



Harper Adams
University

Postgraduate Research Students' Handbook

Master of Philosophy and Doctor of Philosophy

September 2016

Dates of note in the Research Calendar 2016-2017

Postgraduate Research Student Colloquium

Thursday, 1 December 2016

Research and Knowledge Exchange Committee

Wednesday, 5 October 2016, 2.00 pm

Wednesday, 22 February 2017, 2.00 pm

Wednesday, 24 May 2017, 2.00 pm

Research Degrees Standards Committee

Wednesday, 23 November 2016, 2.00 pm

Wednesday, 8 March 2017, 2.00 pm

Wednesday, 12 July 2017, 2.00 pm

Research Degrees Awarding Board

Wednesday, 7 December 2016, 2.00 pm

Wednesday, 15 March 2017, 2.00 pm

Wednesday, 3 July 2017, 2.00 pm

Tuesday, 12 September 2017, 2.00 pm

Induction

Monday, 26 September 2016

Experimental Design and Analysis

Date to be confirmed

Genstat

Week commencing 9 January 2017

Postgraduate Development Programme

The majority of sessions will take place between week commencing 3 April 2017

Contents

| | |
|--|----|
| | 0 |
| Message from the Vice Chancellor | 5 |
| 1. Introduction | 6 |
| 1.1 Research at Harper Adams University | 6 |
| 1.2 Responsibility for Research | 7 |
| 2. Support and facilities for MPhil and PhD research students..... | 9 |
| 2.1 General..... | 9 |
| 2.2 Student Accommodation..... | 10 |
| 2.3 Religion | 10 |
| 2.4 Motor Vehicles | 10 |
| 2.5 Induction | 11 |
| 2.6 Learner Support | 11 |
| 2.7 Medical | 11 |
| 2.8 Counselling | 12 |
| 2.9 Contents/Personal Possessions Insurance..... | 12 |
| 2.10 The 'Harper Adams PostGrads' | 13 |
| 3. Training and career development..... | 14 |
| 3.1 Personal Development | 14 |
| 3.2 Statistical training and advice..... | 15 |
| 3.3 Teaching Opportunities | 17 |
| 4. Supervision & Research student responsibilities..... | 19 |
| 4.1 Responsibilities of the Supervisor..... | 19 |
| 4.2 Responsibilities of the MPhil and PhD Student | 20 |
| 4.3 Registering International Student Attendance..... | 23 |
| 4.4 Health and Safety..... | 23 |
| 5. Monitoring schedule | 25 |
| 5.1 Registration and period of study | 25 |
| 5.1.1 Period of study | 26 |
| 5.1.2 Extensions to maximum study periods..... | 26 |

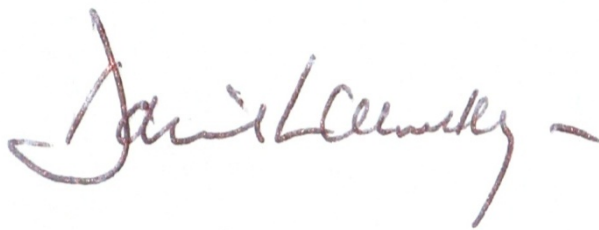
| | | |
|-------|---|----|
| 5.1.3 | Suspending registration | 27 |
| 5.1.4 | Withdrawal..... | 27 |
| 5.2 | Ethical Issues | 27 |
| 5.3 | Initial supervisory meeting (Form SM1) | 28 |
| 5.4 | Six month progress meeting (Form SM2) | 28 |
| 5.5 | Optional interim progress meeting (Optional Form SM8) | 29 |
| 5.6 | Specific Degree Registration report and viva voce examination (Forms SM3, SM4, SM5, SM6, SM16) | 29 |
| 5.6.1 | Overview | 29 |
| 5.6.2 | Format of the Specific Degree Registration Report | 30 |
| 5.6.3 | Content | 31 |
| 5.6.4 | Feedback..... | 32 |
| 5.7 | Second year viva report (SM14) | 34 |
| 5.8 | Annual progress (Forms SM7, SM7A) | 35 |
| 5.9 | Third Year Progress Report (Forms SM15, SM15A) | 35 |
| 5.10 | General advice on presenting a research seminar at Harper Adams..... | 35 |
| 5.11 | Preparing the thesis..... | 36 |
| 5.12 | Submission and examination (Forms SE1, SE1A, SE2, SM3, SE4D, SE4M, SECV, SE5) | 36 |
| 5.13 | Changes in mode of study or supervisor | 37 |
| 5.14 | Destination of Leavers from Higher Education Survey | 37 |
| 5.15 | Public dissemination of your project results..... | 37 |
| 6. | Academic Appeals Policy, Academic Misconduct Policy and Complaints Procedure ... | 38 |
| | APPENDIX 1a: ASSESSMENT AND MONITORING FOR FULL-TIME RESEARCH STUDENTS COMMENCING IN SEPTEMBER/OCTOBER | 39 |
| | APPENDIX 1b: ASSESSMENT AND MONITORING FOR FULL-TIME RESEARCH STUDENTS COMMENCING IN MARCH/APRIL | 40 |
| | APPENDIX 1c: ASSESSMENT AND MONITORING FOR PART-TIME RESEARCH STUDENTS COMMENCING IN SEPTEMBER/OCTOBER | 41 |
| | APPENDIX 1d: ASSESSMENT AND MONITORING FOR PART-TIME RESEARCH STUDENTS COMMENCING IN MARCH/APRIL | 42 |
| | APPENDIX 2: All training offered at Harper Adams University to MPhil and PhD students | 43 |
| | APPENDIX 3a: Services provided to MPhil and PhD students by the Laboratory Group | 51 |
| | APPENDIX 3b: Services provided to MPhil and PhD students by the Animal Production, Welfare and Veterinary Sciences Department..... | 55 |

| | |
|--|----|
| APPENDIX 3c: Services provided to MPhil and PhD students by the Crop and Environment Sciences Department | 57 |
| APPENDIX 3d: Services provided to MPhil and PhD students by the Engineering Department | 59 |
| APPENDIX 4: Principles of good research practice | 62 |
| APPENDIX 5: Anti Bribery and Corruption | 68 |
| APPENDIX 6: Useful Contacts | 70 |

Message from the Vice Chancellor

It is my pleasure to welcome you as a postgraduate research student of Harper Adams University and hope that you will enjoy your time here, both academically and as part of the Harper Adams community. As a specialist institution, the University has developed a unique and high quality research provision that is achieving increased national and international recognition, with investigations supported by a well-founded laboratory and farm provision.

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, administrative and support arrangements and quality assurance procedures associated with research degrees at the University. I hope that it will be a useful reference source during your time at Harper Adams.

A handwritten signature in dark ink, appearing to read "David Llewellyn", with a horizontal line extending from the end of the signature.

Dr David Llewellyn

1. Introduction

1.1 Research at Harper Adams University

The mission of Harper Adams University is to provide “World leading Higher Education and research for the delivery of sustainable food chains and rural economies”, and strategic and applied research underpins all its activities. Research is an important part of the work of Harper Adams, not just for the benefit of end-users, but also supporting the taught curriculum.

Our Vision

Our vision for 2020 is that Harper Adams University will be:

- Closely engaged with the industries, professions and organisations that comprise the global agri-food chain and the UK rural economy to deliver a high quality 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 welfare, land, environmental and rural business matters.

Our Values

Harper Adams has a strong set of values that have underpinned its development since its foundation nearly 115 years ago. The four core values are that we will be **outstanding**, **inspirational**, **distinctive** and **welcoming** in all that we do.

The Research and Knowledge Transfer Strategy is focused on sustainable agri-food and land systems. There are eleven research themes:

- Agri-Environment
- Animal Health, Behaviour and Welfare
- Animal Nutrition
- Crop Protection
- Engineering
- Food and Consumer Sciences
- Food Quality and Safety
- Precision Farming
- Renewable Resources
- Rural Affairs and Management
- Soil and Water

Further information on research facilities and current projects at Harper Adams can be found at www.harper-adams.ac.uk.

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 100 successful candidates for research degrees, with a current postgraduate and postdoctoral research population of about 65. Harper Adams is the only 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 and land-based disciplines in the UK.

1.2 Responsibility for Research

The Deputy Vice Chancellor has overall responsibility for research working with the Research Co-ordinator. The Research Postgraduate Programmes Manager has responsibility for operational aspects of research degrees. Harper Adams University has five academic departments:

- Animal Production, Welfare and Veterinary Sciences;
- Crop and Environment Sciences;
- Engineering;
- Food Science and Agri-Food Supply Chain Management;
- Land, Farm and Agri-Business Management;

each with their own Head of Department. Within each academic department, a member of staff is nominated as the Research Lead to facilitate cross-University research activities.

The Research Office (M42) supports the work of the academic staff and postgraduate students. The Research Students Administrator 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 Standards Committee is responsible for policies and procedures relating to postgraduate research degrees. 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 Standards Committee have postgraduate research student representation elected annually.

For full details the reader is referred to the Academic Quality Assurance Manual,

A ballot is held annually to elect the postgraduate research student representatives who then represent 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 Transfer Committee and the Research Degrees Standards Committee (each meet three times a year);
- Two weeks before each meeting of the Research Degrees Standards Committee, an informal meeting of the postgraduate research students shall be facilitated by the Chair of Research Degrees Standards Committee and Postgraduate Research Student Representative. This meeting shall provide a forum for collecting views which can inform the agenda of the Committee meeting. 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 Standards Committee at any stage.
- Acting as point of contact for the Research Students Administrator 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;
- Assisting in the organisation of the annual Postgraduate Colloquium;
- Promoting and encouraging postgraduate research student attendance at the lunchtime research seminars;
- Participating in the Institutional Audit every four years;
- 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 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. All students are entitled to use the University 'open-access' computer facilities located in the Postgraduate Centre and the Bamford Library. Computer support staff are also based in that building and students can contact them on Ext 5555 or e-mail servicedesk@harper-adams.ac.uk 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 and shared office accommodation with either research students or research assistants for their three year research programme plus a further six months for writing up purposes.

