



THE UNIVERSITY *of* EDINBURGH  
The Royal (Dick) School  
of Veterinary Studies

Handbook for  
Research Students  
at R(D)SVS

2020/21

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Royal (Dick) School of Veterinary Studies

The University of Edinburgh

[www.ed.ac.uk/vet](http://www.ed.ac.uk/vet)

## Foreword

This Handbook contains important information for *Research Students* within the Royal (Dick) School of Veterinary Studies. It is a guide to what is expected of you, and the academic and pastoral support available. The Handbook sets out the assessment procedures for all students registered in the School, including those based in Associated Institutions e.g. SRUC, Moredun Research Institute and Pirbright Institute. Some important general aspects covered in this handbook are amplified in the University's Code of Practice for Research Students <http://www.ed.ac.uk/files/atoms/files/copsupervisorsresearchstudents.pdf> which you will have been issued with your matriculation papers and which you are also expected to read.

**This Handbook does not in itself constitute or in any way supersede the University's Rules and Regulations set out in the relevant documents. Having the status of guidance, this *Handbook* describes the School's recommended practice but does not preclude its recommendations being waived in certain circumstances if good reason for any such departure can be found.**

The College of Medicine and Veterinary Medicine maintain a wiki which has been specifically created for Postgraduate Research Studies. This wiki is a useful source of information at all stages of your studies. [www.wiki.ed.ac.uk/display/CMVMPGR](http://www.wiki.ed.ac.uk/display/CMVMPGR)

Your research will be carried out within the Veterinary School at Easter Bush or within an Institute affiliated to the Veterinary School, which will provide most of your immediate contact and support. However, you should use this period of postgraduate study to extend your awareness of a wide range of current topics in life sciences, and to develop your own personal and professional skills. Those who sponsor postgraduate students, and employ them after graduation, increasingly expect such a breadth of skills and knowledge.

We hope that you will enjoy your own research project and quickly assimilate into the wider postgraduate community so that you will have a productive, successful and enjoyable time in Edinburgh.

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## College of Medicine & Veterinary Medicine Contact

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Graduate School: College Hub  
The University of Edinburgh  
The Chancellor's Building  
49 Little France Crescent  
Edinburgh. EH16 4SB

Hours: 9-5pm, Mon-Fri

Website: <http://www.ed.ac.uk/medicine-vet-medicine>

In cases of emergency students should dial 2222. This number is only available from the University internal telephone system. Students in Residences or those calling from a mobile phone should dial (0131) 650 2257.



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## 1. Training and Assessment Procedures for PhD Students

(also see **Appendix A** for Thesis Committee guidelines)

### 1.1 Introduction

The following guidelines are designed to help both students and supervisors in keeping PhD programmes on track. They are intended to ensure a systematic and fair management of the academic process. There may be exceptions when students do not commence study in September, or students are carrying out research/field work abroad as part of their thesis. Individual students should always discuss their assessment programme with their principal supervisor. It is very important that you read the whole of the *Code of Practice for Supervisors and Research Students*

<http://www.ed.ac.uk/files/atoms/files/copsupervisorsresearchstudents.pdf>, which has details of what is expected of both students and supervisor/s. Note that some funding bodies, e.g. BBSRC, MRC and charities may require reports and other activities in addition to that outlined below.

Students must comply with any assessment requirements specific to their degree programme and the University's Postgraduate Assessment Regulations for Research Degrees for the current academic session: <https://www.ed.ac.uk/files/atoms/files/2019-postgraduateresearch.pdf>

### 1.2 Course Attendance

Postgraduate students are expected to attend all relevant courses of instruction and training throughout the period of their training. All students should attend the "Good Practice in PhD Research" at the beginning of their studies and other IAD courses as appropriate throughout the duration of student's studies. Some courses have been identified by the SPGSC and attendance is highly recommended at specific times of study. Students are also expected to attend "Introducing experimental design and basic statistical analyses" or another appropriate course in the same subject area during their first year. Students are strongly advised to attend a wide range of seminars and lectures to obtain a broad base of knowledge in their field and related subjects and to keep a record of these. Your Thesis Committee (TC) will ask you about your attendance at seminars and lectures. At the assessments, the student will also be expected to give details of research training undertaken during the time period being considered.

### 1.3 Assessment in the First Year

All reports must be submitted to your TC at least 2-weeks before any TC meeting.

#### Research plan after 10 weeks

After 10 weeks students should have made some progress on understanding research techniques, developing appropriate laboratory skills, and have begun reading the literature. Experimental data is not expected at this stage but the student should be in a position to produce a brief plan of their first year's work, in consultation with their supervisors, which should not exceed **two sides of A4 in length**. At this point, additional co-supervisors and an external adviser should be appointed by your primary supervisor. A TC Chair will be appointed by the School Postgraduate Studies Committee (SPGSC). The co-supervisors may give a greater breadth to the student's training and provide day to day contact if the primary supervisor is not able to provide close supervision. However, the roles of the different supervisors will depend on what research you are undertaking. The role and membership of the TC is described in Appendix A. The student should organise the TC meeting (usually via a doodle poll to find a date suitable for all) and be prepared to give a short power-point presentation to introduce the topic of study and a research plan for the 1<sup>st</sup> year (and beyond). The TC will discuss the research plan and a report of the meeting, signed by all members of the Committee and the student should be submitted to the Postgraduate Office ([RDSVS.PGR.Admin@ed.ac.uk](mailto:RDSVS.PGR.Admin@ed.ac.uk)) soon after the TC meeting.

#### First Year Assessment

The decision to allow a student to continue with their current registration or transfer to a different degree is taken after a formal assessment of progress in the first year of work based on a written report and an oral power point presentation. The written report (see below for details) should be submitted electronically to the Postgraduate Office ([RDSVS.PGR.Admin@ed.ac.uk](mailto:RDSVS.PGR.Admin@ed.ac.uk)), and members of the TC Committee on 15<sup>th</sup> June or, for students who do not start at the beginning of the academic year, 9 months after registration. The TC meeting

should take place as soon as possible after this date and must be completed by months 10-11 at the very latest. A recommendation on progression will be made by the TC. The composition of the TC is given in Appendix A. The student should organise the TC meeting (via a doodle poll ) well in advance to find a date suitable for all.

### Written Report

The purpose of the report is to ascertain that the student:

- 1) Has a thorough knowledge of the relevant literature, can make a critical appraisal of the key material in it and can place their own project in its proper context.
- 2) Can prepare a research plan for the remainder of the two or three (for 3.5 or 4-year programmes) years of study.
- 3) Can accurately report the work already done and its significance.

The written report should embody a literature review and should be prepared to a high standard. A clear statement of the aims of the project should be included, in addition to any data obtained during the year. It is recognised that at this stage some students may have few data to present. All references should be properly cited at the end of the report. **This report should be a maximum of 20 sides of A4 paper.**

It is appreciated that the first year is mainly concerned with familiarisation with the problems and techniques involved in the project. These are best discussed in the oral presentation.

The report will be scanned for plagiarism via the turn-it-in software. See Appendix E for further information on plagiarism and how to avoid it.

### Viva/presentation

This should take the form of a brief introduction to the project, followed by presentation of results. The student presentation should last around 20-25 minutes. The TC will then discuss specific points raised in the written report and oral presentation. While the major concern of the TC is with content, the presentation should be well organised. Students are strongly advised to rehearse the talk in front of colleagues and/or a supervisor. The student will be asked to leave the room to allow the TC to discuss the outcome. The student will have an opportunity to discuss the report and presentation and any issues arising regarding their study with the Chair and External in the absence of the supervisors. The outcome of such discussion will be minuted but will remain confidential.

### Feedback

A report of the TC meeting will be produced by the Chair of TC, and signed by all members of the TC. The student will be informed of the TC's view and will be asked to sign to confirm that they have read the report produced by the Chair. The student has the right to comment on the TC report. The TC Chair is responsible for sending the report to the Secretary of the SPGSC. This should occur within one-two weeks of the TC meeting.

### Outcomes

Students will only be allowed to continue with their PhD registration if the TC is satisfied with progress made. Satisfactory students will continue with their PhD studies and have their registration confirmed. In the case of inadequate performance a further recommendation from the TC will be needed in terms of whether the student is (a) reassessed within 3 months, (b) re-registered for a different degree or (c) excluded from study. The recommendation of option (c) would require the approval of College PGR. Students who are not happy with the outcome of the TC meeting have the right to appeal. For part-time students see 1.7 below.

### On-line Progression Review

Eight months after the start of the academic year students will receive an email from University of Edinburgh asking them to complete a progress report via EUCLID. This asks for information on progress, activities and future plans. First year students should upload their 10-week and 9 month written report, as well as their TC reports for both meetings. In later years can upload relevant material such as TC reports and thesis plans. Once completed by the student, the review is passed to the supervisors for comments and then to the

Postgraduate Director. Students can view comments from their supervisors and the Postgraduate Director before the final report goes to the College.

## 1.4 Assessment in the Second Year

### Thesis Committee Meeting

At the end of the second year the TC will meet (organised by student via doodle poll) to discuss the student's progress and agree a plan for the next year. The meeting will normally include a short (20-25 minute) presentation on the student's project and future plans. Students on 3 year programmes should present an outline of their thesis with chapter titles and a timetable for completion. This plan should be sent to the SPGSC together with the TC's report. Students on 3.5 and 4 year programmes should also discuss plans for the third year.

### Feedback

Following the TC meeting the student will receive written comments which will be signed and distributed as for the first year assessment. The TC may at this stage have to assess whether the student can complete their PhD within the allotted time or whether any other course of action is required. A signed TC report should be sent to the SPGSC.

### On-line Progression Review

Students will receive an email from University of Edinburgh asking them to complete a progress report. This asks for information on progress, activities and future plans. Students should upload relevant material such as TC reports and thesis plans. Once completed by the student, the review is passed to the supervisors for comments and then to the Postgraduate Director. Students can view comments from their supervisors and the Postgraduate Director before the final report goes to the College.

## 1.5 Assessment in the Third Year

Third Year (3 year programmes)

Students who have not yet submitted their thesis for examination should hold a 3<sup>rd</sup> year TC meeting. This meeting should focus on submission in a timely manner and certainly by the maximum period of study (4 years). Any obstacles identified to be holding up progress/submission should be discussed and resolved. A signed TC report should be sent to the SPGSC.

