

Welcome to The Royal Veterinary College's Graduate School

Dear Student

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

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

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

Head of the Graduate School (Academic):
Professor Kristien Verheyen
Email: kveryehen@rvc.ac.uk

Professional Doctorate Course Director
Dr Chistine Thurania-McKeever
Email: cthuraniaramckeever@rvc.ac.uk

Head of Postgraduate Administration
Dr Shivanthi Manickasingham
Email: smanick@rvc.ac.uk
Ext: 5224

Postgraduate Clinical and Research Degrees Officers:
Mrs Lisa Matamala-Shaw

Email: lshg@stud1@h4e50595.5001rg@i5s5t002842.3.4

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

Skills training sessions: feedback is sought on each of the face-to-face training sessions listed in the research student training programme. Results are considered by the Graduate School and the Research Degrees Committee.

Student Representative System

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

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

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

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

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

If you have any queries or comments, please contact:

PG Officers Lucie Bourne (supostgrad@rvc.ac.uk).

The Academic Quality Officer (Student Engagement)

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

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Appendix D Guidelines on Personal Relationships at Work

The Royal Veterinary College

Our Vision:

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

Our Mission:

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

Our Values:

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

As published in the Strategic Plan 2014

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.

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

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

Part-time Study

Professional Doctorate candidates can only be registered as part-time students. As a part-time student you will not be eligible for the travel and council tax discounts available to your full-time colleagues. It is expected that part-time (50%) students will com

Foundations of Professionalism

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

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

Organisation-Focused Study (OFS)

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


Research Thesis

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

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

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

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



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

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

13. UCAS code	N/A
14. JACS Code	D200
15. Relevant QAA subject benchmark group(s)	N/A
16. Reference points	
N/A	
17. Educational aims of programme	

The Professional Doctorate in Veterinary Practice aims to offer veterinary employed professionals with the opportunity to develop their professional roles and to implement an independent programme of research within the workplace. The Professional Doctorate in Veterinary

within their field of work

B. Cognitive Skills:

Think logically and evaluate critically research and advanced scholarship in the discipline in order to challenge current concepts and approaches and, where appropriate, propose new hypotheses

Formulate questions, critically appraise, synthesise and evaluate

D. Key Skills:

Development of independent learning, taking responsibility for own studies.

Reflectively evaluate and manage own learning and personal planning processes

Understanding own strengths and weaknesses and applying appropriate measures for successful learning in an isolated study situation.

Becoming a reflective self-manager, by taking a systematic, analytical, strategic and reflective approach to tasks

Information gathering and analytical

final compilation of their research thesis.

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

VetD Assessment and Award Regulations

1. Course: VetD

2. Years: Part-time

3. Applicab

	12,000 words Oral examination	10% (Pass/Fail)
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than 40%) at the first attempt. S/he will also be required to resit any piece of work with a mark of 40-49% in order to pass a taught module if it has not been passed on

Investigator" course
within 6 months of
starting your degree.

You may present a poster
at the Annual Poster and
Seminar Day and take
part in the Research
Impact competition.

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

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



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

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

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

*If in any year of appraisal a student does not satisfy their assessors, remedial action may be taken.

If

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

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

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

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

Extensions to the word limit will not be permitted.

(b) Content and Structure

(i) PhD and DProf thesis

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

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.

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

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

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

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

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

Examination outcomes

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

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

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

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

Students are normally told the examiners' recommendation immediately after the oral examination. They will be officially informed of the result by the Graduate School and will

