

Code of Practice for Interns and Residents

This document applies to all Interns and Residents

2026/27

Version	Update and Reason	Author and Title	Date of Academic Board Approval	Effective Date	Review date
June 24	Revision of Code of Practice for Interns and Residents	Lisa Matamala-Shaw and Carole Tilsley – Joint Heads of PG Administration	3/7/2024		
Feb 25	Updates to absence policy and revisions due to Academic Registry Restructure.	Lisa Harber		June 2025	Jan 2026
Jan 26	Updates for the 2026-27 academic year	Lisa Harber		Mar 2026	Jan 2027

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1. Introduction

This document sets out the policy and procedural framework relating to Interns and Residents at the Royal Veterinary College (RVC). The Code of Practice should be read in conjunction with the [RVC's Regulations and Procedures](#), Postgraduate Diploma in Veterinary Clinical Practice (PGDip VCP) and Master of Veterinary Medicine (MVetMed) [Programme Specifications](#) and [Assessment & Award Regulations](#).

Further information and forms referred to in the Code of Practice can be found on the [MVetMed and PGDip VCP pages](#) on RVC Learn.

1.1 Governance/Regulatory Framework

The RVC is registered with the Office for Students and must meet its ongoing [conditions of registration](#).

The Code of Practice is updated annually, and an electronic copy is sent/available on the MVetMed and PGDip VCP pages on [RVC Learn](#) for all Interns, Residents, their supervisors, the PGDip VCP and MVetMed Course Directors, Programme Administrators, and the Programme Directors. It is also available on the [RVC website](#).

The MVetMed and PGDip VCP are subject to periodic review every 5 years with recommendations submitted to the Teaching Quality Committee and subsequently Academic Board and changes monitored by the Postgraduate Medicine Course Management Committee (PGM CMC).

1.2 Postgraduate Medicine Course Management Committee

- Management of the MVetMed and PGDip VCP courses is the remit of the Postgraduate Medicine Course Management Committee.
- For terms of reference and Committee business, please see the [Academic Committee handbook](#).

2. Responsibilities of Heads of Department, Head of the Graduate School, Academic Registry and Course Directors

2.1 Responsibilities of Heads of Department

- Ensuring that their department provides a supportive infrastructure for Interns and Residents whilst they are carrying out their studies.
- Making requests through the annual RVC budget cycle for funding to be put on budgets from departmental or other sources for Internships/Residency positions before they are advertised.
- Working with the Deputy Principal, Vice Principal (VP) for Clinical Services, VP for Students and VP for Learning, Teaching and Assessment; with the Associate Dean for Postgraduate Studies; and with the Head of the Graduate School; as well as the clinical leads in the hospitals, laboratories and partner practices, to ensure that appropriate clinical, pathology and research facilities are available to support the Internships and Residency programmes.
- Ensuring that each RVC-based Intern/Resident has access to adequate workspace, including use of a desk, printer/scanner, and networked computer.
- Ensuring that Interns/Residents are provided with all the appropriate health and safety information and monitor compliance.
- Supporting the Internship/Residency (PGDip VCP, MVetMed) Programme Directors and supervisors in offering training programmes that meet the needs within their department.
- In association with the Head of Service/Residency Programme Director ensuring that suitable alternative supervisory arrangements are in place in the event of a Resident's main and/or research supervisor being absent for a prolonged period or leaving the RVC [**refer to Section 3: Appointment & Responsibilities of Supervisors**].

2.2 Responsibilities of the Head of the Graduate School and Academic Registry

The role of the Head of the Graduate School, working in partnership with both the Postgraduate Programme Management Team and those within the wider Academic Registry Section, is to oversee and promote development of postgraduate (PGR) degree programmes leading to the Master of Research (MRes), Master of Philosophy (MPhil), Doctor of Philosophy (PhD) and of the postgraduate Clinical Training programmes leading to Postgraduate Diploma in Veterinary Clinical Practice (Internships) and Master of Veterinary Medicine (Residencies) degrees.

The processes and procedures regulating Interns and Residents within the RVC are approved by the Postgraduate Course Management Committee (PGM CMC), Learning, Teaching and Assessment Committee (LTAC), Admissions and Recruitment Committee (ARC) and then Academic Board. Detailed responsibilities include:

- Monitoring the progress and overseeing the progress assessment of Interns and Residents [**refer to section 8: Progression & Programme Requirements**];
- Approving administrative matters such as:
 - Extensions to study.
 - Changes of registration status.
 - Final approval of appraisals and progress assessments.
 - Interruption of study - referring to the Student Performance and Development (SPD) system, as appropriate.
- Where the Head of the Graduate School has approved or where SPD has recommended an interruption, SPD will organise a return to study meeting prior to the Intern/Resident's return.
- Where an Intern/Resident fails to re-enrol after a period of interruption, SPD will email or phone the student and ask for a response. If they do not receive a response, the matter will be escalated to the Advice Centre. Further information can be found in the [RVC Missing Student Policy and Procedure](#)
- Acting as a source of advice for Residents and Interns and signposting to other teams (e.g. the Advice Centre) as appropriate.
- Updates to the Student Record are dealt with by the Registry Data Information Systems Team within Academic Registry.
- Stipend and tuition fees are dealt with by the Registry Business Systems Team within Academic Registry.
- Student Engagement and attendance is dealt with by the Student Participation Team, within the Student Resolution and Compliance Team within Academic Registry.
- The Examinations and Assessment Team deal with all summative assessments, including Case Reports for Interns, Research Projects, Vivas, and MCQ assessments for Residents.

2.3 Student Support Services

Along with the Head of the Graduate School and Academic Registry, the RVC provides a variety of support services through the Directorate of Learning and Wellbeing. Students can access full details, including contact information for the services, at [Student Support Services](#) on the RVC Website, or via the [Student Hub](#) on RVC Learn. Students can book

appointments with the support teams via the [Student Hub](#) on RVC Learn. Available support includes:

Advice Centre

The Advice Centre Team is here to offer advice, information, and guidance to all students and to help you make your time at the Royal Veterinary College a success. They provide a variety of support for students, including:

- Mental Health and Wellbeing Support
- Student Money Advisor
- Disability, Learning Difference and Long-term health conditions support
- Counselling
- Housing Advice (via [University of London Housing Services](#))

Study Skills

- Support you in all aspects of your academic life, helping you to manage your time, communicate effectively and boosting your creating thinking and teamwork skills. They help you to learn, research, and write effectively, develop your numeracy skills; and support you with revision and exam techniques too.
- They offer embedded teaching sessions, workshops, webinars, drop-ins, and face to face or remote appointments.