Third Year (> 3 year programmes)

At the end of the third year the TC will meet to discuss the student's progress and agree a plan for the final year (or part of). The student should present an outline of their thesis with chapter titles and a timetable for completion. This plan and signed TC report should be sent to the SPGSC.

### On-line Progression Review

Students will receive an email from University of Edinburgh asking them to complete a progress report. This asks for information on progress, activities and future plans. Students should upload relevant material such as TC reports and thesis plans. Once completed by the student, the review is passed to the supervisors for comments and then to the Postgraduate Director. Students can view comments from their supervisors and the Postgraduate Director before the final report goes to the College.

## 1.6 Final Year

Final year PhD students should give an oral presentation at the School Research Student Day. This is a formal occasion which will allow the student to "showcase" their research.

The importance of early planning in the final year, in order to submit the thesis within the maximum period of study (4 years for full time study), should not be underestimated. To enable PhD students to judge when their work is completed the five questions that have to be answered by the examiners of the student's viva are listed in Appendix B.



## 1.7 Assessment of Part-Time Students

Assessment of part-time students in the first year of study is identical to assessment of full-time students. Part-time students are required to produce a 10 week research plan and a 9 month report both of which will be assessed by their TC. It is recognised that part-time students will not have made the same progress as full-time students and assessment of their progress and future plans will take this into account. Exceptionally, the first progression review may be postponed with permission from College. The postponement must be no longer than 6 months. Confirmation may be deferred until the second annual review. In subsequent years, part-time students should have an annual TC meeting to assess progress and plans..

## 1.8 Notification of an intention to submit a thesis for examination

All candidates must notify the **College Postgraduate Secretary** of their intention to submit their work for examination. This notification must be given on a form obtainable from College Offices (and CMVM wiki) and should normally be made at least two months before the thesis is submitted – for further details please refer to <https://www.ed.ac.uk/files/atoms/files/2019-postgraduateresearch.pdf>  
Full details of the examination process can be found at <https://tinyurl.com/CMVMPGR-Wiki>

## 2. Training and Assessment Procedures for MSc by Research Students

### 2.1 Introduction

An MSc by Research is a very intensive degree and the following guidelines are designed to help both students and supervisors in keeping the MSc programme on track. They are intended to ensure a systematic and fair management of the academic process. Individual students should always discuss their assessment programmes with their supervisors. It is very important that you read the whole of the *Code of Practice for Supervisors and Research Students* <http://www.ed.ac.uk/files/atoms/files/copsupervisorsresearchstudents.pdf>, which has details of what is expected of you and your supervisor/s. Students funded by certain funding councils may have to provide reports and other work in addition to that outlined below.

### 2.2 Course Attendance and Work Plan

All reports must be submitted to your TC at least 2-weeks before any TC meeting.

Postgraduate students are expected to attend all relevant courses of instruction and training. Please note that all MSc by Research students at the R(D)SVS are expected to attend relevant research seminars and keep a record of their attendance in electronic or paper form.

An MSc by Research is a short intense degree and it is critical that a well-structured research plan is in place in order to meet the timescales. Students must produce a research plan no later than 10 weeks after starting. The plan should not exceed two sides of A4 in length and should be submitted electronically to Postgraduate Administration ([RDSVS.PGR.Admin@ed.ac.uk](mailto:RDSVS.PGR.Admin@ed.ac.uk)). All MSc by research students will have a TC with the same format as that of PhD students which will review the research plan and act as support throughout the degree. At the TC meeting (organised by the student via a doodle poll) students should give a short power point presentation covering the plan and include detailed time lines for the year. Whilst there is no requirement for a further meeting of the TC, students and/or chairs should arrange further meetings if requested or any issues arise. The TC is primarily there to support the student and provide extra support if the need arises.

Candidates are advised to have read the bulk of the relevant literature within six months of starting and to have a draft of the literature review written by eight months.

### 2.3 Submission

All the relevant work should be submitted within 12 months of registration if registered full-time or 24 months if registered part-time.

## 2.4 Assessment

The work is assessed by the examiners using the following criteria. No viva is required for MScR students but their thesis will be read and marked by one internal and one external examiner.

- 1) MSc by Research students produce a thesis of not more than 30,000 words. The student must have demonstrated by the presentation of a dissertation that they are capable of pursuing research, or a critical survey of knowledge in the field of study, or both combined with a satisfactory plan for a more advanced research project. The research must demonstrate competence, knowledge and be presented in a critical and scholarly way.

### Particular aspects considered by the examiners

- 1) Does the work described in the dissertation show awareness of the literature in the field?
- 2) Where appropriate state whether the work described in the dissertation is technically correct.
- 3) Do you judge that the candidate has a good understanding of the work that the student has been doing?
- 4) Is the dissertation satisfactory in its literary presentation?

## 3. Training and Assessment Procedures for Senior Clinical Scholars enrolled on the Veterinary Advanced Clinical Training Programme

### 3.1 Introduction

The R(D)SVS Advanced Clinical Training Programmes provide an opportunity for qualified veterinary surgeons to undertake a period of advanced clinical training in a variety of disciplines under the guidance and supervision of RCVS, European and American veterinary specialists.

These programmes (residencies) are designed to produce research-literate clinicians with specialist knowledge and expertise in their chosen field thereby giving them the opportunity to pursue career goals in teaching, research, clinical service and/or specialist practice. These non-graduating students will normally be registered for a Diploma level qualification (Royal College, European or American equivalent).

### 3.2 General

Senior Clinical Training Scholars (Residents) are expected to attend all relevant courses of instruction and training throughout their studies.

### 3.3 Senior Clinical Scholar Progress Committees

A Progress Committee (PC) will be set up for each Senior Clinical Scholar (Appendix C), the main purpose of which is to assist the Scholar in achieving the requisite credentials for eligibility to sit the relevant European College Specialist Diploma examinations, or alternative pre-defined qualifications, within the specified time. The PC is also responsible for ensuring the Scholar receives a rounded education, including instruction and experience in appropriate clinical, research and transferable skills, and for monitoring the provision of facilities and resources to the Scholar. The PC also has a role in supporting scholarship/residency supervisors.

### 3.4 Research Supervision

Senior Clinical Training Scholars (Residents) are required to undertake a research project as part of their training. The research project may be undertaken as an integrated MSc, usually in the 3<sup>rd</sup> or 4<sup>th</sup> year of the training programme. In such instances, the MSc project is controlled by University and College regulations which are described in a separate section of this handbook.

For **non-MSc projects** please see **Appendix D**. These guidelines are designed to help both clinical scholars and supervisors to keep research projects on track, where the project does not form a programme of study for an MSc or other degree. They are intended to ensure a systematic and fair management of the academic process. There may be exceptions when students are carrying out research/field work abroad as part of their thesis. Individual students should always discuss their assessment programme with their supervisor. It is very important that Scholars read the whole of the *Code of Practice for Supervisors and Research Students*, which has details of what is expected of you and your supervisor/s. Students being funded by some funding bodies may have to provide reports and other work in addition to that outlined below.

### 3.5 Reports

Each Scholar will be required to submit a report 2 weeks prior to each annual PC meeting. This report will include a research project progress report (see **Appendix D**) and the relevant European College (or equivalent) case, publication and presentation logs. The research project progress report should be submitted by email to PG Clerical Assistant (Emma Pineau, [emma.pineau@ed.ac.uk](mailto:emma.pineau@ed.ac.uk)) and a copy of the resident's credential application if applicable.

## 4. Training and Assessment Procedures for online Distance PhD Students

(also see **Appendix A** for Thesis Committee guidelines)

### 4.1 Introduction

The following guidelines are designed to help both students and supervisors in keeping PhD programmes on track. They are intended to ensure a systematic and fair management of the academic process and to provide the necessary support for students to complete their studies. Individual students should always discuss their assessment programme with their principal supervisor. It is very important that you read the whole of the *Code of Practice for Supervisors and Research Students* which has details of what is expected of both students and supervisor/s:

<http://www.ed.ac.uk/files/atoms/files/copsupervisorsresearchstudents.pdf>

### 4.2 Course Attendance

Postgraduate students are expected to attend all relevant courses of instruction and training throughout the period of their training. Distance PhD students should make full use of relevant courses offered by the Institute for Academic Development (IAD). A number of IAD courses are now available on-line and distance PhD students should avail themselves of these opportunities. In particular, students are expected to attend appropriate courses in experimental design and statistics (an on-line course is available through IAD) and should discuss the requirement for these courses with their supervisor.

### 4.3 Guidelines for ensuring supervisor- student interaction

Distance PhD students must have regular contact with their supervisors. At the beginning of the PhD programme, a timetable of meetings between supervisor and student to include, at a minimum, monthly meetings should be agreed and submitted to the School Postgraduate Administration team ([RDSVS.PGR.Admin@ed.ac.uk](mailto:RDSVS.PGR.Admin@ed.ac.uk)). Meetings should be conducted using a virtual platform e.g. MS Teams, Skype or Zoom. It is recognised that the student and supervisor may well have other meetings and may regularly communicate by email but formal meetings should be held monthly.

Distance PhD students will also communicate with the School PG Director and/or the Divisional PGR Convenor, the Depute Dean of PG Studies and School PGR administrators who will ensure that they are aware of the academic management of their studies and the support available to them. These meetings should take place within 3 months of the start date.

### 4.4 Attendance in Edinburgh

It is expected that the student will visit the Edinburgh campus during their part-time studies at Edinburgh. The number of visits will be dependent on many factors including funding. The timing of any visit will be variable but must coincide with a time at which the supervisors are available. If the visit can be timed to coincide with the first year TC meeting, this would be convenient but is not essential. Timing may take into consideration academic events in Edinburgh, e.g. it would be advantageous for the student to attend the School Research Student Day or particular seminar programmes/meetings.

### 4.5 Assessment in the First Year

All reports must be submitted to your TC at least 2-weeks before any TC meeting.

