
Department of Oncology

2020-21 Postgraduate Student Handbook

Departmental website www.oncology.cam.ac.uk/

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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.

In Spring 2020, many of our laboratories closed temporarily due to COVID-19, and most staff and students transitioned to working from home where possible. Many safety measures have now been implemented to enable laboratories to operate, albeit at reduced capacity, whilst minimising COVID-19 infection risks for staff, students and other users of the campus, including patients and the public. The research of postgraduate students is valued equally with that of other researchers in the School of Clinical Medicine, so although further lab closures remain a possibility, depending on the course of the pandemic, we will optimise the access of all researchers to laboratories and core facilities. Some teaching and meetings that would previously have taken place face-to-face will occur remotely whilst

social distancing measures remain in place, but our staff have been working hard to develop high quality teaching materials and resources that can be delivered remotely, and courses have been restructured, where necessary, to ensure that teaching and assessments will be adaptable to different possible scenarios of the COVID-19 pandemic. We aim that COVID-19 measures will not be a dominant feature of your time in Cambridge or impact on your enjoyment of the course.

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 the Head of Department of Oncology

We are 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 (Tel: 01223 762594).

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 (Second 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 in 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 Cambridge 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*, 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 Postgraduate Operations Committee
- The Postgraduate Education and Clinical Academic Training Section
- The Degree Committee for the Faculties of Clinical Medicine & Veterinary Medicine
- Departmental Postgraduate Education Committees

THE POSTGRADUATE COMMITTEE AND STUDENT REGISTRY

The Postgraduate Committee (formerly the Board of Graduate Studies) and Student Registry are 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.governance.cam.ac.uk/committees/graduate-studies/Pages/about.aspx>. Raven ID is needed to access this page.

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

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

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

This Committee is responsible for:

- Recommending candidates for admission to courses;
- Monitoring students' progress;
- Approving continuation after a probationary period of research for the PhD;
- Approving candidates for PhD degrees;
- Approving candidates for MPhil and MRes degrees;
- Appointing Supervisors and Examiners;

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. It is the focal point for researcher development training and the host for the Graduate Student and Post-Doctoral Forum, GRASP.

The Cancer Biology Postgraduate Education Committee

The Committee represents the coming together of the four departments focusing on cancer research on the Biomedical Campus: The Department of Oncology, the CRUK Cambridge Centre, CRUK Cambridge Institute and the MRC-Cancer Unit. This joint Committee has three representatives from each of the cancer research departments, i.e. a Director of Postgraduate Education, Postgraduate Administrator and a Postgraduate Student Representative, and is responsible for overseeing the provision of postgraduate education in the four departments, which includes:

- Combined advertising for student recruitment;
- oversight of the registration process to PhD status 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;
- advise students and supervisors on all matters pertaining to postgraduate education and training;
- provide a forum for students and supervisors to raise their concerns; and
- consider requests from postgraduate students for items that would improve their experience; specifically, the Committee is keen to ensure that all students have a similar satisfactory experience during their study period.

Department of Oncology Overview

The mission of the Department of Oncology is to reduce the morbidity and mortality of patients with cancer through research, treatment and education. Serving as a key component in the Cancer Research UK Cambridge Centre (CRUK CC), one of only two CRUK Major Centres, the department includes members from the University and NHS and participates in a broad range of research enterprises as well as patient care. The department is based within multiple sites on, or close to, the Cambridge Biomedical Research Campus, which encompasses Addenbrooke's Hospital, a number of internationally renowned Research Institutes and biopharmaceutical companies, as well as University of Cambridge Departments. This co-location of members provides access to state-of-the-art clinical and research facilities and enables close collaboration among world-class laboratory scientists and doctors. The department includes 18 Research Group Leaders, many of whom are medical doctors, and 120 staff and students. The Department of Oncology 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.

Research

The Department of Oncology plays a central role in supporting the activities of clinical and academic oncologists as well as basic and translational cancer researchers. Department members co-lead CRUK Cambridge Centre Programmes, sit on the CRUK Cambridge Centre Executive Committee, play prominent teaching roles in the Clinical School and lead the Cambridge Experimental Cancer Medicines Centre. We continue to work towards achieving the four major strategic objectives of the CRUK Cambridge Centre:

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 within 12 geographical locations, 10 on the Cambridge Biomedical Campus: <https://www.oncology.cam.ac.uk/about/facilities>

- Cambridge Breast Cancer Research Unit
- Cambridge Cancer Trials Centre (S4 Block, Coton House and Norman Bleeahan Offices)
- Cancer Research UK Cambridge Institute
- Clifford Allbutt Building, Cancer Molecular Diagnostics Laboratory
- Clinical Oncology, R4 Block
- Hutchison/MRC Research Centre
- Jeffrey Cheah Biomedical Centre
- Strangeways Research Laboratory
- Wellcome Trust-MRC Stem Cell Institute
- Wellcome Trust Sanger Institute

Departmental Key Contacts

Professor Richard Gilbertson leads the Department of Oncology, with support from Professor Charlotte Coles, our Deputy Head of Department and a Central Administration Team, which is based in the Hutchison/MRC Research Centre:



[Professor Richard Gilbertson](#)

- Head of Department of Oncology
- Li Ka Shing Professor of Oncology
- Director of Cancer Research UK Cambridge Centre
- Co-Lead of Cambridge Experimental Cancer Medicine Centre
- Co-Director of Hutchison/MRC Research Centre

