Florence Nightingale Faculty of Nursing & Midwifery

Doctorate in Healthcare (Nursing)/Research Based Thesis Handbook

2015 entry
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Florence Nightingale Faculty of Nursing & Midwifery Conference Fund for Postgraduate Research Students
This handbook contains information that is essential to your postgraduate study at the Florence Nightingale Faculty of Nursing & Midwifery. It must be read in conjunction with MyHandbook which contains important College information relevant to your studies, including the student guide to regulations. MyHandbook can be accessed via the Faculty Welcome site.

Please also refer to the New to King’s webpage.

This handbook can also be provided in alternative formats such as large print or in different fonts upon request to asc@kcl.ac.uk.

You should read these documents carefully. If you have any queries please ask your supervisors or the Programme leader.
Welcome to Postgraduate Studies (Research Programmes)

Welcome to returning postgraduate research students in the Florence Nightingale Faculty of Nursing & Midwifery, King’s College London for the academic year 2015/2016.

Graduate study is at the heart of the College, with over 6,200 graduate students from around the world. As a graduate student, you will join a vibrant and intellectually stimulating environment with a global reputation for excellence in both its teaching and research.

Doctoral studies are a substantial undertaking requiring commitment, enthusiasm and motivation that must be sustained over a period of time. There are clear stages during this journey, which help to provide benchmarks of achievement for you. The process of doctoral work should be enjoyable for you as well as arduous, and stimulating as well as challenging. Inevitably there are times in your professional and personal life when pursuing your doctoral work may seem daunting. Your supervisors, Programme leader and other key staff are here to provide support for you and we are committed to helping each student make the most of their time at King’s.

The purpose of this handbook is to familiarise you with the support systems available within the Faculty and the wider university community and provide key information about academic and administrative procedures that are essential to the successful completion of your research degree.

I wish you every success on your research programme and hope you have a stimulating, enjoyable and productive time at King’s College London.

Dr Jocelyn Cornish
DHC Programme leader
jocelyn.c.cornish@kcl.ac.uk
+44 (0) 20 7848 3661
1 About the Faculty

The Florence Nightingale Faculty of Nursing & Midwifery was the world's first professional school of nursing. It is one of nine schools within King's College London, one of the top 20 universities in the world and a prestigious Russell Group University. The Faculty offers expertise in research, teaching and practice development. It is consistently highly rated as one of the top nursing Schools in national assessment exercises for teaching standards, the student experience and research.

The Faculty is situated at the Waterloo Campus which is located in the heart of London on the Southbank of the River Thames. Nursing and midwifery students benefit from being located within the multidisciplinary environment of the campus, as well as having access to all the facilities of the College and the University of London. Teaching primarily takes place in central London locations, but also on occasion in NHS Trust locations. The programmes of study meet the needs of individuals seeking to become nurses or midwives or to continue professional development after registration.

1.1 King’s Health Partners

King’s Health Partners is a pioneering collaboration which combines the research, clinical and teaching elements of King’s College London and three of London’s most successful NHS Foundation Trusts. Its driving purpose is to bring about swifter and more effective improvements in health and well-being for patients by integrating world class research, care and teaching. Nurses and midwives play a fundamental role in achieving this vision. A Nursing and Midwifery Partnership Group for King’s Health Partners has been created and is in the process of identifying robust objectives and a tactical plan to ensure their effective delivery. In addition to the Florence Nightingale Faculty of Nursing & Midwifery, the group comprises Education Leads and Chief Nurses at the following institutions:

- South London and Maudsley NHS Foundation Trust
- King’s College Hospital
- Guy’s and St Thomas’ NHS Foundation Trust
2 Research and Teaching Activities

Our research activity is funded by the National Institute for Health Research (NIHR), Research Councils and a range of charities. We host a range of nationally competitive fellowships from PhD studentship to post-doctoral level.

The purpose of our research is to improve the quality of services and outcomes for patients through studies concerned with individual clinical needs, service delivery and organisation and the wider social and policy context of care.

Our research crosses the life span from health maintenance and disease prevention through to end of life care, reaching out to local and global communities with the objectives of improving health and well-being through efficient, effective and safe delivery of care. We undertake cutting edge research of the highest rigour to develop, evaluate and implement significant interventions and treatments, and build knowledge to transform and lead policy and practice in the following areas:

- Diabetes
- Cancer care
- Wound Care
- Gastro-intestinal disorders
- Healthcare organisation, workforce and quality (HOWQ)
- Patient experience and service co-design
- Maternity care
- Genetics and family care
- Older person care
- Pedagogy
- Mental Health

The work we do is underpinned by cross cutting principles: engagement with patient and user perspectives, commitment to conceptual and methodological innovation, attention to policy relevance and practical application of our findings.

Our researchers come from a wide range of professional backgrounds including Nursing, Midwifery, Allied Health Professions, psychology, anthropology and social science.

2.1 The Graduate School

The Graduate School was established in 2006 to support postgraduate students at King’s College London. The Graduate School strengthens the focus on graduate needs and delivers a series of services to the graduate community. The Graduate School works to enhance the experience of all graduate students at King’s and to ensure that students fulfil their full potential. As a student within the Faculty you are entitled to take advantage of the services of the King’s College London Graduate School.

2.2 The Intranet

The Intranet is the College online portal for students and staff. Here via ‘Student Records’ you can access and manage a range of personal information relevant to your studies. It is essential that you are familiar with accessing this.

2.3 The King’s Learning and Teaching Service (KEATS)

You have access to your programme information via KEATS, the e-Learning platform. KEATS is a virtual learning environment (VLE), and you will find useful information regarding doctoral study on the ‘Post
Graduate Research Programmes’ site. You are expected to access KEATS on a regular basis to keep updated with current information.

2.4 Library Liaison Manager

The Library Liaison Manager is a qualified Information Professional with subject specific expertise and experience. They provide advice and support on a wide range of issues:

- Introductory and advanced information literacy skills and bibliographic management software training.
- Referencing, citation standard, search strategy formulation, study skills and research methodology.
- Outreach and liaison work i.e. management and coordination of Library and IT related inquiries on behalf of staff and students, liaison with staff and student committees.

Library Liaison Manager
David Crossinggum
david.crossinggum@kcl.ac.uk
020 7848 6740

2.5 Kings Information Technology Update

King’s Information Technology (IT) is undertaking a major multi-year programme of improvement to our systems. Some of the benefits of these improvements are already evident and more will emerge during your studies at King’s. As with any IT system, and particularly during changes and upgrades sometimes there can be system outages. Should you experience such incidents, we ask that you bear with us as we seek to restore the systems as quickly as possible. Please be assured that supporting your studies is always our first priority.
3 Student Voice

The Faculty is keen to hear students’ opinions and there are a variety of methods to ensure that we do this. The DHC programme leader welcomes feedback from students about any aspect of students’ learning experience.

You can discuss any feedback in person or via email: jocelyn.c.cornish@kcl.ac.uk.

Students are also asked to provide formal feedback on supervision in the progress report forms. You are also invited to feedback on Faculty events such as the Research Conference. Your informal and formal feedback is important and is used to inform future provision. During your studies you may also become a student representative. This will involve your participation at key meetings between staff and students such as the Postgraduate Research Programmes Management Group meetings.

The dates for the 2014/2015 Postgraduate Research Programmes Management Group meetings are:

18 November 2015: 11:00-12:00 – JCMB G.13
15 March 2016: 11:00-12:00 – JCMB G.13

Terms of reference and the minutes of the PGRPMG are available on request from your Programme Leader.

If you are interested in becoming a student representative, please email Dr Jocelyn Cornish.
4 The Student Services Centre

The Student Services Centre (SCC) is the gateway to all student administrative services within the Faculty from enrolment to award. The SSC is staffed by teams of administrators supporting students through key points in the academic life cycle by facilitating and advising on subjects including:

- Admissions and Enrolment
- Student Records Management
- Assessments
- Academic Awards

Contact Information
The Student Services Centre is located in the James Clerk Maxwell Building (JCMB) in room 3.15 and is open from 09.00 – 17.00 Monday to Friday.

Telephone: 020 7848 4698
Fax: 020 7848 3680

Key contacts in the Student Services Centre for postgraduate research students are:

Simon Eades  Head of Student Services
020 7848 3706  simon.eades@kcl.ac.uk

Jude Cresswell  Post-Qualification Team Lead
020 7848 3669  postregenq-fnsnm@kcl.ac.uk

Full details can be found on the Student Services Centre webpages.
5  Waterloo Campus

The Faculty is located at the Waterloo campus, in the heart of London on the Southbank of the River Thames. A map of the Waterloo campus can be found below; it is advisable that you familiarise yourself with your campus within your first few weeks at King’s.
5.1 Other teaching venues

Other venues where teaching may take place include:

- The Strand campus
- King's Denmark Hill campus: Weston Education Centre
- St Thomas's campus
- Guy's campus (including the Chantler Clinical Skills Centre)

Maps and addresses for each of these locations can be accessed via the 'Our Campuses' webpages.
6 Faculty Guidelines

6.1 Health and Safety

The College Council has ultimate responsibility for the health and safety of employees, students, visitors and others who may be affected by the College's activities and there is a College Policy covering responsibilities and arrangements in respect of health and safety protection.

Students are also required to cooperate with safety arrangements. College guidance on using computers safely is available on the site above. Free personal safety alarms are available and can be ordered through the College e-Store.

The children of students are not permitted to attend lectures or postgraduate induction events. Guidance regarding the presence of children on College premises can be found on the Student Services Centre webpages.

6.1.1 General safety

One of the most basic aspects of safety is the knowledge of how to respond to an emergency situation. For this reason, the first thing to do upon arriving in a new area is to check the location of the emergency evacuation routes, fire safety points, first aid provisions, eye washes and emergency showers. Do not wait until you actually need to use these facilities.

6.1.2 Evacuation

The most common indication of the development of a potentially dangerous situation is the sounding of the evacuation signal or alarm. Alarms are tested at set times each week in every building. Make sure you learn these times and are able to recognise the difference between a test and a genuine alarm. Remember that the sounding of the alarm may indicate a large or rapidly expanding fire, an explosion, a large scale release of toxic or noxious substances or a large scale flood. There will also be false alarms and practice evacuations, but it is imperative that you respond to every continuous sounding of the alarm in the correct way, irrespective of the cause.

At the earliest opportunity, locate and walk TWO emergency exit routes from your building. It may be that your first choice becomes unavailable during an emergency situation.