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

The University network is extended by wireless into several of the shared spaces of the University. If you have questions on IT facilities please contact the Service Desk by e-mail servicedesk@harper-adams.ac.uk or by telephone 01952 815555 (or Ext 5555 from an internal phone). They are also assigned their own post-tray in the Post Room for in-coming and internal mail and are members of the Senior Common Room. At least one hot desk for part-time MPhil and PhD students will be made available. If this is occupied, working space in the Postgraduate Centre can be used.

Stationery, such as pens, pencils and notepads, are available from Reception in the Main Building. Items not stocked at Reception can be requested on a 'Requisition for Stationery' form available in the post room and left in the 'Completed Stationery Request Forms' post tray or by email to stationery@harper-adams.ac.uk. Note that your Director of Studies will be authorising payment for requisitions, so please seek his/her permission first.

Business cards are available from your Departmental Administrator.

Information on sports facilities can be obtained from A Jefferies, Student Services Support Officer (Sports, Societies and Participation) (email ajefferies@harper-adams.ac.uk).

You can use your ID card to pay for food on campus with 10% discount and there is a machine in the library to put money on your ID card.

Full-time students can apply for a Young Person's Railcard and get a third off off-peak train fares. Your Director of Studies can sign to verify the application form and the Research Students Administrator can provide the University stamp.

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

Printing facilities are available in offices and on the network.

Staff at the University pay a contribution each month towards the cost of tea/coffee/milk etc that is made available in the Common Room in Main Building and also in kitchens around campus eg Jubilee Adams/Engineering AEIC. **All** PhD/MPhil students who wish to make use of these facilities are welcome to do so, but are kindly asked to pay £2.00 per month to cover the cost of their drinks, or 20p per cup - whichever they prefer to do. An honesty box is placed in the Common Room in the Main Building and a new Honesty Box will be placed in the Jubilee Adams kitchen shortly. It would be appreciated if **all** students using these facilities could please ensure they make the necessary payments.

2.2 Student Accommodation

All arrangements for student accommodation are administered via Student Services (Ext 5286) 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 Research Students Administrator (Ext 5328) will provide a letter in support. The Research Students Administrator must be notified of all changes of address.

2.3 Religion

Whatever your religious views are, you can be almost guaranteed there is a place of worship and congregation within reasonable travelling distance. We also have a quiet room situated on campus in Faccenda (FS18) should you wish to use it.

2.4 Motor Vehicles

Car parking permits are available from Reception, Main Building. Parking restrictions apply on campus. Please display permits and park in the correct allocated parking areas to avoid penalty payments.

2.5 Induction

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

2.6 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 Ext 5417 or jhill@harper-adams.ac.uk for advice and guidance.

English language support is available. Please contact Stephen Giles (Ext 5005, email sgiles@harper-adams.ac.uk) who is the English Language Student Support Manager.

All non-native English speaking students, admitted on the basis of their IELTS scores to pursue a PhD by research, 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.

2.7 Medical

Unless you have made alternative arrangements, it is advised that you register with the University's Medical Officer, Dr Henderson and Partners.

During term time Dr Henderson or one of his colleagues will be in the University on:

| | |
|-----------|-----------------|
| Monday | 12.00 – 1.00 pm |
| Tuesday | 12.00 – 1.00 pm |
| Wednesday | 12.00 – 1.00 pm |
| Thursday | 12.00 – 1.00 pm |
| Friday | 12.00 – 1.00 pm |

Appointments can be booked in advance by telephoning the surgery.

Outside the hours above you are more than welcome to use the medical facilities at:

Linden Hall Surgery
Station Road, Newport
T: 01952 820400

Open from 8.00 am – 6.00 pm Monday to Friday.

For Out of Hours Medical Care, please telephone Shropdoc on 08450 202131.

The nearest hospital is:

Princess Royal

Apley Castle, Grainger Drive, Telford TF1 6TF

T: 01952 641222

Full-time research students are entitled to free necessary medical care, either accident or emergency in a hospital or with the University GP. For dental care, if the dentist is an NHS dentist and accepts you as an NHS patient (many do not), your care will be free.

2.8 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.

2.9 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. Endsleigh Insurance, along with many other insurance companies, offer reasonably priced contents insurance for students. You can get a quote from Endsleigh on their website at www.endsleigh.co.uk or contact them on 0800 028 3571.

JPG is held fortnightly on a Friday afternoon between 2 and 3pm, the meeting room changes according to availability, but email notifications are sent out the Monday before and the Friday of each session.

All postgraduate researchers are added to the JPG email contact list, if you would like to contribute to a session please contact Fran Sconce: fsconce@harper-adams.ac.uk

2.10 The 'Harper Adams PostGrads'

All research students have the opportunity to join our postgraduate society, the Harper Adams PostGrads. The membership fee will contribute to social events, networking opportunities, and individual academic and cultural development. In addition to providing academic and social enrichment, the society serves to promote the welfare of research students and acts as a liaison between the students and administration (working with the postgraduate representatives). Interested parties should see the postgraduate areas on the Harper Adams SU website (<http://www.harpersu.com/>) or contact the society committee via (postgradsociety@harper-adams.ac.uk) for information regarding membership, general meetings, annual elections, and membership dues.

3. Training and career development

3.1 Personal Development

The 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 eg those offered by professional organisations and learned societies.

Each MPhil and PhD student will see the Personal Development Planning Advisor (PDPA) at the development talk at induction. They will subsequently meet with the PDPA individually, soon after enrolment to discuss their training and development needs, and formulate the 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 UK national 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 is 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 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 examiners and final thesis examiners. 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 University training e.g. Advanced Research Methods, participating in external events such as attending, or presenting at, a relevant conference, or other developmental activities tailored to the student's needs. Development will also take place through other aspects of the student's research and day to day activities, for example, regular meetings with supervisors will

establish time management and offer effective project planning, organisational strategies and team working. A range of further training is provided by the University in communication and presentation skills, career planning and networking, research and writing skills, and relevant information technology. An important component of research training is being able to understand and critically analyse the research of others. This training is provided partly by reviewing written reports of research for the literature review and incorporating supervisors' guidance on drafts of the literature review. A second important component of this training is through listening to oral presentation of research. For this reason, the University provides a programme of research seminars on topics relevant to the Research Strategy and the range of topics studied by MPhil and PhD students. Research seminars are held at the University regularly on Thursday lunchtimes during term-time and are led by internal and external speakers, enabling research students to observe a wide range of presentation styles before presenting their own seminar in the final year.

3.2 Statistical training and advice

Courses

Research students needing a refresher on basic experimental design and statistics are able to attend any undergraduate classes from the Research Methods module running from October to May.



Dr Ed Dickin, Module Leader, edickin@harper-adams.ac.uk, +44(0) 1952 815131

More-advanced design and analysis appropriate for postgraduates is available in the Advanced Research Methods Modules.

Experimental Design and Analysis



Dr Rob Graham, Module Leader, rgraham@harper-adams.ac.uk, +44(0) 1952 815478

Advanced Research Methods (Social Sciences)



Dr Jane Eastham, Module Leader, jeastham@harper-adams.ac.uk, +44(0) 1952 815225

Advanced Research Methods (Engineering)



Dr Tom Norton, Module Leader, tnorton@harper-adams.ac.uk, +44(0) 1952 815375

Advice

Advice on design and analysis is available from



Professor Simon Edwards (Crops)



Dr Paul Rose (Animals)



Dr Andy Wilcox (Ecology)



Dr Tom Norton (Engineering)



Dr Keith Walley (Social Science).

If advice is needed beyond the expertise available at the University, then the University of Reading Statistical Services Centre can provide this on a consultancy basis (to be paid for from the consumables account for each MPhil and PhD student, and approved by the Director of Studies). The University contact for this service is



Professor Peter Kettlewell (all queries must be routed through the University contact).

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 undergraduate 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 "Researchers who Teach" 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 International Student Support Office, 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, taking into account the student's ability to manage their research programme and additional paid duties, within the time frame of their research project.
 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 "Researchers who Teach" 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 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 & Research student responsibilities

4.1 Responsibilities of the Supervisor

Supervisors are responsible for the academic progress and pastoral or personal support of their students, and for dealing with administrative matters. They should provide the constructive guidance and support necessary for successful completion of the research project.

- 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.
- To meet the student regularly and frequently at the intervals agreed at the beginning of the research programme.
- To read, comment and amend or annotate, if necessary, the notes of formal meetings circulated by the research student.
- To give assistance in defining the topic of research.
- To make sure that the research project:
 - falls within the supervisor's area of expertise.
 - can be completed within the normal period of study.
 - is suitable for the degree that the student intends to take.
- To make sure that students know about project specific research training provided and to liaise with the Personal Development Planning Advisor on generic research training.
- To ensure that the student is aware of safety policies of the University.
- To discuss any hazards associated with the research work and ensure that all suitable and sufficient risk assessments and, where applicable, COSHH assessments are completed.
- To ensure that adequate cover is arranged if the supervisor is to be absent for a significant period.
- To respond promptly and constructively to written work, within the schedule agreed at the beginning of the project.
- To train the student to give good oral presentations, internal seminars and external conference presentations by listening to and giving guidance on preliminary drafts.
- To keep to the monitoring and reporting timetable as determined by the Research Degrees Standards Committee. **NB Failure to submit reports to the Research Students Administrator 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 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 notes of formal meetings.
- Occasionally, advice given by different supervisors may be contradictory. When this occurs the Director of Studies should resolve the contradiction.
- To give advice to the research student on preparing the Colloquium abstract (and poster) and on practice presentation.
- To discuss holiday arrangements sufficiently well in advance so as not to interfere with the research student's programme of studies, this is of particular importance for students on tier 4 visas. The Director of Studies must sign the Research Student Absence Record in order to authorise the holiday to be taken. 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 Research Students Administrator of serious irregularities in attendance. This is especially important for international students as the Home Office need to be informed if absence without notification/contact from the student continues beyond ten days.
- 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.