Contact: +44 (0)1223 769590, richard.gilbertson@cruk.cam.ac.uk



[Professor Charlotte Coles](#)

- Deputy Head of Department of Oncology
- Honorary Clinical Consultant
- NIHR Research Professor
- Reader in Breast Radiation at Cancer Research UK Cambridge Centre
- CRUK RadNet Cambridge lead

Contact: +44 (0)1223 769463, colesc@doctors.org.uk



[Dr Alison Dunning](#)

- Director of Postgraduate Education
- Reader in Molecular Cancer Genetics
- Research Group Leader Department of Public Health and Primary Care

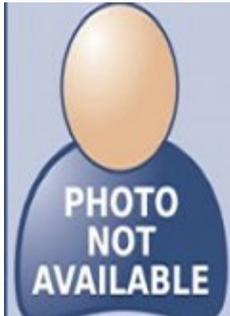
Contact: +44 (0)1223 761930, amd24@medschl.cam.ac.uk



[Mrs Vicki Sparkes](#)

- Business & Operations Manager

Contact: +44 (0)1223 763262, vas33@cam.ac.uk



[Dr Anne Dillon](#)

- Postgraduate Administrator
- Disability Liaison
- CRUK Cambridge Centre Postgraduate Training Programme Coordinator

Contact: +44 (0)1223 765294, amrd101@cam.ac.uk



[Mr Will Clark](#)

- Research Grants & Finance Manager

Contact: +44 (0)1223 763383, wc256@cam.ac.uk



[Mrs Jian Li](#)

- Oncology Finance Coordinator

Contact: +44 (0)1223 763260, jjl34@cam.ac.uk



[Mrs Barbara Wall](#)

- PA to Deputy Head of Department & Business & Operations Manager
- HR Assistant

Contact: +44 (0)1223 761861, baw36@cam.ac.uk



[Ms Laura Turner](#)

- Departmental Safety Officer

Contact: +44 (0)1223 760408, lt445@cam.ac.uk



[Dr Hayley Woffendin](#)

- Scientific Administrator
- Webmaster

Contact: +44 (0)1223 768673, hbw21@cam.ac.uk



[Mr Justin Holt](#)

- Postgraduate Administrative Assistant

Contact: +44 (0)1223 760405, jjh77@cam.ac.uk

KEY PEOPLE IN POSTGRADUATE EDUCATION WITHIN THE DEPARTMENT OF ONCOLOGY



Head of Department - Professor Richard Gilbertson

- Responsible for provision and delivery of postgraduate education within the department.



Director of Postgraduate Education – Dr Alison Dunning

- Disseminates information from the Board of Postgraduate Studies to the Cancer Biology Postgraduate Education Committee.
- Provides departmental approval of postgraduate applications, registration reports, appoint of examiners, and applications for intermissions and extensions.
- Offers students direct practical help and advice on procedural and administrative issues.
- Provides pastoral support with day-to-day problems.
- Responsible Officer for student complaints i.e. provides advice on local and formal complaints procedures.

Postgraduate Administrator – Anne Dillon

- First point of contact for prospective applicants.
- Processes student applications.
- Advises students and supervisors of their responsibilities.
- Notifies students of various training opportunities.
- Provides help and advice to students and supervisors about procedural and administrative issues e.g. first year assessments, CamSIS reporting, applications for intermissions, etc.
- Offers pastoral support with day-to-day problems.
- Deputy Responsible Officer for student complaints i.e. provides advice on local and formal complaints procedures.
- Disseminates information from the Cancer Biology Postgraduate Education Committee to supervisors and students.
- Co-ordinates the department's nominations for various funding competitions, e.g. the Cambridge Gates Scholarships, Cambridge Commonwealth, European and International Trust and Cambridge Home and European Studentships.
- Maintains centralised departmental student records, i.e. copies of all application documents, students' reports and training logs, viva reports, and records of formal meetings between students and their supervisors.

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. It also provides an opportunity to meet other students and to discover more about the facilities available in the School building. It is **compulsory** for all Oncology postgraduate students to attend this induction event as soon as possible after commencing study.

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 INDUCTION

Shortly after your arrival, you will receive a departmental induction with the Postgraduate Administrator and with our Safety Officer, Laura Turner. This will provide information about:

- The Department of Oncology, the School of Clinical Medicine and the University of Cambridge.
- Your degree course, including important milestones; training opportunities; where to find help and support; and IT, computing and library facilities.
- The department's Health & Safety policy and health and safety contacts; a local safety induction will be 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 University Postgraduate Safety Course, unless 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

It is likely that your College will also expect or require you to attend induction events and they will inform you of this. For example, it is likely that you will be invited to meet key College staff, including your College Tutor. In addition, your College will invite you to social events to help you settle in to Cambridge student life.

Course Structure & Timetable

COURSE AIMS AND OBJECTIVES

During MPhil or PhD study, 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.

For your MPhil or PhD to be considered a success, you will be expected to solve a research problem that will ultimately earn you a degree, i.e. you must discover something new, some scientific fact that was not previously known. You and your Principal Supervisor should therefore agree on a relevant project for you to work on that aims to answer an important question in your field of research.

Your project should align with the wider interests of your lab 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 learning to balance experimental work at the bench 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.