Careers

- The [RVC Careers Service](#) is here to support you every step of the way as you prepare for your future beyond RVC. They offer personalised guidance to help you build your employability, identify opportunities, and develop skills that will empower you to take confident steps towards your graduate career. From career planning and exploring your options to CV building, interview preparation, and networking with industry professionals.

Digital Skills

- The [Digital Skills Hub](#) on RVC Learn has information on developing your digital skills for life at the RVC and beyond.
- Digital Learning Champions (DLC's) are students from each cohort who work with our Digital Learning Team. They play an important role, supporting both staff and students to develop digital skills and to use technology to enhance teaching and learning at the RVC.

Chaplain

- The Chaplain offers independent support and advice to everyone who seeks it, regardless of their religious belief. Information and support can be offered on

personal matters, relationships and ethical decision-making, matters of social action and justice, and activity in the University and wider community. The Chaplain can also provide information about local places of worship for all major faiths.

Library and IT Services

Students also have access to the Library and IT Services which are part of the [Infrastructure Services Team](#). Incorporating Library, AV, and IT Helpdesk Teams, they provide IT assistance and out of hours IT Support, Audio Visual facilities and associated support, and Library services. Full details, including opening hours, user guides and contact information can be found at the [Library and IT Services intranet page](#), the Library and IT areas within the [Student Hub](#) on RVC Learn or via [Student Support Services](#).

Facilities include Student Social Learning Spaces, Open Access Computer Suites, and a Library (Learning Resources Centre (LRC)) at each campus.

- Camden LRC – located in the Hobday Building (1st floor) - Open 5 days a week (Mon-Fri)
- Hawkshead LRC – located in the SLC Building (1st floor) - Open 7 days a week (Mon-Sun)

Students are welcome to study at either campus.

IT Helpdesk

- The IT Helpdesk Team are based on site at both campuses from 8am to 5pm Monday to Friday, and out of these hours the Helpdesk phone number and emails are covered by the NorMAN helpdesk based at Northumbria University. If you need IT assistance, you can log a call via the [service desk portal](#). Some of the services we provide include:
 - Basic support for student devices.
 - Access to software programs via install links on the [student software page](#).
 - Poster printing service (chargeable).
 - AV support for student led events. For any out of hours events, training will be provided on how to use the AV system.

Library

The library collection includes a wide range of print books available to borrow on a three-week loan basis and eBooks that can be accessed both on and off campus, plus an extensive range of specialist journals that can be read in the library or accessed online, and various additional eResources and databases. In addition, we have many short loan

quick access 'pod books' and week loan laptops.

The collection can be searched or browsed via the [Library Catalogue](#) search and discover tool.

The Library Team are on hand and available to provide help and information during library opening hours, and we have user guides and instructional videos available online.

2.4 Responsibilities of MVetMed and PGDip VCP Course Directors

- The Course Director is the lead for each course and all the pathways/modules therein.
- Ensuring that the Interns/Residents receive an appropriate induction to their programme of study.
- Advising the Interns/Residents, or ensuring they receive guidance, on all relevant aspects of their clinical service work.
- Providing the Interns/Residents with encouragement, support, and feedback on their progress.
- Signposting Interns/Residents to [sources of assistance](#) in case of academic or wellbeing concerns.
- Notifying the Postgraduate Programme Management Team (via pgadmin@rvc.ac.uk) of any changes which influence the registration status of the student via the [Change of Registration Form](#).
- Ensuring the Head of the Graduate School & Postgraduate Programme Management Team are informed of any serious concerns about an Intern's/Resident's progress including outside of the normal progress assessment cycle.

3. Appointment and Responsibilities of Supervisors

3.1 Interns:

Interns will have one or two clinical supervisors, usually pathway leaders of the programme in which they are enrolled. The supervisors will accept the responsibilities and fulfil the criteria laid out below. They are ultimately responsible for the supervision and administration (with Departmental, Course Director, Head of the Graduate School, Postgraduate Programme Management Team, and Academic Registry support) of the Intern's progression. They should:

- Be current members of permanent academic staff and normally have completed any period of probation.
- Have a good track record of supervising postgraduate clinical students – inexperienced supervisors may be part of a supervisory team but should not normally be the primary supervisor until experience has been gained.
- Organising progress assessments at 6 months and making sure that the relevant MS Forms are completed in a timely manner and submitted following the progress assessment meeting.

3.2 Residents:

Residents will have one primary clinical supervisor (mentor) and ideally a (different) research supervisor. The primary supervisor will accept the responsibilities and fulfil the criteria laid out below.

For the MVetMed, each discipline (or service) has a Residency Training Programme Director – this role is outside the MVetMed and is designated by the Head of Service for that discipline. The Residency Training Programme Director is responsible for keeping the documentation for the programme up to date. Each specialty college has different documentation required for this, updated annually, which includes information about the number of specialists working in different disciplines as well as the facilities. A list of the Residency Training Programme Directors can be found on the [MVetMed & PGDip VCP Central Resources Hub on RVC Learn](#).

The supervisors and Programme Director are together ultimately responsible for the supervision and administration (with Departmental, Course Director, Head of the Graduate School, Postgraduate Programme Management Team, and Academic Registry support) of the Resident's progression. The primary supervisor should:

- Be a current member of permanent academic staff and normally have completed probation.
- For residencies with ZSL the supervisor will need to hold the relevant ECZM diploma.
- Hold the target professional qualification.

- Have a good track record of supervising postgraduate clinical students as well as having gained their specialist qualification. Inexperienced supervisors should start by only supervising one resident for the duration of their programme and seek assistance from other members of the team and senior tutors for any guidance and support in their role.
- Ensure that the training programme meets all stated requirements of the relevant specialist (European or American) College.
- Organising, with the Resident and the Assessors, a suitable time, date, and place for the annual progress assessment meeting to take place between May and June of their first and second year and submitting the completed annual Progress Assessment paperwork via MS Forms by the 1st July each year.

3.3 Training

It is recommended that Supervisors complete the [Supervising and Supporting Residents](#) Training Course on RVC RVC Learn. Supervisors should sign up via HR and can be given access to the resources on the RVC Learn page by emailing MVetMedadmin@rvc.ac.uk.

Supervisors should read the guidance and watch the webinar on [progress assessment](#).

