

Code of Practice for Interns and Residents

This document applies to all Interns and Residents

2024/25

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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. The Code of Practice should be read in conjunction with the [RVC's Regulations and Procedures, PGDip VCP and 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 sites](#) 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 sites on [RVC Learn](#) for all Interns, Residents, their supervisors, the PGDip VCP and MVetMed Course Directors, Programme Support Coordinators 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.

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, the Graduate School 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 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;
- Supporting the Internship/Residency (PGDip VCP, MVetMed) Programme Directors and supervisors in offering training programmes that meet the needs within their department;
- Ensuring that a head of service/residency Programme Director has put in place suitable alternative supervisory arrangements in the event of a Resident's main and/or research supervisor being absent for a prolonged period or leaving the RVC [refer to supervisor section].

2.2 Responsibilities of the Graduate School

The role of the Graduate School is to oversee and promote development of post-graduate (PGR) degree programmes leading to the MRes, MPhil, PhD and ProfD and of the postgraduate Clinical Training programmes leading to PGDip VCP (Internships) and MVetMed (Residencies) degrees.

The processes and procedures regulating Interns and Residents within the RVC are approved by the Postgraduate Course Management Committee (PG 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 [section 8];
- Approving administrative matters such as:
 - Extensions to study;
 - Changes of registration status;
 - Interruption of study - referring to the Student Performance and Development (SPD) system, as appropriate;
- Where the Head of Graduate School or Head of Postgraduate Student Administration have approved an interruption, the Head of Postgraduate Student Administration will organise a return to study meeting prior to the student's return. Where interruptions have been recommended by SPD, they will arrange, where agreed, a return to study meeting before the student's return;
- Where a student fails to re-enrol after a period of interruption, the Graduate School 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 [Missing Students Policy](#);
- Acting as a source of advice for residents and interns and signposting to other teams (e.g. the Advice Centre) as appropriate;
- Where a supervisor contacts the Graduate School due to a student not engaging in studies or email communication, the Graduate School 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 [Missing Students Policy](#).

2.3 Student Support

Along with the Graduate School, the RVC provides a variety of support services for students through the Learning and Wellbeing teams. Students can access this information at [Student Support Services](#). Services include:

- Wellbeing Support
- Student Money Advisor
- The Disability Adviser
- International Student Adviser
- Housing
- Study skills
- Careers
- Library/IT
- Digital Support Service

2.4 Responsibilities of MVetMed and PG Diploma Course Directors

- The Course Director is the lead for each course and all the 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 Graduate School of any changes which influence the registration status of the student;
- Ensuring the Graduate School is 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 module 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, Course Support and Graduate School 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 completed forms are sent to the Graduate School after the progress assessment.

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.

The supervisors and Programme Director are together ultimately responsible for the supervision and administration (with Departmental, Course Director, Course Support and Graduate School 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 (Documents 1 to 8) to the Graduate School by the 1st July each year.

3.3 Training

It is recommended that Supervisors complete the [Supervising and Supporting Residents Training Course](#);

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;
- Ensuring Residents are aware of the requirement to register annually through the Graduate School;
- 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 techniques,
 - ethical research and the Animals (Scientific Procedures) Act 1986,
 - research integrity.
- Providing advice on scheduling of work related to course modules (and, where appropriate, choice of modules) so that the Diploma or Masters 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 student's general welfare and informing them of sources of specialist assistance such as the Advice Centre or Graduate School staff where necessary;
- Notifying the Graduate School of any changes which influence the registration status of the student;
- In circumstances where the student wishes to interrupt study, informing the Graduate School. Information regarding SPD can be found on [Learn](#) – also see section on periods of registration and absences;
- Arranging progress assessment meetings in accordance with the [Assessment & Award Regulations](#).

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 Graduate School 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 Graduate School.

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 student, 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 student must recognise that this may not always be possible. If a Resident or Intern remains dissatisfied for informal discussions they may submit a formal complaint via [the Student Complaints Procedure](#).

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 scholar 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 a 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

The Graduate School

The Graduate School 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 in order 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.