4.2 Responsibilities of the MPhil and PhD Student

- To work conscientiously, ethically, safely and independently within the guidance offered. While it is important to keep the supervisors informed and to show work to them, students should be self-directed.
- 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 Researcher Development Framework 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 come to supervisory meetings well prepared and with a clear agenda.
- To write notes from formal supervisory meetings of objectives to be pursued and action to be taken by student or by supervisor and to circulate to supervisors.
- 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 supervisors at the outset.
- To keep to the monitoring and reporting timetable as determined by the Research Degrees Standards Committee. **NB Failure to submit reports to the Research Students Administrator 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 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 the 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 at the end of November/beginning of December, 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.
- To liaise with the Web Design Manager (Ext 5385) in producing and updating an internet profile.
- To attend the quarterly meetings organised by the Postgraduate Research Student Representative.
- To keep a systematic record of all work attempted and accomplished (Research note book). All research should be conducted in accordance with the DEFRA Joint Code of Practice (<http://archive.defra.gov.uk/evidence/science/how/documents/JCoPRGv02-04.pdf>) (see Chapter 3, Conducting a research project. PSBS, RJ Beynon, Portland Press, 1993,

ISBN 185578 0097, or Practical Skills in Biology, Jones, Reed and Weyers, 3rd Edition, 2003, ISBN 013045141X).

- To write regular reports for the Research Degrees Awarding Board as determined by the Research Degrees Standards Committee.
- By the end of the first year to:
 - have the area of research defined,
 - be acquainted with the necessary background knowledge,
 - have completed the literature review,
 - have carried out initial data collection and analysis,
 - 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 University's Intranet under Library Services. They should ensure that their English is good enough for the presentation of the thesis (see Chapter 4, Writing about your work. PSBS, RJ Beynon, Portland Press, and Practical Skills in Biology, Jones, Reed and Weyers, 3rd Edition, 2003, ISBN 013045141X).
- The Research Student will normally be expected to be in attendance at Harper Adams University during the normal registration period 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.
- Holidays are allowed up to a maximum of six weeks (30 working days) a year, plus public holidays. University closure days eg 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 Research Students Administrator through completion of the Research Student Absence Record.
- Absence through illness must be notified to the Director of Studies of the Research Student and copied to the Research Students Administrator. Continuing absence, beyond six weeks, may result in the suspension of registration of the student, to be reviewed by the Research Postgraduate Programmes Manager and Director of Studies.
- Expenditure from the conference, consumables and travel account must be authorised by the Director of Studies.
- Any work, paid or unpaid, undertaken by the Research Student must also be recorded retrospectively on a monthly basis on the Research Student Absence

Record. This must be authorised by the student's Director of Studies taking into account the student's ability to manage their research programme and additional paid duties within the time frame of their research project. The Research Student Absence Record must then be copied to the Research Students Administrator.

- The Research Student will be a member of the Staff Common Room.

4.3 Registering International Student Attendance

As part of Harper Adams University's Home Office sponsorship duties, international students on a Tier 4 visa are required to register their attendance on at least ten occasions during the academic year. You are therefore requested to come in person to the Research Office as follows:

- On the 1st Monday of October with your passport and visa. In addition to registering your attendance, copies of your passport, visa and leave stamps will be taken at this time each year and retained on your file.
- On the 1st Monday of each month to register your attendance.
- If you plan to be away from the University for holidays, conferences or periods of research at other organisations, this must be recorded in advance on the Research Student Absence Record, authorised by your Director of Studies and passed to the Research Students Administrator. If because of planned absence or illness you will miss the above registration dates, the Research Students Administrator must be informed accordingly and alternative arrangements made.
- Any work, paid or unpaid, that you have undertaken must also be recorded on the Research Student Absence Record retrospectively on a monthly basis, authorised by your Director of Studies and passed to the Research Students Administrator.
- 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.
- Students who change projects may need to apply for a new ATAS certificate.

4.4 Health and Safety

All students receive Health and Safety instruction during their induction period and are issued with the Student Safety Handbook. Work which takes place in the Laboratories must be agreed by the Laboratory Manager who will require copies of COSHH assessments and risk assessments before work commences.

The Health and Safety Officer (Ext 5021) 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 (Porters' Lodge, Security Mobile 07980 061128) for students required to work on University property out of hours. Lone worker alarms are also available from the Library helpdesk for use in the Laboratories. They must be signed for and returned after use. Students must submit details of any accident or near miss incident in which they are involved on a University Accident and Near Miss form (Laboratory Manager's Office). See the Student Safety Handbook to find where others can be obtained.

5. Monitoring schedule

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

Student and supervisors should have regular meetings at which academic advice is given and through which progress is monitored. Written records of these meetings should be kept. 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. After the four month progress meeting, monthly meetings may be sufficient.

All forms are available electronically from the Harper Adams portal or the Research Students Administrator.

5.1 Registration and period of study

Students are required to complete an Enrolment Form for Harper Adams University to enable their details to be entered on to the SITS system and, if their studentship is paid through Harper Adams, sign a Conditions of Tenure form.

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.

Students must complete the Harper Adams University Registration Form for a Research Degree (SR1) including Gantt chart, normally within six weeks of commencing their studies. Detailed guidance on the preparation of the research proposal will be provided at Induction.

Students starting projects with a well-defined programme of work, eg AHDB studentships, are expected to submit the SR1 within six weeks of commencing their studies. All other students are recommended to complete Form SR1D requesting a longer period for the preparation of the research proposal.

If the Registration 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 SR1 by the Research Degrees Awarding Board, the student may be registered for an unspecified research degree. If 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 SR1 which do not clearly explain how a successful thesis submission will eventually occur, then the Board may request clarification.

MPhil and PhD students should inform the Research Students Administrator of the date when they have completed the majority of their data collection and analysis and the main focus becomes writing their thesis.

The Research Degrees Awarding Board may defer decision on progression for any student in debt to Harper Adams University for 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 Research Students Administrator by way of form SM10 or the annual progress report, and will be considered at the next meeting of the Research Degrees Awarding Board. The length of time requested, along with a time-table for completion, should be realistic to allow time for completion and submission, as it is unlikely that further extensions will be granted. If you are a full-time student and are granted an extension at the end of your fourth year registration period, your student status will be changed to "part-time ex full-time". This does not necessarily mean changing the amount of time that is devoted to the research. The maximum period of extension is twenty four months.

5.1.3 Suspending registration

In certain circumstances the Research Degrees Awarding Board will consider a request (form SM9) from students to suspend their studies. Periods of suspension of three, six, nine or twelve months may be requested. Periods of suspension must be requested in advance and do not count towards the maximum permitted periods of study. 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. The circumstances will then be reviewed at the end of this period by the Research Degrees Awarding Board.

5.1.4 Withdrawal

Students who wish to withdraw their registration must inform the Research Students Administrator by completing form SM13. This will then be considered by the next meeting of the Research Degrees Awarding Board. The date of withdrawal is usually the date certified by the Research Degrees Awarding Board. Any fees paid for the year are normally not refundable.

5.2 Ethical Issues

In all the work you carry out for your research project you 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:

- Integrity of the research process.
- Honesty in data handling and reporting.
- Involvement with honourable external organisations.

Dependent on your research may be one or more of the following issues:

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

Harper Adams University's Ethical Policy is available on the University's intranet site.

On-line completion of this form is essential. This form is available on <http://www.harper-adams.ac.uk/ethicsform>. 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 get 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 (Form SM1)

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 skype, video conference or telephone conference. During the meeting the supervision monitoring form SM1 and the provisional three year project plan should be completed and a copy of each should be retained by both the student and the supervisor(s). The original should be sent to the Research Students Administrator.

5.4 Six month progress meeting (Form SM2)

Before this meeting the student should compile a brief progress report (approximately 300 words) for discussion at the meeting on form SM2. 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 eg: supervision, frequency of contact with supervisor(s) and adequacy of library, laboratory, and office facilities.

At the end of the meeting the supervisory team should add their comments to form SM2 and a copy of the form should be retained by both the student and the supervisors and the original should be sent to the Research Students Administrator.

NB For part-time students, this report will be the First Annual Progress Report.

5.5 Optional interim progress meeting (Optional Form SM8)

After the six month meeting the student should be demonstrating the research capability to be evaluated through the Specific Degree Registration year report and viva. Any concerns of the supervisors with student progress at any time should be drawn to the attention of the student with advice given on the Interim Progress Report (SM8). The SM8 will be submitted to the Research Degrees Awarding Board.

5.6 Specific Degree Registration report and viva voce examination (Forms SM3, SM4, SM5, SM6, SM16)

5.6.1 Overview

Towards the end of the first year, the student is expected to have completed the literature review and conducted some experimental work or data collection. The aim of this specific degree registration report is to demonstrate **selected parts** of this work.

