

Guide to Students and Supervisors for Research Projects

Research Co-ordination

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The Deep carries out numerous research projects both internally and externally. Subjects include aspects of husbandry, coral propagation, breeding, behavioural, data acquisition and treatments.

The Aquarist Department can assist university students with BSc Honours and MSc. projects. The following procedure has been devised to ensure that The Deep is able to provide the necessary resources to accept a proposed project and that all involved are aware of exactly how the project is to be carried out.

We produce a list of possible projects that are relevant to our research goals however, if a student has a particular interest or project in mind then these will also be considered. We do reserve the right to restrict the choice to specific projects when research of particular importance to The Deep arises.

We have facility to take between 2 and 4 students per year depending on the type and level of project

Procedure:

- Initial contact made by supervisor or student with the Research Co-ordinator via contact information or the website www.thedeeep.co.uk to arrange a meeting.
- Meeting to discuss project list and/or own research and to walk round to familiarise both student and supervisor with the facilities. In our experience, having the supervisor at this meeting allows us to gauge the level and feasibility of a project and any help the academic institution could provide.
- The student is required to prepare a proposal detailing the project with literature review on the subject, references, aims and objectives and possible methods/equipment required and return it to the Research Co-ordinator
- A student CV and academic grades and any relevant experience should also be submitted for consideration and a discussion between the research co-ordinator and Supervisor to determine suitability for the study and selection should there be more than one student.
- Depending on the numbers of students at the time and project feasibility, it may not be possible to accommodate all projects. In this case, projects will be chosen on academic merit, applicability of the project to The Deep and the ability of The Deep to provide the resources.
- If accepted, prior to the commencement of any work on a project, a meeting must be arranged with the supervisor and student and The Deep's Research Co-ordinator to discuss actualities of the agreed project.

- Once project work has begun, regular updates on the progress from the student will be required. All parties are to be copied in on all correspondence to ensure everyone is updated.
- At the start of the project, each student will be required to give an informal presentation to the Aquarist Department about the study at one of their regular morning meetings. This introduces the student and the Aquarist team to each other and allows the aquarists to find out what assistance may be required.

Agreed Projects:

Conditions of Study:

- On the first project visit, the student must meet with the Research Co-ordinator or appointed Aquarist and be taken through a building induction.
- A schedule of events or deadlines to be provided to the research co-ordinator
- Proofing of material in the students' thesis during the write up period will be required enabling any assistance with details regarding the practical aspects of the project
- During their data gathering period, the student must go to reception on arrival and sign in on the tablet. This is for Health and Safety purposes in case of fire or other emergency.
- The student will be issued with a badge with a "Valid Until" date, for access to The Deep. On expiry the student must contact the Research Co-ordinator if an extension is required.
- Upon leaving the building, on each occasion the student must also sign out on the tablet.
- Students are required to read and comply with the Health and Safety regulations and policies of The Deep (**see Appendix A**) and complete the Visiting Researcher Information Sheet (**see Appendix B**).
- The Research Co-ordinator and/or designated person in the Aquarist Department will act as facilitators providing basic information on the animals, feeding etc. and help with the practicalities of the study.
- The Research Co-ordinator will provide general academic assistance such as advice on study design, methods and background knowledge but will not provide (but will assist where possible) detailed tuition on data collection, data entry and statistics.
- It is the student's responsibility to provide a schedule of when they will be attending The Deep in advance so as arrangements in staffing etc. can be addressed. This can take the form of a timetable or an email detailing attendance for the coming week
- A WhatsApp group will be set up for quick communication and it is the student's choice whether they participate or not
- Whilst every effort will be made to accommodate your project, there may be times when experiments need to be suspended, delayed or otherwise. Our priority is to animal welfare.

- Once times of attendance have been made, students must attend or give notice that they are unable to attend when scheduled.
- Students are welcome to use the department's books and any other reference material but will not be allowed to take these items off-site.
- On completion of the research project, students are required to provide the Research Co-ordinator with a full electronic (preferably) copy of the final report, an electronic copy of the raw data in clearly understandable format and an electronic copy of an abstract/poster
- The Research Co-ordinator's consultation must be sought on any papers to be written or presentations of the research and the member of The Deep staff directly involved must be named as a co-author
- The Deep reserves the right to publish/present data from any study. The researcher's permission will be sought and they will be named as a co-author.
- The project title, name of the institution and (with the student's permission), the students name will then be published on The Deep's website www.thedeep.co.uk .
- Social media is commonly used to inform visitors of student projects taking place. If you are amenable to having your photo taken (in a project context) there is a section on the form to tick. This is not compulsory but helps with visitor understanding.

Appendix A: Health and Safety Guidelines

Personal:

1. You are an ambassador for our and your own institution. Your conduct must reflect this during your stay with us.
2. The Deep has a strict no smoking policy including 'e-cigarettes' for the whole building.
3. Always wear your ID badge whilst at The Deep.
4. You should regard touching any of the animals, (with the exception of animals where the public have access under strictly supervised conditions) as OFF LIMITS.
5. Always wash your hands prior to eating if you have been preparing food or working with animals.
6. Do not enter a 'behind the scenes'/quarantine areas unless required for your study or unless you have permission from a member of the Aquarist Department.
7. You must get permission from the Research Co-ordinator for access to the building after normal working hours. Further instruction regarding times and reporting to night security will be provided if necessary
8. If you require any equipment or tools you must make sure you have permission and training to use them.
9. Make sure you know the Fire Alarms and any evacuation procedures. These will have been explained in your building induction
 - Human safety is paramount.
10. If you have an accident, inform a member of The Deep staff immediately. Many Guides and all the Aquarist Department staff are First Aid trained. It is also your obligation to complete an accident report form which can be found in the first aid room on the ground floor of The Deep.
11. If you are working regularly in the quarantine area you must have safety non-slip boots (not provided) and be aware that this is a working area, there is frequently water on the floor and potential trip hazards.
12. Always wear any Personal Protective Equipment (PPE) when instructed to by your supervisor or a member of The Deep staff.
13. Make sure you report to reception and sign in and out of the building on each visit to The Deep. The reception staff will be able to contact the Aquarist Department if you need to contact the Research Co-ordinator or designated Aquarist.