Assessment of part-time students in the first year of study is identical to assessment of full-time students. i.e. part-time students are required to produce a 10 week research plan and a 9 month report both of which will be

assessed by their TC. It is recognised that part-time students will not have made the same progress as full-time students and assessment of their progress and future plans will take this into account.

### Research plan after 10 weeks

After 10 weeks students should have made some progress on understanding research techniques/disciplines and have begun reading the literature. Experimental data is not expected at this stage but the student should be in a position to produce a brief plan of their first year's work, in consultation with their supervisors, which should not exceed *two sides of A4 in length*. By this point co-supervisor(s) and an external adviser should be appointed by your primary supervisor. A TC Chair will be appointed by the School PGSC. The co-supervisor(s) may give a greater breadth to the student's training and provide more frequent contact if the first supervisor is not able to provide close supervision. However, the roles of the different supervisors will depend on what research you are undertaking. The role and membership of the TC is described in Appendix A. The student should organise the TC meeting (usually via a doodle poll to find a date suitable for all) and be prepared to give a short power-point presentation (via Skype/Zoom/MS Teams) to introduce the topic of study and a research plan for the 1<sup>st</sup> year (and beyond). The TC will discuss the research plan and a report of the meeting, signed by all members of the Committee and the student should be submitted to Postgraduate Administration ([RDSVS.PGR.Admin@ed.ac.uk](mailto:RDSVS.PGR.Admin@ed.ac.uk)) soon after the TC meeting. .First Year Assessment

The decision to allow a student to continue with their current registration or transfer to a different degree is taken after a formal assessment of progress in the first year of work based on a written report and an oral presentation. The written report should be submitted to the Postgraduate Administration ([RDSVS.PGR.Admin@ed.ac.uk](mailto:RDSVS.PGR.Admin@ed.ac.uk)), 9 months after registration. The TC meeting should take place as soon as possible after this date and must be completed by months 10-11 at the latest. A recommendation on progression will be made by the TC. The composition of the TC is given in Appendix A. Written report

The purpose of the report is to ascertain that the student:

- 1) Has a thorough knowledge of the relevant literature, can make a critical appraisal of the key material in it and can place their own project in its proper context.
- 2) Can prepare a research plan for the remainder of the study.
- 3) Can accurately report the work already done and its significance.

The written report should embody a literature review and should be prepared to a high standard. A clear statement of the aims of the project should be included, in addition to any data obtained during the year. It is recognised that at this stage some students may have few data to present. All references should be properly cited at the end of the report. **This report should be a maximum of 20 sides of A4 paper.**

It is appreciated that the first year is mainly concerned with familiarisation with the problems and techniques involved in the project. These are best discussed in the oral presentation.

The first year report should be submitted electronically to the secretary of the PGSC and to members of the TC by 9 months of study. The report will be scanned for plagiarism via the Turnitin software. See Appendix E for further information on plagiarism and how to avoid it.

### Viva/presentation

This should take the form of a brief introduction to the project, followed by presentation of results. The student presentation should last around 20-25 minutes. The TC will then discuss specific points raised in the written report and oral presentation. While the major concern of the TC is with content, the presentation should be well organised. Students are strongly advised to rehearse the talk in front of colleagues and/or a supervisor. The student will be excluded from the videoconference to allow the TC to discuss the outcome. The student should have an opportunity to discuss the report and presentation and any issues arising regarding their study with the Chair and External in the absence of the supervisors. The outcome of such discussion will be minuted but will remain confidential.

### Feedback

The student should be informed of the TC's view immediately. A report of the TC meeting will be produced by the Chair of TC, and signed by all members of the TC and the student will be asked to sign to confirm that

he/she has read the report produced by the Chair. The student has the right to comment on the TC report. The TC Chair is responsible for sending the report to Postgraduate Research Administration. This should occur within one-two weeks of the TC meeting.

## Outcomes

Students will only be allowed to continue with their PhD registration if the TC is satisfied with progress made. Satisfactory students will continue with their PhD studies and have their registration confirmed. In the case of inadequate performance a further recommendation from the TC will be needed in terms of whether the student is (a) reassessed at the end of a further period of study not exceeding 18 months from initial registration, (b) re-registered for a different degree or (c) discontinued. The recommendation of option (c) would require the approval of College PGR. The recommendation of option (c) would require the approval of College PGR. Students who are not happy with the outcome of the TC meeting have the right to appeal.

## On-line Progression Review

Eight months after the start of the academic year students will receive an email from University of Edinburgh asking them to complete a progress report via EUCLID. This asks for information on progress, activities and future plans. First year students should upload their 10-week, 9 month written report and TC signed reports of both meetings. In later years can upload relevant material such as thesis plans and TC reports. Once completed by the student, the review is passed to the supervisors for comments and then to the Postgraduate Director. Students can view comments from their supervisors and the Director before the final report goes to the College.

## 4.6 Assessment in the Second & Subsequent Years

### Thesis Committee Meeting

At the end of the second and subsequent years the TC will meet to discuss the student's progress and agree a plan for the next year. The TC meeting should be organised by the student (via doodle poll) in good time. The TC will normally include a short (20-25 minute) presentation on the student's project and future plans. Students entering their final year should present an outline of their thesis plan with chapter titles and a timetable for completion. This plan should be sent to Postgraduate Research Administration together with the TC's report.

### Feedback

Following the TC meeting the student will receive written comments which will be signed and distributed as for the first year assessment. The TC may at this stage have to assess whether the student can complete his/her PhD within the allotted time or whether any other course of action is required.

## 4.7 Final Year

The importance of early planning in the final year, in order to complete the thesis on time, should not be underestimated. To enable PhD students to judge when their work is completed the five questions that have to be answered by the examiners are listed in Appendix B.

## 4.8 Submission of thesis

All candidates must notify the **College Postgraduate Secretary** of their intention to submit their work for examination. This notification must be given on a form obtainable from College Offices or the CMVM Wiki and should normally be made at least two months before the thesis is submitted. Theses must conform to the University's Postgraduate Assessment Regulations. Details of the regulations and the Intention to Submit form can be found at <https://www.ed.ac.uk/files/atoms/files/2019-postgraduateresearch.pdf> Full details of the examination process can be found at <https://tinyurl.com/CMVMPGR-Wiki>

## Appendix A - PhD Thesis Committee Guidelines

Each PhD student has a Thesis Committee (TC), the main purpose of which is to assist the student to present a successful thesis within the specified time and to support the student's supervisors. The TC is also responsible for ensuring the student receives a rounded education, including instruction and experience in appropriate scientific and transferable skills, and for monitoring the provision of facilities and resources to the student. The TC should support the student in all aspects of their studies including providing advice on career development and, where necessary, pastoral support. The TC Chair will be appointed by the SPGSC. In addition to the Chair (who will be a member of staff with experience of supervising postgraduate students), each TC will include the Principal Supervisor(s), co-supervisor(s) and one other (External Adviser). The external adviser should have expertise in the area of the student's research project and be able to offer advice where necessary. The external adviser should not be involved in the student's project. TCs should have a gender balance *e.g.* female students should have at least one female member of their TC. If the TC is all male for academic reasons, then another female member must be co-opted onto the committee. This could be a senior female post-doc or another member of staff who is there to provide support.

The remit of the TC is to:

- Monitor the student's progress at all stages of their studies.
- Ensure sufficient and appropriate supervision of the student, and to initiate remedial action whenever necessary.
- Make recommendations to the SPGSC when required.
- Advise the student on appropriate courses in scientific and transferable skills.
- Monitor the provision of facilities and resources to the student, as appropriate for the student and the research project.
- Meet with the student to discuss progress and reports as follows:
  - The Research Plan, after 10 weeks.
  - The First Year Report; which should be submitted to School Postgraduate Administration ([RDSVS.PGR.Admin@ed.ac.uk](mailto:RDSVS.PGR.Admin@ed.ac.uk)), by the end of the ninth month after initial registration. The TC will normally meet within two months of the submission date of the first year report and at this meeting the student will make a 20/25-minute presentation of results. The report from this meeting will be signed by all those present including the student.
  - Second Year Progress Meeting and thesis plan.
  - Third Year Progress Meeting and thesis plan.
- In addition to academic progress, the TC should discuss the student's career development (opportunities to attend transferable skills courses, seminars and scientific meetings) and future careers.
- Agree a report on the student's progress for the School PGSC.
- Students in Associated Institutions registered in the School of Veterinary Studies, who are not normally working within the School and who have Principal Supervisors, only one of whom is from the School, will undergo the same system of supervision as a student based in the School.



## Appendix B - Assessment of PhD Theses

### Assessment of a PhD Thesis

Listed below are the five questions that have to be answered by internal and examiner examiners when examining a PhD thesis submitted to the University of Edinburgh.

- 1) Is the thesis an original work that makes a significant contribution to knowledge in or understanding of the field of study?
- 2) Does the thesis contain material worthy of publication?
- 3) Does the thesis demonstrate adequate knowledge of the field of study and relevant literature?
- 4) Does the thesis show the exercise of critical judgement with regard to both the student's work and that of other scholars in the same general field?
- 5) Is the presentation and style of the thesis satisfactory?

## Appendix C - Senior Clinical Scholar Progress Committee Guidelines

Each Progress Committee (PC) will be comprised of three to five people including a Convenor/Chairperson (who will be a senior member of staff with experience supervising clinical scholars), a Principal Supervisor(s), and one or more Assistant Supervisor/Advisor(s). At least one of the Supervisor(s) must have expertise in the area of the Scholar's research project and be able to offer advice where necessary. This will normally be the Principal Investigator (PI) on the project. Where a collaborative project is undertaken, it may be appropriate for an Investigator from each Service or Institute to sit on the PC. The Assistant Supervisor(s) may belong to affiliated Institutes such as the AHVLA, SRUC and Moredun.