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, but those with 3 years of funding complete within 3 years, unless they can secure additional funding for the fourth year. The course is open to Home, EU and Overseas students (student visa required).

There are several important milestones:

Year 1	Oct 2020 start: 06 & 07 Oct 2020 Jan 2021 start: 09 Jan 2021 Apr 2021 start: 05 & 06 Oct 2021	Attend University Postgraduate Safety Course.
	Oct 2020 start: 09 Oct 2020 Jan 2021 start: Jan 2021 April 2021 start: Oct 2021	Attend School of Clinical Medicine (SCM) Postgraduate Induction event.
	Oct 2020 start: 09 Nov 2020 Jan 2021 start: 08 Feb 2021 April 2021 start: 04 May 2021	Deadline for submission of Preliminary PhD project plan.
	Oct 2020 start: 16 July 2021 Jan 2021 start: 08 Oct 2021 April 2021 start: 07 Jan 2022	Deadline for submission of First Year PhD Registration Report.
	Oct 2020 start: 30 Sept 2021 Jan 2021 start: 03 Jan 2022 April 2021 start: 08 April 2022	Deadline for completion of PhD registration.
	All starters: ongoing throughout the year	Complete the PSLS Core Skills Training Programme: http://www.gradschl.lifesci.cam.ac.uk/GSLSRD Attend regular meetings with Principal Supervisor. Attend relevant seminars, lectures and talks. <i>Note: Record all meetings and training courses attended in your Progress Log Book.</i>
Year 2	Oct 2020 start: 08 July 2022 Jan 2021 start: 07 Oct 2022 April 2021 start: 06 Jan 2023	Deadline for Second Year Report submission.
	All starters: ongoing throughout the year	Attend regular meetings with Principal Supervisor. Attend relevant seminars, lectures and talks. Undertake relevant personal & professional development courses. <i>Note: Record all meetings and training courses attended in your Progress Log Book.</i>
Year 3	01 Oct 2020 start: 01 April 2023 05 Jan 2021 start: 05 July 2023 17 April 2021 start: 17 Oct 2023	Deadline for submission of PhD dissertation plan.

	01 Oct 2020 start: 30 July 2023 05 Jan 2021 start: 04 Nov 2023 17 April 2021 start: 16 Feb 2024	Send 'Intention to Submit Form' to Higher Degrees Office.
	01 Oct 2020 start: 30 Sept 2023 05 Jan 2021 start: 04 Jan 2024 17 April 2021 start: 16 April 2024	Deadline for submission of 3-year PhD dissertation.
	All starters: ongoing throughout the year	Attend regular meetings with Principal Supervisor. Attend relevant seminars, lectures and talks. Undertake relevant personal & professional development courses. <i>Note: Record all meetings and training courses attended in your Progress Log Book.</i>
Year 4	01 Oct 2020 start: 30 Sept 2024 05 Jan 2021 start: 04 Jan 2025 17 April 2021 start: 16 April 2025	End of registration date, i.e. final deadline for submission of PhD dissertation and automatic removal from Student Register.
	All starters: ongoing throughout the year	Attend regular meetings with Principal Supervisor. Attend relevant seminars, lectures and talks. Undertake relevant personal & professional development courses. <i>Note: Record all meetings and training courses attended in your Progress Log Book.</i>

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:

01 Oct 2020 start: 06 & 07 Oct 2020 05 Jan 2021 start: 19 Jan 2021 17 April 2021 start: 05 & 06 Oct 2021	Attend University Postgraduate Safety Course -
01 Oct 2020 start: 09 Oct 2020 05 Jan 2021 start: Jan 2021 17 April 2021 start: Oct 2021	Attend School of Clinical Medicine (SCM) Postgraduate Induction event.
01 Oct 2020 start: 09 Nov 2020 05 Jan 2021 start: 08 Feb 2021 17 April 2021 start: 04 May 2021	Deadline for submission of Preliminary MPhil project plan.
01 Oct 2020 start: 30 June 2021 05 Jan 2021 start: 04 Oct 2021 17 April 2021 start: 16 Jan 2022	Deadline for submission of MPhil dissertation plan.

01 Oct 2020 start: 30 June 2021 05 Jan 2021 start: 04 Oct 2021 17Apr 2021 start: 16 Jan 2022	Send 'Intention to Submit Form' to Higher Degrees Office.
01 Oct 2020 start: 2pm 31 Aug 2021 05 Jan 2021 start: 2pm 30 Nov 2021 17Apr 2021 start: 2pm 28 Feb 2022	Deadline for submission of MPhil dissertation .
01 Oct 2020 start: 30 Sept 2021 05 Jan 2021 start: 04 Jan 2022 17 April 2021 start: 16 April 2022	End of registration date
All starters: ongoing throughout the year	Complete the PSLS's Core Skills Training Programme : http://www.gradschl.lifesci.cam.ac.uk/GSLSRD At least two formal supervisions per term with Principal Supervisor. Attend relevant seminars, lectures and talks. <i>Note: Record all meetings and training courses attended in your Progress Log Book.</i>

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.

During the course of the year, circumstances can change and if, for instance, you find further funding for an additional two or three years, it is possible to go on to the PhD degree, via either of the following two routes:

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

If you obtain 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; you should apply as early as possible and certainly before the stage where Examiners would normally be appointed for your MPhil submission, i.e. by 9 months after commencing your MPhil.

