



**ANIWEL GRADUATE SCHOOL:
GOOD PRACTICE GUIDELINES**

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1. General information

The ANIWEL Graduate School in Animal Welfare aims first and foremost to improve doctoral education in animal welfare and clinical veterinary medicine.

ANIWEL is supported by an operating grant awarded by the Academy of Finland, as well as graduate school positions funded by the Ministry of Education and Culture through an Academy of Finland application process. In addition, ANIWEL may apply for funding from other doctoral education funders. ANIWEL does not conduct business to fund its operation.

ANIWEL participants include the University of Helsinki, the University of Eastern Finland, the University of Turku, Åbo Akademi University and the public research institutes MTT Agrifood Research Finland and the Finnish Food Safety Authority, with the University of Helsinki acting as the coordinating body.

2. Regulations

ANIWEL's regulations are appended in a separate document (Appendix 1). The regulations define the composition, duties and term of office of the board, as well as the duties of the graduate school coordinator.

3. Education

ANIWEL's core is the education and courses it provides. Most courses or study modules are taught in English. Education offered nationally is organised in the form of regular courses that provide students with certain core skills, as well as individual courses arising from the students' needs. In addition, ANIWEL organises multifaceted education to improve the students' transferable skills.

Notifications of courses offered by the graduate school will mainly be issued through its mailing list and the ANIWEL website:

<http://aniwel.edublogs.org/courses/>

Information on courses offered by other parties will be distributed through the mailing list.

4. Practices

ANIWEL's current "House rules" can be found on the graduate school website:

House rules

<http://aniwel.edublogs.org/files/2010/02/House2010rules1.pdf>

These rules are updated when necessary, and the graduate school members will be notified of updates.

4.1. Application and admission procedure

ANIWEL organises an open application procedure when necessary. This will be advertised extensively. Applicants must have completed or be about to complete an applicable Master's or Licentiate degree and hold a current or pending postgraduate study right at one of the partner universities. Detailed information on the application procedure will be published on the ANIWEL website.

All applications will be assessed by the board. Attention will be paid to the applicant's research plan and to the CVs and publication lists of both the applicant and his or her supervisor(s). In addition, the compatibility of the research topic with the research interests of the graduate school will be evaluated.

Successful applicants will be awarded research funding for up to the number of months indicated in the application. All available research funding will be distributed at the same time. In addition, a number of applicants will be placed on a reserve list. Should one or more successful applicants fail to utilise their allotted monthly funding, it may be awarded to the students on the reserve list.

In addition to the salaried doctoral students, doctoral students with outside funding may also be accepted into ANIWEL. The same admission criteria will apply to both groups.

4.2. ANIWEL membership

Successful applicants will be registered as ANIWEL members. Doctoral students will remain in the ANIWEL graduate school until they complete their dissertations or submit their resignation. In addition, ANIWEL board can regard student as resigned if the student has not participated in school activities within 5 years and has not given annual report within 5 years and the supervisor of that student agrees about the resignation procedure.

4.3. Travel grants

ANIWEL awards travel grants for international research group visits ranging from a few weeks to a few months. Doctoral students in the ANIWEL graduate school may also apply for travel grants for courses organised in Finland or abroad. All doctoral students are encouraged to participate in the education organised by ANIWEL.

Grant application instructions

Before travelling:

A written application for travel allowances for a course within Finland, together with an itemisation of costs, must be delivered to the coordinator in good time, by the due date. Only approved expenses will be compensated.

After travelling:

A travel expense report and the relevant receipts must be sent to the coordinator. A travel report must be submitted for international research visits.

4.4. Reporting

Each ANIWEL doctoral student must submit an annual progress report approved by his or her supervisor to the graduate school. Instructions for reporting can be found in the House rules, and a reporting form will be sent to all students by the end of the year.

4.5 Feedback and appeals

During their research funding period all ANIWEL doctoral students will be employed by their home university. Disputes will be handled according to the appeals procedure of the university in question. ANIWEL's admission procedure is comparable to a grant application procedure and not subject to appeal. However, applicants have the right to request an explanation of the grounds of student selection. All requests should be addressed to the ANIWEL coordinator, who will issue a response and bring the matter to the attention of the director and board when necessary.