### The remit of the Progress Committee is to:

- Monitor the Scholar's progress at all stages of their studies.
  - Ensure sufficient and appropriate supervision of the Scholar, and to initiate remedial action whenever necessary.
  - Make recommendations to the Clinical Training Scholarship Committee (CTSC) when required.
  - Advise the Scholar on appropriate courses in clinical, research and transferable skills.
  - Monitor the provision of facilities and resources to the student, as appropriate for the Scholar and the Scholar's research project.
  - Oversee the research component of the Scholarship (Further Guidelines in **Appendix D**).
  - Facilitate the provision of appropriate time allocation for completion of the agreed research project(s) whilst at the same time ensuring an appropriate balance with clinical duties.
  - Prepare a considered view of the Scholar's progress that will assist in preparation of the annual report to the School CTSC.
  - Attend seminars or presentations given by the Scholar in the University.
  - Meet with the Scholar to discuss progress at the following time points:
- 1) **Initial PC meeting at 10-12 weeks:** To formalise and introduce the Scholar to the members of their PC. The research project title and study plan should be defined and approved at this meeting (Further Guidelines in **Appendix D**).
  - 2) **First Year Progress Meeting at 9-10 months:** The PC will normally meet approximately two months prior to the submission date of the First Year Report. At this meeting, in addition to providing electronic copies of case logs etc. (as per individual European College requirements – see Appendix C) and a Progress Report on the Research Project, the Scholar will give a brief presentation outlining progress in the following areas:
    - (a) Research project
    - (b) Publications
    - (c) Abstracts and presentations
    - (d) Clinical training (including summary of case and activity logs etc.)
    - (e) Contribution to teaching
  - 3) **Subsequent Annual Progress Meetings:** As above, 2 months before the submission date of the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> (if applicable) Year reports.

The report from these meetings will be signed by all those present including the Scholar, and will be submitted to PG Clerical Assistant (Emma Pineau, [emma.pineau@ed.ac.uk](mailto:emma.pineau@ed.ac.uk)) who will forward them to the CTSC Convenor (Karen Blissitt, [karen.blissitt@ed.ac.uk](mailto:karen.blissitt@ed.ac.uk)).

**N.B.** the starting point to which the above time points relate will, in most circumstances, equate to the point of registration with the relevant European College. However, in cases whereby such registration also includes an initial internship period followed by a 3 year residency training period, the starting point may (if deemed appropriate) be deferred by 1 year.

- 4) **Interim meetings** are to be arranged where necessary, for instance to comply with European College requirements, where the PC considers it would be advantageous to the Scholar, or where there is concern about the Scholar's progress.



## Role of Senior Clinical Scholar Progress Committee Convenor/Chairperson

- The Chair of the PC is responsible for organising the 10-12 week report meeting, the 9 month report meeting and progress review and the subsequent annual reviews at the end of 2<sup>nd</sup> and 3<sup>rd</sup> year, and 4<sup>th</sup> year (where applicable).
- PC meetings will usually consist of a short presentation by the Scholar, followed by discussion of progress and plans for the future. PC meetings should provide an opportunity for the supervisor(s) to discuss any issues in the absence of the Scholar and for the Scholar to discuss any issues without their supervisor(s), whenever either party requests such a meeting.
- The PC Convenor is responsible for writing the PC report, obtaining agreement and signatures from other members of the PC and the Scholar and submitting the report to Emma Pineau (EP) in a timely fashion. In the case of the 9 month report, as this report is critical for the Scholar's progress, the PC report should be submitted by 11 months at the latest so that appropriate action can be taken if necessary.
- PC Convenors should be aware that, although it may be difficult, it may be necessary to produce a negative report. The Convenor should clearly report any concerns that the Scholar or supervisors have. If any difficult issues arise, then the PC Convenor can discuss these with Karen Blissitt ([karen.blissitt@ed.ac.uk](mailto:karen.blissitt@ed.ac.uk)) or Colin Farquharson ([colin.farquharson@roslin.ed.ac.uk](mailto:colin.farquharson@roslin.ed.ac.uk)).
- The PC Convenor does not need to be an expert in the Scholar's clinical or research area but should be able to provide independent advice and support to the Scholar. The PC Convenor should be available to talk to the Scholar throughout his/her Scholarship to provide support if required. The role may be pastoral as well as professional.

In the event that the PC report concludes that insufficient progress has been made, the Scholar will be informed (by the PC Convenor) that their progress will be reviewed by the SCTSC and/or the SPGSC. The PC report will then be reviewed by the SCTSC and/or SPGSC under closed business and if necessary the SCTSC and/or SPGSC may recommend to the Head of School and College that studies be discontinued.

## Appendix D - Non-MSc Clinical Training Scholars' Projects

The Progress Committees have overall responsibility for overseeing the research component of all residencies.

For non-MSc projects the following will apply:

- The Academic Member of Staff applying for Scholarship Post Approval indicates the clinical research area/programme that the resident will be involved in. In most cases this person will be part of the Scholar's Progress Committee.
- Following post approval and appointment of the Scholar, it is the responsibility of the Progress Committee and Supervisors to further define the research project, preferably in advance of the Scholarship start date. Where appropriate, the project should take into account the Scholar's previous research background and clinical interests.
- Once the Scholarship has commenced, in all cases, a Research Project Proposal outline (details below) should be prepared and sent by email to PG Clerical Assistant Emma Pineau ([emma.pineau@ed.ac.uk](mailto:emma.pineau@ed.ac.uk)) at least 2 weeks in advance of the 10-12 week PC meeting, for distribution to all members of the Progress Committee.
- The Research Project is approved by the Progress Committee and allocation of time for the research is agreed.
- Where any aspect of statistical analysis is integral to the research project, it is expected that Scholars will attend the Introduction to Experimental Design and Statistics course run by Dr. Darren Shaw prior in Year 1 or 2 of their Scholarship and that Supervisors will facilitate attendance.
- A brief Research Project Progress report prepared by the Scholar will be submitted by email to PG Clerical Assistant Emma Pineau ([emma.pineau@ed.ac.uk](mailto:emma.pineau@ed.ac.uk)) at least 2 weeks in advance of each Progress Meeting, for distribution to all members of the Progress Committee.

This report should detail progress made in the Scholar's research projects(s) as appropriate for the project:

- Case numbers recruited and samples archived
  - Any techniques validated
  - Any preliminary findings
  - Any problems identified which are hindering project progress
  - An updated timetable for the proposed milestones for completion of the project
  - Date of proposed manuscript submission
- In addition to research presentations / posters as required for the credentialing process of their Diploma (or equivalent) awarding body, residents will give a poster/oral presentation at the R(D)SVS Research Student Day in the final year of their Scholarship.

### Projects

It is expected that all projects will have a firm scientific basis and wherever possible will be sympathetic to the research themes of the School.

- Although it is expected that research projects will complement existing research themes, it is recognised that constraints may apply where a residency is funded externally for a fixed project (e.g. when industrial funding applies).
- In the first instance the PC will always consider any projects put forward by a supervisor. However, if identifying a suitable project proves problematic please contact Karen Blissitt ([Karen.blissitt@ed.ac.uk](mailto:Karen.blissitt@ed.ac.uk)) who will discuss this with Colin Farquharson who holds details of potential projects which investigators in the Roslin Institute have indicated may be available. Such projects will also increase the collaboration between clinical and non-clinical members of staff, hopefully generating further projects.
- If the PC feels that a project other than that proposed by any supervisor might be more appropriate, then this will be discussed with the supervisor prior to any final decision being made. The principle is that the resident gets the most appropriate research exposure for their needs, but that the supervisor is fully involved.

## Submission Procedure

- A brief outline (one side of A4 or less) of the proposed Research Project must be submitted by the Scholarship Principal Supervisor within two months of the start of the scholarship and at least 2 weeks in advance of the 10-12 week initial PC meeting.
- Project outlines should be submitted electronically to PG Clerical Assistant (Emma Pineau [emma.pineau@ed.ac.uk](mailto:emma.pineau@ed.ac.uk)) who will distribute them to the PC members for comment.

The Project Outline should include the following:

### 1. Project

- a. Rationale and hypothesis for the study.
- b. Study design.
- c. How the study is expected to benefit veterinary medicine.

### 2. Feasibility: Assessment of the required resources.

- a. Financial support required and where it is proposed this will come from.
- b. If appropriate, statistical power calculations and the required numbers of samples and/or patients. Assessment of R(D)SVS case load in relation to this. It is advised that Dr. Darren Shaw is consulted prior to submission to assist with any issues such as the experimental design of any projects, sample size calculations and proposed methods of statistical analysis.
- c. Techniques. Where non-standard or laboratory or other techniques are proposed (e.g. use of a laboratory assay in a species for which it was not designed), evidence that they have been validated for use in the research project or that validation is an integral aspect of the early stages of the project (by First Year Progress Meeting).
- d. Ethics – either an assessment of any ethical issues arising or evidence that VERC or HERC approval\* is already in place.

### 3. A timetable of the proposed milestones

- a. Collection and archiving of required samples or cases.
- b. Analysis.
- c. Research presentations required for European College Credentials.
- d. Manuscript submission.

\*VERC approval is required PRIOR to commencing any studies involving animals, clinical material or accessing information from case records. HERC approval is required PRIOR to commencing any studies involving students including questionnaires.

The aim of this procedure is to ensure that all clinical scholars have a defined and feasible research project agreed by their 10-12 week Progress Committee meeting. This should ensure that clinical scholars have sufficient publications to satisfy the credentialing process of their Diploma (or equivalent) awarding body by the end of their Scholarship and will ensure that the R(D)SVS maintains a strong research and publication record at all levels.

## Appendix E - Academic Misconduct and the College policy on plagiarism

### Postgraduate Assessment Regulation 19 Academic Misconduct

It is an offence for any student to make use of unfair means in any University assessment, to assist a student to make use of such unfair means, to do anything prejudicial to the good conduct of the assessment, or to impersonate another student or allow another person to impersonate them in an assessment.

Any student found to have cheated or attempted to cheat in an assessment may be deemed to have failed that assessment and disciplinary action may be taken.

For further guidance on the application of the regulation, see the Postgraduate Assessment Regulations at: <https://www.ed.ac.uk/files/atoms/files/2019-postgraduateresearch.pdf>

For further information on plagiarism, including how to avoid plagiarism, please refer to the following link: <http://www.ed.ac.uk/academic-services/staff/discipline/plagiarism>

### Students Registered with Professional Bodies

Any student who is registered with a professional body should be aware that all such organisations regard plagiarism as a serious professional concern. Any such student found to have committed plagiarism in an assessment at the University of Edinburgh may be reported to the relevant professional body.

