

Degree of MD(Res)

Code of Practice
2022/2023



**UNIVERSITY
OF LONDON**

Approving committee: Research Degrees Committee	Author and position: Joanna Fearn, Head of Research Degree Programmes
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Introduction from the Academic Dean

It is my very great pleasure to welcome our new MD(Res) students to The Institute of Cancer Research (ICR), and to welcome our ongoing students back to another academic year with us.

The ICR's mission is to make the discoveries that defeat cancer.

One of our strategic goals is to educate and train the next generation of cancer researchers and clinicians. It is a goal we take very seriously and we invest a great deal in providing training to equip students with the tools for a successful and productive career at the leading edge of their chosen discipline.

New students and new supervisors are strongly encouraged to read through this Code of Practice in full early on – it may not be exciting information, but it is important to know. Ongoing students and experienced ICR supervisors are also encouraged to re-read the Code of Practice each year to ensure you are aware of the current rules.

This Code of Practice is designed to help research degree students by explaining the requirements of the programme and highlighting important procedures and regulations. The Code explains the expectations ICR has of its students, and the rights and entitlements our students have. It contains procedures and practices that we use in running these research degrees programmes, and should be read in conjunction with:

- the **Academic Regulations**, which give details of examination regulations; and
- the **Student Handbook**, which gives full details on more general aspects of student life and the facilities available to students of the ICR.

There is also a list of supporting policies at the end of this document which are for use in specific circumstances.

Any queries or concerns regarding any aspect of this Code of Practice or issues related to students can be directed to the Registry team via **researchdegrees@icr.ac.uk**, who will be happy to help.

I wish our students the very best for their time at the ICR.

Professor Clare Isacke
Dean of Academic and Research Affairs



Introduction to the MD(Res) degree

The MD(Res) degree is aimed specifically at students in clinical practice. The course of study will provide students with the opportunity to develop:

- the ability to recognise and validate problems;
- original, independent and critical thinking and the ability to develop theoretical concepts;
- a knowledge of recent advances within the field and in related areas;
- an understanding of research methodologies and techniques and their appropriate application within the research field;
- the ability to critically analyse and evaluate the research findings and those of others;
- an ability to summarise, document, report and reflect on progress.

It is expected that students will make a substantial contribution to knowledge in their clinical area, normally which leads to published work.

1

Admission and registration

1.1. The ICR Admissions Policy and Procedure outlines the admission and registration procedure for the MD(Res) programme. **Admissions criteria** are published on the ICR website. Both should be read in conjunction with this Code of Practice and the Academic Regulations.

1.2. Students registered on the MD(Res) programme are primarily clinical trainees based at the ICR's NHS partner organisation, The Royal Marsden NHS Foundation Trust (Royal Marsden or RM). Registration of students employed by organisations external to the ICR or Royal Marsden will only be permitted in the following situations:

- (i) All the research is undertaken at ICR/approved strategic partners* and the grant funding supporting the student has been awarded to ICR/approved strategic partners; or
- (ii) There is a formal inter-institutional agreement in place relating to quality assurance of training and research supervision.

* This requirement can only be waived in exceptional circumstances (for example where some of the research technology required is not available on site at ICR/RM/Crick). Note that this is currently The Royal Marsden (RM) and The Crick.

In either of these situations the Primary Supervisor must be ICR Faculty or Honorary Faculty. More details regarding such arrangements can be found in the ICR's Policy and Procedure for Quality Assurance of Educational Collaborative Provision

The Head of Division remains responsible for assuring that appropriate resources will be available and, in the case of part-time students, sufficient research time has been approved.

1.3. Students must complete an ICR registration form at the start of every academic year.

1.4. Full-time MD(Res) students are expected to confirm they have two years out of programme from the proposed date of registration approved.

1.5. At initial registration, students should bring their original degree certificate(s) to Registry for verification and for photocopies to be taken. The Sutton Registry office is located in the Sir Richard Doll Building (Second Floor). Chelsea-based students should arrange with the Registry to bring certificates to Academic Services, based in 123 Old Brompton Road.

1.6. Full-time students are entitled to obtain a letter which may provide them with exemption from Council Tax. One copy of the exemption certificate per year will be issued to the student by the Registry.

