Postgraduate Research Students' Handbook

Master of Philosophy and Doctor of Philosophy

Harper Adams University

May 2024

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Message from the Vice-Chancellor

I am delighted to welcome you as a postgraduate research student to Harper Adams University. I hope that you will enjoy your time here, both academically and as part of the Harper Adams' community. As a leading specialist institution, the University has developed unique and high-quality provision that is achieving increased national and international recognition, with investigations supported by well-resourced laboratory, engineering, food technology and Future Farm facilities. The University has a focus and commitment in achieving sustainable development outcomes across a broad range of sciences associated with agri-food and the land use sector.

To achieve your research goals, you need to feel content and supported by a responsive research administration. This guide is intended to help you get the most out of our facilities and services. It contains relevant information, including details of administrative and support arrangements, and quality assurance procedures associated with research degrees at the University. I hope that it will be a useful to you during your time at Harper Adams.

I am particularly excited that the work you do will deliver the next generation of original, high quality research, of which both you and the University can be rightly proud. I look forward to hearing more about your progress and hopefully seeing you on the campus from time to time.

Welcome again and every success in what you do.

Professor Ken Sloan

1 Introduction

1.1 Research at Harper Adams University

Our Mission

The mission of Harper Adams University is to provide world leading higher education and research for the delivery of sustainable food chains and the protection of rural resources for future generations.

Our Vision

Our vision for 2025 is that Harper Adams University will be:

- Engaged with the industries, professions and organisations that comprise the global agri-food chain, closely related industry sectors and the UK rural economy, to deliver an outstanding, practice-based and inclusive learning environment that enhances personal development and employability;
- A recognised centre of research excellence, especially in the application of science and technological advances and;
- A trusted source of independent and authoritative commentary to inform public and policy debate on agri-food, animal wellbeing, land, environmental and rural business matters.

Our Values

Harper Adams has a strong set of values that have underpinned its development since its foundation 120 years ago. The four core values are that we will be outstanding, inspirational, distinctive and inclusive in all that we do.

Further information on research facilities and current projects at Harper Adams can be found on the Research Degrees webpage.

In 1996 the Privy Council granted Harper Adams University the right to award its own taught degrees at both undergraduate and postgraduate level. Independent research degree awarding powers were granted in July 2006. To date, there have been over 190 successful candidates for research degrees (MPhil/PhD), with a current postgraduate and postdoctoral research population of 70-80. Harper Adams is a specialist Higher Education Institution in the land-based sector with Research Degree Awarding Powers and is the major provider of undergraduate education in agriculture, agricultural engineering, agri-food, business, veterinary and land-based disciplines in the UK.

1.2 Responsibility for Research

The Deputy Vice Chancellor has overall responsibility for research working with the Associate Pro Vice Chancellor Research. The Director of Postgraduate Research has responsibility for research degree quality and chairs the Research Degrees Committee and manages the operational aspects of research degrees (Research Postgraduate Programmes Manager). Harper Adams University has five academic departments each with its own Head of Department:

- Animal Health, Behaviour and Welfare;
- Agriculture and Environment;
- Engineering;
- Food, Land and Agribusiness Management
- Harper and Keele Veterinary School (HKVS)

The Postgraduate Research Office (M22) supports the work of the postgraduate students. The Postgraduate Research Student Advisor provides administrative support and guidance to postgraduate research students and their supervisors on all matters relating to research degree processes.

The Research and Knowledge Exchange Committee has responsibility for overseeing research at Harper Adams. The Research Degrees Committee is responsible for policies and procedures relating to postgraduate research degrees (MPhil and PhD). The registration, monitoring of postgraduate research students' progress and award of research degrees is conducted by the Research Degrees Awarding Board. The Research and Knowledge Exchange Committee and Research Degrees Committee have postgraduate research student representation elected annually.
For full details please refer to the Academic Quality Assurance Manual.
A ballot is held annually to elect the postgraduate research student representative(s) who then represents the postgraduate research community for the academic year.
Responsibilities include:

- Acting as point of contact for research students for representing views on generic research student issues to the appropriate forum or member of staff;
- Membership of the Research and Knowledge Exchange Committee, the Research Degrees Committee and the Academic Board;
- Two weeks before each meeting of the Research Degrees Committee, the Postgraduate Research Student Representative and the Chair of Research Degrees

Committee shall have an informal meeting to discuss any points for inclusion on the agenda. The student representative shall also have the right, as a full member of the Committee, to submit agenda items to the Chair of the Research Degrees Committee at any stage;

- Acting as point of contact for the Postgraduate Research Student Advisor and Research Postgraduate Programmes Manager on postgraduate research student issues;
- Meeting with the Laboratory Manager once a month on behalf of the postgraduate research students;
- Participating in the induction of new postgraduate research students;
- Taking the lead in the organisation of the annual Postgraduate Colloquium;
- Organise quarterly meetings of postgraduate research students;
- Promoting and encouraging postgraduate research student attendance at research seminars;
- Participating in the Institutional Audit as required;
- Initiating ad hoc postgraduate research student social activities such as a Christmas meal.

2 Support and facilities for MPhil and PhD research students

2.1 Induction

Induction for MPhil and PhD students will normally take place in October. If required an additional programme may be arranged in April. All new MPhil and PhD students are required to attend the induction programme.

2.2 General

All MPhil and PhD students registered at Harper Adams University, either full-time or part-time and based on campus or off-site, are encouraged to integrate into the research environment of the University.

Harper Adams has a dedicated Graduate School on campus that all postgraduate researchers are able to use alongside postgraduate taught students. Within the school, there is a dedicated common room with TV set up, games cupboard, fridge for use, kettle, microwave and washing up facilities. There is also a small meeting room available to book via the Postgraduate Research Student Advisor should you have need of it.

All postgraduate students are entitled to use the University 'open-access' computer facilities located in the Bamford Library. Computer support staff are also based in the Bamford Library and students can contact them via MS Teams or e-mail Service Desk with any problems.

The University has a well-stocked specialist agri-food library and all MPhil and PhD students are entitled to use the inter-library loan service.

In addition, all registered full-time MPhil and PhD students based on campus are assigned their own personal computer or if appropriate a laptop and shared office accommodation with either research students or post-doctoral researchers/research assistants for the period of their research programmes. A further six months for writing up purposes is permitted where office accommodation is available.

From the date when, either the student is no longer working full-time at Harper Adams, or the thesis has been submitted, whichever occurs first, the desk and storage facilities in the office must be vacated and IT equipment returned. Archiving and storage of samples, data and paper-based material must be discussed with the Director of Studies (DOS). Any material left in storage facilities in the office after this date will be disposed of.

If you have questions on IT facilities please contact the Service Desk by email or by MS Teams. There are a number of post-trays in the Post Room (Main Building) for in-coming and internal mail for research students, and research students are also members of the Senior/Staff Common Room. At least one hot desk for part-time MPhil and PhD students will be made available where possible. If occupied, working space in the Library can be used.

Stationery, such as pens, pencils and notepads, are available from Reception, located at the back of the main building. Items not stocked at Reception can be requested on a 'Requisition for Stationary' email. Note that your Director of Studies will be authorising payment for requisitions, so please seek their permission first.

Business cards, if required, are available from your Departmental Administrator.

Information on sports facilities can be obtained from the SU via this link Sports, clubs and social life (harper-adams.ac.uk).

You can use your ID card to pay for food on campus with 10% discount. Money can be put on your ID card online via this link: ID Card Top Up

Full-time students (including mature students) can apply for a Student Railcard via this link: 16-25 Railcard | Only £30 | National Rail. Your Director of Studies or the Postgraduate Research Student Advisor can sign to verify the application form and the Postgraduate Research Student Advisor can provide the University stamp.

Full-time students can apply for an International Student Identity Card – ISIC ISIC - International Student Identity Card which is recognised more widely as student ID than the University's staff/student ID card.

Networked printers/copiers are available in many buildings across the campus by using your ID card. Any printing/copying will be charged to your department.

All PhD/MPhil students who wish to make use of the kitchen facilities across campus are welcome to do so, but are required to provide their own tea/coffee/milk etc. **All** PhD/MPhil students have access to the Staff Common Room in main building where bean to cup machines will be available to use on a pay as you go basis via contactless bank/credit cards. Drinks will be priced at 75p per cup but is subject to change.

2.3 Student Accommodation

All arrangements for student accommodation are administered via Student Services who maintain up to date lists of accommodation available both locally and on campus.
Postgraduates who choose to rent privately are entitled to be exempted from Council Tax.
In this case, the Postgraduate Research Student Advisor can provide a letter in support but it is also available to print directly from the *My Harper* section of the website and following the instructions to log into e:vision. The Postgraduate Research Student Advisor must be notified of all changes of address.

2.4 Spiritual and Faith Support

Chaplaincy

A chaplain is a leader in their own faith but who works closely with other faiths. You can talk in confidence to any of our chaplains about matters of religion, or any other worries or issues you may have. They are here to help students and staff of all faiths or none.

Chaplain room on campus

TG9 is the Chaplain's room, A chaplain is a leader in their own faith but who works closely with other faiths. You can talk in confidence about matters of religion, or any other worries or issues you may have. They are here to help students and staff of all faiths or none. The chaplain, Libby Leech, is also available at a drop-in session in the Graduate school common room, the first Thursday of every month 12 – 1pm. If you require access to the room as a reflection room please contact the Chaplain or student services in advance.

Religious societies

Christian staff and students have their own society which welcomes members of all faiths. We can help you set one up for your own particular faith if there is enough interest.

Places of worship

The village of Edgmond, a short stroll from the university, has Anglican and Methodist churches and nearby Newport has a Roman Catholic church, all of which welcome students as worshippers. Our borough of Telford and Wrekin is culturally diverse and you will find places of worship for most faiths.

2.5 Wellbeing Support

The wellbeing team consists of general Wellbeing Advice and support, Counselling, Mental Health Support and Occupational Therapy. The service is available to any student that feels they would benefit from additional support.

Seeing a counsellor can provide you with an independent and confidential venue to discuss issues that may be concerning you. Sometimes there are difficulties that are hard to discuss with supervisors, family, friends or other research students. Professional assistance at these times can help resolve problems and prevent future ones from developing. Appointments may assist with academic support, personal counselling, assistance with policies and procedures, dispute mediation, crisis services and particular support for students with disabilities.
All students at Harper Adams also have access to the Student Assistance Programme (SAP) by Health Assured. This is a 24/7 phoneline where you can receive advice and support for a whole range of issues (not just wellbeing). There is also a handy app that you can download "My Healthy Advantage" app (app code: MHA155691). More information can be found on our webpages or the Wellbeing Share Point site where you will find all resources and links.

Please see the Harper Adams University website for contact details for the Wellbeing Team or email student services.

2.6 Motor Vehicles, Car Parking Policy and Regulations

Please see the Harper Adams University website.

2.7 Learner Support

The University is committed to achieving equal opportunities for all of its students. It seeks to provide an integrated service for students with a range of disabilities and specific learning needs and aims to create a supportive environment. The Learner Support Co-ordinator, Jane Hill, can be contacted on MS Teams or via email for advice and guidance.

English language support is also available. Please contact Stephen Giles who is the English Language Student Support Manager.

All non-native English-speaking students, admitted on the basis of their IELTS scores or equivalent to pursue a PhD/MPhil, will be assessed by the English Language Tutor on arrival to evaluate whether they should subsequently be required to attend the English Language support classes provided on campus.

Study skills

The Academic Guidance team offer group and individual support to help you adjust. Just drop in to one of our regular lunchtime workshops – there is no need to book.

We can help you to:

- Make effective note
- Write reports
- Structure essays
- Understand references and bibliographies
- Give spoken presentations
- Develop alternative presentation skills
- Manage your time
- Brush up on grammar, spelling and punctuation

Study skills resources are also available on the Learning Hub.

Maths support

Our maths support tutor can help with basic numeracy skills or more targeted maths support in

either individual or in small groups.

