

Department of Oncology

2023- 2024 POSTGRADUATE STUDENT HANDBOOK

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Welcome Message from the Director of Postgraduate Education

"I am delighted you are joining one of the postgraduate degree programmes based within the School of Clinical Medicine. Please accept my warmest congratulations on this achievement. I hope that your time here will be truly inspirational and will help to ensure your future career success; our students are sought after by employers in clinical medicine, industry, academia and other sectors."



The University of Cambridge has around 20,000 students, 7,500 of whom are postgraduate students and approximately 2,000 of whom are studying for a degree within the Life Sciences; either here within the School of Clinical Medicine or within the School of Biological Sciences.

The School of Clinical Medicine on the Cambridge Biomedical Campus, where the majority of you will now be based, offers some of the very best research facilities, excellent teaching and opportunities for interaction across a wide spectrum of subjects from biomedical statistics and big data to genetics, epidemiology, from global health and health services research to world-class cell and molecular biology.

The bar is set very high at the University of Cambridge and a lot will be expected of you. However, with commitment and motivation, you can expect to achieve high rewards in terms of immense personal satisfaction and a career enhancing curriculum vitae. There is a big team of people who are ready to support you including administrative and academic staff within your Department or Institution, the School's Postgraduate Education and Clinical Academic Training (PECAT) office, and your own College.

I hope that you maximise this opportunity for postgraduate study in the School of Clinical Medicine, and both enjoy your time here and thrive in the Cambridge environment.

Fiona Gribble

Professor of Endocrine Physiology and

Director of Postgraduate Education, School of Clinical Medicine, University of Cambridge

Welcome Message from Head of Department of Oncology

I am very pleased to welcome you to Cambridge and to the Department of Oncology for your postgraduate training.

Most students begin their postgraduate studies at the beginning of October (beginning of Michaelmas term) and the dates for various deadlines given in this handbook make that assumption. However, if you have joined us at the beginning of the Lent (January) or Easter (April) terms, your deadlines will have to be adjusted accordingly, which is a relatively simple process. If you are in doubt, please contact the departmental Postgraduate Administrator who will be very happy to help: postgradadmin@oncology.cam.ac.uk

The Department is based in several buildings on, or close to, the Cambridge Biomedical Campus, which is located on the south side of Cambridge. The Department has a multi-national character with staff and students from all over the world.

Being a Research Student is very different from being an undergraduate student or a student on a taught postgraduate course; probably the greatest difference is that it will be largely up to you to decide what you are going to do on a day-to-day basis. You will carry out your research under the guidance of a personal supervisor (your Principal Supervisor). You may also have a day-to-day supervisor to help you, most likely a post-doc working in your lab who has a particular interest in your project and who is familiar with the techniques you will be using. In addition, you will also have the support of an Adviser, who will be a group leader from any department within the University of Cambridge, with whom you will meet from time to time to discuss aspects of your work and your progress.

Please do make use of all the support and help that is available to you.

We hope that studying with us will be a positive, informative and enjoyable experience; that it will exceed your expectations and will support you to achieve your goals.



Richard Gilbertson, MD, PhD
Head of Department of Oncology
Li Ka Shing Professor of Oncology
Director of Cancer Research UK Major Centre
University of Cambridge



Aim of This Handbook

The aim of this handbook is to provide students with an introductory reference point for many of the important pieces of information associated with being a postgraduate student at the University of Cambridge.

This handbook should be read in conjunction with the [Code of Practice for Research Students](#), or [Code of Practice for Master's Students on taught courses](#): Master of Philosophy by Advanced Study and the Master of Research (whichever is applicable) which sets out the University's expectations of students and the staff who teach them; see:

<http://www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students/code>

Please note, the term 'postgraduate' also refers to 'graduate' students and you may find both terms are used in the various websites and links that you encounter.

Structure and Governance of Postgraduate Education

Postgraduate education is governed by a number of bodies and committees:

- The University's Postgraduate Committee and the Student Registry
- The Faculty Board for the School of Clinical Medicine
- The School of Clinical Medicine Postgraduate Operations Committee
- The School of Clinical Medicine Postgraduate Education and Clinical Academic Training Office
- The Degree Committee for the Faculties of Clinical Medicine & Veterinary Medicine
- Departmental Postgraduate Education Committees

THE POSTGRADUATE COMMITTEE AND STUDENT REGISTRY

The Postgraduate Committee and Student Registry is concerned with the admission, registration and approval of the University's postgraduate students; that is, those students studying for the PhD, MD, MSc, MLitt or MPhil degree and other postgraduate qualifications. More information here: <https://www.student-registry.admin.cam.ac.uk/>

Administrative support for the Postgraduate Committee is provided by the Student Registry. The Student Registry's website for students, which contains comprehensive information for students at Cambridge, is at:

<http://www.cambridgestudents.cam.ac.uk/>

Faculty Board

Reporting to the Council of the School, and to the University's General Board Education Committee, the Faculty Board is the key educational body within the Clinical School. Its remit includes both medical education and postgraduate students.

The Faculty Board, chaired by the Head of School, the Regius Professor of Physic, delegates operational business to the Degree Committee for the Faculties of Clinical & Veterinary Medicine and to the Postgraduate Operations Committee, which also advises on policy matters.

Postgraduate Operations Committee

The School of Clinical Medicine Postgraduate Operations Committee has oversight of quality assurance and implementation of best practice; communications and information, sustainability of the academic mission, consistency of the student experience and support for staff, courses and programmes, across all departments and institutes within the Clinical School.

It is chaired by Professor Fiona Gribble, the School's Director of Postgraduate Education.

Postgraduate Education and Clinical Academic Training (PECAT) OFFICE

The School of Clinical Medicine Postgraduate Education and Clinical Academic Training (PECAT) Office has a broad remit which includes: oversight, through the Degree Committee for the Faculties of the School of Clinical Medicine and the School of Veterinary Medicine, of postgraduate student progress and processes across the numerous different University departments and institutes which exist within the Schools of Clinical Medicine and Veterinary Medicine; as well as administration of a number of University postgraduate programmes; and co-ordination of research training programmes for clinicians on an integrated academic training pathway.

More information can be found at: <https://pgstdnt.medschl.cam.ac.uk/> or <https://gcat.medschl.cam.ac.uk/>

The Degree Committee for the Faculties of the School of Clinical Medicine & School of Veterinary Medicine

The Committee encompasses academics from within the Faculties of Clinical Medicine and Veterinary Medicine and reports to the Postgraduate Committee.

A detailed sharepoint site that provides information to postgraduate students who fall under the remit of the Committee is here:

[Degree Committee for the Faculties of Clinical Medicine and Veterinary Medicine](#)

Access is via logging into your @cam account. Students may access information on thesis submission, examination, progress; as well as important links to all aspects of student life, wellbeing and welfare.

Postgraduate School of Life Sciences

The Postgraduate School of Life Sciences is a strategic partnership between the School of Biological Sciences and the School of Clinical Medicine. It facilitates the operation of certain joint PhD programmes and promotes the educational and career needs of postgraduate students and early career researchers in the Faculties of Biology, Clinical Medicine and Veterinary Medicine and their affiliated institutes.

The Cancer Biology Postgraduate Education Committee

This joint committee is responsible for overseeing the provision of postgraduate education within the Department of Oncology, Cancer Research UK Cambridge Centre and Cancer Research UK Cambridge Institute. The committee consists of 3 representatives from each of the three units: a Director of Postgraduate Education, Postgraduate Administrator and a Postgraduate Student Representative

The purpose of the Cancer Biology Postgraduate Education Committee includes:

- oversight of the PhD registration process following the first-year assessment
- oversight of the MPhil and PhD dissertation submission process
- dissemination of information from the Postgraduate Committees and Higher Committees to students and their supervisors
- advising students and supervisors on all matters pertaining to postgraduate education and training
- providing a forum for students and supervisors to raise their concerns, and
- ensuring that all students have a similar satisfactory experience during their study period.

If you would like to raise any specific issues with the Committee, please contact Hayley Woffendin: hbw21@cam.ac.uk or Justin Holt: jjh77@cam.ac.uk.

Department of Oncology Overview

The mission of the Department of Oncology is to reduce the morbidity and mortality of patients with cancer by improving diagnosis and treatments through research and education.

The department is at the forefront of oncology research and education, with a strong focus on translating basic scientific findings into clinical applications for treatment, diagnosis and prevention of cancer. Our major funders include Cancer Research UK, the NIHR, Wellcome Trust and Medical Research Council. We have members from both the University of Cambridge and the NHS, who are engaged in a broad range of research initiatives and responsible for direct patient care.

We are also the founding department of the Cancer Research UK Cambridge Centre (CRUK CC), a virtual department spanning many University departments and partner institutes. This, together with our multiple site location on or close to the Cambridge Biomedical Research Campus (home to several University of Cambridge Departments, internationally renowned Research Institutes, biopharmaceutical companies, and three large regional hospitals - Addenbrooke's, the Rosie maternity Unit and the Royal Papworth) - provides access to state-of-the-art research and clinical facilities and enables close collaboration among world-class academic scientists and doctors.

Research

The Department of Oncology supports the activities of both clinical and academic oncologists engaged in a wide variety of basic and translational research. Departmental members co-lead CRUK Cambridge Centre Programmes, sit on the CRUK Cambridge Centre Executive Committee, lead the Cambridge Experimental Cancer Medicines Centre, play prominent teaching roles in the Clinical School and treat patients with cancer.

Our research has four major strategic objectives:

1. **Conduct impactful interdisciplinary cancer research:** We deploy Cambridge innovation to better understand the biology and treatment of cancer, including cancers of unmet needs.
2. **Adopt a proactive approach to cancer:** We are changing the way we treat cancer; moving from a reactive system that waits for cancer to present, to a proactive personalised strategy for all patients that detects cancer in its earliest form, intervenes precisely, and closely monitors the disease course with non-invasive technologies.