If granted permission to change, the MPhil year **WILL** count as the probationary year of the PhD degree and you will have to undergo a formal 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 obtain 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 must 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.

Registration (First Year) Assessment for PhD Candidates

On joining the University of Cambridge, all postgraduate students and Clinical Fellows who are PhD candidates are required to successfully complete an initial probationary period before they are registered for the PhD degree. This is to ensure that the study you have embarked upon suits you and that you are making satisfactory progress. This involves undergoing a First Year Assessment.

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 which in turn will make a recommendation to the Postgraduate Committee.

Full-time PhD candidates must submit their PhD Registration Report for assessment by the 10th month after commencing study and be registered before the starting their fourth term at Cambridge, i.e. before entering their second year (hence it is also called First Year Assessment). Part-time PhD candidates must submit their PhD Registration Report for assessment 21 months after commencing study and be registered before the starting their seventh term at Cambridge, i.e. before entering their third year.

Format of PhD Registration 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 5,000 – 10,000 words in length (20-40 sides of A4). 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.

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.

Viva

Your Principal Supervisor will choose two suitable examiners 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, MRC Cancer CU 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 examiners 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 examiners have been chosen, your supervisor should complete the 'PhD Registration-Appointment Examiners' form (see Appendix 3) 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-Examiners Report template' form (see Appendix 3) to use for their joint report, along with instructions on how to complete and submit their report.

Possible Outcomes

While most of our students pass their first-year assessment with flying colours, this should not be taken for granted and indeed there are several possible outcomes. You could be:

- Registered for the PhD degree (the registration is back dated to the date of your admission).
- Asked to resubmit your first-year report and undergo a second viva.
- Advised to write up the first-year work for a lower degree, such as an MPhil degree.
- Asked to 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 on page 32 and 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.

Second Year (Second Assessment) for PhD Candidates

This assessment is much less formal than the PhD Registration Assessment. It involves writing a short report and **does not** require a viva with examiners external to your research group.

The purpose of this report is to assess your progress at this significant stage in your PhD programme. It will be used by your Principal Supervisor (and Adviser if you wish) to assess the progress of your project and to make recommendations regarding, for example, the focus of the work to ensure completion in a timely manner. You should also take this opportunity to discuss future career plans.

Format of Second Year (Second) Assessment Report

Your report should be 2,500 – 4,000 words in length (10-15 sides of A4). It should be written in a similar layout to the PhD Registration Report and 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 PhD Registration Report, unless necessary for understanding of the Second Year (Second) Assessment Report. You should include a copy of your Progress Log Book for the period of your second year. Please send a copy of your report to the Postgraduate Administrator.

Final Dissertation 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 DISSERTATION (RESEARCH COURSES)

The Postgraduate Administrator is available to answer any questions you may have about submitting your dissertation.

PhD theses are submitted to the Student Registry. MPhil by Research theses are submitted directly to the Degree Committee in the Postgraduate and Clinical Academic Training section. MRes and MPhil by Advanced Study theses are submitted to the Course Administrator.

Guidance on the submission and examination of PhD theses can be found at:

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

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/mphilmsres

Approximately 2 months before submitting your thesis, you should complete an 'Intention to Submit' form and send it to the Degree Committee at degree_committee@medschl.cam.ac.uk.

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>

This should be sent to the Degree Committee at the same time as your Intention to Submit Form or as soon as possible thereafter. There is no need to complete this form if you are requesting Open, Embargoed or Controlled access.

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

ASSESSMENT & EXAMINATION

Once you have submitted your dissertation, the Degree Committee will formally appoint your examiners and send them all relevant material.

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

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 dissertation.

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

If you are unhappy with the outcome, you may appeal the decision; information about how to do this can be found at: <https://www.studentcomplaints.admin.cam.ac.uk/examination-reviews>

Appointment of Examiners

MPhil and PhD degrees are examined by the scrutiny of the dissertation and oral examination by two examiners, neither of whom can be the Principal Supervisor or Adviser and one of whom must be from outside the University and its approved Non-University Institutions (NUIs).

Procedure for appointment of examiners

- About 8 weeks before submission, the student should send an 'Intention to Submit form' to the Degree Committee (see Appendix 4 to obtain a copy of this form). They should send the form, together with 2 copies of their dissertation abstract, to the Degree Committee for Clinical Medicine & Veterinary Medicine at: degree_committee@medschl.cam.ac.uk
- The Degree Committee will then ask you to fill in an 'Appointment of Examiners' form, i.e. provide the names and full contact details of two examiners.
- Our Director of Postgraduate Education completes and signs the 'Appointment of examiners' form and returns it to the Degree Committee for approval.
- Once the dissertation has been submitted, the Degree Committee will then send them to the examiners and the Internal Examiner will then be responsible for arranging the date and venue for the viva exam.

Examiners' eligibility criteria

Internal examiner:

- Must be employed by the University of Cambridge or one of our approved NUIs.
- Must have had no direct involvement with the student or the work being examined, i.e. should not be their Principal Supervisor, Adviser, or have examined their first-year assessment and should not have collaborated with their research project.

External examiner:

- Must be from outside the University of Cambridge and its approved NUIs.
- Must have no recent close connection with the University (such as employment or College Fellowship).
- Must not have any collaboration with the student.

Both examiners must be recognised by the academic community as having the academic standing to judge the work submitted for a PhD degree.