To book an appointment for Study Skills or Maths Support please email academicguidance@harper-adams.ac.uk.

2.8 Medical

GP, Dentist and surgery appointments.

Details of local GP surgery and dentists can be found on the above link. The NHS 111 service can be used for non-urgent advice. There are three pharmacies in Newport, that are also able to offer advice.

2.9 Counselling

Seeing a counsellor can provide you with an independent and confidential venue to discuss issues that may be concerning you. Sometimes there are difficulties that are hard to discuss with supervisors, family, friends or other research students. Professional assistance at these times can help resolve problems and prevent future ones from developing. Appointments may assist with academic support, personal counselling, assistance with policies and procedures, dispute mediation, crisis services and particular support for students with disabilities.

Please see the Harper Adams University website for contact details for the counselling service.

2.10 Contents/Personal Possessions Insurance

The University Authorities can accept no responsibility whatsoever for loss or damage by theft, fire or other cause of personal property or money on University premises. Students are strongly advised to arrange insurance of their personal property.

3. Training and Career Development

3.1 Personal Development

In accordance with the UK Quality Code, Advice and Guidance: Research Degrees Harper Adams University recognises that research encompasses more than simply academic skills, and that research students are professionals training for a career in their chosen field. A

research qualification may lead to a career in an academic setting, but could equally result in technical research work in industry, a specialist communication or policy development role, or a wide range of other opportunities both in the UK and overseas.

To support the diversity of our research students and their aims, individual and group training is provided by the supervisory team and by the University. Research students are also encouraged to consider development opportunities through external events and activities e.g., those offered by sponsors, professional organisations and learned societies.

MPhil and PhD students will see the Personal Development Planning Advisor (PDPA) at or soon after induction. They will meet with the PDPA individually to discuss their individual training and development needs, and formulate their Personal Development Plan (students intending to register for MPhil) or Doctoral Development Plan (students intending to register for PhD). The plan will be created using the Vitae Researcher Development Framework (RDF), and will include skills development activities and training opportunities, based on the research student's individual needs.

The induction and individual meeting are also used to introduce the student to the RDF Planner. The RDF Planner is an online resource for research students, which captures development activity and is the University's recommended tool for personal development record keeping for all research students. Reports from the RDF planner are used to review personal development annually, and are considered by the PDPA, supervisory team, Specific Degree Registration Report and Second Year Report examiners and the Research Degrees Awarding Board at the end of the research programme. The PDPA will meet each research student annually to review and discuss progress, and establish plans for the coming year; the research student is expected to contact the PDPA with any issues arising through the year if appropriate.

Planned development activities can include attendance at in-house training and events, use of online training resources, participating in external activities such as attending, or presenting at, a relevant conference, or any other developmental activities appropriate to the student's needs. On various Wednesdays throughout the year, there will be opportunities to attend research seminars or other development sessions, as part of the Research Wednesday theme. Our 'in house' training and development sessions are tailored to suit the needs of our PGR students and include a broad range of topics, such as scientific writing, reviewing scientific papers, how to write grant proposals, planning and writing the thesis, preparing for the viva, major stages of research, presentation skills and many more.

Once each year, (date set in Academic Calendar) usually by the end of the first academic term, a Postgraduate Research Colloquium is held which all MPhil and PhD students are expected to attend and to present the latest information on progress of their project to their peers, and learn about progress with the wide range of other projects at Harper Adams University. This will help to develop both presentation skills, and also the skill of understanding other research and how it could be improved. The Colloquium also allows for networking within the PGR community and as such should, in particular, prove useful to those students who are not based at the university.

3.2 Statistical training and advice

Courses

Research students needing a refresher on basic experimental design and statistics may be able to attend postgraduate taught modules dealing with this topic. Access to postgraduate taught modules must be agreed in advance with the Taught Postgraduate Programmes Manager and the respective Module Leader.

3.3 Teaching Opportunities

1. Harper Adams University encourages research students to gain demonstration (lab, workshop, farm etc.) or classroom teaching experience as a means to:
   a. extend their own skills, particularly those related to effective planning and communication;
   b. share their research expertise with others through the taught curriculum.

   This encouragement is intended to provide students with additional experience for their own professional development and is entered into on a voluntary basis; there is no requirement for research students to be involved in teaching taught students. There are also opportunities for research students to contribute to the University's outreach work with schools and colleges, through running sessions on behalf of the Communications and Marketing team.

2. Students undertaking limited teaching or demonstrating duties, at their own choice, as part of their own personal development, will not normally be paid for doing so.

3. Students who are planning to gain teaching experience are required to:

a. undertake the relevant components of the in-house “Introduction to teaching” course to support them in planning and delivering effective learning activities.

b. students wishing to seek more extensive teaching opportunities on a contractual basis with a Head of Department would be expected to be working towards Higher Education Academy Associate Fellowship.

c. demonstrate excellent English listening and speaking skills with an IELTS score (or equivalent) of at least 7.0 in each of listening and spoken skills. Where a student does not hold an internationally recognised English language qualification, their English language skills will be assessed by a member of the English Language Support Team, normally through observation of a short micro-teaching session.

4. Students who undertake teaching or demonstrating activities to gain experience should be assigned a mentor to act as a source of advice, guidance and feedback. The relevant module leader would normally take on this role.

5. Where a Head of Department or the Director of Communications and Marketing wishes to retain the services of an MPhil or PhD student to support the teaching or demonstration programme on a contractual basis, this should be with the Director of Studies’ agreement. The Director of Studies should consider the student’s ability to manage their research programme and additional paid duties, within the time frame of their research project before making his/her decision.

6. MPhil and PhD students are paid within the normal scale for undertaking demonstrating or teaching duties involving students registered on the Harper Adams’ programme. They will be expected to have completed the Introduction to teaching course and be appointed a mentor by the relevant Head of Department. Payments for work undertaken through the Communications and Marketing team will be paid at a rate that is negotiated on an individual basis, based on the nature of the duties. Students whose studies are funded by a Harper Adams Studentship are limited to a maximum number of paid hours teaching per year of 60 hours. Additionally, for full-time-students whose studies are not funded by a Harper Adams studentship, Directors of Studies would not normally support the student to exceed 60 paid hours of teaching per year.

4. Supervision and Research Student Responsibilities

4.1 Responsibilities of the Director of Studies

The Director of Studies and other supervisors on the supervisory team are responsible for the academic progress, personal development and pastoral or personal support of their students, for successful completion of the research project. This will include, as required:

- To establish at the beginning of the student's research, a framework for supervision, including arrangements for regular supervisory meetings.
- To define the role of each supervisor in the supervisory team.
- To meet the student regularly and frequently at the intervals agreed at the beginning of the research programme, and during the duration of the project. Formal meetings must occur at least once a month (with normally no more than 42 days between supervisory meetings, unless the student has approved leave). The Monthly Meeting form should be completed and submitted at the end of each meeting – this will automatically be sent to the Postgraduate Research Office who will store that in a shared Teams folder for student and DOS access. If no meeting has occurred, the Director of Studies must confirm why a routine meeting was not required, e.g. approved holiday of staff or student. Formal monthly meetings must continue until the student has finished their programme (i.e. they have been examined and completed any necessary corrections).
- To read, comment on and amend or annotate, if necessary, the notes of formal meetings circulated by the research student, in consultation with the supervisory team. It is the Director of Studies' responsibility to make sure these notes are written, are an accurate representation of the meeting before they are submitted.
- To give assistance in defining and framing the topic of research.
- Subsequent to the initial approval by the Research Degrees Awarding Board (RDAB), where necessary, propose and justify any project title changes and associated subject code to the RDAB for its consideration. Any change of title for a visa sponsored student, and associated classification (using the Higher Education Classification of Subjects [HECOS]), must be reported to the Home Office via the Postgraduate Research Student Advisor and Admissions and Visa Compliance Manager. Where a project title change makes such a necessity, Advanced Technology Approval Scheme (ATAS) certification must be requested from the Foreign and Commonwealth Office and received by the student before the change in title, subject code and ATAS certification, where required, can be confirmed and then notified to the Home Office via the Postgraduate Research Student Advisor and Admissions and Visa Compliance Manager.
- To make sure that the research project:

  - falls within the combined supervisory team's area of expertise.
  - is achievable and can be completed within the defined period of study.
  - is suitable and appropriate to the degree that the student intends to take.
- To familiarise the student with the project specific research training available and to liaise with the Personal Development Planning Advisor on generic research training.
- To ensure that the student is aware of the safety and research ethics policies of the University that fall within the scope of the research study.
- To discuss any hazards both to the researcher and those others involved with the study including participants, associated with the research work and ensure that all suitable and sufficient risk assessments and, where applicable, COSHH assessments are completed. Please refer to the **Student Safety Handbook** for further guidance including for field work off site.
- To respond promptly and constructively to written work, within the schedule agreed at the beginning of the project and amended as required during the project.
- To provide adequate support and guidance so that the student develops their oral presentation skills and facilitate the student's input into internal seminars and external conference presentations.
- To give advice to the research student on preparing the Colloquium abstract (and poster) and to provide feedback on a practice presentation.
- To keep to the monitoring and reporting timetable as determined by the Research Degrees Committee. NB Failure to submit reports to the Postgraduate Research Student Advisor by the due date, in the absence of extenuating circumstances, may be interpreted by the Research Degrees Awarding Board as grounds for terminating registration.
- To approve expenditure from the student's conference, consumables and travel account.
- To ensure that examiners of the student's thesis are nominated in good time, so that the examination can go ahead as soon as possible after submission of the thesis.
- To inform the Research Postgraduate Programmes Manager and Chair of Research Degrees Awarding Board in cases of serious lack of progress, including failure to submit minutes for supervisory meetings.
- Occasionally, advice given by different supervisors may be contradictory. When this occurs the Director of Studies should resolve the contradiction.
- To ensure that adequate cover is arranged if the Director of Studies is to be absent for a significant period.
- To discuss holiday arrangements sufficiently well in advance so as not to interfere with the research student's programme of studies, which is of particular importance for students on a Student Visa. The Director of Studies must notify the Postgraduate

Research Student Advisor of the holiday authorisation via email confirming the amount of days holiday to be taken which will then be recording within the students file. Holidays are allowed up to a maximum of six weeks (30 working days) a year, plus public holidays. University closure days e.g. between Christmas and New Year do not need to be taken as holiday.

- The Director of Studies will notify the Research Postgraduate Programmes Manager and Postgraduate Research Student Advisor of serious irregularities in attendance. This is especially important for visa sponsored students as the Home Office needs to be informed of unacceptable levels of unauthorised absence. A poor engagement record is likely to lead to visa sponsorship withdrawal.
- Approved extended periods of study away from the University must be supported by a robust monitoring procedure agreed in advance by the Director of Studies and Research Postgraduate Programmes Manager. Arrangements must incorporate the requirement to advise the Home Office of any change of location and, other than in exceptional circumstances, on the basis of serious illness or injury such that a student is incapacitated, monthly supervisions should take place on a face-to-face basis. Only exceptionally may a monthly supervision take place using an online video communication tool. Other than in exceptional circumstances, where a student's unauthorised absence reaches 60 days, their sponsorship will be withdrawn and the Home Office notified.

4.2 Responsibilities of the MPhil and PhD Student

MPhil and PhD Students should be aware of and comply with their responsibilities during the progress of their research projects. These include, but are not limited to the following:

- To work conscientiously, ethically, safely and independently within the guidance offered. While it is important to keep the supervisors informed of progress and to show work to them in line with an agreed work plan, students should be self-directed and self-managing.
- Students are required to complete an online Enrolment Form for Harper Adams University to enable their details to be held on the SITS system. Students are required to update this annually
- To comply with health and safety requirements and produce risk assessments for all work as required including completing facilities permission forms for any work/research to be carried out.
- To participate fully in the induction programme and the research training provided by

the University.

