requests for exemption from this requirement will be considered by a sub-group comprised of the Vice Principal for Research & Innovation, the Head of the Graduate School and one Research Degrees Committee (RDC) or Research Strategy Committee (RSC) member. Such requests will normally be made as part of the approval process for a studentship project. However, if circumstances change, requests may be submitted by a student's supervisor via the Research Degrees Officer (currently Maxine Esser mkesser@rvc.ac.uk or after 15th May 2017, Lisa Matamala-Shaw lshaw@rvc.ac.uk) after the student has begun their programme of study.

Exceptions that do not require specific approval are:

- Part-time students
- Full-time students who have an RVC co-supervisor but who are based at a partner research institute (e.g. Pirbright; APHA; AHT)
- Full-time students working with a non-RVC co-applicant on a jointly held studentship

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.

Extensions

Extensions to study are only applicable for *3 year studentships and should be submitted using the form that can be found on the Graduate School site on Learn. Extensions must be requested in advance of the end of the studentship and have to be approved by the Head of the Graduate School and the Vice Principal for Research & Innovation. Note that the maximum extension to a *3 year studentship that is permissible is one year and that tuition fees are payable. The total registration period must not exceed *4 years and the expectation that the student will submit their thesis within *4 years of their start date remains.

*pro-rated for part-time study

Full-time Study

Students studying on a full-time basis are expected to complete their PhD within 3-4 years. Students on a 3-year programme will be transferred to 'writing-up' status at the start of a fourth year, once the Head of Department gives their approval. In order for a student to be allowed to transfer to writing-up status, the Head of Department must be satisfied that the work still required to be completed up to

submission of the thesis is such that it can be satisfactorily completed using minimal supervision, primarily related to reading and commenting on draft thesis chapters, access to the library and other facilities, and use of personal office space and computing facilities in the Department. If additional resources are required, particularly project-related resources or a higher level of supervision, the registration will continue. A tuition fee will be payable, which is collected only after 3 years and 6 months if the thesis has not been submitted by this point. Registration will not normally be considered beyond a fourth year although in exceptional circumstances an application can be made for a fifth and final year of study.

Written requests with supporting documentation should be sent to the Graduate School and will be considered by the Head of the Graduate School and the Vice Principal for Research & Innovation. The maximum registration period for a PhD student is normally 60 months for a full-time student and the pro-rata equivalent for a part-time student. Students entering a fifth year of study who have not submitted their thesis will be expected to pay a fee of £1080.

Good Research Practice

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

Health and Safety

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

Holidays

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

Income Tax

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

Intellectual Property (IP) Rights: Commercial Confidentiality

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

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

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

Subject to the above, postgraduate students will be formally requested to assign all IP that they may generate in the course of their studies to RVC. In return, they will be able to benefit from the same

incentives and rewards as if they were members of staff. This is a condition of undertaking commercially sensitive projects as a student at RVC. Students who do not wish to make such an assignment may be transferred to alternative research projects.

National Insurance

Students in receipt of a stipend paid by the RVC, and any student wishing to work in the UK, will need to apply for a National Insurance (NI) number. Please ask Maxine Esser (mkesser@rvc.ac.uk) or, after 15th May 2017, Lisa Matamala-Shaw (lishaw@rvc.ac.uk) for information on how to apply for an NI number if you do not already have one.

The Royal Veterinary College will not make any payment for National Insurance contributions in connection with any paid teaching or demonstrating undertaken by the student.

Nature of Study

Study for the MPhil/PhD can be undertaken on either a full-time or part-time basis. All PhD students are initially registered for an MPhil with an expectation that upgrade to PhD registration will take place at the appraisal after one year of full-time study (or the equivalent for part-time students).

Part-time Study

Employees of the College can only be registered as part-time students and are not eligible for the travel and council tax discounts available to full-time students. It is expected that College employees and other students studying on a part-time basis will complete their studies within 4-8 years of their start date, in accordance with the proportion of time allocated to their studies. Students can be registered for part-time study between 50% and 80%. Research students registered at the RVC but pursuing their studies at an agreed partner research institute (PRI students) can be either employees of that organisation or students. Depending on the research being undertaken, employees of PRIs may be spending all or only some of their time pursuing their degree. These students have a local supervisor as well as one at the RVC. If the research is being undertaken on a full-time basis, completion is expected within 3-4 years. All other PRI students are expected to complete within 4-8 years of their start date.

PRI students on 3-year studentships will be transferred to 'writing-up' status at the start of their fourth year if studying full-time; for part-time PRI and other part-time students this will take place at the equivalent point to a full-time student's fourth year. As above, a tuition fee will be payable for that year and any student entering a fifth year of study will have to pay £1080.

Teaching, Demonstrating and other Paid Work

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

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

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

course is a postgraduate Masters-level course comprising 5 credits and students who complete the course and assessment will receive a certificate.

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

Tuition Fees

Students who have accepted the offer of a 3-year studentship and who do not submit their thesis by the end of the studentship will move to 'writing-up status'. They will be required to pay a much reduced annual fee for this fourth year of study which will be collected after 3 years and 6 months, only if their thesis has not been submitted. Any student remaining registered for a fifth year will be required to pay an annual fee of £1080. The maximum period of PhD registration is 5 years.

Value of the Award

The annual stipend (maintenance award) will be stated in the offer letter and is payable in 12 equal monthly instalments, in arrears. Payments for periods of less than 12 months will be reduced proportionately.

