

ICR Academic Regulations

2018/19

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General Regulations

GR. 1. Introduction

- 1.1. The Academic Regulations are made in accordance with the spirit of The Institute of Cancer Research's (ICR) mission and are intended to provide a framework under which the education provided by the ICR is delivered and administered. The information contained in the Academic Regulations is published under the authority of the Board of Trustees through its Academic Board (see GR. 5) and is believed to be correct at the time of publication. However, subsequent amendments are possible.
- 1.2. The Academic Regulations are made for the benefit and guidance of all its staff and students. There are different sets of regulations designed to meet distinct purposes but, for the sake of convenience, these are combined into a single publication comprising:
 - 1.2.1. the General Regulations (GR) (generic regulations and 'rules' relating to the overall learning environment in which ICR students study);
 - 1.2.2. the Taught Courses Regulations (TC) (generic regulations relating to all taught courses offered by the ICR);
 - 1.2.3. the Research Degrees Regulations (RD) (regulations specific to research degrees, i.e. PhD, MPhil and MD(Res)).
- 1.3. Regulations in respect of research degrees must be read in conjunction with the Codes of Practice for the degrees of MPhil/PhD and MD(Res).
- 1.4. Queries concerning the Academic Regulations should be directed to the Assistant Director of Academic Services (Education Policy and Quality). In the event of any dispute in the interpretation of the Regulations, the ruling of the Registrar shall be final.

GR. 2. The University of London and The Institute of Cancer Research

- 2.1. The ICR was admitted to the federal University of London as a full member College on 1 September 2003.
- 2.2. The ICR can award both its own qualifications and those of the University of London (see relevant information in the General Regulations and Taught Course Regulations).
- 2.3. The University of London permits all its member colleges to publish their own regulations for the award of University of London degrees in accordance with an overall 'Academic Framework'. This 'Academic Framework' is approved by the University authorities and is set out in the University's Ordinances. The Ordinances are produced under the authority of the University's Statutes. The ICR has its own regulations for taught courses and research degree programmes. Awards and courses of study offered by the ICR comply with relevant criteria outlined in the University of London Regulation 1 (University of London Awards).
- 2.4. Students registered at the ICR are also students of the University of London.
- 2.5. The administration and collection of course fees is a matter for the ICR, not the University of London.

GR. 3. List of awards offered at the ICR and forms of reference

- 3.1. The ICR is entitled to offer both its own qualifications at sub-degree level and, by virtue of its status as a member College, all awards of the University of London. All the higher education awards offered by the ICR align to the Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ), set out in Chapter A of the QAA's UK Quality Code.

The levels of the FHEQ include:

Masters	[7]
Doctoral	[8]

A full Programme Specification is produced in respect of all taught courses; these can be consulted on the ICR's website.

3.2. The following are awards of the University of London, conferred by the ICR under the University's Academic Framework.

3.2.1.	Taught Postgraduate Degree Master of Science (MSc)	[FHEQ level '7']
3.2.2.	Taught Postgraduate Diploma Postgraduate Diploma (PGDip)	[FHEQ level '7']
3.2.3.	Taught Postgraduate Certificate Postgraduate Certificate (PGCert)	[FHEQ level '7']
3.2.4.	Research Degrees Master of Philosophy (MPhil)	[FHEQ level '7']
3.2.5.	Doctor of Philosophy (PhD)	[FHEQ level '8']
3.2.6.	Advanced Research Degrees in Medicine Doctor of Medicine (Research) (MD(Res))	[FHEQ level '8']

3.3. Those awarded the degree of MSc of the University of London taught at the ICR may use the following form of reference for taught qualifications: MSc (London). Those awarded research degrees may use the form of reference MPhil (London), PhD (London) or MD(Res) (London), as appropriate.

GR. 4. Conferral and revocation of awards

4.1. Conferral

4.2. The Academic Dean (as Chair of Academic Board) **confers** degrees, diplomas or certificates of the University on behalf of the ICR in accordance with the University of London Ordinances. The Academic Dean acts in the same way in respect of awards of the ICR. The process is as follows:

4.2.1. The pass lists are prepared and signed by the Chair of the Examination Board and the External Examiners present at the meeting as soon as possible after the meeting has closed.

4.2.2. The pass list will contain the names of successful candidates in alphabetical order within class. A transcript of the actual marks received may be obtained on request from the Registry. Any student having outstanding tuition fees at the time of publication will have the results withheld.

4.2.3. In respect of University awards, the pass lists are sent to the University for production and dispatch of certificates. In respect of awards of the ICR, the ICR makes its own arrangements for the production and dispatch of certificates.

4.2.4. The pass lists are formally received by Academic Board.

4.3. Revocation

4.4. On behalf of the ICR, and in accordance with the University of London Ordinances, the Academic Dean (as Chair of Academic Board) may revoke any degree, diploma or certificate of the University or the ICR granted by the ICR and all the privileges connected therewith.

4.4.1. Revocation may be considered if it is discovered at any time and proved to the satisfaction of Academic Board that:

4.4.1.1. there was an administrative error in the award made under the relevant procedures; or

4.4.1.2. subsequent to the award, the relevant Examiners or Examination Board, having taken into account information which was unavailable at the time the decision was first made, recommend that a candidate's classification should be altered.

4.4.2. An award may also be revoked at the request of the holder. This may occur, for example, in the case where a student surrenders a PGCert or PGDip in order to study for a full MSc (see GR. 14.2).

GR. 5. Responsibility for Regulations

- 5.1. The ICR Regulations are managed, maintained and published under the authority of the ICR's Academic Board and, where appropriate, these are made in accordance with the Statutes, Ordinances and Regulations of the University of London.
- 5.1.1. Academic Board, deriving its authority from the Board of Trustees, considers and implements academic policy, ensures the ICR has a rigorous and responsive Quality Assurance (QA) framework in place, and develops and implements the Teaching and Learning Strategy. It is responsible for matters relating to quality assurance and enhancement procedures, and academic standards, of the ICR's research degree and taught course programmes; for ensuring alignment with external QA requirements and guidance; for the academic oversight, strategic planning and development of the ICR's taught courses, and for the professional development of Faculty.
- 5.1.2. Academic Board is assisted by its academic committees and has powers to delegate specific responsibilities to them as considered appropriate. Academic Board delegates responsibility for most regulations and quality assurance procedures to its Research Degrees and Taught Courses Committees, in accordance with its Terms of Reference. However, it has retained the responsibility to consider any changes to the Codes of Practice and Regulations that concern External Examiners and their appointment, functions and reports; the annual monitoring exercise; the qualifications for IRS (Institute Recognised Supervisor) status and the structure of the supervisory team; and any other proposed changes that could impact on the ICR's national or international reputation. It has also retained responsibility for considering any proposed changes to the Codes of Practice, Regulations, policies or procedures, if the proposed change does not comply with any relevant provisions of the QAA's UK Code.
- 5.2. Updates to regulations are normally published annually in September. However, in formal terms, the last edition of the Regulations remains in force until any amendments requiring Academic Board's approval have been approved.
- 5.3. New regulations (and/or those amended during an academic year) will be published in the Regulations for the following academic year, or at the next edition, although interim updates may be published if appropriate.
- 5.4. All students registered at the ICR are subject to the Regulations. They must agree to abide by them as a condition of enrolment.
- 5.5. The approval and introduction of any new or significantly amended courses or awards (and any changes to the related Regulations) will be considered by Academic Board and/or the relevant sub-committee as appropriate in the light of Academic Board's Terms of Reference. Academic Board must consider any changes to courses or awards that could affect the aims and objectives of the course or award as a whole. A course of study or award must be approved by Academic Board before the course may be offered. The detailed regulations for a course of study must specify which, if any, modules or combinations of modules must be attempted in order to complete the course of study.
- 5.6. Amendments to the Regulations will not normally be introduced during an academic year but, should it be necessary to do so, students will be informed and, where appropriate, be asked to

consent to the changes in writing. If consent is not given, the Regulations in force at the start of the academic year will apply until the end of the course of study or the beginning of the next academic year, whichever is sooner.

- 5.7. In respect of regulatory authority it should be noted that the Regulations are not part of the law of the land. They do not seek to reflect or incorporate the approach of the law. However, they do reflect the QAA's UK Quality Code for Higher Education and UK legislation derived from compliance with the Human Rights Act 1998.
- 5.8. Suspension of Regulations
 - 5.8.1. The ICR's Academic Dean may consider applications for suspension of any regulation(s). Applications from staff, students, or both, requesting a suspension of regulation(s) should be made in writing to an appropriate Deputy Dean in respect of research degree programmes, or a Course Director in respect of taught courses.

GR. 6. General Regulations and students' compliance with ICR policies

- 6.1. Students are registered in accordance with procedures maintained by the Registry and adherence to the Regulations is a condition of registration.
- 6.2. All students have a duty to comply with the Regulations and ICR Policies throughout their registration including any writing up period and until the award of the degree. Students should note that the duty to abide with some policies remains after the award, such as non-disclosure of confidential information belonging to the ICR.
- 6.3. Students may not give public interviews to the media on ICR matters without obtaining prior consent from the Academic Dean.
- 6.4. Students are expected to maintain good conduct at all times whilst on ICR premises or engaged in any ICR activities, or in any activity that might reflect on the ICR and its relationship with the student. Misconduct is defined in the Codes of Practice and students who commit misconduct render themselves liable to the ICR's disciplinary procedures.
- 6.5. All students shall comply with instructions given by the Chief Executive and other officers or staff of the ICR. In the event of proceedings being brought for non-compliance with any such instructions, the only defence shall be that the instruction was unreasonable or unnecessary in the circumstances for the proper functioning and efficiency of the ICR.
- 6.6. Students must notify the Registry of any change in their home or lodgings address, and any other correspondence address where different, and their personal (non-ICR) email correspondence address. Written material sent by email to an ICR-provided email address (or one provided by the student to the ICR), sent by hand (including by courier) or posted to the last address notified by a student to the Registry shall be deemed to have been received by the student concerned unless proof of non-delivery is subsequently provided.
- 6.7. Information given in support of a student's application and/or registration will normally be regarded as strictly confidential to the officers and authorised agents of the ICR; but in the event of accident, illness or other urgent cause then the Head of Registry Operations, or their nominee, is authorised to disclose such information as they may consider appropriate.
- 6.8. Communications sent from the ICR to an individual student must be regarded as applying to that student only. The ICR shall not normally communicate or deal with any third parties acting on behalf of a student (including family members) regarding any personal information unless power of attorney has been granted.
- 6.9. All students shall comply with notices on administrative matters posted on official noticeboards, websites, or through other media as appropriate.
- 6.10. For the avoidance of doubt, where an ICR policy/procedure allows a student to be accompanied or represented this cannot be by a legal representative.