The Graduate School 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 any member of the Graduate School team if they seek any advice or information. Details of the Graduate School Team can be found [here](#).

The Advice Centre

The Advice Centre provide a variety of support for students 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 relationships at work and mental wellbeing can be found here:

[Wellbeing at Work](#).

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;
- Managing 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 the Graduate School at the start of the programme and for Resident's re-enrolling at the start of each academic year;
- Ensuring they notify the Graduate School 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 Graduate School of any changes of circumstance agreed, using the change of registration status form, which must be signed by the supervisor and returned via the rdofficer@rvc.ac.uk mailbox;
- For those with a student visa - adhering to UKVI monitoring requirements.

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 in the course of their studies to RVC. In return, students 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;
- Inform the RVC of any international travel planned either affiliated with or representing the RVC (e.g. presenting at international conference, visiting another institution);
- Completing a risk assessment and overseas travel training module prior to any overseas travel on RVC/Research business. More information on this process can be found on the [MVetMed and PGDip VCP Central pages](#). This process must be followed for all travel overseas;
- Discuss with the Advice Centre, Graduate School 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.

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](#);
- Completing the [Teaching and Learning in Higher Education \(TLiHE\)](#) course is a compulsory training requirement in year 1 so should be included in study plans;
- Maintaining regular contact with their supervisors throughout their studentship in order 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's 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;

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 Masters degree and have either completed or have submitted credentials for their Veterinary Specialist (or other) College. Residents are enrolled on a Masters 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 RVCs [Admissions Policy](#).

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 the Graduate School 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 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 an 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 and this should usually be within one month of the course start date.

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 - holiday

The annual leave allowance for Interns is 20 days inclusive of bank holidays. There is no entitlement to the RVC concessionary days unless they are taken from the 20-day allowance.

The annual leave allowance for Residents is 25 days inclusive of bank holidays. There is no entitlement to the RVC concessionary days unless they are taken from the 25-day allowance.

The leave year for Interns and Residents will run from the start date of the scholarship. Interns/Residents that wish to take annual leave should agree this leave with their supervisors and then send an email to IntResAnnualLeave@rvc.ac.uk where their leave will be recorded.

Annual leave cannot be carried forward from one leave year to the next except in exceptional circumstances and with approval of the relevant Head of Department. In the event of the scholarship ending early, leave entitlement will be on a pro-rata basis.

6.3 Absences – sickness

Interns and Residents that are, or will be, absent due to illness must contact their supervisors to inform them of their illness at the earliest opportunity. Supervisors will email, at the start of the absence and upon return to work, a dedicated mailbox (IntResSickness@rvc.ac.uk) where the information is recorded, and the Bradford factor is calculated.

The Bradford Factor system is used to score absences and is designed to trigger points for referral to Occupational Health, and/or the Graduate School, from a calculation over a 12-month period. For Interns and Residents, the trigger point for referral is set at a Bradford Factor of 100. Students who accumulate frequent short-term periods of absence and trigger the Bradford Factor will be referred to Occupational Health and may be signposted to the Advice Centre.

During sickness absence covered by medical certificates, payment of the stipend will continue at the full rate for four weeks. Any payment beyond this period will be at the discretion of the RVC.

6.4 Interruptions

All requests to interrupt studies must be discussed with supervisors, course director(s) and Head of Department and a change of registration form submitted to the Graduate School (headadminGS@rvc.ac.uk) for consideration. Cases may be referred to SPD. For interns, the high clinical component and duration of the course means that any absence or interruption for a period greater than 4 weeks is likely to have a significant impact on their ability to complete the requirements to pass the PGDip VCP as set out in the [Award and Assessment Regulations](#). Absences of more than 4 weeks that impact on the student's ability to complete all elements of

the course should be referred to the Course Director and Graduate School and may be referred to SPD. Students would have the right to [appeal](#) the decision if withdrawn from the course.

6.5 Parental Leave

Residents can consult the [Maternity/Paternity/Adoption Policy](#) (parental leave). All requests to interrupt their studies must be discussed with their supervisor, the Course Director, Programme Director and the Head of Department, and submitted via a change of registration form to the Graduate School and may be referred to SPD.

