UNIVERSITY OF CAMBRIDGE

Department of Oncology

Department of Oncology

2019 Graduate Supervisors' Handbook

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

Contents

Message from the Departmental Director of Graduate Education

I would like to take this opportunity to provide you with information about graduate supervision and training within the Department of Oncology, including what your responsibilities are, where you can find advice, the roles of departmental staff involved in graduate education, detailed information about the courses we offer.

The "rules" as set out here are generally those mandated by the University and/or the Faculty Graduate Education Committee. It is therefore essential that we provide our supervisors and their students with standard information and guidelines to ensure everyone complies with these set policies and procedures.

Please note, graduate students may also be subject to additional requirements according to their funding body, e.g. submission of annual reports, attendance at meetings, etc, which are IN ADDITION to those required for Departmental oversight detailed here.

Information about being a Graduate Student Supervisor with the Department of Oncology is given on our departmental website https://www.oncology.cam.ac.uk/current-members/graduate-supervisors

Finally, Louisa Bellis (Graduate Administrator) and I are here to provide you with guidance and support in your role as a student supervisor. Please do come to speak to us contact us if you have any questions or concerns.

Dr Alison Dunning

Director of Graduate Education
Department of Oncology

Aim of This Handbook

The aim of this handbook is to provide Principal Supervisors with an introductory reference point for many of the important pieces of information associated with supervising graduate students 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:

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

Structure and Governance of Graduate Education

Graduate education at the University is governed by a number of hierarchical bodies and committees:

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

THE BOARD OF GRADUATE STUDIES AND STUDENT REGISTRY

The Board of Graduate Studies meets 9 times a year and is charged with the admission, registration and approval of the University's graduate students; that is, those students studying for the PhD, MSc, MLitt or MPhil degree and other graduate qualifications.

Administrative support for the Board of Graduate Studies is provided by the Student Registry.

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 graduate students.

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

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 Board of Graduate Studies (BGS).

This Committee is responsible for:

- Recommending candidates for admission to courses;
- Monitoring students' progress;
- Recommending continuation after a probationary period of research for the PhD;
- Recommending candidates for PhD degrees;
- Approving candidates for MPhil and MRes degrees;
- Appointing Supervisors and Examiners;
- Considering and responding to consultations by the Board of Graduate Studies on matters of educational policy concerning graduate education; and
- Submitting to the Board proposals concerning existing and new graduate courses.

Graduate Operations Committee

The Graduate 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. Professor Edwin Chilvers, the School's Director of Graduate Education chairs this committee.

Graduate School of Life Sciences

The Graduate 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 graduate 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.

Graduate and Clinical Academic Training Section

GCAT 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 graduate programmes;
- and oversight, through the Degree Committee for the Faculties of Clinical Medicine and Veterinary Medicine, of graduate student progress and processes across the numerous different University departments and institutes which exist within the School of Clinical Medicine.

The Cancer Biology Graduate Education Committee

The Committee represents the coming together of the three departments focusing on cancer research on the Biomedical Campus: the Department of Oncology, the 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 Graduate Education, Graduate Administrator and a Graduate Student Representative, and is responsible for overseeing the provision of graduate education in the three 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 Board of Graduate Studies and Higher Committees to students and their supervisors;
- advise students and supervisors on all matters pertaining to graduate education and training;
- provide a forum for students and supervisors to raise their concerns; and
- consider requests from graduate 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: www.oncology.cam.ac.uk/about/facilities/sites:

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

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 (MRC).

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 Centre Programmes, sit on the Cancer 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 nee
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.

Head of Department – Professor Richard Gilbertson

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

Director of Graduate Education – Dr Alison Dunning

- Disseminates information from the Board of Graduate Studies to the Cancer Biology Graduate Education Committee.
- Provides departmental approval of graduate 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.

Graduate Administrator - Dr Louisa Bellis

- 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. PhD registration 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 Graduate 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.

Information for Principal Supervisor

HOW AND WHEN TO BECOME A REGISTERED PRINCIPAL SUPERVISOR

When you are about to take on your first graduate student, you will need to be registered as their Principal Supervisor in the Cambridge Graduate Supervision Reporting System (CGSRS); our Graduate Administrator will liaise with you to arrange your registration. You will also need to attend a supervisor's training course.

As part of the requirements set by funding bodies, **all** supervisors are required to undertake training on the expectations, roles and responsibilities of graduate supervisors. Even if you have supervised graduate students at other Universities and institutions, it is important to attend this training, as it includes information specific to supervising Cambridge students, e.g. information about using the CGSRS.

The University's Personal and Professional Development (PPD) team provide the necessary training for supervisors. To book a place on the course go to the PPD website: https://www.training.cam.ac.uk/cppd/course/cppd-acprac6 (you will need your Raven login details).

For each subsequent student you supervise, you will be automatically registered as their Principal Supervisor and will not need to re-attend the supervisors' training course.

ROLES AND RESPONSIBILITIES

The Department's policies and procedures comply with the University's '*Code of Practice for Research Students*' and the policies of the Degree Committee for Clinical Medicine and Veterinary Medicine.

For information about the roles and responsibilities of Graduate Student Supervisors see:

- Departmental webpage for Graduate Supervisors: https://www.oncology.cam.ac.uk/current-members/graduate-supervisors
- Department of Oncology's Handbook for Student Supervisors: https://www.oncology.cam.ac.uk/pdfs/supervisor-handbook
- Student Registry's information for Graduate Student Supervisors: http://www.student-registry.admin.cam.ac.uk/information-supervisors
- University Code of Practice for Research Students: http://www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students/code

The University Code of Practice for Research Students

The University's '*Code of Practice for Research Students*' sets out the University's guidelines for those courses examined by scrutiny of an extended research dissertation and an oral examination only. This includes the roles and responsibilities of the Principal Supervisor and advisory team, the department and the student.

The relevant Code of Practice for a particular course will be that published in the year that your student commenced his/her studies for a graduate course or programme.