Locate the first safety points (red and green) and learn how to use the break-glasses to raise the alarm. Learn where to assemble following your exit from the building, and never attempt to re-enter the building until authorised to do so by a member of the fire brigade or College officer. College evacuation marshals will ensure that persons in the areas for which they are responsible are made aware of all the above information.

6.1.3 First Aid

Trained first aiders are appointed to provide cover for all areas of the Faculty. Their contact details are displayed, either on a list inside first aid kits or on the wall by the side of the kit where this is permanently wall mounted. The College's First Aid Information webpages has broader contact details and includes first aiders who are not members of the Faculty, but who may well be nearby.

In the James Clerk Maxwell Building details of first aiders are obtained through reception/security using the College emergency number 2222.
The College has a legal duty to report personal injuries, diseases and dangerous occurrences arising out of, or in connection with, College activities, to its enforcing authority. In order to improve health and safety standards the College also seeks to collect information on all incidents and accidents including "near misses". For this reason, all accidents and dangerous incidents must be reported on the appropriate College form, which can be found on the College Accident & Incident Reporting webpages. It is a College requirement that the completed form is sent to the College Safety Office. In addition to the above, the College requires that employees and students report unsafe conditions and activities to their supervisor or appropriate College Officer so that corrective action can be taken.

6.1.4 Safety Signage
You need to be aware of the categories of safety signs which you will encounter. The types of signs you will encounter are:

- **Prohibition signs.** These are red, white and black and specify activities which are forbidden e.g. No Smoking, No Exit, Do Not Enter.
- **Mandatory signs.** These are blue and white and tell you what you MUST do e.g. Fire Door – Keep Closed.
- **Safe condition signs.** These are green and white and they indicate safe areas and routes as well as locations of safety equipment e.g. First Aid, emergency escape route.

Further information and regular updates are available on the Faculty Safety site.

6.2 Non-Academic Queries: The Compass

The Compass is a central hub for non-academic enquiries where a variety of queries can be answered such as replacement King's ID cards (a replacement charge applies unless a Police crime number is provided); transcripts etc. The standard opening times in term time are:

9.00 – 17.00 Monday - **Thursday Friday**
9.00 – 17.00 Friday

Staff can be contacted via telephone, email, and the web which is accessible 24/7. Details can be found on The Compass webpages.

6.3 International Students

The Student Advice Service offers student advice and international student support. You can approach the service with any welfare query. Key areas of advice for international students include settling in, banking, and immigration advice. More information can be found on the Student Advice & Support webpages.

6.4 King's College London Students’ Union (KCLSU)

King's College London Student's Union (KCLSU) is your Union. As a student-led, student focussed, independent charity, KCLSU functions separately to the College and is able to provide unbiased support and advice to you as students. KCLSU is also there to help you resolve any issues that you may have with King’s.
6.4.1 Representing You
The Students’ Union represents and supports you during your time at King’s. It works closely with the College and external bodies such as the NUS (National Union of Students) to continually improve your life as a student, as well as speaking up on your behalf for the things you believe in. A team of elected Student Officers and Student Councillors are all here to listen to you if you have any issues. More information can be found on the KCLSU Your Student Officers webpages.

6.4.2 Advice & Support
KCLSU is also there to listen, advise and help you through any issues or difficulties you may have. We hope that your time as a student will be hassle-free but in case you do encounter a problem, KCLSU has a dedicated advice team who will work with you to resolve the issue. More information can be found on the KCLSU Advice webpages.

6.4.3 Nightclub, Bars & Shop
KCLSU runs two student bars and a nightclub: The Waterfront is based on the Strand campus and is open from 10am for breakfast right through to the middle of the night if you need a bit of post-study fun; the ever-popular Guy’s Bar is a cosy basement bar based at London Bridge. And the nightclub - Tutu’s - also located at the Strand, regularly hosts student priced club nights along with top live music events. The King’s shop is situated on the Strand and sells all the King’s memorabilia you could wish for from hoodies to branded pencils. More information can be found on the KCLSU What’s On webpages.

6.4.4 Student Activities
There are over 200 student activity groups (SAGs) that you can join as a King's student, as well as opportunities to get involved in student media such as the King's newspaper ‘Roar’ and KCL Radio. All of them are run by current students and open for you to sign up to. More information can be found on the KCLSU Sports and Activities webpages.

6.4.5 Volunteering & Skills
KCLSU also runs a number of volunteering groups in conjunction with students – as well as students running their own – that help out in the local, national and international community. Getting involved with a volunteering initiative gives you a great opportunity to gain new skills whilst really making a difference to people’s lives. Giving King’s students opportunities to grow (and therefore becoming even more attractive to potential employers) is important to KCLSU and they even have a bespoke programme that teaches you a whole host of new skills to add to your CV. Take a look at the KCLSU Volunteering and Fundraising webpages for more information.

6.4.6 Sport & Kinetic Fitness Club
While you’re a student at King’s we want you to stay fit and healthy, become part of a community and make friends - one of the best ways of doing that is to keep active. Not only is there a wide range of sports you can get involved in either at a competitive or recreational level, KCLSU also has a student gym - Kinetic Fitness Club with top of the range equipment at student friendly prices. Whatever your game or level, there is a way for you to enjoy and develop your sporting skills. Log on to the Sports and Activities webpages or the KCLSU Facebook to learn more.

6.4.7 Student Centres
If you ever need to get in touch with KCLSU, buy tickets for a KCLSU event, have a question, need some advice or just fancy a chat you can visit one of the three KCLSU Student Centres. They are situated on Guy’s, Strand and Waterloo campuses and are open during weekdays so you can pop in when you have free time. Full details of where to find them are on the KCLSU Contact Us webpage. Each Student Centre has a
unique space where you can relax and hang out with friends, perhaps play some table tennis, read a magazine or have a go on the Wii consoles.
7 Your Research Degree

The College attaches great importance to students completing their research programme in the specified period of study and supports students to achieve this.

The DHC aims to prepare candidates to be leaders in areas such as practice, research, management and education.

The DHC is offered on a part time basis and students are encouraged to work to complete the programme in the specified period of study, excluding any interruptions.

7.1 Aims of the programme

Participants on the DHC develop an in-depth understanding of philosophical issues in healthcare; knowledge of organisational development in healthcare organisations and skills for managing organisational development and change. They also gain advanced knowledge and skills in both quantitative and qualitative research methods enabling them to advance knowledge in a specialist area relevant to their professional discipline.

The learning outcomes of the DHC are to:

- Develop a critical understanding of the key philosophical and theoretical perspectives and their impact upon healthcare
- Develop high level skills of research and enquiry and their application to practice
- Develop an in-depth knowledge of organisational development in healthcare organisations
- Develop skills for managing innovation and organisational change
- Develop a critical understanding of current professional practice issues drawing upon national and international perspectives and their application to an advanced level
- Make a significant and original contribution to knowledge in a specialist area

7.2 Typical structure of the Research Based Thesis

This component is the essential core of the DHC and is the endpoint to which the taught modules have been geared. The RBT contributes further to students’ knowledge regarding professional health care issues and provides an opportunity to explore in depth particular aspects in their own specialist subject area. The RBT culminates in the production of a thesis of up to 55,000 words.

7.3 Key Resources

The following may be helpful to you during your research. The Research Councils and many professional and learned societies also publish guidance for research students and supervisors.

- http://www.vitae.ac.uk (Vitae is a national organisation that champions the development of doctoral researchers and research staff. The London regional Hub of the Vitae Programme is hosted at King’s) https://www.vitae.ac.uk/doing-research/leadership-development-for-principal-investigators-pis/leading-a-research-project/managing-a-research-project/managing-a-research-project
7.4 Supervision during your Research Based Thesis

7.4.1 Roles of Supervisors & Students

All research students at King’s have a principal and second supervisor. It is important that expectations on all sides are clear in relation to roles and responsibilities, the frequency of supervision, the conduct of research, and the submission of written work. The responsibilities of supervisors and students are set out in the Core Code of Practice for Postgraduate Research Degrees.

Key documents for supervisors include the Core Code and the Handbook for Supervisors, produced by the Research and Graduate School Support Office, Academic Services. Further information can be accessed via the internal webpages for Supervisors, and on KEATS.

7.4.2 Frequency of Supervision

In the Faculty of Nursing & Midwifery, to help us deliver high quality postgraduate research programmes and ensure successful and timely completion for students, the Postgraduate Research Students Committee has agreed that part-time research students, including those on the DHC RBT, should have 10 formal supervision meetings as a minimum in an academic year, involving normally both principal and second supervisors.

‘Formal’ means that the meeting is scheduled and time is dedicated to discussing a student’s doctoral research project. Although meetings will usually be face-to-face, other arrangements may also be used such as telephone, videoconference and Skype. The Supervision Record Form (see Appendices) should be completed by students and supervisors for each formal supervision meeting.

For all postgraduate research students, between formal meetings, it is expected that supervisors are responsive to student requests for informal discussions/consultations. Between formal meetings it is also expected that supervisors comment on draft work related to a student’s doctoral research to include, for example, draft chapters, papers and presentations. The time frame for the submission of such work and for feedback should be negotiated between students and supervisors.

The frequency of supervision meetings will undoubtedly vary during the course of a student’s research programme e.g. more frequent meetings at the start of the research project, less frequent meetings when students are conducting field work. Supervisors may also choose to schedule additional meetings with students to help meet their individual learning needs.

Supervisors have their own individual style and methods of working, but there are some general points to bear in mind, which will help you to make the most of supervision.

• It is important to recognise that the relationship between you and your supervisors changes as the work proceeds. Initially, you may feel unclear how best to proceed and you may need close direction. As time goes on, you will become more knowledgeable than your supervisors about your research and the relationship becomes a partnership. Your meetings should become mutually stimulating discussions during which you all learn.

• Working for a research degree is an intensely emotional experience, which continues for a long time. It is a long haul during which progress will be uneven and your mood may fluctuate between elation and despair! Success is most likely if the relationship between you and your supervisors is one of colleagueship in which you share a sense of humour

• Very few people work well without deadlines. To be successful it is important that you can work independently and are self-driven. Getting the best out of your supervisors by submitting a regular stream of written material with a request for comment will enhance your progress. The main role of your supervisors is to give constructive criticism and guidance - you have to do the work.
• As set out above, students and supervisors should meet regularly and as often as necessary to meet students’ learning needs. A schedule of meetings should be mutually agreed at the start of the year. A meeting means a significant period of time, about an hour, dedicated to discussing your doctoral research project. Your supervisors may choose to conduct supervision meetings in a variety of different ways e.g. face-to-face, via email, via Skype or via videoconferencing. Between formal meetings, it is expected that supervisors are responsive to student requests for informal discussions/consultations about interim issues and questions. You and your supervisors will discuss and agree these arrangements.