14. In addition to the above, any University guidelines must also be followed and the Research Co-ordinator notified.
15. If you are unable to attend when scheduled to be in, you must inform us, in advance if possible.
16. Personal Property: The Deep cannot accept responsibility for articles of personal property (including vehicles and contents thereof) lost or damaged on its premises whether by burglary, fire, theft or otherwise.
17. The Deep regards drunkenness or disorderly conduct (including being under the influence of alcohol, unauthorised substances or misusing whilst on Deep premises as being gross misconduct and the Project agreement will be terminated with immediate effect.
18. Details of Our Public Liability Insurance:

Insurer: American International Group UK Ltd.
Policy Number: 24633051
Expiry Date: 31/1/2020
19. You must inform the Research Co-ordinator of any medical condition that may affect you studying at The Deep. This will of course remain confidential with only required personnel being advised.

Medical History – Please let us know if you have a medical condition so we can accommodate

	(please tick)	Yes	No
Heart trouble			
Lung Disease			
Stomach/bowel trouble			
Jaundice/hepatitis			
Joint problems			
Headaches/migraines			
Diabetes			
Allergies			
Severe stress reaction			
Serious accident			
High blood pressure			
Asthma			
Hernia or rupture			
Kidney/bladder disorder			
Back/neck problems			
Fits/blackouts/epilepsy			
Depression/anxiety			
Hearing/sight problems			
Skin problems			

Surgical operations		
Mobility problems		
Learning difficulties		

If you have answered “yes” to any of the questions in the table above, please give details and approximate dates where relevant. This is particularly important where you have a qualifying disability under the Disability Discrimination Act 1995, as it will enable us to identify what, if any “reasonable adjustments” can be made. Please also use the space below to give details of any medical condition not covered in the above list, but which you may be relevant to your current health.

Animal:

1. Always prepare animals’ food in accordance to instructions given to you by Aquarist Department staff members.
2. Do not feed any animal or place anything (such as enrichment items) in a display or quarantine tank without the express permission of the Research Co-ordinator or staff member responsible for that display/animal.
3. When in the quarantine area, do not walk above the main tank unless given permission to do so.
4. All animals are sensitive to vibrations etc. It is STRICTLY FORBIDDEN to take any flash photography in the building and you must not tap on the windows of any tank/display.
5. Animals in quarantine are there for a variety of reasons. You must abide by any signs on the tank, instructions given and must not lift tank covers etc.

Public Visibility and Visitor Safety:

1. You may be asked questions by visitors. Please be polite and answer the question if you can. **PLEASE DO NOT GUESS.** If you are unable to answer the question, say so, and direct the visitor to one of the many Guides around the attraction. This includes discussing any aquarium business with public outside of the aquarium.
2. A visitor may need help even if they have not asked. If you can, please offer assistance. This may be as simple as directing them to a member of The Deep staff.
3. If there is no member of staff immediately available, and you see anyone attempting to place their hands in a tank, banging on the windows etc. politely ask them to stop. If they become confrontational do not argue with them. Offer to get a member of The Deep staff or report the incident as soon as possible.
4. Although the Guides will take control during any emergency, be familiar with the evacuation protocol ensuring nearby visitors know where to go.
5. **IMPORTANT: You must not talk to any media reporters or similar about any aspect of aquarium matters unless requested to do so by The Deep Marketing Department.**

Appendix B: Visiting Student Information Sheet

Name		Start Date	
Current Home Address		Expected Duration:	
Phone Number		Email	
Permanent Contact Address <i>(eg Parents)</i>			
Phone Number		Email	
Contact Details whilst in Hull <i>(if different)</i>			

The students name and contact details will remain confidential

Contact Details of next of kin (in case of emergency)

Name:	
Address:	

Research Project Title + Proposed study overview	
Academic Institution	
Degree Course Title/Level	
Supervisors Name and Email Address	

Declaration:

I have read and agree to comply with the Conditions of Study, the Health and Safety Guidelines and agree to wear any PPE provided.

I will provide a final report (electronic preferable) and raw data on completion as per the Conditions of Study.

I give permission for The Deep to publish/present this research (I will be named as a co-author) as appropriate. If I publish/present this research I will ask The Deep's permission and The Deep staff member will be named as a co-author

I am happy for my photograph to be taken in a project context for social media

 tick

I am happy for my phone number to be provided for a dedicated WhatsApp group for students

 tick

Signed: _____

Date: _____

Before Leaving:

I have returned all equipment, books, keys or any other item of The Deep's property
(Please leave blank)

 tick

I give permission for The Deep to keep and share basic details of my research for appropriate scientific reasons

 tick

General Data Protection Regulation (2018) Consent

I hereby give permission for The Deep to hold my personal information under the GDPR rules for at least 3 years. I understand that this information will be kept electronically in a secure location with paper copies being disposed of appropriately and not shared with any third parties.

Print Name: _____

Signed: _____

Date: _____