This document is accessible to all members of the University at:

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

You may require frequent reference to the following sections:

- Supervisor Responsibilities, section 2.3
- Intellectual Property, section 4.4 (also refer Statutes and Ordinances)
- Plagiarism, section 4.4 (also refer university wide Plagiarism policy)
- Registration (transfer), section 5.2
- Appointment of Examiners, section 6.1
- Problems and Complaints, section 7

Dealing With Student Queries & Applications

It is very important that you let the Louisa Bellis know <u>as soon as possible</u> if you are interested in taking on a graduate student. Louisa deals with all graduate applications to the department, if she receives one she is not expecting then there is a chance it could be rejected.

Speculative enquires

If a prospective student approaches you as a potential supervisor, please **<u>do not</u>** make promises of an offer of a place, as their admission may be dependent on other considerations; please note, you cannot offer a student a confirmed place, as only the Student Registry can do this.

If a student approaches you speculatively, please ask them to send you a CV (including the contact details of two referees), a covering letter explaining why they want to study with you and a transcript of any examination marks received so far. If you are interested in taking student, contact Louisa Bellis so that she can advise whether they meet the entry criteria. If they do, she will advise them to submit a formal online application.

If you are unable to take the student, please contact them to let them know; you do not have to provide specific reasons, you can just say that you are unable to offer them this opportunity. If you are unable to offer them a place, but consider them to be a good candidate, send their details to Louisa so she can distribute them to our other Group Leaders for consideration.

Formal applications

If a prospective student submits an online application, Louisa Bellis will send the application documents and the following forms to you:

- A departmental *Prospective Supervisor's Agreement Form* (to be completed by all prospective supervisors), includes information about what the student may need to conduct their proposed project, e.g. ethical clearance for their project, a DBS check, a Research Passport;
- A departmental *Alternative Principal Supervisor's Agreement Form* (only to be completed if you do not have secured funding to cover the duration of the student's course), and
- An *ATAS Form* (if the student requires a Tier 4 Student visa).

(See appendix 4 for links to these forms).

If you do not wish to accept the student's application, let Louisa know as soon as possible. If you would like to accept the student's application, please complete and return the above forms to Louisa; note, the application cannot be processed without these forms.

The application will then be considered for approval by the department, the Degree Committee for Clinical Medicine & Veterinary Medicine and the Board of Graduate Studies (the body with the authority to offer graduate places with the University of Cambridge).

Nominating the Supervisory Team

You are responsible for nominating your student's Supervisory Team. The Supervisory Team consists of Principal Supervisor (you) and an Adviser (plus Second Supervisor and Alternative Supervisor if necessary).

Principal Supervisors, Advisers and Second Supervisors are nominated by you, endorsed by the department and formally appointed by the Degree Committee.

You are required to nominate the Supervisory Team **BEFORE** your prospective student's application can be accepted by the department, i.e. you are required to gain their signed consent on the department's *Prospective Supervisor's Agreement forms* (these forms are sent to you, along with your prospective student's application documents).

Principal Supervisor

All graduate students have a Principal Supervisor who is responsible for the direction and day-to-day oversight of their research project.

Graduate Adviser

All graduate students have a Graduate Adviser. This is someone of Principal Investigator/Group Leader status or equivalent, who is not involved in the student's day-to-day research, but has sufficient expertise to be able to take part in formal meetings and unscheduled discussions with the student. The Adviser is not expected to provide regular, formal supervision; write supervision reports in the Cambridge Graduate Student Supervision Reporting System (CGSRS); provide pastoral support for the student or Principal Supervisor, or act as go-between for them, although he/she may offer advice if asked to do so. The Adviser may also be available to provide encouragement, read the student's work, to monitor their progress and give experimental advice (if appropriate), as reasonably agreed with the student and their Principal Supervisor. If the student and Adviser do not normally talk on a regular basis, an informal meeting every two months, with or without the Principal Supervisor would be appropriate.

Second Supervisor

If you are not available on a daily basis, you may need to appoint 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 the student's project and who is familiar with the techniques they will be using. Alternatively, if the research project is inter-disciplinary, you may appoint a Second Supervisor experienced in the additional field. We would expect that you to meet semi-formally at least once a month with the Second Supervisor, so that you have a firm grasp of exactly what your student is doing.

Alternative Supervisor

If you do not have sufficient personal salary and research funding for the duration of your student's course, you must appoint an Alternative Supervisor who is willing and able to take on the role of Principal Supervisor, in the event you can no longer fulfil this role. The Alternative Supervisor must be a Principal Investigator/Group Leader who has funding for the duration of the student's course; an appropriate research background; capacity to take on supervision of another graduate student (a maximum of 8 students permitted) and workspace to accommodate the student.

Choosing the Supervisory Team

When choosing the Supervisory Team, please bear in mind their accessibility, approachability and ability to truly be an independent source of support for your student. In addition to the Supervisory Team, students may also approach other Group Leaders for advice.

The Supervisory Team is supported by Prof Anna Philpott (Director of Graduate Education) and Dr Louisa Bellis (Graduate Administrator) and the Cancer Biology Graduate Education Committee.

What to do when new students arrive

When your student arrives, you should:

- Arrange to meet with them and their Supervisory Team as soon as possible to discuss information relevant to their course, e.g. relevant literature they will need to read, seminar series they should attend (the Lectures in Cancer Biology & Medicine series, and Oncology seminar series), local laboratory rules, risk assessments required, etc.
- Ensure your student attends the variety of **compulsory** student inductions, i.e. with our Graduate Administrator, College Tutor, the School of Clinical Medicine Induction, the University Safety Office and a local induction with the Laboratory Manager/Safety Officer and IT Manager in the building in which they will be based.
- Emphasis the importance of 'Researcher Development' to your student, ensuring they undertake the **compulsory** Graduate School of Life Sciences (GSLS) Core Skills Training Programme (CSTP) in their first year and fill in their Progress Log Book. Students are provided with a Progress Log Book during their induction with the Graduate Administrator. This is a document which must be kept by each student to note the all 'Researcher Development' training undertaken during their time as a student, i.e. transferable skills training, presenting at meetings, specialist technical training, as well as to document formal meetings with their Supervisory team. This is a serious requirement, as the department is obliged to provide evidence that our graduate students are receiving the necessary transferable skills training. All students must fill in their Progress Log Book for each year of their studies, irrespective of who they are funded by and you are required to countersign all entries in the Progress Log Book. A copy of the Progress Log Book must be bound at the back of the students' PhD registration report and Second Assessment report.