GR. 7. Tuition fees

- 7.1. Schedules of tuition fees for courses are determined by the ICR and published by the Registry. Fees are reviewed on an annual basis by the ICR Fees Working Group under the authority of the ICR's Executive Board. The ICR's Finance Department will send an invoice for the fees that are payable. The due date for payment will be shown on the invoice.
- 7.2. The Registry will assess students' eligibility to pay fees at particular rates (e.g. Home/EU or overseas) based on appropriate internal and external (including statutory) guidance and criteria.
- 7.3. Any student who withdraws from a course during the academic year will not be automatically entitled to a refund of fees, although the ICR may consider requests for repayment where a student withdraws from his/her studies early.
- 7.4. Tuition fees are payable by the dates specified, unless special arrangements have been previously agreed, in writing, with the Registry. The payment of fees is the responsibility of the student. Any student who fails to settle his/her fees account within the prescribed dates (or who has not entered into a satisfactory arrangement with the Registry) will be liable to be suspended from attendance at the ICR and to have his/her registration terminated.
- 7.5. The Head of Registry Operations must be kept informed in writing of any financial difficulty which may affect ability to pay any fees or charges that become due during the course of study. The ICR is normally unable to assist with any financial difficulties that arise during a student's course of studies.
- 7.6. The ICR may take legal action through the Courts to recover any outstanding debts.

Payment terms:

- 7.7. All students are responsible for the payment of their fees regardless of whether their employer is paying all or part of the fee. Students are expected to pay their fee on registration. In exceptional circumstances a student will be permitted to attend the course without payment for a maximum period of four weeks. After this date if no payment has been made the student's registration will be terminated. The ICR will not accept a promise of payment from an employer.
- 7.8. Any student whose annual fees have not been paid in full will not be allowed to proceed to the next year of his/her course and will be required to withdraw from the ICR. If any fees remain unpaid at the time when a student enters for the last examination necessary to qualify for an award of the ICR or University of London, the award will not be conferred and no certificate in respect of the award will be issued until the debt has been paid in full.
- 7.9. In exceptional circumstances the ICR may agree to a student paying by instalments; however an administration charge (published on the ICR Fees web page) will normally be added to the fee. The student will be expected to pay by two instalments: normally one at the start of the academic year and one at six months, or as determined by Registry.

GR. 8. Definitions

'ICR'

For the purposes of the Regulations, the term 'ICR' refers to the institution and all premises currently owned, rented or administered by the ICR.

'Academic Year'

The ICR's 'academic year' means the period from 1 September to the subsequent 31 August.

'Year'

The word 'year' when used without limitations means a calendar year.

Where regulations, policies and/or procedures refer to specific officers of the ICR, this shall not preclude such officers authorising another person or persons to act on their behalf.

GR. 9. General admission and registration requirements

Students may be offered a place at the ICR following a written application and, according to the course or other regulations concerned, an interview. The ICR sets specific entrance criteria for individual courses/degrees in the Taught Courses Regulations and Research Degrees Regulations. Details of key admissions criteria and procedures are made available to all prospective applicants through a published Admissions Policy.

- 9.1.** In order to register as a student of the ICR, an individual must normally:
 - 9.1.1.** be at least 17 years of age, subject to waiver in exceptional circumstances;
 - 9.1.2.** satisfy the specific entrance criteria for the course/degree, which incorporate the general entrance requirements of the University of London;
 - 9.1.3.** satisfy any additional course-specific entry requirements, for example registration with the General Medical Council;
 - 9.1.4.** and for overseas candidates whose first language is not English, demonstrate a standard of proficiency in an approved English language test as specified in the Admissions Policy; and
 - 9.1.5.** comply with the registration procedures laid down by the ICR.
- 9.2.** Decisions on admission are taken in good faith by the ICR on the basis that the information given by the applicant is accurate and correct. If it is subsequently discovered that information given is untrue or inaccurate the ICR may refuse admission or, if the student has registered, terminate the student's registration.

GR. 10. Registration and attendance

- 10.1.** Application for admission to a course, and registration on that course, shall be undertaken in accordance with procedures specified by the ICR.
- 10.2.** Students registered to follow courses of study, and to undertake research degrees at the ICR, are required to re-register annually. The student enrolls by completing and signing an enrolment form. This signifies the student's formal willingness to abide by all of the ICR Regulations and to assent to all the other conditions of registration set by the ICR. A student's registration is renewable annually, usually at the beginning of the academic year, or on the anniversary of the commencement of studies, until the student has successfully completed the course of study and any other prescribed conditions, and is therefore eligible for the conferral of the award in question.

GR. 11. Withdrawal of courses of study

- 11.1.** The withdrawal of a Course of Study requires the approval of Academic Board. Due consideration will be made to any students enrolled on the Course or accepted for admission to the Course to ensure their interests are protected and that they are notified.

GR. 12. Transfer of registration

- 12.1.** Registered students may be allowed to transfer from:
 - 12.1.1.** a Postgraduate Taught degree to the MPhil degree, from the MPhil degree to the PhD degree or the PhD degree to the MPhil degree in accordance with the conditions specified by the ICR; or
 - 12.1.2.** the MPhil or PhD to the MD(Res) degree in accordance with the conditions specified by the ICR; or

- 12.1.3. the MD(Res) degree to the MPhil or PhD degree in accordance with the conditions specified by the ICR;
- 12.2. Transfer will not be permitted after entry to examination for any one of the degrees.
- 12.3. Registration for the degree to which the transfer has been made may be dated from the point of registration for the original course.
- 12.4. On transfer of registration, the registration for the original degree will lapse.
- 12.5. Registered students at the ICR may apply to transfer to another course of study offered by another higher education institution.
- 12.6. Transfer of registration is permitted under the following conditions:
 - 12.6.1. the Academic Dean or his/her deputy must agree, following a written application; and
 - 12.6.2. agreement will be given only where there are good academic grounds in support of the transfer request or if there is other good cause which is found to be acceptable.
- 12.7. The course regulations for each course of study shall specify the normal duration of the course and shall also specify the normal minimum period of study. The period of study shall normally be continuous unless the Academic Dean, acting under the authority of Academic Board, has permitted its interruption, either generally by regulation or in an individual case. The ICR may, however, at its discretion, grant an interruption of a course of study to a student on grounds of illness or other adequate cause.
- 12.8. Students who, without the ICR's consent, fail to resume their studies may be liable to pay fees and/or may not be allowed to complete the course at a later date.

GR. 13. Approved modules within courses of study

- 13.1. A module is an individual element of a course of study which is examined under the approved course regulations for that course.
- 13.2. A module may be designated as compulsory for the course of study, in which case a candidate must take the module in order to complete the course of study. A candidate must take and pass the module in order to be eligible for the award.
- 13.3. The ICR will decide which combinations of modules students may follow to receive the final award.

GR. 14. Credit transfer regulations and the Accreditation of Prior Learning

- 14.1. Students Transferring to the ICR to Complete an Award
 - 14.1.1. Prospective students should seek advice from the Registry about the appropriateness of their prior learning for credit transfer. Normally the ICR may permit a student to register on a course of study with recognition for previous study undertaken elsewhere under the conditions given below:
 - 14.1.1.1. Credit is granted in accordance with the Regulations for the course of study.
 - 14.1.1.2. Credit granted is in recognition of either the successful completion at another institution of a course of study at higher education level or of modules contributing to a course of study.
 - 14.1.1.3. The course or modules completed must have been formally assessed and certified.
 - 14.1.1.4. Credit granted shall not exceed 50% of the total credit to be derived from the successful completion of the course of study undertaken in the ICR. In

the case of the MPhil or PhD degree the course of study at the ICR must not be less than one calendar year or its equivalent in part-time study. The Academic Dean shall determine the maximum allowed registration period for any such students.

14.1.1.5. The credit granted from another institution to a student transferring to a course will not exceed that outlined in the appropriate course regulations.

14.2. Students with Prior Learning from the ICR

14.2.1. Students who have had credit awarded through an ICR degree programme may apply to import up to 100% of this credit when applying to an ICR degree course.

14.2.2. Where granted, students will receive credit in respect of individual modules on the new course, subject to an academic assessment of the currency of the content previously studied and assessed. It will be unusual for credit to be imported if more than 5 years has elapsed since it was first awarded.

14.2.3. Where a student has already received an ICR qualification based (in part or in full) on the credit imported into a new ICR degree programme, the previous qualification must be surrendered upon registration as a student (see GR. 4.4.2).

14.3. Credit granted may be:

14.3.1. specific, that is conferring exemption from a specific element of a course of study required for an award; and

14.3.2. general, that is granted in respect of study successfully completed elsewhere which is, in the opinion of the ICR, equivalent to a particular level or levels of a course of study and confers exemption from that level or levels subject to the proviso given in 14.1.1 above.

14.4. In order to be eligible for an award conferred by the University of London (or by the ICR where appropriate), a student admitted with credit and granted relevant exemptions must:

14.4.1. meet the prescribed criteria for the award;

14.4.2. be assessed for the award under the auspices of the ICR;

14.4.3. complete the remainder of the prescribed period of study, including that leading to the final examinations, under the direction of the ICR; and

14.4.4. be aware the award of a specific classification, shall be based solely on the studies undertaken under the direction of the ICR (including, at the discretion of the Examination Board, any modules imported under GR. 14.2).

14.5. Any award shall be based solely on studies undertaken at the ICR.

Taught Courses Regulations

TC. 1. Admissions

- 1.1. Entrance criteria for individual taught courses can be found in their course-specific regulations.
- 1.2. Consideration will be given to the Accreditation of Prior Learning (APL) from non-ICR courses up to a maximum of 50% of the overall credits needed for the intended award outcome. New students will be allowed to accredit a maximum of 30 credits because the first possible exit outcome from the course is the PGCert (60 credits). Students transferring from other courses with learning equivalent to 60 credits may apply to accredit that learning if the exit outcome is the PGDip (120 credits). The ICR will require a detailed description and transcript of the prior learning the applicant wishes to accredit towards the diploma or degree in order to assess equivalence. The ICR may ask applicants presenting prior learning for accreditation to undertake assessments to test the equivalence of knowledge to that required by the course.
- 1.3. Consideration will be given to the APL for of all credit previously earned in ICR degree programmes, subject to the surrender of the original award (see GR. 14.2).
- 1.4. English language and other tests may be prescribed by the ICR. Overseas candidates whose first language is not English should normally have achieved a standard of English equivalent to an IELTS score of 7.0, with a minimum of 6 in each component. Students without an IELTS score should have either education experience in English (minimum 1 year) or work experience (minimum 18 months).

