

## **Terms and Conditions of Enrolment as a Research Degree Student**

The Academic Regulations of The Institute of Cancer Research (the ICR) and the Code of Practice for MPhil/PhD or MD(Res) will be provided at the time of offer. All research training at the ICR will be carried out in accordance with the regulations set out in these documents. By accepting the offer of a place at the ICR, students agree to familiarise themselves with and abide by these regulations and all related policies, accepting the conditions stated below, which apply throughout your period of registration as a student.

Major amendments to these documents are made in consultation with the student body and final versions are circulated to students on an annual basis with a summary of changes made.

By accepting this offer, you agree that the ICR may take disciplinary action against you for breach of its Regulations, Codes and Policies in line with the student disciplinary procedure detailed in the relevant Code of Practice - for MPhil/PhD or MD(Res).

### **Offer**

1. It is your responsibility to ensure that all of the information you provide to the ICR is true and accurate.
2. If the ICR discovers that your application contains incorrect or fraudulent information, or significant information has been omitted from your application form, the ICR may withdraw or amend your offer, or terminate your registration at the ICR, according to the circumstances.
3. If you have not fulfilled the conditions of your offer of place before the date notified to you in your offer letter or any other date notified to you, the ICR reserves the right to withdraw your offer or defer your application to the next year of entry at its discretion.

### **Conduct**

4. As a student, you are responsible for familiarising yourself with, and following, the [Equality of Opportunity policy](#).
5. During or after your registration, you shall not remove from the ICR (or the venues where the course is being taught) or claim any right to, any property (such as apparatus, chemicals or living organisms) or any research data or records, or information, except with the ICR's written permission.
6. Smoking is prohibited in all ICR and Royal Marsden Trust premises and grounds.

### **Use of personal information**

7. As part of your registration with the ICR we will use information provided by and generated about our students in its original and electronic form. This information is required as part of the contract you have with us.
8. We use personal information for the purposes of course administration, which includes management of application, admissions, student records, ID cards, student progress and support, alumni information and events, and for statistical purposes. Further detail is provided in the [Student and Alumni Privacy Notice](#).
9. If you have any concerns regarding the use of your personal data, please contact [registry@icr.ac.uk](mailto:registry@icr.ac.uk) in the first instance.

### **Changes to the programme**

10. Changes to programme information (including to the programme description, content, mode and/or research location and/or timetable), services, facilities and/or the ICR's Regulations and policies may be necessary. Reasons for changes include, but are not limited to, the following reasons:
  - a. to meet the requirements of an accrediting, professional, statutory and/or regulatory body;
  - b. to respond to sector good practice or quality enhancement processes;
  - c. to keep programmes contemporary by updating practices or areas of study;
  - d. because of circumstances outside the reasonable control of the ICR, such as a key member of staff leaving the ICR or being unable to teach (where the programme or module is reliant on that person's expertise);
  - e. necessary relocation of parts of the ICR's estate.
11. If changes to your programme are made after you have accepted your offer, the ICR will take all reasonable steps to notify you of those changes at the earliest opportunity. Our [Student Protection Plan](#) sets out how the ICR manages risks to, and therefore preserves the continuation of study for current and prospective students.

### **Confidentiality**

12. You must not, except with ICR's permission, disclose any confidential information acquired in the course of your studies. This provision continues to apply after you have left the ICR. Further detail on the correct storage and management of information can be found in the [Information Governance Framework](#).

### **Good research practice**

13. You must familiarise yourself with your obligations with respect to proper scientific conduct as laid out in the [Good Research Practice Guidelines](#), including responsibilities for research data management.

### **Information technology**

14. Information Technology facilities and services provided by the ICR are provided primarily for the purposes of cancer research and education as well as related supporting services. It is ICR policy that any such use must be lawful, must not expose the ICR or its staff or students to excessive risk or bring the ICR into disrepute. Students who use the ICR's IT facilities and services consent to abide by the terms of the [IT Acceptable Use Policy](#).

### **Intellectual property**

15. All students enrolling at the ICR will be required as a condition of their enrolment to assign all intellectual property created during the course of their studies to the ICR. The full policy on intellectual property can be [found here](#). All laboratory notebooks and research materials are the property of the ICR and must be kept up-to-date as a complete record. These items must not be removed without the written permission of the Head of Division.

### **Appeals and complaints**

16. The [Appeals and Complaints Procedure for Applicants is available](#) if applicants wish to request an appeal (review of their application), or wish to make a complaint about the admissions process. The process for admissions is set out in the [ICR Admissions Policy and Procedure](#).
17. The ICR also has procedures in place for enrolled students who wish to make a complaint or submit an academic appeal. These can be found in the [Complaints Procedure](#) and the [Code of Practice for MPhil/PhD](#) or [Code of Practice for MD\(Res\)](#) for academic appeals.

### **Right to cancel**

18. After accepting an offer, applicants will have a statutory right to cancel acceptance within 14 calendar days, starting from the day after notification of your acceptance is received. To do this, please email [registry@icr.ac.uk](mailto:registry@icr.ac.uk). The [model cancellation form](#) may be used but is not obligatory. It is not necessary to provide a reason for cancelling. Applicants who wish to cancel after 14 calendar days should contact [registry@icr.ac.uk](mailto:registry@icr.ac.uk).

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Any queries relating to the information contained in this document should be addressed to the ICR Registry via e-mail: [registry@icr.ac.uk](mailto:registry@icr.ac.uk) or by telephone: 020 8722 4228.