Student Assessments

There are several assessments required throughout a student's course:

- Preliminary Project Plan (MPhil and PhD students)
- Termly Cambridge Graduate Supervision Reporting System (CGSRS) reports
- First Year/Registration Assessment, including submission of CGSRS registration report (PhD candidates)
- Second Year/Second Assessment (PhD students)
- Final Dissertation Plan (MPhil and PhD students)

Information what these assessments involve and when they are due can be found in Course Structure & Timetable section on pages 22-24.

Postgraduate Feedback and Reporting System (PFRS)

Postgraduate Feedback and Reporting System (PFRS) is the online supervision reporting system at the University of Cambridge for use by the supervisors of graduate students, faculties and departments, degree committees, colleges, and the Student Registry.

All principal supervisors are required to submit termly progress reports for their graduate students. As of Michaelmas 2018 the previous system CGSRS, has been replaced by the Postgraduate Feedback and Reporting System (PFRS).

Students on most graduate programmes (Doctoral, MPhil, MRes, MSc, MLitt, MMus and CPGS) are also asked to submit a self-evaluation report each Michaelmas term. Supervisors and Graduate Tutors will be notified when a student has submitted their report. The termly supervisor report for Michaelmas term will in part be in response to the self-evaluation report. If the student has indicated that he or she is experiencing difficulties or is in need of support, it might be appropriate to arrange a meeting with the student to discuss these.

For other terms, and when students do not submit self-evaluation reports, supervisors should submit reports through PFRS.

Supervisors will receive email reminders when to submit a report; the system will be open for defined times for submission of termly reports (i.e it is no longer possible to submit reports retrospectively). For Michaelmas term supervisors will be asked to comment on a self-evaluation report submitted by their student and will receive an email notifying them when a student has submitted a report. If a student does not submit a self-evaluation report supervisors should submit a termly report. The dates when windows for reporting open and close and the deadlines for others to comment on reports can be found below. Outside of these times it is not possible to submit termly reports.

To comply with funding body requirements, all graduate supervisors must report termly on their students' progress through PFRS.

PFRS reports, once submitted, are available to the student. PFRS reports are also read and approved by the Departmental Graduate Administrator, Degree Committee, College and Student Registry. Principal Supervisors are encouraged to give an honest appraisal of their student's progress, but in a manner that can be used positively to provide useful feedback.

User Roles and Responsibilities

Graduate Principal Supervisor:
- Submits reports on student progress in accordance with Regulation 8 of the General Regulations for Admission as a Graduate Student.
- Recommends registration for the PhD degree where appropriate.
- Supervisors are recorded by the Student Registry on the recommendation of the Degree Committee.

Faculty/Department:
- Checks all reports and submits them to the Degree Committee.
- The faculty/department is expected to investigate cases where progress is recorded as unsatisfactory or if action is required. The Student Registry will ask each faculty/department to nominate a representative (e.g. Head of Department, Director of Graduate Education) to fulfil this role.

Degree Committee:
- Checks all reports and submits them to the Student Registry.
- The Degree Committee is expected to investigate cases where progress is recorded as unsatisfactory or if action is required.
- Makes a formal recommendation to the Student Registry for registration for the PhD where appropriate. The Student Registry will ask the Degree Committee to nominate a user to fulfil this role.

Student Registry:
- Approves the report and amends the student record if required.
- The Student Registry will investigate any cases where progress is recorded as unsatisfactory or if action is required.

Colleges:
- College representatives are able to comment on reports for their students.
- Graduate tutors may wish to investigate cases where progress is recorded as unsatisfactory or if action is required.

Graduate Students:
- Have access to their supervision reports once they have been seen by all the above interested parties.

Creating and Submitting Reports

Guidance on writing Supervision and Registration reports can be found on the CGSRS website: https://www.vle.cam.ac.uk/course/view.php?id=167901

As Graduate Students have direct access online through their CamSIS self-service to their supervision reports written in PFRS, **if you need to make confidential remarks**, please do so in a separate communication to the Board. If you do so in a letter or e-mail, please mark it CONFIDENTIAL. Please note that, under the Data Protection Act, the Student Registry may be asked by the student to disclose unseen reports.

You are expected to submit PFRS reports for your graduate students on a termly basis, at least a week before the end of each term. When completing the reports, please:

- Check that the details at the top of the report form are correct; if incorrect inform the Student Registry by emailing [v](#)
- Report in detail about students whose industry or progress gives cause for concern. This is required under Regulation 8 of the General Regulations. In such cases, please consider carefully how this information might be used for the student's benefit. Candidates who fail often complain that they were not made aware of their perilous position; a formal report, shared with the candidate, is a good way of providing appropriate feedback and formally recording that it has been given.
- Do not hesitate to contact the Board at any time if a candidate's progress is giving cause for concern; do not wait until the next round of supervision reporting in the following term.

Supervision Report

- Only a brief report is needed for students whose progress is satisfactory; if progress is unsatisfactory you should provide details of your concerns.
- Use the tick boxes to indicate industry and progress and add free text if you wish, i.e. to report whether the student has complied with any formal requirements for the course and appears likely to reach the standard required for the qualification for which he or she is aiming.
- If he/she is approaching the end of the second or subsequent year, you are asked in particular to comment on progress made towards writing up and to indicate, if possible, the likely date of submission of the dissertation.
- If your student is ill, or there are special circumstances, you should include details in your report as appropriate. You should also think about whether your student needs to intermit for a period of time if there are particular circumstances which effect their ability to work on their studies
- You are also asked to indicate the correct status of your student. These data are used for HEFCE reports and for other important auditing purposes. Additional documents can be attached to the report.

PhD Registration Report

- This applies **only** to probationary PhD students (also known as "not at first registered", or "NOTAF").
- The graduate administrator is responsible for submitting a PhD registration report and for each student there can be only one report.