Working Hours

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

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

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

Typical Structure of MPhil/PhD Programme for Full-time Students

Year 1	Year 2 (<u>and</u> Year 3 for 4 year PhDs)	Year 3 or 4 (Final Year)
<p>You register with the Graduate School. PhD students are initially registered for the MPhil degree.</p> <p>You attend PhD Induction in early October. Students beginning mid-year need to make an appointment with the Head of the Graduate School for their induction.</p> <p>You will be given the option to have a peer-mentor assigned to you who will help you to settle into your 1st year.</p> <p>You attend the postgraduate statistics course and pass the examination (the exam is standard set so the pass mark will vary each year).</p> <p>You complete the following mandatory training courses within 3 months of your studentship</p> <ul style="list-style-type: none"> - Research with Integrity (online) - Working with your supervisor (online) - Health and Safety Induction - Good Research Practice <p>You complete the following mandatory online training courses within 12 months of your studentship</p> <ul style="list-style-type: none"> - Conference, presenting and networking - Getting published in the sciences - Managing your research project <p>You attend general research training and specific courses for particular techniques or purposes required for your research.</p> <p>You attend training days organised by the Graduate School or by HR and seminars, conferences etc., as agreed with your supervisor.</p> <p>You present a poster at the Annual Postgraduate Research Day and take part in the Research Impact competition.</p> <p>You attend at least 50% of the postgraduate seminars, a minimum of 6 of the College's research seminars and 6 other talks on topics relating to your field of study.</p> <p>You present once at the postgraduate seminar series.</p> <p>Your primary supervisor identifies two assessors who will monitor your progress through annual appraisal and be available for additional discussion concerning your progress</p> <p>You submit an appraisal report by the first anniversary of your registration (see p16 for details). Forms and further information are available from the Graduate School site on Learn.</p> <p>You attend an appraisal interview with your two assessors and your supervisor. <i>You are upgraded to PhD if your progress has been satisfactory.</i></p>	<p>You re-enrol with the Graduate School. Registration is required annually.</p> <p>You attend appropriate training courses for particular techniques or purposes required for your research.</p> <p>You attend training days organised by the Graduate School or by HR and seminars, conferences etc., as agreed with your supervisor.</p> <p>You must present a poster (if you haven't done so already) or attend the Annual Postgraduate Research Day and take part in the Research Impact competition <i>if you did not do so in year 1.</i></p> <p>You attend at least 50% of the postgraduate seminars, a minimum of 6 of the College's research seminars and 6 other talks on topics relating to your field of study</p> <p>You present once at the postgraduate seminar series, either in year 2 or 3.</p> <p>You submit an appraisal report or prepare a presentation and short report by the anniversary of your registration</p> <p>You attend an appraisal interview with your two assessors and your supervisor. <i>You are upgraded to PhD (if you have not already been upgraded).</i></p>	<p>You re-enrol with the Graduate School. Registration is required annually.</p> <p>You attend appropriate training courses for particular techniques or purposes required for your research.</p> <p>You attend training days organised by the Graduate School or by HR, and seminars, conferences etc., as agreed with your supervisor.</p> <p>If you have not presented a poster at the Annual Postgraduate Research Day / taken part in the Research Impact competition you must present at an external conference.</p> <p>You give a talk at the Annual Postgraduate Research Day.</p> <p>You attend at least 50% of the postgraduate seminars, a minimum of 6 of the College's research seminars and 6 other talks on topics relating to your field of study</p> <p>You present at the postgraduate seminar series if you did not do so before</p> <p>You submit your thesis for examination after 3.5 years (3 year studentships) or before the end of your 4th year at the latest</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 to an equivalent of 10 days per year. Each training activity is assigned a number of points. Research students should be aiming to accrue 20 points per year (or 60-70 points over a 3-4 year 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.

Training Requirements for externally based RVC students not working at a PRI

There will be no minimum period of attendance each year for externally based MPhil/PhD students but they *must* attend an induction, visit the College to meet face-to-face with their supervisor(s) at least once in each year of the studentship and undertake the following mandatory skills training:

- *Year 1:* Complete the on-line courses Research Integrity, Working with your supervisor, Selecting a conference, presenting and networking, Getting published in the sciences and Project management in the research context; complete the PG statistics course and take the exam; attend and present a poster at Postgraduate Research Day (and submit the associated poster abstract and research impact statement)
- *Year 3/4:* Attend and give a talk at Postgraduate Research Day

Annual appraisal must be undertaken at a face-to-face meeting.

Academic Skills and Seminars

These will be enhanced as part of your research programme. **You are required to attend the two weekly College seminar series to broaden your knowledge. You will be expected to attend at least 50% of the postgraduate seminars (Tuesdays), a minimum of 6 of the College's research seminars (Wednesdays) and 6 other talks on topics relating to your field of study.** RVC seminars are video-linked across the two campuses. **You are required to sign a book recording your presence at each seminar.** Where students are not largely based within the RVC they must provide evidence at appraisal of seminar attendance elsewhere.

In addition you may attend courses within the College that are part of the undergraduate or postgraduate curriculum, or undertake courses that are part of the College's Distance Learning programmes. A fee will be payable for any MSc modules that you take so please discuss this with your supervisor before enrolling on any module. You may also be able to attend courses run by other institutions or outside organisations.

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

Transferable (key or professional) skills

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

Training: What are your needs?