## Appendix F - Interruptions, Sick pay, Extensions and Special Circumstances

### Interruptions of Study

DRPS Regulation 33 <http://www.drps.ed.ac.uk/19-20/regulations/PGDRPS2019-20.pdf> Regulation 33 states that “A student may apply for an Authorised Interruption of Study (IoS), and it may be authorised by the College if there is a good reason for approving the interruption. Students must provide evidence to support their applications. An IoS may not be applied retrospectively. Any one period of authorised IoS will not exceed one year unless authorised by the College. The total period of Authorised IoS is the same for full-time and part-time students and will not exceed 100% of the prescribed period of full-time study”.

An IoS can only be authorised by College and only granted for stated reasons for specified (not open-ended) periods. Periods of IoS do not count towards a student’s total permitted period of study (i.e. they effectively “stop the clock” on the registration period). No fees are payable during any full year in which an authorised IoS has been continuous.

Students in receipt of a studentship or scholarship should note that an IoS may have implications in relation to receipt of funding (i.e. payments may be suspended during a period of interruption). An IoS is applicable where a student is unable to work on his or her studies for a significant period of time due to circumstances that are largely beyond the students control. These circumstances can include:

Medical and health problems

Personal and family problems or bereavement

Problems experienced because of failure of University equipment or lack of access to equipment

Problems experienced because of deficiencies in the provision of supervision or facilities

Undertaking distinct time-limited specialised training or employment that would be beneficial to the student’s project or generic skills training

If there are medical problems, medical certificates will be required.

Interruptions are not appropriate where a student is able to work on his or her studies but is not progressing at the expected rate where the reasons are foreseeable or to allow a student to undertake long-term periods of paid employment.

Interruptions are not available to permit a student to take extended annual leave/holiday leave or to effectively extend the period available to a student to complete his or her studies.

An application for IoS should be made in advance where possible or as soon as practicable after the problem has emerged or been discussed. **A retrospective interruption of study cannot be applied.** Students with Tier 4 visas seeking IoS for 2 months or more should first seek advice from the University’s International Office, as Tier 4 students are not permitted to stay in the UK beyond a period of 2 months if on an IoS.

### Sick pay

Students funded via a Research Council training grant are entitled to receive stipend payments during absences covered by medical certificates and an approved Interruption of Studies. This will be for up to 13 weeks, within any 12-month period. Medical absences beyond the 13 weeks period will not be funded by the Research Councils. Beyond 13 weeks studentships will normally be put into abeyance. See <https://www.ukri.org/files/legacy/publications/rcuk-training-grant-guide-pdf/>

### Extensions of Study

DRPS Regulation 34: <http://www.drps.ed.ac.uk/19-20/regulations/PGDRPS2019-20.pdf>

Regulation 34 states “In exceptional circumstances, a student may apply through the supervisor and school postgraduate director to the College for an extension and it may be authorised by the College if there is good reason.”

Reasons for an extension might include circumstances where progress has been hampered by unforeseen difficulties with facilities or equipment or in obtaining or analysing data and hence completion of the studies has been delayed. A request for an extension cannot be based solely on the need for more time to complete. The Supervisor is expected to make the case for extension as soon as the need for an extension becomes apparent, and before expiry of the student’s normal maximum period of registration.

Second or further applications for extension are to be avoided if at all possible and the student will be subject to greater scrutiny and a higher level of supportive documentation is required. The maximum period of extension allowable for PhD students is 24 months. All students who request and are granted an extension

will be charged a matriculation fee and a continuation fee (on a pro-rata basis, see <https://www.edweb.ed.ac.uk/tuition-fees/policy/postgraduate-research/continuing-study/2020-2021> ). Also, they will be required to pay an annual matriculation fee until the date of submission. For fee information, see: <http://www.ed.ac.uk/student-funding/tuition-fees/postgraduate>

### Maternity and Family Leave Policy

This policy is based on the terms and conditions for Research Council training grants, (revised May 2018) and the related briefing issued by the Research Councils UK on maternity, paternity, shared parental and adoption leave, see <https://www.ukri.org/files/legacy/publications/rcuk-training-grant-guide-pdf/>. Further guidance is provided in the University's Student Maternity and Family Leave Policy see <https://www.ed.ac.uk/files/atoms/files/studentmaternitypolicy.pdf>.

R(D)SVS wishes to ensure that its approach to the handling of maternity and other family leave is supportive, without being intrusive and that the welfare of the parent(s) and child/children are protected. R(D)SVS also wishes to ensure that postgraduate research (PGR) students are treated fairly and made fully aware of their parental leave entitlements and are not disadvantaged in their studies due to pregnancy or adoption.

### **SCOPE**

This policy covers PGR students registered within R(D)SVS

- any PGR student who becomes pregnant during her studies (maternity leave),
- any PGR students who is to become a father during his studies (paternity leave),
- any PGR student who is the partner of a student who is pregnant (including a same sex partner) and
- any student becoming a parent during their studies through adoption of a child (adoption leave)

### **THE POLICY**

R(D)SVS is committed to providing adjustments to PGR students to ensure that they are not disadvantaged in their studies due to pregnancy or adoption of a child.

#### **1. Students to become parents**

Any student who has their pregnancy confirmed by a GP, is to become a father, or is to adopt a child, is encouraged to report this to their supervisor and to R(D)SVS PGR administration and their Divisional PGR convenor so that they can provide appropriate academic advice.

#### **2. Implications for the programme of study**

The student will meet with their supervisor to address the following issues:

- whether an interruption of study will be required and , if so, for how long (an interruption would not normally exceed one year);
- if assessments or progression reports are pending, whether the student is fit to attempt the assessments or to complete the progression reports, and
- any time-off or possible modifications to attendance that might be required so that the student can attend medical or other essential appointments.

A written record of the agreed adjustments should be produced and retained by the supervisor and student and a copy sent to the R(D)SVS PGR administration.

Please note – supervisors would not be responsible for granting interruption of study to postgraduate students. In these instances, the normal interruption of studies procedure for PGR students should be followed.

#### **3. Study Abroad**

Where a student has their pregnancy confirmed whilst studying abroad, they are encouraged to contact their supervisor and their Divisional PGR convenor to ensure that adequate steps are taken to make necessary adjustments

#### 4. Resumption of studies

Students should not return to R(D)SVS within two weeks of the birth of their child, as outlined in s.8(b) of the *'Maternity and Parental Leave (etc.) Regulations 1999'*.

<http://www.legislation.gov.uk/ukxi/1999/3312/contents/made>

The student will be responsible for confirming that they are ready to resume their studies at the end of their agreed period of interruption. They should inform their supervisor and PGR administration that they are ready to return so that the appropriate arrangements can be made. Directly before, or as soon as practical after their return, the student should meet with their supervisor to ensure that any necessary adjustments are made to ensure a smooth return to their programme of study. Students are reminded that it is not permitted to bring children into R(D)SVS routinely.

#### 5. Health and Safety

There are health and safety issues that the R(D)SVS must take into consideration in order to protect the mother and unborn baby:

The supervisor must ensure that, a risk assessment is carried out; this is particularly important where the student may come into contact with livestock or other animals or sources of zoonoses, which could include visits to farms or other research facilities. However, issues with lack of concentration, tiredness, weakness etc. must also be considered

If the student requires, the student will be advised on appropriate adjustments and provisions to allow the student to breast feed and express milk on campus.

#### 6. Students on Visas

PGR students studying at R(D)SVS on a sponsored Tier 4 visa will need to consider the length of maternity / paternity / adoption leave depending upon:

- i. the timing of any interruption of studies,
- ii. the due date,
- iii. academic progress and dates,
- iv. the decision the student has taken about progressing with their studies after the birth of the child.

Students on Tier 4 visas who become pregnant during their studies must seek up-to-date immigration advice from the International Student Advisory Service at Edinburgh Global. Advisers will provide a confidential and supportive service, including written advice, to set out possible options for students and their academic supervisors. Under rules as of April 2017, students cannot extend their visa for reasons relating to pregnancy or maternity. There are no concessions within the Tier 4 rules specifically allowing for maternity leave. The maximum period of approved authorised interruptions of studies will be considered on an individual basis but is similarly limited by Home Office regulations. Advisors can be contacted through [visahelp@ed.ac.uk](mailto:visahelp@ed.ac.uk)

The visa implications of a maternity/paternity/adoption leave should be considered at the earliest possible opportunity and it is vital therefore that the International Student Advisory Service are included in discussions relating to any absence due to pregnancy. They can be contacted at [isas@ed.ac.uk](mailto:isas@ed.ac.uk) (<https://www.ed.ac.uk/files/atoms/files/studentmaternitypolicy.pdf>).

#### 7. Finance

Different funders have different rules on what they provide and for how long, therefore PGR students who are in receipt of funding from external bodies should contact them for advice on funding related issues. UKRI has a standard approach which applies to students on research council-funded studentships. This should be discussed with your supervisor and HR and finance departments informed. Please contact your Divisional PG Convenor or PG Director if you require further clarification.

The University will not be liable if an external funding body does not cover Maternity costs. Where a student is also an employee of the University, they should contact HR for advice on any entitlement to Maternity pay.



The Advice Place can provide advice to students on a number of finance related issues:  
[www.eusa.ed.ac.uk/advice/](http://www.eusa.ed.ac.uk/advice/)

NOTE: If a student decides to end their registration and cease the programme of study within 3-months of returning to study, they will be required to pay back all maternity pay received, less an amount equivalent to Statutory Maternity Pay, for the period of paid leave taken.