PFRS Login Information

To access CGSRS you are required to login via CamSIS Self Service: https://www.camsis.cam.ac.uk/

The degree committee will have informed the Student Registry of your details and the graduate students you are supervising.

Raven accounts are the means by which you will log into CamSIS, in order to complete reports in CGSRS. Raven accounts are administered by the University Computing Service. Without a Raven account you will not be able to log into PFRS.

If you have a technical problem operating PFRS, please contact the helpdesk – recordsandexams@admin.cam.ac.uk

Approve Student Programme Changes

If your student requires a change to their student status, they will make a request via their CamSIS self-service account. You will then receive an email from the Board of Graduate Studies (BoGS) asking you to provide your approval in PFRS, i.e. provide supporting information or other documentary evidence to support the student's request. This will then be sequentially considered for approval by the department, Higher Degree Committee and BoGS.

Programme changes students may request include:
- Changing Mode of Study (from full-time to part-time and vice versa)
- Leave to Work Away From Cambridge
- Illness and Special Circumstances
- Extending 'End of Registration Date'
- Changing Department or Faculty
- Changing Supervisor

For further information about programme changes see:
http://www.student-registry.admin.cam.ac.uk/information-supervisors/student-programme-changes

ADVICE AND SUPPORT FOR SUPERVISORS

This section contains advice and information about how to be an effective supervisor and where you can find support.

Supervising Effectively

Some pointers to assist you in supervising your students effectively:

- Guide the student in planning, focusing and developing their study by encouraging them to make a realistic written timetable and plan at a very early stage to ensure that a manageable piece of work is undertaken.
- Advise the student on relevant literature, methodology and academic conventions pertaining in the field (in particular, how to avoid plagiarism).
- Read and comment on draft chapters. Most Principal Supervisors will specify that they wish to see at least some draft chapters at an early stage, as they are written, so that the student has the opportunity to incorporate any feedback into subsequent writing. This timely formative feedback is particularly important for one-year courses.
- Respond promptly and appropriately to requests from students to meet and to comment on work at regular stages of development (if you are to be away from Cambridge for an extended period, do ensure that students and the Director of Graduate Education are aware of this and inform them of back-up supervisory arrangements)
- Monitor progress against the agreed timetable and plan for the work and take appropriate action as laid down in this handbook if the student does not keep in contact, or progress is poor.
- Report termly on the student's progress through CGSRS.

Induction
Induction is vital for all graduate students, and especially for those on fast-paced MPhil courses. It provides an opportunity for inclusive, constructive exploration of the norms and conventions of Cambridge's academic culture, including expectations of students and supervisors, research and academic writing skills, facilities and support.

In managing and clarifying expectations on both parts from the start, students and supervisors should agree:

- the pattern of formal meetings (supervisions),
- what will be required at a meetings (for example, discussion of written work), and
- who is expected to initiate a meeting.

Meetings (Supervisions)

We expect you to meet formally with your student at least twice a term, in accordance with the recommendation from the Board of Graduate Studies; this requirement also applies to part-time students. The frequency of meetings will change over time and are likely to be more frequent to start with, during the planning stages, and during the writing-up phase.

Make sure there are clear communications with the student:

- Make clear the frequency and timings of meetings
- Make sure that the student knows how to make contact at other times
- Some students may not, on the strength of their previous experience, expect to make the first approach to set up a meeting, but will expect their supervisor to take the initiative. It is advisable therefore to make firm appointments for students at least in the first instance and to be alert to the possibility of misunderstanding if the student does not make contact regularly
- Respond promptly and appropriately to requests from students to meet

Work

Once the student's research topic has been establish, you should guide them in planning, focusing and developing their study by encouraging them to make a written timetable to ensure that a manageable piece of work is undertaken.

Read and comment on draft chapters. Most Supervisors will specify that they wish to see at least some draft chapters at an early stage, as they are written, so that the student has the opportunity to incorporate any feedback into subsequent writing. This timely, formative feedback is particularly important for one-year courses. Make sure any criticism is honest, constructive and supportive.

Study Skills and Training

Departments/faculties should provide additional information, support and training in academic skills to help students to complete their degrees. Much of this training takes place informally, as an integral part of coursework, supervision or tutorial support.

Graduate students are expected to be proactive and self-directed in all aspects of study and to make independent use of library and other available resources including laboratory facilities where appropriate.

Transferable Skills

The Research Councils require their studentship holders to receive transferable skills training.

Some transferable skills, such as effective communication in writing and in oral presentations of work, may be built up informally over the course; opportunities to develop communication and presentation

skills, by making formal presentation to other graduate students or to an audience with no background in the subject, arise through activities organised by departments/faculties and colleges.

More formal training in other types of transferable skills is available through the Careers Service, Language Centre, Computing Service, Counselling Service and the Centre for Personal and Professional Development (CPPD), among others. The University's training booking system is a useful resource to direct your students to: https://www.training.cam.ac.uk

Principal Supervisors are responsible for assessing the skills training needs of their students, taking into account the subject area and the background and previous training of the individuals concerned.

Students are expected to undertake the training agreed with their Principal Supervisors as required and/or desirable for their particular course of studies. All training should be recorded in the student's Progress Log Book.

Support for Supervisors

There are several facilities and resources as well as colleagues able to offer you support or advice in dealing with pastoral issues or advice on training opportunities for your students. Information about the following topics can be found on the Student Registry website:
http://www.student-registry.admin.cam.ac.uk/information-supervisors/support-supervisors

- University-Wide Support
  - Counselling Service
  - Graduate Union
  - Disability Resource Centre
  - Occupational Health
  - Careers Service
- Pastoral Support
  - Graduate Tutors and Colleges
- Support for International Students
  - International Office
  - Renewal of Visas
  - ATAS
  - Learning and Teaching Support
  - Language Centre
- Funding Opportunities
- Training and Transferable Skills

Legal Matters

The following information provides a basic reference to some legal matters that you may encounter over the time that you act as a graduate supervisor. You should familiarise yourself with these issues, and what may be expected of both you and your students.