• Prepare an agenda for each meeting and keep a record of each supervision session using the Supervision Record Form for Postgraduate Research Students (see Appendices). Copy this completed documentation to your supervisors and request a copy be placed in your student file.

• Only cancel a supervision meeting for a very good reason. It may be tempting to cancel because you feel that you have made no progress; however, this is often the start of serious slippage. Even if you haven’t achieved what you wanted to, it is worth discussing the reasons for this with your supervisors and working out together how you can avoid this happening again.

• Never leave a meeting with your supervisors without having another one arranged.

• The Graduate School Researcher Development Programme offers training about managing the student-supervisor relationship for research students. More information can be found on the internal Supervisor Training webpages.

7.4.3 Writing Regularly
You will find that your progress will accelerate if you can get into the habit of writing. Write short papers for your supervision meetings, and drafts of articles, which could be the basis for publication or could be incorporated into your thesis. This kind of discipline will increase the value you get from your supervision meetings and will make the writing of your thesis a much less daunting prospect than it could be.

Getting into the habit of regular writing will enable you to develop a precise, unambiguous style. For very few people is the first draft the final draft, but with practice, fewer drafts are necessary. Courses on writing skills are offered within the Programme. In addition, Writing Fellows in the Graduate School offer one-to-one advice to research students wanting to improve their written work. For further information about this service and how to book an appointment visit the Research Development One to One Support pages.

7.4.4 Guidance on authorship for postgraduate research students and supervisors
You may also find it helpful to access the Guidance on Authorship for Postgraduate Research Students and Supervisors documents on the web.

7.4.5 Citing References & Keeping Track of the Literature
Accurate citation of references is imperative. Please familiarise yourself with the guidance set out in the Appendices. It is essential that you keep a comprehensive and meticulous bibliography from the start of your research. There is nothing worse than having to track down an article for a second time because you failed to record all the bibliographical details. Develop a system that suits you and which enables you to cross-reference against author and subject. Most students prefer to use bibliographic software such as Endnote or Reference Manager. It is worth talking with other students about which software they have found most successful. Training in using these software packages is offered by the Information Services and Systems Department.
7.4.6 Plagiarism
At the time of enrolling all students are required to read and sign a statement indicating that they understand the concept of plagiarism and related forms of cheating. Plagiarism - using published work without referencing it or copying work - is a form of cheating and a serious academic offence. All allegations of plagiarism will be investigated, and may result in action being taken under the College's Misconduct Regulations. A substantiated charge of plagiarism will result in a penalty being ordered ranging from a mark of zero for the assessed work to expulsion from the College. It is important that you read the College Plagiarism statement, which can be found in MyHandbook.

7.4.7 Misconduct Regulations
Section B3 of the College Regulations details the steps that will be taken by the College in the event of an allegation of misconduct being brought against a student under the general definition of misconduct provided in Regulation 3.1.1. The regulations cover all aspects of the misconduct procedure from reporting and investigating allegations to committee hearings and appeal. There are specific guidance notes to accompany the regulations, which can be accessed via the College Policy Zone.

7.5 Ethical Approval for Your Doctoral Research
All research which involves human participants undertaken by staff or students of the College must have ethical approval. The purpose of ethical review is to ensure that appropriate safeguards are in place to ensure the safety and confidentiality of research participants and to ensure that good standards of informed consent are maintained.

Depending on the nature of your study your project will need ethical approval from either the King's Research Ethics Committee or an NHS Research Ethics Committee.

Within the Faculty of Nursing & Midwifery the Research Support Team which comprises the Research Development Officer, Dr Sharon Cole, can provide information and contact details for obtaining research passports if required, as well as College indemnity insurance information and documentation regarding applications and procedures for NHS Ethics Committees and the King’s College London Ethics Committee.

Contact details:
Sharon Cole - 020 7848 3048, sharon.cole@kcl.ac.uk

7.5.1 Key Policies & Documents for Good Research Practice
There is a need and responsibility to ensure that you are prepared and suitably trained to undertake your research work.

Courses on conducting ethical research are offered within the Graduate School Research Development Programme.

The Information Services and Systems Department provides training and support for information retrieval, databases and software applications.

You should also find it helpful to access the following documents/services.
- KCL Guidelines on Integrity and Good Conduct in Research
- UK Research Integrity Office Code of Practice for Research; promoting good practice and preventing misconduct
- The Department of Health (DoH) Research Governance Framework
- KCL Records Management Training
7.5.2 Applying to a NHS Ethics Committee

If your study will involve NHS patients (including data or tissue from patients), staff or facilities, you will need approval from an NHS Research Ethics Committee. Application for ethics approval is done via the 'Integrated Research Application System' (IRAS).

Information and guidance on procedures for obtaining ethical approval for NHS research can be found on the National Research Ethics Service website.

The IRAS application system can be accessed via the IRAS website.

Although the IRAS system has a facility for electronic approvals, currently the Head of Administration (Health Schools) provides approval as research governance sponsor by wet signature only.

7.5.3 Applying to King’s College London Ethics Committee

If your study does not fall under the remit of the NHS, you should apply to the King's College London Ethics Committee via the online ethics application system (REMAS). For application procedures see the Kings Ethics webpages.

7.5.4 International Research

If you plan to conduct research with human participants overseas you will need to ensure that you apply to the relevant local research ethics committee and follow all local legal and governance requirements for the conduct of research. You must still apply through the King’s Committee as well and will need to follow the relevant UK legislation and best practice guidance. Further details and advice are available on the International Research section of the King’s ethics pages.

7.5.5 Research & Development (R&D) Approval

Ethical approval only provides confirmation that the research will be carried out in an ethical manner; it does not give permission to undertake the research in the NHS Trusts involved. Permission to undertake the research must be obtained from the respective Research & Development departments of each of the NHS sites that will be involved in the study. Each Trust will have its own procedures which need to be followed; you should contact the R&D departments to find out their procedures and timelines. Please note that obtaining R&D approval can take time and you should factor this into your study design.

Submission of forms for R&D approval is done through the Integrated Research Application System. Further details about R&D approvals and applications can be found on the IRAS applications webpages.

KHP Trusts R&D Departments:
- Guy’s and St Thomas’ NHS Trust Research Office
- King’s College Hospital NHS Trust R&D Office
7.6 Good Clinical Practice

“Good clinical practice is a set of internationally recognised ethical and scientific quality requirements which must be observed for designing, conducting, recording and reporting clinical trials that involve the participation of human subjects.”

Compliance with this good practice provides assurance that the rights, safety and well-being of trial subjects are protected, and that the results of the clinical trials are credible and accurate. The principles of good clinical practice are outlined in articles 2 to 5 in the EU Directive 2005/28/EC.

Although Good Clinical Practice (GCP) is mandatory for clinical trials, it is also best practice for any research involving patient groups; therefore the College recommends that all researchers on such projects should complete GCP training. Training sessions are organised by the King’s Health Partners (KHP) Joint Clinical Trials Unit. The unit organises two training sessions, initial GCP training and refresher courses.

Details can be found at the Good Clinical Practice webpages.

7.7 Indemnity

Staff involved in research should be clear about the need for indemnity cover for some types of research. Indemnity cover will provide for compensation which may be payable to research participants who have suffered injury or harm. Ensuring that there is indemnity cover for research projects is part of the role of the research governance sponsor.

7.7.1 King’s College London Indemnity

Staff employed by King’s are covered by the College’s insurance for research involving third parties and clinical trials, with some exceptions. King’s indemnity covers the College’s liability as an employer and does not cover any personal liability. The King’s indemnity will cover negligent harm to research participants arising from the design and management of the project. A copy of King’s current indemnity certificate can be provided by the Research Support Team.

For research students your supervisor will be considered as PI for the project and is covered under King’s indemnity as a King’s employee.

King’s indemnity applies where the activity is being undertaken as part of the member of staff’s university work. Where the research is undertaken as part of their NHS work they should refer to their NHS employer’s indemnity cover.

If you are unsure if your project is covered, or if your project falls under the exception list, contact Herman Codner (herman.codner@kcl.ac.uk) assistant treasury accountant to discuss. More information is available on the internal Insurance webpages.

7.7.2 NHS Indemnity

NHS indemnity covers clinical negligence. For all NHS research activity liability for clinical negligence on the part of NHS staff lies with the healthcare professionals, NHS or honorary NHS employer. Honorary contracts are used for King’s staff engaging in research activity involving NHS patients, staff or facilities (see research passports). An honorary contract enables the NHS Trust to extend its clinical liability indemnity cover to cover the researcher for any negligent harm to patients in the conduct of research.
The NHS has a duty of care to its employees which means that for research involving NHS staff as participants (which has been approved by the appropriate bodies) indemnity cover for researchers not employed by the NHS is provided through NHS indemnity and an honorary contract is not usually required (see research passports).

### 7.8 Research Passports, Honorary Contracts and Letters of Access

#### 7.8.1 Research Passports

The Research Passport is a form which enables HEI employers to share pre-engagement information about their researchers with NHS organisations hosting the researcher’s activity. The Trust can then issue the appropriate document (honorary contract or letter of access) without the need for carrying out their own checks. Pre-engagement checks include references, proof of ID and depending on the nature of the research, criminal record checks and occupational health clearance. An algorithm has been produced which details the checks required for different types of research conducted in the NHS. Further information can be found in *The Research Passport: Algorithm of Research Activity and Pre-Engagement Checks* document.

King’s staff undertaking research in the NHS whose primary employer is not with the relevant Trust should contact the R&D Department of that Trust to confirm the necessary access and approvals which will be required.

#### 7.8.2 Applying for a Research Passport

Copies of the research passport application form should be obtained from the NHS Trust R&D Department. The initial part of this form will need to be completed by King’s as your employer before being returned to the Trust.

The King’s HR contact for Research Passports is Leela Mukherjee (leela.mukherjee@kcl.ac.uk). Further information can be accessed via the Human Resources webpages.

It is your responsibility to determine the checks which will be required and inform the King’s HR department when submitting your form. They cannot advise on the checks which will or will not be required. This may result in unnecessary checks being carried out which will increase the time taken for your passport to be issued.

The Research Passport will then be used by the NHS Trust to make the appropriate arrangements for conducting your research. The research passport alone does not allow you access to the Trust to carry out your research. The research passport system is a two part system (similar to a passport and visa system) requiring a research passport and an honorary contract or letter of access.