1.7. By registering for a research degree, the student agrees to abide by the regulations of The Institute of Cancer Research.

1.8. There are maximum and minimum periods of registration, details of which can be found in the Academic Regulations. The registration period is measured from the anniversary of registration and does not include any agreed periods of interruption.

Please see the Academic Regulations for details of pro-rata arrangements for part-time students and those in writing up mode. The minimum allowable FTE for part-time study can be found in the Admissions Policy.

1.9. Registration cannot be back-dated.

1.10. It is the student's responsibility to ensure that the Registry has their up-to-date contact details.

2

Induction, attendance and health and safety

2.1. Students are expected to attend the ICR induction programme, usually held either in October or in Spring (mid-term induction).

2.2. Students must complete any mandatory training as required by their primary employer. Additional training may be required, depending on the student's research project or location of study. The ICR's mandatory training requirements are outlined on the training website at training.icr.ac.uk.

2.3. In order to obtain an ICR security card, students must complete the Day 1 New Starter Checklist.

2.4. It is recognised that clinical students need to continue to have clinical experience during their research period, in order to develop and maintain their clinical skills. Such experience may include both ward and clinic work as well as out-of-hours responsibilities. In the majority of cases, the maximum time that may be spent on routine clinical service work during normal working hours is one session per week (this excludes clinics where the majority of the student's time is spent in recruiting or monitoring research subjects). It is expected that students will contribute a minimum additional effort equivalent to 10% FTE in their own time. These students will be registered at 1.0 FTE and monitored as full-time students.

Students may also be registered and monitored as part-time (<0.9 FTE). The minimum allowable FTE as a part-time student is 0.4 FTE (i.e. a minimum of four research sessions per week). Where this is the case it is also expected that students will contribute a minimum additional effort equivalent to 10% FTE in their own time.

Students required to provide clinical service cover during normal working hours may do so for a maximum of two weeks per annum for full-time students and the pro rata equivalent for part-time students. If the Primary Supervisor does not wish the student to undertake clinical duties during the research degree then this must be agreed in advance with the student's clinical line manager and education supervisor.

2.5. Students may receive payment - from the appropriate source - for clinical service duties performed out-of-hours and during periods of annual leave. Students may not receive payment for clinical service duties undertaken during normal working hours/study leave for which they already receive a salary from the ICR or the Royal Marsden.

2.6. Following out-of-hours clinical work, it is the student's responsibility to ensure that they are fit to undertake all the academic or clinical activities intended for the next day, taking due consideration of the health and safety obligations they have towards themselves and others.

3

Transfer of registration

3.1. In exceptional circumstances the ICR may permit a student to transfer from the MPhil or PhD degree to the MD(Res) degree provided that the student is eligible to register for the MD(Res). No transfer of registration is permitted after entry to the examination for any one of these degrees. Registration for the MD(Res) degree may date from initial registration for the degree from which transfer has been made.

3.2. On transfer of registration, a reconciliation charge will be made, such that the student pays the usual total tuition fees for the full PhD programme and the registration for the original degree will lapse.

4

Supervision

4.1. The supervisory team

4.1.1. All students have a supervisory team which must include:

- (a) a Primary Supervisor; and
- (b) a Secondary Supervisor.

When a Primary Supervisor is not an Institute Recognised Supervisor (IRS) the team must include an IRS Partner. The supervisory team may optionally include:

- (c) up to two Associate Supervisors, but it is recommended that at least one Associate Supervisor is part of the team.

4.1.2. The supervisory team should not normally consist of more than four supervisors. The supervisory team must be approved by the Deputy Dean (Clinical Sciences), or the Academic Dean.

4.1.3. Close personal and intimate relationships between a member of staff and a student with whom they have any type of supervisory responsibility are very strongly discouraged. If such a relationship occurs the relevant Deputy Dean or the Academic Dean should be informed as soon as possible, normally in writing, in order for an assessment of the risks of unintended consequences and if necessary, ensure alternative arrangements are made.