Information about the following topics can be found on the student Registry website (note, this is for quick reference only, and more extensive information should be sought where required)

http://www.student-registry.admin.cam.ac.uk/information-supervisors/legal-matters

- Health and Safety
- Intellectual Property
- Data Protection
- Freedom of Information
- Equality and Diversity
- Higher Education Developments in Quality Assurance

Course Structure & Timetable

COURSE AIMS AND OBJECTIVES

Your graduate student is expected to develop all of the skills required to enable them to become a successful independent researcher and solve a research problem that will advance our scientific knowledge in their chosen field, i.e. discover something new, some scientific fact that was not previously known. You and your student should therefore agree on a relevant project that aims to answer an important question in your field of research. The project should align with the wider interests of your lab and certainly in the early part of their study, your student will rely on help and support from you and colleagues to learn much of the expertise they will need to make progress. However, the student is responsible for the progress of their project and this will entail learning to balance experimental work at the bench with analysis of results, literature surveys and planning the next step.

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 their fourth year. The course is open to Home, EU and Overseas students (student visa required).

There are several important milestones:

Year 1	Oct 2019 start: 8 & 9 Oct 2019 Jan 2020 start: 14 Jan 2020 April 2020 start: 6 & 7 Oct 2020	Attend University Graduate Safety Course.
	Oct 2019 start: 9 Oct 2019 Jan 2020 start: Jan 2020 April 2020 start: Oct 2020	Attend Clinical School Induction Day.
	Oct 2019 start: 04 Nov 2019 Jan 2020 start: 03 Feb 2020 April 2020 start: 18 May 2020	Deadline for **submission of Preliminary PhD project plan**.
	Oct 2019 start: 10 July 2020 Jan 2020 start: 09 Oct 2020 April 2020 start: 08 Jan 2021	Deadline for **submission of First Year PhD Registration Report**
	Oct 2019 start: 30 Sept 2020 Jan 2020 start: 04 Jan 2021 April 2020 start: 16 April 2021	Deadline for **completion of PhD registration.**
	All starters: ongoing throughout the year	Complete the GSLS's Core Skills Training Programme: http://www.gradschl.lifesci.cam.ac.uk/GSLSRD Attend Regular meetings with Principal Supervisor. Attend Lectures in Cancer Biology seminar series. Attend relevant seminars, lectures and talks.

		Note: Record all meetings and training courses attended in your Progress Log Book.
Year 2	Oct 2019 start: 09 July 2021 Jan 2020 start: 15 Oct 2021 April 2020 start: 07 Jan 2022	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. *Note: Record all meetings and training courses attended in your Progress Log Book.*
Year 3	Oct 2019 start: 01 April 2022 Jan 2020 start: 01 July 2022 April 2020 start: 14 Oct 2022	Deadline for **submission of PhD dissertation plan.**
	Oct 2019 start: 29 July 2022 Jan 2020 start: 04 Nov 2022 April 2020 start: 10 Feb 2023	Send 'Intention to Submit Form' to Higher Degrees Office.
	Oct 2019 start: 30 Sept 2022 Jan 2020 start: 06 Jan 2023 April 2020 start: 16 April 2023	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. *Note: Record all meetings and training courses attended in your Progress Log Book.*
Year 4	Oct 2019 start: 30 Sept 2023 Jan 2020 start: 04 Jan 2024 April 2020 start: 16 April 2024	**End of registration date, i.e. final deadline for submission of PhD dissertation and automatic removal form 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. *Note: Record all meetings and training courses attended in your Progress Log Book.*

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:

Oct 2019 start: 8 & 9 Oct 2019 Jan 2020 start: 14 Jan 2020 April 2020 start: 6 & 7 Oct 2020	Attend University Graduate Safety Course.
Oct 2019 start: 9 Oct 2019 Jan 2020 start: Jan 2020 April 2020 start: Oct 2020	Attend Clinical School Induction Day.
Oct 2019 start: 04 Nov 2019 Jan 2020 start: 03 Feb 2020 April 2020 start: 18 May 2020	Deadline for submission of **Preliminary MPhil project plan**.
Oct 2019 start: 30 June 2020 Jan 2020 start: 05 Oct 2020 April 2020 start: 16 Jan 2022	Deadline for submission of **MPhil dissertation plan**.
Oct 2019 start: 31 June 2020 Jan 2020 start: 04 Oct 2021 April 2020 start: 15 Jan 2021	Send 'Intention to Submit Form' to Higher Degrees Office.
Oct 2019 start: 31 Aug 2020 Jan 2020 start: 04 Dec 2020 April 2020 start: 16 March 2020	Deadline for submission **of MPhil dissertation.**
Oct 2019 start: 30 Sept 2020 Jan 2020 start: 04 Jan 2021 April 2020 start: 16 April 2021	**End of registration date**
All starters: ongoing throughout the year	Complete the GSLS's **Core Skills Training Programme**: http://www.gradschl.lifesci.cam.ac.uk/GSLSRD At least two formal supervisions per term with Principal Supervisor. Attend Lectures in Cancer Biology seminar series. Attend relevant seminars, lectures and talks. *Note: Record all meetings and training courses attended in your Progress Log Book.*

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, students find further funding for an additional two or three years, it is possible to go on to the PhD degree via one of the following routes:

(i) Transfer from the MPhil to probationary PhD degree:
If students obtain an additional two or three years of funding (a minimum of two years is required) during the course of their MPhil, they can apply through their CamSIS self-service account for permission to change their registration from the MPhil to probationary PhD degree. They must obtain approval of transfer of registration to the PhD degree **BEFORE** completion of the MPhil; they should apply as early as possible and certainly before the stage where Examiners would be appointed for their MPhil submission, i.e. by 9 months after commencing the MPhil.

If granted permission to change, the MPhil year **WILL** count as the probationary year of the PhD degree and the student will have to undergo a formal PhD assessment of a written report and an oral examination towards the end of the first year before being registered for the PhD.

(ii) Complete the MPhil then continue to the probationary PhD degree:
If the student does not obtain additional funding **BEFORE** completion of their MPhil, they should apply as a continuing student to the PhD degree whilst undertaking their MPhil. They will complete their MPhil, i.e. submit a dissertation and undergo formal examination, then if their PhD application is successful, continue on to the probationary PhD. The MPhil degree will **NOT** count as the probationary year of PhD degree, the student 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 the student's 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 Board of Graduate Studies.