At induction you will be introduced to the process of completing a 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 in the Postgraduate Training Booklet.

Statistics Course

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

A mandatory exam is held at the end of the compulsory sessions which all students are expected to pass, after which a certificate will be issued.

The timetable and content for the 2016/17 course can be found in the Postgraduate Training Booklet and on the Graduate School site on RVC Learn.

Training Opportunities and Booking Information

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

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

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

Training Cancellation Policy

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

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

If you are unwell on the day of the workshop, please e-mail Maxine Esser (mkesser@rvc.ac.uk) or, after 15th May 2017, Lisa Matamala-Shaw (lsshaw@rvc.ac.uk) or telephone the Graduate School (020 7468 5541) as soon as possible after 9am. If there is no-one available to take the call, a message should be left on the answer machine.

Bloomsbury Postgraduate Skills Network

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

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

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

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

Eligibility

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

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

The BPSN website functions to:

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

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

Attendance / Cancellation Fees

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

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

How to use the BPSN Registration System

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

Details of Training Available

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

Further Information on Generic and Transferable Skills Training

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



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.

	Full-Time Students		Part-Time Students	
	Full Appraisal		Light touch Appraisal	
Year 1*	Appraisal will consist of a 5,000 word report and an oral with 2 assessors to discuss the project*		Appraisal will consist of a two page progress report to be reviewed by 2 assessors	
	Good or Excellent	*Weak or very poor		
Year 2*	Appraisal will consist of a two page progress report, a 20-30min presentation and associated oral with 2 assessors to discuss the project	Appraisal as above	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>	
	Good or Excellent	*Weak or very poor		
Year 3* (4y F/T students only)	Appraisal as above	Appraisal as above	Light touch Appraisal	
Year 4*	Submission		Performance at excellent / good Appraisal will consist of a 2 page progress report, a 20-30min presentation and associated oral with 2 assessors to discuss the project	year 2 appraisal: *weak / v poor Appraisal as in year 2 <i>Performance at this appraisal will determine the format of the appraisal at year 6</i>
Year 5*			Light touch Appraisal	
Year 6*			Performance at excellent / good Appraisal as in year 4	year 4 appraisal: *weak / v poor Appraisal as in year 2
Year 7*			Light touch Appraisal	
Year 8*			Submission	

NOTE: At each appraisal for full- *and* part-time students, 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 circumstances.

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

†iCASE students are required to submit a placement plan and objectives (normally) at the year 1 appraisal. A reflective practice document written by the student will be considered at the appraisal following completion of the placement.

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 a meeting 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 meeting 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. Upgrade to PhD registration will be considered for students at the year 1 appraisal (year 2 for part-time students and 14-15 months into the studentship for those registered 80% part-time) and a recommendation 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 meeting, together with a PowerPoint presentation about their work which will be discussed with their assessors at the meeting. 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.

Light Touch Appraisal

Part-time students will be appraised at the end of each year of study (for DProf students this will be one year after completion of Methods of Enquiry 1) but in years 1, 3, 5 and 7 (if relevant) the 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.

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 the Graduate School site 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 and PhD 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 (currently Maxine Esser Graduate School, Camden; mkesser@rvc.ac.uk) or, after 15th May, Lisa Matamala-Shaw, lishaw@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) Supervisors may be asked to attend the RDC meeting when examiners are being appointed for their candidate.
- f) 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.

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 thesis

The scope of the thesis should be what might reasonably be expected after 3, or at most 4 years of full-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).

(ii) MPhil Thesis

The scope of an MPhil thesis should be what might reasonably be expected after 2 or at most 3 years of full 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]

- Be either a record of original work or of an ordered and critical exposition of existing knowledge and shall provide evidence that the field of study has been surveyed thoroughly.
- **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 forms 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.]

- Be an integrated whole and present a coherent argument.
- Give a critical assessment of the relevant literature, describe the method of research and its findings and include a discussion on those findings.
- **Not** exceed the prescribed word limit (See thesis length).
- Include a full bibliography and references.

(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 Graduate School between 09.00 and 17.00 Monday to Friday (3 copies if 3 examiners have been appointed). An additional copy should be taken to the oral exam.

A PDF copy of the thesis should either be given, or sent by e-mail, to the Research Degrees Officer (currently Maxine Esser mkesser@rvc.ac.uk or, after 15th May 2017, Lisa Matamala-Shaw lshaw@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 Graduate School 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.

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

1. The Candidate be awarded the degree of PhD

- a. The candidate be **awarded** the degree of Doctor of Philosophy without further work.
- b. The candidate be awarded the degree of Doctor of Philosophy **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 PhD

- 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 at 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 be awarded/permitted to re-submit for the award of MPhil

The candidate has **failed to satisfy the examiners at the oral examination** and will be invited to be considered for the award of MPhil.

4. The Candidate be adjudged to have failed to satisfy the examiners for award of either MPhil or PhD

The candidate will not be permitted to re-submit for an MPhil or PhD.

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. 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 the examination.