Failure on the part of a member of staff to promptly declare the existence of a personal relationship with a student may result in disciplinary action being taken

4.2. ICR Recognised Supervisors (IRS)

4.2.1. An ICR Recognised Supervisor must meet the following criteria:

- (a) they must be a member of Faculty or Honorary Faculty;
- (b) they must have completed a training course in research degree student supervision at the ICR within the past five years. Staff who may be exempt include newly appointed or existing experienced faculty who have supervised at least two students through to on-time submission and completion, and/or completed an equivalent training course at another university. Newly appointed faculty must attend the refresher training on appointment, and all supervisors must undertake refresher training every five years;
- (c) they must provide either of the following:
 - (i) evidence of experience of the supervisory process as part of a supervisory team at the ICR (this will typically be by having been part of a supervisory team that has taken a research degree student through to submission within four academic years); or

(ii) evidence of equivalent experience at another university and to have had experience of the following ICR processes:

- transfer viva assessment, as an internal assessor or as an associate supervisor; and
- supervision in an associate role.

The eligibility criteria and key responsibilities of the various categories of supervisors are outlined below.

4.3. The Primary Supervisor

4.3.1. The Primary Supervisor has overall responsibility for the student and the research project and, in order to be appointed Primary Supervisor, must meet the following eligibility criteria:

(a) the Primary Supervisor must be either:

(i) an ICR Recognised Supervisor (IRS); or

(ii) Career Development Faculty, Associate Honorary Faculty, Lead Statistician or an ICR Fellow (where an IRS Partner has been appointed to the supervisory team).

Primary supervisors must have an employment contract in place which covers the full student registration period and have experience relevant to supervising students; applicants who do not meet these eligibility criteria will be considered on a case by case basis. They must:

(b) be familiar with the discipline and subject area of the project.

(c) normally be in post by the January preceding the student's October start date or the equivalent period of time (nine months) if the start date is other than October.

(d) anticipate remaining eligible under (a) above for the full duration of the student's project, based at one of the ICR/strategic partner sites* (unless in exceptional circumstances). If this cannot be demonstrated (typically this will be if the member of staff is Career Development Faculty, an ICR Fellow, a Lead Statistician or is approaching anticipated retirement) then suitable arrangements for the transfer of supervision must be in place at the time the proposed studentship is submitted for approval. The Deputy Dean (Clinical Sciences) must approve these arrangements.

(e) to have participated in an ICR training course in research degree student supervision and attended refresher training every five years.

NB: A Primary Supervisor is not normally expected to supervise more than six students at any time, particularly if they also have significant clinical responsibilities;

* Note that this is currently the RM and the Crick

4.3.2. The key responsibilities of the Primary Supervisor are:

- (a)** Designing the project in collaboration with other supervisors (excluding Secondary supervisors) and agreeing the final project title with the student and the Deputy Dean (Clinical Sciences);
- (b)** Agreeing a plan of work with the student and monitoring it throughout the duration of their project. This will involve holding regular one-to-one meetings with the student with an expected frequency of every one to two months;
- (c)** Ensuring the provision of training in techniques necessary to carry out the project or having the student trained elsewhere if training is not available in that laboratory;
- (d)** Ensuring that the student has appropriate access to library, information, biological and other services which are needed for the project;
- (e)** Ensuring that the environment in which the student works is safe and that the student has knowledge of appropriate safety procedures;
- (f)** Ensuring that the student has access to appropriate internal and external education and training opportunities (i.e. personal development courses and other training opportunities provided by the ICR, RM, Crick or others);
- (g)** Informing Registry if the student spends more than eight consecutive days at another university/organisation as part of a collaborative arrangement;
- (h)** Returning to the Registry, punctually, reports as requested on the student's progress during each year of the studentship;
- (i)** Helping the student to prepare progress reports and, at the end of the period of study, prepare the thesis for examination. The Supervisor is also responsible for ensuring the student receives training in oral presentation as may be necessary throughout the project and for the viva examination;
- (j)** Implementing any remedial actions which are identified by the Deputy Dean (Clinical Sciences) and/or Senior Tutor;
- (k)** Organising the viva examination, normally within two months of submission of the thesis;
- (l)** The day-to-day welfare of the student; and
- (m)** Attending supervisor refresher training at least every five years.