#### 7.8.3 Honorary Contract

This is required for staff undertaking research activities which could have a direct effect on patient care. (An honorary contract enables the NHS trust to extend its clinical liability indemnity cover to cover that researcher for any negligent harm to patients in the conduct of research).

#### 7.8.4 Letter of Access

This is issued where the research is considered to be low risk to patients or for staff holding a contract of employment from another NHS trust.
Please note that some NHS Trusts may still ask for additional checks even if you hold a Research Passport so it is important that you check procedures with each Trust that you deal with.

King’s staff with an honorary NHS contract (i.e. clinical academics) do not need an honorary research contract to undertake research in the partner NHS organisation where they undertake their clinical duties.

Honorary contracts are not usually issued for research in which the participants are NHS staff. The NHS has a duty of care to its employees and, as such, liability lies with the NHS as the participant’s employer. An honorary contract issued to the researcher is not needed to confer liability and indemnity cover.

All staff undertaking research in the NHS are advised to read the guidance produced by the NIHR HR Good Practice: Information for Researchers, R&D and HR staff in the NHS and HEIs.

For further information on the procedures see related documents at the NIHR Research Passport information page.

Should health clearance be required for you to gain ethical approval for your research, this will be provided by King’s College Hospital Occupational Health. To request a referral for this, please contact the Head of Student Services. If a Disclosure & Barring Service (DBS) check is required, research students should liaise with the Head of Student Services about this.

7.8.5 Lone Working

A lone worker is someone working by themselves without close or direct supervision; this includes people working outside usual hours in empty rooms/buildings or at locations which are not part of King’s College. Employers of researchers have a ‘duty of care’ towards their employees under the terms of the Health and Safety at Work Act.

Conducting research alone presents particular issues and risks and should be avoided where possible. Where other options are not feasible it is important that appropriate procedures are in place to reduce risk and maximise researcher safety.

Researchers and PIs should follow the guidance provided in the Social Research Association (SRA)’s Code of Practice for the Safety of Social Researchers regarding both the design and conduct of research.

For all projects involving lone and/or off site working PIs should ensure that the following have been completed, prior to commencing the research:

- A risk assessment must be carried out for all research projects
- Appropriate training must be provided
- Appropriate control measures should be in place
- Reporting procedures for incidents should be in place
- An emergency response plan should be in place

Evidence of all of the above should be kept by the PI and communicated to all researchers involved in the project.

7.8.6 Overseas Research

Guidance and Risk assessment forms on travel overseas are available on the College Health & Safety website. A risk assessment form should be completed for overseas travel with your supervisors and approved by the Head of Department of Postgraduate Research.
7.9 Information Management

A range of information management training can be accessed via the Library Services Training webpages. Personal data is defined as: “Information, in any form or format that relates to a living individual and identifies them, either directly or indirectly.”

Personal data includes: “Identifiable research records like an interview transcript, an image file or a database of individuals’ names and addresses.”

Effective information management is a requirement of information legislation such as the Data Protection Act, Freedom of Information Act and Environmental Information Regulations and covers all information and data, both paper and electronic. You should ensure that you do not have any personal information on any personal PCs, laptops or unencrypted USB sticks.

If your research project requires collection of personal information that needs to be held on a memory stick, please request a free encrypted USB stick by emailing asc@kcl.ac.uk.

For more information about Freedom of Information or Data Protection you can contact:

Anne Cameron - Legal Compliance Manager
Sarah White - Legal Compliance Officer
Telephone: 0207 848 4260
legal-compliance@kcl.ac.uk

Research records and data to be retained should be stored securely. The Faculty currently uses the company Iron Mountain for its external archiving. Further information is available from the Academic Services Centre.
8 Developing your Skills during your Research Based Thesis

8.1 RBT Group Seminars

The purpose of these seminars is to offer a continuing forum for DHC students to meet up and to take part in facilitated discussion of topics of shared interest relating to the experience of undertaking the RBT. The first RBT group seminar for this academic year will take place on Tuesday 20th October 2015 from 10:00-11:00 in JCMB Room G13. Dates for seminars later in the year will be confirmed after discussion at that meeting.

8.2 FNFNM Research Events

The next Faculty Research Conference will take place on 12th & 13th May 2016, and further details will be disseminated in due course. The Conference provides an important forum for participating in discussions, sharing ideas and networking. Attendance is mandatory for doctoral students.

The Faculty runs a number of other events, including seminars and lectures, throughout the year. These information and networking events bring together healthcare professionals, government representatives, policy makers, educators and students to talk about the status of the healthcare sector and trends in education policy & research. For more information visit the Faculty Events webpages. All students and staff are welcome to attend these lectures.

For events elsewhere in the College, keep up to date by visiting the College Events webpages. These events provide valuable opportunities to acquire new knowledge, participate in discussion and meet other postgraduates and staff.

8.3 Research in Action Group (RIAG) for Postgraduate Research Students & Early Career Researchers in the Faculty

Established by early career researchers and postgraduate research degree students, the Research in Action Group (RIAG) is a forum for students undertaking the MPhil/PhD and Doctorate in Healthcare programmes and for early career researchers employed in the Faculty. The group provides valuable peer support, advice and guidance for researchers and students through active engagement and experiential learning.

RIAG meets for two hours every six weeks. Members are encouraged to present their research in a friendly and supportive environment, thereby gaining valuable feedback from their peers as well as confidence and experience in presenting. The group also enables members to share their research experiences and assist each other with practical advice for challenges faced during the research process.

Dates of RIAG meetings in 2015-16 can be found on the Faculty Events webpages and/or the PGR site on KEATS.

For more information about RIAG or if you are interested in presenting at a future meeting please contact Micol Artom (micol.artom@kcl.ac.uk).

8.4 The Graduate School Researcher Development Programme

To provide you with further support and career development opportunities, the Graduate School Researcher Development Programme provides a range of development opportunities to help build your skills and to support you while you carry out your research.
The Research Councils and other funding bodies are very keen that all researchers should access transferable skills training and the Researcher Development Programme (RDP) is designed to meet those requirements.

This skills development will help you to complete your research programme effectively, plan for your future career and develop skills that you will need in future life.

8.4.1 Evaluating your Existing Skills & Learning Needs

To ensure training and development is meaningful you should assess and reassess your learning needs throughout your research degree, and with the help and agreement of your supervisors take steps to acquire the training and development you need. Many students start their research programme already possessing many skills at a high competency. Your needs will change over time and so a process of ongoing self-assessment becomes a real asset. Exactly how you structure your training experience will be largely up to you. The most important aspect is that the training and development you undertake should be relevant and useful to you.

To help you, a self-assessment questionnaire can be accessed via the College Training webpages (the Skills Forge). This system also takes you through to the online course booking system, links to online courses and enables you to log all of your development activities. On this basis, you will be able to see where you should invest your effort and time in acquiring or developing particular skills. To log on please use your King’s username and password - the same ones that you use to access your email account. Any problems with accessing the system should be logged with the Library services helpdesk.

Keep a record of training and development activities that you undertake. You will report these activities when writing your progress reports which are reviewed by the Postgraduate Research Students Committee.

The message is quite simple: get trained; learn from your own experience and the experience of others. Don't try to invent everything for yourself - go to experts for guidance and advice. For more information about training opportunities please visit the Graduate School Researcher Development Programme webpages where you can read about its structure and details of the courses, and book yourself onto them.

8.5 King’s Interdisciplinary Social Science Doctoral Training Centre (KISS-DTC)

King’s Interdisciplinary Social Science Doctoral Training Centre (KISS-DTC) is funded by the Economic and Social Research Council as part of its national network of doctoral training centres. The KISS-DTC is based in the Graduate School and provides studentships, training courses, and other support for doctoral research in the social sciences at King’s. It is organized around 15 cross-cutting research themes in the broad domains of health, regulation and public services, social change, and security. Each theme is overseen by a designated theme leader, responsible for organizing seminars, workshops, and other activities designed to bring together postgraduate students and staff working on cognate research but based in different departments and divisions across the College.

Drawing together the very considerable methodological expertise distributed across the College, KISS is developing an extensive programme of advanced methods short courses and reading groups for 2014-15. Although it is still subject to revision and development, the portfolio of over 60 contributions so far covers:

*Social theory and epistemology:* Comparing cultures: Theory, politics and law; Disability, illness and social theory; Research on stigma & discrimination; Exploring disciplines; Feminist methods; Feminist discourse analysis; Genealogy and Foucault; International relations; Intelligence; Marx & Gramsci: Nature, culture &
everyday life; Sociology & Social Theory; Transnational histories of science; Working with values in social research.

**Quantitative methods:** Advanced economic evaluation; Cross section analysis; Data handling; Data manipulation & management; Geographic information systems; Health economic evaluation; Introduction to R; Panel data analysis; Social network analysis; Structural equation modelling; Survey design; Time series analysis.

**Qualitative methods:** Case study methodology; Case study & comparative methods; Concept formation; Counterfactuals; Ethnography in health research; Ethnographic research for political analysis; Ethnography language & communication; Ethnography seminar; Fieldwork experiences: Conducting social research in low & middle income countries; Interviewing ‘hard to reach’ groups; Elite interviews; Interpreting texts; Interpretive methods; Political discourse analysis; Analytic narratives; Narrative analysis; Critical discourse analysis; Medical discourses; Visual analysis and methodology; Using video in qualitative research.

**Digital methods and archival research:** Archival methods; Archival political research; Reviewing existing research; Researching digital text; Researching communication on social media; Using historical texts.

**Knowledge transfer and co-generation methodologies:** Aiming for impact: From design to evaluation; Civil/military interaction in crisis management; Design and evaluation of complex interventions; the research/policy interface.

Further information can be found at the KISS-DTC webpages.

### 8.6 Statistical Support in the FNFNM

Statistical support for PGR students is provided for a maximum of three one-hour appointments per academic year.

To avail yourself of this service you may contact Mr Trevor Murrells by email (trevor.murrells@kcl.ac.uk) and organise an appointment.

If you are unable to keep your scheduled appointment you must contact Mr Murrells or the NNNU Executive Assistant (ext. 3057/3325) 24 hours prior to the scheduled date and time so that the slot may be used by another student. Any missed appointments will count towards your maximum 3 x 1 hour allowance and the PGR lead will be notified.