Eleven months after registration the student shall submit a report in two parts. The first part should be a distinct section of the literature review related to an experiment or other research instrument which is described in the second part. **It is a requirement to append a copy of the RDF planner 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. Supervisors 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 serious circumstances occur during the first year which may delay submission (e.g. loss of an experiment through animal or crop disease) and require an extension of the submission date, these must be specified on form SM16. 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 primary and secondary sources;
3. Synthesise a hypothesis/hypotheses or research question(s) to evaluate a stated objective(s);
4. Select and/or develop suitable 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. 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 Forms SM5 and SM4 (Annexes 6.9.4 and 6.9.5), respectively, recommending the student's specific degree registration and submit these along with SM3 (the student's Specific Degree Registration Report) to the Research Degrees Awarding Board for approval. Forms SM5 and SM3 will be made available to the examiners of the Specific Degree Registration report in advance of the *viva voce*. If the specific registration is approved, Form SM6 is signed by the Chairman of the Research Degrees Awarding Board.

All specific degree registration and second year reports and final theses will be scrutinised by the Turnitin plagiarism software. It will therefore be necessary to submit electronic versions of the reports as well as hard copies.

5.6.2 Format of the Specific Degree Registration Report

1. **Word Limit:** The report should be c. 5,000 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. Three copies of the report should be submitted to the Research Students Administrator.
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 typed or word-processed on white A4 (297 mm x 210 mm) paper of good quality and sufficient opacity. Paper of at least 70 mg/m² is suitable.

Only one side of the paper should be used. Margins should be set as follows:

Left margin (binding edge) 40 mm

Right hand 15 mm

Top and bottom margin 20 mm

Line spacing of 1.5 should be used.

Use Arial 12 point font.

Text should not be fully justified.

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 centrally at the bottom 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 brief descriptive titles stating clearly what they are.

It is good practice 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.

5.6.3 Content

The report should be written in your own words and include the following sections.

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. **Literature Review:** Include the proposed section headings for the entire literature review and one section (not exceeding 2,500 words) which is a critical assessment of research to date, referring to the main previous studies and methodologies adopted by other researchers. You could be expected to cite 30-60 references mainly from refereed journals. You are encouraged to avoid the repeated use of the popular press, standard textbooks and non-refereed internet sites.

3. **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.
4. **Data and Methods:** Explains the methodology and the rationale for the choice of methods, including details of statistical analyses employed. This section should contain sufficient detail to allow for the work to be repeated in future. Only describe methods for which data is presented in the next section.
5. **Results:** Display and describe the data obtained, with supporting use of statistics. This section should be presented in a clear and logical sequence, using an easily assimilated format. 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.
6. **Discussion:** This section should comment on the significance of the main findings, relate them to previous results and interpret them in relation to the 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.
7. **Conclusion:** Draws the main themes, discussion and findings together in a concise fashion.
8. **Recommendations for further study:** This section should include suggestions for how the research programme will build on the initial findings and progress to PhD. It should include a revised Gantt Chart for the remaining period with clear milestones.
9. **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, for a journal to which you may ultimately submit a paper

5.6.4 Feedback

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

1. ensure the candidate is aware of the standard of writing needed for MPhil or PhD as appropriate;
2. give practice of a Level 8 viva;

3. assess the candidate and project's suitability for registration for the intended degree;
4. assess progress with the Doctoral Development Plan (DDP)/Personal Development Plan (PDP).

The examiners will agree a score (see below for scoring criteria) for each learning outcome and agree written feedback for the report to RDAB (SM6) on each outcome, together with written feedback on the viva and PDP/DDP.

Where a candidate scores 3, 4 or 5 for all learning outcomes, the recommendation will normally be 'Register for PhD'.

Where there is at least one score of 2, and from the viva the candidate clearly understands how improvements must be made for the final thesis, a report resubmission may not be needed. If it is not clear that verbal feedback on how to improve for the final thesis has been understood or there is a score of 1, then a resubmission will normally be required. If resubmission is recommended, it must be explicit in the written feedback exactly what the candidate has to do for success in the resubmission.

If a resubmitted report is assessed as having any scores of 1 or 2, then consideration will be given to either MPhil registration, even though the intended degree was PhD, or in extreme cases, 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 may have minor amendments).
- 5 = Learning outcome completely achieved (a **final** thesis at this level may still have some typographical and grammatical amendments).

The candidate will receive a copy of the written outcome of the viva voce examination (form SM6), along with reports from the supervisory team (forms SM4 and SM5). She/he can expect to obtain helpful comments on progress from both the supervisors and assessors to enable a realistic view of progress to be obtained.

5.7 Second year viva report (SM14)

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 Research Students Administrator **stating clearly which journal it is intended to submit the paper to**. The Instructions for Authors for the intended journal should also be submitted with the draft paper. The paper must not have been submitted to the journal before the viva takes place. This is because the purpose of the viva is 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 of the second year paper. 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 his/her supervisory team in time for them to make constructive suggestions for improvement before submission to the Research Students Administrator. The paper will then be considered by the same two examiners nominated for the Specific Degree Registration Report viva voce. The viva will be used 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. Following consideration of the report by the Research Degrees Awarding Board, copies will be sent to the student and his/her Director of Studies. The original will remain on file in the Research Office.

NB For part-time students the draft paper must be submitted before 48 months after starting.

It is the responsibility of the corresponding author to send papers submitted to refereed journals to Kreseda Smith, Research Office, in order for a complete database of publications from Harper Adams University to be maintained.

At the end of the second and each subsequent year an annual progress report on Form SM7 – Annex 6.9.7 is prepared by the supervisory team, submitted to the Research Degrees Awarding Board and, if satisfactory, signed by the Chairman of the Board and a copy is sent to the student and his/her Director of Studies.

5.8 Annual progress (Forms SM7, SM7A)

The supervisory team must complete and submit a signed SM7 form at the end of the second year for full-time students and at the end of the first, third fourth and fifth years for part-time students. This is considered by the Research Degrees Awarding Board. Informal monitoring of progress takes place on a day to day basis through contact with the supervisory team.

When form SM7 has been completed and submitted by the supervisory team, the student is required to complete form SM7A which gives the opportunity to comment on his/her satisfaction or dissatisfaction of facilities and supervision. Both forms will be submitted to the Research Degrees Awarding Board for consideration.

5.9 Third Year Progress Report (Forms SM15, SM15A)

Transfer to writing up status would normally be expected to occur at the end of the normal registration period. Students and Supervisors must notify the Research Office by completion of SM15 and SM15A once students have completed all practical work. If this has not occurred within the specific time period, then the form should be completed and notification of when the writing-up status will start should be detailed.

Once a student enters the writing-up phase they should consider transferring to part-time study if they have other commitments on their time (see section 5.13). This will extend the time available for writing-up before thesis submission. International students on a Tier 4 visa must remain in full-time study whilst in the UK.

5.10 General advice on presenting a research seminar at Harper Adams

All research students are expected to present a research seminar in their third year. Seminars normally start at 1.10 pm (usually in room M47 in the Main Building) with each speaker allocated 15 minutes plus 5 minutes for questions.

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 15 minutes. 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 15 minute presentation.

5.11 Preparing the thesis

Detailed guidance on presentation of the thesis is given in the Examination Regulations (AQA Manual Annex 6.13). The style of the thesis may be **either** as a sequential description of the work undertaken **or** a series of self-contained papers, each of which may have been submitted for publication or be subsequently submitted. If the latter is adopted, it is important that the full references of published papers are included, and information on the status of papers submitted, but not yet published is included. The form in which the paper is presented in the thesis **must** comply with the copyright agreement for each publication, eg pre-print (version submitted, excluding referee suggested changes and editing). A useful source of information is the RoMEO facility at www.sherpa.ac.uk

Whichever style of thesis is adopted, 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, eg by redrawing a figure in a completely different format such as bar chart instead of a table.

5.12 Submission and examination (Forms SE1, SE1A, SE2, SM3, SE4D, SE4M, SECV, SE5)

Approximately 6 months before the expected submission of the thesis, examiners are nominated by the Director of Studies (form SE1). The Research Degrees Standards Committee considers the nominated examination panel before form SE1 is signed by the Chair of the Research Degrees Standards Committee. The examination arrangements must be approved by the Harper Adams University Research Degrees Standards Committee before the submission of the thesis.

Students are required to complete SE2, Student Declaration, at the time they submit their thesis.

Details of the examination procedures are available in the Examination Regulations on the Harper Adams portal, the L drive or from the Research Students Administrator.

When the final thesis is approved by the Research Degrees Awarding Board, Form SE5, Library Authorisation, must be completed.

5.13 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 from part-time to full-time or the supervisory team, should be submitted to the Research Degrees Awarding Board for approval on the appropriate forms (SM11 or SM12, respectively).

5.14 Destination of Leavers from Higher Education Survey

All leavers will be contacted by letter 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.

5.15 Public dissemination of your project results

It is possible 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 supervisor is consulted before any form of formal communication about our 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 Harper Adams University Guidelines for Authorship of Published Papers **must** be followed. These are intended for all staff and all students to follow, and are located in the Postgraduate Research Students Handbook in Appendix 6 on page 75.