If a supervisor leaves the ICR during a student's degree registration period, they may remain the Primary Supervisor for the student if this is the best option to ensure completion of the degree (usually towards the end of the degree). In this case, the departed Primary Supervisor must hold an honorary ICR appointment and a Learning Agreement sub-contract should be arranged, detailing the arrangements

for continued supervision. An On-Site Supervisor will be assigned to the supervisory team. The On-Site supervisor is responsible for ensuring the student is progressing as expected, and to maintain regular contact with the student and the Primary Supervisor. They are also responsible for the elements of supervision which require co-location with the student (4.3.2(e) and 4.3.2(k) above), and monitoring attendance (Section 2), where the student remains physically located at the ICR.

4.4. The IRS Partner provides guidance and support to the Primary Supervisor as necessary in the carrying out of these functions. The IRS and the Secondary supervisor can be the same person, however if the IRS Partner is likely to be heavily involved in the project a separate person should be appointed as a Secondary supervisor.

4.5. The Secondary Supervisor

NB: Prior to August 2019, the Secondary Supervisor was termed the “Back up” Supervisor, and may be described as such on some systems, forms and documents during the transition.

4.5.1. The Secondary Supervisor is a mandatory requirement. All students must have a Secondary Supervisor who:

- (a) has a current employment contract with the ICR;
- (b) is an ICR Recognised Supervisor (Section 4.2); and
- (c) is based on one of the ICR or RM sites (unless in exceptional circumstances).

4.5.2. The role of the Secondary Supervisor is:

- (a) in exceptional circumstances (for example, unexpected early retirement, sabbatical or resignation of the Primary Supervisor) **to advise** on appointment of another supervisor leading to the continuation of the student’s project;
- (b) to monitor the progress of the student annually by reviewing the student’s reports and discussing these with the student. In addition it is recommended that they review the Student Achievement Record (including the Personal Development Plan) annually; and
- (c) to attend supervisor refresher training at least every five years.

4.5.3. The Secondary Supervisor is not specifically responsible for providing pastoral support (which is provided by other members of the team and the Senior Tutor).

4.6. Students may also have an **Associate Supervisor** who may not fulfil the requirements of a Primary Supervisor but may be the supervisor with the closest contact with the student. It is mandatory that ICR/RM Associate Supervisors complete a training course, undertaken at the ICR, in research degree student supervision with refresher training undertaken every five years.

4.7. The Academic Dean’s Team

4.7.1. The Academic Dean has overall responsibility for the management of all education and training activities and ensures that all students receive

appropriate supervision and have adequate resources during their time at the ICR. The Academic Dean is responsible for keeping a regular check on student welfare and academic progress. This responsibility is delegated to the Deputy Deans, with whom students will interact on matters of welfare and academic progress.

4.7.2. The Deputy Dean (Clinical Sciences) has responsibility for the welfare and academic progress of all MPhil/PhD students.

4.7.3. The Deputy Dean is supported by a **Senior Tutor(s)** appointed by the Academic Dean.

Further detail on the role of the Dean's Team and welfare support available to students can be found in the Student Handbook.

5

Tuition Fees

5.1. Students are required to pay an annual tuition fee for which they will be invoiced each year.

5.2. Tuition fees are charged during the minimum period of registration.

5.3. As per the ICR Academic Regulations, fees are reviewed annually by the ICR Fees Working Group under the authority of the ICR Executive Board.

5.4. The ICR website provides more information on payment of fees and new fee levels following approval, prior to the start of the new academic year.

6

Supervisor meetings, research skills training, planning and reflection

6.1. Supervisory meetings

A student can expect to have regular formal progress meetings with their supervisor; the recommended frequency is at least every one to two months. At the meeting the student and supervisor may agree to modify aims and objectives in light of the outcome of work done so far. The Primary Supervisor should review the students training, achievements and plan for future personal development at least once a year.

6.2. MD(Res) students have the option of maintaining a Personal Development Plan within iProgress or including their academic related activity within their clinical ePortfolio. Where the latter option is selected, students will need to make their clinical ePortfolio accessible to their supervisors and Academic Dean's Team representative.