TC. 2. Registration

- 2.1. If a student does not register on his/her course in the academic year for which it is offered, he/she may be asked to apply again if he/she still wishes to be considered for a place in a subsequent academic year or relevant admissions point.

TC. 3. Attendance

- 3.1. Every student is required to pursue a regular course of study as prescribed in the Academic Regulations and Codes of Practice.
- 3.2. Students are expected to attend at least 80% of classes on each module, unless otherwise agreed in writing by a Course Director.
- 3.3. The ICR reserves the right to terminate a student's registration in the event of unsatisfactory attendance.

TC. 4. Absence

- 4.1. Students are required to be in attendance on course teaching days.
- 4.2. Students must inform Registry as soon as possible if they will be/have been absent as a result of illness or for any other reason.

TC. 5. Interruption of study

- 5.1. The ICR may, at its discretion, grant a period of formal interruption of study. A maximum of 12 months may be granted with the approval of the relevant Course Director. In exceptional circumstances this may be extended. If a Course Director does not support an application they are required to state their reasons.

- 5.2. The decision of the Course Director is final. A student may only reapply if they have new or additional information and/or evidence to add to their application.
- 5.3. If a student wishes to apply for a period of interruption of study, he/she must complete the form 'Request for a period of interruption of study' and return this to the Course Manager.
- 5.4. It is important that the student applies in advance for a period of interruption of study as approval cannot be granted retrospectively, except in exceptional circumstances.
- 5.5. Periods of interruption count towards a student's total period of study.
- 5.6. Interruptions to the course of study may be permitted for a number of reasons including: illness, personal and family problems, bereavement, essential equipment not being available, undertaking a separate qualification, and undertaking distinct time-limited specialised training or employment that would be beneficial to a student's course of study. It should be noted that these reasons are not exhaustive and the ICR may grant interruptions for other reasons it considers acceptable.
- 5.7. If a student is absent through illness on course days they must inform the Registry and complete the appropriate form on their return. A prolonged period of illness (two months or more) should be recorded as an interruption of study.
- 5.8. For maternity leave, six months' interruption will be approved automatically and the date of submission extended. Students can also apply for up to six further months. Paternity leave will be granted for two weeks; this will be recorded as an additional form of leave. Any further paternity or parental-related leave requires an interruption of study.
- 5.9. Where students are funded by an external funding body, the terms and conditions of the funding body should be reviewed and, where required, permission to interrupt should also be sought from the external funding body.
- 5.10. Overseas students may be required to contact the Home Office to inform them of their circumstances.
- 5.11. Fees are not payable during a period of interruption of study.
- 5.12. During a period of interruption a student will not be automatically entitled to attend lectures, have supervision or use the ICR's facilities including library and computer access.
- 5.13. During a period of interruption, students may not submit work to be assessed, except as permitted by 5.14
- 5.14. If a student is registered throughout the teaching dates of a module, and subsequently interrupts before date of the module's assessment (or submission date), they may choose to take the assessment for the first time if they wish, whilst interrupted. Under no circumstances will resits be allowed during an interruption of study.
- 5.15. On return from a period of interruption, a student must inform the Course Manager. Where interruption was granted owing to a serious medical problem, a note must be provided by their GP that states they are fit to resume studies.
- 5.16. If a student does not re-register at an agreed time and does not submit a further request for interruption and, if all reasonable attempts to contact the student have failed, they will be deemed to have permanently withdrawn from the ICR and be exited at the next Examination Board meeting.

TC. 6. Examination Regulations

- 6.1. All examinations and other forms of assessment leading to the award of a Taught Postgraduate award shall be conducted in accordance with these Examination Regulations which include appropriate provision for:
 - 6.1.1. the appointment, duties and responsibilities of Examiners on final Examination Boards (i.e. where awards are made, not just decisions on progression in the intermediate years of study on a course);

- 6.1.2. general assessment methods;
 - 6.1.3. the conditions under which a student may be admitted to examinations or be otherwise assessed;
 - 6.1.4. the conditions under which a student may withdraw from examinations;
 - 6.1.5. the conditions under which a student may be reassessed as a result of failure in examinations;
 - 6.1.6. special provisions relating to illness or other extenuating factors which may affect a student registered on a course of study;
 - 6.1.7. marking schemes;
 - 6.1.8. provisions for special examination arrangements for students with special needs or for whom other special circumstances apply;
 - 6.1.9. conditions of eligibility for an award; and
 - 6.1.10. procedures for dealing with examination offences and irregularities, and for representations concerning decisions of Examination Boards.
- 6.2. A student taking an examination leading to an award conferred by the ICR, whether at a first or subsequent attempt, shall be examined in accordance with course regulations current at module enrolment, or subsequently amended with approval.

TC. 7. Courses of study

- 7.1. In line with the requirements of University of London Regulation 1, all Postgraduate Taught Degrees offered by the ICR shall entail a prescribed programme of study beyond the standard first degree level, which assumes the general level of educational competence implicit in the award of a first degree. Candidates must achieve a satisfactory overall standard in a scheme of assessment appropriate to the course or award concerned in order to be conferred. Such courses shall extend over a period equivalent to a minimum of one calendar year of full-time study for an MSc, two-thirds of a calendar year of full-time study for a PGDip, and one-third of a calendar year of full-time study for a PGCert. The maximum permitted duration of full-time or part-time study is five academic years including periods of official interruption of study.

TC. 8. Progression requirements

- 8.1. All candidates must pass a minimum of 40 credits at the PGCert stage to be permitted to continue to the PGDip stage. Candidates carrying forward failed assessments are expected to re-sit these assessments.
- 8.2. Candidates must usually pass a minimum of 90 credits at the PGDip stage before being permitted to progress to the dissertation stage. In exceptional cases, the Course Directors may permit a student to progress with fewer credits. However students must usually have passed 120 credits prior to the submission of their dissertation.

TC. 9. Dissertation

- 9.1. The dissertation should be between 8,000-10,000 words, excluding the summary/abstract and reference list.
- 9.2. Students will be required to give an oral presentation of their dissertation; the presentation is compulsory.
- 9.3. Dissertation marks will normally be reviewed at the next available Exam Board.
- 9.4. Dissertations will be failed if there is evidence of plagiarism.

- 9.5. A viva will be held for cases where a candidate's moderated mark is 48-49%, or 68-69%. They will not be held for candidates who achieve a Pass or Distinction for the dissertation (see TC. 12.2).

TC. 10. Admission to examinations

- 10.1. Only students who meet the expected course attendance rates will be admitted to examinations.
- 10.2. In order to be eligible for admission to an examination, a student must complete, to the satisfaction of relevant teaching staff, the prescribed period of study and satisfy any other conditions.
- 10.3. To be eligible for the award a candidate must satisfy the examiners in the examinations prescribed for the course within a period of 24 months from the satisfactory completion of the prescribed period of study. The period of 24 months may be extended on the recommendation of the Examination Board.
- 10.4. A candidate must be examined in all parts of the examination prescribed for a particular course. Therefore (unless prevented by illness or other adequate cause for which certification must be provided) a candidate must take each prescribed examination or examination test and submit sufficient work to enable him/her to be examined.
- 10.5. If a student has not completed the course they registered for after 5 years of enrolment, his/her registration shall be terminated (allowing them to exit with the appropriate credits or alternative awards earned) unless they request an extension and have it granted by the Academic Dean.
- 10.6. A candidate who has passed a course examination may not repeat that examination, nor may he/she usually take a course examination deemed to overlap an examination which he/she has already taken and passed.

TC. 11. Admission to a degree or other award

- 11.1. To be admitted to a degree or other award a student must:
- 11.1.1. have completed, to the satisfaction of the relevant teaching staff, the course of study prescribed in the regulations for the award for which the student is registered;
 - 11.1.2. have completed, to the satisfaction of the relevant teaching staff, the course of study prescribed in the regulations for the award for which the student is registered;
 - 11.1.3. have successfully completed all parts of the assessment prescribed for the award and shown a competent knowledge in the assessment as a whole to the satisfaction of the relevant Examination Board; and
 - 11.1.4. where a degree is classified, have shown evidence of sufficient work falling at or above the class awarded. Due regard shall also be given to the marks attained in work falling within other classes.

TC. 12. Scheme for awards

- 12.1. The taught postgraduate awards provided by the ICR are:

Master of Science (MSc) - 180 '7' Level Credits

Postgraduate Diploma (PGDip) - 120 '7' Level Credits

Postgraduate Certificate (PGCert) - 60 '7' Level Credits

The Master of Science (MSc), Postgraduate Certificate (PGCert) and Postgraduate Diploma (PGDip) courses at the ICR are awarded by the University of London.

The course-specific regulations for admission, examination etc., can be found in the appropriate Course Handbook.

- 12.2.** All forms of assessment will be marked numerically out of 100. Examiners should use the full range of marks, according to the following scheme, which is used for classification purposes:

70-100 Distinction
50-69 Pass
0-49 Fail

The classification which will apply to the full MSc will be:

70-100 Distinction
60-69 Merit
50-59 Pass
0-49 Fail

- 12.3.** Confirmed assessment marks of 69 and 49 will be taken to indicate the agreement of the examiners that a script or other element is not deserving of the class above. Marking guidance is given to examiners in relation to awarding marks within the Distinction division, and in relation to marks in the Fail division.

- 12.4.** The overall classification for the full MSc will be the weighted average of marks achieved in all individual modules, subject to ratification by the Examination Board. The overall mark for an individual module will be the weighted average of the marks awarded for each constituent assessment of the module.

12.4.1. If a candidate obtains a score of at least 70% for the dissertation, and a weighted average score of at least 65% for the modules making up both the PGCert stage **and** the PGDip stage they will receive an award of Distinction for the overall MSc Award; or

12.4.2. If a candidate obtains a score of at least 70% for the dissertation and a weighted average score of between 60 – 64% for the coursework for both the PGCert stage **and** the PGDip stage the award of Distinction will be at the discretion of the Examination Board;

12.4.3. If a candidate obtains a score of at least 60% for the dissertation and a weighted average score of at least 60% for the modules making up both the PGCert stage **and** the PGDip stage they will receive an award of Merit for the overall MSc Award; or

12.4.4. If a candidate obtains a score of at least 70% for the dissertation and a weighted average of at least 55% for the modules making up the other 120 credits they have achieved they will receive an award of Merit for the overall MSc Award, where distinction had not been awarded.

- 12.5.** Marks agreed at a meeting of the Examination Board cannot subsequently be altered except under the provisions of the appeals procedure.

TC. 13. Levels of award

Candidates should read this clause in conjunction with GR. 14: Credit transfer and Accreditation of Prior Learning.