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

Submission of Thesis Amendments

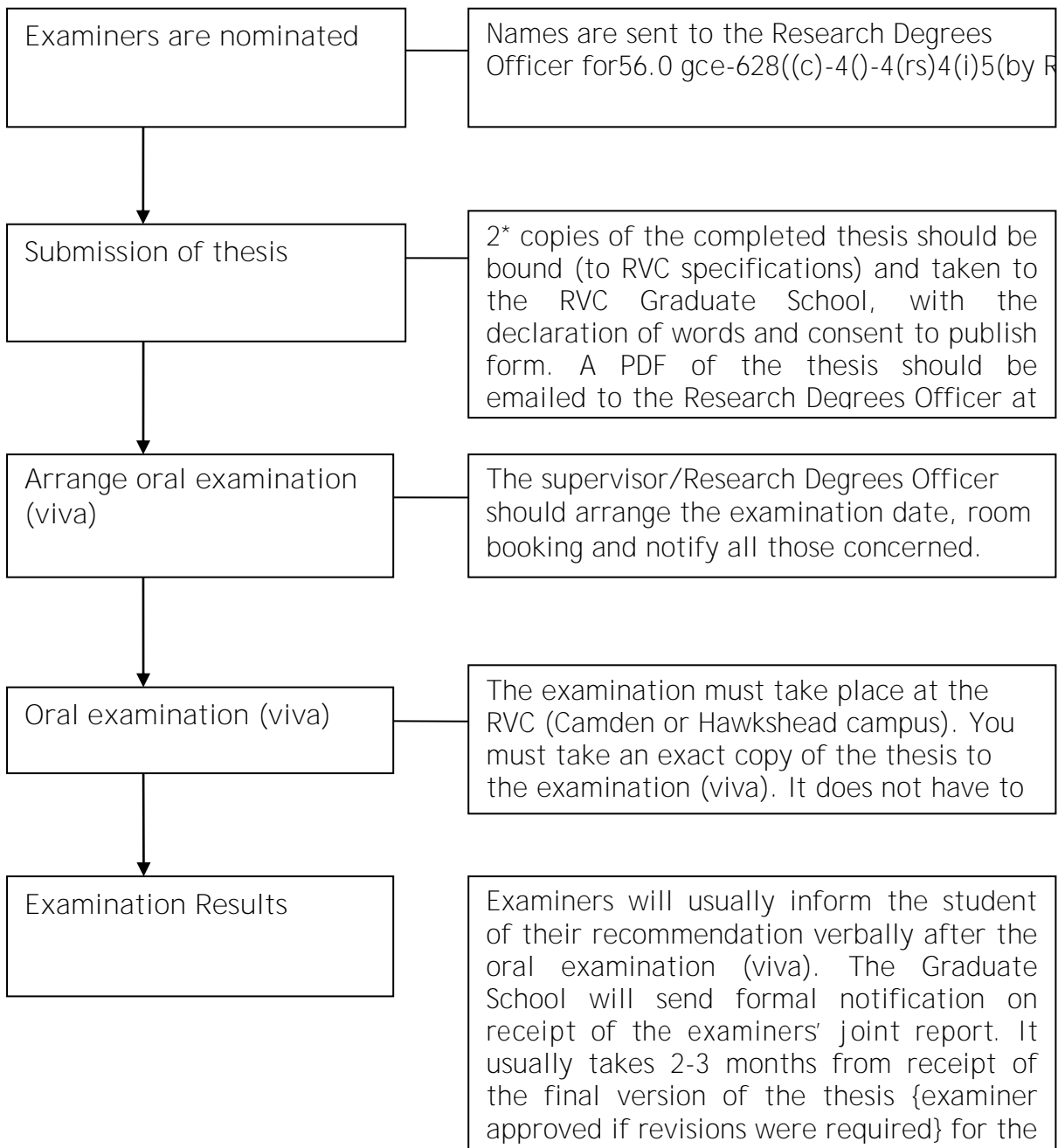
In the event that a student thinks it unlikely s/he will meet the 3, 6 or 18 month deadline, they should contact the Graduate School {where possible at least 2 weeks beforehand} to explain the extenuating circumstances. With the agreement of the examiners, the Research Degrees Officer will then set a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

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

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

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

Overview of the Examination Process



A – Z of General Information

Absence

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

Advice Centre

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

If there is anything the Advice Centre can do to assist you during your studies, please don't

Complaints

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

Further information about the complaints procedures and links to the relevant documents are given on page 57 of this document in the section on College Regulations and Procedures.

Data Protection

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

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

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

Debt

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

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

Students having difficulty, for whatever reason, in paying tuition fees, hall fees, or any other fees owing to the College, are strongly advised to discuss their problem at an early stage with the Money and Welfare Adviser ([moneymatters@rvc.ac.uk](mailto:money matters@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

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

The Committee, which is a committee of the Council of the Royal Veterinary College and to which it reports, was set up initially to meet the legal requirements within the Animals (Scientific Procedures) Act 1986 [A(SP)A]. It is responsible for the Animal Welfare & Ethical Review Body (AWERB) that reviews Project Licenses (PPLs). In addition, it must ensure that clinical research projects, which are done by veterinary surgeons licensed to practice in the UK as recognised veterinary practice can legitimately be done under the Veterinary Surgeons Act (1966) and that other research projects on animals that do not fall under A(SP)A are ethically sound

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

Identity Cards

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

Travelling on College business

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

All RVC students, who are undertaking placements, study or research overseas (*i.e. away from their country of residence*) as part of their registered degree programmes are protected by

Please see Appendix C for the Policy document

For further information on College Insurance Policies, please follow this link:
<http://intranet.rvc.ac.uk/Finance/Insurance.cfm>

Keeping in Touch

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

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

Library and Information Services Division (LISD)

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

Library

Camden Library Opening Hours

Issue desk ext: 5162

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

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

Hawkshead Library Opening Hours

Issue desk ext: 6457

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

Hawkshead open access IT suite has 24-hour access.