The following conditions apply:

- Students should not exceed 3x1 hour sessions with the statistician per annum. The statistician is not available to take on the role of the third (quantitative) supervisor unless this has been previously agreed with the Associate Dean for Research or their representative.
- Supervisors are required to attend appointments so that they familiarise themselves with the statistics being used and can guide the student accordingly. Students should work closely with their supervisors in the first instance and only make an appointment when the research questions are clearly defined and the expertise of a statistician is clearly required.
- In advance of the meeting the student should send the statistician a copy of their statistical analysis plan (SAP)/protocol setting out the aims, objectives and research hypothesis and study design. A SAP on no more than two A4 sides of paper is sufficient.
- Advisory sessions will take place on Tuesday and only in exceptional circumstances will sessions take place on other days.
- The statistician should not be included as a named author, or acknowledged, on a paper, or included as a co-investigator on research bids without their prior authorisation.
The Graduate School Researcher Development Programme also offers an introduction course on statistics for researchers, further details available via the Training Brochure.

8.7 Technical Advice for Poster Presentations

The Junior Designer in the Faculty of Nursing & Midwifery Academic Services Centre, Emma Williams, can provide technical advice to research students regarding production of posters and long documents. Requests should be emailed to asc@kcl.ac.uk.

Training courses on giving a poster presentation are also offered within the Graduate School Researcher Development Programme.

8.8 Library Training Portfolio

As a postgraduate research student you have access to the Library training portfolio. This includes:

- Information skills training, including searching for, appraising and citing online and print resources
- Bibliographic software training, comprising subject specific courses in EndNote
- Information management courses on managing records and data, for staff and researchers

For further information see the Training & Development webpages.

8.9 In-Sessional & Study Skills Support at the English Language Centre

The English Language Centre (ELC) offers different types of support for all King’s students. The ELC runs courses to help with writing your thesis. All the English support is free and runs throughout the academic year. The support focuses on the language and study skills that will help you make the most of your time at King’s and settle into a new and challenging academic environment. For information about the ELC Academic English and Study Skills Support please visit their webpage.

8.10 Teaching Opportunities for Postgraduate Research Students in the Faculty

Postgraduate research students may be given the opportunity, with the approval of their supervisors, to contribute to teaching, lecturing, demonstrating practical classes, project supervision and taking tutorials. In addition, where appropriate, full-time students may also undertake one clinical session (not related to their studies) per week, and/or contribute towards research-related projects not directly related to their studies (Section 8 Core Code).

Postgraduate research students who are interested in undertaking some teaching sessions in the Faculty of Nursing & Midwifery should first seek the guidance and approval of their supervisors. With the approval of their supervisors, research students should then email their expression of interest to the Head of Department of Postgraduate Research (joanne.fitzpatrick@kcl.ac.uk). The student’s teaching responsibilities must be clearly defined in writing, be compatible with their research responsibilities, supported by their supervisor(s), and never exceed a maximum of six hours in total per term week.

All students must be provided with appropriate training before commencing any teaching, and must be fairly paid for this work. Students should undertake the two day ‘Preparing to Teach’ course. Students are also encouraged, in consultation with their supervisors, to consider undertaking the ‘Enhancing Academic Practice’ course. Details are available via the King’s Learning Institute webpages. It is also desirable that
students who teach are mentored by an academic and that they receive feedback on their teaching from the students taught.

Research degree students should be given the opportunity to be involved in assessment activities for undergraduate degrees only, with the agreement of their supervisor(s) and receive support from an academic mentor as well as completing the appropriate training.

8.11 Support for Students with Special Needs

King’s College London is keen to encourage applicants with disabilities so that the student population is diverse and representative. If you have a disability, you are welcome to visit the College for an information visit before you apply. You can contact the Faculty’s Disability Adviser (Mary Crawford: 020 7848 3522, mary.crawford@kcl.ac.uk) or the College’s Disability Support Team (020 7848 3398, disability@kcl.ac.uk) for support and guidance.

8.12 College Postgraduate Groups, Networks & Fora

There are various College groups, networks and fora for postgraduate research degree students. These include:

King’s Graduate and Mature Students Society is an open group on the King's College London Facebook network. Anyone from King’s can join and invite others from King’s to join.

‘Unlocking London’ is a programme of events designed to give King’s graduate students who have never previously lived in London a better appreciation of the city, its culture and history. It also offers graduate students an opportunity to network and to meet their counterparts in other departments and Schools to make new friends and acquaintances.

Further information can be found at the Researcher’s Societies webpage.

8.13 Funding Opportunities

King’s offers a wide range of funding opportunities for taught programmes and research degrees throughout the year for UK, EU and international students. For current funding opportunities and general advice on other sources of funding, visit the Graduate Funding Database.

8.13.1 Faculty of Nursing & Midwifery Conference Fund for Postgraduate Research Students

The purpose of this fund is to support postgraduate research students to attend a conference for the purpose of delivering an oral or poster presentation on the subject of their doctoral research.

Value of award
Funding to the total value of £1,500 may be awarded to a postgraduate research student for the duration of their research programme. The eligibility criteria, conditions of the award and the application form are in the Appendices.

As part of the conditions of the Faculty Conference Fund, all candidates given an award are required to complete a Conference Attendance Report Form within two weeks of their return from the conference (see Appendices).

Completed applications must be submitted via email to joanne.fitzpatrick@kcl.ac.uk by the relevant deadline.
For an application to be considered complete, the following documentation must be submitted:

- A completed Conference Funds Application Form
- Confirmation of acceptance to present an oral/paper/poster presentation at the conference

**Outcome notification**
Applicants will be informed of the outcome of their application within two weeks of the relevant deadline. Notification will be made via email.

8.14 **Work & Social Spaces for Postgraduate Research Students**

8.14.1 **Postgraduate Research Students’ Suite in the Faculty of Nursing & Midwifery**
Full-time research students in the Faculty of Nursing & Midwifery are provided with a designated workspace in Room 1.32 JCMB. During any periods of fieldwork overseas, workspaces should be made available to other postgraduate research students. This room has access to computing, printing and telephone facilities which should be used for research purposes only. There are also some workspaces in this room to be used on a **hot-desking system for part-time research students**. Research students also have a pigeonhole located in the post room adjacent to Room 1.21 of the JCMB. Access to the post room and Room 1.32 is via your student card, which can be programmed by contacting Reception in JCMB.

8.14.2 **College Areas for Postgraduate Research Students**
King's has various postgraduate only study areas (Graduate zones) and social areas (Graduate lounges). For further information, including information on arranging access to these areas, visit the Postgraduate Facilities webpages.
9 Monitoring & Assessment of Progress during your Research Based Thesis

There are a number of ways in which we ensure that all research students receive constructive advice on their progress.

9.1 Formal Review of Progress

During the first year of study it is College policy that research students will have their progress formally reviewed within three months of initial registration onto the research-based thesis and again at nine months of registration. Thereafter the progress is reviewed every six months.

The King's online progress reporting system enables students, supervisors and co-ordinators to log in and complete and submit their sections of the progress monitoring form. The online system helps students and staff to simply and effectively monitor academic progress. It provides the framework for review and assessment of training needs and helps ensure students are making good progress and are on target to submit their thesis within the required time frame.

Completion of the progress report form is the student's responsibility and is a requirement for continued registration. The purpose of the progress reports is to help ensure that you receive meaningful and independent advice on your progress. In completing this process any issues that arise should be discussed and addressed by students and their supervisors and once all parties are satisfied that the report is a true reflection of the student's progress, the form should be submitted.

User guides for research students and supervisors are produced by the Graduate School and are available on their Getting Started webpages.

For 2015-16, the Postgraduate Research Students Committee will meet in Term 1 and Term 3.

Completed progress reports are required to be submitted two weeks in advance of these meetings.

Student progress is formally reviewed at the meetings of the Faculty Postgraduate Research Students Committee. As set out in the Core Code, formal review of progress will have one of three possible outcomes:

(i) Satisfactory progress: the student's registration is allowed to continue unconditionally.

(ii) Conditional progress: there is cause for concern about the student's progress such that continued registration is subject to completing conditions that are set out in writing prior to a subsequent follow-up review. The student must undergo a follow-up progress review to determine whether progress is satisfactory or the student should be removed for failure to make the normal academic progress expected of all students. In the case of first year students undergoing their 9 month review, this follow up review must occur before the end of the first year. For other students, the follow up review must occur no later than 6 months from the date of the initial review. The result of any such follow up review will be either: i) satisfactory progress: the student's registration is allowed to continue unconditionally until the next review or iii) unsatisfactory progress: the student has not made the normal academic progress expected of all students and compulsory withdrawal proceedings will begin under section B4 of the College's Regulations concerning students (Academic progress regulations). In the event of iii), the student has a right of appeal (see Core Code).
(iii) **Unsatisfactory progress**: the student has not made the normal academic progress expected of all students and compulsory withdrawal proceedings will begin under section B4 of the College’s Regulations concerning students (Academic progress regulations). In the event of (iii), the student has a right of appeal against the termination of their studies (see Core Code).

The result of all progress reviews will be reported to the Students Services Centre to ensure that only those students entitled to re-enrol may do so.

### 9.1.1 Appeals

In the event of a student being required to withdraw from the programme as a result of a progress review, students are permitted to appeal against the decision in accordance with section B4 of the College’s Regulations concerning students (Academic progress regulations).

If you are asked to withdraw from the programme you may seek assistance and guidance from the College Students’ Union or from the College Student Advisers. Information on the appeal process is available on the Student Services Centre webpages.

### 9.2 Writing the Thesis

Your thesis will stand as the record of your personal achievements over the period of your research degree programme. When submitting papers for publication, you will almost certainly have been a ‘co-author’, but you will write your thesis virtually unaided: it must be your own work.

The College has produced guidance on submitting a thesis incorporating publications, which is available to download.

It is never too soon to start planning your thesis. You should discuss its content and form with your supervisors long before you start assembling the text. The thesis is a large document so you need to plan it carefully, producing a detailed outline of its content before you draft it. Confirm at the start what the permitted maximum word limit is (see below). Remember that your examiners will be looking for originality, for evidence of your intellect and for your contribution to the subject. These are markers of quality, not quantity, so neither swamp your thesis with irrelevant detail nor make it too long.

Decide on the size of each section or chapter by setting word limits, thereby ensuring its final size is within the required length. The process of writing is complex, involving drafting, redrafting and editing.

The experience of most students is that the process of producing the thesis will occupy, on average, about six months. You must therefore begin writing as early as possible so that you can submit your thesis within the College’s expected timescales.

Sessions on writing the thesis and producing long documents are offered within the Researcher Development Programme.