3.4 Responsibilities of supervisors include:

- Providing Interns/Residents with encouragement, support and feedback on their progress and aim to acknowledge email enquiries within 5 working days unless agreed otherwise.
- Arranging an induction for Interns/Residents who start outside of the normal June/July enrolment period.
- Ensuring Residents are aware of the requirement to register annually through Student Records.
- Advising Interns/Residents, or ensuring they have received guidance, on all relevant aspects of their residency and on research including.
 - Standard of work required
 - Attendance at training courses
 - Conferences, seminars etc.
 - Publication of findings
 - Plagiarism
 - Intellectual property rights
 - Health and safety regulations

Residents only

- Planning of research programme
- Research technique

- Ethical research and the Animals (Scientific Procedures) Act 1986
 - Research integrity
- For any research that requires ethical approval, ensuring you consult the Ethics and Welfare pages on the intranet: [Ethics and Welfare](#) and submit your research under the correct path:
 - [AWERB](#) – for projects conducted under the Animals (Scientific Procedures) Act A(SP)A.
 - [CRERB](#) – for clinical research involving animals or humans that does not fall under A(SP)A
 - [SSRERB](#) – for research involving using, handling, gathering, or storing any data relating to people (including research using datasets that initially contain personal data, such as veterinary clinical records).
- Providing advice on scheduling of work related to course modules (and, where appropriate, choice of modules) so that the Diploma or Master's degree and target professional qualifications can be achieved.
- Encouraging the Intern/Resident to develop transferable skills and helping them to identify relevant courses and meetings at which they can communicate their work to others.
- Introducing the Intern/Resident to other clinicians and researchers and to appropriate academic and professional bodies.
- Monitoring the Intern/Resident's general welfare and informing them of sources of specialist assistance such as the Advice Centre where necessary.
- Notifying the Postgraduate Programme Management Team via pgadmin@rvc.ac.uk of any changes which influence the registration status of the Intern/Resident via the [Change of Registration Form](#).
- In circumstances where the Intern/Resident wishes to interrupt study, informing the Postgraduate Programme Management Team and completing a Change of Registration Form. Information regarding [SPD](#) can be found in the Staff Hub on [RVC Learn](#) (also refer to **Section 6: Periods of Registration and Absences**).
- Arranging progress assessment meetings in accordance with the [Assessment & Award Regulations](#).
- Recording and reporting of planned and unplanned absences.
- Ensuring students follow the correct RVC procedure to obtain permission prior to undertaking any overseas travel on RVC or research-related business. Full details of the required procedure are available on RVC Learn.

- Interns/Residents studying at the RVC on a Student Route Visa and/or in receipt of a US Federal Loan from the US Department of Education have additional responsibilities to confirm their attendance and engagement as a requirement of their Visa and/or US Loan. These Interns/Residents are expected to confirm their attendance via monthly check-ins with the Student Resolution and Compliance Team's Student Participation service. More details can be found in the [UKVI/US Loans Attendance Monitoring Policy](#).
- Where an Intern/Resident is not engaging in studies or email communication, the Supervisor will email or phone the student and ask for a response. If they do not receive a response, the matter will be escalated to the Advice Centre. Further information can be found in the [RVC Missing Student Policy and Procedure](#).

3.5 Change of supervisor

A change of supervisor will be required when a supervisor leaves the RVC, an external supervisor leaves their role, or a supervisor is absent for a long period.

For Residents, the Course Director, Programme Director and Head of Service should put in place suitable alternative supervisory arrangements which should be communicated internally to the Postgraduate Programme Management Team and externally to the speciality college.

For Interns, the Course Director and Head of Department and/or service will select a suitable alternative and inform the Postgraduate Programme Management Team.

A Resident or Intern who has concerns about the quality of (any aspect of) their supervision or any other aspect of their programme should initially try to discuss the matter with their supervisor, or other member of their team. Should they not feel able to do so directly, they can contact the Senior Clinical Tutors and/or the Head of the Graduate School who will work with the Intern/Resident, their supervisor(s), Head of Department and/or other member(s) of academic staff in trying to resolve the situation. If it is demonstrated that a supervisory relationship has broken down irrevocably, the supervisor may be changed although the Intern/Resident must recognise that this may not always be possible. If no change in supervision has been made, the Intern/Resident will be signposted to the Advice Centre for support and to the [RVC Student Complaints and Resolution Procedure](#) if they are dissatisfied with the decision.

The criteria used in deciding whether a change of supervisor would be appropriate are as follows:

- Objective evidence (e.g. from progress assessment or SPD meetings) that (a) the supervisor is not fulfilling their responsibilities as set out in the Code of Practice or (b) the relationship between the supervisor and the Intern/Resident has irretrievably broken down.
- Availability of an appropriately skilled/qualified alternative supervisor.
- The source of funding for the studentship if the student is supported by an external award made to a named supervisor.

- Objective evidence (e.g. from an SPD meeting, (multi-source) feedback from colleagues on clinical/pathology skills at progress assessments, PGDip VCP/MVetMed (or other Masters) modules attended, and marks awarded) that the Intern/Resident is not performing sufficiently well to continue with their programme of study.

3.6 Support for Supervisors

Academic Registry

Academic Registry is the administrative hub for all research degrees and Internship and Residency programmes, from enrolment to the award of degree. They aim to support students throughout their studies for them to get the best possible postgraduate student experience and to ensure that all students fulfil their full potential at the Royal Veterinary College.

Academic Registry provides support across the RVC, by sharing good practice, and by ensuring that other RVC service-providers keep in mind the specific needs of all its postgraduate students when developing provision.

Supervisors would be urged to contact a member of Academic Registry if they seek any advice or information. Details of the relevant teams within Academic Registry can be found on the [Who We Are](#) Section and the individual [Registry structure diagrams](#) on the intranet.

The Advice Centre

The Advice Centre provide a variety of support for Interns/Residents, and their services can be accessed via email, phone, or face to face. This includes assistance with finance, specific learning differences and disability, mental health and wellbeing, counselling, housing and much more. If you have any concerns regarding your Intern or Resident, you should signpost them to the Advice Centre or contact them on the student's behalf. They are contactable on 020 8051 3500 or at advice@rvc.ac.uk.

Wellbeing at Work

The RVC values all members of staff and seeks to provide a positive and satisfying working environment in which each member of staff is treated with respect and regard for their health and wellbeing.

The wellbeing of staff is central to the maintenance of a vibrant learning culture and there are of course many factors that affect the wellbeing of staff.