### Special Circumstances

It is a student's responsibility to report any special circumstances to the Board of Examiners, including all relevant documentary evidence. This is done via Colin Farquharson who can be consulted on all aspects and according to School administrative arrangements. If a student's ability to perform has been affected by a Special Circumstance, Boards of Examiners have Special Circumstances Committees to consider individual cases. You can find the Special Circumstances Policy here:

<http://www.ed.ac.uk/academic-services/students/assessment/special-circumstances/procedure>

### Withdrawal and Exclusion

Any student may withdraw permanently from their programme of study at any point in the year. Students may be excluded for unsatisfactory academic progress. The College follows the procedure for Withdrawal and Exclusion from Studies: [http://www.ed.ac.uk/files/atoms/files/withdrawal\\_exclusion\\_from\\_study.pdf](http://www.ed.ac.uk/files/atoms/files/withdrawal_exclusion_from_study.pdf)

### Procedure for Appeals

An appeal is a request for a decision to be reviewed in relation to: progression, degree classification, degree award, decisions of Student Discipline Officers or the Student Discipline Committee, decision of Fitness to Practise Panels, and exclusion decisions. If you are considering lodging an appeal, it is important that you act **promptly**. It is important to note that the appeal process cannot be used to challenge academic judgment, i.e. a judgment made about a matter where only the opinion of an academic expert will suffice. A student cannot submit an appeal simply because they believe that they deserve a better mark or different outcome. There are specific and fairly narrow grounds under which an appeal may be submitted. These are set out in the relevant university Student Appeal Regulations. Further guidance and information about the appeals procedure can be found at: <http://www.ed.ac.uk/files/atoms/files/studentappealregulations.pdf>



## Appendix G - Attendance Requirements

### STUDENTS ON A TIER 4 VISA

As a Tier 4 student, the University of Edinburgh is the sponsor of your UK visa. The University has a number of legal duties to manage our sponsorship of your visa. These include:

- monitoring your attendance on your programme and
- reporting to the Home Office where you suspend or withdraw from your studies, complete them early, fail to register or are repeatedly absent to the point of being excluded from studies.

As a student with a Tier 4 visa sponsored by the University of Edinburgh, the terms of your visa require you to, (amongst others):

- Ensure you have a correct and valid visa for studying at the University of Edinburgh, which, if a Tier 4 visa, requires that it is a visa sponsored by the University of Edinburgh;
- Attend all of your University classes, lectures, tutorials, etc where required. This includes participating in the requirements of your course including submitting assignments, attending meetings with tutors and attending examinations. If you cannot attend due to illness, for example, you must inform your School/Deanery. This includes attending Tier 4 Census sessions when required throughout the academic session.

Please note that any email relating to your Tier 4 sponsorship, including census dates and times will be sent to your University email address - you should therefore check this regularly.

Further details on the terms and conditions of your Tier 4 visa can be found in the “Downloads” section at [www.ed.ac.uk/immigration](http://www.ed.ac.uk/immigration)

Information or advice about your Tier 4 immigration status can be obtained by contacting the International Student Advisory Service, located at the International Office, 33 Buccleuch Place, Edinburgh EH8 9JS

Email: [visahelp@ed.ac.uk](mailto:visahelp@ed.ac.uk)

## Appendix H - Support for Postgraduate Students with Caring Responsibilities

The School is committed to providing pastoral support for all postgraduate students.

### Caring for carers

This guidance outlines the support available to postgraduate students who have a caring responsibility so that they are able to balance their studies with caring commitments

### Who is a carer?

A carer is a person who provides a substantial amount of unpaid care on a regular basis for another individual or a person who provides more occasional support to cope with changes in circumstances or health of another individual.

The University recognises that a carer can be a spouse, parent, sibling, child or other dependent and could be living in the same home as the person being cared for or further away.

### Support

The School appreciates that caring places demands on students and at times it may be difficult for them to combine studies and caring responsibilities.

Therefore The Royal (Dick) School of Veterinary Studies will adopt the following principles:

To give sympathetic consideration to requests for support from those who have caring responsibilities, based on a shared understanding of the situation and its impact at work

To view the making of requests for support as acceptable and ensure that no one is treated unfairly because of their caring responsibilities

To handle requests for support with discretion and tact

In most instances, supervisors will be the first line of support. In cases where students wish to talk to an independent advisor several options are open. In the first instance, the Chair of the TC may be able to help.

The Postgraduate Support and Advisory Committee (PSAC) chaired by Deputy Dean for Postgraduates, JO Stevens, is available to provide support to all students within the School. Alternatively student can seek advice from the Divisional Postgraduate Convenors:

Clinical Scholars: Karen Blissitt

Clinical Sciences: Scott Pirie

Developmental Biology: Gerry McLachlan

Genetics and Genomics: Andy Law

Infection and Immunity: Jo Stevens

Global Academy for Agriculture and Food safety: Liz Baggs

Support for PGT (Taught): Sharon Boyd

Finally, students may speak to the Director of Postgraduate Studies, Prof Colin Farquharson or any other member of the Committee

### Edinburgh University Students Association (EUSA)

Some general information is provided below. EUSA can offer more tailored advice if contacted by students directly.

EUSA also hosts a student parent and carer group to ensure that parents and carers interests are represented. Further information is available here-

<https://www.eusa.ed.ac.uk/representation/studentgroups/parentsandcarers/>

<https://www.eusa.ed.ac.uk/eusapolicy/welfare/parentsandcarers/>

A student-led support group for young adult carers runs at Chaplaincy every Wednesday during term-time from 13.30 – 15.30. E-mail [euyac@outlook.com](mailto:euyac@outlook.com) for further information.



If the student concerned is the carer of a child (s)he may find this guide helpful (<https://www.eusa.ed.ac.uk/pageassets/advicelace/info/studentparents/Studying-with-children.pdf> ).

### **Interruption of Studies**

In certain circumstances, a student carer may feel they need to suspend their studies for a short period as a result of their caring commitments. Applications for an IoS can be submitted by completing the Concession form (Interruption of Study and Extension Request) downloadable from the following page. <https://www.wiki.ed.ac.uk/display/CMVMPGMarketing/Forms+and+Guidance>

## R(D)SVS Research Students

### Health & Wellbeing

The Royal (Dick) School of Veterinary Studies is committed to providing pastoral support for all postgraduate students. In most instances, supervisors will be the first line of support. In cases where students wish to talk to an independent advisor several options are open. In the first instance, the Chair of the Thesis Committee may be able to help. Alternatively, students may speak to the Divisional Convenors. Dr Jo Stevens, Deputy Dean for Postgraduates is also available to provide support to all students within the School. Finally, students may speak to the Director of Postgraduate Studies, Professor Colin Farquharson or any other member of the Committee. Please see page 3 for contact details.

### Health Services

<https://www.ed.ac.uk/students/health-and-wellbeing/health-services>

During your time in Edinburgh, there may be occasions when you need to see a health care specialist such as a doctor, pharmacist, dentist or optician. A range of health and supporting services are provided by the University and throughout Edinburgh to help you feel your best.

### Your Wellbeing

You deserve to feel your best! There are lots of factors that might affect your general wellbeing while at University – from study pressures and relationship issues to how much you exercise. Some of these will be easier to manage than others, but there are opportunities and support available that can help to minimise stress and make sure you're feeling good emotionally, psychologically and physically.

<https://www.ed.ac.uk/students/health-and-wellbeing/sport-and-exercise>

### Things not going well?

If you're experiencing personal difficulties that are affecting your emotional, physical or psychological wellbeing, it's important to know that you are not alone. There are lots of people here to help you and provide the support you need. You may want to speak to a professional about what is happening or simply find out some information about how to manage certain situations. <https://www.ed.ac.uk/students/health-and-wellbeing/mental-wellbeing>

### The Chaplaincy

The Chaplaincy is for all faiths and none – a place at the table for everyone. Our team covers a wide variety of beliefs, including humanism and all major world religions, but you don't have to be religious or spiritual to attend events at the Chaplaincy or use our services. To find out more about the Chaplaincy go to their website at: <http://www.ed.ac.uk/chaplaincy> phone: +44 (0) 131 650 2595, email: [chaplaincy@ed.ac.uk](mailto:chaplaincy@ed.ac.uk)

### Student Counselling Service

The Counselling service offers counselling to help students work through their difficulty, understand themselves better and find ways of managing their situation.

You can find further information on how to access the Service and what counselling can offer at: <http://www.ed.ac.uk/student-counselling>

#### Email counselling

When you embark on further studies at a distance you are able to contact your tutors regarding all issues relating to your course. However, the pressures of study on top of an already busy life can bring unexpected stresses or other personal issues arise which you may not wish to discuss with your tutor. Sometimes it can be helpful to talk in confidence to a counsellor.

We are aware that face to face counselling is not possible for some students and we offer an email option to ensure that the Service is available to all.

Further information on the email counselling service and suitability: <http://www.ed.ac.uk/student-counselling/services/email-counselling>, telephone: 44 (0) 131 650 4170, email [student.counselling@ed.ac.uk](mailto:student.counselling@ed.ac.uk)

## Student Disability Service

Disabled students, including those with specific learning difficulties, are warmly welcomed to the University of Edinburgh. The Student Disability Service offers information on advice on all aspects of support for disabled students and can help you plan your studies at Edinburgh.

The Student Disability Service is a service which supports disabled students. Our main focus is providing advice and support. We support students with dyslexia, mental health issues and students on the autistic spectrum, as well as those who have physical and sensory impairments.

We also work with the rest of the University to improve access in the widest sense.

If you think you are eligible for adaptations, adjustments to teaching, assessment practice, or personal assistance, it is essential that you contact the Student Disability Service as soon as possible if you have not already done so already.

The Service is keen to offer support in a flexible way in order to meet the needs of all students, including distance learners. Arrangements here may be different from those you already have, so an early consultation is essential.

Student Disability Service  
3<sup>rd</sup> Floor, Main Library, George Square  
Edinburgh, EH8 9LJ  
Tel: 0131 650 6828  
Email: [disability.service@ed.ac.uk](mailto:disability.service@ed.ac.uk)  
Web: [www.ed.ac.uk/student-disability-service](http://www.ed.ac.uk/student-disability-service)

## Disability Support

Contact Disability Support about additional funding, disability legislation and policy, building access and additional arrangements for exams: <http://www.ed.ac.uk/students/academic-life/disability-support>.

## Study time allocation for clinical and research staff studying part-time

Undertaking a PhD is a stressful and time-consuming process for any student. It can be doubly so for members of staff studying part-time who also have to meet the obligations of their paid employment. It is important, therefore, that there is a balance of time agreed and allocated in advance to each of those responsibilities (work and study). This provides a good frame of reference for all concerned – be they student, line manager or supervisor – and maximises the likelihood of a successful completion of the degree within the prescribed period of time for a part-time PhD (normally 6 years).