### 9.2.1 Regulations on the Requirements and Length of Thesis for Doctorate in Health Care

The thesis should “form a distinct contribution to the knowledge of the subject and afford evidence of originality by the discovery of new facts and/or by the exercise of independent critical power.” (Regulation 11.16c of KCL A4 Academic Regulations for Research Degrees, 2014/15).

The empirical study in students’ specialist area culminates in the production of a thesis of up to 55,000 words. A bibliography and references are required. Limits include footnotes but exclude appendices and
bibliography. Information on the format of the thesis can be found at the Instructions for Binding a Thesis webpage.

For further information, please visit the Research Degrees team of the Examination Office.

9.3 Interruption of Studies & Withdrawal

Students considering interrupting or withdrawing from their studies should discuss this with their supervisors. If this is considered the most appropriate course of action, the student should complete and sign the Change to Registration Status form (see the PGR site on KEATS) and forward this to the Programme Leader. The student should provide appropriate documentary evidence to support an application for an interruption to their studies. A supporting statement should also be provided by the supervisors. A copy of the signed Change to Registration Status form, the supporting evidence and supervisors’ supporting statement will be placed in the student’s file. A credit of fees, where appropriate, will be arranged. Please note that it is not possible to register someone as interrupted or withdrawn retrospectively. Students due to return at a particular time will be monitored to ensure that they return on time.

Guidance on interruption for maternity/paternity leave is set out in the Core Code. In the case of illness or injury, the student should inform the supervisors and Faculty of absences of more than two weeks, and medical certification should be provided. Where a student is or is expected to be absent for more than two months, then arrangements should be put in place to interrupt the programme of study where appropriate (see Core Code).

Separate guidance is provided for students in receipt of a studentship funded via central College funds or Research Council doctoral training grants, with regards to maternity/paternity/adoption leave and sick leave arrangements. See the Key Documents webpages for further details.

College General academic regulations allow full time and part time students to interrupt for a total of two calendar years, after which time they have either to re-register or withdraw. Please refer to the Core Code for further details regarding interruption to studies.

Additional policy guidance on interruptions, extensions and transfers of mode of attendance can be found on the Changes to Registration Status webpages.

9.4 Entry to the Examination

The Examinations Office at King’s is responsible for all aspects of the examination process for research degrees and information regarding submission and examination of the thesis is clearly set out at the research pages of the Examinations Office website.

Approximately four months before submission of the thesis, students and supervisors must complete the examination entry form (RD1) which comprises sections on the candidate’s details, reproduction of the thesis, description of the thesis and examiner nominations.

College guidance on the nomination of examiners can be found at the Research Degrees Office webpages. The completed RD1 form is signed by the student, principal supervisor and the Faculty counter-signatory. In the Faculty of Nursing & Midwifery the latter is the Head of Department of Postgraduate Research.

Information for candidates produced by the College Examinations Office is set out at the Candidates Information page.
Information for supervisors produced by the College Examinations Office is set out at the Supervisors Information page.

Information for examiners is set out at the Examiners Information page.

9.4.1 Submission of the Thesis
For College guidance on binding the thesis please visit the Instructions for Binding a Thesis webpage.

Students should submit two copies of their thesis to the College Examinations Office, James Clerk Maxwell Building. Students or supervisors are not permitted to send a thesis directly to examiners.

The RD7 form - Declaration of words and ownership of work (available from the Candidate Information page) should be completed and submitted at the time of submission of the thesis to the Examinations Office.

9.4.2 The Viva Voce Examination and Examination Results
The thesis is examined by two examiners approved by the College. When both examiners have been appointed, your thesis will be dispatched by the Examinations Office. Your supervisor will be asked to arrange the oral examination, which should be within six months of the thesis submission.

A supervisor may attend, if students wish, as an observer, but may not participate in the examination process. Supervisors should be available before the examination to provide information if required by the examiners.

Students should prepare well for the examination by discussions with supervisors, arranging a practice viva and discussions with peers who have recently received their doctorate. A training course on preparing for the Viva is also offered within the Researcher Development Programme.

The examiners will want to satisfy themselves that you have achieved the level of competence necessary for the award of a Doctorate in Healthcare. You must be able to demonstrate a deep and critical understanding of your research work, display your intellectual abilities and demonstrate that you have discovered new knowledge. You should expect detailed questions about the work that you have described in your thesis, and your examiners will also ask you about the background to your research and about its interpretation. The candidate should also be able to place the thesis in a wider context. Therefore you should not be surprised to be asked questions outside the immediate area covered in your thesis.

The conduct of the examination is set out in Regulation 14 of the Academic Regulations for Research Degrees and Regulation 15 presents the possible outcomes of the examination. In summary, the examiners write a report to the University with their recommendations. In many cases, the thesis is accepted, and the award recommended. However, it is not uncommon for examiners to request minor or major amendments to be made within a specified and agreed time. Only when you have completed these to their satisfaction will the examiners send their report to the University. The outcome of the viva is ratified by the Research Degrees Board of Examiners on receipt of the joint report and the Pass list is approved. Another option is that the examiners may recommend that you resubmit the thesis in a specified period, in which case they must provide you with clear guidance on what must be done to bring it to the required standard. Alternatively, they may recommend no award at all. This last alternative is comparatively rare.

Once your degree has been awarded you are required to submit one hard-bound copy of your thesis to the Examinations Office. This will be sent to the College Library.
For information about an e-thesis repository, please see the Electronic Theses webpage.

Your certificate will be sent to you by the Examinations Office approximately three months after the date of your award. Information about certificates is available at the Certificates webpage.

For information about graduation ceremonies, please visit the Graduation Ceremonies & Events webpages.

9.5 Quality Assurance of your Research Programme

9.5.1 Postgraduate Research Programmes Management Group

The Faculty Postgraduate Research Programmes Management Group meets twice in each academic year. Its membership comprises research supervisors and student representatives and it is chaired by the Programme Lead for MPhil/PhD, Dr Anne Jones. The Management Group is an important forum for students and supervisors to feedback on the learning experience and the support infrastructure and for action points to be identified and completed. Formal student evaluations of training events are also presented and discussed at this forum.

9.5.2 Postgraduate Research Students Committee

The Faculty Postgraduate Research Students Committee meets twice in each academic year. Membership of the Postgraduate Research Students Committee comprises research supervisors and it is chaired by the Head of Department of Postgraduate Research. This Committee is responsible for implementing recommendations of the Graduate School. It works to ensure that procedures for postgraduate research students are adhered to, thereby working to assure and enhance the quality of their learning experience. These procedures pertain to admission processes, the research environment, training and development activities, supervision, monitoring of student progress to enhance submission rates and successful and timely completion, and examination issues. The progress reports of all research students are reviewed and discussed at this Committee.

9.6 Intellectual Property Rights

If, during your research programme at the College, you make an invention or conduct original work that you think may be commercially exploitable, you should consult with your supervisors and King’s Business as to whether or not steps should be taken to protect and exploit the invention/work and if so how to do this. For further information about intellectual property rights, patents and confidentiality contact King’s Business & Innovation.
10 Essential Administrative Matters

10.1 Dates of the 2015-2016 Academic Timetable

Term 1: 21st September 2015 - 11th December 2015
Term 2: 11th January 2016 - 1st April 2016
Term 3: 2nd May 2016 - 5th June 2016

10.2 Student Identification

10.2.1 College Intranet

You can use the College Intranet to access your student profile and to check that your personal details are correct.

Please note that it is your responsibility to ensure that we have an up-to-date contact address for you. If correspondence does not reach you owing to incorrect information we cannot be held accountable. If you are unable to change your address via your student record please contact the Student Services Centre.

10.2.2 King’s Student Identification Number

At enrolment you will be allocated a KCL Student Identification Number, which you retain for your studies at the College. Please use your number as a reference in any correspondence. Your KCL number will be on your student identification card and should not be confused with your candidate number.

10.2.3 King’s Student Identity Card

At enrolment you will be provided with your student identity card (ID). This will carry your photograph and act as a combined identity, library and security card. It will also be required to provide access to College buildings, the Information Services Centre and the student computing rooms. The card should be kept with you at all times when you are in College and will be required if you wish to borrow any books or are sitting an examination. If you have an examination for your module it is essential to bring your ID card. Without it you will not under any circumstances be allowed to sit the exam and will be registered as a failed attempt.

If you lose your ID card you will need to apply to the Student Services Centre for a replacement. The cost of replacement is £10. If, however, your ID card was stolen and you can provide a police crime number it will be replaced free of charge.

10.2.4 Email Registration

When you have completed enrolment formalities and have a current student ID card, your College e-mail address will be allocated to you. Further information will be available at enrolment. If you have any queries related to your email address or access codes please go to the help desk in the Information Services Centre, Franklin-Wilkins Building. The Faculty communicates with students via their email account; therefore, it is essential that you check your e-mail on a regular basis.

You must use your allocated King’s College London email address for all communications with the Faculty. If you do not check your King’s email frequently you are likely to miss important programme information.

If you are unable to access your account please go to the help desk in the Information Services Centre with your ID card.
If you are a returning student following a gap in studies, your email address may have changed. Please check carefully.

10.3 Student Participation

10.3.1 Employer sponsored study (Information provided to your trust and manager)

We provide feedback to sponsoring trust managers/employers on a wide range of issues including attendance and performance (pass/fail, unsafe practice, non-submission, non-attendance at examination). You should also note that your manager will be informed if you commit an examination or other College offence. Your employers may consider it a disciplinary offence if you do not inform them of absences/withdrawal. If an allegation of cheating, irregularities or plagiarism is proven, and you are sponsored by your employer, the lead for education in the Trust will be informed by the Chair of the Examination Board. Your Trust may then take the matter to the Nursing and Midwifery Council (NMC).

10.3.2 Procedures for students' complaints and grievances

There are other sources of help available to you depending on the nature of the difficulty. A Code of Conduct at College, which should be read in conjunction with the College Regulations, can be found in the Appendices.

This policy stresses the importance of “local informal resolution”. Should you have a complaint or problem you should raise it in the first instance early and directly with your principal supervisor. If you feel that this is not appropriate or the issue relates to that person, then approach the Programme Leader. If, after discussion, it is decided that the matter should be taken further, an application should be made in writing to the Dean of Faculty.

Further details of the student complaints procedure can be found on the Policy Zone.
11 Appendices
Introduction to Library Services - www.kcl.ac.uk/library

Libraries are located at all the main campuses and provide information resources relevant to all the subjects taught locally. The Enquiry desk staff are available to offer guidance on all services, including help using the student computing facilities. Library resources are also available online. Further information and support is available at www.kcl.ac.uk/library.