More information about mental wellbeing can be found on the Intranet: [Wellbeing at Work](#)

Personal Relationships Between Employees and Current Students

- It is vital that trust and confidence exist between employees and students to ensure that students maximise their learning experience. The professional

relationship between a student and an employee of the College is a central part of the student's educational development. A personal relationship could compromise this professional relationship and damage the teaching and learning environment for other students and employees.

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

For further information, please consult the [Relationships at Work – Guidelines](#) available on the HR Forms & Policies page on the RVC Website.

HR Courses at the RVC

HR offer a range of [All Staff Courses \(rvc.ac.uk\)](#). Some that might be of interest to supervisors are as follows:

- [Dealing with difficult conversations/situations](#);
- [Developing the confidence to lead](#);
- [Emotional intelligence](#);
- [Mastering Pressure – bite size](#);
- [Supervisory skills](#)

4. Responsibilities of Interns and Residents

Interns and Residents are expected to adhere to the [RVC Charter](#), [the RCVS Code of Professional Conduct](#), [the RVC Code of Practice for Interns and Residents](#) and the [RVC Behaviours Framework](#). Detailed responsibilities include:

4.1 Registration

- Enrolling with Student Records at the start of the programme and for Resident's re-enrolling at the start of each academic year.
- Ensuring they notify Student Records of changes to their contact information, including mobile telephone number, personal email address, contact address and the details of their emergency contact person.
- Notifying the Postgraduate Programme Management Team of any changes of circumstance agreed, using the [change of registration](#) form, which must be signed by the Intern/Resident and any relevant staff and returned via email to pgadmin@rvc.ac.uk.
- Where applicable, maintaining registration with the Royal College of Veterinary Surgeons and complying with CPD requirements.
- For those with a student visa, required to comply with the UKVI monitoring requirements as outlined within the [UKVI and US Federal Loans Student Attendance Policy](#)

4.2 To themselves

- Familiarising themselves with, and abiding by, health and safety regulations, progress monitoring procedures and other guidelines and regulations relevant to their programme of study.
- Consulting the RVC's guidance on academic misconduct and avoidance of plagiarism, signing a document indicating they understand what plagiarism is and undertaking not to plagiarise.
- Accepting professional responsibility for clinical case supervision and undertaking such investigations, therapeutic measures, and surgical procedures as necessary under appropriate supervision/ direction.
- Participating in undergraduate and, where appropriate, postgraduate teaching, under observation, as requested by their supervisor or the Programme Director. Any teaching outside of the MVetMed should be remunerated. Attending meetings, seminars, tutorials and lectures and preparing written reports as deemed necessary by their supervisor or the Programme Directors.
- Giving at least one presentation each year within the RVC, which can be either a review, a case report (or series) or research that they are involved with.
- Presenting in a journal club to their peers.

- Formally assigning all IP that they may generate during their studies to RVC. In return, Interns/Residents will be able to benefit from the same incentives and rewards as if they were members of staff. This will be a condition of undertaking commercially sensitive projects as a postgraduate student at RVC.
- Being prepared, throughout the programme, to receive, give due consideration to and act upon feedback about their performance in all aspects of their studies, including academic ability, clinical skills, teaching, and research.
- Discuss with the Advice Centre and/or supervisors at the earliest opportunity if there are any concerns related to their physical or mental health (already OH documented or not) whether or not they have any bearing on their clinical duties or studies.
- Completion of the following compulsory online training courses, and any further courses identified, within 5 weeks of starting at the RVC:
 - Health & Safety Induction
 - Online Fire Safety Training
 - Plagiarism & Referencing Quiz
 - Research With Integrity Quiz
 - Information Security Awareness
 - EDI at the RVC Training
 - Consent Matters

Links to the compulsory training can be found on the [MVetMed & PGDipVCP Central Resources Hub LearnRVC Learn](#) page.

- During your Internship/Residency, you will be asked to act as an assessor for Electronic Direct Observation Skills (eDOPS) for undergraduate BVetMed students. To be an assessor, you need to be personally competent in the task being assessed so Nurses, Technicians, Interns, Residents and Vets are all eligible to be assessors. An assessor must fully read and follow the guidance provided as well as watch a training video. Interns/Residents will then need to complete a declaration to confirm that they have read the guidance, watched the training video and that they will abide by the instructions. Only those that complete the declaration can assess (i.e. students will not get credit if an assessor is not on the list of authorised assessors).
- Inform the RVC of any international travel planned either affiliated with or representing the RVC (e.g. presenting at international conference, visiting another institution).
- Completion of the Induction for Rotation Teaching Staff Clinical Rotations (IMR). This induction is for individuals involved in teaching veterinary students on rotation and covers the structure of the veterinary course, the preparation they had prior to start of rotations, explains the structure of the rotation year and assessments during rotations. This presentation also covers the expectation of rotation training providers, and the support we offer students.

Links to the induction, guidance, training video, and declaration can be found on the [MVetMed & PGDip VCP Central Resources Hub](#) on RVC Learn.

- **Overseas Travel**

For any student travelling abroad for their studies, they must follow the process below:

- Completion of an [Overseas Travel Training Module](#) prior to any overseas travel on RVC/Research business. There is a requirement for all students to complete an overseas travel training module. The travel risk training is available through RVC Learn and should be completed by all students who are travelling outside the Common Travel Area unless it is your country of residence.
- A certificate should be downloaded following successful completion as you will need to provide proof of completed training when arranging your flights. The completion certificate should be forwarded to [Sharan Kane](#), CSS Departmental Operations Manager, if you are in CSS, [Berit Zimmermann](#), PPS Departmental Operations Manager, if you are in PPS, or [Karen Creeke](#), CBS Departmental Operations Manager, if you are in CBS.
- If students are travelling abroad, they are required to complete the [SDO530a Overseas Risk Assessment Form A](#). This form is available in the [Travel Section of the Health & Safety Pages](#) on the Intranet. This will provide a base level of insurance protection as well as ensuring your whereabouts are known by staff in the event of an emergency. Permission to travel must always be obtained before undertaking any overseas trip.
- [SD0530b Risk Assessment Form B](#) must also be completed if hazardous activity is planned or there are risks stated within the country following assessment of the Foreign & Commonwealth Office (FCO).
- When booking travel and accommodation, please refer to the [Overseas Travel Policy](#), found on the Intranet. Overseas flights must be booked through RVC's official travel provider, Selective Travel, to ensure our insurance covers you. If you do not follow this procedure and purchase your own flights to claim back on expenses, they will not be reimbursed, and you will not be covered by RVC insurance.
- When ready to book flights/accommodation, please email Selective Travel via rvc@selective-travel.co.uk copying in [CSS Admin](#), CSS Departmental if you are in CSS, [Berit Zimmermann](#), PPS Departmental Operations Manager, if you are in PPS, or [Karen Creeke](#), CBS Departmental Operations Manager, if you are in CBS. Please indicate your travel destination and dates (and how flexible you are with dates) to ask for a quote.
- Once you have decided on dates and times, please confirm with Selective Travel and Sharan Kane, Berit Zimmermann or Karen Creeke, depending on your department. Sharan/Berit/Karen will then raise a purchase order to pay for the flights directly from the correct budget. Ensure you get confirmation from your supervisor of the Agresso project code that the purchase order is to be

raised from.