Reflection is an important part of the training programme. Students should regularly update and comment on their progress in their Personal Development Plan or clinical ePortfolio. This enables students (as well as supervisors) to critique the efficacy of their own training and adapt accordingly.

In addition, as employees, clinical students will normally be subject to annual appraisals. This will require a record of training and achievements that should be with a combination of their Training Tracker record and clinical ePortfolio.

6.3. Students are strongly encouraged to keep a record of achievements in training and development. This can be done through use of the training tracker tool in iProgress. It is recommended that students maintain a record of training in the following four categories.

- (i) Courses and workshops which provide transferable skills, such as scientific writing or project management, or other ground covered by the Researcher Development Framework;
- (ii) Activities relating to scientific research such as the Research Integrity Course, that help the student understand how the scientific world operates;
- (iii) Purely academic development: attendance at conferences and lectures; learning a particular research technique; and
- (iv) Extracurricular contributions (for example, outreach activities).

Students are encouraged to visit the Training Needs Screener within their first month at the ICR. This will help them to identify and prioritise their immediate training needs, and provides a list of courses and materials that may be of help.

The student is responsible for maintaining their training records and is encouraged to review these with the Primary Supervisor as part of the annual process of reflection and planning.

If using the Personal Development Plan, this should be uploaded to the Personal Document Store in iProgress.

7

Progression and milestones

7.1. iProgress is an online system for recording, monitoring and reporting on student progression and skills training activity and will be used to record all the milestones that students have to achieve during their registration. Completion of student-led milestones is used to monitor academic engagement. The student is responsible for checking that the milestones have been completed; these should be discussed with the Supervisory Team at meetings and at the meetings with the Deputy Dean/Senior Tutors.

7.2. Key milestones for the MD(Res) programmes are shown below. Students registered at less than 0.9 FTE will usually have their milestones adjusted pro-rata from the date of their registration and according to their FTE, in line with the appropriate timescale below.

Table x: Key milestones for MD(Res) programme

Timescale	Milestone/requirements
Within the first six months	Attend induction, complete mandatory training (<i>Section 2.2.2</i>)
Six months after registration	<ul style="list-style-type: none"> Supervisor submits a short report on the student's progress via iProgress Six month chat – meeting with Senior Tutor/Deputy Dean
End of year one	Student submits a written report of progress
End of year one	Mid-term internal viva review
End of year one	<ul style="list-style-type: none"> Supervisor submits a short report on the student's progress via iProgress End of year one chat – meeting with Senior Tutor/Deputy Dean
During year two	Preparing to submit your thesis and All about thesis writing workshops
End of year two	Chat with Senior Tutor/Deputy Dean
During year three (every three months)	Chat with Senior Tutor/Deputy Dean
Two years and eight months	Submit Exam Entry forms
End of year three	Submit thesis
Viva examination	Normally within two months of thesis submission

7.3. All students are required to meet with the Deputy Dean (Clinical Sciences) or Senior Tutor (Clinical Sciences) at six months from registration to discuss progress and completion of any mandatory ICR courses (e.g. Health & Safety, Bullying and Harassment) and to give a report on work done since registration. The Primary Supervisor will write a short report on the student's progress in the first six months with any problems highlighted for discussion with the Deputy Dean (Clinical Sciences) or Senior Tutor (Clinical Sciences). The Primary Supervisor will also have the opportunity to comment on the student's progress at the end of the first year and flag any possible issues prior to the meeting via iProgress.

Students will have subsequent meetings with the Deputy Dean/Senior Tutor to discuss progress on an annual basis. In the final year students will attend review meetings at three monthly intervals with the Deputy Dean/Senior Tutor. The student should inform the Registry one year before they are planning to submit their thesis to allow the Registry to instigate three monthly monitoring

7.4. The written report should begin with an abstract of about 200 words, followed by a comprehensive report of approximately 5,000 words, including the plan for completion of the research project [excluding figures, tables and references]. It should also address project risk. Advice on managing project risk can be found on the Skills website.

7.5. All reports must bear a title, the name of the student, the degree for which they are studying and the Supervisors' names. The report should be submitted via iProgress by the advertised deadline.