- 13.1.** Postgraduate Certificate: A candidate with a total of 60 credits will be permitted to exit with a Postgraduate Certificate if they do not wish to continue with the Postgraduate Diploma.
- 13.2.** Postgraduate Diploma: A candidate can exit with a Postgraduate Diploma if they have achieved 120 credits.
- 13.3.** MSc: In order to exit with an MSc a candidate must have passed 180 credits including the dissertation module.

TC. 14. Methods and timing of assessment

- 14.1. The timing of all examinations shall be specified by the Registry.
- 14.2. Assessment methods will be determined by academic staff in collaboration with the Taught Courses Committee. Assessment methods may include any the following:
 - 14.2.1. written examinations;
 - 14.2.2. practical examinations;
 - 14.2.3. essays and/or papers;
 - 14.2.4. research projects;
 - 14.2.5. portfolios of work;
 - 14.2.6. group assessed work; and
 - 14.2.7. oral (viva voce) examinations.

TC. 15. General conditions for examinations and other assessments

- 15.1. All answers to examination questions must be written in English unless instructions are given to the contrary.
- 15.2. Examiners shall not be required to mark illegible answers to examination questions or other written assessments. In cases where the examination script or other written assessment is illegible, the candidate concerned may be required, at the discretion of the examiners, either to undertake an oral examination or to undertake to have the examination script or other written assessment transcribed under secure conditions at the candidate's own expense.
- 15.3. It is the responsibility of the Registry to notify candidates of the arrangements for examinations and submission of academic work and other assessed material.
- 15.4. Written material for assessment must be submitted by a date specified by the Registry. Material submitted late will be liable to a reduction in the mark. There will be a reduction of 10% for material submitted up to 2 weeks late, with a minimum mark of 50% for an assessment which would have passed if not for the penalty. Material submitted after two weeks will be recorded as a non-submission.
- 15.5. If a student is aware that they will not be able to submit a written assessment on time, they must complete a late submission form and submit this to the Registry prior to the deadline. The case will be considered by a Course Director and, in exceptional circumstances, an extension (of up to two weeks for coursework; or up to four weeks for a dissertation) will be permitted, without a reduction in marks. In unforeseen circumstances TC. 20 below apply.
- 15.6. Scripts for written examinations taken at the end of a course or module are the property of the ICR and may not be returned to candidates.

TC. 16. Oral (viva voce) examinations

- 16.1. For the purpose of determining a candidate's result, Examiners may employ oral (viva voce) examinations in addition to the methods of assessment prescribed in individual course regulations. Oral examinations may also be employed as examination methods in their own right. Oral examinations must be conducted by no less than two examiners acting together. The Registry shall specify the date, time and place of oral examinations. A viva voce examination to allow the Examination Board to determine classification may increase the candidate's provisional mark, not lower it. For the avoidance of doubt, the Examination Board has the discretion to determine the final classification of an award.
- 16.2. If a selection of candidates is to be given an oral examination, an External Examiner should advise on the selection and be present at the examination.

- 16.3.** With the exception of Inspectors appointed under Act of Parliament for examinations leading to registrable qualifications, no one may attend an oral examination except the examiners and the candidate.

TC. 17. Special examination arrangements

- 17.1.** At the discretion of the Examination Board, special arrangements can be made for students with particular access requirements. The special need may be of a permanent nature (for example, a visual impairment or dyslexia) or temporary (for example, illness or pregnancy). Students must provide a medical certificate (or other proof found acceptable to the Chair of the Examination Board) outlining their special examination needs normally at least six weeks before the date of the examination except in the case of accidental injury or acute illness when the application should be submitted as soon as possible after the event. Applications will be considered by the Chair of the Examination Board who will decide whether to grant extra time or make other appropriate arrangements for the candidate. If a student is not satisfied with the decision they must submit an appeal in writing to the Registrar within 15 working days of the notification of the decision to the student. Their appeal will be considered by the Chief Executive.

- 17.2.** The procedure above completes the ICR's consideration of the matter.

17.3. Final Redress

Where the student is not satisfied with the outcome of the process followed under the procedures of the Institute of Cancer Research, there may be recourse to review by the Office of the Independent Adjudicator for Higher Education (OIAHE). The OIAHE provides an independent scheme for the review of student complaints about a final decision of a higher education institution's disciplinary or appeal bodies. Full details of the OIAHE scheme are available from the Registry or on the OIAHE website: <http://www.oiahe.org.uk/>. The postal address is: Office of the Independent Adjudicator for Higher Education, Second Floor, Abbey Gate, 57-75 Kings Road, Reading, RG1 3AB.

TC. 18. Use of authorised materials

- 18.1.** Candidates at any written examination taken under supervision, and at an examination without a defined time limit, or at any practical, oral or similar examination, are permitted to use only such books, notes, instruments or other materials or aids as specifically permitted by the ICR for the examination in question.
- 18.2.** Except as provided elsewhere in the regulations above, no books, notes or other materials or aids may be introduced into an examination, or be handled or consulted during an examination. Introducing, handling or consulting any such materials or aids constitutes an examination offence.
- 18.3.** Any unauthorised materials or aids introduced into an examination must be surrendered to the invigilator upon request.

TC. 19. Examination offences

- 19.1.** The following shall be regarded as examination offences, although other types of offence or irregularity, which are not prescribed here, may also constitute an offence. The guidance given does not purport to be exhaustive, but is provided for the information of staff and students:

- 19.1.1.** the introduction, handling or consulting of unauthorised materials or aids during an unseen examination;

- 19.1.2. in relation to written assessed material that is not purported to be the outcome of the student's original research: plagiarism, including copying another's work, and the fabrication of data;
 - 19.1.3. in relation to an original research based dissertation: research misconduct (including plagiarism and the fabrication of data);
 - 19.1.4. prior disclosure of one or more questions for an unseen examination;
 - 19.1.5. failure to observe the regulations or instructions for an examination;
 - 19.1.6. conduct affecting the security of an examination, including breach of confidentiality;
 - 19.1.7. collusion or conferring with others during an examination;
 - 19.1.8. leaving an examination without permission or supervision and returning to the examination;
 - 19.1.9. impersonation of another candidate;
 - 19.1.10. providing false information to claim extenuating circumstances; and
 - 19.1.11. removing a script or other examination stationery from an examination room.
- 19.2. Students are required to observe all instructions about examinations given to them by Examiners, the Registry or invigilators conducting examinations.
- 19.3. Failure to observe any of the relevant regulations, or instructions mentioned in TC. 18, will constitute an examination offence and will be dealt with under the ICR's Examination Offences Procedure. Allegations in respect of 19.1.3 shall be dealt with under the ICR's Procedure for the Investigation of Misconduct in Research, and that of the student's employing hospital as appropriate, except that, under paragraph (37) of that Procedure, the Investigatory Panel shall make no recommendation in respect of a referral to the relevant organisation's disciplinary process in relation to the respondent's status as a student. It shall instead refer its final report in this respect to a Hearing Committee established under the ICR's Examination Offences Procedure. Nothing in this Regulation is intended to inhibit the Investigatory Panel making a recommendation in respect of a referral to the relevant organisation's disciplinary process in relation to the respondent's status other than as a student.

TC. 20. Late submission of coursework, withdrawal from examinations and replacement examinations

- 20.1. A student who is registered for an award, has completed satisfactorily the prescribed period of study, and has met any other conditions as given in regulations above, will be regarded as eligible for assessment unless he/she provides satisfactory evidence of illness or other good cause within seven working days of the last day of examination or the date for the submission of written work, by submitting an application for extenuating circumstances. The mechanism for making such an application, the process for considering it, and the possible outcomes are specified in the Code of Practice for Extenuating Circumstances. Alternatively, at the discretion of the examiners, the student may be set a special examination in those elements of the examination missed as soon as possible and/or be permitted to submit any work prescribed (e.g. essay) at a date specified by the Examination Board concerned. The special assessment shall normally be in the same format as specified in the course regulations for the element(s) missed, but the Examination Board may exercise its discretion in selecting the format of assessment, provided that the candidate is assessed on equal terms with other candidates.
- 20.2. If a student is eligible to sit an examination, but is absent from that examination without having been granted permission to withdraw, that student may submit evidence of illness or other good cause that affected his/her ability to sit the examination at the required time. This is acceptable only if the student has not entered the examination room. The student must provide the reasons for which he/she was unable to present this evidence at the required time, and the evidence will be accepted at the discretion of the Chair of the Examination Board.

- 20.3. For the avoidance of doubt, where a candidate is aware they will be unable to submit an assessment by the specified deadline, they must complete a late submission form and submit this to the Course Manager prior to the deadline. If the Course Director agrees to the extension, this will be for a maximum of 2 weeks for a piece of coursework and a maximum of four weeks for a dissertation. If the student is unable to submit by this new deadline due to illness or other good cause they may submit a claim for extenuating circumstances as at TC 20.1.
- 20.4. A student who is eligible to sit an examination and who is absent from the examination without having been permitted to withdraw according to the provisions in TC. 20.1 and TC. 20.2 above, will be regarded as having attempted the examination, and will be awarded a mark of zero for the examination. Such a student may be permitted to attempt the examination again (a re-sit examination) if the regulations for the award permit such reassessment and at the discretion of the Examination Board.
- 20.5. The Examination Board will decide whether a student who is permitted to be examined as if for the first time after having been permitted to withdraw from the examination (i.e. given a replacement examination) would be considered eligible to sit that replacement examination without further attendance on the course of study.

TC. 21. Reassessment/failure

- 21.1. A student who fails an element or the module overall for a Taught Postgraduate award has the right to be reassessed without attendance on not more than one occasion. Such examinations are termed referral examinations and must be attempted at the next occasion when the examination is offered. The overall mark for the module will be capped at the pass mark i.e. 50%. For a dissertation, the student has no further right to referral.
- 21.2. A student who fails to achieve an overall pass mark through referral without attendance will be permitted to re-register for the module with full attendance once only with no right to referral. The overall mark for the module will be capped at the pass mark i.e. 50%.

TC. 22. Procedure for the review of decisions of Examination Boards following the issue of examination results

- 22.1. The decisions of Examination Boards may be reviewed only in the following circumstances:
 - 22.1.1. if a candidate requests such reconsideration and provides adequate evidence that his/her examination was adversely affected by illness or other factors which he/she was unable, or for valid reasons unwilling, to divulge before the Examination Board reached their decision; or
 - 22.1.2. if there is clear evidence of administrative error, provided by the candidate or by any other person, or that the examination was not conducted in accordance with the instructions given to candidates and/or the Regulations.
- 22.2. Requests for a review of Examination Board decisions should be addressed to the Registrar, in writing, and within 20 working days of the results having been declared. Providing the request for a review conforms with the above criteria, and a prima facie (at first sight) case is established for it, the Registrar will refer the matter to the Chair of the Examination Board within 5 days of its receipt. It should be noted that the establishment of a prima facie case for a review does not necessarily mean that an examination decision for a particular student will be changed when reviewed by the Chair of the Examination Board. If the candidate's representation is upheld, a revised assessment, signed by the Chair of the Examination Board and the External Examiners and approved by the Chief Executive, will be issued to the candidate. The Chair will inform the candidate of the result within 15 working days of receiving the request from the Registrar. If the request is not upheld, reasons will be provided.