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) up to one month after the submission deadline with the following request/information:

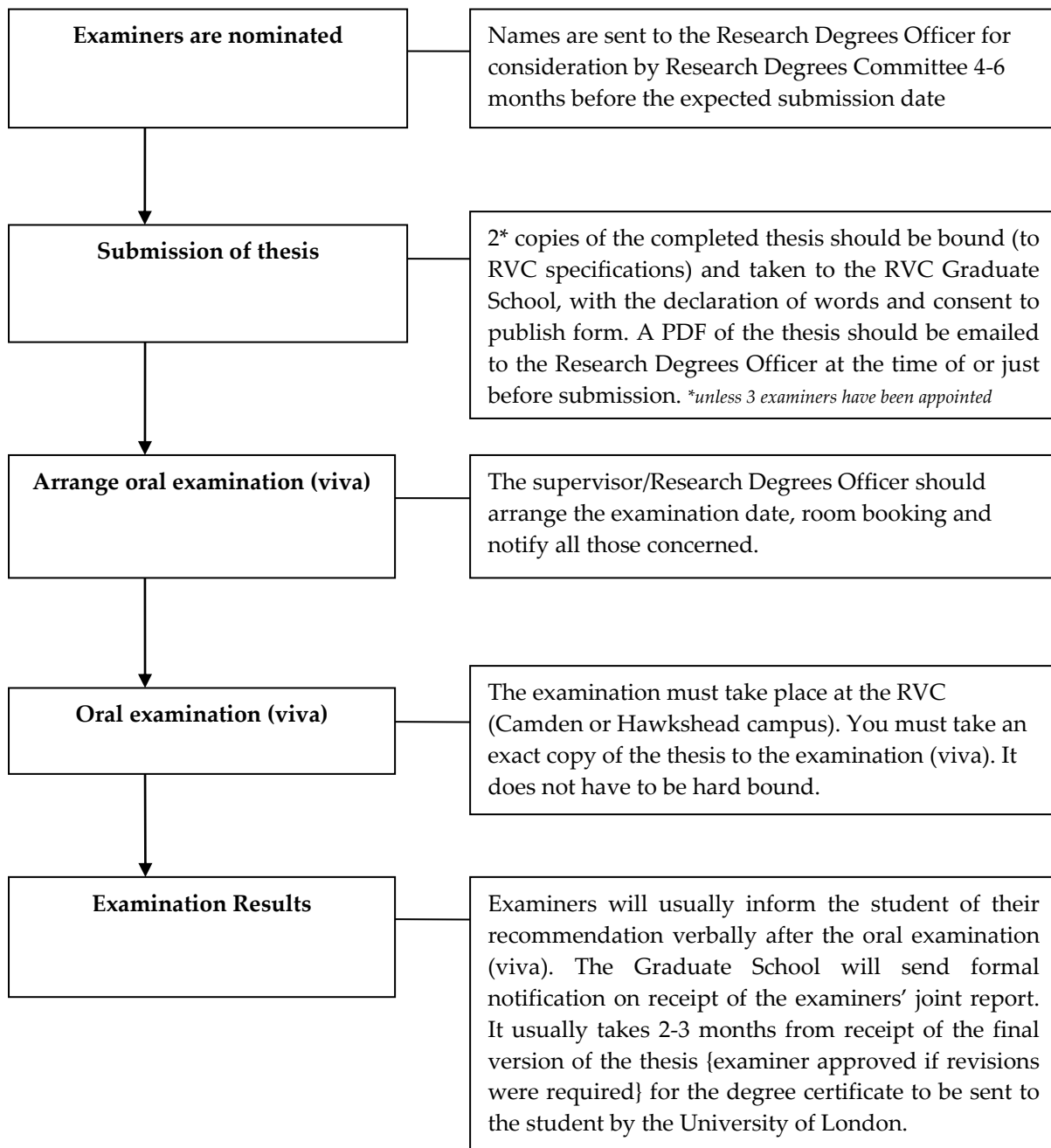
- 1) That they attend a meeting of the Student Support and Progress Committee on a set date to explain any extenuating circumstances;
- 2) That non-attendance at the Student Support and Progress Committee meeting without a satisfactory explanation will result in the automatic withdrawal of registration;
- 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>



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

The main areas they can help you with are:

Disability-related enquiries (including dyslexia/dyspraxia):

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

Financial or welfare-related enquiries:

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

Counselling:

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

Pastoral care, regardless of religious belief:

Confidential independent listening and support is offered by the College Chaplain, the Revd Pippa Turner. She is happy to be referred to on any matter of a welfare or religious nature, and can be contacted at chaplain@rvc.ac.uk, 0207 468 5145.

Private rented accommodation issues:

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

Learning skills support:

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

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

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

Rachel, Sophie and Jane

Fiona Nouri, Advice Centre Manager (based at Camden), co-ordinates support for students at the RVC and has overall concern for students' life outside of academia. She is here full-time. If you are unable to get hold of one of the support team and need advice please do get in touch with her. Her contact details are: fnouri@rvc.ac.uk or tel +44 (0) 207 468 5037.

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

Drop in sessions are also offered with Jim Alvarez, a Clinical Psychologist and Deputy Head of the Consultancy Service at St. Andrew's Healthcare.

Careers Advice

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

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

Support on offer from RVC Careers:

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

How to get in touch

Kirsty Whitelock is the RVC Careers Consultant. She usually works Mondays and Tuesdays, dividing her time between the Camden and Hawkshead campuses. In Camden Kirsty is based in room G29a and in Hawkshead she can be found in the Warden's House (the Advice Centre).

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

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

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

Complaints

The College has a set of procedures in place to deal with the different types of complaints that can be made. In each case, the aim is 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 43 of this document in the section on College Regulations and Policies.