For further advice, please see the Board of Graduate Studies' Code of Practice for Research Degree, which is available on the Student Registry website at:

http://www.admin.cam.ac.uk/offices/gradstud/policy/quality/cop/index.html.

ASSESSMENT

Preliminary Project Plan

The Preliminary Project Plan is due at the beginning of the student's second month. It should be written by the student 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 student. The student should record details of this meeting in the student's Progress Log Book and send an electronic copy of the Preliminary Project Plan to Louisa Bellis.

Registration (First Year) Assessment for PhD Candidates

On joining the University of Cambridge, all Graduate 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 they have embarked upon suits them and that they are making satisfactory progress. This involves undergoing a Registration Assessment.

The purpose of the PhD Registration Assessment is to provide evidence of the student's suitability for registration for a PhD and to check that you as Principal Supervisor are providing appropriate supervision and guidance. It also provides an opportunity for you and your student to reflect upon the progress and direction of their research.

The Registration Assessment involves submission of a written Registration Report, followed by a viva with two independent examiners. The examiners will submit a report on the viva and make a recommendation as to whether your student should be registered for the PhD degree. You will then submit a CGSRS Registration report making a recommendation for registration to the Department, which will then make a recommendation to the Degree Committee, which in turn will make a recommendation to the Board of Graduate Studies; your student will be notified of the outcome of the Registration process in their CamSIS self-service account.

Full-time PhD candidates must submit their PhD Registration Report for assessment 9 months 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

You should advise your student on how long it may take to write their PhD Registration Report, i.e. you should meet with them to discuss this no later than 6-8 weeks before the report is due to be submitted.

The 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:** Includes project title, Department of Oncology, Principal Supervisor's name, student's name and word count.
2. **Contents:** A list of section headings, figures and tables.
3. **Abstract:** One page summary of the report.
4. **Introduction:** This should describe the background and rationale of the project.
5. **Materials & Methods:** Contains details of the experimental methods used during the first year of research.
6. **Results:** This section should describe the results obtained so far. 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 the results in a critical and balanced way, comparing and contrasting the findings with relevant results in the literature. The student should state how they envisage your work developing in future.
8. **References:** List of references used in the report.
9. **Progress Log Book:** Student should include a copy of their Progress Log Book.

Your student should give you three hard copies of the report; you should then send a copy to each of the examiners. The student should also send an electronic copy to Louisa Bellis; the report will be marked as late if they do not do this. If you have concerns about your student submitting their report on time, please contact Louisa Bellis as soon as possible.

Viva

You are responsible for choosing two suitable examiners, neither of whom should be their Second Supervisor. One examiner will be from within the Cambridge Cancer Cluster (University Department of Oncology, 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 the student's 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 the PhD Registration Assessment and the PhD project in general. You and your student are responsible for arranging the viva.

When you have chosen the examiners, please complete the 'PhD Registration_ Appointment Examiners' form (see Appendix 4) and send to Louisa Bellis, so that she can check they meet the Degree Committee's criteria for PhD registration examiners.

After the viva, the examiners are required to write a joint report on your student's suitability for PhD registration. Louisa Bellis will send the examiners a copy of our 'PhD Registration_ Examiners Report template' form (see Appendix 4) to use for their joint report, along with instructions on how to complete and submit their report.

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

- Registered for the PhD degree (the registration is back dated to the date of your admission);
- Asked to resubmit the report and undergo a second viva;
- Advised to write up for a lower degree, such as an MPhil degree;
- Asked to withdraw from the University.

Once you have received the Examiners' Report, you will need to submit a Student Registration Report in the Cambridge Graduate Student Reporting System (CGSRS). The Department, the Degree Committee and the Board of Graduate Studies will then make a recommendation for registration (based on the Examiners' Report and Principal Supervisor's CGSRS Registration Report), after which you will receive formal notification of the outcome of your Registration Assessment in your CamSIS self-service account.

If your student is unhappy with the recommendation, they may appeal the decision; information about how to do this can be found at:
http://www.studentcomplaints.admin.cam.ac.uk/examination-reviews/graduate

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

Second Year (Second) Assessment for PhD Candidates

This assessment is much less formal than the First Year/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 student's progress at this significant stage in their PhD programme. It will be used by you (and Adviser if you wish) to assess the progress of the 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 with your student.

Format of Second Year (Second) Assessment Report

The report should be 2,500 – 4,000 words in length (10-15 sides of A4). It should 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 chapters of the PhD dissertation. There is no need to repeat information that was in the PhD Registration Report, unless necessary for understanding of the Second Year (Second) Assessment Report. A copy of the student's Progress Log Book for this period should be included. The student should send an electronic copy of the report to Louisa Bellis.

Final Dissertation Plan

The Final MPhil or PhD Dissertation Plan should contain an outline of the structure and content of your student's dissertation, a list of outstanding work and a timeframe for completion. You should meet with your student (and Adviser and Second Supervisor, if necessary) to discuss their plan, talk about their progress and agree a timeframe for completion of the degree. The student should send an electronic copy of the plan to Louisa Bellis.

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.

If the *End of Registration Date* is approaching and you know your student is not going to be able to submit on time, you should inform Louisa Bellis as soon as possible, so that she can advise you on what to do next. If no action is taken by the *End of Registration Date*, i.e. either to submit or apply for an extension, the student will be automatically removed from the Student Register, which means:

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

The student will need to consider the potential implications of applying for a deferral of submission of their dissertation if they require a Tier 4 visa to study in the UK. They will also need to check the financial consequences of deferring submission with their sponsor; note, there is no guarantee that a stipend will be available beyond the end of a student's scholarship.

SUBMITTING THE DISSERTATION

PhD dissertations should not exceed 60,000 words (or 80,000 by special permission of the Degree Committee for Clinical Medicine and Veterinary Medicine) and MPhil dissertations should not exceed 20,000 words; the word count does not include tables, footnotes, bibliography and appendices.

Approximately 2 months before submission of the dissertation, the student should complete an 'Intention to Submit' form (see Appendix 4) and send it to the Degree Committee for Clinical & Veterinary Medicine at degree_committee@medschl.cam.ac.uk.