- 22.3.** Examiners may not communicate with candidates about their performance following any examination until the results are published and candidates should not approach examiners for comment prior to the formal publication of examination results. This similarly applies throughout the review process.

TC. 23. Appeal representations concerning review decisions of Examination Boards

- 23.1.** It is the student's responsibility to ensure that he/she reads and understands the regulations relating to the conduct of examinations and course assessment, which are supplied and readily available in the ICR. Students considering an appeal following the issuing of results after the request of a review should abide by the regulations outlined below.
- 23.2.** Following the reconsideration of a decision by the relevant Examination Board, in accordance with these Regulations the hearing of a formal appeal by the candidate against the outcome of the reconsideration may be allowed, at the discretion of the Chief Executive, if sufficient evidence remains providing grounds for appeal. An appeal must be requested in writing and lodged with the Chief Executive within 10 working days of the publication of the reconsidered decision of the Examination Board. The Chief Executive will:
- 23.2.1.** acknowledge receipt of the appeal within 5 working days;
 - 23.2.2.** inform the Chair of the Examination Board in writing, within 5 working days that an appeal has been made and obtain written evidence and opinion from all parties concerned. Evidence should be provided within 10 working days of the Chair of the Examination Board being informed in writing of the appeal; and
 - 23.2.3.** within 5 working days of all the evidence having been provided, set the date for the Appeals Committee to be held.
- 23.3.** The Chief Executive shall convene an Appeal Committee with the following membership:
- 23.3.1.** the Chief Executive (Chair);
 - 23.3.2.** a Head of Division;
 - 23.3.3.** one member appointed by the Student President (if possible, a student who has previously obtained a taught degree from the ICR); and
 - 23.3.4.** one other member of the teaching staff on the course, unconnected with the case, appointed by the Chief Executive.
- 23.4.** The Appeal Committee shall normally convene within 15 working days of the deadline for the submission of evidence.
- 23.5.** The Appeal Committee shall consider the documentary evidence. The appellant shall be invited to give evidence if he/she so wishes accompanied by a friend or other representative if desired. The appellant should be given 10 working days' notice, in writing, of the Appeals Committee meeting and of the composition of the Appeals Committee. The appellant has the right to challenge the composition of the Appeals Committee where he/she feels there is a conflict of interest. This should be submitted within 5 working days of the notification. The Chair of the Examination Board shall be invited to give evidence if he/she so wishes. Other persons shall be asked to attend to give evidence if the Committee so wishes. If the appellant does not turn up for the Appeals Committee meeting and the steps above have been followed it will go ahead in his/her absence.
- 23.6.** A decision of the Appeal Committee shall be communicated in writing by the Chief Executive to the appellant within five working days of the meeting of the Appeal Committee. The decision of the Appeal Committee shall be communicated by the Chair of the Examination Board to the External Examiner(s). The decision of the Appeal Committee shall be final. The Committee shall provide reasons for its decision.

The procedure above completes the ICR's consideration of the matter.

23.7. Final Redress

Where the student is not satisfied with the outcome of the process followed under the procedures of the Institute of Cancer Research, there may be recourse to review by the Office of the Independent Adjudicator for Higher Education (OIAHE). The OIAHE provides an independent scheme for the review of student complaints about a final decision of a higher education institution's disciplinary or appeal bodies. Full details of the OIAHE scheme are available from the Registry or on the OIAHE website: <http://www.oiahe.org.uk>. The postal address is: Office of the Independent Adjudicator for Higher Education, Second Floor, Abbey Gate, 57-75 Kings Road, Reading, RG1 3AB.

- 23.8.** Until the appeal procedure is completed by the OIAHE, the appellant shall be allowed to continue attending his/her course of study, where this is applicable.

TC. 24. General profile and nomenclature of Examiners

- 24.1.** There are three categories of Examiners: External Examiners, Internal Examiners and Assistant Examiners, all of which shall be confirmed or re-confirmed on an annual basis by Academic Board. Where it is necessary to appoint Internal or Assistant Examiners during an academic year they can be approved by the Chair or Deputy Chair of the Examination Board and ratified by Academic Board.
- 24.1.1.** Internal Examiners are those examiners involved in the teaching and assessment of a Course of Study and are normally Module Leaders appointed by members of teaching staff at the ICR and those with a formal contract to be Course Director or Module Leader. The Chair and Deputy Chair of Examination Boards are also Internal Examiners, with additional responsibilities as set out in these Examination Regulations. The Deputy Chair has the same responsibilities as the Chair, and deputises in all respects for the Chair in any appropriate circumstances (i.e. absence, illness etc.).
- 24.1.2.** External Examiners are examiners from outside the ICR unconnected with the ICR or the teaching and internal assessment of the Course of Study.
- 24.1.3.** Assistant Examiners are examiners who assist in the marking of scripts, practical examinations etc. They are commonly early career researchers, clinical research fellows or academic clinical lecturers who assist with the marking of papers, but do not have the rights of Internal Examiners.

TC. 25. Chairs and Deputy Chairs of an Examination Board

- 25.1.** Conditions of appointment
- 25.1.1.** The Chair and Deputy Chair of an Examination Board shall be a senior member of staff at the ICR. Chairs and Deputies are also Internal Examiners and hold the rights and responsibilities of such an examiner.
- 25.1.2.** A Chair of an Examination Board or Deputy Chair of an Examination Board must declare to the Chief Executive at the time of nomination/appointment if he/she has any interest (either personal or professional) in any student on the course or courses for which he/she is Chair of the Examination Board, or make known any such relationship as may develop during his/her period of office. Chairs of Examination Boards are responsible for ensuring that Internal Examiners make similar interests known to them.
- 25.2.** Responsibilities
- 25.2.1.** The Chair of the Examination Board is responsible for ensuring that the Membership, constitution, duties and decisions of the Examination Board for which they are responsible are dealt with in a fashion consistent with the prescriptions of the Regulations. In the absence of the Chair, the Deputy Chair of the Examination Board is similarly responsible.

25.3. Rights and entitlements

- 25.3.1.** The Chair of the Examination Board is entitled to act on behalf of the Examination Board in any appropriate matter delegated to him/her, but any action must be reported to the next full meeting of the Board.
- 25.3.2.** The Chair of the Examination Board has a casting vote in all meetings; in addition to his/her own vote as Internal Examiner. A Deputy Chair does not have an additional casting vote in addition to his/her own vote as Internal Examiner, when the Chair is present.
- 25.3.3.** The Chair of the Examination Board must ensure the minutes of each meeting of the Board held are reported to the next meeting of the Board. Taught Course Directors are responsible for ensuring that all Examination Board minutes for the relevant academic year are considered as part of the course's Annual Monitoring Exercise.

TC. 26. Internal Examiners

26.1. Conditions of appointment

- 26.1.1.** See 24.1.1
- 26.1.2.** An Internal Examiner must declare to the Chair of the Examination Board, at the time of nomination/appointment, if he/she has any interest (either personal or professional) with any student on the course or courses for which he/she is Chair of the Examination Board, or make known any such relationship that develops during his/her period of office.

26.2. Responsibilities

- 26.2.1.** Internal Examiners are principally and generally responsible for ensuring that the assessment and examination procedures for which he/she is responsible have been carried out judiciously and assiduously; specifically that marking, assessment, liaison with the Examination Board and the subsequent recommendations to the Board are in agreement with the Regulations.

26.3. Rights and entitlements

- 26.3.1.** Internal Examiners have the right to attend the Examination Board and are expected to make every effort to do so. Where this is not possible the Chair is responsible for conveying the views of Internal Examiners at the meeting.

TC. 27. Assistant Examiners

27.1. Conditions of appointment

- 27.1.1.** See 24.1.3
- 27.1.2.** An Assistant Examiner must declare to the Chair of the relevant Examination Board, at the time of nomination/appointment, if he/she has any interest (either personal or professional) with any student, or make known any such relationship that develops during his/her period of office.

27.2. Responsibilities

- 27.2.1.** Assistant Examiners may assist in marking scripts and in any other form of assessment deemed appropriate by the Chair of the Examination Board and in agreement with the Regulations.

27.3. Rights and entitlements

- 27.3.1.** Assistant Examiners may not attend or vote at meetings of Examination Boards.

TC. 28. External Examiners

28.1. Nomination, approval and appointment

- 28.1.1.** The Chair of the Examination Board shall be responsible for nominating External Examiners to the Taught Courses Committee (TCC). Academic Board shall be responsible, on advice from the TCC, for considering nominations and appointing External Examiners.
- 28.1.2.** In considering nominations, evidence will be sought of a nominee's compliance with the person specification set out in Chapter B7 of the QAA's UK Quality Code for Higher Education. Nominees will be expected to comply with all relevant aspects of the person specification. Should a successful nominee not do so, Academic Board will record the reasons for making the appointment nonetheless.
- 28.1.3.** An External Examiner will not normally hold more than two External Examinerships in higher education at any level.
- 28.1.4.** An External Examiner shall not normally be drawn from those in the following categories or circumstances:
- 28.1.4.1. a member of a governing body or committee of the ICR or one of its collaborative* partners, or a current employee of the ICR or one of its collaborative partners. (*The QAA review 2012 agreed with our view that, at that time, we had no collaborative provision in this sense);
 - 28.1.4.2. anyone with a close professional, contractual or personal relationship with a member of staff or student involved with the programme of study;
 - 28.1.4.3. anyone required to assess colleagues who are recruited as students to the programme of study;
 - 28.1.4.4. anyone who is, or knows they will be, in a position to influence significantly the future of students on the programme of study;
 - 28.1.4.5. anyone significantly involved in recent or current substantive research activities with a member of staff closely involved in the delivery, management or assessment of the programmes(s) or modules in question;
 - 28.1.4.6. former staff or students of the ICR unless a period of five years has elapsed and all students taught by or with the External Examiner have completed their programme(s);
 - 28.1.4.7. a reciprocal arrangement involving similar programmes at another institution;
 - 28.1.4.8. the succession of an External Examiner by a colleague from the examiner's home department and institution; or
 - 28.1.4.9. the appointment of more than one External Examiner from the same department of the same institution.
- 28.1.5.** External Examiners will normally serve at the ICR for four academic years. An exceptional extension of one year may be permitted to ensure continuity. An External Examiner may be reappointed in exceptional circumstances but only after a period of five years or more has elapsed since the end of their last appointment. External Examiners may interrupt their four year appointment for one academic year (for example due to illness or taking sabbatical leave) and return to their examinership without a period of five academic years having elapsed, and without being subject to the formal nomination process again, until they have served for a total of four years.
- 28.1.6.** Should a conflict of interest arise during an External Examiner's term of office, including but not confined to the situations set out in 28.1.4 above, an External Examiner must declare this and if it cannot be resolved will normally be expected to resign.