If agreement to dissemination has been obtained from your supervisor, 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

<http://www.harper-adams.ac.uk/applicants/key-info/>

APPENDIX 1a: ASSESSMENT AND MONITORING FOR FULL-TIME RESEARCH STUDENTS COMMENCING IN SEPTEMBER/OCTOBER

| | Task Name | Responsibility for Action | Year 1 | | | | Year 2 | | | | Year 3 | | | | Year 4 |
|----|--|---|--------|----|----|----|--------|----|----|----|--------|----|----|----|--------|
| | | | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 |
| 1 | SM1 Initial Supervisory Meeting Report | Student and Supervisory Team | █ | | | | | | | | | | | | |
| 2 | SR1 and CVS1s Application to Register | Student and Supervisory Team | █ | | | | | | | | | | | | |
| 3 | Colloquium Abstract Yr 1 | Student and Supervisory Team | | ◆ | | | | | | | | | | | |
| 4 | SM2 Six Month Progress Meeting Report | Student and Supervisory Team | █ | █ | █ | | | | | | | | | | |
| 5 | SM3 Specific Degree Registration Report SM4 Specific Degree Registration Report SM5 Specific Degree Registration Report SM6 Specific Degree Registration Report | Student Supervisors Director of Studies Examiners | █ | █ | █ | █ | | | | | | | | | |
| 6 | Refereed/conference paper SM14 Second Year Viva Report | Student Examiners | | | | | █ | █ | █ | █ | | | | | |
| 7 | Colloquium Abstract Yr 2 | Student and Supervisory Team | | | | | | ◆ | | | | | | | |
| 8 | SM7 Annual Progress Report SM7A Annual Progress Report | Student and Supervisory Team | | | | | | | | | ◆ | | | | |
| 9 | SE1 Examination Panel Nomination | Director of Studies | | | | | | | | █ | █ | █ | | | |
| 10 | Colloquium Abstract Yr 3 | Student and Supervisory Team | | | | | | | | | | ◆ | | | |
| 11 | SE2 Student Declaration/ Submission of Thesis | Student, Director of Studies and Supervisory Team | | | | | | | | | | | █ | █ | |
| 12 | SE5 Library Authorisation | Student to submit within 1 month of PhD conferment date | | | | | | | | | | | | | ◆ |
| 13 | If Thesis not submitted, SM15 Annual Progress Report SM15A Annual Progress Report | Supervisory Team Student | | | | | | | | | | | | | ◆ |

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 1b: ASSESSMENT AND MONITORING FOR FULL-TIME RESEARCH STUDENTS COMMENCING IN MARCH/APRIL

| | Task Name | Responsibility for Action | Year 1 | | Year 2 | | | | Year 3 | | | | Year 4 | | |
|----|--|---|--------|----|--------|----|----|----|--------|----|----|----|--------|----|---|
| | | | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | |
| 1 | SM1 Initial Supervisory Meeting Report | Student and Supervisory Team | | ■ | | | | | | | | | | | |
| 2 | SR1 and CVS1s Application to Register | Student and Supervisory Team | | ■ | | | | | | | | | | | |
| 3 | Colloquium Abstract Yr 1 | Student and Supervisory Team | | | | | ◆ | | | | | | | | |
| 4 | SM2 Six Month Progress Meeting Report | Student and Supervisory Team | | ■ | ■ | | | | | | | | | | |
| 5 | SM3 Specific Degree Registration Report SM4 Specific Degree Registration Report SM5 Specific Degree Registration Report SM6 Specific Degree Registration Report | Student Supervisors Director of Studies Examiners | | ■ | ■ | ■ | ■ | | | | | | | | |
| 6 | Refereed/conference paper SM14 Second Year Viva Report | Student Examiners | | | | | | ■ | ■ | ■ | ■ | | | | |
| 7 | Colloquium Abstract Yr 2 | Student and Supervisory Team | | | | | | | | | | | | | ◆ |
| 8 | SM7 Annual Progress Report SM7A Annual Progress Report | Supervisory Team Student | | | | | | | | | | | | | ◆ |
| 9 | SE1 Examination Panel Nomination | Director of Studies | | | | | | | | | | ■ | ■ | ■ | |
| 10 | SE2 Student Declaration/ Submission of Thesis | Student, Director of Studies and Supervisory Team | | | | | | | | | | | | | ■ |
| 11 | Colloquium Abstract Yr 3 | Student and Supervisory Team | | | | | | | | | | | | | ◆ |
| 12 | SE5 Library Authorisation | Student to submit within 1 month of PhD conferment date | | | | | | | | | | | | | ◆ |
| 13 | SE5 Library Authorisation | Student to submit within 1 month of PhD conferment date | | | | | | | | | | | | | ◆ |
| 14 | If thesis not submitted, SM15 Annual Progress Report SM15A Annual Progress Report | Supervisory Team Student | | | | | | | | | | | | | ◆ |

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 1c: ASSESSMENT AND MONITORING FOR PART-TIME RESEARCH STUDENTS COMMENCING IN SEPTEMBER/OCTOBER

| Task Name | Responsibility for Action | Year 1 | | Year 2 | | | | Year 3 | | | | Year 4 | | | | Year 5 | | | | Year 6 | | | |
|--|---|--------|----|--------|----|----|----|--------|----|----|----|--------|----|----|----|--------|----|----|----|--------|----|--|--|
| | | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | | |
| 1 SM1 Initial Supervisory Meeting Report | Student and Supervisory Team | █ | | | | | | | | | | | | | | | | | | | | | |
| 2 SR1 and CVS1s Application to Register | Student and Supervisory Team | █ | | | | | | | | | | | | | | | | | | | | | |
| 3 Colloquium Abstract Yr 1 | Student and Supervisory Team | ◆ | | | | | | | | | | | | | | | | | | | | | |
| 4 SM2 Six Month Progress Meeting Report | Student and Supervisory Team | █ | █ | █ | █ | | | | | | | | | | | | | | | | | | |
| 5 Colloquium Abstract Yr 2 | Student and Supervisory Team | | | | | ◆ | | | | | | | | | | | | | | | | | |
| 6 SM3 Specific Degree Registration Report SM4 Specific Degree Registration Report SM5 Specific Degree Registration Report SM6 Specific Degree Registration Report | Student Supervisors Director of Studies Examiners | | | | | █ | █ | █ | █ | | | | | | | | | | | | | | |
| 7 Colloquium Abstract Yr 3 | Student and Supervisory Team | | | | | | | | ◆ | | | | | | | | | | | | | | |
| 8 SM7 Annual Progress Report (three years) SM7A Annual Progress Report (three years) | Supervisory Team Student | | | | | | | | | ◆ | | | | | | | | | | | | | |
| 9 Colloquium Abstract Yr 4 | Student and Supervisory Team | | | | | | | | | | ◆ | | | | | | | | | | | | |
| 10 SM7 Annual Progress Report (four years) SM7A Annual Progress Report (four years) | Supervisory Team Student | | | | | | | | | | | | ◆ | | | | | | | | | | |
| 11 Refereed/conference paper SM14 Second Year Viva Report | Student Examiners | | | | | | | | | █ | █ | █ | █ | | | | | | | | | | |
| 12 Colloquium Abstract Yr 5 | Student and Supervisory Team | | | | | | | | | | | | | ◆ | | | | | | | | | |
| 13 SM15 Third Year Progress Report (five years) SM15A Third Year Progress Report (five years) | Student Supervisors | | | | | | | | | | | | | █ | █ | █ | █ | | | | | | |
| 14 SE1 Examination Panel Nomination | Director of Studies | | | | | | | | | | | | | | | | █ | █ | █ | █ | | | |
| 15 SE2 Student Declaration/ Submission of Thesis | Student, Director of Studies and Supervisory Team | | | | | | | | | | | | | | | | | | | █ | █ | | |
| 16 Colloquium Abstract Yr 6 | Student and Supervisory Team | | | | | | | | | | | | | | | | | | | ◆ | | | |
| 17 SE5 Library Authorisation | Student to submit within 1 month of PhD conferment date | | | | | | | | | | | | | | | | | | | | ◆ | | |

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 1d: ASSESSMENT AND MONITORING FOR PART-TIME RESEARCH STUDENTS COMMENCING IN MARCH/APRIL

| | Task Name | Responsibility for Action | Year 1 | | Year 2 | | | | Year 3 | | | | Year 4 | | | | Year 5 | | | | Year 6 | | | |
|----|--|--|--------|----|--------|----|----|----|--------|----|----|----|--------|----|----|----|--------|----|----|----|--------|----|--|--|
| | | | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | | |
| 1 | SM1 Initial Supervisory Meeting Report | Student and Supervisory Team | █ | | | | | | | | | | | | | | | | | | | | | |
| 2 | SR1 and CVS1s Application to Register | Student and Supervisory Team | █ | | | | | | | | | | | | | | | | | | | | | |
| 3 | Colloquium Abstract Yr 1 | Student and Supervisory Team | | | ◆ | | | | | | | | | | | | | | | | | | | |
| 4 | SM2 Six Month Progress Meeting Report | Student and Supervisory Team | █ | █ | █ | █ | | | | | | | | | | | | | | | | | | |
| 5 | Colloquium Abstract Yr 2 | Student and Supervisory Team | | | | | | ◆ | | | | | | | | | | | | | | | | |
| 6 | SM3 Specific Degree Registration Report SM4 Specific Degree Registration Report SM5 Specific Degree Registration Report SM6 Specific Degree Registration Report | Student Supervisors Director of Studies Examiners | | | █ | █ | █ | █ | | | | | | | | | | | | | | | | |
| 7 | Colloquium Abstract Yr 3 | Student and Supervisory Team | | | | | | | | | | ◆ | | | | | | | | | | | | |
| 8 | SM7 Annual Progress Report (three years) SM7A Annual Progress Report (three years) | Supervisory Team Student | | | | | | | | | | ◆ | | | | | | | | | | | | |
| 9 | Colloquium Abstract Yr 4 | Student and Supervisory Team | | | | | | | | | | | | | | | | | | | ◆ | | | |
| 10 | SM7 Annual Progress Report (four years) SM7A Annual Progress Report (four years) | Supervisory Team Student | | | | | | | | | | | | | | | | | | | ◆ | | | |
| 11 | Refereed/conference paper SM14 Second Year Viva Report | Student Examiners | | | | | | | | | | █ | █ | █ | | | | | | | | | | |
| 12 | Colloquium Abstract Yr 5 | Student and Supervisory Team | | | | | | | | | | | | | | | | | | | | ◆ | | |
| 13 | SM15 Third Year Progress Report (five years) SM15A Third Year Progress Report (five years) | Student Supervisors | | | | | | | | | | | | | | | | | | | █ | █ | | |
| 14 | SE1 Examination Panel Nomination | Director of Studies | | | | | | | | | | | | | | | | | | | | █ | | |
| 15 | SE2 Student Declaration/ Submission of Thesis | Student, Director of Studies and Supervisory Team | | | | | | | | | | | | | | | | | | | | █ | | |
| 16 | Colloquium Abstract Yr 6 | Student and Supervisory Team | | | | | | | | | | | | | | | | | | | | ◆ | | |
| 17 | SE5 Library Authorisation | Student to submit within 1 month of PhD conferment date | | | | | | | | | | | | | | | | | | | | ◆ | | |