3. **Develop the cancer leaders of tomorrow:** We have launched a new training scheme that produces a new generation of cancer leaders, trained in early detection and integrative cancer medicine, producing a step change in the way oncology is practiced.
4. **Partner with the public:** We innovate to communicate the 'how' and 'why' of preventing, detecting and treating cancer early.

Structure

The Department of Oncology is currently based in multiple geographical locations, on or close to the Cambridge Biomedical Campus. For further information about our sites please see: <https://www.oncology.cam.ac.uk/about/facilities>

KEY PEOPLE IN POSTGRADUATE EDUCATION WITHIN THE DEPARTMENT

Head of Department Professor Richard Gilbertson leads the Department of Oncology, with support from the Deputy Head of Department Professor Charlotte Coles, and a Central Operations Team led by Business & Operations Manager Ms Viv Ronco.



[Professor Richard Gilbertson](#)

- **Head of Department of Oncology** – also Li Ka Shing Professor of Oncology, and Director of Cancer Research UK Cambridge Centre
- **Contact:** richard.gilbertson@cruk.cam.ac.uk
- **Role:** Takes ultimate responsibility for running all aspect of the department, including provision and delivery of postgraduate education within the department.



[Professor Charlotte Coles](#)

- **Deputy Head of Department of Oncology** – also Honorary Clinical Consultant, NIHR Research Professor, Reader in Breast Radiation at Cancer Research UK Cambridge Centre, and CRUK RadNet Cambridge Lead
- **Contact:** cec50@medschl.cam.ac.uk
- **Role:** Deputises for the Head of Department in running all aspect of the department, including provision and delivery of postgraduate education within the department.



[Ms Viv Ronco](#)

- **Business & Operations Manager**
- **Contact:** vjr31@cam.ac.uk
- **Role:** With the help of the Central Operations Team, provides advice and guidance to the Head of Department on all administrative and operational matters, ensuring that the department complies with the University's governance procedures and UK employment, equality and safety laws.

Contact details and role descriptions for all members of the Department of Oncology Central Operations Team can be found on our [departmental website](#).

Department of Oncology Postgraduate Education Team

As Head of Department, Professor Richard Gilbertson has overall responsibility for provision and delivery of postgraduate education within the department. He is supported by the following team:



[Professor Alison Dunning](#)

- **Director of Postgraduate Education** – also Professor of Cancer Genetics & Applied Epidemiology, and University Disability & Wellbeing Champion and Co-Chair Disabled Staff Network
- **Contact:** amd24@medschl.cam.ac.uk
- **Role:**
 - Responsible Officer for student complaints; provides advice on local and formal complaints procedures.
 - Approve postgraduate applications on behalf of the department.
 - Disseminate information from the Board of Postgraduate Studies to the Cancer Biology Postgraduate Education Committee.
 - Provide departmental approval of postgraduate applications, registration reports, appoint of examiners, and applications for intermissions and extensions.
 - Offer students direct practical help and advice on procedural and administrative issues.
 - Provide pastoral support with day-to-day problems.



[Dr Hayley Woffendin](#)

- **Postgraduate Administrator** - also Scientific Administrator, and Webmaster
- **Contact:**
 - hbw21@cam.ac.uk
 - postgradadmin@oncology.cam.ac.uk
- **Role:**
 - First point of contact for prospective applicants.
 - Process student applications.
 - Deputy Responsible Officer for student complaints; provides advice on local and formal complaints procedures.
 - Offer students pastoral support.
 - Arrange student inductions.
 - Advise students and supervisors of their responsibilities.
 - Provide help and advice to students and supervisors regarding procedural and administrative issues, such as first year assessments, CamSIS reporting, applications for intermissions, etc.
 - Disseminate information from the Cancer Biology Postgraduate Education Committee to supervisors and students.
 - Co-ordinate the department's nominations for various funding competitions, including the Cambridge Gates Scholarships, Cambridge Commonwealth, European and International Trust and

- Cambridge Home and European Studentships.
- Notify students of various training opportunities.
- Maintain centralised departmental student records, including application documents, student reports and training logs, viva reports, and records of formal meetings between students and their supervisors.
- Generate postgraduate student related data for internal and external reports.



Mr Justin Holt

- **Postgraduate Administrative Assistant** - also CRUK Cambridge Centre Postgraduate Training Programme Administrative Assistant
- **Contact:**
 - jjh77@cam.ac.uk
 - postgradadmin@oncology.cam.ac.uk
- **Role:** to provide administrative support to the Postgraduate Student Administrator, including:
 - Assisting with all aspects of Postgraduate Student recruitment, including helping to organise interviews and new student inductions.
 - Ensuring students submit their progress reports on time, assisting with appointment of examiners and logging receipt of reports.
 - Assisting with maintenance of local Postgraduate Student records, ensuring GDPR compliance.
 - Helping to organise student related events.

Induction

In order to ensure that new students are provided with all the information required to successfully complete their course of study, a number of induction events are arranged.

The Student Registry's website for students, which contains comprehensive information for students at Cambridge, is at:

<http://www.cambridgestudents.cam.ac.uk/>

CLINICAL SCHOOL INDUCTION

An induction event is held twice a year in the Clinical School; in the Michaelmas and Lent Terms. This provides an opportunity to hear talks by academic representatives of the School of Clinical Medicine and other University members aimed at drawing your attention to some key aspects you should be aware of as a postgraduate student; such as Research Governance and Integrity, Medical Library, Equality and Diversity, Student Wellbeing, and Researcher development. It also provides an opportunity to meet other students and to discover more about the facilities available in the School building. Information is here: <https://pgstdnt.medschl.cam.ac.uk/current-students/postgraduate-student-handbook/>

POSTGRADUATE SCHOOL OF LIFE SCIENCES ONLINE INDUCTION

Online induction training is provided by the Postgraduate School of Life Sciences, via Moodle, the University's Virtual learning environment. If you do not receive notification that you have been

enrolled on this course, or if you cannot see it within your Moodle account, please speak to your departmental postgraduate administrator in the first instance.

DEPARTMENTAL AND LAB INDUCTION

Shortly after your arrival, you will receive a departmental induction with our Postgraduate Administrator, Safety Officer and Research Governance & Integrity Co-ordinator. This will provide information about:

- Structure: The University of Cambridge, School of Clinical Medicine, the Department of Oncology and CRUK Cambridge Centre.
- Your degree course: including important milestones; training opportunities; IT, computing and library facilities; research governance & integrity; where to find help and support; and how to make a complaint.
- As the Oncology laboratories and workplaces are distributed over a number of different sites, you will also need a local safety induction provided by staff in the building where you will be based.

Information about being a postgraduate student within the Department of Oncology can be found on our departmental website: <https://www.oncology.cam.ac.uk/current-members/students-folder>

UNIVERSITY POSTGRADUATE SAFETY COURSE

All postgraduate students are required to attend the Postgraduate Safety Course, unless they are excused following a request by their Head of Department. Details of the course are sent directly to students, and are available at <https://www.safety.admin.cam.ac.uk/training/postgraduate-safety-course>

COLLEGE INDUCTION EVENTS, INCLUDING MATRICULATION

You should be aware that your College may also expect or require you to attend induction events.

Course Structure & Timetable

COURSE AIMS AND OBJECTIVES AND KEY CONTACTS

To successfully obtain your MPhil or PhD degree, you are expected to discover some previously unknown scientific fact, thereby advancing knowledge in your specific research area. You and your Principal Supervisor should therefore agree on a relevant project for you to work on that aims to answer an important question(s) in your chosen field of research.

Your project should align with the wider interests of your research group and certainly in the early part of your study, you will rely on help and support from your Principal Supervisor and colleagues to learn much of the expertise you will need to make progress. However, you are responsible for the progress of your project, and this will entail developing skills in experimental design, project & time management, and learning to balance experimental work with analysis of results, literature surveys and planning the next step. You will also need to balance a focus on your own project with informing yourself about the larger world of science through reading scientific journals and attending seminars and conferences. The whole process will teach you not only how to perform techniques but will also provide you with the invaluable skill of logical thinking that should serve you well in the future.

In addition to advancing your scientific knowledge in your chosen field, you should develop all the skills required to enable you to become a successful independent researcher through undertaking relevant courses available through the School of Clinical Medicine and wider university.

To achieve your degree, you will need to be highly self-motivated, must manage your time (and that of your Principal Supervisor) wisely and remember that postgraduate study is more akin to a marathon than a sprint.

PHD COURSE STRUCTURE AND TIMETABLE

Full-time PhD Candidates

The full-time PhD degree is a 3-4-year research-based course. All students are registered for 4 years (12 terms), but those with 3 years of funding usually complete within 3 years (9 terms), unless they can secure additional funding for their fourth year. The course is open to Home, EU and Overseas students (student visa required).