- To engage with the doctoral and researcher development opportunities offered by the University, including meeting with the Personal Development Planning Advisor to explore development needs and to make use of the RDF Planner to record development activities.
- To complete suitable and sufficient risk assessments for their research work in accordance with departmental requirements and the Student Safety Handbook.
- To ensure that all research undertaken has been ethically approved and complies with all ethics requirements as defined by the University for the type of research project undertaken.
- To engage with supervisory meetings on at least a monthly basis, being well prepared and with a clear agenda of the discussion. Complete and submit the Monthly meeting form: Monthly Meeting form
- To write notes from formal supervisory meetings of objectives to be pursued and action to be taken by student or by supervisor(s) and to circulate to supervisors by the next working day.
- To discuss with their supervisors the form of guidance and kind of comment they find most useful.
- To take the initiative in raising problems or difficulties, however elementary or trivial they seem. Students as well as supervisors have a responsibility to initiate contact and raise questions.
- To maintain progress according to the timetable agreed with the supervisory team at the outset.
- To keep to the monitoring and reporting timetable as determined by the Research Degrees Committee**.** NB Failure to submit reports to the Postgraduate Research Student Advisor by the due date, in the absence of extenuating circumstances, may be interpreted by the Research Degrees Awarding Board as grounds for terminating registration.
- All non-native English-speaking students, admitted on the basis of their IELTS scores or equivalent to pursue a research degree, will be assessed by the English Language Support Manager on arrival to evaluate whether they should subsequently be required to attend English language support classes provided on campus.
- To participate in the intellectual life of the University by attending and contributing to debate in research seminars and talks.
- To contribute to the annual Colloquium, usually held by the end of the first academic term, and to ensure that the supervisory team have had an opportunity to comment on the abstract (and poster) and a practice presentation well before the Colloquium.
- To present a research seminar as part of the Wednesday afternoon development programme.

- To liaise with the IT Service Desk by telephone 01952 815050 (or Ext 5050 from an internal phone or MS Teams) on producing and updating an internet profile.
- To attend the quarterly meetings organised by the Postgraduate Research Student Representative(s).
- To keep a systematic record of all work attempted and accomplished, if required, a Research Notebook is available from the Postgraduate Research Office. Instructions on the use of Research Notebooks are given in Appendix 4. All research should be conducted in accordance with the DEFRA Joint code of practice for research (JCoPR)(or Practical Skills in Biology, Jones, Reed and Weyers, 6th Edition, 2016, ISBN 9781292094328).
- To write regular reports for the Research Degrees Awarding Board as determined by the Research Degrees Committee.
- By the end of the first year, students should have engaged with the research project sufficiently to:
    - have the area of research defined and the scope of the project determined,
    - be clear on the methodological approach that is planned and have a clear rationale for why the approach is appropriate and valid,
    - dependent on the type of research being undertaken, and thus where appropriate, have completed the baseline literature review and have a plan in place to ensure emergent literature in the field is identified and considered in the context of the project being undertaken, (Note the type of literature review – narrative, systematic, critical etc. needs to be valid for the research methodology being considered),
    - have determined the research gap in which their study is posited and have developed research questions, research aim and objectives and where appropriate hypotheses that are to be tested,
    - to be acquainted with the necessary background knowledge, and information to undertake the first-year project phase,
    - have carried out initial work to frame the overall study dependent on the methodological approach. This could include: initial data collection and analysis, critical or systematic literature review and secondary data analysis to inform further empirical study or aid research model development, or testing of novel methodological approaches in order to inform their use in the second year of the study.
    - have reflected critically on progress to date and how their personal approach to research may need to be refined or developed,
    - have a provisional framework for the continued progress of the research,
    - have a timetable for the rest of the research period.

- To present written material in time for comment and discussion before proceeding to the next stage. Students should see the “Guide to Report Writing” available on the Learning Hub. They should ensure that their English is good enough for the presentation of the thesis.

- The Research Student will normally be expected to attend Harper Adams University during the normal registration period, unless a remote student and apart from visits connected with study or approved absence on holiday. When the student has started the writing-up period the Research Postgraduate Programmes Manager must be contacted to discuss office requirements and, for visa sponsored students, any continuing requirement for visa sponsorship which necessitates continuation of engagement monitoring arrangements.
- Holidays are allowed up to a maximum of six weeks (30 working days) a year, plus public holidays. University closure days e.g. between Christmas and New Year do not need to be taken as holiday. Holidays should be taken at times that do not interfere with the research student’s progress. Absence due to holidays, conferences and periods of research at other organisations must be agreed in advance with the Director of Studies and confirmed in advance with the Postgraduate Research Student Advisor via email.
- Absence through illness must be notified to the student’s Director of Studies and copied to the Postgraduate Research Student Advisor on the first day of absence. Absence through illness beyond five days must be supported by a ‘doctor’s note’ or equivalent. Continuing absence may result in the suspension of registration of the student, to be reviewed by the Research Postgraduate Programmes Manager and Director of Studies and, for visa sponsored students, considerations will also include the advice of the Admissions and Visa Compliance Manager.
- Expenditure from the conference, consumables and travel account must be authorised by the Director of Studies.
- Any work, paid or unpaid, which the Research Student plans to undertake must be authorised by the student’s Director of Studies. The Director of Studies should consider the student’s ability to manage his/her research programme and the additional work within the time frame of their research project Students on a Student Visa must make sure that they comply with the terms of their visa. This would normally restrict the amount of work, both paid and unpaid, the student can undertake to a maximum of 20 hours per week, unless on approved annual leave or University closure days.
- The Research Student will be a member of the Senior/Staff Common Room; a pay as you go system will be in place using a bean to coffee machine.

4.3 Recording and Reporting Visa Sponsored Student Engagement in Supervisory Meetings and Administrative Sign-ins

Monitoring Engagement with Supervisory Meetings

Attendance monitoring obligations for visa sponsored students on MPhil and PhD programmes are detailed here. Students are required to attend a progress meeting with their designated supervisor, normally the Director of Studies, on at least a monthly basis, face-to-face, other than in exceptional circumstances. Only, exceptionally is occasional supervision at a distance permitted and only normally where a student's change of location has been advised to the Home Office. The normal expectation is for face-to-face meetings. These meetings are required to take place for the duration of the sponsored student's registration and associated visa sponsorship period, even when the student enters the 'writing up', 'awaiting *viva voce* examination' or 'making corrections' periods of their studies. The meetings will be organised at times agreed between the supervisor and the student and where a student has an absence, any planned meeting should be rearranged to ensure that an alternative takes place no later than within one week of the original meeting and within 42 days of the last meeting. Details of the dated supervisory meetings will be recorded via an MS Form Monthly Meeting form and evidence provided to the Postgraduate Research Students Advisor on a monthly basis by the supervisor, in the form of an action plan and any relevant supporting notes. The Postgraduate Research Students Advisor is responsible for the collation of information in relation to supervisory meetings so that the Research Postgraduate Programmes Manager can monitor engagement records, with a view to take follow-up action where necessary.

Where the supervisor confirms to the Postgraduate Research Students Advisor that a meeting has not taken place as agreed and they have also been unable to contact the student and reorganise a meeting within 42 days of the last meeting, the Research Postgraduate Programmes Manager will be notified by the Postgraduate Research Students Advisor. The Research Postgraduate Programmes Manager or designate will make immediate contact with the student to have a meeting to discuss the reasons behind their non-engagement. During this meeting, the Research Postgraduate Programmes Manager or designate will discuss with the student the reasons behind their failure to meet with their supervisor and ensure that the student understands the importance of attending such meetings as required, in relation to programme success and fulfilment of their visa sponsorship obligations. The outcomes of this meeting will be documented and held by the Postgraduate Research Students Advisor for the student's visa sponsorship.

Where the Research Postgraduate Programmes Manager or designate is unable to contact the student within three days, investigations as to their whereabouts will be made and the Admissions and Visa Compliance Manager will be informed that a student's visa sponsorship is at risk of withdrawal. At this point, the University will consider withdrawing visa sponsorship of the student. This will also be the case if, following a meeting with the Research Postgraduate Programmes Manager or designate, there is a concern over whether the student will continue to attend and engage with their course to a satisfactory level, including in relation to meeting deadlines for submitting work. Should this be the case, the student will be called to a formal review meeting by the Research Postgraduate Programmes Manager, with the supervisor and the Admissions and Visa Compliance Manager in attendance (to advise on visa sponsorship obligations and visa curtailment procedures), and chaired by the Associate Pro Vice-Chancellor (Research) or designate.

The formal review meeting provides a student with the opportunity to make representations in relation to poor engagement. Where the student is able to provide satisfactory justification of their apparent poor engagement, which must be mitigated by good academic progress, they will be issued with a formal written warning which will clearly state any attendance conditions which need to be met to ensure continued registration and visa sponsorship. The formal review meeting outcomes will be recorded on the student's visa sponsorship file and copied to the student visa email address.

Where a student becomes in breach of any agreed outcome conditions arising from the formal review meeting or did not attend the formal review meeting, they will be withdrawn from the research programme by the Associate Pro Vice-Chancellor (Research) or designate. The Admissions and Visa Compliance Manager will receive immediate notification of the visa sponsored student's withdrawal from the research programme from the Associate Pro Vice-Chancellor (Research) or designate through the student visa email address. Unauthorised absence of 60 days will normally result in immediate withdrawal of visa sponsorship, unless there are clearly documented reasons to support continuation of studies.

The Admissions and Visa Compliance Manager will notify the UKVI that the student has been withdrawn from their research programme within 10 days of the withdrawal. This will almost certainly lead to visa curtailment action by the Home Office and the student will be advised that they are required to leave the UK as soon as possible.

The student will have the right of appeal to the Vice-Chancellor within seven days of the date of the notification of their withdrawal from their course. Appeals should be made to the Vice-

Chancellor, in writing, within 7 days of the date of notification of the outcome. The Vice-Chancellor will advise the Admissions and Visa Compliance Manager of the appeal receipt using, so that the Home Office can be informed that an appeal is in progress. The Vice-Chancellor will review the evidence considered at the formal review meeting in conjunction with the appeal lodged by the appellant. Appeals will only be considered on the following grounds:

- Procedural irregularity;
- Unreasonable, disproportionate decision;
- New material evidence which was not previously reasonably available

The Vice-Chancellor will review all written documentation and may, at their discretion, invite the appellant to a meeting to discuss any points of contention and consult with other University staff and appropriate, external professionals. The outcome of the appeal may include one from the following, non-exhaustive list:

- Appeal dismissed in which case the withdrawal of visa sponsorship, following the outcome of an appeal, will be confirmed to the Home Office so that it can commence visa curtailment actions.

- Decision overturned with the appellant permitted to resume their studies within the terms set out by the Vice-Chancellor and, in which case the Home Office will be advised that visa sponsorship has been resumed.

The Vice-Chancellor's decision in relation to the appeal is final and concludes the University's procedures. Once the University's appeals procedure has been exhausted, the student will be issued with a 'Completion of Procedures' letter and advised to contact the Office of the Independent Adjudicator for Higher Education (OIA) if they are dissatisfied with the outcome. The OIA will determine whether the student's complaint is eligible under its rules. The student is able to complain to the OIA outside of the UK since its considerations are all desk-based.

Administrative Sign-Ins

As part of Harper Adams University's Home Office sponsorship duties, international students on a Student visa are also required to register personal details in accordance with the Student Engagement policy. Students are therefore requested to come in person to the Postgraduate Research Office as follows:

- Within a week of the commencement of studies with your passport and visa and original qualification certificates. In addition to registering your attendance, passport, visa and leave stamps will be taken at this time each year and retained on your file.
- Termly after commencement of studies, sign the Administrative Sign-In Form and provide any changes to your passport/visa, UK home address and mobile phone number. When signing the Administrative Sign-In Form you are declaring that you understand the working restrictions of your visa and that you are not undertaking paid or unpaid work which could take you in excess of this and put your sponsorship at risk.
- If you plan to be away from the University for holidays, conferences or very short periods of research at other organisations, this must be recorded in advance, authorised by your Director of Studies and passed to the Postgraduate Research Students Advisor. If because of planned absence or illness you will miss the above registration dates, the Postgraduate Research Students Advisor must be informed accordingly and alternative arrangements made. Absence through illness in excess of five days must be supported by a 'doctor's note' or equivalent which must be sent to the Postgraduate Research Students Advisor.