Library Services Contact Details

Sally Burton	Hawkshead Customer Services Manager	X6214	sburton@rvc.ac.uk
Gwyn Jervis	Research Data and IT Procurement Manager	X5177	gjervis@rvc.ac.uk

Angie Poole (Camden) AV support

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

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

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

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

Information Technology Services (IT)

Computer Access

Both Camden and 3(i)5(c)-4-1585f1 0 0 - TJETQ5-4(d)] TJETQ4-1585f1hionitr

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).

Plagiarism

Plagiarism is regarded as a serious and punishable offence. Any quotations of work published in printed or electronic form should be attributed and the source appropriately cited. More information regarding plagiarism can be found on RVC Learn at the following link: <https://learn.rvc.ac.uk/mod/page/view.php?id=32144>

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

Postgraduate Academic Progress Issues

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

Student Support and Progress Committee

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

Students may refer themselves to Student Support and Progress Committee at any time by contacting the Research Degrees Officer. They may also be referred to the Committee by their supervisor(s) or assessors following appraisal if a student has given cause for concern in relation to their academic progress.

Postgraduate Student Advisors

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

Name	Telephone	Email
Dr Siobhan Abeyesinghe Siobhan is part of the Livestock Production & Health research group at the RVC. She is based in the Production and Population Health (PPH) department at the Hawkshead Campus.	6947	sabeyesinghe@rvc.ac.uk
Prof. Brian Catchpole Brian is part of the Comparative Physiology & Medicine research group at the RVC. He is based in the Pathology and Pathogen Biology (PPB) department at the Hawkshead Campus.	6388	bcatchpole@rvc.ac.uk
Dr Amanda De Mestre Mandi is part of the Comparative Physiology & Medicine research group at the RVC. She is based in the Comparative Biomedical Sciences (CBS) department at the Hawkshead Campus.	6440	ademestre@rvc.ac.uk
Dr Rob Fowkes Rob is part of the Comparative Physiology & Medicine research group at the RVC. He is based in the CBS department at the Camden Campus.	5445	rfowkes@rvc.ac.uk

Prof. Andy Pitsillides 5245 apitsill@rvc.ac.uk
Andy is part of the Comparative Physiology & Medicine research group at the RVC. He is based in the CBS department at the Camden Campus.

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

Dr Carol Thomas 6211 cthomas@rvc.ac.uk
Carol is part of the

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

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

Printing and Photocopying

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

Restaurant

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

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

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

Security

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

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

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

Smoking

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

Telephones

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

Hawkshead

Bicycles

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

Lost Property

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 w

Camden Campus

Contact Details:

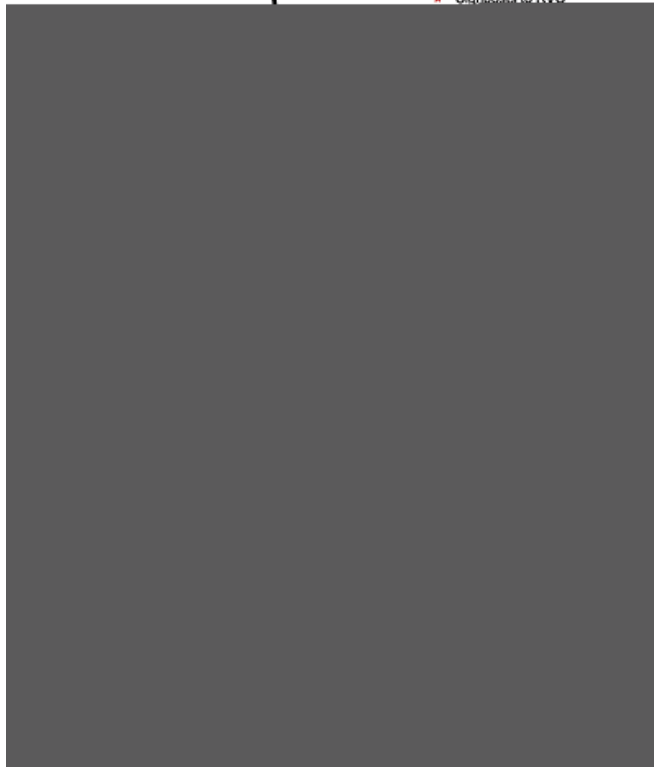
The Royal Veterinary College

Royal College Street

London

NW1 0TU

Tel: +44 (0) 20 7468 5000



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

College

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

Appeals Procedure

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

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

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

Complaints Procedure

Complaints made against the action(s) of a member of staff or the operation of a College service are addressed using the Complaints procedure. Complaints which are of wider concern should

Appendix B

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

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

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

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

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

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

1. Number of copies

In normal circumstances two copies must be submitted to the RVC Graduate School. Three copies need to be submitted if you are being examined by three examiners. Each candidate is required to bring one additional copy to the oral examination paginated in the same way as the

include everything bound in the volume, including maps, diagrams, blank pages, etc. Any

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

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 ap e

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 learnin

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