It is your Principal Supervisor's responsibility to nominate your examiners. If they are unsure they meet the above criteria, they should check whether they have examined a Cambridge PhD before, or have good experience of examining PhDs within the UK system generally.

Your Principal Supervisor must be able to justify the nomination of both examiners on the basis of their:

- academic reputations,
- familiarity with the subject matter, and
- experience of examining UK PhDs.

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 dissertation.

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.

DEGREE APPROVAL AND CONFERMENT

Information about the degree approval process and different options for receiving (conferment of) your degree, can be found at:

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

Important Information

ACADEMIC INFORMATION

Postgraduate Feedback and Reporting System (PFRS)

The PFRS system is the means by which Supervisors record and report the progress of their postgraduate students. Your 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.

Researcher Development

The Cambridge Researcher Development Framework (CamRDF) provides you with the skills and training you need, in 15 core competencies, to be a professional researcher; see www.rdp.cam.ac.uk/camrdf

The Core Skills Training Programme (CSTP)

You **MUST** complete the Postgraduate School of Life Sciences (PSLS) Core Skills Training Programme (CSTP) in your first year. Completing the CSTP will ensure that you are informed of the range of development opportunities available in Cambridge and are provided with the foundational skills in personal effectiveness and scientific communication that are essential for progression.

You will be automatically enrolled onto the CSTP Introductory Moodle in early October, which can be accessed from your Moodle dashboard at www.vle.cam.ac.uk with your Raven login. This will provide you with all the information you need about the components of the CSTP. The first is the online Skills Analysis Survey, which introduces you to the CamRDF, helps you identify your training needs, and allows you to create a personal development plan. Other components will be available from November and you will receive regular updates by email.

Completing the CSTP

Completion of the CSTP is sufficient for the training requirements that are assessed in your PhD Registration Report. The RD team will track your engagement, update your department on your progress and present you with a certificate when you finish the CSTP. You should also maintain a training log of other activities that contribute to your professional development and be aware of any department-specific requirements.

Other Researcher Development Opportunities

Dr Samantha Byers (Samantha.Byers@admin.cam.ac.uk) is responsible for Researcher Development training in the Postgraduate School of Life Sciences and she runs the CSTP. You can contact Samantha to request a one-to-one meeting with her if you wish. Other courses, in addition to the CSTP, are available throughout the year and these are normally brought to your attention by email.

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 the

Postgraduate Administrator); your Principal Supervisor should countersign to confirm you have attended the courses.

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:

- Cambridge Cancer Centre (CCC) Seminars and conferences.
- Cancer Research UK Cambridge Institute (CRUK CI) Seminars & Conference.

Information about these seminar series can be found on our departmental website:

<https://www.oncology.cam.ac.uk/seminars>

Students based in the Hutchison/MRC Research Centre are also expected to attend chalk talks, which are held in the Centre's canteen or online on Thursday lunchtimes during term time; these talks provide a forum for postgraduate students and postdocs to present their ongoing work to the rest of the building. It is important that you attend, both to learn what others are doing and also to lend your support to fellow students.

If your PhD is in an area you are not familiar with, your Principal Supervisor (PS) may suggest that you attend undergraduate lectures in that field. As a member of the University, you are entitled to attend any lectures you or your PS consider appropriate (although if the class size is small, as it is for some final year lectures, it is polite to introduce yourself to the lecturer at the beginning).

Students should discuss conference attendance with their Principal Supervisors. In the main, students are encouraged and supported to present their data at national and international conferences. Prior discussion with your Principal Supervisor will ensure that you are attending the most appropriate conference for your particular stage of study.

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.

We understand that plagiarism may arise from poor acknowledgement and referencing of the work of others. However, it is your responsibility to make sure you use the correct referencing conventions employed in your discipline. Deliberate plagiarism or falsifying data is an offence against University discipline and will not be tolerated, if detected, it may lead to failure to obtain your degree.

Your Principal Supervisor should ensure that you are aware of both the requirement for scrupulous honesty in presenting your research and how to correctly acknowledge the work of others. Note,

ignorance of the rules on plagiarism will not be accepted as a defence, unless it can be demonstrated that you were not provided with the relevant information.

Examples of plagiarism include copying (using another person's language and/or ideas as if they are a candidate's own), by:

- quoting verbatim another person's work without due acknowledgement of the source;
- 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 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.

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 he or she has 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 definition of academic misconduct. See <https://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 from your Supervisor if necessary. If in doubt about any aspect of academic integrity it is always best to seek clarification at an early stage.

The Use of Plagiarism Detection Software: Turnitin

The University has the right to request the submission of your work in both paper and electronic format, which may be scrutinized with plagiarism detection software.

Turnitin is the University's preferred text-matching software, which provides originality reports for matched texted between students' submissions and its database of sources. The software is operated by iParadigms Europe Ltd and is widely used by the Higher Education sector. The University holds a site licence for Turnitin, which allows its use across all Faculties and Departments.

The University's policy regarding use of Turnitin does not require Faculties and Departments wishing to use Turnitin UK to obtain the explicit consent of students to submit their assessed work to the software. Therefore, the Faculty of Clinical Medicine and the Department of Oncology may use this software at any point in the academic year, where Supervisors and/or Examiners have concerns about the originality of any work submitted.