28.1.7. The appointment may be terminated early by either side, subject to due notice being given. Circumstances in which the ICR may terminate an appointment include, but are not confined to: a failure to attend Examination Board meetings; a failure to submit reports or the provision of incomplete reports; or the emergence of a conflict of interest which cannot be satisfactorily resolved or otherwise acting in breach of these Regulations.

28.1.8. Neither the raising of well-founded concerns, nor the submission of a confidential report to the Chief Executive, shall constitute grounds for termination.

28.2. Responsibilities

28.2.1. The principal responsibilities of an External Examiner are to ensure the academic standard of the Course of Study is appropriate to the award concerned and that it is consistent with the equivalent (or a similar) course at the same level elsewhere in UK higher education, and that the assessment process measures student achievement rigorously and fairly against the intended outcomes of the programmes, and is conducted in line with ICR policies and regulations. In doing so, where appropriate, regard shall be had to subject-specific Benchmark Statements and to the QAA's Quality Code for Higher Education. However, an External Examiner must not assume the responsibilities of an Internal Examiner.

28.2.2. In carrying out their overall duties, External Examiners shall:

28.2.2.1. be consulted on the proposed content of examination papers, coursework and other assessments as far as is practical;

28.2.2.2. be given a representative sample of answers to written assessments and will have the right to see all answers to a written assessment;

28.2.2.3. review borderline cases;

28.2.2.4. consider the overall standards of student performance by reviewing the classification profile of the cohort and comparing it with achievement at other higher education institutions with which they are familiar to ensure consistency;

28.2.2.5. act as an advocate to ensure students are treated fairly;

28.2.2.6. provide an External Examiner's Report to the Academic Dean of the ICR, on the conduct of the Examinations, after each meeting of the relevant Examination Board. External Examiners will receive a formal written response from the Academic Dean on all of the points they have raised after the report has been considered by the appropriate academic committees. Comments raised by External Examiners are included in the annual monitoring forms. Providing an External Examiner Report after each Examination Board is a mandatory requirement;

28.2.2.7. raise a concern at any point during the year if he or she believes it is too urgent to wait until the next report is due. In addition if an External Examiner wants to raise a matter of particular importance or sensitivity, he or she may make a confidential report to the ICR's Chief Executive. Any such report would then be dealt with as the Chief Executive considers appropriate, and a reply will be sent to the External Examiner within one month of receipt informing him or her what decisions have been made and any actions taken, and staff/students will be informed by the Chief Executive or his or her delegate of the report, or actions arising from it, where these have implications for them; and

28.2.2.8. have an opportunity to provide an oral report at Examination Boards.

28.3. Decisions taken on all issues raised in External Examiners' reports, including on systematic failings, by Academic Board or (in the case of a confidential report) by the Chief Executive, are final.

- 28.4.** Rights and additional responsibilities and entitlements
- 28.4.1.** All External Examiners must attend all Examination Boards and familiarise themselves with all the material sent to them on appointment. External Examiners who cannot attend an Examination Board without good reason should normally be asked to resign their examinership. External Examiners are also expected to attend vivas where required.
- 28.4.2.** External Examiners may refuse to endorse the final marks if they are:
- 28.4.2.1. in dispute with the decisions arrived at by the Examination Board;
- 28.4.2.2. not satisfied that the examination procedure has been carried out properly;
- 28.4.2.3. of the belief that there were serious deficiencies in the assessment procedure and/or in the conduct of the Examination Board; and
- 28.4.2.4. In this event the marks for all candidates will be withheld and Academic Board will deal with the matter.
- 28.5.** An External Examiner must set out in writing his or her reasons for refusing to sign the final marks sheet, and this document must be laid before Academic Board.
- 28.6.** External Examiners shall have full voting rights at all meetings of Examination Boards of the course on which they are an External Examiner.

TC. 29. Examination Boards: structure, responsibilities and constitution

- 29.1.** The Examination Board and its Examiners shall be appointed annually, in accordance with the Examination Regulations. Examination Boards' Terms of Reference are kept under review by the ICR's Academic Board, as are their appointments. Minutes of the Examination Boards are considered by the Taught Courses Committee as part of Taught Courses Annual Monitoring Exercises.

Terms of Reference

- 29.2.** The Terms of Reference of all Examination Boards shall include the following:
- 29.2.1.** to act in accordance with the course regulations and the Examination Regulations and any other relevant ICR regulations;
- 29.2.2.** to recommend annually to Academic Board, through the Chair, details of its membership;
- 29.2.3.** to approve marking schemes;
- 29.2.4.** to determine the final recommendations on:
- 29.2.4.1. the results of examinations;
- 29.2.4.2. the pass lists;
- 29.2.4.3. the classification of each candidate who is recommended for the award of a degree or other qualification; and
- 29.2.4.4. to communicate the final recommendations to Academic Board and, through the Registry, to the University of London;
- 29.2.5.** to consider requests for the deferment of assessment, and reassessment;
- 29.2.6.** to determine examination policy and procedures for the award;
- 29.2.7.** to consider reports and any other observations of the External Examiners and/or to take action arising from such reports, with other appropriate ICR bodies through the Annual Monitoring Exercise, and subject to the approval of Academic Board;
- 29.2.8.** to consider requests for suspension of Examination Regulations and/or any other relevant Regulation and to recommend a course of action to the Academic Dean;

- 29.2.9.** to perform other appropriate duties as defined in the Regulations;
 - 29.2.10.** to determine policy in respect of reassessment and the timing of any permitted reassessment; and
 - 29.2.11.** to adjudicate on applications received in respect of replacement examinations and deferred assessment and reassessment.
- 29.3.** The Examination Board is the sole body having authority to advise the ICR's Academic Board and the University of London on the conferment of the awards for which it is responsible.
 - 29.4.** Student work which has required moderation or has received a borderline mark should be available for review by Examination Board members.
 - 29.5.** Any member of the Examination Board who has a personal or professional interest, involvement or relationship with a student being assessed should declare this to the Examination Board Chair at the start of the meeting.
 - 29.6.** No decision of a properly convened and constituted Examination Board acting within its Terms of Reference, and within the Regulations governing the award, may be modified except through the appeals and representations procedure outlined in the Examination Regulations.

Membership

- 29.7.** The membership of the Examination Board leading to a named award, approved and appointed by Academic Board, in accordance with the Examination Regulations, shall comprise:
 - 29.7.1.** a Chair;
 - 29.7.2.** a Deputy Chair;
 - 29.7.3.** Internal Examiners; and
 - 29.7.4.** at least one External Examiner.

TC. 30. Meetings and quorum

- 30.1.** The Chair of the Examination Board shall be responsible for all arrangements relating to the meetings of the Board.
- 30.2.** Reasonable notice of the meetings of examiners shall be given.
- 30.3.** The quorum for any meeting of the Examination Board held to determine the results of examinations shall be as follows:
 - 30.3.1.** the Chair or, in his/her absence, the Deputy Chair;
 - 30.3.2.** at least one External Examiner; and
 - 30.3.3.** at least two Internal Examiners.
- 30.4.** At all other meetings of the Examination Board, the quorum shall be:
 - 30.4.1.** the Chair or, in his/her absence, the Deputy Chair; and
 - 30.4.2.** at least two Internal Examiners.
- 30.5.** Decisions of the Examination Board shall be arrived at by a majority vote of the examiners present and eligible to vote.
- 30.6.** If an Examination Board is inquorate a meeting cannot:
 - 30.6.1.** agree a student's mark if there are any differences of view as to what that mark should be;
 - 30.6.2.** determine policies and procedures; or
 - 30.6.3.** consider the reports of the External Examiners.

In the event of a meeting being unable to deal expeditiously with business under TC 29.2, a further meeting will need to be reconvened as soon as possible and within the timelines laid down for dealing with relevant business in ICR policies.

- 30.7. No persons other than the appointed Examiners and members of appropriate administrative staff shall be permitted to attend meetings of the Examination Board, except that Assistant Examiners may be invited to attend for discussion as required by the Chair.
- 30.8. The Chair shall ensure that a proper record is kept of the proceedings and decisions of the Board through the minutes and that the confidentiality of such proceedings and decisions and the record of them is preserved and that a copy of the confidential record is passed to the Registry.

TC. 31. Publication of examination results

- 31.1. The results of all examinations are confidential until the official pass list has been issued.
- 31.2. Students will be advised of their grades for their personal information routinely after the results have been determined by the Examination Board. The administration relating to the issuing of marks will be undertaken by the Registry, and due account will be taken of the provisions of the Data Protection Act 1998.
- 31.3. After the Examination Board has held a meeting to determine the results of the examinations, the official pass list for the course will be sent to the University of London for the production and dispatch of certificates.

TC. 32. Issue of degrees and diplomas and other awards

- 32.1. A degree of the University of London conferred by the ICR will be issued under the seal of the University of London and dispatched to each successful candidate who is awarded the degree. The Diploma shall state the name of the ICR, the field of study, the title of the award and the classification or other distinction and shall carry the signature of the Vice-Chancellor of the University of London.
- 32.2. An award of the ICR will be issued by the ICR and dispatched to each successful candidate who is conferred with the award. The award shall state the name of the ICR, the title of the award and the classification or other distinction and shall carry the signatures of the Registrar of the ICR and of the Chief Executive of the ICR.
- 32.3. The date of the award shall normally be the first day of the month following the date of issue of the official pass list.

TC. 33. Definition of terms used in Examination Regulations

- 33.1. The following terms are used in the Examination Regulations and are defined as follows:

<u>Assistant Examiner</u>	An examiner who assists in the marking of papers etc., under the direction of the Chair of the Examination Board, but who is not a full Internal Examiner with voting rights at the Board.
<u>Authorised Materials</u>	Items such as papers, books or equipment that a candidate is permitted to bring into the examination room by the examiners.
<u>Capped Mark</u>	A maximum final mark possible for a re-sit examination, or element of a re-sit examination, as determined by an Examination Board.
<u>External Examiner</u>	An examiner external to the ICR and the University of London.