The Degree Committee will then email you to request the nomination of suitable examiners; one from within Cambridge (internal) and one from somewhere else in the UK (external). The examiners are approved by the Degree Committee to ensure their suitability.

PhD dissertations should be submitted to the Board of Graduate Studies, who immediately send them to the appointed examiners. Guidance on the submission and examination of PhD dissertations can be found at www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/submitting-and-examination/phd-msc-mlitt/

MPhil dissertations are submitted directly to the Degree Committee for Clinical & Veterinary Medicine. Guidance on the submission and examination of MPhil by Research and MRes

dissertations can be found at www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/submitting-and-examination/mphilmres

ASSESSMENT & EXAMINATION

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).

Once your student has submitted their dissertation, the Degree Committee will contact you to nominate examiners. Once the Degree Committee is satisfied your nominated examiners fulfil the eligibility criteria, they will formally appoint the examiners and send them all relevant material.

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 Graduate Education completes and signs the 'Appointment of examiners' form and returns it to the Degree Committee 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** responsibility to nominate the examiners. If you are unsure they meet the above criteria, you should check whether they have examined a Cambridge PhD before, or have good experience of examining PhDs within the UK system generally.

You 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.

It is the responsibility of the Internal Examiner to arrange the date and venue for the viva exam (oral exam).

Following the viva exam, the Examiners will make a joint recommendation to the Degree Committee, which in turn will make a recommendation to the Board of Graduate Studies. The Board of Graduate Studies will consider the recommendation at their next meeting and then contact the student directly to confirm the outcome of the Board's deliberations. The student will be sent a copy of their examiners' reports, which should include details of any corrections they may be required to make to their 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 the student is unhappy with the outcome, they may appeal the decision: http://www.studentcomplaints.admin.cam.ac.uk/examination-reviews/graduate

DEGREE APPROVAL AND CONFERMENT

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

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

Academic Information

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)

Students **MUST** complete the Graduate School of Life Sciences (GSLS) Core Skills Training Programme (CSTP) in their first year. Completing the CSTP will ensure that they are informed of the range of development opportunities available in Cambridge and provide the foundational skills in personal effectiveness and scientific communication that are essential for progression.

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

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

Other RD Opportunities

Dr Samantha Byers (sb2251@cam.ac.uk) is responsible for Researcher Development training in the Graduate School of Life Sciences and she runs the CSTP. Other courses, in addition to the CSTP, are available throughout the year and these are normally brought to the student's attention by email.

TALKS, SEMINARS & CONFERENCES

To broaden knowledge of their chosen field, students 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 individuals to create a list of talks they'd like to attend and also choose whether they would like to receive alerts by linking to their calendars (iCal, Google Calendar etc), by email or by RSS feed.

During their first year, students are required to attend the Lectures in Cancer Biology Seminar Series. They are also strongly encouraged to attend:

- Cambridge Oncology Seminar Series.
- CRUK Cambridge 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 on Thursday lunchtimes during term time; these talks provide a forum for graduate students and postdocs to present their ongoing work to the rest of the building. It is important that they attend, both to learn what others are doing and also to lend their support to their fellow students.

If their PhD is in an area of research they are not familiar with, you may suggest that they attend undergraduate lectures in that field. As a member of the University, they are entitled to attend any lectures you 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).

In the main, students are encouraged and supported to present their data at national and international conferences. However, students should discuss with you which conferences to attend, to ensure that they attend the most appropriate conference for their 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 the student's responsibility to make sure they use the correct referencing conventions employed in their 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 the student to obtain the degree.

You should ensure that your students are aware of both the requirement for scrupulous honesty in presenting their 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 the student was 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 they understand, the University-wide Statement on plagiarism (see http://www.plagiarism.admin.cam.ac.uk) which defines plagiarism and the forms that it can take. The statement follows the Regulations for discipline in Statutes and Ordinances.
- If unsure, discuss preferred referencing techniques and other academic conventions with you.
- Ensure that they always follow these conventions, and ask for clarification or support from you if necessary.

The Use of Plagiarism Detection Software: Turnitin

The University has the right to request the submission of students' 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:
http://www.admin.cam.ac.uk/students/studentregistry/exams/submission/phd/bestpractice.html#work

Research Governance and Integrity

Graduate students' research projects fall 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.

You as Principal Supervisor are responsible for ensuring that your student understands the relevant standards, regulations and best practice and that their research (and our use of samples and data), meets the required ethical and legal standards.

For further guidance and information:

- The School of Clinical Medicine Research Governance website:
  http://www.medschl.cam.ac.uk/research/research-governance-information/
- The central University guidelines on Good Research Practice: http://www.research-integrity.admin.cam.ac.uk/sites/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-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/files/cop_research_1819.pdf.

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:

http://www.admin.cam.ac.uk/offices/hr/policy/whistleblowing.html

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 Data Protection 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: www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students/terms-study

LEAVE TO WORK AWAY

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

If students need to work away from Cambridge, they should apply via their CamSIS (Self-Service Page/Apply for Things/Application Forms) at least 2-3 months before they go.

Leave to work away is not required for holidays, conferences or other short trips of under 2 weeks' duration.

Full details are available at: www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/work-away-cambridge

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. A guide is available at www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/intermission-medical-and-non-medical.

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

WORKING WHILST STUDYING

The University has strict rules about students working whilst studying.

Full-time students

The University does not allow graduate 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 graduate 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 Graduate 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 students would like to teach undergraduates (provide supervisions) for the University or a College(s) they will need to obtain a formal document confirming their 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 Graduate 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 Graduate 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

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 www.gradschl.lifesci.cam.ac.uk/fundedphdopportunities/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. The full text of the IP policy is to be found in Chapter 13, Section 2 of Statutes and Ordinances: http://www.admin.cam.ac.uk/univ/so.html

IMMIGRATION & ATAS CLEARANCE

PhD and MPhil students who require a Tier 4 visa to study in the UK will need an ATAS (Academic Technology Approval Scheme) clearance certificate **BEFORE** they can apply for the visa. 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.