There are several important milestones. These are outlined briefly below (full details are given later in the handbook and a link to all related forms is given in Appendix 5):

	Milestone Event	Key Dates <i>Assuming no registered periods of leave</i>
Year 1	Induction	
	Events: <ul style="list-style-type: none"> Department & local building induction University Postgraduate Safety Course School of Clinical Medicine Postgraduate Induction Event 	<ul style="list-style-type: none"> Oct 2023 starters: All Oct 2023 Jan 2024 starters: All Jan 2024 Apr 2024 starters: <ul style="list-style-type: none"> April 2024: Departmental induction and university Safety course Oct 2024: School of Clinical Medicine induction
	Preliminary PhD Project Plan	
	Submit Preliminary PhD Project plan: 4 weeks after starting, submit a Preliminary PhD project plan to the Departmental Postgraduate Education Team: postgradadmin@oncology.cam.ac.uk	<ul style="list-style-type: none"> Oct 2023 starters: 31 Oct 2023 Jan 2024 starters: 02 Feb 2024 April 2024 starters: 08 May 2024
	First Year Registration Assessment (FYA)	
	In your first year you are Not at First Registered (NOTAF) for the PhD degree. You are required to complete a First Year Registration Assessment before you enter your 2 nd year (4 th term of study). This involves:	
	Submission of FYA report:	

	Nine months after starting, you are required to submit a FYA report to the Departmental Postgraduate Education Team.	<ul style="list-style-type: none"> Oct 2023 starters: 12 July 2024 Jan 2024 starters: 11 Oct 2024 April 2024 starters: 10 Jan 2025
	Viva Examination of FYA: You will then undergo viva examination of your FYA report with 2 Assessors, one from the Department of Oncology and one from a different University department or University Partner Institute.	<ul style="list-style-type: none"> Oct 2023 starters: by mid-August 2024 Jan 2024 starters: by mid-Nov 2024 April 2024 starters: by mid-Feb 2025
	Completion and approval of FYA: Approval of the outcome of the FYA in CamSIS by the department, Degree Committee and University Student Registry.	<ul style="list-style-type: none"> Oct 2023 starters: 30 Sept 2024 Jan 2024 starters: 04 Jan 2025 April 2024 starters: 07 April 2025
	Training and Development	
	You are expected to: <ul style="list-style-type: none"> Undertake PSLS Researcher Development Programme: https://www.rdp.cam.ac.uk/getting-started Attend regular meetings with Principal Supervisor. Attend relevant seminars, lectures and talks. <p><i>Note: Record all meetings and training courses attended in your Development Log Book.</i></p>	<ul style="list-style-type: none"> Ongoing throughout the year.
Year 2	Second Year Assessment (SYA)	
	In your second year you will undergo an assessment to ensure that your PhD project is on track for completion. This involves:	
	Second Year Assessment (SYA) report: Nine months into your 2 nd year, you are required to email a SYA report form to the Departmental Postgraduate Education Team. Your SYA form will be assessed and approved by the Departmental Director of Postgraduate Education; you will NOT undergo viva examination of your SYA report. <p><i>Note: You should meet with your Principal Supervisor in advance of submitting the form, as you need to complete the form together.</i></p>	<ul style="list-style-type: none"> Oct 2023 starters: 11 July 2025 Jan 2024 starters: 10 Oct 2025 April 2024 starters: 09 Jan 2026
	Training and Development	

	<p>You are expected to attend:</p> <ul style="list-style-type: none"> • Regular meetings with Principal Supervisor. • Relevant seminars, lectures and talks. • Relevant personal & professional development courses. <p><i>Note: Record all meetings and training courses attended in your Development Log Book.</i></p>	<ul style="list-style-type: none"> • Ongoing throughout the year.
Year 3	Completion of 3 year PhD	
	<p>If you have 3 years of funding you will submit during your 3rd year (9th term of study), unless you secure funding for your 4th year.</p> <p>The steps to completion of your PhD thesis are:</p>	
	<p>Submit Final Thesis Plan:</p> <p>Six months before you anticipate submitting your PhD thesis, you are required to email a PhD Final Thesis Plan to the Departmental Postgraduate Education Team; you should discuss and agree your plan with your Principal Supervisor before emailing it to us. This is to ensure that you have a realistic plan for completing within your period of registration and to highlight any potential obstacles.</p>	<ul style="list-style-type: none"> • Oct 2023 starters: 31 March 2026 • Jan 2024 starters: 05 July 2026 • April 2024 starters: 10 Oct 2026
	<p>Submit 'Intention to submit' form:</p> <p>As soon as possible and no later than 2 months before you anticipate submitting your PhD thesis (to allow for approval of examiners and organisation of viva) send an 'Intention to submit' form to both the Degree Committee: degree_committee@medschl.cam.ac.uk and the Departmental Postgraduate Education Team. Receipt of your form triggers the Degree Committee to ask your Principal Supervisor to nominate your examiners. Once the Degree Committee has approved your examiners, they will ask your Principal Supervisor to arrange your viva examination.</p>	<ul style="list-style-type: none"> • Oct 2023 starters: 30 July 2026 • Jan 2024 starters: 04 Nov 2026 • April 2024 starters: 16 Feb 2027
	<p>PhD thesis submission:</p> <p>Submit an electronic copy of your PhD thesis to the Degree Committee via their Sharepoint site.</p>	<p>Earliest PhD Thesis submission date:</p> <ul style="list-style-type: none"> • Oct 2023 starters: 10 April 2026 • Jan 2024 starters: 01 Oct 2026 • April 2024 starters: 05 Jan 2027 <p>Latest PhD Thesis submission date:</p>

	The earliest submission date is the first day of the 9 th term; the latest submission date is the last day of the 9 th term.	<ul style="list-style-type: none"> Oct 2023 starters: 30 Sept 2026 Jan 2024 starters: 04 Jan 2027 April 2024 starters: 09 April 2027
	PhD viva: You will undergo a viva examination of your thesis with two examiners, one internal to the University of Cambridge and one external to the University of Cambridge. Your examiners' recommendation for approval of the PhD will be communicated to you by Student Registry.	Viva examinations should take place as soon as possible after submission of thesis and ideally within 2 months.
	Training and Development	
	Expected to attend: <ul style="list-style-type: none"> Regular meetings with Principal Supervisor. Relevant seminars, lectures and talks. Relevant personal & professional development courses. <p><i>Note: Record all meetings and training courses attended in your Development Log Book.</i></p>	<ul style="list-style-type: none"> Ongoing throughout the year.
Year 4	Completion of 4 year PhD	
	All PhD candidates are registered as students for a maximum of 4 years (12 terms) and are expected to submit their PhD thesis by the last day of their 12 th term, i.e. their end of registration date. Candidates who are unable to submit by their end of registration date should contact the Departmental Postgraduate Education Team as soon as possible.	
	The steps to completion of your PhD thesis are:	
	Submit Final Thesis Plan: Six months before you anticipate submitting your PhD thesis, you are required to email a PhD Final Thesis Plan to the Departmental Postgraduate Education Team; you should discuss and agree your plan with your Principal Supervisor before emailing it to us. This is to ensure that you have a realistic plan for completing within your period of registration and to highlight any potential obstacles.	<ul style="list-style-type: none"> Oct 2023 starters: 31 March 2027 Jan 2024 starters: 05 July 2028 April 2024 starters: 10 Oct 2029
	Submit 'Intention to submit' form: As soon as possible and no later than 2 months before you anticipate submitting your PhD thesis (to allow for approval of examiners and	Intention to Submit form: <ul style="list-style-type: none"> Oct 2022 starters: 30 July 2026 Jan 2023 starters: 04 Nov 2026 April 2023 starters: 16 Feb 2027

	<p>organisation of viva) send an 'Intention to submit' form to both the Degree Committee and the Departmental Postgraduate Education Team. Receipt of your form triggers the Degree Committee to ask your Principal Supervisor to nominate your examiners. Once the Degree Committee has approved your examiners, they will ask your Principal Supervisor to arrange your viva examination.</p>	
	<p>PhD thesis submission:</p> <p>Submit an electronic copy of your PhD thesis to the Degree Committee via their Sharepoint site.</p> <p>The earliest submission date is the first day of the 12th term; the latest submission date is the last day of the 12th term (end of registration date).</p>	<p>Earliest PhD Thesis submission date:</p> <ul style="list-style-type: none"> • Oct 2023 starters: 10 April 2026 • Jan 2024 starters: 01 Oct 2026 • April 2024 starters: 05 Jan 2027 <p>Latest PhD Thesis submission date:</p> <ul style="list-style-type: none"> • Oct 2023 starters: 30 Sept 2027 • Jan 2024 starters: 04 Jan 2028 • April 2024 starters: 09 April 2028
	<p>PhD viva:</p> <p>You will undergo a viva examination of your thesis with two examiners, one internal to the University of Cambridge and one external to the University of Cambridge.</p> <p>Your examiners' recommendation for approval of the PhD will be communicated to you by Student Registry.</p>	<p>Viva examinations should take place as soon as possible after submission of thesis and ideally within 2 months.</p>
Training and Development		
	<p>Expected to attend:</p> <ul style="list-style-type: none"> • Regular meetings with Principal Supervisor. • Relevant seminars, lectures and talks. • Relevant personal & professional development courses. <p><i>Note: Record all meetings and training courses attended in your Development Log Book.</i></p>	<ul style="list-style-type: none"> • Ongoing throughout the year.
End of Registration Date		
	<p>PhD candidates are registered for 4 years (12 terms), but those with 3 years of funding usually complete within 3 years (9 terms), unless they can secure additional funding for their fourth year. After your end of registration date, you will be automatically removed from the Student Register.</p>	<p>End of Registration Date:</p> <ul style="list-style-type: none"> • Oct 2023 starters: 30 Sept 2027 • Jan 2024 starters: 04 Jan 2028 • April 2024 starters: 09 April 2028

MPhil COURSE STRUCTURE AND TIMETABLE

The MPhil in Medical Science programme is a 12-month research-based degree, i.e. there are no taught elements. The course is open to Home, EU and Overseas students (student visa required).