7.6. The report will be reviewed by an independent internal assessor who has been nominated by the supervisor and candidates will be required to undergo a mid-term internal viva which will include a 20-minute oral presentation by the student. The examination panel will normally consist of a representative of the Dean as Chair [either the Deputy Dean (Clinical Sciences) or Senior Tutor (Clinical Sciences)] and the independent internal assessor and the Secondary Supervisor. The Primary Supervisor is expected to attend. However, if this is not possible they can delegate attendance to an Associate Supervisor in the team.

7.6.1. If lack of availability is delaying the organisation of the viva, attendance of the Secondary Supervisor and independent internal assessor will be the priority, so on very rare occasions the viva may need to take place without another member of the supervisory team present.

7.7. Following the viva, a report form should be completed on iProgress showing the outcome as one of:

- (i)** Progress satisfactory: continue with programme of study; or
- (ii)** Minor concerns (the internal assessor will recommend the required action); or
- (iii)** Major concerns: major changes required. A repeat viva to be held within six months.

7.8. If there is any difference of opinion, the representative of the Academic Dean's Team will moderate to ensure a final decision is reached.

7.9. All students must register for an ORCID and link this to Symplectic Elements.

7.10. All students are expected to present at the at the ICR Conference in June, at about the half-way point in their studies.

7.11. Students must attend the 'Preparing to submit your thesis and all about thesis writing' workshops during their final year (or penultimate year depending on the timing of the course and their submission deadline).

7.12. Students are expected to attend ICR lectures, such as the Grand Rounds, where relevant and to make use of the ICR's Perspectives in Oncology and Skills websites.

7.13. The ICR will send an Exit Questionnaire to all students on notification that they have been awarded their degree.

8

Examination entry

8.1. Key regulations. Students should refer to the Academic Regulations for all details regarding examination entry.

8.1.1. Students registered at 0.9 FTE or above will normally be expected to submit their thesis within three years of first registration. Extensions to this period will require the permission of the Deputy Dean (Clinical Sciences), in consultation with the Dean's Team. On initial registration, a student will be informed of the date by which the thesis must be submitted, and this deadline will be published on iProgress.

Students for whom an extension to the three year deadline has been granted should be aware that that extension cannot be extended beyond four years (or pro-rata for MD(Res) students registered at less than 0.9 FTE).

8.1.2. A student's registration will be terminated once the maximum period of registration (see section 1) has elapsed. After this point, students cannot submit their thesis, nor can they be examined for their degree, unless a suspension of regulations has been approved by the Academic Dean.

8.2. Exam entry forms should be submitted at least four months before thesis submission, but not earlier than six months before. These can be accessed via iProgress and should be submitted in accordance with the guidance within the Form of Entry.

8.3. Adjustments to timescales. A student's milestones and deadline for submission may normally only be changed from those originally published on iProgress via the following processes:

(i) a period of **interruption of studies**. An interruption of studies effectively "stops the clock" i.e. the student's registration is suspended. The student still has a total of four years (or pro-rata equivalent) to submit the thesis but the submission deadline is adjusted to exclude the period of interruption ([see Interruption of Studies policy](#)).

(ii) a **Suspension of Regulations**. When an application for Suspension of Regulations is granted, the 'clock' does not stop but the prohibition on submitting the thesis after the due date is waived ([see 8.4](#)).

(iii) Where additional funding has been identified which can extend the programme of study, though not beyond the maximum registration period of 4 years.

8.4. Application to suspend regulations on maximum thesis submission time.

8.4.1. An application for Suspension of Regulations to extend the maximum registration period may be granted only in wholly exceptional situations where a student is unable to submit the thesis within the maximum registration period but is able to continue their course of study.

8.4.2. Any MD(Res) student making such an application must have already been granted approval to submit after the end of their third year.

8.4.3. Since applications will be granted only in wholly exceptional circumstances, each application will be considered entirely on its own merits. The Academic Dean may unilaterally issue a general Suspension of Regulations with regard to the submission deadlines, for example if unforeseen circumstances outside their control prevent a significant number of students from submitting within the deadline.

8.4.4. Applications for the Suspension of Regulations will normally only be considered in the last six months before the student's submission deadline.