4.4 Health and Safety

All students receive Health and Safety instruction during their induction period. No work should take place unless an appropriate risk assessment has been performed and signed off by a competent person.

Access to all research facilities, including laboratories, is dependent on completion of a proforma, relevant risk assessments for the work to be carried out, and the facility manager/s and Health and Safety Officer signing off the request. Sign-off documents need to then go to the Associate Pro-Vice Chancellor Research for final approval.

The Health and Safety Officer can be contacted for general issues and advice in relation to Health and Safety. Students should notify their Directors of Studies of any health and safety issues which arise during the research programme in order that they may be addressed. Students working out of hours must complete and submit an 'Out of Hours Access' form, available from the Laboratory Manager. Risk Assessments must be completed for all Laboratory based work which will be approved by the Laboratory Manager. Lone worker alarms are available from Security at the back of the main building (Security Mobile 07980 061128) for students required to work on university property out of hours. They must be signed for and returned after use. This procedure must also be followed when working in other areas.of the university e.g.

Crops Environment Trials, facilities, glasshouse etc.

Students must submit details of any accident or near miss incident in which they are involved on a University Accident and Near Miss form.

The Student Safety Handbook is available on the Harper Adams University website.
Where students are lone working off the University premises e.g. undertaking interviews in participant's homes, workplaces or other locations then a lone working risk assessment with associated protocols must be in place and be monitored for efficacy and refined as necessary.
Where students are considering conducting research outside of the UK they must check with the Procurement and Insurance Coordinator that the university is able to provide adequate insurance to support such an activity. At the time of writing there are countries where travel insurance etc cannot be provided.

5. Monitoring Schedule

Students' progress throughout their research programmes is formally monitored by the Research Degrees Awarding Board.

Student and supervisor(s) should have regular meetings at which academic advice is given and through which progress is monitored. Written records of these meetings should be kept in the form of action minutes. This is particularly important at the beginning of the research project. The frequency of meetings should be agreed between the student and supervisor at the initial supervisory meeting. Meetings should be frequent (at least weekly) in the early stage of the project. These meeting would normally be with the student's Director of Studies. After the six-month progress meeting, depending on student progress and the requirements of the programme of study, monthly meetings may be sufficient.

Failure to submit monitoring forms on time or attend a *viva voce* will be taken into consideration by the Research Degrees Awarding Board when making decisions about student progression.

All forms are available electronically from Section 6 of the Academic Quality Assurance Manual via Harper Adams portal, the Postgraduate Research Information Point MS Teams folder or from the Postgraduate Research Students Advisor. The specific nature of these forms can change over time so previously used forms must not be reused; a new form must always be obtained.

5.1 Registration and period of study

Students are required to complete an online Enrolment Form for Harper Adams University to enable their details to be held on the SITS system. Students are required to update this annually via evision.

An offer of admission and subsequent enrolment as a research student are preliminary procedures before an application to register for a research degree can be submitted. Admission and enrolment do not guarantee that registration will be successful.

It is expected that students complete, in consultation with their DOS, an Application to Register for a Research Degree including Gantt chart, normally within **six weeks** of commencing their research programme (see Section 6.08.01 Academic Quality Manual). Detailed guidance on the preparation of the research proposal will be provided at Induction.

Students starting projects with a well-defined programme of work, e.g. MIBTP studentships, must submit the Application to Register for a Research Degree form within six weeks of commencing their studies. Where the programme of work is less well defined at the start of the project, students may, if required, complete a Request to Defer Application to Register for a Research form, requesting a longer period for the preparation of the research proposal. If a student requires an extension to the deadline for submission of their application owing to mitigating circumstances, the request must be submitted using the Extension Request form.

If the Application to Register for a Research Degree form is incomplete or not in the correct format, it will be returned to the student for correction before being submitted to the Research Degrees Awarding Board.

Following consideration of the Application to Register for a Research Degree by the Research Degrees Awarding Board, the student could be registered for a research degree. If, however, the Research Degrees Awarding Board considers that the proposed research is unlikely to be suitable for a research degree, the applicant will normally be asked to submit a revised proposal. If there are any aspects of the Application to Register for a Research Degree which do not explain clearly how a successful thesis submission will eventually occur, then the Board may request clarification.

The Research Degrees Awarding Board may defer a decision on progression for any student in debt to Harper Adams University in relation to their academic programme e.g. tuition fees.

5.1.1 Period of study

The periods of study for full-time and part-time students are outlined below.

Full-time students

Degree	Minimum	Normal	Maximum before submission
MPhil	**1 year 3 months**	**2 years**	**3 years**
PhD	**2 years**	**3 years**	**4 years**

Part-time students

Degree	Minimum	Normal	Maximum before submission
MPhil	**2 years**	**4 years**	**5 years**
PhD	**3 years**	**5 years**	**6 years**

There are no exemptions from the minimum periods of study and registration cannot be back-dated to take account of research already completed.

5.1.2 Extensions to maximum study periods

Exceptionally, the Research Degrees Awarding Board may consider requests for extensions to the maximum periods of study for full-time and part-time students. Requests must be made in writing to the Postgraduate Research Students Advisor by way of an Extension Request form, and will be considered by the Research Degrees Awarding Board. The length of time requested, along with a timetable for completion, should be realistic to allow time for completion and submission, as it is unlikely that further extensions will be granted. The maximum period of extension is twenty-four months. Requests for extensions will be considered with reference to the Arrangements for Claiming Mitigated Circumstances Policy available at the University website.

5.1.3 Suspending registration

In certain circumstances the Research Degrees Awarding Board can allow students to suspend their studies. Individual periods of suspension up to twelve months may be requested. For full-time students, the maximum period of suspension is normally twelve months in total, and for part-time students the maximum period of suspension is normally twenty-four months. Periods of suspension must be requested in advance using the Suspension of Studies Request form. Periods of suspension do not count towards the maximum permitted periods of study. Requests for suspensions will be considered with reference to the Arrangements for Claiming Mitigating Circumstances Policy available at the University website.

5.1.4 Withdrawal

Students who wish to permanently withdraw their registration must inform the Postgraduate Research Students Advisor using the Notification of Withdrawal form. This will then be considered at the next meeting of the Research Degrees Awarding Board. The date of withdrawal is usually the date agreed by the Research Degrees Awarding Board. Any fees paid for the year are normally not refundable. Any stipend paid to the student to cover a period of study after the requested withdrawal date should be repaid to the university.

5.2 Ethical Issues

In all the work students carry out for their research project they are expected to behave in an ethical manner. Ethics is concerned with: what is right or wrong in human conduct; what is good or bad in human conduct; the recognition of a right or rights; concepts of respect for others and for justice.

The ethical issues all researchers need to consider are dependent on their type of research and the methodologies involved e.g. working with animals, human participants etc. It is, however, a requirement that the supervisory team and the student to ensure:

- Integrity of the research process employed.
- Honesty and transparency in data handling and reporting, including the publication of research papers and presentation of results at conferences.
- Involvement with external organisations that demonstrate integrity and ethical behaviour at all times.

Dependent on the type and scope of research, ethical considerations may be one or more of the following:

- Protection of researchers, participants, subjects, and others who may be affected by the research, from e.g. harm, loss of anonymity, etc.
- Animal well-being and welfare.
- Protection of the environment.
- Safeguarding research data and preventing its misuse.

Harper Adams University's Ethical Policy is available on the Portal. Harper Adams University is a member of Understanding Animal Research and a signatory to the Concordat on Openness on Animal Research in the UK. For more information please visit the Understanding Animal Research website.

Online completion of an application for approval of a research project is essential. This form is available on the Harper Adams University website. Please note that this system is only available when on campus. If you are off-site, please log into the Virtual Desktop first.

For security purposes you will be asked to provide your email address and a password (letters and numbers only). You can return to the form as many times as you wish. You will have the opportunity to access the guidance notes from within the on-line form.

You cannot proceed with primary data collection until you have gained both ethical and project approval. You are advised to discuss the ethics form with your supervisor to ensure that you have fully considered ethical issues associated with your research project, its design, the methods of data collection and analysis, the use of results, etc.

5.3 Initial supervisory meeting

The first meeting between student and supervisors is particularly important in establishing a provisional framework for future support and for getting the academic work off to a good start. It is mandatory for all supervisors to either be physically present at the meeting or be in communication with the meeting by Teams, video conference or telephone conference. During the meeting the Initial Supervisory Meeting form and the provisional three-year project plan should be completed and a copy of each should be retained by both the student and the supervisors. The original should be sent to the Postgraduate Research Students Advisor.

5.4 Six-month progress meeting

Before the six-month progress meeting the student should compile a brief progress report (approximately 300 words) for discussion at the meeting on the Six-Month Progress Meeting form. The report should outline the work completed, including the sections of the literature review which have been written, and detail any delays or changes which have been made to the provisional project plan agreed at the initial meeting. It should also include a schedule of proposed work for the remainder of year one and observations on the general arrangements for support e.g. supervision, frequency of contact with supervisor(s) and adequacy of library, laboratory, and office facilities as appropriate.

The student and supervisor(s) should also discuss progress with the student's personal development and engagement with the RDF planner.

At the end of the meeting, the supervisory team should add their comments to the Six-Month Progress Meeting form and then send it to the Postgraduate Research Student Advisor copying in the student.

It is important to note that there is a specific requirement for the supervisory team and the student to consider both health and safety requirements and ethical approval as part of completion of the Six-Month Progress Meeting form and to make note of points of significance to the project.

5.5 Optional interim progress meeting

After the six-month meeting the student should be demonstrating the potential to complete and submit an appropriate Specific Degree Registration Report by the end of the first year of study. Any concerns supervisors have with student's progress at any time should be drawn to the attention of the student and if required, with specific advice given on the Optional Interim Progress Meeting Report form. The Optional Interim Progress Meeting Report form should be sent to the Postgraduate Research Students Advisor for submission to the Research Degrees Awarding Board. In addition, the Postgraduate Research Students Advisor will draw the Optional Interim Progress Meeting Report form to the attention of the Research Postgraduate Programmes Manager.

If required, the Optional Interim Progress Meeting Report form can be used at any time during the student's programme to document concerns and set specific time-constrained objectives to help with the student's progression.

5.6 Specific Degree Registration Report

5.6.1 Overview

Towards the end of the first year, the student is expected to have completed a review of the literature and conducted some experimental work or data collection. The aim of the student's Specific Degree Registration Report is to demonstrate **selected parts** of this work.

By the end of the first year the student shall submit a report in **two** parts but in **one** document. The first part should be a complete review of literature related to their research and the second should contain a distinct element of their research programme to date. Examiners are only expected to assess the student's progress by reviewing a section of the literature review. **It is a requirement to append copies of the RDF Action Plan and Evidence Report, together with an up-to-date Gantt Chart, to the end of the Specific Degree Registration Report**. Following submission, the student will be given a *viva voce* by two members of staff. One of these will be a member of the Research Degrees Awarding Board. The other examiner will be a member of staff experienced in the student's

general

subject. The Student's Director of Studies will be encouraged to attend the Specific Degree Registration Report *viva voce* to assist, rather than restrict, the student and the project. The examination of the Specific Degree Registration Report is an important progression point and students are expected to submit the report on time. If mitigating circumstances occur during the first year which may delay submission (e.g. loss of an experiment through animal or crop disease) and an extension of the submission date is required, this must be specified on the Extension Request form. This must be submitted no later than one month before the due date.