- This process can also be found on the [MVetMed and PGDip VCP Central pages on RVC Learn](#).

Additional responsibilities of Residents include:

- Familiarising themselves with and abiding by the RVC policy on good research practice, research with integrity, ethical research, and the Animals (Scientific Procedures) Act 1986 (if applicable).
- Reading the research integrity guidelines and undertaking the on-line research integrity training within 3 months of registration.
- Fulfil any MVetMed requirements and successfully complete the programme within the **maximum period of registration** found in the [General Regulations for Study and Awards](#)
- Completion of the online [Teaching and Learning in Higher Education \(TLiHE\)](#) course is a compulsory training requirement in year 1 so should be included in study plans. Residents will be automatically enrolled at the start of their Residency.
- Maintaining regular contact with their supervisors throughout their studentship to discuss their programme of study and progress. Residents are expected to take the initiative in arranging meetings with their supervisors.
- Consulting their supervisors(s) before submitting any work for publication.
- Agreeing with their supervisor the dates of holidays which will be taken with due regard to clinical rotas.

4.3 To Supervisors, Course Directors, Programme Directors and Heads of Department

- Discussing any outside professional activity(ies), paid or otherwise, with their supervisor and/or the Course Director/Programme Directors/Collaborating Partner and gaining their approval before undertaking the activity which must not interfere with the duties and requirements of their studentship.
- Securing the Head of Department and the relevant finance staff permission before accepting any offer of paid work at the RVC during the period of study; ensuring any paid work is processed through payroll, is subject to employment law and follows HR requirements, policies, and guidelines.
- Participating in RVC activities, as and when asked to do so by their Head of Department.
- Submitting annual leave requests and reporting unplanned absences in a timely manner.

5. Admission, Enrolment, and Induction

Internship programmes are for qualified veterinary graduates who are, or are eligible to be, members of the Royal College of Veterinary Surgeons (RCVS) and who wish to develop their clinical skills, experience and knowledge of small animals, exotics, equines, or farm animals. Interns are enrolled on a Postgraduate Diploma in Veterinary Clinical Practice (PGDip VCP).

Residency programmes are for qualified veterinary graduates who are, or are eligible to be, members of the Royal College of Veterinary Surgeons (RCVS) and who wish to pursue further clinical or pathological training to be eligible for veterinary specialisation. Residents would normally have completed a recognised one-year rotating internship within a University or referral hospital or have equivalent broad veterinary clinical experience of at least two years' duration. These programmes are aligned to residency training programmes of either European and/or American Veterinary Specialist Colleges. Candidates must register with the aligned Veterinary Specialist (or other) College at the start of their programme. It is expected that at the end of the 3-year programme a candidate will have obtained a Master's degree and have either completed or have submitted credentials for their Veterinary Specialist (or other) College. Residents are enrolled on a Master's in Veterinary Medicine (MVetMed).

5.1 Admission

The selection and admission of students to internship and residency programmes will be undertaken in accordance with the RVC's [Admissions Policy and Procedures](#).

The number of RVC-funded internships and residencies in each specialty is decided on an annual basis in the context of available internal funding and confirmation that any required contracts with third parties are in place.

The details of all suitable applicants who meet the published criteria are passed to the relevant speciality leads for consideration. Selection will be made based on all information available, including the application form, qualifications, references and (where used) performance at interview. Feedback is available to applicants on request.

Applicants are interviewed by at least two members of staff-involved in the relevant internship or residency programme. For students based off site with a partner, applicants will be interviewed by a joint RVC and partner panel.

The offer of a place is made by the Head of Admissions and is dependent on the applicant providing and the Admissions team receiving:

- Evidence of suitable academic qualifications and RCVS eligibility or membership. Degree/Diploma certificates in a language other than English must be accompanied by an English translation attested by an official translator.
- Evidence of a [suitable level of English](#) where English is not the applicant's first language.
- Suitable references from two academic or professional referees, neither of whom will be supervising the project(s) that the applicant has applied for.

Equal opportunities information will be collected from all applicants. This information will not be used in the selection process, except in so far as the RVC will wish to ascertain that it has the appropriate facilities to support applicants with disabilities.

All offers will specify the name of the Internship/Residency, the department in which the student will be based, the supervisor's details, the award for which they will be registered, the length of study, the stipend in year 1 and the terms and conditions of the offer. A copy of the current Code of Practice for interns and residents will also be included.

5.2 Enrolment/arrival

Once any terms and conditions of an offer have been made Interns and Residents will be invited to complete pre-enrolment on the student record system.

At the commencement of their studentship, students should ensure that they register/enrol with Student Records and that they confirm their registration/enrolment annually (Residents only) thereafter and on return from any interruption. Enrolment must be completed within 4 weeks of the due date. Failure to re-enrol will lead to withdrawal from the course.

5.3 Induction

At the beginning of the Internship and Residency programme there will be face-to-face induction programmes to introduce new students to:

- RVC and key staff.
- The relevant study and clinical programmes.
- Other Interns and Residents.

All those starting are expected to attend the face-to-face induction. In exceptional circumstances, if students are not able to commence study at the start date of the course, alternative induction arrangements will be made by their supervisor, and this should usually be within one month of the course start date.

5.4 Student Files

Student files will be held electronically and contain information on progress matters, finance and funding and any correspondence with the student. Files must be secure and should be available only to relevant staff in the Academic Registry. Any data must conform to the requirements of the General Data Protection Regulations. Generally, student files will be kept no longer than 6 years after the student has completed their course.