The School Post-Graduate Studies Committee (SPGSC) recommend a minimum of 50% of available time should be set aside for study for someone undertaking a part-time PhD. Furthermore, where possible, this time should be made available in blocks appropriate for the type of research being conducted although there is an appreciation of the administrative difficulties (e.g. timetabling for clinical staff) which this may cause. Regardless, a 50% study/50% work split should be considered to be the default position.

If a 50% allocation of time for study is not considered to be possible, then this must be fully justified by the student's line manager (in writing) to the student, the student's supervisors and the Divisional PG convenor and/or Director of PG studies. If a suitable agreement cannot be reached on "ring-fencing" protected study time, then the Head of School or the Institute Director will be consulted for clinical or Institute-based research staff respectively. In situations whereby discrepancies exist between the "recommended" and "actual" time allocated for study during employment working hours, the student should be made fully aware (preferably in writing) that this will almost invariably necessitate completion of a variable proportion of the study out with employment working hours.

The subsequent agreement of time allocation will be recorded and the document signed by the student, the student's line manager and the student's supervisors and sent to PGR administration. This document will be made available to the student's Thesis Committee at the 10 week report stage and thereafter. It is expected

that this will be a working document which may be updated to reflect changes in the student's working arrangements. If this is deemed necessary, then agreement will be sought as before *i.e.* between the student, line manager and supervisors and the Divisional PG convenor and/or Director of PG studies.

Having an agreement in place at an early stage in the project will allow for forward planning by the line manager throughout the duration of the staff members PhD and thereby minimise any impact on the non-PhD related responsibilities (e.g. clinical, teaching and research support obligations) of both the staff member enrolled in the post-graduate program and other staff members with whom they work. It is strongly recommended that a parallel PDR process also be conducted to redefine the employee's work roles and responsibilities across the duration of the study period.

## Research Student Day

The R(D)SVS Research Student Day is held in Semester 2. All research students are expected to take part. First and second year PhD and MSc students are expected to present a poster. Third year students on 4 year programmes should also present a poster. Final year students are expected to give an oral presentation. Clinical Research Scholars students are encouraged to present a poster or oral (in final year). The day concludes with a Keynote lecture from an eminent scientist.

## Birrell-Gray Travelling Scholarships

<http://www.ed.ac.uk/schools-departments/vet/studying/postgraduate/funding>

These Scholarships are available to Postgraduate Students who are carrying out research in the Royal (Dick) School of Veterinary Studies. These awards are not intended to be the exclusive source of funding but are intended to provide additional funding for travel for anyone who is involved in an existing research project. Scholarships for MSc projects is not allowed. The following conditions will apply:

1. The value of each scholarship will not exceed £500.
2. The maximum available to any one individual over the course of their studies is £500.
3. Retrospective applications will not be considered.
4. Funds may be used for travel, accommodation or conference registration. Travel arrangements should be as economical as possible and travel receipts will be required.
5. For conference attendance applicants are expected to present their work. Conference details should be included within Scholarship applications.
6. All applications must be supported by the Head of Division or associated Institute's PG advisor.
7. Application forms are available via <http://www.ed.ac.uk/schools-departments/vet/studying/postgraduate/funding> Applications should be submitted to [RDSVS.PGR.Admin@ed.ac.uk](mailto:RDSVS.PGR.Admin@ed.ac.uk)
8. Scholarships will be awarded by the School Post Graduate Studies Committee (SPGSC).
9. A report must be submitted to the SPGSC no longer than three months after the event. This report should detail how the award was spent, summarising the benefits gained by the student.
10. Calls for applications will be made 2-3 times per year.

## Postgraduate Committees in R(D)SVS

### School Postgraduate Studies Committee

The School Postgraduate Studies Committee (SPGSC) oversees all postgraduate education within the School. The committee ensures that all students receive the same standard of postgraduate training and support by monitoring the progress of all postgraduate students registered at the R(D)SVS.

The SPGSC aims to promote and facilitate interactions between students working in different Centres and Institutes within the School and to encourage a wider sense of community.

The SPGSC reports to the CMVM Post Graduate Committees (Research Experience Committee and PGR Board of Examiners). The SPGSC admin contact is ([RDSVS.PGR.Admin@ed.ac.uk](mailto:RDSVS.PGR.Admin@ed.ac.uk)).

### Postgraduate Staff/Student Liaison Committee



This committee meets twice during the year (more often if necessary) to discuss matters of concern to all postgraduate students and staff of the School. Every group of postgraduate students is represented on the Committee, which is chaired by Dr [Jo Stevens](#). The membership of most School and College committees includes student representatives.

### **Easter Bush Society**

The Easter Bush Society organises academic and social events between PG Students across the campus.  
Email: [easterbushPG@mlist.is.ed.ac.uk](mailto:easterbushPG@mlist.is.ed.ac.uk)

## Courses of Interest to Postgraduate Students

### Institute for Academic Development

<http://www.ed.ac.uk/schools-departments/institute-academic-development>

### Transferable Skills Programme

The acquisition and development of generic research and transferable skills is an important part of postgraduate training. Courses covering a wide range of these skills are available to postgraduate research students through the transferable skills programme. This programme concentrates on the professional development of postgraduates, providing courses directly linked to postgraduate study (e.g. Thesis Workshop, Paper Production) and future careers (e.g. Career Planning, Team Development). The programme also provides information on other training opportunities for postgraduates.

Courses are free of charge to the student and the programme has been designed to be as flexible as possible so that each student can tailor the content and timing of the programme to their own requirements. Most courses are run several times each year and last for between half a day and a day. Students may attend as many courses as they wish and a transcript providing details of the courses attended can be provided on request. Guidance on the background needed for each course is provided on the Web. We also advise students to consult their supervisors before booking places. Students will be sent an e-mail newsletter advertising courses at least once each term and posters will be sent to departments. If you are not receiving this information please let us know by sending an e-mail to [iad.phd@ed.ac.uk](mailto:iad.phd@ed.ac.uk). Some courses are held on the Easter Bush Campus although most are Central based.

### Personal Licensee Training Course

<https://www.ed.ac.uk/bioresearch-veterinary-services/scotpil-training-courses>

Courses are currently held 4 times a year in Edinburgh. Dates are available via

<https://www.ed.ac.uk/bioresearch-veterinary-services/scotpil-training-courses/training-for-personal-licence-applicants>

### Basic Course in Radiation Protection in Laboratory Work in Science and Medicine

[http://www.safety.ed.ac.uk/training/course\\_timetable.shtml](http://www.safety.ed.ac.uk/training/course_timetable.shtml)

The basic course in Radiation Protection normally runs twice per academic year. For new workers this course provides the basic instruction necessary before undertaking any radiation work. The information provided must be supplemented by training and instruction in practical procedures in your department. Discuss attendance at all or some of the sessions with your supervisor.

Further information, including dates of the courses, can be found at the URL above.

### Biology Teaching Organisation (BTO) Demonstrators

Anyone interested in demonstrating on Biological Sciences courses should consult:

<https://www.wiki.ed.ac.uk/display/intranetpublic/Demonstrating+and+Tutoring>.

and complete a registration form. Those who are assigned to assist with a course will be required to present their eligibility to work documentation, attend a training session and complete a job application form before the demonstrating starts. Enquiries can be sent to [bto.demonstrators@ed.ac.uk](mailto:bto.demonstrators@ed.ac.uk)

### English Language Proficiency and Training

<http://www.ials.ed.ac.uk/>

If English is not your first language, the University has certain requirements for admission based on the results of standard language tests. You will have encountered these before receiving your letter of admission, but you may still be required to do some supplementary English language tuition before commencing your main study programme. This will normally be done at the Institute for Applied Language Studies, which is part of the University. The institute runs a wide range of courses to cater for the specific needs of academic study. In addition to these preparatory courses, the Institute also offers a number of specialised courses on a part-time basis during the academic year which may be of interest to foreign students. If you or your supervisor feels that your use of English is still a constraint to your study, especially in writing reports, you should discuss this and consult the Language Institute at an early stage. **Do not wait until writing up your thesis before seeking advice, as you will be under too much pressure at that stage.**



## Advice on using Social Media Networks & Confidentiality of Information

Facebook, Twitter and other social media networks have changed the way we interact with each other and like them or not, they are a part of our society. As some of you will carry out research where animals are involved, we remind you to respect the welfare and dignity of our research animals and to ensure that you continue to follow procedures to ensure our work continues to be ethical, credible and professional. Sharing images of animals outside of the context of academic discourse is not appropriate. This not only applies to posts on social network sites but also can be discussions in the pub or on the bus, of a particular research project which is equally inappropriate.

**Carrying out research involving animals – is a sensitive subject. If someone did post animal research materials and these caused clear disrepute or damage to individuals or the University of Edinburgh, your Supervisor would need to inform College who would apply procedures to review and if appropriate discipline the student. Any issues/concerns regarding animal research/welfare contact Stefano Guido ([Stefano.Guido@ed.ac.uk](mailto:Stefano.Guido@ed.ac.uk)) or Amanda Novak ([Amanda.Novak@ed.ac.uk](mailto:Amanda.Novak@ed.ac.uk))**

### Please remember you must not post the following information:

- minutes, news or information. scientific research information, analysis, results or any other information and/ or images relating to your dissertation papers
- location details of research buildings or organisations you may be working with during trials
- information and/or images about research staff and colleagues
- information and/or images of any farm visits, lab visits or abattoir excursions
- unresolved grievances
- non-public or not-yet-approved documents

### Be mindful of your responsibilities:

- Under Data Protection legislation - **do not disclose other people's personal information without prior permission.**
- Be aware that any posts you make in a professional capacity (even private posts) are subject to data protection and freedom of information and may need to be disclosed.
- **University policies apply:** Students must not post materials about their work and locations if doing so would carry a risk to themselves and especially to others, including the University as an organisation (see section 5 University policies)

### If in doubt, then please refer to the University of Edinburgh's Social Media guidelines:

[http://www.ed.ac.uk/files/atoms/files/111201\\_uoe-social-media-guidelines.pdf](http://www.ed.ac.uk/files/atoms/files/111201_uoe-social-media-guidelines.pdf)

<https://www.ed.ac.uk/information-services/help-consultancy/is-skills/catalogue/digital-proficiency/web-writing>

### Here are our top tips for keeping yourself and you information safe.

1. **Check your privacy settings**, set them to 'only my friends' this means no one you have not accepted as a friend can view your photos and personal information. You can also adjust your search setting so that Googling your name does not take you to your profile.
2. **Choose your friends wisely!** Before you click 'accept' to that friend request, do you actually know them and trust them with access to all your information? Recent research indicates that 40% of Facebook profiles are fake, created by marketing companies and scam artists, if you get a friend request from someone you have not met, who looks like a model, it is probably not because they want to get to know you.
3. **Keep your friends from sharing your information.** Be aware that friends can sometimes share your information from their profiles with websites and applications. You can edit those privacy settings under "Applications and Websites."
4. **Don't hesitate to un tag photos** of yourself if you do not think they are appropriate and ask your friend to remove the picture if you feel it shows you in a compromising position.
5. **Do not post pictures of yourself under the influence of any type of substance.** This refers to pictures such as, dancing-on-the-bar pictures or candid shots of the last time you got drunk. Do not post photos of yourself or anyone else doing something illegal, Facebook posts are evidence that can be used by the police.