5. Appendices

Appendix 1. Regulations of the ANIWEL Graduate School in Animal Welfare

Section 1 Board

The ANIWEL Graduate School in Animal Welfare shall be led by a board, a director and a deputy director. Various parties shall be represented on the board. The board shall also include one representative elected by the students from among themselves. The board shall comprise 6–10 members and their deputies.

The term of office of the board, the director and the deputy director shall be four years.

The board shall meet at least twice a year. The board shall be given notice of the meeting. The minimum period of notice shall be one week. The necessary quorum shall be at least one half of the total number of committee members. The decisions of the board shall be approved by a single majority. The student member shall not be entitled to vote in matters related to admissions.

Duties of the board:

1. The board shall admit students to the ANIWEL Graduate School based on their applications, appoint a coordinator, approve the budget and nominate students for awards.
2. The board shall award grants for overseas travel.
3. The board shall participate in the development and educational design of the ANIWEL Graduate School.
4. Each member of the board shall act as a liaison between ANIWEL and his or her own workplace.

Section 2 Director and deputy director

The director and the deputy director of ANIWEL shall be professorial researchers employed in a permanent position at the University of Helsinki.

Duties of the director and the deputy director:

1. The director shall chair the board.
2. The director shall lead ANIWEL and participate in its development and educational design.
3. The director shall be indicated as the applicant in the graduate school application procedure of the Academy of Finland.
4. The director shall convene the meetings of the ANIWEL board.
5. The deputy director shall deputise for the director when necessary.

Section 3 Coordinator

ANIWEL shall appoint a coordinator with a doctoral degree and research experience in the field.

Duties of the coordinator:

1. The coordinator shall develop the ANIWEL Graduate School together with the director and the board.
2. The coordinator shall plan and implement training sessions organised by ANIWEL, participate in the supervision of doctoral students and maintain the Finnish and international partner network of ANIWEL.
3. The coordinator shall oversee the internal and external communications of the ANIWEL Graduate School and maintain its website.
4. The coordinator shall prepare the admission procedure of doctoral students and the meetings of the board, participate in drawing up and reporting on funding applications and the budget as well as participate in awarding travel and training grants.
5. The coordinator shall approve grants for Finnish course travel.
6. The coordinator shall maintain the ANIWEL Graduate School's student register and archive.

Section 4 Other staff

ANIWEL may hire staff for short-term project-based positions if necessary. The costs of such work shall be covered through the operating grants allocated to ANIWEL.

Section 5 Approval and entry into force

The Regulations of the ANIWEL Graduate School of Animal Welfare shall be approved and signed by all members of the board.

The Regulations shall enter into force on _____ and remain in force for an indefinite period.

Signatures *Mar 3, 2012*



Professor Outi Vainio

Chair of the approval meeting



Professor Anna Valros

Deputy chair of the board

Appendix 2. Admission criteria

14.8.2009

Instructions to evaluate the PhD student applications

The board members of ANIWEL graduate school will do the scientific evaluation of the applications. Each application will be reviewed by the board members. External reviewers may be used whenever the board considers it appropriate. When preparing the final decision, the board may also use other criteria to help the decision making process. The applicant can get feedback from his/her application by request.

The board will consider:

- Is the subject within the research strategy of ANIWEL? YES / NO

- General impression of the application
 - strengths and weaknesses
 - other remarks

When evaluating the following items (1.-6.), a grading scale from 1 to 5 is used on each.

- 1 = poor
- 2 = moderate
- 3 = good
- 4 = very good
- 5 = excellent

1. Scientific input and significance to animal welfare and clinical veterinary medical studies
 - innovativeness
 - consistence of the literature review
 - methods and materials
 - societal relevance

2. Practical implementation of the research plan
 - time schedule and funding, are they realistic?
 - Is professional specialization included in study plans in veterinary medicine?

3. Competence of the applicant
 - education, age of the applicant
 - publications

4. Applicant's commitment and experience in research
 - has the applicant previous experience as research assistant or research scientist

5. Research group and research environment
 - research activity of the research group
 - competence of supervisors
 - is the research environment adequate to the study plan to be carried out?

6. International research network
 - international supervisors and/or other international contacts

Appendix 3. House rules for students

HOUSE RULES

15.8.2011

INSTRUCTIONS FOR RESEARCH SCHOOL APPLICATIONS AND PRELIMINARY CONDITIONS FOR DOCTORAL STUDENTS

The Research School for Animal Welfare (ANIWEL) can be joined in one of two ways:

- a) by applying for an ANIWEL-funded PhD-position (hereafter *ANIWEL-funded member*), or
- b) by applying for a position as a member of the research school through funding awarded by a source other than the school (hereafter *member*).