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 2: All training offered at Harper Adams University to MPhil and PhD students

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| Induction | Getting a PhD at Harper Adams | Martin Hare , Research Postgraduate Programmes Manager, Assistant Head of Department, Crop Protection and Agronomy Section, Crop and Environment Sciences Department | A brief consideration of what a PhD, together with an outline of the key progression points. |
| Induction | Good Research Skills | Peter Mills , Deputy Vice Chancellor | To get students to think about the attributes of an effective researcher. To look at use of laboratory notebooks at Harper Adams. |
| Induction | Health and Safety Introduction | Emma Osborne , Health and Safety Officer | A brief introduction to health and safety and the key issues to consider from PPE to evacuation and hazards to COSHH. |
| Induction | Risk/CoSHH Assessment Exercise | Victoria Talbot , Laboratory Manager Emma Osborne , Health and Safety Officer | Joy, oh joy! A risk and COSHH assessment exercise...yawn... Admittedly it's not most people's cup of tea, but the ability to write risk and COSSH assessments is a vital and necessary skill that all researchers need to acquire, particularly because these assessments are required by UK law. Students watch a DVD on COSHH and then participate in a group exercise to complete a risk and COSHH assessment exercise. Paperwork for this is issued the day before at the Laboratory Introduction session to enable students to adequately prepare for this session. |
| Induction | Hazards and Risk Assessment | Emma Osborne , Health and Safety Officer | This training will identify some common workplace hazards, and those hazards more difficult to identify. We will consider what to do about risks and look at how to measure it for inclusion to risk assessments. Students watch a DVD on risk assessment. |
| Induction | Introduction to the Library | Kathryn Osborn , Librarian | An introduction to using the physical and electronic library, the services and resources offered and how to access |

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| | | | them. Also to establish contact with them as we are able to help them further with finding resources. |
| Induction | Introduction to RefWorks | Kathryn Osborn , Librarian | It provides an introduction to using Refworks, the reference management software provided by the University. It gives students an opportunity to set up their account and then concentrates on how to import records into Refworks from our principle resources using the Harper referencing style, finishing with how to create a bibliography using Refworks. |
| Induction | For Crops Students: Facilities | Grace Smith , Trials Manager – Crop and Environment Sciences Department | What is expected of Crops students and facilities available (to include tour). |
| Induction | For Animals Students: Facilities | Richard Hooper , Livestock Manager – Animal Production, Welfare and Veterinary Sciences Department | What is expected of Animals students and facilities available (to include tour). |
| Induction | For Engineering Students: Facilities | David White , Senior Lecturer – Engineering Department | What is expected of Engineering students and facilities available (to include tour). |
| Induction | Research Ethics | Frank Vriesekoop , Chair of Research Ethics Committee | An outline of the ethics procedures at HAU. |
| Induction | Publicising your Research | James Armstrong , Web Design Manager, and members of the Marketing and Communications Department | A 10-15 min presentation (using Prezi) on how to create an online researcher profile, and how to link this to research projects. This includes a presentation from our Press and PR team to talk about promoting research via new articles and video. |
| Induction | Academic Writing for International Students | Stephen Giles , English Language Support Manager | An overview of the main language-based challenges faced by researchers working in English as a second language. In addition to an overview at induction, language support is provided throughout study in the form of individual tutorials and evening classes. |

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| Induction | Major stages in research | Peter Kettlewell , Research Co-ordinator/Professor of Crop Physiology – Crop and Environment Sciences Department | To assist young researchers in formatting their program of work, by providing them with a logical set of key stages. Suggestions are made concerning the best use of the time of the researcher and the value of Gantt Charts. |
| Induction | The Research Proposal | Nicola Randall , Chair of Research Degrees Awarding Board/ Senior Lecturer in Countryside Management/Knowledge Exchange Co-ordinator – Crop and Environment Sciences Department | Aim: To clearly indicate what is required within the SR1 form. Session includes a run through the form section by section identifying what information should be provided by the student and the supervisor. Provides students with guidance as to what information is required by RDAB and how they can avoid issues with registration. Includes detail on what required on the GANTT chart. |
| Induction | Doctoral Development Programme | Claire Toogood , Personal Development Planning Advisor for Research Students | Personal Development Programme – An introduction to personal development for research students at Harper Adams University, including an overview of the potential development activities available, and of the framework used to record and review these activities. At the end of this session you should have a clear understanding of what is expected of you in terms of personal development, and of the support offered to help you achieve this. |
| Induction | Hints and tips on how to make getting your PhD easier | Marie Kirby , Postdoctoral Researcher | This session gives you a realistic understanding of the process of doing a PhD at Harper Adams University. In the session, I will give you my experience as a PhD student at HAU including topics such as the importance of the first year, writing the mandatory reports, the importance of planning, handling experiments in the labs, writing your final thesis and the social life. Also, it will cover from a more general point of view a few points about the supervisory team, managing our own time and managing people. |
| Induction | Laboratory introduction | Victoria Talbot , Laboratory Manager | Introduction to the Princess Margaret Laboratories, the university's centralised laboratory service support team – our location, role and remit; the technical team; our services to PhD students; H+S video; location of the 'Princess Margaret Laboratories - Guide for Researchers'; intro to and issuing of the 'Blue' Health and Safety Folders; issuing of preparatory materials for the subsequent risk and COSHH assessment exercise. The vast majority of |

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| | | | <p>research students make use of the laboratories and this session aims to give a quick overview of who we are, what we do, what you need to be aware of and what you need to be able to produce good data.</p> <p>Even non-laboratory students will find this of interest.</p> |
| Induction | Laboratory Induction and Tour | Victoria Talbot , Laboratory Manager | Tour of the Princess Margaret Laboratories, issuing of lab coats to PhD students. |
| Induction | Lab Skills Training Sessions Part 1 | Victoria Talbot , Laboratory Manager, and the Princess Margaret Laboratory Team | <p>A series of short training sessions run back-to-back during a full working day. The aim is to provide a comprehensive induction to the various laboratory skills that the majority of PhDs will need. Initials in brackets relate to the members of the Laboratory Team.</p> <p>Sessions run are: Choice and Use of PPE (JC); Effective Use of Fume Cupboards (KJ); Safe Transportation of Liquids and Using Chemical Spill Kits (AA/RF); Choosing and Using Disinfectants (RP); *Centrifuges (AA); Pipettes; Basic Use of Compound and dissecting microscopes (RP); Balances; Lone Worker Alarms (VT). *Now compulsory for all PhD student lab workers. A certificate of attendance is issued.</p> |
| | Lab Skills Training Sessions Part 2 | | |
| Induction | Microbiology Inductions, including training in containment level 2, biosecurity (CL2) | Thomas Leigh/ Lisa Oldershaw (Microbiology technicians) | Compulsory for all PhD students conducting Microbiology work. Tom/Lisa provide a thorough induction to the various areas within the Microbiology suite and cover the skills needed to work within this area (aseptic technique; safety cabinets; use of autoclaves etc) against a set list of objectives. This session is arranged on an <i>ad hoc</i> basis according to need. Training in CL2 biosecurity measures is also provided where necessary. |
| Induction | Good Laboratory Practice | Simon Edwards , Professor of Plant Pathology – Crop and Environment Sciences Department | The principles of Good Laboratory Practice (GLP); The benefits of applying GLP; How GLP is applied within a research laboratory. |
| Induction | Use of Research Notebooks | Paul Hand , Reader – Crop and Environment Sciences Department | Where to get a research notebook and how to use it, including how to incorporate additional material and electronic data. |

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| Induction | Introduction to Data Management and Gantt Charts | Jon Harrison , Technical Support and Business Liaison Officer – Information Services | Data management and Gantt Charts |
| Induction | A more systematic approach to reviewing the literature | Nicola Randall , Chair of Research Degrees Awarding Board/ Senior Lecturer in Countryside Management/Knowledge Exchange Co-ordinator – Crop and Environment Sciences Department | Systematic reviews follow structured pre-defined methodologies in order to provide transparency and repeatability and avoid bias in literature reviews. Student reviews can be improved using lessons from these procedures. |
| | Experimental Design and Analysis | Rob Graham , Senior Lecturer in Entomology and Integrated Pest Management – Crop and Environment Sciences Department | An advanced module to provide an understanding of the principles, stages and techniques involved in the research process; an ability to identify research problems and formulate ideas; and an ability to analyse and present quantitative data. |
| | Advanced Research Methods – Genstat software | Simon Edwards , Professor of Plant Pathology – Crop and Environment Sciences Department | Introduction to data entry and analysis using Genstat Summary statistics and graphics Experimental design Analysis of Variance Regression analysis REML analysis |
| | Researchers who teach | Lydia Arnold , Principal Lecturer | This programme aims to: <ul style="list-style-type: none"> • Give an insight in to teaching and learning in higher education • Provide an opportunity to learn about effective teaching and good practice • Introduce opportunities to develop further in teaching The programme will be delivered in a series of short workshops. Participants on the course who go on to teach or support students in other ways will be invited to apply to for Higher Education Academy Associate Fellow award. |
| Postgraduate Development Programme 1 st years | Writing your Specific Degree Registration Report | Martin Hare , Research Postgraduate Programmes Manager, Assistant Head of Department, Crop | The purpose and requirements of the report, the accompanying RDF action plan and the viva. |