There are several important milestones. These are outlined briefly below (full details are given later in the handbook and a link to all related forms is given in Appendix 5):

Milestone Event	Key Dates <i>Assuming no registered periods of leave</i>
Induction	
Events: <ul style="list-style-type: none"> • Department & local building induction • University Postgraduate Safety Course • School of Clinical Postgraduate Induction Event 	<ul style="list-style-type: none"> • Oct 2023 starters: All Oct 2023 • Jan 2024 starters: All Jan 2024 • April 2024 starters: <ul style="list-style-type: none"> ○ April 2024: Departmental induction and university Safety course ○ Oct 2024: School of Clinical Medicine induction
Preliminary MPhil Project Plan	
Submit Preliminary MPhil Project plan: 4 weeks after starting, submit a Preliminary PhD project plan to the Departmental Postgraduate Education Team: postgradadmin@oncology.cam.ac.uk	<ul style="list-style-type: none"> • Oct 2023 starters: 31 Oct 2023 • Jan 2024 starters: 02 Feb 2024 • April 2024 starters: 08 May 2024
Training and Development	
You are expected to: <ul style="list-style-type: none"> • Undertake PSLS Researcher Development Programme: https://www.rdp.cam.ac.uk/getting-started • Attend regular meetings with Principal Supervisor. • Attend relevant seminars, lectures and talks. <p><i>Note: Record all meetings and training courses attended in your Development Log Book.</i></p>	<ul style="list-style-type: none"> • Ongoing throughout the year.
Submission of MPhil Thesis	
The steps to submitting your MPhil thesis are:	
Submit Final Thesis Plan: Three months before you anticipate submitting your MPhil thesis, you are required to email a Final Thesis Plan to the Departmental Postgraduate Education Team; you should discuss and agree your plan with your Principal Supervisor before emailing it to us. This is to ensure that you have a realistic plan for completing within your	<ul style="list-style-type: none"> • Oct 2023 starters: 31 May 2024 • Jan 2024 starters: 06 Sept 2024 • April 2024 starters: 20 Dec 2024

period of registration and to highlight any potential obstacles.	
Submit 'Intention to submit' form: As soon as possible and no later than 2 months before you anticipate submitting your MPhil thesis (to allow for approval of examiners and organisation of viva) send an 'Intention to submit' form to both the Degree Committee: degree_committee@medschl.cam.ac.uk and the Departmental Postgraduate Education Team. Receipt of your form triggers the Degree Committee to ask your Principal Supervisor to nominate your examiners. Once the Degree Committee has approved your examiners, they will ask your Principal Supervisor to arrange your viva examination.	<ul style="list-style-type: none"> • Oct 2023 starters: 30 June 2024 • Jan 2024 start: 06 Oct 2024 • Apr 2024 starters: 20 Jan 2025
MPhil thesis submission: Submit an electronic copy of your MPhil thesis to the Degree Committee via their Sharepoint site .	By 4pm on the following dates: <ul style="list-style-type: none"> • Oct 2023 starters: by 30 Aug 2024 • Jan 2024 starters: 06 Dec 2024 • Apr 2024 starters: 20 March 2025
End of Registration Date	
MPhil candidates are registered for 1 year (3 terms). After your end of registration date, you will be automatically removed from the Student Register.	End of Registration Date: <ul style="list-style-type: none"> • Oct 2022 starters: 30 Sept 2023 • Jan 2023 starters: 04 Jan 2024 • April 2023 starters: 09 April 2024

RELATIONSHIP OF THE MPhil TO THE PhD

The MPhil in Medical Science degree is **not** intended to be a probationary year for a three-year PhD study, it is intended to accommodate the needs of students who have only one year available to study or have only managed to obtain funding for one year.

However, if during the course of your MPhil degree you find further funding for an additional two to three years, it is possible to go on to the PhD degree, via one of the following routes:

(i) Transfer from the MPhil to probationary PhD degree:

If you secure an additional two or three years of funding (a minimum of two years is required) during the course of your MPhil, you can apply through your CamSIS self-service account for permission to change your registration from the MPhil to probationary PhD degree.

You must obtain approval of transfer of registration to the PhD degree **BEFORE** completion of the MPhil, i.e., you should apply for transfer of registration to the PhD by no later than 9 months after commencing studies.

If granted permission to transfer to the PhD, the MPhil year **WILL** count as the probationary year of the PhD degree and you will have to undergo a formal First Year Assessment of a written 'first year

report' (less full than a MPhil dissertation) and an oral examination towards the end of your first year before being registered for the PhD.

(ii) Complete the MPhil then continue to the probationary PhD degree:

If you do not secure additional funding **BEFORE** completion of your MPhil, you should apply as a continuing student to the PhD degree whilst undertaking your MPhil. You will complete your MPhil, i.e., submit a dissertation and undergo formal examination, then if your PhD application is successful, continue to the probationary PhD.

The MPhil degree will **NOT** count as the probationary year of PhD degree, you will therefore require a minimum of an additional 3 years of funding.

Please note, changing registration, or continuation from the MPhil to the probationary PhD is not automatic; all cases are judged on their own merits based on a number of factors including:

- evidence of your progress and research potential,
- a sound research proposal,
- the availability of a suitable Principal Supervisor and of resources required for the research, and
- acceptance by the Head of Department, the Higher Degrees Committee and the Postgraduate Committee.

For further advice, please see the Code of Practice for Research Students, which is available on the Student Registry website at: <https://www.cambridgestudents.cam.ac.uk/grad-code-of-practice/code-practice-research-students>

ASSESSMENT

Preliminary Project Plan

At the beginning of your second month, you are asked to produce a document (1-2 A4 pages) outlining the aims of your MPhil or PhD project and the approaches you will initially employ to address those aims.

The plan should be your own work and should highlight any issues with equipment/reagent availability etc., i.e., is everything in place at the start of the project that will allow smooth progress? You should highlight any foreseeable or potential problems and discuss these at your initial meeting with your Principal Supervisor (and Postgraduate Adviser and Second Supervisor if you wish). You should record details of this meeting in your Progress Log Book and send an electronic copy of your preliminary project plan to the Postgraduate Administrator.

First Year Assessment for PhD Candidates

On joining the University of Cambridge, all postgraduate students and Clinical Fellows who are PhD candidates are probationary in their first year and are required to successfully complete and pass a First Year Assessment before being formally registered for the PhD degree course. This is to ensure that the study you have embarked upon suits you and that you are making satisfactory progress.

The purpose of the first-year assessment is to provide evidence of your suitability for registration for a PhD and involves the submission of a first year report, followed by a viva with two independent assessors. Since the first-year report involves the production of a piece of scientific writing it is an opportunity for you to reflect upon the progress and direction of your research. The assessors will submit a report on the viva and make a recommendation to your Supervisor and Department as to whether you should be registered for the PhD degree. The Department will then make a recommendation via CamSIS to the Degree Committee.

If you are a full-time PhD candidate, you **must complete** your first-year assessment before the start of your 4th term of study at Cambridge and preferably by the 10th month. If you are a part-time PhD candidate, you **must complete** your first-year assessment before starting your 7th term of study at Cambridge, preferably by the 21st month.

Format of First Year Report

Your Principal Supervisor will advise you on how long it may take to write your Registration Report, make sure you meet with them to discuss this no later than 6-8 weeks before your report is due to be submitted.

Your report should be **4000-6000 words in length (20-30 sides of A4)**, excluding the references. It should be written in standard scientific format, using double spacing and in font size 12, i.e., this means that it can be easily used in the Introduction, Methods and first Results chapters of your PhD dissertation.

The report should contain the following sections:

1. **Title page:** Include your project title, Department of Oncology, Principal Supervisor's name and your name, with a word count at the bottom.
2. **Contents:** A list of section headings, figures and tables.
3. **Abstract:** One-page summary of your report.
4. **Introduction:** This should describe the background and rationale of your project.
5. **Materials & Methods:** Contains details of the experimental methods that you have used during your first year of research.
6. **Results:** This section should describe the results that you have obtained so far. Please be assured that many PhD projects do not produce many results during this period and the lack of results does not preclude writing an excellent report!
7. **Discussion:** This should contain a discussion of your results in a critical and balanced way, comparing and contrasting your findings with relevant results in the literature. You should also state how you envisage your work developing in future.
8. **References:** List of references used in your report.
9. **Progress Log Book:** You should include a copy of your Progress Log Book.

Please forward your report to your Principal Supervisor, who will send a copy to each of your examiners. You should also send an electronic copy to the Postgraduate Administrator; your report will be marked as late if you do not do this. If you have concerns about submitting your report on time, please contact the Postgraduate Administrator as soon as possible.

Viva

Your Principal Supervisor will choose two suitable assessors for you, neither of whom should be your Postgraduate Adviser or Second Supervisor. One examiner will be from within the Cambridge Cancer

Cluster (Department of Oncology, CRUK Cambridge Centre, and CRUK Cambridge Institute) whilst the other should ideally be from outside the Cambridge Cancer Cluster, either employed by the University or an associated Non-University Institution (NUI). Both assessors should have had no direct involvement in your project or the work to be examined. They should also be recognised by the academic community as having the academic standing to judge the work submitted for your Registration Assessment and your PhD project in general. You and your Principal Supervisor are responsible for arranging your viva at a mutually convenient time.

When your assessors have been chosen, your supervisor should complete the 'PhD Registration-Appointment Examiners' form (see Appendix 4) and send to the Postgraduate Administrator, so that she can check they meet the Higher Degree Committee's criteria for PhD registration examiners.

After your viva, your examiners are required to write a joint report on your suitability for PhD registration. The Postgraduate Administrator will send the examiners a copy of our 'PhD Registration-Assessors Report template' form (see Appendix 4) to use for their joint report, along with instructions on how to complete and submit their report.

Possible Outcomes

There are a number of possible outcomes:

- Registered for the PhD degree (the registration is back dated to the term of admission)
- Resubmit and undergo a second viva
- Write up the first-year work for a lower degree, such as an MPhil degree
- Withdraw from the University

Once your Principal Supervisor has received the Examiners' report, they will send this to the Postgraduate Administrator. The Postgraduate Administrator will then upload the report to CamSIS and request that you are registered for your PhD. The Degree Committee and the Postgraduate Committee will then support the recommendation for registration, after which you will receive formal notification of the outcome of your Registration Assessment in your CamSIS self-service account.