ANIWEL-funded PhD-positions can only be applied for when vacancies are specially announced. Member applications are accepted at all times. The research school board decides on the acceptance of ANIWEL-funded members and members, all of whom are subject to certain rights and obligations. However, the rights and obligations are less demanding on members than on ANIWEL-funded members.

a) Applying for a position as an ANIWEL-funded member

ANIWEL-funded member positions funded by the Academy of Finland

The Academy of Finland has granted 7 doctoral student positions to the Research School for Animal Welfare for the period 2010–2013. Vacancies are announced separately, and detailed instructions on the application procedure are given in the announcement. Further information about applications can be found on the research school home page at <http://aniwel.edublogs.org>.

ANIWEL-funded member positions can be granted for periods of various lengths (up to four years) depending on the stage of the applicant's doctoral dissertation. Positions of more than 12 months are granted on the condition that the **ANIWEL-funded member** progresses according to his or her plan. If the dissertation is completed sooner than planned, that is, before the end of the employment period, the applicant may draw pay as an **ANIWEL-funded member** for a maximum of six months after the public examination.

The **ANIWEL-funded member's** place of employment depends on the research group in which the applicant works or under whose scope the planned research falls. **ANIWEL-funded member** positions can be granted to applicants with a Master's degree or equivalent. The applicant must have the right to postgraduate studies or a scheduled plan for applying for such a right in one of the universities belonging to the research school (University of Helsinki, University of Eastern Finland, University of Turku, Åbo Akademi University). At least one of the supervisors of the doctoral dissertation or the research plan pending approval must work in a research team in the research school. A list of supervisors is available at ANIWEL internet pages. At the time of application, the applicant's place of employment must have committed itself to providing suitable conditions for research and work.

The rights of ANIWEL-funded members:

The **ANIWEL-funded member**

- draws pay granted by the Academy of Finland during the period awarded
- can participate for free in all courses organised by the research school

- receives information about training events arranged by the school and about other events related to the field through the research school's website and email list
- receives compensation for travel and accommodation related to courses and seminars arranged by the school, within the bounds of appropriations available to the research school; expenses are compensated for in accordance with the State's Travelling Regulations, with the exception of per diem allowance, which the research school does not pay
- may apply for subsidy for international travel involving a research visit, learning new methods or participating in an international course
- gets guidance and practical advice from board members related to dissertation work, internationalisation or the study plan
- is allowed to carry out a small amount of outside employment (for example, teaching and on-call duties as a veterinary surgeon), as long as it does not interfere with dissertation work; more extensive outside employment must receive approval from the research school board, and permission for outside employment must also be discussed with the student's organisation
- may, if simultaneously pursuing a professional postgraduate degree, carry out clinical work related to the field of specialisation at times agreed upon with the supervisor; the research school board approves simultaneous dissertation work and professional specialisation when the student is accepted to the research school, but may also approve the specialisation study plan after the student has been accepted to the school
- has normal, statutory rights to maternity, paternity and parental leave, none of which shorten the overall duration of the **ANIWEL-funded member** position

The obligations of ANIWEL-funded members:

The *ANIWEL-funded member*

- pledges to actively work on finishing the doctoral dissertation during the funded period and to complete other studies needed for the doctoral degree according to the study plan, holding the main responsibility for the completion of the doctoral dissertation
- adheres to the schedule which was drawn up at the beginning of the funded period in cooperation with the supervisor(s) and approved by the research school board and which is reviewed annually in conjunction with annual reports
- has a contractual employment relationship or public-service employment relationship with his or her own organisation and complies with the rules and procedures of the organisation
- pursues postgraduate studies on a full-time basis, taking into account that the funded period cannot be postponed (except when on maternity, paternity or parental leave, carrying out military or civil service, as well as when enjoying short grant periods or carrying out other duties with the board's approval)
- attends the research school's seminars and courses actively and regularly: participation in autumn seminars is obligatory, and absence is only accepted on good grounds
- reports on his or her progress on an annual basis and at the end of the period in writing to the board (see: instructions on annual and final reporting)
- reports on research progress and results at the research school's seminars and actively participates in research school courses, including course instruction when appropriate (for example, by presenting his or her own work or giving a lecture related to the work)
- actively promotes his or her own internationalisation: as a rule, the study plan of ANIWEL-funded members includes research visits, with a total duration of one month or more, to an international research or educational institute or company
- maintains active relations with his or her own field, for example, through lectures and professional writings
- follows research school news and announcements on the school's website and actively participates in the research school's online discussions related to, for example, courses and research plans
- takes part in promoting and developing the research school's operations