Students should also be aware of the sensitivity around carrying out scientific research and should not post any images of them or colleagues involved in carrying out research, nor should students post information on the content of their programme.

6. **Don't tolerate harassment and abuse**, if someone is upsetting you with their comments or messages you can 'unfriend' them and block them from requesting to be your friend again or contacting you. If you continue to feel harassed, contact your PGR convenor or Director or The Advice Place so they can help. In addition, do not say things to, or about anyone on Facebook that you could not comfortably say to their face. The Advice Place have supported students who have made formal complaints about being harassed by other students on Facebook, is what you want to say so funny that it is worth jeopardising your time at University?
7. **Avoid putting your phone number, mailing address, or pet's names in your profile**. People often use words such as pet's names or numbers as passwords, publishing them online just makes you more vulnerable to identity thieves.
8. **Never post information regarding an upcoming holidays** as your status. Doing so is asking for your house to be robbed. If you must post photos and every detail of your two-week trip to France, do so *after* you return home, not before or during your time away.
9. **Think before you link**. Before clicking on a link from Facebook, always remember to check the address bar, which should always display "www.facebook.com/" and nothing else like "www.facebook33.tk" or "www.facebook1.php", etc. This can steal your e-mail and password, as well as post spam links to your friends' Walls.
10. **Think before you post**, it's the simplest tip that can make the biggest difference to whether you can enjoy social network sites rather than having them become a problem for you. Consider whether this information you are sharing is something your mum, partner or future employer would approve of, if not, keep it private.



## The Lady Smith of Kelvin Veterinary Library

The services available from the Library may be subject to change in 2020-21. Please see the Library Services Update 2020-21 webpage for up to date information on service availability:

<https://www.ed.ac.uk/information-services/library-museum-gallery/library-services-update-2020-21>

### Types of Material Available in the Veterinary Library

Together with veterinary books, journals, ebooks and ejournals, the Veterinary Library also acquires material on agriculture, medicine, biology and allied sciences. There are further collections of these in the Main Library, Medical Libraries and the Noreen and Kenneth Murray Library (at King's Buildings). Members of staff and students have access to all the University of Edinburgh Libraries.

### Location

The Lady Smith of Kelvin Veterinary Library is on the first floor of the Veterinary Teaching Building at Easter Bush.

### Staffed Opening Hours

**NB Staffed opening hours may be subject to change in 2020-21**

Semester time		
Monday-Friday	Staffed opening hours to be confirmed. Please check: <a href="https://www.ed.ac.uk/information-services/library-museum-gallery/using-library/library-opening/lady-smith-vet-library">https://www.ed.ac.uk/information-services/library-museum-gallery/using-library/library-opening/lady-smith-vet-library</a>	Tel: 650 6405 email: <a href="mailto:IS.helpline@ed.ac.uk">IS.helpline@ed.ac.uk</a>
Vacation		
Monday –Friday	Staffed opening hours to be confirmed. Please check: <a href="https://www.ed.ac.uk/information-services/library-museum-gallery/using-library/library-opening/lady-smith-vet-library">https://www.ed.ac.uk/information-services/library-museum-gallery/using-library/library-opening/lady-smith-vet-library</a>	

Your University card allows you to swipe in to The Lady Smith of Kelvin Veterinary Library outwith staffed times (times to be confirmed). Users who are in the library when the swipe access doors lock are required to leave the library and swipe in.

### Library Cards

Your University Card also acts as a Library card. Your University Card is valid at all University of Edinburgh Libraries.

### Security

Members of staff and students should wear University cards at all times.

### Finding material

To find out where a particular item is located, use the DiscoverEd PCs in the library or the DiscoverEd link on the Library website <http://discovered.ed.ac.uk>

The books are arranged on the shelves in accordance with the Library of Congress Classification scheme. Journals are arranged alphabetically by title.

## Borrowing

You will need your University card to borrow items from University of Edinburgh Libraries. Please borrow material using the self-issue machine closest to the Quiet Study Space. Members of staff and research postgraduates may borrow up to 60 volumes.

## Returning items

Please do **not** return borrowed items to the shelf yourself – they should be returned using the self- return machine opposite the helpdesk. Please put all returned books in the book box next to this machine. When the Library is closed, books may be returned to the book returns box outside the library at the Study Landscape end.

## Recalling items

If an item is on loan to another user, you may place a request through DiscoverEd for it to be returned for you. The item should usually be returned within a week and you will then be able to borrow it. Recalls cannot be placed on Reserve books.

## Renewals

Standard loan items may be renewed to a maximum loan period of 18 months (for staff and research postgraduates) and short loan items (including journals) may be renewed to a maximum loan period of 4 months, as long as there is no hold or recall on the item. Users cannot borrow/renew if they have an unpaid fine of more than £10. Renewals can be made online (see **Library borrowing record** below), at the service desk or by telephone. Please note, renewal times may be subject to change.

## Library borrowing record

Users may consult their library borrowing record and renew loans via the 'My Account' option on DiscoverEd. This shows your personal library record, including information on the books you have on loan and any requests pending.

Note: If you are unable to renew your books please consult Library staff.

For loan periods and fine information please see:

<https://www.ed.ac.uk/information-services/library-museum-gallery/using-library/borrowing-a-book/books>

## Notices

Library notices are sent by email to your **student SMS email account**. It is therefore important to check your email regularly. If you use a different email account more frequently, you can forward mail from your SMS account to this. Instructions for doing so are available on the IS website.

## Other Services

### The Library Website

The Library web site (<http://www.ed.ac.uk/is/library>) provides links to DiscoverEd (<http://discovered.ed.ac.uk>) and other resources, such as databases and ejournals. A useful starting point is the Veterinary Medicine Subject Guide (<http://www.ed.ac.uk/is/subject-guides-veterinary-medicine>).

### Online databases

These include CAB Abstracts, Medline, Web of Science etc. To use these resources you require your University username and password.

### Ejournals

Edinburgh University Library subscribes to over 185,000 ejournals. These are available through DiscoverEd.

## Ebooks

The University of Edinburgh Library has over 1.4 million ebooks. Most ebooks are available through DiscoverEd, however, some collections are not yet listed. To access these please go to:  
<http://www.lib.ed.ac.uk/resources/collections/ebooks/>

## Inter-library loans

The availability of inter-library loans is subject to change in 2020-21. Please see the Library website for up to date information.

Material that is not available in the University of Edinburgh Libraries may be requested using the Inter-library loan service. Staff and students of the University each have a quota of interlibrary loans that are provided free of charge. Staff and research postgraduates have a quota of 30 free interlibrary loans per year. If you use your quota of free loans, there will be a charge of £5.00 per item for the supply of any subsequent loans or renewals (funds may be available for this from your research budget, please contact your supervisor if you have reached your free quota). Staff and students of the University may request up to 150 items within any academic year (September to August). If you request more than 150 items you will be charged the full cost of £18 per item.

You can request loans of books, and scans of print journal articles, or book chapters (within copyright restrictions) from other libraries using DiscoverED (see: [https://www.ed.ac.uk/files/atoms/files/guide\\_for\\_requesting\\_interlibrary\\_loans.pdf](https://www.ed.ac.uk/files/atoms/files/guide_for_requesting_interlibrary_loans.pdf)).

## Photocopying

A cloud printer/copier/scanner is available in the library where, subject to copyright restrictions (a copy of the regulations is kept beside the photocopier), readers may do their own copying, printing and scanning. There are charges for photocopying and printing. Credit may be added to your printing account using MyEd or in person at the helpdesks in most libraries. Please note this may be subject to change.

## Reference and information services

Staff are available to answer users' enquiries, to assist in the use of DiscoverEd, and to advise readers generally on sources of information in the Library. A collection of reference books is maintained including dictionaries, directories, encyclopaedias and yearbooks.

Users who have queries relating to online databases, e-journals or search strategies etc. should contact library staff to arrange a demo. Demos may be arranged on a one-to-one basis or for larger groups. Library staff contribute to 'Information resources – searching research literature', which is one of the IAD courses and would recommend this course to new postgraduate students.

## Personal Security

Users are advised not to leave money or any other valuables (such as laptops) unattended even for a short time. Users should report any suspicious behaviour to library staff immediately.

## Book and Journal Recommendations

If you think the Library should purchase a book please fill in the Student Request a Book online form at [www.ed.ac.uk/is/RAB](http://www.ed.ac.uk/is/RAB). (The latest edition will be purchased in e-book format if available)

If you think the Library should purchase a journal please contact Fiona Brown (as below). Recommendations for new journals are discussed by the College Library Committee as these require an ongoing financial commitment.



### Eating, Drinking and Use of Mobile Phones

Bottled water and covered drinks are allowed in the Library. Please keep mobile phones on 'silent' in the Library.

### Facilities for Disabled Students

*The Lady Smith of Kelvin Veterinary Library* is accessible by wheelchair. There is a lift next to the Reception desk on the ground floor.

There is an adjustable height desk with an accessible PC and a standing height desk in the Library.

### Staff

Academic Support Librarian		
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