The libraries can be found at:

- **Strand Campus** – The Maughan Library and the Foyle Special Collections Library at Chancery Lane and the Archives Reading Room at the Strand building.
- **Waterloo Campus** – Franklin-Wilkins Library.
- **Guy’s Campus** – New Hunt’s House Library; Wills Library in the Hodgkin Building.
- **Denmark Hill Campus** – Weston Education Centre Library; Institute of Psychiatry Library.
- **St Thomas’ Campus** – St Thomas’ House Library.

Library Services provides access to:

- A huge multidisciplinary information resource base including over 1.2 million printed books and ebooks; thousands of journals, reference tools, statistical data, official publications, maps, music scores, multimedia resources, photographs and manuscripts, as well as archives (5 million items) and special collections of international standing.
- On and off-campus access to electronic resources including library catalogues, bibliographic and full text databases, ejournals, ebooks, newspapers and reference works.
- Inter-library and inter-site loans.
- Long opening hours, including 24/7 opening hours during exam periods.
- Silent, quiet or discussion zones.
- Group study rooms with plasma screens.
- Laptop loans service.
- Training on the use of information tools and software.
- Help with referencing your work correctly and avoiding plagiarism.
- Membership of Senate House Library and access to other university libraries.
- A0 poster printing

Key links to services, resources, help and guidance:

- **About Library Services:**
  www.kcl.ac.uk/library/about

- **News and events:**
  www.kcl.ac.uk/library/newsevents.aspx

- **Locations and opening hours:**
  www.kcl.ac.uk/library/visiting

- **Using our services:**
  www.kcl.ac.uk/library/using

- **Subject Support:**
  www.kcl.ac.uk/library/subjectsupport

- **Library subject guides:**
  http://libguides.kcl.ac.uk

- **Research Support:**
  www.kcl.ac.uk/library/researchsupport

- **Information Management:**
  www.kcl.ac.uk/library/using/info-management
• **NHS:**
  www.kcl.ac.uk/library/nhs

• **Collections and resources:**
  www.kcl.ac.uk/library/collections

• **Help and Guidance:**
  www.kcl.ac.uk/library/help

• **Contact us:**
  www.kcl.ac.uk/library/contact
Postgraduate Research Student & Supervisor Agreement

Student Name:

Student ID:

Principal supervisor:

Second supervisor:

Third supervisor (if applicable):

Project Title:

Date of registration:

Agreed initial frequency of meetings (please note that it is expected that the frequency of meetings will vary throughout the degree period; but that any changes to the frequency must be agreed by both parties)
Amendments to this document by either the student and/or supervisors can be made by mutual agreement and must be initialled by all and an amended copy submitted to the Student Records Officer with an explanatory note from the supervisors.

If the student or supervisors are concerned that the other is not complying with their responsibilities, then they have a responsibility to raise the issue firstly with the person concerned. If resolution cannot be found, issues should be raised with the Head of Graduate Research Studies.

Please submit one fully signed copy to the Student Records Officer within 3 months of initial registration.

**Signature Declaration**

I have read and understand the responsibilities outlined in the Core Code of Practice for Postgraduate Research Degrees and agree to adhere to them:

Student: [Name, signature, date]

Supervisor: [Name, signature, date]

Supervisor: [Name, signature, date]

Supervisor: [Name, signature, date]
Supervision Record Form for Postgraduate Research Students

Students and supervisors should use this form to help structure and provide a record of their meetings

SECTION 1: TO BE COMPLETED BY THE STUDENT PRIOR TO SUPERVISION MEETING

Student name: Name of principal supervisor:

Name of second supervisor:

Name of third supervisor (if applicable):

Date of supervision meeting: Date of last supervision meeting:

Details of work undertaken since last supervision meeting:

Details of work submitted to supervisor since last supervision meeting:

Issues you would like to discuss in the supervision meeting:
### SECTION 2: TO BE COMPLETED AT THE SUPERVISION MEETING

Topics covered in supervision meeting

Details of work student should undertake between now and next supervision meeting

### SECTION 3: Date and Time of next supervision meeting

This form contains a good summary of our meeting

<table>
<thead>
<tr>
<th>Signatures</th>
<th>Student:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal supervisor:</td>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>Second supervisor:</td>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>Third supervisor:</td>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

A copy of this form should be kept by the student, the supervisors, and the student should request a copy is placed in their student file.
Citing References

In any piece of research or written work you need to acknowledge, or cite your sources of information. A list of references usually appears at the end of a piece of work. Each reference describes an item, usually published (for example a book, report or thesis) or part of an item (a chapter, journal article or electronic document). The reference will also provide essential details which enable the reader to locate the cited publications with ease. A bibliographic reference should, at a glance, answer a number of questions about the item cited: Who wrote it? Who published it? Where was it published? When was it published?

The importance of references

The literature review and the process of compiling a comprehensive list of references about the items you have consulted are both important elements of the research process.

An incomplete or inaccurate list of references reflects on the quality of your work and may devalue its impact. A detailed list of references is used to:

- give proper credit to other people’s work and ideas, and to avoid plagiarism
- show that you have consulted widely, have recognised and acknowledged the relevant debates, arguments and practice in a given field
- substantiate any statement that you make
- signpost others to related works and prior publications
- enable others to check the evidence and accuracy of your information, and to consult texts which you have found relevant and useful

Plagiarism

Referencing your work correctly enables you to avoid plagiarism. The term plagiarism describes the act of taking and using another person’s thoughts, words, judgements or ideas as your own, without any indication that they are those of another person. It is a serious academic offence and can result in severe disciplinary action. The College statement on plagiarism can be found in OneSpace Study.

Citation conventions

There are recognised conventions for citing the work of others when writing essays and journal articles etc. In-text citations are placed at the point within the text at which reference is made to another’s work, and these refer the reader to the reference list (sometimes called a bibliography) which is usually placed at the end of the essay/article.

Reference list or bibliography

The terms reference list and bibliography are sometimes used interchangeably, but here we define bibliography as a list of consulted readings - for example a list of sources that you have studied, but have not specifically cited in the text. A bibliography is not required for essays. By contrast, the reference list is defined as a list of cited sources. The sources listed in a reference list must match against the in-text citations and similarly, the in-text citations must have a matching entry in the reference list.

Quoting

In scientific writing the use of direct quotations is inappropriate, whereas in some subject areas in the Humanities or Social Sciences it is a recognised practice. In Nursing and Midwifery direct quotations should rarely be used. To make it clear when you are directly quoting from a source, use double quotation marks for short quotations or indentations for longer extracts, and include the page number in the citation.

Paraphrasing

Paraphrasing the words of others does not make them your own. It must always be clear that the ideas being expressed are those of the original author. Read the passage until you thoroughly understand it, and then write your own version without looking back too often to the original. A citation must still be given to acknowledge the source of the ideas.

Secondary referencing
The use of secondary referencing in scientific writing is strongly discouraged. You should never cite an article you have not seen in full. If it is impossible to read the original article, but you wish to include the findings of that research as reported in a review or textbook, then you must cite the article or book which refers to the original work, e.g., Brown’s results cited by Jones (1999, p. 563) indicated that...

Diagrams and illustrations
Scanned or electronic images included in written work should always be acknowledged by citation. If the work is to be published, permission must be sought from the original creator before inclusion of any graphic material.

Citation and reference styles
There are three main approaches to citing references:
- in the author-date approach, the in-text citations are given using the author’s surname and the date (actually year) in brackets, while the reference list at the end of the document is arranged alphabetically
- the numeric approach uses numbers to indicate citations within the text, and the reference list at the end is ordered numerically
- the footnotes method uses superscripted numbers within the text to refer to footnotes at the bottom of each page, in which the references are given in full

If you are writing a paper for publication, the citation style is dependent on the editorial policy of the journal in which the item is to appear. Refer to the publisher’s instructions for authors.

For your academic work in the Faculty of Nursing and Midwifery we require you to use the author-date style, and this guide will describe this style in more detail with examples based on the style used by the Journal of Advanced Nursing (JAN)

The author-date approach
This is often referred to as the Harvard system but please note that there is no one Harvard ‘style’, you may see many variations in format.

The references are cited in the main body of the text by inserting the author’s surname and the year of publication in brackets at the relevant point. The reference list contains the sources you have cited in alphabetical order by author’s surname.

Here is an example using the style of the Journal of Advanced Nursing:

within the text of the work:
Probing was used to ensure the credibility of the data and reduced the risk of socially desirable answers (Barriball & While 1994).

in the reference list

Notice the use of punctuation: the author’s initials are followed by full-stops, as is the article’s title. There isn’t any punctuation between the italicised journal title and the volume number. The volume and/or issue information is followed by a comma, and the page numbers by a final full-stop. Although this is relatively straightforward, many circumstances can arise that require additional rules.

Rules for the citations in the text
- when two or more references to the same author have been cited together they should be arranged in chronological order, e.g., (Brown 2003, Brown 2006) Remember that the reference list should also order them in chronological order by date of publication,
- when two or more references to the same author have been cited from the same year, differentiate them with an a b c annotation, e.g., (Smith 2004a, Smith 2004b). Keep each year distinguished in the same way in the reference list (e.g., (2010a) etc....) and keep them in the same order.
- if two authors have the same surname, add their punctuated initials in the citation, e.g., (Smith T.H. 2002, Smith W. 2002)
• if you refer explicitly to an author in the text you don’t need to repeat their name in the citation; just the year in brackets will be sufficient, e.g., ‘Cook’s key paper on Hepatocellular carcinoma (1985) is often cited in this area.’
• when quoting directly from a text, the page number on which the quote appears should be given after the year and a comma, e.g., (Jones 2005, p. 255)

Rules for numbers of authors’ names

Rules for the number of authors’ names to include in a citation and in the reference list may differ between the various author-date styles. You will be expected to do it in the following way:

In a citation:
• if the work you are referring to has two authors, use ‘＆’ (not ‘and’) e.g. (Brown & Black 2005)
• if there are three or more authors use, in italics ‘et al.’ which means ‘and others’ e.g. (Brown et al. 2006)

In the reference list:
• all authors’ names should be included. The final authors should be joined not by a comma but by an ampersand, e.g., (White S., Brown R., Green C. & Black C.) If there are only two, then they should be joined by an ampersand.