Council Tax Exemptions

Full-time students are entitled to exemption from Council Tax. You can access a certificate to pass to your local council confirming your student status from the RVC Registry RoVer portal

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

You will need to log in with your RVC username and password.

Data Protection

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

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

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

Debt

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

- 4.4. A student who is in debt to the College for tuition fees, will not be permitted to progress to the next academic year or to receive their degree until a payment plan or full payment has been agreed with the Director of Finance
- 4.5. A student who is in tuition fee debt to the College and breaks their agreement with the Director of Finance may have his or her registration terminated, at the discretion of the Principal.
- 4.6. Debts arising from fines, accommodation or other purchases from the College will be subject to commercial debt recovery procedures. Students with such debts will not be permitted to attend a Graduation Ceremony until the debt is paid.

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

Enrolment

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

Ethics and Welfare Committee

All students should be aware of the existence of the Ethics and Welfare Committee which is a Committee of the College's Council to which it reports. Its principal aim is to:

“...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 two sub committees that report to the Ethics and Welfare Committee: the Animal Welfare & Ethical Review Body (AWERB) reviews Home Office project licences. The Clinical Research Ethical Review Board (CRERB) deals with research undertaken under the Veterinary Surgeons Act and other research projects on animals that do not fall under A(SP)A and research studies on human subjects. A third subcommittee is in the process of being set up: Ethical Review Panel For Social Science Research Projects - and will review all social science based research undertaken at the RVC.”

More information about the committee can be found on the Intranet at the following link:

<http://intranet.rvc.ac.uk/Research/EthicsWelfare/Index.cfm>

Health

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

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

Camden Campus

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

Hawkshead Campus

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

Medical treatment for overseas visitors and students

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

Identity Cards

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

Insurance

At home

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

Travelling on College business

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

Acting Deputy Chief Operating Officer: Simon Jackson

Email: sjackson@rvc.ac.uk

Tel: 01707 666384

Acting Head of Library and Helpdesk Services: Sally Burton

Email: sburton@rvc.ac.uk

Extension: 6214

Tel: 01707 666214

Collection Librarian: Alison Shearer

Email: ashearer@rvc.ac.uk

Extension 6555

Tel: 01707 666555

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

For library tours, induction, information and EndNote training at Hawkshead: Catherine Chassay, cchassay@rvc.ac.uk

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

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

Information Technology Services (IT)

Computer Access

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

What do IT services provide?

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

Contacting IT

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

Helpdesk telephone number

020 7468 5181 or ext. 5181

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

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

Computer Accounts and Passwords

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

Office 365 and webmail

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 who provide online video tutorials in a number of areas.

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

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

IT Code of Conduct

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

Plagiarism

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

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

You will be required to complete a declaration at the beginning of your studies and your 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 Animal Welfare Science & Ethics 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 Mandi De Mestre Mandi is part of the Comparative Physiology & Medicine research group at the RVC. She is based in the Comparative Biomedical Sciences (CBS) department at the Hawkshead Campus.	6440	ademestre@rvc.ac.uk
Dr Rob Fowkes Rob is part of the Comparative Physiology & Medicine research group at the RVC. He is based in the CBS department at the Camden Campus.	5445	rfowkes@rvc.ac.uk
Prof. Andy Pitsillides Andy is part of the Comparative Physiology & Medicine research group at the RVC. He is based in the CBS department at the Camden Campus.	5245	apitsill@rvc.ac.uk
Dr Claire Russell Claire is part of the Comparative Physiology & Medicine research group at the RVC. She is based in the CBS department at the Camden Campus.	5409	crussell@rvc.ac.uk
Dr Carol Thomas Carol is part of the Livestock Production & Health research group at the RVC. She is based in the PPB department at the Hawkshead Campus.	6211	cthomas@rvc.ac.uk
Dr Tim West Tim is part of the Comparative Physiology & Medicine research group at the RVC. He is based in the CBS department at the Hawkshead Campus.	6891	twest@rvc.ac.uk

Pregnancy

Should any student be pregnant, become pregnant, or plan to become pregnant, they should contact the Research Degrees Officer or Head of PG Administration as soon as possible, so that appropriate advice can be given. They should be aware that there are risks to the pregnancy that can result from exposure to animals and the performance of laboratory or clinical duties. There is particular risk from zoonotic pathogens, the use of some drugs, and during radiography. A copy of the Maternity Policy for Postgraduate Research Students and eligibility for receiving maternity pay 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 (ASPA). All such work requires a Home Office Project Licence which gives the authority to perform specific regulated procedures on specific animals at a specific place or places. In addition all personnel who carry out procedures on experimental animals must be in possession of a Home Office Personal Licence which grants them permission to carry out the

required procedures. It will be necessary to attend Home Office training courses before applying for a personal licence for the first time.