This policy does not affect students' copyright or intellectual property of their work, which remains with the owner; under University Statutes and Ordinances this is usually the student, with the exception of some collaborative or sponsored research projects. Students will also have the right to request that work which has been submitted be removed from the Turnitin database.

In addition, students must not make use of commercial 'ghost-writing' services and 'essay banks'; inclusion of material obtained from such sources in your dissertation will be regarded as collusion in potential plagiarism.

The University's Cambridge Student website provides additional guidance in the context of writing your dissertation:

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

Research Governance and Integrity

As a postgraduate student, your research project falls within the University's wider research programme and may involve analysis of human samples or data.

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.

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.

For further guidance and information:

- The School of Clinical Medicine Research Governance website: <https://researchgovernance.medschl.cam.ac.uk/>
- The central University guidelines on Good Research Practice: https://www.research-integrity.admin.cam.ac.uk/files/good_research_practice_guidelines_11.14.pdf will also be a useful guide.
- The University Research Integrity Statement provides a good overview of the required research standards of practice at the University of Cambridge: <http://www.research-integrity.admin.cam.ac.uk/research-integrity/research-integrity-statement>.
- The Research Office has also produced a Research Integrity checklist, to assist students and supervisors in addressing issues of research integrity: <http://www.research-integrity.admin.cam.ac.uk/research-integrity/research-integrity-checklist>

integrity.admin.cam.ac.uk/research-integrity/research-integrity-and-good-research-practice-checklist

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 conduct expected from all its students. To understand your responsibilities as a University student, please review the code of practice for research students: <https://www.cambridgestudents.cam.ac.uk/grad-code-of-practice/code-practice-research-students>

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 policy and procedure to be followed in the University 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 training can be found at:

- HTA (Human Tissue Act legislation) e-learning training can be found at: <http://byglearning.co.uk/mrcrsc-lms/course/category.php?id=1>
- Information on General Data Protection Regulation training can be found at: <http://byglearning.co.uk/mrcrsc-lms/course/category.php?id=1>

Terms of Residence

University statutes require all students to remain resident in Cambridge for a certain amount of time, 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 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 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. Further information is available here:

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

<https://www.cambridgestudents.cam.ac.uk/your-course/postgraduate-study/your-student-status/medical-intermission>

<https://www.cambridgestudents.cam.ac.uk/your-course/postgraduate-study/your-student-status/non-medical-intermission>

You should ensure that you understand possible implications for your course funding and visa status.

Working Whilst Studying

Full-time students

The University does not allow postgraduate students to undertake paid work outside the University or a College whilst they are studying full-time. However, as undertaking some academic-related work can provide postgraduate students with valuable transferable skills, those who are completing a course of more than one year in duration are permitted to undertake academic-related work for up to 10 hours per week. This can include supervising undergraduates, invigilating examinations, working in a university/college library, or demonstrating in a laboratory. For students who are also clinicians, this extends to work in Departments and Units within Cambridge University Health Partners.

Students who wish to undertake academic-related work must seek the approval of their Principal Supervisor prior to undertaking the work. Those who wish to undertake supervisions should take the basic instruction courses provided by the Postgraduate Development Programme.

The only students allowed to work through their degree are those who are employed as a Research Assistant, on the proviso their research employment activity matches that of the research degree.

Students holding a Tier 4 visa

Students holding a Tier 4 visa should be aware that although their visa may state that they can work up to 20 hours a week, working for more than 10 hours a week is not permitted by the University. A Tier 4 visa also does not allow students to be self-employed.

If you would like to teach undergraduates (provide supervisions) for the University or a College(s) you will need to obtain a formal document confirming your employment status, such as a 'contract of employment', a 'worker's agreement' or some other written statement, from your Faculty, Department or College; please be aware, non-Tier 4 students may not need such a document in place in order to undertake supervisions.

Part-time students

Part-time students are not restricted in the hours they can work, but their admission interview will explore the extent to which they will be able to manage their work and study and their Principal Supervisor must keep the balance between these elements under review.

Taking up full-time employment for a limited period

Students who wish to take up full-time employment for a limited period would normally suspend their studies and come off the Register of Postgraduate Students for this period. Intermission may be a possibility in certain circumstances.

Students who hold a Tier 4 visa should be aware of any visa implications before coming off the Register of Postgraduate Students and are advised to contact the International Student Team for further advice before they do so: internationalstudents@admin.cam.ac.uk

Travel and Fieldwork Funding (research courses only)

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

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

Intellectual Property (IP)

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>

The full text of the IP policy is to be found in Chapter 13, Section 2 of Statutes and Ordinances: <https://www.admin.cam.ac.uk/univ/so/2012/chapter13-section2.html#heading1-2>

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://www.breakingthesilence.cam.ac.uk/> and
<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 subscribes to a national postgraduate student survey, the annual Student Barometer. You will be sent details of the survey by email, and the Clinical School encourages you to participate.

Participation in the survey is anonymous and it is extremely valuable to the department in helping us learn how well our students rate us across a variety of different fields. The department is also informed how it is rated in comparison to the other departments on the Biomedical Campus.

Our departmental student representative attends the Cancer Biology Postgraduate Education Committee 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.

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 she can liaise with our HR staff to ensure it is in place when you start your studies.

GENERAL

University and Public Lectures

Members of the University are entitled to attend any lectures (but not seminars or practical classes) taking place across the University, see the timetable at: <http://www.admin.cam.ac.uk/timetable.html>

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.