5.5 Student Privacy Notice

The [RVCs Student Privacy Notice](#) is designed to provide further information about the different ways in which the College uses the personal data while students are at the RVC.

6. Periods of Registration and Absences

6.1 Minimum and Maximum periods of registration

The Minimum and Maximum registration periods of registration for the MVetMed and PGDip VCP are set out in the [General regulations for Study and Award](#)

6.2 Absences

Please consult the [Absences, Interruptions and Extensions for Postgraduate Research Students, Residents and Interns](#). This includes information on annual leave, short-term exceptional leave, Maternity, Adoption, Paternity & Shared Parental Leave, Sickness Leave, Interruptions and Extensions.

6.3 UKVI and US Loan Attendance Requirements

Students studying at the RVC on a Student Route Visa issued by the UKVI (UK Visas and Immigration), and/or in receipt of a US Loan from the US Department of Education have additional attendance requirements. The RVC is required to demonstrate to the UKVI and the US Department of Education that students enrolled at the RVC who are part of their schemes are adequately engaged with their studies, which is actioned through the monitoring of attendance. The responsibilities of the RVC and the student are explained in the [Student Attendance Monitoring \(UKVI and US Loan\) policy](#).

7. Collaborative Arrangements and Externally Funded Interns and Residents

The RVC may collaborate with partners or educational and charity organisations to offer Internships and Residency programmes based off-site. Students will be registered with the RVC and will abide by this Code of Practice.

Interns and Residents may also be supported by an external funder.

7.1 Collaborative Provision

Contract documents are developed by Academic Registry working with relevant academic and senior management colleagues, and are reviewed, monitored and approved by the Clinical Training and External Partnerships Working Group, a working group of College Executive Committee. Such a review includes initial and ongoing due diligence enquiries to assess the academic, financial, and organisational/governance suitability of the partnership arrangements.

Where a proposed new collaborative Internship or Residency will require a new or amended award (e.g. PG Diploma in Primary and Accessible Care and Education (PGDip VPACE), new or amended pathways/modules of the PGDip VCP or MVetMed, or a change to the named award / speciality, the collaborative proposal will also need to be considered and approved via the standard RVC procedures).

7.2 External Funding

An appropriate agreement(s) should be in place through the Research and Innovation Office (RIO) where an internship or residency is:

- Fully or jointly supported by an external body.
- Includes an external supervisor.
- Involves data or materials that will be transferred between parties.

Each individual agreement will set out specifics for each Internship or Residency.

8. Progression and Programme Requirements

An Intern or Resident will be evaluated against the standards and achievements appropriate for the stage reached in their clinical training (and Diploma/Master's degree for which an Intern/Resident is registered). Students experiencing difficulties with any aspect of their studies should discuss these in the first instance with their supervisor(s), or a programme (Intern) or Master's (Resident) Course Director. Alternatively, or in addition, they are also welcome to contact the Head of the Graduate School or SPD Administrator [see Appeals Complaints and Academic Misconduct – Section 12].

8.1 Interns:

The progress of Interns will be reviewed after 6 months. In addition to completing their 6-month progress assessment with the recommendation to continue in the programme, at least one module will need to have been passed. Interns may be required to attend an ad hoc progress assessment if deemed necessary by the Programme Director(s). Links to the Progress Assessment MS Forms can be found on the [MVetMed & PGDip VCP Central Resources Hub](#) on RVC Learn.

The outcome of a progress assessment will be any of the following:

- Satisfactory progress: the Intern should proceed.
- Satisfactory progress with advice: the Intern should proceed.
- Progress under review: further and/or ongoing concerns identified, with advice and recommendations given in regard to addressing these before the student can progress. Student will be referred to SPD at this stage for additional advice and support in addressing these concerns. A further Progress Assessment meeting will be scheduled, normally a month after the SPD meeting. If satisfactory progress has not been achieved by this further Progress Assessment, the student will normally be required to withdraw from the course. The student has a right of appeal against the decision to remove them from the course as described in [College Regulations](#). The student may be given a further "Progress Under Review" decision if some progress has been demonstrated but further monitoring is required before progression can be confirmed.

8.2 Residents:

Residents' progress will be assessed annually but there may be a requirement for additional progress assessments; see the 'requirements to progress' section of the [MVetMed Assessment & Award Regulations](#). Links to the Progress Assessment MS Forms can be found on [the MVetMed & PGDip VCP Central Resources Hub](#) RVC Learn.

The outcome of an Annual (or Interim) Progress Assessment will be one of the following:

- Satisfactory progress: the Resident should proceed.
- Satisfactory progress with advice: the Resident should proceed.

- Progress under review: further and/or ongoing concerns identified, with advice and recommendations given in regard to addressing these before the student can progress. Student will be referred to SPD at this stage for advice and support in addressing these concerns. A further progress assessment meeting will be scheduled within three months. If satisfactory progress has not been achieved by the three-month follow-up, the student will normally be required to withdraw from the course. The student has a right of appeal against the decision to remove them from the course as described in the [College Regulations](#). The student may be given a further "Progress Under Review" decision if some progress has been demonstrated but further monitoring is required before progression can be confirmed.

Copies of fully completed and signed progress assessment forms will be provided to the Intern/Resident, Supervisors and Assessors.

Any Intern/Resident being assessed as 'Progress Under Review,' a copy of their progress assessment will also be sent to the following:

- Associate Dean for Postgraduate Teaching & Learning
- Head of the Graduate School
- Chair of Exam Board
- MVetMed/PGDip VCP Course Director
- Senior Clinical Tutors
- SPD

8.3 Withdrawal

Notification of withdrawal of Interns or Residents may be initiated by the student, the Course or Programme Director, the supervisory team (including pathway leaders for Interns) or Academic Registry.

Upon return to study, after a period of interruption, reasonable adjustments can be put in place to support the students return to study. If the student does not agree with or agree to accept the reasonable adjustments, withdrawal of study can be initiated.

At any stage in the process, the student can seek advice from their supervisory team, the Advice Centre, or a PG advisor. The list of current PG advisors can be found on the [MVetMed & PGDip VCP Hub](#) on RVC Learn.

Students themselves may initiate their own withdrawal from the programme.

The Course or Programme Director, Supervisors (or Pathway Leaders for Interns) may initiate the withdrawal of an Intern/Resident where there are serious concerns about progress of the student and/or their compliance with degree regulations and procedures.

Academic Registry can initiate withdrawal of a student for failure to pay tuition fees or failure to meet enrolment requirements.