(a) Additional funding is not normally provided when a student is granted a Suspension of Regulations. A student hardship fund is available in exceptional circumstances (see Section 16).

(b) Overseas students should consider, and are responsible for, the effect of any interruption or suspension on their visa; advice is available from HR.

(c) *Guidelines for Suspension of Regulations requests for Research Degree students* and appealing against any decision made are available from Registry and on Nexus.

8.5. The Library Theses Office is located in the Sir John Beckwith Library, Brookes Lawley Building, Sutton Site.

8.6. Instructions on the formatting and presentation of the thesis are available from the Library Thesis Office.

8.7. Arrangements can be made for students requiring reasonable adjustments; whether permanent (e.g. visual impairments, dyslexia) or temporary (e.g. illness, pregnancy).

8.7.1. Students must apply to the Academic Dean, outlining reasonable adjustments at least six weeks before the date of the examination. They must supply appropriate evidence (such as a medical certificate).

8.7.2. Registry will seek recommendations from relevant teams when a student applies for reasonable adjustments to be made.

8.7.3. The Deputy Dean, or the Academic Dean has the discretion to agree the nature of the reasonable adjustments for the student (e.g. granting extra time).

9

Change of circumstance and interruption of study

9.1. If at any stage of the course there is a change in circumstance it is the responsibility of the student to inform the Registry immediately. The ICR cannot be responsible for discrepancies in examination entry and subsequent notices or certificates if they have not been officially notified in writing.

9.2. Students who wish to apply for a formal **interruption of study** should refer to the [Interruption of Studies policy](#).

9.3. The ICR has a **Student Hardship Fund**. Students can apply for funding at any time throughout an academic year; however, applications will only be considered in extenuating circumstances. It is extremely unlikely that applications will be approved unless a student has a recorded period of interruption of study or an issue has already been flagged to the Deputy Dean/Senior Tutor. The student and/or supervisor will need to submit a written case to the Registry for review by the Academic Dean.

10

Termination of registration

10.1. The supervisor must inform Registry of the date that their student will be leaving the ICR on completion of studies.

10.2. A student who decides to leave the ICR before completion of studies is required to have an exit interview with the Deputy Dean (Clinical Sciences) or their nominated representative. The student must inform Registry at least a month in advance of their date of departure.

10.3. All ICR property, including lab notebooks, must be returned to the supervisor on the student's last working day, although a Head of Division may, with discretion, permit students to take selected copies of lab books away.

10.4. Termination of registration will automatically occur if a student registered at 0.9 FTE or above has not submitted their thesis within four years of the commencement date, or the equivalent pro-rata for students registered at less than 0.9 FTE. Termination of registration is also a possible outcome of the transfer viva.

To prevent automatic termination:

(i) a formal interruption of study request must be submitted and approved during the registration period, and the thesis submission must be within the extension period granted ([see Interruption of Studies policy](#)), or;

(ii) a Suspension of Regulations must be submitted and approved by the Academic Dean during the registration period ([Section 8.3](#)).

10.5. Students who leave ICR/Royal Marsden employment prior to submission are required to keep the Registry informed of their contact details and to provide a report annually on the progress of their thesis.

11

Additional policies

11.1. The following policies and procedures are outlined separately to this Code of Practice and is available on the ICR intranet and website at icr.ac.uk/studentpolicies. They should be read in conjunction with the Academic Regulations.

Policy/Procedure	Notes
Academic Appeals Procedure	an appeal mechanism for all students who have received a decision on: a)the outcome of a thesis examination; b)the outcome of a transfer viva.
Review Procedure	For appeals against non-academic decisions
Student Complaints Procedure	
Student Disciplinary Procedure	
Procedure for the investigation of misconduct in research	Including allegations of fraud
Admissions Policy and Procedure	
Policy and Procedure for Quality Assurance of Educational Collaborative Provision	
Code of Practice for Examination Offences	Examination offences, covering plagiarism and cheating. Cheating may be defined as an attempt to gain an unfair advantage by breaching regulations, by bribery or inducement, or by deception.
Interruptions of Studies policy	

[End of Code of Practice for the Degree of MD(Res)]

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