Learning Outcomes for Specific Degree Registration Report

1. Produce a coherent and appropriately structured report;

2. Critically evaluate a range of appropriate secondary sources;

3. Synthesise a hypothesis/hypotheses or research question(s) to evaluate a stated objective(s);

4. Select and/or develop suitable research design and methodologies;

5. Analyse data using appropriate techniques;

6. Present and interpret results in an informative manner;

7. Critically appraise results in relation to published work and proposed work plan.

Following the *viva voce*, a recommendation will be made by the examiners regarding the student's specific degree recommendation (using the Examiners' Specific Degree Registration Report form). The possible outcomes of the viva are:

1. Report and viva are satisfactory (continue registration).
2. Report and viva are unsatisfactory (defer decision on registration until a satisfactory revised report submitted and a satisfactory second viva).
3. Report and viva unsatisfactory for PhD but adequate for MPhil (register for MPhil).
4. Report and viva unsatisfactory for MPhil and very unlikely to reach standard after revision (Deregister).

The student's Director of Studies and second supervisors must complete the Supervisors' Specific Degree Registration Report form, recommending the student's specific degree registration and submit these to the Postgraduate Research Students Advisor for consideration by the Research Degrees Awarding Board. The student should submit his/her Student's Specific Degree Registration Report form to the Postgraduate Research Student Advisor for consideration by the Research Degrees Awarding Board. The decision on a student's progression and registration is made by the Research Degrees Awarding Board having considered the information provided by the student, the supervisors and the examiners of the Specific Degree Registration Report. If registration is approved, the Examiners' Specific Degree Registration Report is signed by the Chair of the Research Degrees Awarding Board or nominated Research Degrees Awarding Board member.

All specific degree registration and second year reports and final theses will be scrutinised by the Turnitin plagiarism software. It will therefore be necessary for the student to upload a copy via PhD Report Uploading on the Learning Hub.

5.6.2 Format of the Specific Degree Registration Report

1. **Word Limit:** There is no word limit with respect to the literature review. The remainder of the report should be no more than c. 4,000 words, excluding tables, figures, references and appendices. Appendices may be used if necessary, for example, to include tabulated data which supports the main text but which is not essential to understand it. An electronic copy in MS Word (.docx) of the report should be submitted to the Postgraduate Research Students Advisor.
2. **Declaration and Acknowledgement:** You must include a statement declaring that the work is your own and acknowledge in a list the assistance you have been given by others in your research to date. This could include assistance with field or laboratory work, data collection, statistical analysis, agronomy or husbandry.
3. **Format:** The report must be word-processed. Margins should be set as follows:

Left margin	25 mm
Right margin	25 mm
Top and bottom margin	25 mm

Line spacing of 1.5 should be used.

Use Arial 11-point font.

Text should be left aligned not fully justified.

Line numbering should be applied to the document

The title page should show the registered title of the research programme and student's full name, centred in block capitals, followed by 'Submitted as a Specific Degree Registration Report' with date of submission.

Pages must be numbered consecutively, through the main text and appendices, including photographs, tables and figures that are not embodied in the text. Page numbers should be located at the bottom right of the page. Tables should be numbered in a continuous sequence throughout the text or on a sequence based on chapter numbers, for example, Table 3.1. Graphs, photographs should be similarly numbered. Tables and figures should also have descriptive titles stating clearly what they are and should allow for interpretation without the need to refer to the text.

It is essential to ensure that figures etc comply with copyright law. If permission to reproduce figures etc from other sources has not been obtained, then only substantially modified versions of figures etc should be included and the adaption from the original source should be highlighted in the caption as well as the rational for modifying the figure being contained in the associated text.

5.6.3 Content

The report should be written in the student's own words and it should include a literature review and a distinct element of the student's research programme to date **within one document**. The normal format for the distinct element of the research programme to date is as follows; however, there may be a valid reason for a different format based on subject discipline:

1. **Abstract:** A short and concise summary of the main findings, to a maximum of 250 words. It should include a statement of the problem investigated, brief description, key results and findings, conclusions and suggestions for further study.
2. **Introduction to data collection:** Explains the rationale for the work, its context in

the literature, the methodology used and the data, material, subjects or organisms

chosen. It should also include a central hypothesis to be tested or a research question.

3. **Data and Methods:** Explains the methodology and the rationale for the choice of methods, including details of statistical analyses employed, where used. This section should contain sufficient detail to allow for the work to be considered in terms of validity and repeatability. Only describe methods for which data is presented in the next section, but in order to contextualise the overall research work a flow diagram may be included to position this initial stage of work in the wider research methodological approach.
4. **Results:** Display and describe the data obtained, with supporting use of statistics as appropriate to the methodology employed. This section should be presented in a clear and logical sequence, using an easily assimilated format. Consider how best to contextualise the data in terms of the methodology employed. For example, graphs often present findings in a clearer fashion than tables, and small tables are preferable to large ones. Do not discount negative or contrary results. Avoid the inclusion of raw data or methods of calculation; these may be included in an appendix, if absolutely necessary. Tables and figures should be numbered sequentially, have appropriate legends and clearly identified axes and columns. Use of SI units is encouraged throughout. Avoid presenting the same data as both graphs and tables. Where quotations are used in the presentation of qualitative data, limit those in the main body to exemplars of key themes or findings or to inform conceptual or thematic maps developed to inform understanding in the discussion section. If deemed appropriate more in-depth synthesis of qualitative data can be included in appendices and signposted in the main body. In qualitative and mixed methodology studies it may be appropriate to include some form of analysis of the qualitative data in this section.
5. **Discussion:** This section should comment on the significance of the main findings, relate them to previous results through critical evaluation and interpret them in relation to existing literature. It should include comment on the validity of the methodology used and how it may be improved in further experiments. It should avoid repetition of the results section and move from “What was found” to “what it means”.
6. **Conclusion:** Draws the main themes, discussion and findings together in a concise fashion.
7. **Recommendations for further study:** This section should include suggestions for how the research programme will build on the initial findings and progress to MPhil

or PhD as appropriate. It should include a revised Gantt Chart for the remaining period with clear milestones.

8. **References:** Should contain details of all references and texts that you have cited in the text, providing sufficient information to enable the reader to find the references in the library or web. This section should be set out consistently, according to established conventions appropriate to the area of study. If it is not clear which referencing system should be used, the Cite them right Harvard 11th edition should be used.

5.6.4 Feedback

The purpose of the specific degree registration report and viva is to:

- Assess the candidate and project's suitability for registration for the intended degree;
- Assess progress with the Personal Development Plan (PDP/Doctoral Development Plan (DDP);
- Ensure the candidate is aware of the standard of writing needed for MPhil or PhD as appropriate;
- Give practice of a Level 7 or 8 viva

The examiners will agree a score (see below for scoring criteria) for each learning outcome and agree written feedback for the report to the Research Degrees Awarding Board on each outcome, together with written feedback on the viva and PDP/DDP.

Students that are required to resubmit their report should present their revised report in a way that shows the examiners how the report has been revised and how their comments have been addressed, e.g. by using track changes.

If a resubmitted report is assessed as having any scores of 1 or 2, then the Research Degrees Awarding Board will consider MPhil registration, even though the intended degree was PhD, or in extreme cases, consider deregistration.

Scores

1 = No or little evidence on which to base a judgement on the learning outcome.

2 = Insufficient evidence of learning outcome in the report to indicate that the required standard is attainable.

3 = Sufficient evidence that learning outcome could be met at the required standard with further study.

4 = Demonstrates learning outcome clearly (a **final** thesis at this level (7 or 8 as appropriate) may have minor amendments).

5 = Learning outcome completely achieved (a **final** thesis at this level (7 or 8 as appropriate) may still have some typographical and grammatical amendments).

The candidate will receive a copy of the written outcome of the viva voce examination, along with the report from the supervisory team. The candidate can expect from this process to obtain helpful comments on progress from both the supervisors and examiners to enable a realistic view of progress to be obtained.

5.7 Second Year Report

By the end of the second year, students are expected to show evidence of writing to the standard required by refereed academic journals and are required to submit a piece of scientific writing in the form of a draft refereed paper to the Postgraduate Research Students Advisor stating clearly which journal it is intended to be submitted to and using the style of the journal selected when writing. A link to the Instructions for Authors for the intended journal should be included at the start of the draft paper. **The paper must not have been submitted to the journal and amended in accordance with reviewers' comments before the viva takes place**. This is because the purpose of the viva is to primarily assess the student's ability not that of the reviewers and in addition to provide constructive feedback on writing the paper. The second-year viva may take place earlier than the end of the second year to fit with the production and submission schedule if the supervisors believe the paper is of suitable quality to be submitted to a refereed journal. Although less desirable, it may be acceptable for a draft conference paper to be submitted in place of a draft refereed journal

paper. The student is expected to give a draft copy of the paper to their

supervisory team in time for them to make constructive suggestions for improvement before submission to the Postgraduate Research Students Advisor and uploading to Turnitin via PhD Report Uploading on the Learning Hub. **It is a requirement to append copies of the RDF Action Plan and Evidence Report, together with an up-to-date Gantt Chart, to the end of the Second Year Report**. The paper will normally be considered by the same two examiners nominated for the Specific Degree Registration Report viva voce. The viva will be used to assess the student's progress and to discuss how the paper could be improved to increase the probability of acceptance. The examiners will act as referees and jointly write a brief, constructive report after the *viva voce* on the suitability of the paper for the target journal (Second Year Examiners Report). The examiners will be expected to discuss with the student the student's progress with professional development and to report on this to the Research Degrees Awarding Board. Following consideration of the report by the Research Degrees Awarding Board, copies will be sent to the student and the Director of Studies.

It is the responsibility of the corresponding author to send papers accepted for publication in refereed journals to the Library in order for a complete database of publications from Harper Adams University to be maintained.

5.8 Annual Progress Reports

At the end of the second and each subsequent year, an Annual Progress Report form should be completed by the supervisory team detailing the student's progress and their recommendation with respect to the student's registration. The form should be submitted to the Postgraduate Research Students Advisor for consideration by the Research Degrees Awarding Board. If satisfactory, the form will be signed by the Chair of the Board or nominee and a copy held on the student's file.

The supervisory team must complete and submit a signed Annual Progress Report at the end of the second year for full-time students and at 12-month intervals for part-time students.

The student is also required to complete an Annual Progress Report form which gives the student the opportunity to comment on facilities and supervision. Both Annual Progress Report forms should be submitted to the Postgraduate Research Students Advisor for consideration by the Research Degrees Awarding Board.

5.9 General advice on presenting a research seminar at Harper Adams

All research students are expected to present a research seminar in their third/final year (full-time students).
The two most important aspects to consider in planning your seminar are:

1. There will almost certainly be a wide range of subject disciplines amongst the audience. If you are a biologist, you may be talking to social scientists and vice versa. Ensure your title is short, simple and free of technical words, to attract people to come to the seminar. The key to helping everyone understand your seminar is to spend at least 5 minutes explaining the context, importance and purpose of your research. Only present general methodology, not detail of methods. At the end make clear what the outcome has been and what the next steps are.
2. It needs practice to keep to the allotted time. Please ensure you practise at least once, ideally to one or more experienced colleagues or supervisors. Aim to have no more than about 15 slides for a 20-minute presentation.

5.10 Preparing the thesis

Guidance on presentation of the thesis is given in the Examination Regulations (AQA Manual Annex 6.10). The thesis should be a traditional style thesis, often a sequential description of the work undertaken presented as chapters, some of which may contain work that has been published or intended for subsequent publication. The thesis must be a coherent report of the work to be examined. No material copied from another source can be included unless **either** permission from the copyright holder has been obtained and is stated, **or** the material has been substantially adapted, e.g., by redrawing a figure in a completely different format such as bar chart instead of a table.