If you are unhappy with the recommendation, then you may appeal the decision; information about how to do this can be found at:

<https://www.studentcomplaints.admin.cam.ac.uk/examination-reviews>

After completion of the Registration Assessment, you should arrange a formal meeting with your Principal Supervisor (plus Postgraduate Adviser and Second Supervisor, if you wish) to discuss matters that have arisen from your Registration Assessment and also to discuss your work plans for the coming year. Details of this meeting should be recorded in your Progress Log Book.

Reasonable Adjustments

If you wish to notify assessors of any disability or request adjustments on account of such disability for your viva voce examination, you can do this via your Degree Committee by completing and submitting a Voluntary Disclosure Form, which can be downloaded from the following link:

<https://www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/submitting-and-examination/phd-msc-mlitt/oral>

Once you have submitted the form, your Degree Committee will contact the University's Disability Resource Centre (DRC) who will advise the Degree Committee on the appropriate course of action.

The information provided on the voluntary disclosure form will be kept confidential and will not be used for any other purpose.

Second Year Assessment for PhD Candidates

The Second Year Assessment is carried out 9 months after starting your second year (4th term) of study. It is an internal departmental assessment and is much less formal than the PhD Registration Assessment. It involves:

- Completion and submission of a Second Year Assessment Report form to the Postgraduate Education Team, and
- Assessment and approval by our Departmental Postgraduate Director of Education; note it is **not** assessed by viva examination.

The purpose of the Second Year Assessment is to ensure your progress at this significant stage in your PhD programme. We would like potential issues to be flagged (such as likely extensions) and confirmation that you are making meaningful progress towards your PhD. You should also take this opportunity to discuss future career plans with your Principal Supervisor.

Format of Second Year (Second) Assessment Report

The Second Year Assessment Report form includes:

- Section A - To be completed by the student:
This section should be 500 to 1000 words in length, excluding figures, tables, and Gantt charts and include:
 - Project Title
 - A brief introduction to your project
 - Details of potential issues, e.g., likely extension, intermission
 - A realistic timeline plan for completion of your PhD, e.g., a Gantt chart
- Section B - To be completed by the Principal Supervisor:
 - Principal Supervisor's comments about the student's progress and any concerns regarding whether they will meet their PhD submission deadline.
 - Details of Second Year Assessment meeting
- Section C - To be completed by the Student and Principal Supervisor:
 - Signed agreement that the contents of this document are a true and accurate account of the meeting held to discuss progress towards completion of the PhD

A link to the Second Year Assessment Report form can be found on the departmental website: <https://www.oncology.cam.ac.uk/files/second-yr-assessment-form.doc>

Final Thesis Plan

Your Final MPhil or PhD Dissertation Plan should contain an outline of the structure and content of your dissertation, a list of outstanding work and a timeframe for completion. You should meet with your Principal Supervisor (and Adviser and Second Supervisor, if necessary) to discuss your plan, talk about your progress and agree a timeframe complete your degree. Please send a copy of your plan to the Postgraduate Administrator.

END OF REGISTRATION

All MPhil students are registered as students for 12 months, full-time PhD candidates are registered for 4 years and part-time students for 7 years, i.e. students have an End of Registration Date, which is the final date by which their MPhil or PhD dissertation must be submitted. PhD students please note, unless your studentship comes with 4 years of funding, there is no guarantee that a stipend will be available beyond the end of your third year.

If your End of Registration Date is approaching and you know you are not going to be able to submit on time, you should discuss this with your Principal Supervisor and inform the Postgraduate Administrator as soon as possible, so that she can advise you on what to do next. If you do not take action by your End of Registration Date, i.e. either submit or apply for an extension, you will be automatically removed from the Student Register, which means:

- you no longer retain the right to use University or College facilities,
- you become liable to pay certain sorts of tax and repay student loans, and
- your student visa lapses.

If you cannot submit on time, you will therefore need to consider the potential implications of applying for a deferral of submission of your dissertation if you require a Tier 4 visa to study in the UK. You will also need to check the financial consequences of deferring submission with your sponsor.

SUBMITTING YOUR THESIS (RESEARCH COURSES)

Guidance on the submission and examination of PhD theses can be found at www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/submitting-and-examination/phd-msc-mlitt/

Guidance on the submission and examination of MPhil by Research and MRes theses can be found at www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/submitting-and-examination/mphil-mres

Approximately 2 months before submitting your thesis, you should complete an 'Intention to Submit' form and submit it to the Degree Committee at here: [DC Sharepoint site](#). The Degree Committee will then request the nomination of suitable examiners from the department.

If, following consultation with your Supervisor, you anticipate that you will need to restrict access to your final hardbound and electronic thesis you should complete an Access Confirmation Form, which can be downloaded from the section headed *Managing Access to your Thesis*, at:

<https://www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/after-examination/degree-approval-and-1>

and submit this to the Degree Committee at the same time as your Intention to Submit Form or as soon as possible thereafter.

Reasonable Adjustments

If you wish to notify examiners of any disability or request adjustments on account of such disability for your viva voce examination, you can do this via your Degree Committee by completing and submitting a Voluntary Disclosure Form, which can be downloaded from the following link:

<https://www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/submitting-and-examination/phd-msc-mlitt/oral>

Once you have submitted the form, your Degree Committee will contact the University's Disability Resource Centre (DRC) who will advise the Degree Committee on the appropriate course of action.

The information provided on the voluntary disclosure form will be kept confidential and will not be used for any other purpose.

EXAMINATION (RESEARCH COURSES)

Once you have submitted your 'Intention to Submit' form, the Degree Committee will formally request and appoint the examiners and send them all relevant material.

It is the responsibility of the Internal Examiner to arrange the date and venue for the viva exam (oral exam) at which you will be asked questions on your thesis and the general field of your research.

PhD

Following the viva exam, your Examiners will make a joint recommendation to the Degree Committee. The Degree Committee will consider the recommendation at their next meeting and then the Student Registry will contact you directly to confirm the outcome of the Degree Committee's deliberations. You will be sent a copy of your examiners' reports which should include details of any corrections you may be required to make to your thesis.

Further details about what to expect at the viva and the possible outcomes following the viva examination are available at www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/submitting-and-examination/phd-msc-mlitt/oral

MPhil by Research

Once you have been examined for your degree, reports and marks are sent to the Degree Committee for consideration at their next meeting. The Degree Committee will send you a letter/email to confirm their decision and any further action you need to take.

It is your responsibility to keep your mailing addresses on CamSIS up to date, which can be done via your CamSIS Self Service account.

There are a number of possible outcomes, following the viva examination:

- You will be approved for the degree without correction
- You will be approved for the degree subject to minor corrections, which must be completed within 3 weeks of notification by the Degree Committee
- You will be approved for the degree subject to more substantial corrections, which must be completed within 6 weeks of notification by the Degree Committee
- You will be allowed to revise and resubmit your thesis for examination, which must be completed within 10 weeks of notification by the Degree Committee
- You will not be approved for the degree.

Academic Facilities

LIBRARIES

There are numerous university libraries which you can access. The University Library (on West Road), the Medical Library (in the Clinical School building) and your own College library will be particularly useful. Further details are at: <https://www.libraries.cam.ac.uk/libraries-directory/search-for-libraries>

Cambridge University Library

From the home page you can follow links to the Library Catalogue, the Cambridge Digital Library, e-journals and other e-resources. The homepage can be found at <http://www.lib.cam.ac.uk>.

It may also be possible to book an orientation tour:

<http://www.training.cam.ac.uk/cul/theme/orient?providerId=119246>

Medical Library

The Medical Library collections support all aspects of medicine and healthcare. The book collection, over 50,000 volumes, contains core text books and specialty titles many of which are available electronically and in print. The journal collection is increasingly weighted towards electronic access, with over 104,000 e-titles. The Library also facilitates access to the NHS Core Content collection of electronic resources. Further details can be found at <http://library.medschl.cam.ac.uk/>

Training sessions are available in:

- Literature search (from formulating basic search to systematic review)
- Finding full-text papers
- Current awareness
- Reference management

The Librarian presents a session at the Clinical School induction, introducing the library and its facilities. This also includes important information to ensure that the full text of journal articles is available to students performing online searches.

COMPUTING FACILITIES

The Medical Library provides a number of computers for student use. These are equipped with common Office applications, the SPSS statistical package and the EndNote referencing tool. Printing facilities and a scanner are also available. Students can also bring their own devices.

University Information Services manage a wide range of services, including the CRSid system, Raven authentication and the university-wide wi-fi network. They also provide a wide range of training courses, face-to-face and online, which are free to access for students.

Information about the UIS services can be found at <https://help.uis.cam.ac.uk/new-starters/it-for-students/student-it-services>. This also provides information on how to obtain free copies of MS Office for students to install on their personal devices.

The Clinical School Computing Service (CSCS) also provides IT support for some of our members based on the Biomedical Campus. For information about the services provided by CSCS can be found at <https://www.medschl.cam.ac.uk/about/computing/>

Depending on which building(s) you are based in, you may need to arrange with your building facilities/IT support to obtain full access to your local IT services.

Biomedical Campus Facilities

The Biomedical Campus has a range of facilities for catering, leisure and fitness.

FOOD AND DRINK

The Postgraduate Lounge in the Clinical School is open to staff and students from across the school. A lunchtime cafeteria provides hot drinks, sandwiches and cooked lunches Monday-Friday, and tables and microwave ovens are available for those who wish to bring their own food. A side room can be booked by postgraduate students for meetings and events.

Addenbrooke's Hospital has a number of public catering facilities. The majority of these are located in the concourse, close to the main entrance, with additional facilities at either end of the building in the Outpatients area and in the Addenbrooke's Treatment Centre

Many larger departments and institutes have catering facilities, most of which are only accessible to members of that department and their guests. Within the Department of Oncology the self-service canteen in the Early Cancer Institute is open to all members of the department, providing free tea, coffee and breakfast cereal and toast.