Reference lists

Uniformity, consistency and accuracy are the three golden rules for reference lists. The examples on the following pages should help clarify how to format entries. In the meantime, also bear these points in mind:
• where an important element of a reference is not available, for example the date or author of a document, this should be stated including the issue number for a journal is essential where each issue starts with page 1, but is not considered essential if the page sequence continues throughout the whole volume
• preferably avoid citing unpublished works, conversations or correspondence
• check your list of references before submitting your work, even if you have used bibliographic software

Journal title abbreviations

Often journal titles are given in abbreviated format. You are required to always use the full title of a journal (as specified by the JAN style) in your reference lists. If you come across an unfamiliar abbreviation you can look up medical and biomedical journal abbreviations using the journal's database in PubMed.

Reference list examples for different document types

Journal articles

A standard journal article reference should include, in this order: author(s) with initials (followed by full stops); year of publication (in brackets); title of the article; journal title (in italics); volume (in bold) (and issue if required in brackets) and first and last page numbers (followed by a full stop), e.g.:


Book references

A reference to a book should include, in the following order: author(s) or editor(s); date of publication; title of the book (in italics); edition number (if not the first); publisher and place of publication. Book titles should be italicised like journal titles. This helps them stand out from article titles and chapters from books. References should be punctuated as in these examples:

• Books - personal author(s)

• Books - editor(s)

• Book - organisation as author
Chapter references
If you are referring to a specific chapter in a book you will have to note the title of the chapter and its author(s) as well as the title of the whole work and its editor(s) and include the first and last page numbers of the chapter, e.g.:


Notice the differences from a reference list entry for a whole book: the editors follow the title of their edited work, and are in brackets. Also notice that the page numbers for the chapter are preceded by ‘pp.’ which means ‘pages’.

Official publications


Notice the CM number shown in brackets for this official policy document. This is the command number used for Secretary of State publications.

If official publications are available only in electronic form, then cite them as web documents – see example below under ‘Web documents.’

Conference Papers
These may be presented in a similar way to book chapters, e.g.:


Alternatively conference papers may be published in journal issues, when the reference will be in the style of a journal article reference.

Theses or dissertations
The degree type and university are required as well as the author, year and title, e.g.:


Diagrams or illustrations
These can be treated in a similar way to book chapters, but with ‘illus.’ appended, e.g.:


Legal documents
Different conventions apply when citing legal sources such as statutes and case reports – see OneSpace Study for information on citing legal references.

Electronic sources
Citing electronic information can be problematic. Web-based information in particular is subject to change or may disappear completely. As a result, it is very important to add the date the source was accessed.

Full-text documents online
A standard reference should contain: Author/editor, year, title, medium, place of publication and publisher.
Some database producers may provide instructions on the citation format. Indicate this in the references, e.g.:


Internet sources
A standard reference to an internet source should include the author, the date the information was published or updated (either year or full date) the title of the work, the URL (including the internet access protocol (for example ftp://, telnet://, http://)), and the date accessed. The accessed date is the date you viewed, downloaded or printed the web page. This is necessary to allow for any subsequent changes which may be made to the page, or if the page is no longer available. The information should be presented and ordered as in the following examples:

Web documents

E-journal articles
Where journals are available in print form as well as online it is unnecessary to refer to the online access details, the standard journal reference information will suffice. If the journal is only available online, then the access date may be required as there might be more than one version. However, many online-only journals provide a persistent URL to the definitive version of each article, which can be quoted, e.g.:


Alternatively the DOI (a unique number that identifies the article) can be used if it is available, e.g.:


If you cannot find the DOI and there is no quoted persistent URL, then it is acceptable to include the web address of the journals home page, e.g.:


Discussion list messages

Personal email messages
Smith F. (fred.smith@kcl.ac.uk). (2011) April 5th. Clinical challenges for newly-qualified nurses. Personal communication. Email to J. Brown (jo.brown@kcl.ac.uk).

You should always obtain permission from an email correspondent before quoting their email address.

General tips for electronic sources
• always bookmark useful web documents
save and print all the documents and correspondence that you intend to cite, just in case they aren’t effectively archived or disappear

- learn to appraise critically and evaluate resources in terms of currency and authority. Resources that don’t cite a specific author or publication date should be treated with caution. You should not be referencing Wikipedia articles or other articles of dubious authority for your essays.

- if there is no apparent author, try to identify the most relevant and specific corporate unit, but if this is not possible, use the title in place of the author’s name

- if no date is available, state ‘no date’

**Good note taking**

Record the full bibliographic details of any item you read, if you think you might decide to refer to it later in your work. Specific pieces of information are required depending on the type of material being referenced – see the examples given above in Reference Lists.

Filecards are useful for noting down these details. If you keep photocopies of articles, be aware that you will not necessarily find all the information you need printed on the page, so make sure you write any missing details on the copy. If you have found your references in a database, the required information can be saved or printed out. If you use bibliographic management software, you can often save the records straight to your own database.

**Bibliographic management software**

This software will generate and format reference lists linked to your citations. References are entered into your personal bibliographic database, either manually or by importing them from an external source such as an online database or catalogue. Citations in your word-processed text are inserted by linking to the appropriate references in your database. The software will then format your citations and create a reference list in a specified style, saving you a great deal of time and effort.

RefWorks and Endnote Web are web-based bibliographic software services, subscribed to by Library Services and available from any networked computer. EndNote is available to King’s staff and students by licence agreement and is available to use on the Campus Desktop and Global Desktop. Both software programs include the style for the Journal of Advanced Nursing. Make sure you select this style when compiling your bibliography. See OneSpace Study for support in using any of these programs.

**Further information**

See the Library Services web pages for further support with citing references, and also the book, Pears R., Shields G. (2005) *Cite them right* Newcastle, Northumberland University. There are copies in the libraries. However, bear in mind that the exact style described will not be the same as the Journal for Advanced Nursing style that is described here.
Florence Nightingale Faculty of Nursing & Midwifery Conference Fund for Postgraduate Research Students

**Purpose of the fund**
The purpose of this Faculty fund is to support postgraduate research students to attend conferences for the purpose of delivering an oral or poster presentation on the subject of their doctoral research. There are termly application rounds and each round has a set deadline.

**Value of award**
- A maximum award of £1500 for a research student for the duration of their postgraduate research programme will be permitted.

**Eligibility criteria**
In order to be considered, applicants must meet the following criteria:
- Be currently registered as a postgraduate research student in the Florence Nightingale Faculty of Nursing & Midwifery, King’s College London. Doctorate in Healthcare students should be undertaking the research based thesis component of the programme.
- Be of good academic standing and with no outstanding debt to King’s College London.
- Have no other source of funding to support conference attendance to present their doctoral research.
- Have been accepted to present a paper or poster on the subject of their doctoral research.
- Be supported by their supervisors.
- Submit the required documentation electronically by the relevant deadline (see below).

**Conditions of award**
- Successful applicants are required to complete a Conference Attendance Report Form within 2 weeks of their return.
- Applicants will be expected to discuss the conference within the Faculty no later than two months following conference attendance (by presenting a seminar, or displaying their poster, for example), details of how this will be achieved must be included in the application.
- Details such as name, conference, of successful applicants will be made available on the Faculty website.

**Application documentation**
Completed applications must be submitted via email to joanne.fitzpatrick@kcl.ac.uk by the relevant deadline.

For an application to be considered complete the following documentation must be submitted:
- A completed Faculty Conference Funds Application Form
- Confirmation of acceptance to present an oral/paper/poster presentation at the conference

**Outcome notification**
Applicants will be informed of the outcome of their application within 2 weeks of the relevant deadline. Notification will be made via email.
# Application for Conference Funds

<table>
<thead>
<tr>
<th><strong>NAME</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>KING’S STUDENT ID NUMBER</strong></td>
<td></td>
</tr>
<tr>
<td><strong>YOUR KING’S E-MAIL ADDRESS</strong></td>
<td></td>
</tr>
<tr>
<td><strong>SOURCE(S) OF FUNDING FOR YOUR RESEARCH PROGRAMME:</strong> <em>(if self funded please state)</em></td>
<td></td>
</tr>
<tr>
<td><strong>CONFERENCE TITLE</strong></td>
<td></td>
</tr>
<tr>
<td><strong>ARE YOU PRESENTING AN ORAL PAPER OR A POSTER?</strong></td>
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<tr>
<td><strong>Title and abstract of your oral paper/poster</strong></td>
<td></td>
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<tr>
<td><strong>Justify the importance of your conference presentation for your research and career</strong></td>
<td></td>
</tr>
<tr>
<td><strong>HAVE THE ORGANISORS OF THE CONFERENCE OFFERED TO PUBLISH THE PAPER AFTER THE EVENT? PROVIDE DETAILS</strong></td>
<td></td>
</tr>
<tr>
<td><strong>State your plans to present your paper/poster within the Faculty</strong></td>
<td></td>
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<tr>
<td><strong>DATES OF CONFERENCE (start and end)</strong></td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>Details</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>TRAVEL COSTS (give details)</td>
<td></td>
</tr>
<tr>
<td>SUBSISTENCE (give details)</td>
<td></td>
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<tr>
<td>CONFERENCE REGISTRATION FEE</td>
<td></td>
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<tr>
<td>OTHER COSTS (give details)</td>
<td></td>
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<tr>
<td>TOTAL COST OF CONFERENCE ATTENDANCE</td>
<td></td>
</tr>
<tr>
<td>HAVE YOU APPLIED FOR AND/OR SECURED FUNDS FROM OTHER SOURCES (If so, state how much and provide evidence on a separate sheet where possible)</td>
<td></td>
</tr>
</tbody>
</table>

Signature of student

Date

Name and signature of supervisor endorsing this application (principal/second supervisor is acceptable)

Date
Conference Attendance Report Form

As part of the conditions of the Conference Fund, all candidates given an award are required to complete a Conference Attendance Report Form within 2 weeks of their return from the conference.

<table>
<thead>
<tr>
<th>Student Name</th>
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</thead>
<tbody>
<tr>
<td>Student Number</td>
<td></td>
</tr>
<tr>
<td>Title of Conference Attended</td>
<td></td>
</tr>
<tr>
<td>Date(s) of Conference</td>
<td></td>
</tr>
</tbody>
</table>

1. Did you attend the conference and did you present your paper/poster as planned? If no, please give a reason for non-attendance and/or non-presentation Please note that failure to deliver an oral or poster presentation may result in you having to return funds to the Faculty

2. What did you gain from attending this conference?

3. Have you discussed your conference experience at a Faculty forum? If so, please explain how this was done; if no, please explain how you intend to do so and when

4. If you have any further comments please provide this in the space given below