5.11 Submission and Examination of the Thesis

Approximately 6 months before the expected submission of the thesis, the examination panel should be nominated by the Director of Studies using the Thesis Examiners Nomination form following consultation with the Research Postgraduate Programmes Manager. Thesis examiners are approved by the Research Degrees Committee following consideration of the nominated examination panel and the Thesis Nomination CV forms. The examination arrangements must be approved by the Research Degrees Committee

before the submission of the these.

Students are required to complete a Thesis Submission Declaration form, at the time they submit their thesis.

The examiners produce individual pre-viva reports (Thesis Examiner's Pre-Viva Report) and a joint Thesis Examiners' Award Recommendation Report.

Students who are required to make corrections to their thesis must return the corrected thesis together with the Completion of Corrected Thesis form to the Postgraduate Research Students Advisor by the required date. The Postgraduate Research Students Advisor will forward the corrected thesis and form to the examiner(s). The examiner(s) will inform the Postgraduate Research Students Advisor of his/her(their) view of the corrected thesis using the Completion of Corrected Thesis form.

Details of the examination procedures are available in the Examination Regulations within Section 6 of the Academic Quality Assurance Manual available via the Portal.

When the final thesis is approved by the Research Degrees Awarding Board, the E- Thesis Library Deposit form, must be completed and submitted to the Postgraduate Research Students Advisor.

5.12 Changes in mode of study or supervisor

Any changes to the original registration, e.g. mode of study from full-time to part-time or changes to the supervisory team, must be approved by the Research Degrees Awarding Board. A change in mode of study should be requested using the Change of Mode of Study form, and a change to the supervisory team should be requested using the Change of Supervisor form. Each form should be submitted to the Postgraduate Research Students Advisor for consideration by the Research Degrees Awarding Board.

5.13 Destination of Leavers from Higher Education Survey

All leavers will be contacted in the Autumn or Spring after their graduation by University staff collecting information for the Destination of Leavers from Higher Education Survey. You will be contacted by letter initially, and then followed up by telephone or e-mail if your response is not received. Please could you take ten minutes to help us by filling out this short survey. Your answers help us to find out what our graduates are doing, and how useful you found your course in preparing you for employment or further study.

5.14 Public dissemination of your project results

It is likely that your project may be of interest beyond Harper Adams University and that you may be considering disseminating information about the project. **It is essential that your supervisory team is consulted before any form of formal communication about your project outside Harper Adams University takes place.** This includes: publication in scientific journals, presentation at conferences, presentations to other organisations, entering into a dialogue with any communication professional, posting any information from your project on any form of internet site. If a scientific publication is contemplated, the Principles of Good Research Practice must be followed, see Appendix 3.

If agreement to dissemination has been obtained from your supervisors, the Harper Adams University Marketing and Communications Department **must** be informed of any proposed press or media contact.

6. Academic Appeals Policy, Academic Misconduct Policy and Complaints Procedure

The above policies and procedures are available at the Harper Adams University's website.

APPENDIX 1: Postgraduate Research Student Journey

Form/Submission	Due	Process
Initial Supervisory Meeting Report	**Full- time:** 2 weeks **Part-time:** Varies depending if 4,5 or 6 years	• Submitted to PGR Office • Approved by RDAB/Chair • Progression outcome provided to student and DOS by PGR Advisor along with next reporting date • Electronically filed on student record
Monthly Meeting Reports	Monthly (no later than 42 days) throughout Research Degree	• Complete and submit the Monthly Meeting form • Monitored by PGR Advisor • Unsatisfactory progress to be fed back to Martin Hare
Intellectual Property Agreement	**Full-time:** Before 6 weeks **Part-time:** Varies depending if 4,5 or 6 years	• Submitted to PGR Office • Electronically filed on student record • Copy provided to Application to Register for a Research Degree evaluators
Research Ethics Application	**Full-time:** Before 6 weeks **Part-time:** Varies depending if 4,5 or 6 years **N.B.** Continuously monitored throughout PhD	• Completed online • Completed form to also be submitted with Application to Register for a Research Degree to PGR Office • Copy provided to evaluators • Electronically filed on student record
Facilities Permission Form	**Before any facilities accessed for research**	• Submitted to PGR Office • Copy provided to evaluators • Electronically filed on student record
Application to Register for a Research Degree	**Full-time:** 6 weeks **Part-time:** Varies depending if 4,5 or 6 years	• Submitted to PGR Office • Copy provided to evaluators • Approved by RDAB/Chair • Progression outcome and feedback provided to student and DOS by PGR Advisor along with next reporting date via email • Electronically filed on student record
Gantt Chart	**Full-time:** 6 weeks **Part-time:** Varies depending if 4,5 or 6 years	• Submitted to PGR Office • Copy provided to evaluators • Electronically filed on student record •
Six Month Progress Meeting Report	**Full-time:** 6 months **Part-time:** Varies depending if	• Submitted to PGR Office • Approved by RDAB/Chair

	4,5 or 6 years	• Progression outcome provided to student and DOS by PGR Advisor along with next reporting date via email • Electronically filed on student record
Specific Degree Registration Report;	**Full-time:** 1 year **Part-time**: Varies depending if 4,5 or 6 years	• Submitted to PGR Office • Seen by RDAB/Chair • Electronically filed on student record
Literature Review/1st Year Report, RDF Action plan and Evidence report and updated Gantt Chart	**Full-time:** 1 year **Part-time:** Varies depending if 4,5 or 6 years	• Submitted to Turnitin via Learning Hub and PGR Office • Copies of all docs sent to internal examiners • Viva • Report received from examiners • Approved by RDAB/Chair • Progression outcome and feedback provided to student and DOS by PGR Advisor along with next reporting date via email • Electronically filed on student record
Annual Progress Report;	**Full-time:** 2 years **Part-time:** Varies depending if 4,5 or 6 years	• Submitted to PGR Office • Approved by RDAB/Chair • Electronically filed on student record
2nd Year Report, RDF Action plan and Evidence report and updated Gantt Chart	**Full-time:** 2 years **Part-time:** Varies depending if 4,5 or 6 years	• Submitted to Turnitin via Learning Hub and PGR Office • Copies of all docs sent to internal examiners • Viva • Report received from examiners • Approved by RDAB/Chair • Progression outcome and feedback provided to student and DOS by PGR Advisor along with next reporting date via email • Electronically filed on student record
Final Year Progress Report;	**Full-time:** 3 Years **Part-time:** Varies depending if 4,5 or 6 years	• Submitted to PGR Office • Approved by RDAB/Chair • Electronically filed on student record
Final Thesis Examiners Nomination	6 months before thesis submission	• Submitted to PGR Office • Copies sent to sub-committee members of RDC and RDC Chair for approval • Approval fed back to student and DOS by PGR Advisor
Thesis Submission Declaration	With final thesis submission	• Submitted to PGR Office • Electronically filed on student record
Final Thesis	**Full-time:** 3-4 Years	• Submitted to Turnitin via Learning Hub and PGR Office

	Part-time: Varies depending if 4,5 or 6 years	• Sent to internal and external examiners with request to organise suitable Viva date • Viva • Outcome and Examiners Award Recommendation /suggested corrections provided to student and DOS with submission date for corrected thesis (if corrections required) • Electronically filed on student record **N.B. Corrections to be submitted just to PGR Office**
Completion of Corrected Thesis	**Major corrections:** 6 months **Minor corrections:** 3 months	• Submitted by student with final corrected Thesis to PGR Office • Signed off by Examiner and returned to PGR Office
E-Thesis Library Deposit	Following successful corrections sign off	• Submitted to PGR Office • Copy sent to Library along with final PDF Thesis • Electronically filed on student record
Research Development Framework Planner and Evidence Report	To be continuously updated and final evidence to be submitted prior to final Award	• Submitted to PGR Office • Approved by RDAB/Chair • Electronically filed on student record

If thesis is not to be submitted by end of year 4, an extension of registration period needs to be approved by HAU RDAB before the original registration expiry date.

APPENDIX 2a: Services provided to MPhil and PhD students by the Laboratory Group

To include the Role of Technicians in Assisting Research Students Working in Harper Adams University Facilities and General Expectations of Research Students and Directors of Studies

It is important to note that working in laboratories is a two-way street. The relationship between researcher and technician is far more than one of customer and supplier (with you being the customer), but is also a professional one of mutual respect and consideration of the other's needs. Everyone – staff and student – has duties and responsibilities towards each other and must be mindful of the needs of each other and the demands on each other's time. The laboratory team provides services to a wide range of staff and students, including you. And you, the research student, have responsibilities towards laboratory staff as well. This is with the aim of ensuing that everyone can work effectively, efficiently, safely and harmoniously.

Services provided to Research Students by the Laboratory Group

Members of the Laboratory Team will:

- Treat all students with respect and always seek to offer a high quality and timely technical service.
- Provide a laboratory induction. This is done as part of the formal research student induction. It consists of a number of separate sessions, some of which are face to face, some of which may be online:

    - Watching an in-house Health and Safety video on the Learning Hub and answering a few questions. This will earn you a virtual badge on your Learning Hub profile!

    - A short introductory talk from the Laboratory Manager covering: the role and remit of HAU laboratories, and details of other useful lab-related information.

    - A session covering H+S basics, risk and COSHH assessment. This session is usually taken by the Laboratory Manager and the Health and Safety Officer.

    - Essential lab skills sessions. This involves a series of short back-to-back sessions covering a wide range of basic laboratory skills which include, but are not exclusive to, sessions on use of pipettors, balances, safe handling of liquids, choice of PPE, effective use of fume cupboards, dealing with waste, introduction to working practices in S32 the Applied Research lab. Also included is training on centrifuge use which is compulsory for all centrifuge users. These sessions are delivered in either the Princess Margaret Laboratories or in the Elizabeth Creak Building by members of the laboratory

team.

- Where applicable, postgraduate students also attend an additional microbiology induction which may include training in containment level 2 biosecurity. Directors of Studies are asked to inform the Laboratory Manager if their student is likely to be conducting microbiological work in order that a suitable induction can be arranged. This induction is conducted by the Biological Safety Officer/Microbiology Teaching Assistant against a standard checklist of objectives.

- Where students expect to commence laboratory work before their formal two-week induction takes place then the Laboratory Manager will give them a brief talk covering all issues detailed in the Laboratory Guide for Researchers, and instruct the student on the need to obtain login details for the SHE Enterprise Health and Safety software for the completion of COSHH and Risk Assessments.

- Students and supervisors should note that access to all research facilities, including laboratories, is dependent on completion of a proforma, relevant risk assessments for the work to be carried out, and the facility manager/s and Health and Safety Officer signing off on the request. Sign-off documents need to then go to the Associate Pro Vice Chancellor Research for final approval.

- Provide technical support for post-graduate student research. This may involve any or all of the following:

  - Training will be given at **mutually** convenient times on the use of relevant equipment and instrumentation and provision of ongoing technical support (e.g. equipment maintenance and troubleshooting) will be supplied.

  - Where applicable, training will be given in basic microbiological procedures (e.g. aseptic technique, pouring plates *etc*) if the student demonstrates a lack of experience in this area.

  - Technician help can also be made available at mutually convenient times to assist the student in developing methods to a point where they routinely produce useful results.

- Provide technical advice.
- Provide a purchasing service:

- Laboratory Team members will discuss purchasing requirements with research students and, where applicable, their directors of studies. Suitable items will be sourced and the Team will liaise with suppliers to obtain quotations and negotiate an offer price. On completion of a requisition form (available from S1); orders will also be placed on the authority of a budget code holder for items required. On delivery, goods will be unpacked, checked and their receipt will be communicated to the person who requested the purchase. Purchasing requests should be made after prior discussion with the relevant member of the laboratory team.

Responsibilities of Research Students:

It is important that for the safety and convenience of all users of the laboratories, students are expected to:

- Behave in a safe manner at all times and be polite and respectful towards staff. Laboratory technicians represent the Laboratory Manager at all times; please follow any direction they give you on any particular matter. If you have cause for concern or are not sure of anything then please speak with the Laboratory Manager or your supervisor.