Students cannot begin their course without a **valid** ATAS clearance certificate for the course to which they have been admitted, i.e. if they change course (this includes a change of project title), they will need to obtain new ATAS clearance.

Tier 4 visa applications will automatically be refused if the student needs an ATAS certificate and cannot provide one. The UK Foreign and Commonwealth Office (FCO) manage this scheme. The student must therefore apply online to the FCO (the application is free).

If you accept a student who requires a Tier 4 visa, Louisa Bellis will ask you to provide an ATAS research statement, i.e. complete an ATAS proforma (see appendix 4). Louisa will upload your ATAS research statement onto the student's CamSIS self-service account; the student will then need to use this statement in their application for an ATAS clearance certificate. The student will need to upload the ATAS certificate to their CamSIS self-service account, as ATAS clearance will be a condition of offer of admission.

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.

Further information can be found at: http://www.graduate.study.cam.ac.uk/immigration/atas

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:

- 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 your student will need a Research Passport, please inform Louisa Bellis as soon as possible, so that she can liaise with our HR staff to ensure it is in place when they start their studies.

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/

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 two national graduate student surveys, the annual Postgraduate Taught Experience Survey (PTES) and the biennial Postgraduate Research Experience Survey (PRES). Students will be sent details of the appropriate survey by email, and the Clinical School encourages you to participate.

Participation in these surveys is anonymous and they are 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.

Termly, our departmental student representative attends the Cancer Biology Graduate Education Committee. 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 graduate education.

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

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: www.timetable.cam.ac.uk/.

Student Support

ACADEMIC SUPPORT

There are a number of mechanisms to provide formal and informal support to graduate students on both academic and pastoral matters.

Students receive academic support from their Principal Supervisor, Adviser and Second Supervisor (if appointed).

ADDENBROOKE'S GRADUATE FORUM

The Addenbrooke's Graduate Forum (AGF) was founded by a small group of students in 2016. All students in Life Sciences in Cambridge will automatically be enrolled as a member. The Forum has three main goals:

- To support LifeSci students to explore both academic and non-academic career options through employer-led seminars
- To provide a forum for building transferable skills through employer-led workshop
- To foster inter-departmental interactions through networking and social events

For further information, please consult the website: http://www.addenbrookesgraduateforum.com/

COMPLAINTS AND APPEALS

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

In the first instance, students should consult Anna Philpott (Responsible Officer for complaints) or Louisa Bellis (Deputy Responsible Officer for complaints), who will be able to advise them 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/

SUPPORT AND ADVICE ON PROCEDURAL MATTERS

Our Graduate Administrator, Louisa Bellis, is the first port of call for matters that are not research or project related, e.g. advising on the PhD registration process, how to apply for leave to work away, intermission, change of course, dissertation submission etc. Louisa also provides pastoral care and support.

The Graduate & Clinical Academic Training (GCAT) Section can also provide support regarding any student matters related to University academic processes or to matters that concern the Degree

Committee. For some courses, GCAT will work with your departmental Graduate Administrator to manage the administration of your course.

Welfare & Pastoral Support

Most students face at least some difficulties during their study period. In these circumstances, they can speak with you, their Adviser or College Tutor. They can also speak to Louisa Bellis, who operates an open door policy, offers an independent, non-judgmental and sympathetic ear and will treat all discussions as confidential unless otherwise requested by the student.

COLLEGE TUTORS

All students in Cambridge also have a College Tutor who has general oversight of student welfare, with regard to academic, administrative and pastoral care, see: http://www.cambridgestudents.cam.ac.uk/welfare-and-wellbeing/college-tutorial-support

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.

Contact details are available at www.medschl.cam.ac.uk/human-resources/staff-wellbeing/mental-health-first-aiders/.

UNIVERSITY COUNSELLING SERVICE

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

- Counselling and mental health support - to students and staff, both individually and in groups, and, with strict regard to clients' confidentiality, working in collaboration with Colleges, the University and NHS provision.
- Educational work - to help students and staff make the best personal use of the opportunities offered by the Colleges and University.
- Preventive work - consultation, guidance and training to those with a pastoral role in the Colleges and University, and provision of general feedback and recommendations to help promote a healthy working environment for both students and staff.
- The counselling service can be accessed at http://www.counselling.cam.ac.uk/ and clicking on 'arrange student counselling at UCS'.

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.

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 www.medschl.cam.ac.uk/human-resources/staff-wellbeing/.

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-section29.html

For matriculated students, their 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.

Appendix 1 – Notes for Overseas Students

The University's International Student Team 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.

Students are asked to read a copy of the Departmental Safety Policy, which can be found on the departmental website:

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

Please note, we don't provide 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, the student is required to complete the following Safety Declaration form and return it to our Departmental Safety Officer, Dr Hayley Woffendin.

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 – 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.

Appendix 4 – Student Forms

All forms mentioned below are available on the departmental website:
https://www.oncology.cam.ac.uk/current-members/students-folder/student-forms

Accepting student applications

- Principal Supervisor Agreement form
- Alternative Supervisor Agreement form
- Academic Technology Approval Scheme (ATAS) form

Applying for changes to student status

Students apply for changes to their status, e.g. intermission (a break from study), leave to work away from Cambridge, or an extension to submission date, via their CamSIS self-service account.

Once they have made an application, a CamSIS notification will be sent to you as Principal Supervisor, who will then need to confirm you approve the application. The application will then be sent to each of the following parties for consideration and approval:

1. The Department
2. College
3. Degree Committee
4. Student Registry, on behalf of the Board of Graduate Studies.

The final decision regarding the application will be made at the Student Registry. All applications are considered in line with the policy of the Board of Graduate Studies. The policy for each type of change of status application is available at:
http://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status

Please note: *the onus is on the student to manage their applications, which will need supporting comments from various interested parties.*

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 of PhD & MPhil Dissertations:

Appointment of examiners:
- Student Intention to Submit form - to be completed by student
- Appointment of Examiners form - to be completed by Principal Supervisor

Submission of dissertation:
- Board of Graduate Studies Deposit & Copying Dissertation Declaration form
- Board of Graduate Studies Hard Bound