<u>Educational Supervisor/Academic Facilitator</u>	A Facilitator at the same NHS Trust as a Part C student, who provides day-to-day support for the student's research project; guides the student to seek appropriate permissions, and ensures the student has access to appropriate local facilities.
<u>Internal Examiner</u>	An examiner internal to the ICR, with full voting rights at the Examination Board, involved with the teaching delivery and assessment process.
<u>Pass List</u>	A published list of candidates satisfying the examiners.
<u>Replacement Exam</u>	An examination given to a student without mark penalty on an Examination Board's consideration of extenuating circumstances in not completing the examination as expected.
<u>Re-sit Examination</u>	A re-examination given to a candidate having failed an attempt on a previous occasion without extenuating circumstances, with the possibility of a mark penalty determined by the Examination Board.
<u>Viva Voce Examination</u>	an oral examination.

Research Degrees Regulations

RD. 1. Registration

- 1.1. If a student does not register on his /her course in the academic year for which a studentship is offered, specific agreement to defer is needed from the relevant Head of Division and Deputy Dean. Without such agreement, the prospective student must re-apply in a subsequent academic year (or admissions point) if he or she still wishes to be considered for a place.

RD. 2. Admissions

- 2.1. Every student is required to pursue a regular course of study as prescribed in the Academic Regulations and Codes of Practice.
 - 2.1.1. The minimum period of registration for the degrees of MPhil/PhD is two calendar years for full-time students and the equivalent for part-time study. The maximum registration period for full-time PhD students is normally four years from the anniversary of registration or the equivalent in part-time study. The minimum period of registration for the degree of MD(Res) is two calendar years of full-time study or the equivalent in part-time study. The maximum registration period for full-time MD(Res) students is normally four years from the anniversary of registration or the equivalent in part-time study.
 - 2.1.2. From 1 August 2014, after the maximum registration period (allowing for any interruptions of studies) has elapsed, students' registration will automatically be terminated and students will not be allowed to submit their thesis late unless a specific suspension of regulations has been approved by the Academic Dean.
- 2.2. In the case of research degrees the student's research proposal must be approved prior to registration for the degree.

RD. 3. Appointment of examiners

- 3.1. The ICR will be responsible for approving and appointing examiners.
- 3.2. The approval and appointment process is as follows:
 - 3.2.1. The Supervisor will nominate two examiners, one from within the University, normally at another college (the internal) and one external to the University of London, using the form provided by Registry;
 - 3.2.2. The Head of Division will assess and approve the academic suitability of the chosen examiners and counter-sign the form;
 - 3.2.3. For those occasions where the Head of Division is also the Supervisor, the Head of Division should nominate an alternate who will counter-sign the form; a record of nominated alternates will be held by Registry;
 - 3.2.4. Nominations will then be reviewed and approved by the appropriate Deputy Dean acting on behalf of the Academic Dean, or by the Academic Dean. The Dean's Team will, for example, check that the same examiners are not used too frequently and will ensure that the conditions detailed in 3.3-3.5 below are adhered to;
 - 3.2.5. If the Deputy Dean is concerned about the proposals, the nominations will be discussed with the Supervisor and Head of Division who will be asked to provide alternative nominations or strengthen the case for the existing nominees;
 - 3.2.6. If the Supervisor/Head of Division are unable/unwilling to suggest any alternatives, the nominations will be sent to the Research Degrees Committee for discussion;

- 3.2.7.** The Deputy Dean should have sufficient time to consider nominations and, if necessary, to discuss them and any alternatives with the Supervisor/Head of Division so that examiners have been formally appointed and have agreed to act well before the candidate submits his/her thesis. This will ensure that the examination process can start immediately on submission of the thesis to the Library Theses Office at the ICR.
- 3.2.8.** On rare occasions, the Deputy Dean may recommend the appointment of an Independent Chair for the research degree examination.
- 3.3.** One examiner must be external to the University of London; and one will normally be from a College of the University of London (the Internal Examiner).
- 3.3.1.** In the case of examiners proposed in this category who are NHS Consultants or the equivalent in the NHS but are not College employees, they should also hold an Honorary Senior Lecturer or above contract with a College;
- 3.3.2.** In the case of a candidate who is also a member of the academic staff of a College no examiner may be appointed who is a member of that College;
- 3.3.3.** Only one examiner can be an NHS consultant and not a substantive university employee.
- 3.4.** Both examiners shall be experts in the field of the thesis but not necessarily in all parts of the precise topic. Many theses are interdisciplinary and the aim should be to appoint a team of examiners who, between them, cover all aspects of the work to be presented by the candidate. It may sometimes be necessary to appoint three examiners to achieve this and in that case the Supervisor should nominate three examiners to act jointly.
- 3.5.** The examiners appointed shall have had no direct involvement in the candidate's research or close connections with either the candidate or Supervisor which might inhibit a completely objective examination. It is accepted that examiners will usually be acquainted with the Supervisor, and sometimes the candidate, and this in itself is not a bar to acting as an examiner. At least one examiner shall normally have had experience of examining for a research degree of the University of London.
- 3.6.** It is difficult to make precise rules to cover all eventualities because individuals' circumstances and their relationship with others can vary considerably, but generally the guidance in RD. 3.7-3.11 below should be observed.
- 3.7.** Supervisors are encouraged to draw their nominated Internal Examiners from the wider University of London community, but may instead nominate an Internal Examiner from the ICR. In the latter case it is necessary to demonstrate that the Internal Examiner is genuinely independent of the student's course of study.
- 3.8.** Supervisors are asked to avoid repeatedly nominating the same person as an examiner, either as an internal or external, or nominating each other to act for the other's student within a short timeframe.
- 3.9.** Academic staff who have taken an active role in considering a candidate's transfer of registration from the MPhil to the PhD degree are ineligible to serve as Internal Examiners. Staff members who may have attended seminars/presentations given by the candidate may be nominated as Internal Examiners provided they have taken no part in the transfer decision.
- 3.10.** Former members of the academic staff of the University of London who resigned rather than retired are not normally eligible to serve as External Examiners until the expiry of three years from their departure from the University. Retired teachers, who are still active in their fields, often retain close links with their former departments and may be appointed as Internal Examiners.

[Note: It is necessary to guard against an individual being appointed as an Internal Examiner one week and an external the next, which would imply that there is no distinction between the two.]

- 3.11. A Visiting Professor at a College of the University but in a different department or research group to the candidate may be nominated as an Internal Examiner provided there is no connection between him/her and the candidate. Sometimes it may be appropriate for a Visiting Professor at the ICR to be nominated as an internal, and for a Visiting Professor at another University of London College to be nominated as an external.

RD. 4. Examination entry

- 4.1. Candidates are required to complete Examination Entry Forms, which can be obtained via iProgress. All completed forms, and in particular the entry form, may not be submitted to the Registry and Library Theses Office earlier than six months before completion of the prescribed course and must be submitted at least four months before submission of the thesis.

- 4.2. The Examination Entry Forms consist of:

- 4.2.1. Form of Entry for the degree of Doctor of Philosophy (PhD), Master of Philosophy (MPhil) or MD(Res);
- 4.2.2. Description of Thesis form (this is a short description of the content of the thesis in about 300 words to assist in the appointment of suitable examiners);
- 4.2.3. Abstract of Thesis;
- 4.2.4. Reproduction of Thesis form;
- 4.2.5. declaration of number of words for Thesis;
- 4.2.6. restriction of access to Thesis form (see RD. 6); and
- 4.2.7. cover sheet.

Candidates should complete and forward forms 4.2.1 Form of Entry and 4.2.2 Description of Thesis to: Registry, Sir Richard Doll Building, ICR Sutton Site.

Forms 4.2.3 Abstract of Thesis and 4.2.4 Reproduction of Thesis should be completed and sent to the Library Theses Office, based in the Sir John Beckwith Library, Brookes Lawley Building, ICR Sutton site.

Form 4.2.5 declaration of number of words for Thesis should be completed by the candidate and passed to the Supervisor for countersigning. The Supervisor should then forward directly to the Library Theses Office, based in the Sir John Beckwith Library, Brookes Lawley Building, ICR Sutton site.

[Note: In addition, the 'appointment of examiner' forms need to be completed by the Supervisor as detailed in RD. 3]

Form 4.2.7 cover sheet should be completed by the candidate and sent to the Library Theses Office along with the thesis.

- 4.3. A candidate shall be examined in accordance with the regulations in force at the time of his/her entry or re-entry.
- 4.4. If the candidate has not submitted his/her thesis for examination within 18 months (or such shorter period as shall be stipulated by the ICR) of the submission of the entry form for the examination, or by the time of the submission deadline as set out in RD. 5.4 below, the entry will be cancelled unless for special reasons the ICR permits otherwise.

RD. 5. Submission of the thesis

- 5.1. A candidate will be required to submit two copies of his/her thesis either typewritten or printed in accordance with instructions issued by the ICR Library Theses Office (see 15.7 for MPhil/PhD and 21.11 for MD(Res)). A candidate may be required to provide a third copy of his/her thesis if a third examiner is appointed at any stage in the examination process.

- 5.2. The thesis should be submitted in accordance with the requirements as detailed in these regulations.
- 5.3. The thesis must be submitted to the ICR Library Theses Office and not directly to the examiner.
- 5.4. Up to 31st July 2014:

Research degree students whose original submission due date was prior to 1st August 2014 shall not be subject to the provision below, even if they have not submitted by that deadline or if their due date has been extended (e.g. as a result of interruption of studies or a change of Full Time Equivalence (FTE)) into the period from 1st August 2014 onwards.

From 1st August 2014:

The following provisions shall apply to all research degree students with an original submission due date of 1st August 2014 or later.

- 5.4.1. Full-time PhD and MD(Res) students must submit their theses within four years of their initial date of registration. Any students registered at 0.9 FTE, e.g. Clinical Fellows, are considered as full-time for this purpose.
- 5.4.2. Full-time MPhil students must submit their theses within 3 years of their initial date of registration. This only applies to those registered for and entering the examination for MPhil – it is not applicable to PhD candidates whose examination outcome is to exit with an MPhil.
- 5.4.3. For students registered at less than 0.9 FTE, the submission date will be calculated pro-rata by the Registry based on their recorded FTE during the course of study, not their FTE at a single fixed point. Students will be informed of their submission due date at the point of registration, and following any changes of FTE or interruption during the course of studies.
- 5.4.4. Where a formal interruption of study request was approved during the registration period (see 'Interruption of Study', section 25.1 of the PhD Code of Practice and section 9 of the MD(Res) Code of Practice), this interruption shall not be counted as part of the period of study – i.e. that student's deadline for thesis submission will be pushed back by the corresponding amount of time.
- 5.4.5. Students who do not submit their thesis by the applicable deadline shall have their registration as a student terminated, and be ineligible to submit or be examined for the degree they registered for at any later stage.
- 5.4.6. Students who will not be or have not been able to submit their thesis by the applicable deadline may submit a request for suspension of regulations for approval by the Academic Dean. Appropriate justifications and evidence must be given. Note that only wholly exceptional circumstances will provide grounds for suspension of regulations.
- 5.5. The official submission date is that recorded by the Library Theses Office and is the date of receipt of the thesis.
- 5.6. Supervisors are required to notify the Library Theses Office of the date of the student viva, which should normally take place within two months of thesis submission
- 5.7. A candidate is required to bring to the oral examination a copy of his/her thesis paginated in the same way as the copies submitted to the Library Theses Office. If the Supervisor is attending the examination, a further copy may be required.