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

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

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

Position	Name	Ext
BSU Manager Contact	Mr Stuart Saigeman	ssaigeman@rvc.ac.uk
Establishment Licence Holder	Prof Jonathan Elliott	5300
Named Person Responsible for Compliance	Prof Jonathan Elliott	5300
Named Animal Care and Welfare Officers (NACWO):		6238 2345
BSU HH	Mr Alastair Wallis Mr Christopher Davies	
BSU Camden	Mr Tony White Ms Grainne McGeever (maternity leave from Mid Sept 2016) Laura Smith Anna Morgunowiczx	5389 5383 5383 5383
QMH/CIC	Miss Rachel Harron Mrs Emma Botha	6605 ebotha@rvc.ac.uk
Named Information Officer (NIO)	Prof Jonathan Elliott	5300
Named Training and Competency Officers	Prof Jonathan Elliott Miss Lucy Whitfield Jessica Weedon	5300 5333 due to start 17 Oct 2016
Named Veterinary Surgeon (NVS):	Miss Lucy Whitfield Dr Chris Handley Miss Noelia Lopez	5333 chandley@rvc.ac.uk 5308
Home Office Liaison Contact Secretary to the Ethics and Welfare Committee (and contact for the Ethics Committee)	Mrs Liz Wilkinson	5300

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	Mr David Robins	hocourses@rvc.ac.uk

Student Union

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

There are two PG Officers who represent postgraduate student interests on College Committees and who are able to offer support and advice. Details of the current PG Officers are given at the beginning of this handbook.

The RVC SU is affiliated to the University of London Students' Union (ULU), which means students are entitled to be members of ULU as well. Go to <http://www.ulul.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 Facilities are situated at the Hawkshead campus. There are a number of football, rugby and cricket pitches and two hard tennis courts. These facilities are available for any member of staff or student attending the College. Health and Safety regulations must be complied with at all times. Use of the football, rugby and cricket pitches is by pre-booking only by ringing ext. 6321. There is also an arrangement in place with the Furzefield Centre in Potters Bar for students wishing to join a health club. 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 email SUpresident@rvc.ac.uk.

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 printer and photocopy paper may not be removed under any circumstances.

Restaurant

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

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

It is STRICTLY FORBIDDEN for laboratory coats, wellington boots, overalls and similar clothing to be worn in, or taken into, the restaurant or café. 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 College telephone or fax machines for private business.

Hawkshead

Bicycles

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

Lost Property

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

Motor Vehicle Parking

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 printer and photocopy paper may not be removed under any circumstances.

Restaurant

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

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

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

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

Security

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

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

Telephones

Students are not permitted to use College telephone or fax machines 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 - [Wyllyotts](#) - which puts on a varied schedule of shows and entertainment throughout the year.

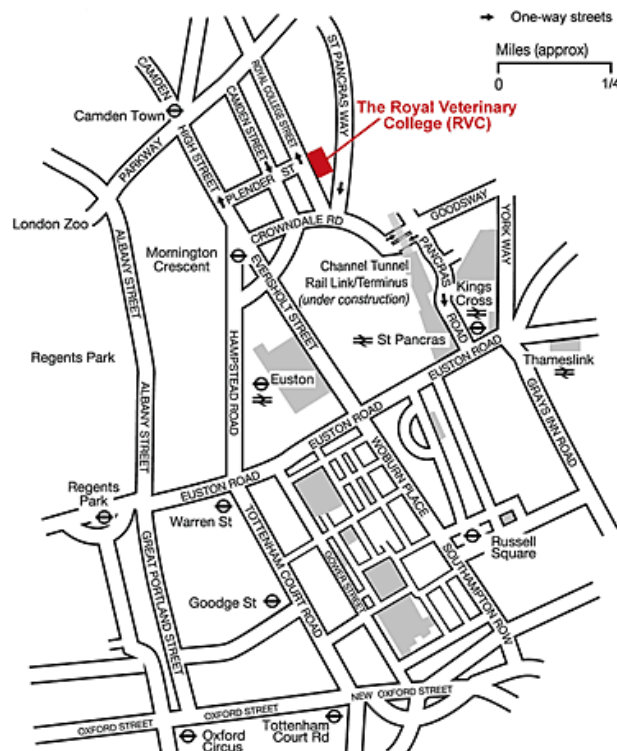
The following link gives you more information regarding what to do in Potters Bar and its surrounding areas: <http://www.pottersbar.org/>

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 des Vins 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

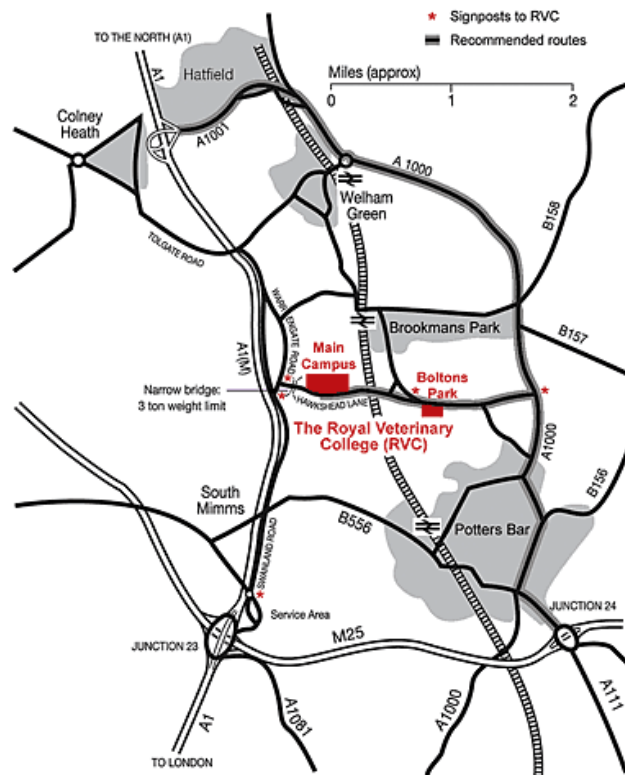
If arriving by mainline train, leave by the left hand exit (next to WH Smiths, the newsagent) as you enter the concourse on leaving the platform. If arriving via the Victoria line, proceed up the escalator onto the concourse and head straight ahead to the east exit. Walk along the colonnade and turn 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, 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, 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 their effects and to consider the options available:

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

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

Professional Requirements Procedure

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

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

Appendix A

Good Research Practice (GRP)

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

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

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

Research Integrity

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

The College has recently 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>

Policies, procedures and guidelines to be aware of include:

- [The concordat to support research integrity](#) - published by Universities UK: This concordat seeks to provide a comprehensive national framework for good research conduct and its governance. It lists commitments to assure Government, the wider public and the international community over standards of research integrity in the UK. August 2012.
- [Research Integrity for Academics](#)
- [Research Integrity for Research Assistants](#)
- [Research Integrity for PhD students](#)

- RVC GRP Policy documents: these are now available on [Sharepoint](#).
- [Good Research Practice Version 3](#)
- Research Notebooks
 - [Workshop Presentation](#)
- [Organisational Structure of Laboratories](#)
- [Mothballed Equipment](#)
- [Procedures for Dealing with Allegations of Scientific Misconduct](#)
- [Procedures for dealing with research misconduct](#)
- [Defra Joint Code of Practice for Research](#)

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 **hard-bound copy** of the thesis will be deposited in 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.

5. Pagination

All pages must be numbered in one continuous sequence, i.e. from the title page of the first volume to the last page of type, in Arabic numerals from 1 onwards. This sequence must include everything bound in the volume, including maps, diagrams, blank pages, etc. Any material which cannot be bound in with the text must be placed in a pocket inside or attached to the back cover or in a rigid container similar in format to the bound thesis (see also Section 9 below).

6. 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.

7. Abstract

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

8. Table of Contents

In each copy of the 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.

9. Referencing

Students are allowed to use the Harvard or Vancouver styles of referencing. Detailed information on referencing and avoiding plagiarism can be found on RVC Learn at the following link: <http://learn.rvc.ac.uk/mod/subpage/view.php?id=9273>

10. Published work

Papers describing information contained in the 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.

11. 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 sewn 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 hard-bound copy of the thesis and the examiners have confirmed that any amendments to the thesis required by them have been made.

12. Binders

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

Appendix C

Insurance Cover for RVC students travelling overseas

1. Personal Accident (PA) and Travel Insurance

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.

For details of the Sums Insured for PA and Travel, please see [Appendix 1](#) below.

1.1 Personal Accident (PA) Insurance: provides compensation for Accidental Death, loss of limb / sight / speech / hearing and for total or partial permanent disablement.

1.2 Travel Insurance: provides protection for medical and other Emergency travel expenses including evacuation; personal liability; personal property; money; cancellation / rearrangement etc. of travel; hijack.

1.2.1 It includes:

- travel to a student's country of domicile
- it may include cover for some incidental leisure travel undertaken whilst overseas **

1.2.2 It does not include cover:

- if the travel is only for reasons of a leisure or holiday trip (i.e. not for educational reasons)
- for travel for any purpose within the UK.

1.2.3 Hazardous Activities (e.g. climbing; hang-gliding; scuba-diving etc.) intended to be undertaken whilst overseas must be declared to insurers in advance.

Notes:

* 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 period of incidental leisure travel permitted under the insurance is calculated according to the length of the period of the educational aspect of the trip. For details, please see [Appendix 2](#) below.

2. Public Liability Insurance

All RVC students, who are undertaking placements, study or research away from RVC facilities (whether in the UK or abroad) as part of their registered degree programmes are protected by the College's **Public Liability Insurance**

Public Liability Insurance provides cover for accidental death of or injury to any third-party person &/or accidental damage to property (which includes animals under English Law) for which the student &/or the College has a liability at law or are found to be legally liable.

5.1 Please note:

- If a student is involved in an event giving rise to a public liability claim and was, at the time of the event, under the direction and control of another organization (e.g. placement provider, veterinary practice, laboratory etc.) then liability for any compensation to a third party will remain the responsibility of the other organization regardless of whether or not they are insured. However students are strongly advised to check that placement providers etc. also have appropriate **public liability insurance** in place.
- Public Liability insurance is likely not to apply if the student acts in a wholly unpredictable, irresponsible

or malicious manner sometimes described in legal terms as “on a frolic of his or her own”. Should this be the case the individual student may be held personally liable.