8.4 Academic Failure

It is possible for withdrawal of study to be an outcome of academic failure. Please see the [Assessment and Award Regulations](#) for more information.

Intern/Residents who are withdrawn from their programme will be notified of their right to [appeal](#) against the decision.

Details of the withdrawal process can be found above.

9. Research Integrity, Data and Ethics

9.1 Research policies

The RVC expects all staff and students undertaking research to take personal responsibility in adhering to these core principles, and to be aware of and comply with a range of policies including:

- [Guidance on research integrity](#)
- [Good Research Practice](#)
- [Code of Practice for Researchers \(Concordat\)](#)
- [Policy on Animal Research](#)
- [Research Misconduct policy](#)

The [RVC Open Access Publications Policy](#) sets out specific requirements for journal articles and conference proceedings, ensuring our research outputs are freely available.

All applications for research funding must be reviewed and approved with by the Research and Innovation Office (RIO) before they are submitted to external funders, with appropriate consideration for data management and Open Research practices.

9.2 Research Integrity Quiz

The RVC expects all staff and students undertaking research to undertake their work with rigour, integrity, and to the highest ethical standards. All Residents should complete a [Research Integrity Quiz and accompanying presentation](#) within 4 months of having started and then every 4 years as a refresher.

9.3 Research Data Management

Good research data management practices should be followed throughout your project. The RVC provides recommendations on the [management of data](#) generated by research activities. For further guidance and support in preparing Data management plans, contact Research Outputs (researchoutputs@rvc.ac.uk)

9.4 Ethical Approval & Ethics & Welfare Committee

The RVC is committed to promoting animal welfare as our highest priority. We recognise however, that research is essential to achieve advances in animal health and wellbeing. As an academic institution, we conduct research to expand knowledge in basic and medical sciences; support clinical advances and develop new treatments aimed at improving the health and welfare of both animals and humans.

Some research may involve activities that could have adverse effects on participants. In addition, research involving people brings ethical and legal responsibilities relating to consent, confidentiality, and lawful data use. UK legislation places strict responsibilities on researchers to ensure that their research is lawful, ethically justified, and that any potential harm is eliminated or minimised. Further information is available on the [Ethics and Welfare pages](#) on the RVC Intranet .

There are three sub-committees responsible for the ethical review and approval of research, depending on the nature of the work:

- [AWERB](#) – for projects conducted under the Animals (Scientific Procedures) Act – A(SP)A.
- [CRERB](#) – for clinical research involving animals or humans that *does not* fall under A(SP)A.
- [SSRERB](#) – for research **using, handling, gathering, or storing any data relating to people** (including research using datasets that initially contain personal data, such as veterinary clinical records).

Please ensure that you submit your research under the correct path.

10. Student Liaison & Feedback

10.1 Student Liaison and Representation

The RVCSU [Postgraduate Officer/s](#) offers support and provides representation for postgraduate students. PG Officer/s sit on major RVC committees.

The RVCSU [course representatives](#) will represent their cohort's views at the PG CMC specifically.

10.2 Student Feedback

Residents and Interns are represented at the University-level on the Postgraduate Medicine Course Management Committee.

They are also represented at Academic Board and other relevant College Committees through the Postgraduate Student Representatives or their nominees.

Residents and Interns are also invited to Departmental meetings which provide an additional channel for the consideration of their views.

10.3 Student Feedback – PTES

The RVC takes part in the Postgraduate Taught Experience Survey (PTES), which is designed and run by Advanced HE, for postgraduate taught students, with reference to their experience of supervision, the research environment, and their development. The PTES will normally run annually in the Spring-Summer, and the findings are reported to the PG CMC and the Student Survey Results Working Group (a sub-group of the Teaching Quality Committee). The RVC also takes part in the Student Barometer Survey, run by ETIO Global, which surveys all students on aspects of living, learning, and support at the RVC.

10.4 Student Feedback – General

Student feedback on any matter is always welcome and can be provided in a variety of ways. The RVC conducts [internal surveys](#) for the Internship and Residency programmes annually: one end of year survey for each year of residency, and one mid-year or end-year survey for the internship programme. Feedback is reviewed by the course directors and actions can be considered at the PG CMC.

Feedback can also be provided by contacting the RVCSU [course representative/s](#), who represent their cohort's views at the PG CMC.

Students can also submit anonymous feedback for the Academic Registry department via the RVC Suggestion Box which can be found at either Hawkshead or Camden Registry Helpdesk or online, or by contacting the Student Participation team at studentparticipation@rvc.ac.uk

Feedback is responded to through completion of termly 'reflective responses' from the Course Director. Responses to feedback and actions taken are also advertised through the '[You Said We Did](#)' initiative.

11. Examination

11.1 Award & Assessment Regulations

The Award and Assessment regulations can be found on the RVC web pages and are linked below. These regulations are updated annually.

[MVetMed](#)

[PGDip VCP](#)

11.2 Award Outcomes

The outcome of the award is either pass or fail; the awards are not classified.

Reports, projects and assignments submitted after the due deadline will be subject to the late submission policy set out in the College's [General Regulations for Study and Award](#). Within both courses, all written assignments (case reports / literature review) are classed as major pieces of work (a pass requires a minimum mark of 50%).

11.3 Appeals

The student will have the right of appeal against the decision through the [College's appeals procedure](#).

12. Appeals, Complaints & Academic Misconduct

12.1 Student Resolution and Compliance (SRC) Team

The SRC Team are responsible for managing appeals, complaints and conduct in line with the relevant procedure. Students can contact the SRC Team for support with procedural queries. Further information and contact details are outlined below.

The Advice Centre (advice@rvc.ac.uk) are available to provide independent welfare advice to students who are engaging with any SRC procedures.

12.2 Appeals

An appeal is a request for a review of a decision on a student's progression, assessment or award made by an academic.

Appeals are considered through the [Student Appeals Procedure](#).

The procedure cannot be used to contest academic judgement.

To submit an appeal, students should provide a completed [Student Appeal Request Form](#), alongside any supporting evidence, to the SRC Team via email to studentappeals@rvc.ac.uk.

12.3 Complaints

The Office of the Independent Adjudicator (OIA) defines a complaint as 'an expression of dissatisfaction by one or more students about a provider's action or lack of action, or about the standard of service provided by or on behalf of the provider.'

Complaints are considered through the [Student Complaints and Resolution Procedure](#). To submit a complaint, students should provide a completed [Student Complaint Form](#), alongside any supporting evidence, to the SRC Team via email to studentcomplaints@rvc.ac.uk.