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 Nakita Gilbert, 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: athena-swan.medschl.cam.ac.uk

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 regarding training for adults who are new or nervous cyclists at: <https://www.camcycle.org.uk/resources/training/>.

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. On production of a University card, each trip costs £1.

Timetable is here:

https://www.environment.admin.cam.ac.uk/files/u_timetable_both_directions_a4_size.pdf

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. You will need your passport and a letter from your College as proof you are a student.

International and EEA students should read the information on the University's International Students' website at: <https://www.internationalstudents.cam.ac.uk/arriving/healthcare-uk>

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 obtain a European Health Insurance Card (EHIC) before coming to the UK in order to ensure access to NHS healthcare free of charge. This may change after the UK's transition period to leave the EU. Please check online for up to date 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: <https://www.oncology.cam.ac.uk/current-members/health-and-safety/safety-policy>

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/student-data>

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

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 postgraduate students have a Principal Supervisor, who is appointed by the Degree Committee to direct and assist you in your research.

Second Supervisor

You may also have a day-to-day supervisor (Second 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. Alternatively, if your research is inter-disciplinary, you may be appointed a Second Supervisor experienced in your additional field.

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 Advisors

If you are studying for a PhD, your Department will appoint a Postgraduate Advisor for you. Your Advisor 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). This person can be a group leader from any department in Cambridge and should not be a member of your research team. You are expected to meet your Advisor from time to time to discuss aspects of your work and your progress. While your Advisor need not be an expert in your field of research, they should 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); and to provide supervisory cover in the absence of 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 to matters that concern the Degree Committee. For some courses, PECAT will work with your departmental Postgraduate

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.

Departmental Postgraduate Administrator

The Postgraduate Administrator, Anne Dillon, is your first port of call 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, dissertation submission etc. Please email her on oncpg@hermes.cam.ac.uk or pop into to see her in office 4.15 at the Hutchison/MRC Research Centre.

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, and you just want a friendly face to talk to, then please come and speak to the Postgraduate Administrator who is independent, non-judgmental and willing to offer a sympathetic ear and any discussion will be treated as confidential unless otherwise requested by you.

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.

Clinical School Mental Health First Aiders

A team of around 15 trained volunteers from a number of departments are available to speak to any member of the School who believes that they are in or will soon be facing a mental health crisis. The Clinical School Mental Health First Aiders (MHFA) are available to offer help and advice in times of need. Though not a 24-hour emergency service, the First Aiders are equipped with the following skills:

- Spot the early signs of a mental health issue
- Provide help on a first aid basis
- Help prevent someone from hurting themselves or others
- Help stop a mental health issue from getting worse
- Help someone recover faster
- Guide someone towards the right support
- Reduce the stigma of mental health issues

Contact details are available <https://wellbeing.medschl.cam.ac.uk/mental-health-first-aid/>

University Counselling Service

The University of Cambridge Counselling Service, <https://www.counselling.cam.ac.uk/> 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.
- You can access the counselling service by going to <http://www.counselling.cam.ac.uk/> and clicking on 'arrange student counselling at UCS'.

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

<https://www.studentwellbeing.admin.cam.ac.uk/support-particular-issues/mental-health-support>

Students Union's Advice Service

The Students' Union's 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/>

Clinical School Wellbeing Programme

The Clinical School runs a series of events each year to promote physical, mental and social wellbeing. Details of current and future events are available at <https://wellbeing.medschl.cam.ac.uk/>

Fitness 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 fitness to study, the University acts within a particular procedure, detailed at:

<http://www.admin.cam.ac.uk/univ/so/2018/chapter02-section28.html>

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 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 Alison Dunning (Responsible Officer for complaints) or the Postgraduate Administrator (Deputy Responsible Officer for complaints), who will be able to advise you on both informal and formal complaints procedures.

The Office of Student Conduct, Complaints and Appeals (OSCCA) provides procedural advice, case handling and oversight of a number of student procedures including: complaints; the review of examination results; fitness to study; harassment and sexual misconduct; discipline; and a number of final appeal stage processes, for example, fitness to practise.

Full information and guidance about the University's complaints and appeals procedures can be found on the OSCCA website: <http://www.studentcomplaints.admin.cam.ac.uk/>

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), the Institute library and your own College library are particularly useful. A directory providing information on all affiliated and associated libraries and listing all libraries alphabetically and by subject can be found at: <https://www.libraries.cam.ac.uk/>

Cambridge University Library

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

All the information relevant to students can be found on <https://www.lib.cam.ac.uk/students>

It is also 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 textbooks 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

Computing in the Medical Library

In addition, 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

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.

The UIS services are described 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.

Biomedical Campus Facilities

See: <https://cambridge-biomedical.com/the-campus/>

The Biomedical Campus has a range of facilities for catering, leisure and fitness. At the time of writing (Sept 2020), access to some facilities is reduced because of COVID-19.

FOOD AND DRINK

Clinical School Postgraduate Lounge

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

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

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.

University Facilities

The Cambridge Students website contains lots of useful information about student life in the wider University: <http://www.cambridgestudents.cam.ac.uk/cambridge-life>

This includes:

- Extra-curricular activities, including sports & fitness, drama, music, societies, volunteering and environmental sustainability.
- Student Unions.
- Food and accommodation.
- Transport.
- Academic resources.
- Welfare and wellbeing.