- Complete all assigned laboratory induction activities at the start of their project and before commencing their laboratory work.

- Where applicable, attend an additional, separate, microbiology suite induction and/or containment level 2 training where projects involve microbiology work. The aim of this is to draw attention to the operation of the micro preparation and laboratory areas and the safety and work standards required. Additional training will be given on an individual basis. The microbiology technicians must be consulted before commencing any microbiology work and all work which must he carried out under containment level 2 must first be approved by the Biological Safety Committee.

- Adhere to the Princess Margaret Laboratory's Regulations and associated Codes of Practice for individual laboratories. A copy of the Harper Adams University Laboratories

Health and Safety Policy and the Harper Adams University Health and Safety Manual can be found on the L: drive under L:\PM Labs Public.

- Abide by the general safety regulations which include but are not exclusive to, the following:
  - Wearing a laboratory coat (buttoned up)
  - Keeping their work areas tidy
  - Washing their hands before leaving a laboratory
  - Tying back of long hair
  - Wearing of safety glasses or visor
  - Wearing close-toed, low heeled shoes
  - No eating, drinking, smoking or application of cosmetics
  - Clearly label all samples and solutions. Labelling must indicate the nature of the contents (with appropriate hazard data if required), the name of the person responsible and the date. Sample labels should also include the date after which they no longer needed. Unlabelled samples may be thrown out.
  - Not leave work in progress unattended for long periods of time. Laboratory staff should be kept informed as to progress and once work is completed all chemicals and equipment should be cleared away to their original locations.
  - Decontaminate all dirty glassware and leave in the washroom for cleaning. It is not acceptable to leave flasks/jars in the washroom with materials or solutions still in them.
  - Fully comply with the 'Guidance notes for users of animal by-products (ABP)'. These concern the transport into PML and subsequent use of all animal by-products (e.g. faecal material, unprocessed meat, and egg samples). Copies of the Guidance Notes and blank 'Animal By-Products Movement Document' forms are obtainable on request from the Laboratory Manager.
  - Provide sufficient notice of their requirements. Whilst team members will always try to be accommodating, last minute requests should always be the exception rather than the rule. Please allow time for any materials and equipment to be ordered and delivered.
  - Prepare risk and COSHH assessments for all new practical work undertaken and obtain final approval from the Laboratory Manager and Associate Pro Vice Chancellor Research.
  - Complete and submit an Out of Hours request form for work they wish to conduct outside of normal working hours. The only exception to this is S32 Applied Research Laboratory. Access is available to researchers from 8 am to 10 pm, 7 days per week, for low risk activities without the need for a completed Out of Hours request form.

Permission is only granted for low risk activities and usually where the student has already demonstrated reasonable competency in their laboratory work. Lone worker alarm systems are available from Security at any time of day or night and from the Library help desk when the library is open. All access to Harper Adams laboratories is at the discretion of the Laboratory Manager.

- Submit details of any accident or near miss incident in which they are involved. Forms are available in the Technicians' Office (S1).
- **Ask for help when in any doubt over laboratory related matters. Students should never be afraid to seek assistance. It is far better for students to ask for help than to potentially endanger yourself or others, or damage equipment, ruin samples or produce bad data.**

Note that the above covers work in the Princess Margaret Laboratories and Elizabeth Creak Building. Similar arrangements are in place for the Jean Jackson Entomology Laboratory and the Nematology Laboratories in Crops and Environmental Trials (CET) – please contact the relevant facility managers for details.

Role of Technicians in Assisting Research Students Working in Harper Adams University Facilities and General Expectations of Research Students and Directors of Studies

This document aims to outline the role of technical staff in assisting students with their research projects and the appropriate standards of behaviour and expectations of both students and their supervisors in relation to them.

To note:

a) The vast majority of students carrying out their research project do so under day-to-day supervision of technical staff.

b) Research students are always very welcome in their department's facilities, the Future Farm and in the laboratories

c) It is part of the role of technicians to provide inductions and train students in various skills and techniques appropriate to their research.

d) It is part of the role of technicians to provide general supervision of the students when they are doing project work and be a point of contact when requiring help and assistance.

e) Directors of Studies are always very welcome to train research students themselves and, in some facilities, may work with their students providing both direct and general supervision. In the Future Farm and Princess Margaret/Elizabeth Creak Laboratories, this is not usually expected. However, this may sometimes be necessary e.g. when an activity falls outside of the experience of the technical staff.

f) It goes without saying that all technical staff, research students and directors of studies are expected to treat each other with courtesy and respect.

Technical staff will:

✔	Provide relevant inductions and skills training e.g. pipetting, animal handling.
✔	Advise on risk and COSHH assessments. Facility managers will approve assessments.
✔	Provide training on relevant equipment and instrumentation.
✔	Provide instruction, training and relevant documentation (e.g. SOPs, risk assessments, references or application notes etc) for routine methods and activities.
✔	Provide on-going relevant technical support (e.g. routine maintenance and trouble-shooting).

✓	Organise the provision of required project consumables/equipment up to an amount agreed between the facility manager and the director of studies/head of academic department.
✓	Provide general technical advice and guidance. For non-routine activities or methods, technicians will often be able to assist/advise but the primary responsibility lies with the student and director of studies. Where an activity/skill lies outside the expertise of the technician they will advise accordingly.
✓	Provide assistance to develop methods to a point where they produce useful results – as appropriate to a project.
✓	Carry out technical activities requiring certificates of competence or licence outside those expected of the student or director of studies e.g. administration of animal medicines.
✓	Provide suitable means of enabling students to provide sufficient information regarding their project requirements e.g. work contact details; requisition forms; risk assessment templates.
✓	Communicate effectively with students and director of studies, informing them of any changes to plans, availability of equipment, updates on deliveries of consumables etc.
✓	Be a point of contact for the student and their director of studies.
✓	Book timeslots on equipment at mutually agreed times for students to carry out their work and provide technical support whilst they do so.
✓	Raise any concerns they might have about students' or director of studies' behaviours or attitudes with their facility manager.
✓	Explain nominated responsibility for animal welfare as per section 4 of the Animal Welfare Act (2006) to the student.
✓	Check animals on trial at least daily. These checks shall ensure that all sick or injured animals are identified, and appropriate action is taken in a timely manner.

Technical staff are not expected to:

✗	Carry out work for students that would ordinarily be done by the student whose project it is. This includes manual work in order to collect data.
✗	Permit students' friends to complete work in their place unless by agreement with the director of studies.
✗	Perform statistical analyses beyond advising on whether initial data seems accurate or not
✗	Design experiments or studies, or direct research projects.
✗	Answer correspondence, take phone calls or provide technical support outside of normal working hours, unless they are on call.

Research Students will:

✓	Provide sufficient notice of their requirements and complete any documentation requested of them e.g. equipment requisition forms or risk assessments.

✔	Turn up to pre-arranged appointments with technical staff or give sufficient notice of non-attendance e.g. when sick.
✔	Work in a clean, tidy and safe manner at all times.
✔	Abide by all Health & Safety, biosecurity rules, and codes of practice.
✔	Treat equipment with respect and report any faults or problems to technical staff.
✔	Return any borrowed equipment to the facility in good condition, by any agreed date(s) or, by the end of their project at the latest.
✔	Reply to emails and Teams messages within a reasonable timeframe.
✔	Ensure that they follow Harper Adams University's Fair Attribution Guidelines when giving presentations; making posters; writing up their dissertations. Details are available on the website: Fair Attribution Guidelines
✔	Work with their director of studies to ensure that technical staff are provided with sufficient information (e.g. methods, papers etc) for any non-routine methods or activities that they or their director of studies are to carry out.
✔	Engage positively with activities asked of them by technical staff e.g. prepare - or assist with the preparation of - equipment or reagents; label samples or other items; clear away; follow standard operating procedures.
✔	Declare any chemical use so as to ensure that they are properly stored according to COSHH requirements.
✔	Undertake any identified compulsory training, such as centrifuge training, safe handling of cryogenics, or to carry out welding or working on lathes. This might also cover training in order to pass any certification needed to conduct aspects of their research e.g. PA1 and PA6.
✔	Ensure that they obtain relevant approvals before commencing a study. This includes Ethics Committee and may also include, where relevant, approval by the Biosafety Committee and approval under the Animals (Scientific Procedures) Act 1986 via the Animal Welfare Ethical Review Board.
✔	• Be responsible for all procedures and data collection relevant to their study over and above general animal or crop husbandry. Full details of what the student requires needs to be declared to the relevant Sector Manager prior to any work commencing. Failure to notify the Sector Manager will result in no input from the Future Farm team.
✔	• Inform a TSOs of any health or welfare issues relating to animals on study as well as any health and safety issues more generally.
✔	• Fully comply with the guidance notes for users of animal by-products. These concern the transport and use of animal by-products (e.g. faecal material, unprocessed meat, milk and egg samples). Copies of the notes and blank 'animal by-products movement document' forms are available from the laboratory manager.
✔	Treat all animals with respect and care. Check animals at least daily and report any health or injury concerns to technical staff immediately. These checks shall ensure that all sick or injured animals are identified, and appropriate action is taken in a timely manner.

✔	Maintain appropriate record keeping that has been delegated by technical staff and/or the supervisor, regardless of whether it's directly related to the study.
✔	Understand and accept their nominated responsibility for animal welfare as per section 4 of the Animal Welfare Act (2006).

Research Students will not:

✘	Be rude to technical staff
✘	Leave a mess for others to clear up
✘	Attempt to start any work until the facility manager is satisfied that all H&S paperwork has been satisfactorily completed and all required authorisations have been granted.
✘	Ask Technical staff to do work that should be done by the Research Student.
✘	Undermine the instructions of technical staff, facility managers and supervisors.

Directors of Studies will:

✔	Appraise themselves of the role of technical staff and understand that technical staff are partnering with them in the success of their student's project.
✔	Support technical staff by ensuring students meet their obligations as described above e.g. ensuring they complete compulsory training, risk assessments, abide by Fair Attribution Guidelines, ensure equipment is returned etc.
✔	Ensure that, where they themselves are not equipped to adequately design or direct a project, they source assistance from amongst other members of academic staff.
✔	Agree in advance with facility managers the level of support their students can expect from a facility and complete any documentation requested.
✔	Ensure that technical staff are provided with sufficient information (e.g. methods, papers etc) for any non-routine methods or activities they or their student are to carry out and risk assess accordingly.
✔	Set a good example when working with their students by adhering to all relevant codes of practice, biosecurity and Health & Safety measures.
✔	Accept that additional support from technical staff may be available, however, it could be charged to the research project.
✔	Ensure all relevant codes of practice and legislation are complied with under the study
✔	Ensure that the project has obtained all necessary approvals before commencing a study. This includes Ethics Committee and may also include, where relevant,

	approval by the Biosafety Committee and approval under the Animals (Scientific Procedures) Act 1986 via the Animal Welfare Ethical Review Board.
✔	Liaise with **BOTH** the technical staff and the student with regards to any husbandry, health and welfare matters of animals involved in studies.
✔	Explain nominated responsibility for animal welfare as per section 4 of the Animal Welfare Act (2006) to the student.

Directors of Studies will not:

✘	Expect technical staff to design their students' experiments, advise on statistical analyses and/or be responsible for academic content or direction of the project.
✘	Undermine the efforts of facility managers and other technical staff by not enforcing good behaviours and safe practice.

All work to be carried out by Research Students is the responsibility of that student to complete. Technical staff are available for advice and guidance. Any additional support may be charged to research budgets or departments to account for staff time. This will be agreed with the facility manager in advance of any work taking place.

APPENDIX 2b: Services provided to MPhil and PhD students by the Department of Animal Health, Behaviour and Welfare

Members of the Department will:

- Provide an induction which will include a tour of the animal and laboratory facilities and health and safety instruction by the student's Director of Studies.
- Students will be issued with a copy of the student safety handbook and briefed on relevant health and safety considerations.
- The Director of Studies will introduce the student to the relevant members of staff in the Department and provide information on procedures for ordering and booking equipment and consumables.
- The Director of Studies will provide advice on the ethical, legal and safety requirements for scientific research involving animals, and social science research involving people, as applicable to the project.