FRANK LEE LEISURE & FITNESS CENTRE

[The Frank Lee Centre](#) offers a range of leisure activities, including a swimming pool, tennis and squash courts and a gym. Membership is open to all those who work on the Biomedical Campus, but the centre is not affiliated to the University, and does not offer student discounts.

Access to the bar and restaurant facilities is available to non-members for a small entry fee.

Student Support & Welfare

There are a number of mechanisms to provide formal and informal support to postgraduate students on both academic and pastoral matters. Whether you have serious personal or scientific problems or are simply unsure how best to proceed, we encourage you to use the knowledge and experience of those around you to find a solution.

ACADEMIC SUPPORT

Principal Supervisor

All PhD students have a Principal Supervisor, who is appointed by the Degree Committee to direct and assist you in your research. The Principal Supervisor is required to submit termly reports via CamSIS which you may consider and add comments to.

Second Supervisor

If your research is inter-disciplinary/collaborative with another lab/department a second supervisor may be appointed.

Cambridge Supervisor

This role is only required if the Principal Supervisor is not employed by an English HEI or Cambridge College, and generally applies to the University Partner Institutes.

Postgraduate Adviser

Your Department will appoint an Adviser for you. Your Adviser will be able to bring sufficient expertise to your Supervisory Team to act as a second point of contact for you for academic advice (after your Principal Supervisor).

Postgraduate Education and Clinical Academic Training Section

The Postgraduate Education and Clinical Academic Training (PECAT) section can provide support regarding any student matters related to University academic processes or matters that concern the Degree Committee. This includes leave to work away, intermission and notification of your intent to submit your thesis. Most matters can be dealt with via your CamSIS self-service account, but PECAT is available to help with any queries that arise.

Departmental Postgraduate Administrators

The Postgraduate Education Team within your department or institute is the first port of call for matters within your department.

The Postgraduate Administrator (Hayley Woffendin) is your first point of contact for matters that are not research or project related. She can answer questions about submitting your first-year report, applying for leave to work away, applying for intermission, change of course, thesis submission etc. Hayley also provides a confidential and friendly ear for other matters that may be affecting your wellbeing and impacting your degree course. You can email Hayley and her assistant Justin Holt, in the Oncology Postgraduate Education Team: postgradadmin@oncology.cam.ac.uk.

Self-Evaluation

Around the middle of the Michaelmas Term, you will be invited to complete a self-evaluation process within the CamSIS system. This is an opportunity to inform your Supervisor, Department, Degree Committee and College Postgraduate Tutor how you are progressing and to raise any issues. This process was established to enable the early detection and resolution of any problems or difficulties postgraduate students might be facing, and to facilitate a dialogue between Colleges and Departments regarding each postgraduate student.

STUDENT WELFARE & PASTORAL SUPPORT

While it is hoped that your time at Cambridge will be an untroubled one, there may be occasions when you need additional help and support.

College Tutors

All students in Cambridge have a College Tutor who has general oversight of student welfare, with regard to academic, administrative and pastoral care, see:

<https://www.studentwellbeing.admin.cam.ac.uk/college-pastoral-support/tutors>

Mentors

Mentors are named points of contact for staff and students; they may be approached for confidential advice and support for issues other than academic progress.

University Counselling Service

The [University of Cambridge Counselling Service](#) exists to provide a professional service to students and staff of the College and University communities. The Service supports the mission of the University by offering:

- Counselling and mental health support - to students and staff, both individually and in groups, and, with strict regard to clients' confidentiality, working in collaboration with Colleges, the University and NHS provision.
- Educational work - to help students and staff make the best personal use of the opportunities offered by the Colleges and University.
- Preventive work - consultation, guidance and training to those with a pastoral role in the Colleges and University, and provision of general feedback and recommendations to help promote a healthy working environment for both students and staff.

There is also mental health support on the Student Wellbeing page:

- <https://www.studentsupport.cam.ac.uk/mental-health-and-wellbeing>
- <https://www.studentsupport.cam.ac.uk/>

Cambridge Students' Union Advice Service

The Cambridge Students' Union Advice Service offers free, confidential and independent support to all Cambridge University students, and employs two professional advisors. Contact and service details are available at <http://www.studentadvice.cam.ac.uk>.

University Occupational Health

[Occupational Health](#) assists in ensuring that the work environment is safe and that a person's health is not adversely affected by their work activities. The occupational health team comprises a small number of occupational health specialist doctors and nurses and administrative personnel who:

- Devise preventative strategies for identifying and controlling hazards to health arising from work.
- Advise on fitness for work, vocational placement, return to work after illness, ill health retirement, work-related illness and the control of occupational hazards.
- Assist in fulfilling statutory (e.g. health surveillance) and regulatory requirements (e.g. guidance on food safety, the application of the Equality Act) to ensure that the health of staff and others is not adversely affected by their work.
- Ensure that work health issues are appropriately managed.
- Promote health and wellbeing at work.

More details can be found at <https://www.oh.admin.cam.ac.uk/>

Departmental Postgraduate Administrators

We understand that being a student can be a stressful time. You may have worries about your studies, financial concerns, or problems with relationships with your Principal Supervisor or other lab

members. In addition, there may be difficulties associated with living far away from home and family and friends. Most students face at least some of these difficulties during their study period.

In these circumstances, you can speak to your Principal Supervisor, Adviser or College Tutor. However, if you prefer, please come and speak to the Postgraduate Administrator who is independent, non-judgmental and willing to offer a sympathetic ear, with any discussions treated as confidential unless otherwise requested by you.

Capability to Study

The phrase 'fitness to study' refers to a student's capacity to fully engage with University life, both academically and otherwise, without unreasonable detriment to their wellbeing and whilst maintaining appropriate standards of behaviour. Where there are concerns regarding a student's capacity to fully engage with study, the University acts within a particular procedure, detailed at <https://www.studentcomplaints.admin.cam.ac.uk/supporting-and-assessing-capability-study>

If you are a matriculated student, your College may use its own Fitness to Study Procedure. However, the University's Procedure can be used where the College Procedure is not appropriate, or a student does not have a College.

Complaints and Appeals

Most problems or complaints can be resolved quickly and efficiently with the support, involvement or intervention of University staff or your College Tutor. You may also seek independent advice from the Cambridge Students' Union Advice Service. You are expected to exhaust all avenues of early informal resolution before initiating any formal complaint, review or appeal processes.

In the first instance, you should consult and seek the advice of appropriate departmental members of staff.

The officer responsible for receiving student complaints for the Faculty of Clinical Medicine is Prof Alison Dunning, the Department of Oncology Director of Postgraduate Education. The deputy responsible officer for student complaints in the Faculty of Clinical Medicine is the Secretary to the Degree Committee (Mrs Elizabeth McIntyre).

The Office of Student Conduct, Complaints and Appeals (OSCCA) provides procedural advice, case handling and oversight of a number of student procedures including complaints and the review of examination results. For further information see:

- [University Student Complaint Procedure](#)
- [Examination Review Procedure](#)

Important Information

ACADEMIC INFORMATION

Research Governance and Integrity

During your time in the Department of Oncology and the University, you may be conducting research that is governed by specific laws and regulations. The University has a moral and legal responsibility

towards its research participants, other research organisations, government regulators and the wider society, thereby aiming to generate new knowledge through research that meets the highest ethical and legal standards. In the pursuit of new knowledge, the University must ensure that first and foremost, the dignity, rights, health, safety, and privacy of our research participants are safeguarded; you may therefore need a Research Passport or Letter of Access to conduct your research project: <https://www.cambridgestudents.cam.ac.uk/your-course/research-passports>. If your project does require you to have a Research Passport or Letter of Access, your PS will work with our Postgraduate Administrative Team to ensure you have this in place.

As a researcher, you will be expected to comply with these requirements. We will support you to learn more about these during the course of your training. While you may be working towards gaining your PhD, your project will also fall within the University's wider research programme and may involve analysis of human samples or data. The collection, analysis and storage of samples and data are often governed by specific laws and regulation. Through gaining knowledge of the relevant legal requirements and adopting the principles of best practice, you play an essential role in maintaining the University's world-class reputation for undertaking ethical research.

We need to ensure that the research we do (and our use of samples and data), meets the required ethical and legal standards. Developing your knowledge and understanding of research governance and integrity during your training will allow you to build the foundations for your future career in research.

Your Principal Supervisor will help you understand the relevant standards, regulations and best practice. The central University guidelines on Good Research Practice will also be a useful guide.

For further guidance and information:

- [The School of Clinical Medicine Research Governance website](#)
- [University guidelines on Good Research Practice](#)
- [The University research Integrity Statement](#) provides a good overview of the required research standards of practice at the University of Cambridge.

The [University Research Office Research Integrity checklist](#) provides guidance to students and their supervisors in addressing issues of research integrity.

Research Misconduct

The Department of Oncology and University of Cambridge take research misconduct very seriously. The University has established a Code of Conduct that sets out the behaviour expected from all its students. To understand your responsibilities as a University student, you and your Principal Supervisor should review the [code of practice for research students](#) then sign the declaration form on page 4 and return to the Postgraduate Education Team at: postgradadmin@oncology.cam.ac.uk.