All requests from Interns or Residents to interrupt their studies for the purpose of parental leave must be discussed with their supervisor, the Course Director, Programme Director (Residents), module leader (Interns) and the Head of Department sufficiently in advance of the likely period of interruption, and submitted via a change of registration form to the Graduate School and may be referred to SPD.

As noted above, for interns, the high clinical component and duration of the course means that any absence or interruption for a period greater than 4 weeks is likely to have a significant impact on their ability to complete the requirements to pass the PGDip VCP as set out in the [Award and Assessment Regulations](#). Any extension of the internship following a period of unpaid parental leave is at the discretion of the Head of Department. For absences of up to 4 weeks, payment of the stipend will typically continue at the full rate, though this will remain at the discretion of the RVC. Any payment beyond this period will be at the discretion of the RVC.

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 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/Masters 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 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). Copies of the Progress Assessment 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](#). Copies of the Progress Assessment Forms can be found on [the MVetMed & PGDip VCP Central Resources Hub](#) on 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.

Completed Progress Assessment Forms for both Residents & Interns should be returned to the Graduate School via email to CTOfficer@rvc.ac.uk.

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 module leaders for Interns) or the Graduate School.

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 Graduate School, the Advice Centre or a PG advisor. The list of current PG advisors can be found [here](#).

Students themselves may initiate their own withdrawal from the programme.

The Course or Programme Director, Supervisors (or Module 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.

The Graduate School 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. Ethics and Data Retention

In line with the UUK Concordat to support research integrity, Residents and their supervisors are expected to maintain the highest standards of research conduct and to familiarise themselves and act in accordance with:

[Research Integrity for staff and students](#)
[Procedures for dealing with research misconduct](#)
[Policies and procedures on public interest disclosure](#)
[Research data Management](#)

All publicly funded research councils now require the management of data generated by funded projects, to enable open availability to others and to maximise the potential for reuse.

9.1 Research Integrity

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.

9.2 Research data Management

To ensure compliance with Research Councils UK guidelines on the management of research data, the [College must effectively support the management of data generated by research activities](#).

9.3 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 Graduate School. 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.

9.4 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 while students are at the RVC.

10. Student Liaison & Feedback

10.1 Student liaison and representation

The Students' Union Postgraduate Officer/s offers support and provides representation for postgraduate students. PG Officers sit on major RVC committees.

10.2 Student feedback

Residents and Interns are represented at the College 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 College takes part in the Postgraduate Taught Experience Survey (PTES), which is designed and run by the Higher Education Academy for postgraduate taught students, with reference to their experience of supervision, the research environment and their development. The PTES will normally run annually 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 I-graduate.

10.4 Student Feedback – General

Student feedback on any matter is always welcome and should be sent in the first instance to rdofficer@rvc.ac.uk.

11. Examination

11.1 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.

In order 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](#). In order 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 a member 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 Graduate School staff and/or a student concerned by the behaviours of another student. In order 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 Module Leader	vbaldrey@rvc.ac.uk
Dr Richard Booth	Production Animal Module Leader/Pig Health & Production Animal Module Leader	rbooth@rvc.ac.uk
Dr John Fishwick	Production Animal Deputy Module Leader	jfishwick@rvc.ac.uk
Dr Melanie Perrier	Equine Module Leader/Equine Surgery Module Leader	mperrier@rvc.ac.uk
Prof Bettina Dunkel	Equine Deputy Module Leader	bdunkel@rvc.ac.uk
Dr Dagmar Berner	Equine Diagnostic Imaging Module Leader	dberner@rvc.ac.uk
Dr Stefano Cortellini	Small Animal Module Leader	scortellini@rvc.ac.uk
Dr Joe Fenn	Small Animal Deputy Module Leader	jfenn@rvc.ac.uk
Mrs Louise Allum	PGDip VPACE Course Director	lallum@rvc.ac.uk
Ms Lisa Harber	Programme Support Co-ordinator	PGDipVCPAdmin@rvc.ac.uk

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 Christiane Kafarnik	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	Programme Support Co-ordinator	MVetMedAdmin@rvc.ac.uk