Appendix 1 – Notes for Overseas Students

If you are a postgraduate student with the Department of Oncology and need a Tier 4 visa to study in the UK, you will **also** need an ATAS (Academic Technology Approval Scheme) clearance certificate. Applicants with indefinite leave to remain are exempt, as are those who hold a visa which was issued before 6 April 2015 and does not expire until after the end of the intended course.

ATAS clearance will be a condition of your offer if required by your course. You will find your ATAS research statement on your applicant self-service; this is the statement which you **must** use in your application. Once received, you must upload the ATAS certificate to your self-service.

You may **not** begin the course without a valid ATAS clearance certificate for the course to which you have been admitted, i.e. if you change course, you will need to obtain new ATAS clearance.

Tier 4 visa applications will automatically be refused if you need an ATAS certificate and cannot provide one. You must obtain this clearance before making your visa application.

The UK Foreign and Commonwealth Office (FCO) manages this scheme. You must therefore apply online to the FCO. The application is free.

If you have more than one offer from different universities or institutions **you will need to apply for separate ATAS clearance certificates** for each university or institution and programme of study. Please visit the FCO ATAS website for further ATAS application guidance.

Please note:

- Possession of an 'ATAS Certificate' **does not guarantee** that entry clearance will be issued
- It can take **20 working days** to obtain an ATAS certificate. At busy times this could rise to five-to-six weeks. If ATAS applies to you, you will not be able to obtain your visa until you have ATAS clearance.

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: <https://www.iso.admin.cam.ac.uk/>
- University's International Students website: <https://www.internationalstudents.cam.ac.uk/>

Appendix 2 – 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 local health and safety regulations and will receive a local 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>.

We don't provide you with a hard copy of the policy, as this is a live document which is regularly updated.

After reading the Department of Oncology's Safety Policy, please complete the Safety Declaration form below.

All other Health & Safety related issues are also posted on the departmental website:

<https://www.oncology.cam.ac.uk/current-members/health-and-safety>

Department of Oncology Safety Declaration Form

I have received the Safety Policy for the Department of Oncology.

The importance of understanding and following all departmental safety rules has been explained to me and I accept my responsibilities as indicated herein.

I understand that failure to comply may result in disciplinary action and may contravene national legislation.

Student name:

Signed: Date:.....

Principal Supervisor.....

Signed: Date:.....

DSO:

Signed: Date:.....

PLEASE COMPLETE AND RETURN TO THE DEPARTMENTAL SAFETY OFFICER:

Laura Turner
Departmental Safety Officer
Department of Oncology, University of Cambridge, Hutchison/MRC Research Centre, Box 197 Cambridge
Biomedical Campus, Cambridge, CB2 0XZ
Tel: +44 (0)1223 760408
Email: lt445@cam.ac.uk

Appendix 3 – Forms: Change of Student Status, PhD Registration and Submission of Dissertation

Information about and links to the forms you will need to apply for a change of status, the PhD registration process and submission of your MPhil/PhD dissertation can be found on the departmental website: <https://www.oncology.cam.ac.uk/current-members/students-folder/student-forms>

Applying for changes to your student status

Information about applying for changes to your student status, e.g. intermission (a break from study), leave to work away from Cambridge, or an extension to your submission date, is available via your CamSIS self-service account.

You can make an application to change your student status via the 'apply for things' section of your CamSIS self-service. To submit an application, navigate to this section and select the application you would like to make. Once you have followed the instructions for completing the online form and clicked 'submit request', a CamSIS notification will be sent to your Principal Supervisor, who will then confirm whether he/she approves what you have requested. Once your Principal Supervisor confirms his/her decision, your application will be sent to each of the following parties for consideration and approval:

1. Your Principal Supervisor
2. Your Department
3. Your College
4. Your Degree Committee
5. The Student Registry, on behalf of Postgraduate Committee.

The final decision regarding your application will be made at the Student Registry. All applications are considered in line with the policy of the Postgraduate Committee. The policy for each type of change of status application is available at: <https://www.cambridgestudents.cam.ac.uk/your-course/postgraduate-study/your-student-status>

Please note: the onus is on you to manage your applications, which will need supporting comments from various interested parties. Please follow the instructions for your application with care.

PhD registration/first year assessment

- [PhD Registration - Appointment of Examiners form](#) - to be completed by Principal Supervisor
- [PhD Registration - Examiners' Report form](#) - to be completed by examiners after viva

Submission and examination of PhD & MPhil Dissertations:

Appointment of examiners:

- [Student Intention to Submit form](#) - to be completed by the student
- [PhD & MPhil Appointment of Examiners form](#) - to be completed by Principal Supervisor

Submission process

- Hardbound thesis submission:
 - [Board of Graduate Studies Deposit & Copying Dissertation Declaration form](#)
- Electronic thesis submission:
 - [Deposit an electronic copy of your thesis in the University repository \(weblink\)](#)
 - [Thesis Access Confirmation form](#)

Appendix 4 – Notes for Students with Children

The University's Childcare Office oversees the facilities and assistance offered to University staff and students with children.

The Childcare Office operates an Information Service, which aims to support families of the University community. The service offers information on family related issues including childcare, schooling, health care, financial support and local community resources.

For further information about the services provided and staff contact details, please see the University's Childcare Office website: www.childcare.admin.cam.ac.uk.