6 APPENDIX 1

Category:		D	
Insured Persons:		All Students of the Insured normally resident in the United Kingdom	
Travel Operative			
Time:		OT1 - Business Travel	
Section A:		Personal Accident Cover	
Item		Sum Insured	Max Individual Limit
1	Accidental Death	£50,000.00	
2	Loss of sight in one eye or loss of one limb	£50,000.00	
3a	Loss of sight in both eyes or loss of two or more limbs, or loss of sight in one eye and loss of one limb	£50,000.00	
3b	Loss of speech	£50,000.00	
3c(i)	Loss of hearing in both ears	£50,000.00	
3c(ii)	Loss of hearing in one ear	25% of 3c(i)	
4a	Permanent Total Disablement	£50,000.00	
4b	Permanent Partial Disablement (Up to)	Yes	
	Temporary Total Disablement	£0.00	
	Deferment Period Nil week(s) Benefit Period 104 week(s)		
	Temporary Partial Disablement	£0.00	
	Deferment Period Nil week(s) Benefit Period 104 week(s)		
	Accident Medical Expenses incurred in connection with a valid claim under items 1- 6 of the Policy n t exceeding 25% of the compensation paid under items 1 - 4b or 30% under items 5 and 6 whichever is the greater but subject to a maximum payment of £25,000 per person.		
Section B:		Travel	
Item	Description	Sum Insured	Max Individual Limit
1.1	Medical and other Emergency Travel Expenses	Unlimited	
1.2	Repatriation expenses	Unlimited	
1.3	MyLifeline Assistance	Unlimited	
1.4	Legal Expenses	£50,000	
1.5	Personal Liability	£5,000,000	
	2.1	Personal Property	£10,000
	2.2	Business Equipment	£3,000
3	Personal Money	£5,000	
	4.1 Cancellation, Curtailment, Rearrangement and Replacement	£10,000	
	4.2 Cancellation, Curtailment and Rearrangement due to a Natural Catastrophe	£10,000	
5	Hijack	£25,000	

7 APPENDIX 2

Length of Business Trip	Permitted Incidental Holiday Period
Less than 5 days	0
5 – 12 days	2
13 – 21 days	5
22 – 35 days	8
36 – 50 days	12
51 – 65 days	16
66 – 80 days	20
81 – 100 days	23
101 – 365 days	25
Over 365 days	28

Appendix D

GUIDELINES ON PERSONAL RELATIONSHIPS AT WORK

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

1 INTRODUCTION

1.1 The College values and relies upon the professional integrity of its employees, particularly where an employee has supervisory responsibilities or a professional relationship with a student.

1.2 So that employees conduct themselves and are perceived to conduct themselves in a professional manner, it is necessary to recognise and take account of personal relationships which might affect working relationships.

1.3 The College is committed to promoting equal opportunities and eliminating discrimination. Accordingly, these guidelines will be applied fairly and consistently and with due regard to equality of treatment.

1.4 The guidelines do not form part of employees' contracts of employment. They will be kept under review and may be revised from time to time.

2 SCOPE AND PURPOSE

2.1 The guidelines apply to all individuals working at all levels and grades, including full time and part-time employees.

2.2 In the context of these guidelines:

(a) a 'personal relationship' is a personal relationship which is:

- (i) a family relationship;
- (ii) a business/commercial/financial relationship; or
- (iii) a sexual/romantic relationship; and

(b) a 'working relationship' is any situation in which individuals will interact in the course of their day-to-day work. This includes situations where one of the individuals in the personal relationship is not an employee of the College. For example, they might be an agency worker, or work for a contractor.

2.3 The guidelines apply to personal relationships between:

- (a) employees of the College;
- (b) an employee of the College and an agency worker, casual worker, consultant, contractor or supplier, and/or

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

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

2.5 These guidelines are therefore intended to:

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

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

- 3.1** To maintain professionalism and avoid embarrassment to others, an employee in a personal relationship should avoid public displays of affection in the workplace. This includes, for example, kissing, touching and holding hands.
- 3.2** Where an employee is in a line management or supervisory position, that employee must not be involved in any recruitment, appraisal, promotion, disciplinary or grievance process or in any other process involving the other. Where authorisation is required for any financial matters e.g. expenses claims/salary changes or allocation of external funding for an employee with whom a personal relationship has been declared, additional independent authorisation must be sought.
- 3.3** When an employee has been in a personal relationship, but it has come to an end, they must throughout remain professional and ensure that the ending of the relationship does not affect their work or their working relationships.
- 3.4** Employees should at all times conduct themselves in a manner consistent with their role and duties and the College's policies and procedures (including those relating to equality and diversity and dignity at work).

4. PERSONAL RELATIONSHIPS BETWEEN EMPLOYEES AND CURRENT STUDENTS

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

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

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

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

example, in order to explain a change in management arrangements) this will be discussed first with the employee concerned.

- 5.9** If the circumstances of the personal relationship change, the employee must also advise their line manager, who may seek advice from Human Resources. The previously agreed actions will be reviewed in consultation with the employee and any further appropriate action taken.

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

- 6.1** Even where there is no managerial/supervisory relationship with an employee in a personal relationship, there may still be a risk of a conflict of interest, breach of confidentiality or unfair advantage being perceived to be gained from the overlap of a personal and working relationship.
- 6.2** Where there is any possibility of conflict of interest, breach of confidentiality or unfair advantage, the relationship should also be declared as above.
- 6.3** An employee should seek the guidance of Human Resources if in any doubt as to whether or not there is or might be a risk of a conflict of interest, breach of confidentiality or unfair advantage.
- 6.4** Upon learning of the personal relationship, the College will consider what, if any, steps need to be taken, as above.
- 6.5** The line manager/head of department, in consultation with HR, may consider transferring one party or both parties, making alternative line management or supervisory arrangements or implementing other appropriate arrangements to eliminate the conflict of interest, depending on the circumstances. In very rare circumstances, such alternative arrangements may not be feasible and the College may then have to consider dismissing one or both parties.

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

- 8.1** 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.

9. HARASSMENT & BULLYING

- 9.1** 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.

10 DATA PROTECTION

- 10.1** 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.

11 FURTHER GUIDANCE

- 11.1** Employees may seek further guidance, on a confidential basis, from the HR department.

Last Reviewed November 2015