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| | | Protection and Agronomy Section, Crop and Environment Sciences Department | |
| Postgraduate Development Programme 1 st years | Academic Misconduct and How to Avoid it | Rob Wilkinson , Chair of Academic Standards Committee/Principal Lecturer – Animal Production, Welfare and Veterinary Sciences Department | Plagiarism and how to avoid it. |
| Postgraduate Development Programme All years | Introduction to Social media | Simon Leather , Professor of Entomology – Crop and Environment Sciences Department | The importance of inline profile and potential impact, eg website, blogging, twitter, or promoting work and making new contacts. |
| Postgraduate Development Programme 1 st /2 nd years | Networking | Jim Monaghan , Principal Lecturer – Crop and Environment Sciences Department | What are the benefits of networking to your career? Developing strategies to improve your networking. |
| Postgraduate Development Programme 1 st years | Presentation skills for new PhDs prior to Colloquium and Poster Competition | Simon Edwards , Professor of Plant Pathology – Crop and Environment Sciences Department | Basic presentation skills for an oral presentation using Powerpoint and for a poster presentation. |
| Postgraduate Development Programme 1 st years | Undergraduate Honours Research project and Taught Postgraduate project supervision training | Victoria Talbot , Laboratory Manager | Basic dos and don'ts when working with taught students in laboratories. A short session lasting approximately 20-25 minutes. |
| Postgraduate Development Programme 2 nd years | Presentation Skills Training (for 2 nd year PhD students) | Peter Kettlewell , Research Co-ordinator/Professor of Crop Physiology – Crop and Environment Sciences Department Martin Hare , Chair of Research Degrees Standards Committee/ Associate Head of Department, Crop Protection and Agronomy | An essential component of the PDP giving opportunities to present an outline of some of your work to experienced presenters and obtain valuable, systematic feedback on how to improve. |

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| | | Section, Crop and Environment Sciences Department Nicola Randall , Chair of Research Degrees Awarding Board/ Senior Lecturer in Countryside Management/Knowledge Exchange Co-ordinator – Crop and Environment Sciences Department | |
| Postgraduate Development Programme 2 nd years | Writing Scientific Papers | Liam Sinclair , Professor of Animal Science – Animal Production, Welfare and Veterinary Sciences Department | This session discusses the importance of publishing to your career as a researcher, and examines in detail what Journal editors are looking for in a manuscript. It provides guidance and hints on ways to ensure that your manuscript is well written, discusses the review process and examines factors that contribute to success and failure. |
| Postgraduate Development Programme 2 nd /3 rd years | Reviewing scientific papers for an academic journal | Peter Kettlewell , Research Co-ordinator/Professor of Crop Physiology – Crop and Environment Sciences Department | Reviewing papers at the request of a journal editor is an important part of an academic role. This session considers the key features of a good review of a scientific paper to help an editor make a decision. |
| Postgraduate Development Programme 3 rd years | Planning the Thesis and the Viva | Peter Kettlewell , Research Co-ordinator/Professor of Crop Physiology – Crop and Environment Sciences Department Lucy Crockford , Lecturer in Soil and Water Management | An outline of the purpose, arrangements and procedures for the viva from an experienced examiner. A recent candidate's experience of the viva. Advantages and disadvantages of alternative thesis formats and styles are considered. |
| Postgraduate Development Programme 3 rd years | Introduction to Copyright | Kathryn Greaves , Library Services Manager | Purpose of the session is to increase understanding of copyright in an academic environment and in particular issues surrounding electronic theses. |
| Postgraduate Development Programme 3 rd years | Writing Grant Proposals | Nicola Randall , Chair of Research Degrees Awarding Board/ Senior Lecturer in Countryside Management/Knowledge Exchange Co-ordinator – | Split into 3 – what to do to prepare for a grant application, how to put together an application, & what to do if you get a rejection. The session includes a task where students are asked to assess a number of real grant applications & make suggestions for improvement/ consider whether or not they think they will have been accepted or not. |

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| | | Crop and Environment Sciences Department | The workshop is probably most useful to later stage students (that may be thinking about applying for further funding) but often early PhD students attend. Some of the information can be used by them too e.g. if applying for travel grants to conferences etc. |
| Postgraduate Development Programme 3 rd years | Introduction to the Careers Service | Claire Toogood , Personal Development Planning Advisor for Research Students | Introduction to the Careers Service – An overview of the services offered by the Careers Services at Harper Adams, and a brief look at potential career paths and opportunities following a PhD. At the end of this session you should be aware of the support available from the Careers Service and how to access this, understand potential career opportunities both in academia and elsewhere, and have an insight into the process of making applications for post-doctoral employment. |
| Postgraduate Development Programme For PhD students who have completed Researchers Who Teach | An introduction to e-learning, incorporating a couple of technology driven ideas | Henry Keil , Technology Enhanced Learning Co-ordinator Carl Kennard , E-Learning Developer/Technologist | This session will provide an introduction to using learning technology in teaching. Topics covered will include virtual learning environments, learning object creation and computer-aided assessment. This is a practical session and attendees will be able to experiment with designing online modules and building quizzes. |
| Postgraduate Development Programme 3 rd years | Enterprise session | Polly Gibb , Director of Women in Rural Enterprise Emma Tappin , Senior Lecturer, Land. Farm and Agri-Business Management Department | Half day workshop covering business ideas and planning, and the individual and entrepreneurship |

APPENDIX 3a: Services provided to MPhil and PhD students by the Laboratory Group

Services provided to Research Students by the Laboratory Group

Members of the Laboratory Group will:

- ◆ Provide a laboratory induction. This is done as part of the formal MPhil and PhD student induction. It consists of a number of separate sessions:
 - ◆ A short introductory talk from the Laboratory Manager covering: the role and remit of HAUC laboratories, an in-house Health and Safety video, the Health and Safety folder (the 'Blue Folder') and a 'homework' question to complete in readiness for session three. At this point students will be directed towards the PML Guide for Researchers and their blue Health and Safety Folders.
 - ◆ A tour of laboratory facilities.
 - ◆ A third session covering the concept of COSHH and risk assessment. This takes an entire half day and students practice completion of risk and COSHH assessments. 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, use of balances, safe handling of liquids, choice of PPE, effective use of fume cupboards. Also included is training on centrifuge use which is compulsory for all centrifuge users. These sessions are delivered in the Princess Margaret Laboratories by members of the laboratory team.
 - ◆ Where applicable, postgraduate students also attend an additional induction into the Microbiology Suite including, where applicable, 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 lead microbiological technician 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, issue the blue folder, 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.

- ◆ 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.
- ◆ 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.
- ◆ Provide technical advice.
- ◆ Provide a purchasing service:
 - ◆ Laboratory Group members will discuss purchasing requirements with research students and, where applicable, their directors of studies. Suitable items will be sourced and the Group 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 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 laboratories students are expected to:

- ◆ Attend their laboratory induction sessions 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.
- ◆ 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.
- ◆ General safety regulations 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 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) in the Princess Margaret Laboratories (PML)'. 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 group 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. To comply with Laboratory Regulations a copy of each assessment must be filed in the Laboratory Manager's Office (S2) using the student's blue Health and Safety file. 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, a member of staff of the laboratory team will go through the relevant official risk and COSHH assessments with the researcher who will then sign a log book to indicate that they agree to abide by the control measures detailed in the assessments.
- ◆ 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 the Princess Margaret 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 themselves or others, damage equipment, ruin samples or produce bad data.

APPENDIX 3b: Services provided to MPhil and PhD students by the Animal Production, Welfare and Veterinary Sciences Department

Members of the Animals Department will:

- Provide an induction. This will include a tour of the animal facilities and health and safety instruction by the Head of animal research.
- Students will be issued with a current copy of the student safety handbook.
- The Head of animal research or one of the student's supervisors will introduce the student to the relevant members of staff in the Animal Department and provide information on procedures for ordering and booking out of equipment and consumables
- Provide advice on ethical and legal requirements for animal research.

Technicians will:

- Be available at mutually convenient times to assist the student in developing and applying research methods.
- Be ultimately responsible for animal health, welfare and for the day to day husbandry of animals on study.
- Liaise with the student and Head of animal research and/or a supervisor 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.
- 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 Local Ethical approval and approval under the Animals (Scientific Procedures) Act 1986.
- 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 Head of animal research and/or a supervisor 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.
- Inform a technician of any health or welfare 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 practical work undertaken. Where a procedure has already had a risk/COSHH assessment prepared and the proposed work is not substantially different, then a new assessment is not necessary.
- Comply with lone worker policy. Lone worker alarm systems are available from security 24 hours a day.
- Ask for help when in any doubt over animal research related matters Students should never be afraid to seek assistance. It is far better to ask for help than to potentially endanger themselves, others or livestock: damage equipment, ruin samples or produce poor data.