Annual and final reports of ANIWEL-funded members

All **ANIWEL-funded members** who receive pay and are employed for more than 12 months must submit an annual report to the board in November. **ANIWEL-funded members** must submit a final report to the board at the end of each employment period according to the same instructions. The report must contain the following information:

- ***progress of research***
- ***completed postgraduate studies***
- ***internationalisation***
- ***participation in congresses and other meetings***
- ***presentations and lectures given***
- ***publications (including manuscripts and approved writings)***
- ***stage of doctoral dissertation and studies in relation to the planned schedule and explanations for any changes in plans***
- ***sources of funding***
- ***plan for the following period concerning the dissertation, studies and internationalisation.***

The maximum length of the report is three sheets, and the report must be signed by the student and the main supervisor. It is recommended that the report is prepared on the ANIWEL report form.

b) Applying for a position as a member

Research school members with funding from sources other than the research school

The research school accepts members, based on applications, who work in fields that correspond to the school's mission. Members do not receive pay from the research school and they are not subject to as extensive rights and obligations as ANIWEL-funded members employed by the school. Member applications are handled and approved by the board.

Membership in the research school can be granted to an applicant who has the right to pursue postgraduate studies (or plans to apply for such a right in the near future), has a supervisor in one of the research school's support organisations or works in such an organisation. In special cases, the board may also accept an applicant who is otherwise strongly linked to the research school. Members carry out postgraduate studies on funding granted by a source other than the research school. Membership may also be granted to an applicant who is writing a doctoral dissertation in addition to his or her other work. On good grounds, membership may also be granted to an applicant who aims at postgraduate studies but is still in the final phase of the undergraduate degree.

Research school membership can be applied for by filling out the member application form available at the research school's website. A short résumé, list of publications, postgraduate study plan and a summary of the research plan, no longer than two sheets, including a schedule and description of known or planned research funding must be appended to the application. Applicants simultaneously pursuing a professional postgraduate degree must also present a study plan concerning specialisation. If required, the board may request applicants to provide additional information orally or in writing during the evaluation process.

Member applications can be sent at all times. The applications are handled as soon as possible in the board meetings. Applications are returned electronically to the coordinator of the research school. One copy of the signed application form, excluding appendices, is sent to the following address as soon as the electronic

application has been submitted: ANIWEL graduate school, Faculty of Veterinary Medicine, PO Box 57, 00014 University of Helsinki, Finland.

The rights of members:

A member:

- can participate for free in all courses organised by the research school receives information about training events arranged by the school and about other events related to the field through the research school's website and email list
- may apply for compensation for travel and accommodation related to courses and seminars arranged by the school (based on the cheapest option, since the research school complies with the State's Travelling Regulations), keeping in mind that the research school does not pay per diem allowance
- may apply for subsidy for international travel involving a research visit, learning new methods or participating in an international course; internationalisation subsidies are primarily reserved for ANIWEL-funded members, but, if permitted by the research school's finances, they may also be granted to members
- gets guidance and practical advice from board members related to dissertation work, internationalisation or the study plan
- will be considered in the first place, if an ANIWEL-funded member discontinues his or her studies; vacancies and application instructions are announced on the research school's website and the school's email list

The obligations of members:

A member:

- pledges to actively work on the dissertation and to complete studies needed for the doctoral degree according to the study plan, holding the main responsibility for the completion of the doctoral dissertation
- takes part in the research school's seminars and courses: participation in autumn seminars is obligatory, and absence is only accepted on good grounds
- reports on his or her progress to the board, if requested
- reports on research progress and results at the research school's seminars and actively participates in research school courses, including course instruction when appropriate (for example, by presenting his or her own work or giving a lecture related to the work)
- actively promotes his or her own internationalisation: as a rule, the study plan of members includes research visits, with a total duration of one month or more, to an international research or educational institute or company.
- maintains active relations with his or her own field, for example, through lectures and professional writings
- follows research school news and announcements on the school's website and actively participates in the research school's online discussions related to, for example, courses and research plans
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