Aspects of research misconduct can include plagiarism, fabrication or manipulation of research results, willfully neglecting ethical and other research governance requirements and bribery, amongst others. A statement of the University's policy and procedure for dealing with an allegation of misconduct can be found at: <https://www.hr.admin.cam.ac.uk/policies-procedures/misconduct-research>

You should have a broad understanding of these issues and the University's policies and procedures for dealing with them when they arise, including the procedure for whistle-blowing: <https://www.hr.admin.cam.ac.uk/policies-procedures/whistleblowing-policy-public-disclosure->

[university-employees](#)

Research Governance and Integrity Training

Information about relevant training can be found at:

- [HTA \(Human Tissue Act legislation\) e-learning training](#)
- [Information on General Data Protection Regulation training](#)

Research Passports

A Research Passport is the mechanism for non-NHS staff to obtain an Honorary Research contract or Letter of Access (LoA) when they propose to carry out research in the NHS. Only once the Research Passport application has been authorised by an NHS organisation does it become a valid Research Passport.

All students at the University of Cambridge will need a research passport if they are proposing to carry out research in the NHS. Examples of where a Research Passport will be needed are as follows:

- Will have a direct impact on patient care, for example, providing prevention, diagnosis or treatment of illness.
- Will have access to NHS patient data.
- Will have indirect contact with patients/service users whose research has a direct bearing on the quality of their care, for example, some types of telephone interviews.
- Wish to access “with consent” identifiable patient data, tissues or organs with likely direct bearing on the quality of their care (with likely impact on prevention, diagnosis or treatment).
- Will have access to NHS premises.

If you will need a Research Passport, your Principal Supervisor should inform our Postgraduate Administrator as soon as possible, so that they can liaise with other university and NHS staff to ensure it is in place when you start your studies.

Further information about Research Passports and Letters of Access can be found at: <https://www.cambridgestudents.cam.ac.uk/your-course/research-passports>

University Regulations on Plagiarism

Plagiarism is defined as submitting as one's own work, irrespective of intent to deceive, that which derives in part or in its entirety from the work of others without due acknowledgement. It is both poor scholarship and a breach of academic integrity.

Examples of plagiarism include:

- quoting verbatim paraphrasing another person's work by changing some of the words, or the order of the words, without due acknowledgement of the source;
- using ideas taken from someone else without reference to the originator;
- cutting and pasting work from the Internet to make a pastiche of online sources;
- submitting someone else's work as part of a candidate's own without identifying clearly who did the work. For example, buying or commissioning work via professional agencies such as 'essay banks' or 'paper mills', or not attributing research contributed by others to a joint project;

- self-plagiarism by cutting and pasting text, figures and tables from **your own** published work without due acknowledgement of the source and/or permission from the publisher;

Plagiarism might also arise from colluding with another person, including another candidate, other than as permitted for joint project work, i.e., where collaboration is concealed or has been forbidden. A candidate should include a general acknowledgement where they have received substantial help, for example with the language and style of a piece of written work.

It is every student's responsibility to:

- Read, and ensure that you understand, the University-wide Statement on plagiarism (see <http://www.plagiarism.admin.cam.ac.uk>) which defines plagiarism and the forms that it can take. The statement follows the Regulations for discipline in Statutes and Ordinances.
- Familiarise yourself with guidance issued by your faculty or department which outlines the referencing techniques and other academic conventions that you will be expected to adhere to. This will be given to you in your handbook or other induction materials, but if you are in doubt ask your Director of Studies or Tutor.
- Ensure that you always follow these conventions, and ask for clarification or support if you need it from your Director of Studies or Tutor. If in doubt about any aspect of academic integrity it is always best to seek clarification at an early stage.

How the University detects and disciplines plagiarism:

- Your examiners are experts in their field and are therefore extremely likely to spot work that has been copied from another source or not referenced appropriately. Your faculty or department may also check the authenticity of your work by using specialist software, such as (but not only) Turnitin UK, which can detect matching text. This can identify work submitted by another student, even if they are studying at another University, as well as from the internet and particular journals.
- Any suspected cases of plagiarism will be investigated by the University. This might involve initially being interviewed by the Examiners and Proctors and could ultimately lead to suspension from the University or failure.

Postgraduate Feedback and Reporting System (PFRS)

The PFRS system is the means by which Principal Supervisors record and report the progress of their postgraduate students. Your Principal Supervisor will complete a report on a termly basis, and this will be reviewed by your department, College, and the Degree Committee. Completed reports and reviews are available to students.

Terms of Study

University statutes require all students to complete a minimum number of terms of study, three terms for an MPhil degree and nine for a PhD (different requirements apply to part-time students). Details of these requirements can be found at:

<https://www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students/terms-study>

Leave to Work Away (research courses only)

As a postgraduate research student you are expected to be in residence in Cambridge working on your research throughout the year. You do not have breaks between terms or a long summer break. You are entitled to take holiday at times agreed with your supervisor, provided that these do not exceed 8 weeks in a given academic year.

If you need to work away from Cambridge, you should apply via CamSIS (Self-Service Page/Apply for Things/Application Forms) at least 2-3 months before you plan to go. You will need to upload a Risk Assessment in support of your on-line application. Forms can be obtained from your Postgraduate Administrator. Leave to work away is not required for holidays, conferences or other short trips of under 2 weeks' duration.

Full details are available at <https://www.cambridgestudents.cam.ac.uk/your-course/postgraduate-study/your-student-status/work-away>

Taking Time Out of the Course

The University allows students to take time out of their studies (intermission) for a variety of medical and non-medical reasons. Guidance is available at:

- [Medical intermission](#)
- [Non-medical intermission](#)

Please note: You should ensure that you understand the potential implications of taking a period of intermission on your funding and visa status.

Travel and Fieldwork Funding (research courses only)

A small number of competitive funds are available within the School, University and Colleges to support student travel, both for conferences and for research fieldwork. A database of funds is available at <https://www.student-funding.cam.ac.uk/start>

Within the Clinical School, the Fearnside and Isabelle Bouhon funds may be able to provide assistance; details are at <https://pgstdnt.medschl.cam.ac.uk/current-students/travel-grants/>

Intellectual Property

The University's IP policy allows it to fulfil its duty of care to employees and students by requiring disclosure, setting conditions for ownership of intellectual property arising from collaborative environments, and specifying a dispute resolution procedure, to which all parties within the University have access, see:

<https://www.cam.ac.uk/research-staff/employment-and-career-management/employment-and-career-management-scheme/researchers-employment-policies-and-protocols/intellectual-property-and-academic-freedom>

Student Conduct

The University's core values encompass freedom of thought and expression, and freedom from discrimination. As a place of learning, teaching and research, the University provides an environment in which to exchange ideas, opinions and views. The University is committed to maintaining a

learning and working environment in which the rights and dignity of all members of the University community are respected.

The University expects all members of its community to treat each other with respect, courtesy and consideration at all times. All members of the University community have the right to expect professional behaviour from others and have a corresponding responsibility to behave professionally towards others.

Guidance, intended primarily for students who have complaints concerning the behaviour of others (e.g., a member of University staff, another student), is available at:

- <https://reportandsupport.cam.ac.uk/>
- <https://www.breakingthesilence.cam.ac.uk/>
- <https://www.studentwellbeing.admin.cam.ac.uk/support-particular-issues/complaints>

Colleges are legally independent of the University and as such have established their own complaints and review procedures. Complaints, including allegations of harassment or bullying, which arise within the college teaching, learning and working environment will normally be dealt with under the appropriate college procedure.

Student Feedback

The University asks students to take part in the annual Postgraduate Research Experience Survey (PRES), for research students, or the Postgraduate Taught Experience Survey (PTES), for taught course students. You will be sent details of the survey by email, and the Clinical School encourages you to participate.

More information is available at: <https://www.educationalpolicy.admin.cam.ac.uk/ensuring-quality/quality-processes/surveys>

Our departmental student representative attends the Cancer Biology Postgraduate Education Committee meetings each term. The Committee administrator contacts all student representatives, who seek agenda items in advance of the meeting. This is an opportunity for students to anonymously raise any issue or concerns they have about provision of postgraduate education.

Our Postgraduate Administrator is also happy to meet with any student, at any time, to receive feedback.

Researcher Development

Researcher Development, at its heart, encompasses all the learning and development that you experience and acquire during your time in Cambridge. It provides you with the skills you need right now for your current work, as well as for your future, whatever that might look like

To help you navigate your way through all the Researcher Development training opportunities available at Cambridge, Researcher Development have designed a “Getting Started” module, which can be found on the Researcher Development website (www.rdp.cam.ac.uk). You will be asked to take the skills analysis survey, which will allow you to design a personalised researcher development plan for your first year. To provide further support, if you need it, the Researcher Development team have recommended a number of modules that will help you to develop foundation skills in Researcher

Development over the course of your first year, which can also be found in the “[Getting Started](#)” module.

Other RD Opportunities

The Postgraduate School of Life Sciences (PSLS) also runs specific events for life scientists throughout the year. For further details please see <https://www.rdp.cam.ac.uk/>. There is a one-to-one consultation service available for all PSLS members.

Progress Log Book

You should keep a record of the Researcher Development training courses you have attended, conferences you have attended and/or presented at and meetings with your Principal Supervisor in your Progress Log Book. You will be given a copy of the Progress Log Book at your induction by the Postgraduate Administrator.

Talks, Seminars & Conferences

To broaden your knowledge of your chosen field, you are strongly encouraged to attend relevant seminars, lectures and training courses.

Many conferences, seminars and talks take place in and around Cambridge and are listed on the University talks.cam website: <http://talks.cam.ac.uk/>. This site enables you to create a list of talks you'd like to attend and also choose whether you would like to receive alerts using an electronic calendar, by email or by RSS feed.

During your first year, you are required to attend the [Lectures in Cancer Biology Seminar Series](#). You are also strongly encouraged to attend:

- [Cancer Research UK Cambridge Centre Seminars and conferences.](#)
- [Cancer Research UK Cambridge Institute \(CRUK CI\) Seminars & Conference.](#)

GENERAL

University and Public Lectures

Members of the University are entitled to attend any undergraduate lectures (but not seminars or practicals) taking place across the University, see the timetable at: timetable.cam.ac.uk/.