APPENDIX 3c: Services provided to MPhil and PhD students by the Crop and Environment Sciences Department

Members of the Crop and Environment Sciences Department will:

- Provide an induction. This will include a tour of the CERC facilities and health and safety instruction by the Trials Manager.
- Students will be issued with a current copy of the student safety handbook.
- The Trials Manager of CERC or one of the student's supervisors will introduce the student to the relevant members of staff in the Crop and Environment Sciences Department and provide information on procedures for ordering and booking out of equipment and consumables.
- Provide advice on ethical and legal requirements for crop research.

Field Trials Officers and Technicians will:

- Be available at mutually convenient times to assist the student in developing and applying research methods.
- Be ultimately responsible for crop trials and plant husbandry.
- Liaise with the student and the Trials Manager and/or a supervisor to agree out of hours and weekend working where appropriate sharing fairly this workload to allow both technician and student reasonable time off whilst conducting the study to the highest possible standard.
- Provide training on the use of relevant equipment and provide on-going technical support (eg 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. These must be approved by the Director of Studies and the receipt of goods will be communicated to the person who requested the purchase.
- Provide training on use of CERC equipment.
- Where appropriate assist with preparation of research facilities for study and dismantling and cleaning when completed.
- Initiate a record for field trials and maintain records with student's assistance.

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 crop research and Health and Safety legislation before commencing a study, including Local Ethical approval.
- Adhere to the biosecurity policies and health and safety policies in place for the whole of the CERC.
- Be responsible for procedures and data collection relevant to their study over and above general crop and plant husbandry.
- Liaise with the Trials Manager and/or a supervisor to agree out of hours and weekend working where appropriate sharing fairly this workload to allow both Field Trials Officer/Technician and student reasonable time off whilst conducting the study to the highest possible standard. This must be agreed at least 24 hours before the out of hours/weekend work commences.
- Inform a Field Trials Officer/Technician of any health and safety issues relating to crop trials.
- Inform the Trials Manager of any broken equipment.
- Prepare risk and COSHH assessments for all practical work undertaken. Where a procedure has already had a risk/COSHH assessment prepared and the proposed work is not substantially different, then a new assessment is not necessary.
- Comply with lone worker policy. Lone worker alarm systems are available from security 24 hours a day.
- Ask for help when in any doubt over crop research related matters Students should never be afraid to seek assistance. It is far better to ask for help than to potentially endanger themselves, others or livestock, damage equipment, ruin samples or produce poor data.
- Students must maintain records of all crop trials work in their research diary as well as maintaining records in crop trial diaries of work undertaken.
- Ensure all samples are clearly labelled with a name and disposal date.

APPENDIX 3d: 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 than to potentially endanger themselves or others, damage equipment, ruin samples or produce bad data.

APPENDIX 4: 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 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, 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. 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. However, 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

Instructions on the use of Research Notebooks

All staff must read the **Guidelines for the Research Notebook System** available on the H:\drive (Quality Assurance Research)

It is the policy of Harper Adams University that all research activities must be accurately and thoroughly recorded in a way that is robust, comprehensive and auditable. Except where GLP, GEP or other accreditation schemes are in place, the master record for a project must be kept in a registered notebook with a permanent binding. These notebooks must be cross-referenced with other laboratory notebooks, computer files and other supplementary records of data, files, images etc as appropriate, such that any knowledgeable colleague could easily follow the data trail. This notebook may be subject to internal audit and to future inspection by regulatory or patent authorities.

1. Write clearly and legibly in a medium that is permanent, waterproof and capable of being photocopied legibly (eg with black or dark blue pens). Never write in pencil.
2. On the signature page write your name in block capitals and provide a specimen signature. Any agreed counter-signatory should do likewise. Counter-signing procedures and agreed changes should be noted, signed and dated on the page set aside for counter-signing procedures (see below 12).
3. Use of the Table of Contents pages is optional.
4. Each page should be clearly dated at the top and it will be assumed that all entries on a particular page were made on that date unless a subsequent date is recorded.
5. Entries must be made in chronological order and gaps must not be left to be filled in retrospectively.
6. You should sign and date each completed page of the notebook. Any comments or additions added subsequently should be initialled and dated.
7. Whole pages or large sections (more than four lines) of a page left blank for any reason should be ruled through with a cross to indicate that they are unused.
8. Errors should **NOT** be erased or covered with correction fluid, but should be ruled through with a single line so that the original text is still legible. Corrections should be initialled and dated, and if made after counter-signing the correction should be counter-signed and dated. **Pages must NEVER be removed from notebooks.**

9. Use cross referencing to correlate different entries within a notebook or in different notebooks and to correlate notebook entries with supplementary records (see below 11).
10. Any photographs, graphs, drawings or other loose sheets attached to a page before notebook entries. These should be permanently fixed with non-reflective adhesive tape or glue. Do not use ordinary sellotape as this discolours and damages the book, and can cause problems if copies are needed. The item should lie flat on the page and not cover up a previous notebook entry.
11. Other items and computer data are supplementary records and their location and file names should be entered in the notebook. They should be kept in supplementary files and cross referenced with the notebook number and date. Hand-written notes may be added to a supplementary record and should be initialled and dated in the usual manner. Supplementary data files are part of the notebook and must be stored along with the notebook. Supplementary computer files should also be cross-referenced with the notebook number and archived in non-editable (read only) format at appropriate intervals.
12. If counter-signing is required, the notebooks should be signed at agreed intervals by a person authorised to do so by the Head of Department. The counter-signatory should sign and date the last page on which an entry is made in the notebook, confirming that all pages completed between the last counter-signature and the current date have been correctly written accordingly to the instructions for notebook use.
13. Data held in Research Notebooks and supplementary records are the property of Harper Adams University or are held in trust by Harper Adams University on behalf of contracting negotiations. They should be safeguarded on Harper Adams University premises in a manner that prevents damage, theft or unauthorised access. Notebooks should not be permanently removed from Harper Adams University without prior authorisation.

Research Notebooks will be subject to Internal Audit

APPENDIX 5: Anti Bribery and Corruption

Anti-Bribery and Corruption

- ❖ Harper Adams University has established policies, regulations and procedures, with the aim of ensuring that the highest standards of openness, probity and accountability are maintained in the conduct of all aspects of its business. They apply to all members of the university's staff and to other individuals, including members of the university's Board of Governors and the Directors and employees of the university's subsidiary companies.
- ❖ These regulations and procedures also apply to any person undertaking any business with the university and all wholly owned subsidiaries or any person acting on their behalf (whether under contract or not) and are available to suppliers, contractors and clients on request.
- ❖ Suppliers, contractors, consultants (including third party representatives), clients and partner organisations should note that a failure on the part of an employee or a person associated with the University or its subsidiary companies (an 'associate'), to comply with University policy and regulations relating to bribery and corruption, including the regulations relating to interests, benefits and gifts, may be a disciplinary matter and are strongly advised, therefore, to ensure that their actions do not compromise an employee or associated person.

Declarations by Suppliers, Contractors and Clients

- ❖ To ensure that the university is able to demonstrate the highest level of probity in its business dealings, suppliers, contractors and clients must declare in writing, any interest, personal relationship or other matter which might compromise or reasonably be deemed to compromise any relationship or contract with the Harper Adams University or its subsidiary companies. Where an employee/associate of the University or of its subsidiary companies has declared an interest in the company or organisation, the University Secretary or Director of Finance (acting on behalf of the Independent Committee on Bribery and Corruption established by the university) may judge that interest to be of sufficient significance to warrant the exclusion of the company or organisation from the list. Their decision may be reviewed by the Vice-Chancellor. The Vice-Chancellor's decision shall be final.

Declarations by Staff

- ❖ All employees of the university or its subsidiaries and any other persons carrying out any duties for the university are required to declare, in the context of carrying out such duties, any interest, including any matter that confers, or could reasonably be deemed to confer, directly or indirectly, an advantage, claim or legal share and/or any personal benefit. Suppliers, contractors and clients are also required to declare, in the context of their relationship with the university, any interest which could or does affect their relationship with the university.

Personal Gifts

- ❖ Suppliers, contractors and clients should note that with the exception of items of very small intrinsic value, such as business diaries or calendars, those employed by or associated with the university or its subsidiary companies, are not permitted to accept personal gifts and are, nevertheless, required to declare any personal gift which is offered to them. As a general principle, the university discourages suppliers, contractors and clients from making gifts to persons employed or associated with the university.

- ❖ Where a visitor to the university from overseas wishes to make a presentation of a gift of small intrinsic value to a member of staff and to refuse the gift would cause offence, the staff member should accept the gift on behalf of the university and display the gift in their office or where appropriate in the display case in the Main Building. The staff member must also declare the gift to the PA to the Director of Finance within 5 working days, for recording in the Register of Gifts.
- ❖ It should be noted that the offering of any personal gift or hospitality of an inappropriate type which could reasonably be construed as being intended to induce the university to enter into or maintain a relationship will be regarded as an inducement. Inducements are prohibited and staff must refuse such gifts without giving offence.
- ❖ Under no circumstances should a staff member accept a gift of money.
- ❖ Staff are required to seek advice from the University Secretary or Director of Finance if they are unsure whether to accept a gift or not.

Hospitality

- ❖ The university's regulations place certain restrictions on employees/associates with regard to the acceptance of offers of hospitality which take place during and/or outside normal working hours. Staff may, therefore, refuse offers of hospitality and are asked to do so without giving offence.

Breaches of the Policy

- ❖ The university reserves the right, at its absolute discretion, to terminate any relationship or contract in cases where an inducement has been offered/accepted and also where a matter has been declared after taking place which would make it inappropriate for the University to continue with the relationship/contract.

Director of Finance
March 2015

APPENDIX 6: Useful Contacts



Dr Martin Hare/
*Research Postgraduate Programmes
Manager/Chair of Research Degrees
Standards Committee*
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