Technicians will:

- Be available at mutually convenient times to assist the student in developing and applying research methods.
- Be responsible for animal health, welfare and for the day to day husbandry of animals on study.
- Liaise with the student and Director of Studies and/or other project supervisors to agree out-of-hours and weekend work in relation to research projects. This will involve fairly sharing this workload to allow both technicians and students reasonable amounts of time off while conducting the study to the highest possible standard and also ensuring the highest standards of animal welfare.
- Provide training on the use of relevant equipment and provide on-going technical support (e.g. equipment maintenance and troubleshooting).
- Provide technical advice and support.
- Provide a purchasing service of equipment and consumables. Orders will be placed on the authority of a budget code holder for the items required. On delivery, goods will be unpacked, checked and their receipt communicated to the person who requested the purchase.
- Provide training on animal handling.
- Assist with preparation of research facilities for study and dismantling and cleaning when completed.

Research students will:

- Attend an induction at the start of their project and before commencing any study work.
- Prepare a protocol prior to the commencement of any study.
- Ensure that they fully comply with relevant approval for animal research **before** commencing a study, including ethics approval from the university and, if applicable, approval under the Animals (Scientific Procedures) Act 1986 (as amended).
- Adhere to the biosecurity policies and health and safety policies in place for the whole of the animal facilities and individual animal facilities' specific requirements.
- Be responsible for procedures and data collection relevant to their study over and above general animal husbandry.
- Liaise with the head ruminant technician, head poultry technician or head pig technician and Director of Studies to agree out-of-hours and weekend working and sharing fairly this workload to allow both technician and student reasonable time off whilst conducting the study to highest possible standard.
- Assist technicians in preparing a research area for study and dismantling and cleaning when completed.
- Promptly inform a technician and/or the university's Named Veterinary Surgeon of any health, welfare or biosecurity issues relating to animals on study.
- Fully comply with the guidance notes for users of animal by-products. These concern the transport and use of animal by-products (e.g. faecal material, unprocessed meat, milk and egg samples). Copies of the notes and blank 'animal by-products movement document' forms are available from the laboratory manager.
- Prepare risk and COSHH assessments for all

APPENDIX 2c: Services provided to MPhil and PhD students by the Agriculture and Environment Department

Students should contact Dr Andy Wilcox for appropriate information.

APPENDIX 2d: Services provided to MPhil and PhD students by the Engineering Department

Members of the Engineering Department will:

- Provide a workshop induction. This will include:
  - Tour of the Engineering Department facilities and Health and Safety instruction by the Head of Department during their induction period. Students will be issued with a current copy of the Student Safety Handbook.
  - Students will be provided with a pair of overalls and safety boots, sample risk assessment forms, a copy of the Engineering Codes of Practice and an introduction to members of the Engineering Department as well information on procedures for ordering and booking out of equipment and consumables.
- Provide technical support for post-graduate student research. This may involve any or all of the following:
  - Technician help will be made available at mutually convenient times to assist the student in developing methods to a point where they routinely produce useful results.
  - Training will be given on the use of relevant equipment and instrumentation and provision of ongoing technical support (e.g. equipment maintenance and troubleshooting) will be supplied.
  - Provide technical advice.
  - Provide a purchasing service.
  - The Engineering Department Workshop Manager will discuss purchasing requirements with research students and, where applicable, their Directors of Studies. Suitable items will be sourced and the Department will liaise with suppliers to obtain quotations and negotiate an offer price. On completion of a requisition form; orders will also be placed on the authority of a budget code holder for items required. On delivery, goods will be unpacked, checked and their receipt will be communicated to the person who requested purchase.

Responsibilities of Research Students

Whilst not wishing to be burdensome, it is important that for the safety and convenience of all users of the workshops, students are expected to:

- Attend a general Engineering Department induction at the start of their project and before commencing their laboratory work.

- Adhere to the Engineering Department's Codes of Practice. They include but are not exclusive to the following:
  - Wearing a pair of overalls and safety boots.
  - Keeping their work areas tidy.
  - Washing their hands before leaving a workshop.
  - Tying back of long hair.
  - No eating, drinking, smoking or application of cosmetics.
  - Not leave work in progress unattended for long periods of time. Engineering Department staff should be kept informed as to progress and once work is completed all equipment should be cleared away to their original locations.
  - Provide sufficient notice of their requirements. Whilst Department members will always try to be accommodating, last minute requests should always be the exception rather than the rule. Please allow time for any materials and equipment to be ordered and delivered.
  - Prepare risk and COSHH assessments for all practical work undertaken. To comply with Workshop Regulations a copy of each assessment must be filed with the Engineering Department Workshop Manager's and the Head of Department. Where a procedure has already had a risk/COSHH assessment prepared (e.g. for work already routinely conducted) and the proposed work is not substantially different, then a new assessment is not necessary. Instead, the student will be given a copy of the current assessment and required to sign to say that they have read and understood it.
  - Complete and submit an Out of Hours request form for work they wish to conduct outside of normal working hours. Permission is only granted for low risk activities and usually where the student has already demonstrated reasonable competency in their workshop work. Lone worker alarm systems are available from Security at any time of day or night and should be worn. All access to the Engineering Department is at the discretion of the Head of Department.
  - Submit details of any accident or near miss incident in which they are involved. Forms are available in the Technicians' Office.
  - Ask for help when in any doubt over workshop related matters. Students should never be afraid to seek assistance. It is far better for students to ask for help then to potentially endanger themselves or others, damage equipment, ruin samples or produce bad data.

APPENDIX 2e: Services provided to MPhil and PhD students by the Food, Land & Agri-Business Management Department.

Students should contact Rebecca Payne for appropriate information (rpayne@harper-adams.ac.uk)

APPENDIX 3: Principles of good research practice Professional Standards

Integrity

Researchers must be able to exercise freedom in their academic choices, and must also accept responsibility for the decisions they make. Thus, the primary responsibility for ensuring that they act according to these principles in all aspects of their research work, including peer review, lies with the individual. Employers of researchers, funders of research and other organisations engaged with supporting research and researchers also have important roles to play.

Researchers will:

- **understand and comply with the expected standards of rigour and integrity relevant to their research**
- **maintain the highest standards of rigour and integrity in their work at all times**

Researchers will also:

- ensure that all research is subject to active and appropriate consideration of ethical issues
- comply with ethical, legal and professional frameworks, obligations and standards as required by statutory and regulatory authorities, and by employers, funders and other relevant stakeholders

Researchers will also:

- act in good faith with regard to allegations of research misconduct, whether in making allegations or in being required to participate in an investigation
- handle potential instances of research misconduct in an appropriate manner; this includes reporting misconduct to employers, funders and professional bodies, statutory and regulatory bodies as circumstances require.

At the heart of all research endeavour, regardless of discipline or institution, is the need for researchers to be honest in respect of their own actions in scientific research and in their responses to the actions of other researchers. This applies to the whole range of research work, including experimental design, generating and analysing data, publishing results, and acknowledging the direct and indirect contributions of colleagues, collaborators and others. All individuals must refrain from plagiarism, piracy or the fabrication of results.

Openness

While recognising the need for researchers to protect their own research interests in the process of planning their research and obtaining the results, Harper Adams encourages the researchers it funds to be as open as possible in discussing their work with other researchers and the public. Once results have been published, where appropriate the University expects researchers to make available relevant data and materials to others, on request.

A critical approach to research results

Researchers should always be prepared to question the outcome of their research. While acknowledging the pressures – of time and resources – under which researchers often have to work, Harper Adams expects research results to be checked before being made public.

Documenting results and storing primary data

Throughout their work, Harper Adams requires researchers to keep clear and accurate records of the research procedures followed and of the results obtained, including interim results using a Research Notebook or equivalent. This is necessary not only as a means of demonstrating proper research practice, but also in case questions are subsequently asked about either the conduct of the researcher or the results obtained. For similar reasons, data generated in the course of research must be kept securely in paper or electronic form, as appropriate. Harper Adams expects data to be securely held for a period that complies with the requirements and best practice of the funding body, research council or legislative requirement as appropriate.

Publishing results

It is a condition of Harper Adams support for research that the results are published in an appropriate form. Papers published in refereed journals are strongly encouraged. This has long been widely accepted as the best system for research results to be reviewed – through the refereeing process – and made available to the research community for verification or replication.

All peer-reviewed journal research papers published by Harper Adams University staff and/or students are expected to be made open access. An electronic copy should be deposited in the Harper Adams University repository. This should occur as soon as the

paper is accepted, and no later than three months after the date of acceptance. The repository is maintained by the Library to whom the electronic copy of the paper should be sent. In recent years, questions have been raised, in particular about the growth in number of authors of individual papers, and the implications of increasing pressures to publish. The issue of authorship is important in the context of good scientific practice, and Harper Adams expects it to be taken seriously. In line with a suggested model published by Nature, Harper Adams expects anyone listed as an author on a paper to accept personal responsibility for ensuring that they are familiar with the contents of the paper, and that they can identify their contributions to it. The practice of honorary authorship is unacceptable. Harper Adams expects suitable acknowledgement of financial support in all publications.

Acknowledging the role of collaborators and other participants

In all respects of research, the contributions of formal collaborators and all others who directly assist or indirectly support the research must be properly acknowledged. This applies to any circumstances in which statements about the research are made, including provision of information about the nature and process of the research, and in publishing the outcome. Failure to acknowledge the contributions of others is regarded as unprofessional conduct. Similarly, collaborators and other contributors carry their share of the responsibility for the research and its outcome.

The needs of new researchers

Researchers who are new to the scientific community may face particular difficulties. Responsibility for ensuring that students and other new researchers understand good research practice lies with all members of the community, but particularly with senior researchers. Research institutions should have in place systems which allow students and new researchers to adopt best practice as quickly as possible, for example, formal training or mentoring schemes.

(Adapted from BBSRC Statement on Safeguarding Good Scientific Practice and Universities UK The Concordat to support research integrity),

Guidelines for Authorship of Published Papers

Co-authorship Scoring System

INTELLECTUAL INPUT (Planning/designing/interpreting)	
No contribution	0
One detailed discussion	5
Several detailed discussions	10
Correspondence or longer meetings	15
Substantial liaisons	20
Closest possible involvement	25
PRACTICAL INPUT: DATA-CAPTURE (setting-up/observing/recording/abstracting)	
No contribution	0
Small contribution	5
Moderate indirect contribution	10
Moderate direct contribution	15
Major indirect contribution	20
Major direct contribution	25
PRACTICAL INPUT: BEYOND DATA-CAPTURE (Data processing/organising)	
No contribution	0
Minor or brief assistance	5
Substantial or prolonged assistance	10
SPECIALIST INPUT FROM RELATED FIELDS	
No contribution	0
Brief or routine advice	5
Specially-tailored assistance	10
Whole basis approach	15
LITERARY INPUT (contribution to first complete draft of manuscript)	
No contribution	0
Edited others' material	5
Contributed small sections	10
Contributed moderate proportion	15
Contributed majority	20
Contributed virtually all	25

Rod Hunt letter to Nature Vol 352, 18 July 1991

Notes

At least:

- 25 points needed to be a joint author. Otherwise person is acknowledged
- Person scoring highest number is first author

APPENDIX 4: Useful Contacts

Dr Martin Hare

Director of Postgraduate Research, Research Postgraduate Programmes Manager and Chair of Research Degrees Committee

E: mhare@harper-adams.ac.uk

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Stephen Giles

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Hannah Scott-Cook

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Deborah Hall

Postgraduate Research Student Representative

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Professor Dawn Arnold

Associate Pro Vice Chancellor Research, Chair of Research Degrees Awarding Board

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Lesley Plimbley

Student Wellbeing Officer

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