Upon review of a complaint submission, the SRC Team may identify that a complaint, or aspects of a complaint, relating to the behaviour of a staff member, should be dealt with by the Human Resources (HR) department. In this instance, the SRC Team will signpost the student accordingly.

12.4 Conduct

The RVC define misconduct as an action or omission that:

- i Causes detriment or any serious physical or emotional harm to any student, member of staff or other individual visiting, working, or studying at the RVC or involved in RVC activities.

- ii Obstructs, frustrates, or disrupts the functioning or activities of the RVC, or of those who work or study at the RVC.
- iii Otherwise damages the RVC or its reputation.

12.5 Conduct – Informal Resolution

Where possible, low-level concerns relating to a student's conduct should be addressed informally, directly with the area or person relevant to the matter.

Where Interns or Residents have concerns that cannot be resolved through discussion with their Clinical Lead or Course Director then they should raise their concerns in person or in writing via email or letter (not social media) directly with the Head of the Graduate School.

The member of staff to whom the concern is raised should make and retain a brief record of the matter or concern. They should also outline the circumstances under which escalation will be required (e.g. a repeat of behaviours after the informal stage, failure to engage with the opportunity for informal resolution.)

Further information is set out in Section 14 of the [Student Complaints and Resolution Procedure](#).

12.6 Conduct – Formal Resolution

Where concerns relating to a student's conduct are more serious and constitute a significant or repeated breach of the [RVC Charter](#), the case will be formally managed by the SRC Team, in line with [Student Misconduct Procedure](#).

Reports of potential misconduct can be made by the Head of the Graduate School and/or a student concerned by the behaviours of another student. To make a report, a [Student Misconduct Reporting Form](#) should be completed and submitted to the SRC Team, alongside any supporting evidence, via email to studentconduct@rvc.ac.uk.

12.7 Academic Misconduct

The Office of the Independent Adjudicator (OIA) defines academic misconduct as 'any action by a student which gives or has the potential to give an unfair advantage in an examination or assessment or might assist someone else to gain an unfair advantage, or any activity likely to undermine the integrity essential to scholarship and research.

The [Student Academic Misconduct Procedures](#) provides further information on the various categories of academic misconduct.

Where a student is registered on a taught programme, concerns relating to academic misconduct are referred to the SRC Team (academicconduct@rvc.ac.uk), who will facilitate an investigation in line with the [Student Academic Misconduct Procedures](#).

12.8 Professional Requirements

The Office of the Independent Adjudicator (OIA) confirm that 'fitness to practise is the

ability to meet professional standards; it is about character, professional competence, and health.

Concerns relating to a student's fitness to practise are considered through the [Fitness to Practice Procedure](#). Where a student is a member of a registered profession (i.e. the RCVS) consultation with the relevant body will take place to determine whether the student should be treated under this procedure or referred to the procedures of that body.

In the first instance, concerns relating to a student's fitness to practise should be discussed with a senior tutor, who will determine whether it is necessary to refer the matter to the Fitness to Practice Procedure.

The SRC Team are responsible for providing procedural and administrative support on cases that have been referred and can be contacted via email (studentconduct@rvc.ac.uk) to answer any procedural queries.

13. Contacts

13.1 Internship:

Name	Title	Email
Dr Stefano Cortellini	PGDip VCP Course Director	scortellini@rvc.ac.uk
Dr Richard Booth	PGDip VCP Deputy Course Director	rbooth@rvc.ac.uk
Dr Vicki Baldrey	Exotic Animal Pathway Leader	vbaldrey@rvc.ac.uk
Dr Richard Booth	Production Animal Pathway Leader/Pig Health & Production Animal Pathway Leader	rbooth@rvc.ac.uk
Dr John Fishwick	Production Animal Deputy Pathway Leader	jfishwick@rvc.ac.uk
Dr Melanie Perrier	Equine Pathway Leader/Equine Surgery Weighted Pathway Leader	mperrier@rvc.ac.uk
Prof Bettina Dunkel	Equine Pathway Deputy Leader	bdunkel@rvc.ac.uk
Dr Dagmar Berner	Equine Diagnostic Imaging Pathway Leader	dberner@rvc.ac.uk
Dr Laura Cole	Small Animal Pathway Leader	lcole3@rvc.ac.uk
Dr Rhiannon Strickland	Small Animal Pathway Leader	rstrickland@rvc.ac.uk
Dr Sarah Tayler	Small Animal Pathway Leader	stayler@rvc.ac.uk
Ms Lisa Harber	Postgraduate Programme Manager	pgdipvcpadmin@rvc.ac.uk
Mrs Claire Breach	Postgraduate Programme Administrators	
Mrs Lianne Miles		

13.2 Residency:

Name	Title	Email
Dr Dominic Barfield	MVetMed Course Director & Clinical Module Leader	dbarfield@rvc.ac.uk
Dr Helen Dirrig	MVetMed Deputy Course Director	hdirrig@rvc.ac.uk
Dr Johanna Kaartinen	Didactic Module Leader	ckafarnik@rvc.ac.uk
Prof Dave Brodbelt	Research Module Leader	dbrodbelt@rvc.ac.uk
Dr Steven De Decker	Research Deputy Module Leader	sdedecker@rvc.ac.uk
Ms Lisa Harber	Postgraduate Programme Manager	mvetmedadmin@rvc.ac.uk
Mrs Claire Breach	Postgraduate Programme Administrators	
Mrs Lianne Miles		

13.3 Academic Registry

The organisation chart below outlines the new structure of Academic Registry and the different teams that you may encounter during your time at the RVC. For more information on the teams, please see the [Who We Are](#) Section and the individual [Registry Structure Diagrams](#) on the Academic Registry Section on the intranet.

Other useful contacts within Academic Registry are as follows:

- Stipend and Tuition Fees: **(Registry Business Systems Team)**: studentfunding@rvc.ac.uk
- Updates to Student Records and enrolment **(Registry Data Information Systems Team)**: studentrecords@rvc.ac.uk
- Student Engagement and attendance **(Student Resolution & Compliance Team)**: studentparticipation@rvc.ac.uk
- Case Reports/Research Projects/Work Placed Based Assessment submission: **(Examinations and Assessment Team)**: examspg@rvc.ac.uk
- Confirmation of Awards & Transcript requests: **(Postgraduate Programme Management Team)**: transcripts@rvc.ac.uk