Clinical School Equality Champions Network

The Clinical School has had Equality Champions in every department since 2011. The Equality Champions have been instrumental in increasing awareness of the School's Equality, Diversity and Inclusion Programme by promoting Athena SWAN and Equality, Diversity and Inclusion matters throughout the school: <https://hr.medschl.cam.ac.uk/a-great-place-to-work/equality-diversity-inclusion/edi-whos-who/>

With the growth of the Clinical School in recent years we are looking to recruit additional Equality Champions, including Postgraduate Student representatives, in each department. Please consider becoming an Equality Champion. The time commitment is small and you will find yourself part of an active community of individuals who are committed to promoting good practice and a better working environment for all. Equality Champions meet once a term to support one another and

share experiences. If you would like to join our friendly network please contact the Equality and Diversity Coordinator (csdiversity@admin.cam.ac.uk).

More information about the Equality Champions Network and Equality, Diversity and Inclusion in the Clinical School can be found on the [School's Athena SWAN website](#).

Travel within Cambridge

Cambridge is a flat and relatively compact city, and most journeys within the city can easily be completed on foot or by bicycle. There is information at www.camcycle.org.uk/resources/training/ regarding training for adults who are new or nervous cyclists.

A frequent bus service, 'U', runs from the North-West Cambridge (Eddington) Madingley Road Park and Ride to the Biomedical Campus via the West Cambridge site, town centre and the station. Tickets are half-price for staff and students on production of a University card.

Car Parking

There is no dedicated car parking facility for students on the Cambridge Biomedical Campus. Students should note that the University prohibits students from keeping cars in Cambridge without written permission. Refer to your College tutor or to <https://www.proctors.cam.ac.uk/motor-control> for further information.

Healthcare in the UK

The National Health Service (NHS) is the UK's state healthcare system providing a wide range of health care services including appointments with a doctor, hospital treatment and dental care. You should register with a doctor as soon as possible after your arrival in Cambridge; your College will give advice on this.

International and EEA students should read the information on the [University's International Students' website](#).

International students on a Tier 4 visa will be subject to an immigration health surcharge, which will enable them to access NHS healthcare free of charge.

European Economic Area (EEA) and Swiss nationals should check online for up to date UK government guidance: <https://www.gov.uk/guidance/healthcare-for-eu-and-efta-citizens-visiting-the-uk>

First Aid

Information about first aid provision can be found in our [Departmental Safety Policy](#).

You should also familiarise yourself with first aid provision in the building you are based in.

Data Protection

Please see the following webpages for information about how the University will use your personal information whilst you are a student at the University of Cambridge:

<https://www.information-compliance.admin.cam.ac.uk/data-protection/general-data>

Appendix 1 – Thesis Format & Guidance

PhD thesis

Information about the format, submission and examination of your PhD thesis can be found on the Degree Committee [Sharepoint site](#).

1. **‘Intention to submit’ form:** Submit an ‘Intention to submit’ form via the Degree Committee Sharepoint site, no later than 2 months before you anticipate submitting your thesis.
2. **Thesis submission:** Submit an electronic copy of your thesis and a completed Statement of Length and Declaration Form to the Degree Committee via the [Electronic Thesis Submission Site](#), which is accessed by logging in using your CRSID and RAVEN password. Before you submit, please read through all the relevant [guidelines](#). You **must not** upload any other documents unless you have been granted prior permission to include additional materials in your thesis.
3. **Oral examination (viva):** The Degree Committee will send your thesis to your Examiners, requesting that your Internal Examiner coordinate your oral examination (viva); the Degree Committee will send confirmation to all parties when they have sent your thesis to the examiners. The Degree Committee understands that in some cases the viva may be subject to delay, e.g. due to clinical commitments, but they request that the Internal Examiner notifies them of the intended date for the examination within 30 days of receiving your thesis. You should contact the Degree Committee if they have not contacted you regarding your viva date within a month after you have submitted your thesis. For more information on the *viva*, please visit the [Student Registry's web page](#).
4. **Corrections:** Your examiners may recommend that you are awarded the degree subject to corrections. You will be notified by the Student Registry. You will be required to complete the corrections within the time frames below, from the date of notification.
 - Minor corrections: 3 months
 - Major corrections: 6 months

Flow chart of PhD corrections process - [PhD Corrections Map](#)

For general guidance on PhD corrections, please visit the [Student Registry's web page](#)

5. **Degree Approval and Conferment:** For more information about degree approval and conferment, please visit [the Student Registry's web page](#)
6. **Submission of final approved version of the thesis:** Once Student Registry has approved your degree, they will instruct you to submit the final and approved version of your thesis – an hardbound copy to Student Registry and final electronic copy to the University's [Apollo repository](#). Full details about submission of the final version of can be found Sharepoint page: under '[PhD Corrections Map](#)' link at the bottom of the page.

MPhil thesis

Information about format, submission and examination of your MPhil thesis can be found on the Degree Committee [Sharepoint site](#).

1. **Intention to submit:** Submit an 'Intention to submit' form via the Degree Committee Sharepoint site, no later than 2 months before you anticipate submitting your thesis.
2. **Thesis submission:** Submit an electronic copy of your thesis and a completed Statement of Length and Declaration Form to the Degree Committee via the [Electronic Thesis Submission Site](#), which is accessed by logging in using your CRSID and RAVEN password. Before you submit, please read through all the relevant [guidelines](#). You **must not** upload any other documents unless you have been granted prior permission to include additional materials in your thesis.
3. **Oral examination (viva):** The Degree Committee will send your thesis to your Examiners, requesting that your Internal Examiner coordinate your oral examination (viva); the Degree Committee will send confirmation to all parties when they have sent your thesis to the examiners. You should contact the Degree Committee if they have not contacted you regarding your viva date within a month after you have submitted your thesis. The Degree Committee understands that in some cases the viva may be subject to delay, e.g. due to clinical commitments, but they request that the Internal Examiner notifies them of the intended date for the examination within 30 days of receiving your thesis. For more information on the *viva*, please visit the [Student Registry's web page](#).
4. **Corrections:** Your examiners may recommend that you are awarded the degree subject to corrections. You will be notified by the Degree Committee. You will be required to complete the corrections within the time frames below, from the date of notification.
 - Minor corrections: 3 weeks
 - Major corrections: 6 weeks

Flow chart of MPhil corrections process - [MPhil Corrections Map](#).

5. **Degree Approval and Conferment:** For more information about degree approval and conferment, please visit [the Student Registry's web page](#)
6. **Submission of final approved version of the thesis:** Once the Degree Committee has approved your degree, they write to you and instruct you to submit the final and approved version of your thesis – an hardbound copy to Student Registry and final electronic copy to the University's [Apollo repository](#). Full details about submission of the final version of can be found Sharepoint page: under '[MPhil Corrections Map](#)' link at the bottom of the page.

Appendix 2 – Notes for Overseas Students

The University's International Student Office provides specialist support to students who come to study at Cambridge from outside the UK. The team offers a visa advice service and provides practical guidance on coming to live and study in Cambridge from an international student perspective, including orientation sessions at the beginning of each term for new international students. The team also maintains the 'International Students' website so can be contacted for any queries about its content.

- [International Student Office](#)
- [University's International Students website](#)

Appendix 3 – Information for students with children

The University's Childcare Office operates an Information Service, which aims to support families of the University community (includes staff and students with parental responsibilities). The service offers information on family related issues including childcare, schooling, health care, financial support and local community resources.

Facilities and services provided include:

- Various Workplace Nurseries for children from three months to school age, with offers of places being dependent on demand and qualifying criteria.
- A scheme for staff who secure a Workplace Nursery place, to benefit from tax and National Insurance savings on their nursery fees.
- A Holiday Playscheme which operates during the state school holiday periods (excluding Christmas and Bank Holidays) for school-age children; although our venue at St Mary's Junior School is also open for some additional holiday periods.

Further information can be found on the [Childcare Office website](#).

Appendix 4 – Health and Safety Information

The Departmental Safety Policy provides guidance and information on all aspects of health and safety management associated with studying in a research environment. The policy applies to all our students, regardless of where they are based; you will also need to abide by your building health and safety regulations and will receive a building health and safety induction soon after your arrival.

Please read a copy of the Departmental Safety Policy, which can be found on the departmental website: <https://www.oncology.cam.ac.uk/current-members/health-and-safety/safety-policy>, please note, we don't provide you with a hard copy of the policy, as this is a live document which is regularly updated.

You are required to read the Departmental Safety Policy, then complete and return the Safety Declaration form, this can be found at: <https://www.oncology.cam.ac.uk/current-members/health-and-safety>

Work or study away

If you are planning any work/study away from Cambridge, either within the UK or abroad, the University requires all students to complete an appropriate travel risk assessment: <https://www.safety.admin.cam.ac.uk/risk-assessment/travel-work>

If you are planning to study/work away from Cambridge, e.g. attend a scientific conference, carry out work in a collaborator's lab, please contact the Postgraduate Education Team at the earliest opportunity, so that we can ensure you receive the appropriate advice and help to ensure you comply with University policies and regulations.

All other Health & Safety related issues are also posted on the departmental website: <https://www.oncology.cam.ac.uk/current-members/health-and-safety>

Appendix 5 – Procedures, Forms and Documents

Information about the following procedures, including links to all related forms and documents can be found on the Department of Oncology website: <https://www.oncology.cam.ac.uk/current-members/students-folder/student-forms>:

- Applying for changes to your student status, e.g. medical intermission, intermission, leave to work away, extension to end of registration date
- PhD First Year Assessment
- PhD Second Year Assessment
- Submission and examination of PhD and MPhil thesis

Please note: *The onus is on you to manage your applications, which will need supporting comments from various interested parties and can therefore take several weeks to process and approve. Please follow the instructions for your application with care.*