RD. 6. Availability and restriction of access to theses

- 6.1. It is a requirement for the award of the degree that one copy of a successful thesis is placed in the library of the ICR. The ICR copy is an archival copy and shall be in hard-bound form. It is

also required that an electronic copy is submitted to the ICR library to enable electronic access, subject to any stipulations regarding restriction of access.

- 6.2.** Subject to RD. 6.3 below, candidates for the MPhil, PhD and MD(Res) degrees will at the time of entry to the examination be required to sign a declaration in the following terms:
- 6.2.1.** I authorise that the thesis presented by me in [year] for examination for the MPhil/PhD/MD(Res) degree of the University of London shall, if a degree is awarded, be deposited in the library of the ICR and that, subject to the conditions set out in RD. 6.3 below, my thesis be made available for public reference, inter-library loan and copying;
- 6.2.2.** I authorise the ICR to supply a copy of the abstract of my thesis for inclusion in any published list of theses offered for higher degrees in British universities or in any supplement thereto, or for consultation in any central file of abstracts of such theses;
- 6.2.3.** I authorise the ICR and the University of London Libraries or their designated agents to make a microform or digital copy of my thesis for the purposes of electronic public access, inter-library loan and the supply of copies;
- 6.2.4.** I understand that before my thesis is made available for public reference, inter-library loan and copying the following statement will have been included at the beginning of my thesis or clearly associated with any electronic version:
- “The copyright of this thesis rests with the author and no quotation from it or information derived from it may be published without the prior written consent of the author”;
- 6.2.5.** I authorise the College [the ICR] and/or the University of London to make a microform or digital copy of my thesis in due course as the archival copy for permanent retention in substitution for the original copy;
- 6.2.6.** I warrant that this authorisation does not, to the best of my belief, infringe the rights of any third party;
- 6.2.7.** I understand that in the event of my thesis not being approved by the examiners, this declaration would become void.
- 6.3.** A candidate may apply to the ICR for restriction of access, for a period not exceeding two years, to his/her thesis and/or the abstract of the thesis on the grounds of commercial exploitation or patenting or in very exceptional circumstances and in accordance with the procedure adopted by the ICR for consideration of such applications.
- 6.3.1.** In such cases, the candidate should apply via the Registry at the ICR. The approved restriction form should be forwarded to the Registry with the examination entry forms. The period of two years commences from the official award date of the degree.

RD. 7. Examination offences

- 7.1.** The following shall be regarded as an examination offence, although other types of offence or irregularity, which are not prescribed here, may also constitute an offence. The list does not purport to be exhaustive, but is provided for the information of staff and students:
- 7.1.1.** plagiarism (plagiarism is the use of another person's work (ideas, results, words, be they published or unpublished) as if it were one's own. Plagiarism may be unintentional if, for example, another person's work is not explicitly acknowledged; however it is still an unacceptable practice and will be investigated);
- 7.1.2.** deliberate attempts to represent falsely or unfairly the ideas or work of others;
- 7.1.3.** research misconduct; including but not limited to the invention or fabrication of data;
- 7.1.4.** the submission of work commissioned from another person;
- 7.1.5.** failure to observe the regulations or instructions for the examination; and

- 7.1.6. impersonation of another candidate.
- 7.2. Students and staff are required to abide by the relevant regulations governing examinations and assessment. Students are also required to observe all instructions about examinations given to them by examiners or the Registry.
- 7.3. Allegations of examination misconduct will be considered under the ICR's 'Procedure for Examination Offences – Research Degrees' with the exception of 7.1.3 which shall be dealt with under the ICR's Procedure for the Investigation of Misconduct in Research (and for clinical research students, that of the student's employing hospital, if appropriate), except that, under paragraph (37) of that procedure, the Investigatory Panel shall make no recommendation in respect of a referral to the relevant organisation's disciplinary process in relation to the respondent's status as a student. It shall instead refer its final report in this respect to a Hearing Committee established under the ICR's Examination Offences Procedure. Nothing in this regulation is intended to inhibit the Investigatory Panel making a recommendation in respect of a referral to the relevant organisation's disciplinary process in relation to the respondent's status other than as a student.

RD. 8. Special examination arrangements

- 8.1. At the discretion of the Academic Dean, special arrangements can be made for students with particular access requirements. The special need may be of a permanent nature (for example, a visual impairment or dyslexia) or temporary (for example, illness or pregnancy). Students must provide a medical certificate (or other proof found acceptable to the Academic Dean) outlining their special examination needs normally at least six weeks before the date of the examination. It is then at the discretion of the Academic Dean whether to grant extra time or make other appropriate arrangements for the candidate.

RD. 9. Notification of results

- 9.1. After the examiners have reached a decision, the candidate shall be notified by the Academic Dean of the result of his/her examination. The degree shall not be awarded until two copies of the successful thesis, bound in the appropriate formats, have been lodged with the Library Theses Office.
- 9.2. A diploma under the seal of the University shall be subsequently delivered to each candidate who has been awarded a degree.
- 9.3. The diploma for the degree will bear the names of the candidate in the form in which they appear in the records of the ICR at the date of issue.

RD. 10. Appeals

- 10.1. A candidate's decision to submit his/her thesis for examination is entirely his/her own and the procedure below, therefore, applies only to the conduct of the examination itself. Appeals mechanisms in respect of other aspects of students' academic experience, including registration status, maximum submission times and cut-offs, are set out in the research degrees Codes of Practice. Candidates are reminded that problems arising during their course of study are not grounds for appeal against the result of the examination.
- 10.2. The procedure applies to candidates for the following degrees for whom the result of the examination was that the degree was not awarded: the degrees of PhD, MD(Res) and MPhil.
- 10.3. Candidates may appeal on one or more of the following grounds:
- 10.3.1. that a candidate's performance at the oral examination was affected by circumstances such as illness of which the examiners were not aware when their decision was taken and that this had produced an unfair result;

- 10.3.2.** that there is evidence of prejudice or of bias or of inadequate assessment on the part of one or more of the examiners such that the result of the examination should not be allowed to stand; and
- 10.3.3.** that there were procedural irregularities in the conduct of the examination (including any instance of administrative error) of such a nature as to cause reasonable doubt as to whether the result of the examination would have been the same if they had not occurred.
- 10.4.** A submission under this procedure shall be made in writing by the appellant with supporting evidence (including a medical certificate for RD. 10.3.1 above) to the Registrar of the ICR and must be received within two months of the date of notification to the candidate of the result of the examination. The Registrar will acknowledge receipt of the appeal within 5 working days.
- 10.5.** Within 15 working days of an appeal being received, the Registrar will advise the appellant if inadequate grounds have been provided or the documentation is deemed to be defective. Where an appeal has been sent to the Academic Dean by the Registrar, the Academic Dean may nonetheless dismiss an appeal on the basis of the candidate's submission alone, without seeking further information, but only if the application does not, in the Academic Dean's opinion, fall within the remit of this procedure or disclose arguable grounds.
- 10.6.** Where the Academic Dean agrees that an Appeals Committee should be set-up they shall take the following action:
- 10.6.1.** Within 15 working days of the appeal being received inform the appellant in writing that an Appeals Committee will be set up.
- 10.6.2.** Within 15 working days of the appeal being received inform the examiners that an appeal has been received.
- 10.6.3.** Within 21 working days of the appeal being received set the date for the Appeals Committee, which should (normally) meet no more than 15 working days after the deadline for the submission of evidence. This may be extended at the Academic Dean's discretion, for example to allow for the attendance of external examiners. The appellant will be informed of the date in writing. The Appeals Committee shall comprise three persons, one of whom shall be appointed as Chair. No person shall be appointed who has been involved in the examination concerned.
- 10.7.** The appellant has the right to appear before the Appeals Committee. The appellant may be accompanied to the hearing and/or represented by a person of his/her choice. Not fewer than seven working days before the date appointed for the meeting of the Committee, an appellant who wishes to be accompanied and/or represented must submit to the Registrar the name and address of the person accompanying/representing him/her and their relation to the appellant and must state whether that person is a member of staff or student at the ICR or University. The appellant has the right to challenge the composition of the Appeals Committee where he/she feels there is a conflict of interest. This should be submitted within five working days of the notification.
- 10.7.1.** If the appellant does not attend for the Appeals Committee meeting and the steps above have been followed it will go ahead in his/her absence.
- 10.8.** The examiners shall be invited to attend the meeting of the Appeals Committee. An external examiner who wishes to submit evidence must do so within 10 working days of the request being sent.
- 10.9.** The appellant and/or his/her representative have the right to be present throughout the meeting of the Appeals Committee, as have the examiners, until such time as the Committee retires to consider its findings.
- 10.10.** The documentation with which the Committee is provided shall include:
- 10.10.1.** the written submissions of the appellant and of the examiners (should they wish to make a written submission, in which case this will also be given to the appellant);
- 10.10.2.** the final report(s) and the preliminary independent reports of the examiners; and

10.10.3. any other documentation that either the appellant or the examiners wish to submit.

In addition the Committee may request to see any other document it considers relevant to the appeal.

- 10.11.** The appellant should address the Committee first and, during this part of the proceedings, he/she may call witnesses, if this has been agreed in advance by the Academic Dean. The examiners shall then be invited to make any observations. Any questions by the appellant or the examiners shall be put through the Chair. The appellant may make any concluding remarks. The members of the Appeals Committee may put questions to any of those present at any time during the proceedings. The Chair has the discretion to vary the procedure in any case where he/she considers it just to do so.
- 10.12.** The Appeals Committee shall take one of the following decisions:
- 10.12.1.** to reject the appeal, in which case the result of the original examination stands;
 - 10.12.2.** to request the examiners to reconsider their decision. The examiners shall normally be expected to hold another oral examination before reaching a decision as to whether the result should be changed; or
 - 10.12.3.** to determine that the original examination be cancelled and that a new examination be conducted. The new examination shall be conducted by examiners who did not take part in the original examination and were not involved in the appeal.
- 10.13.** The decision of the Appeals Committee shall be final and shall be transmitted to the appellant in writing within seven working days of the meeting of the Appeals Committee. The Committee shall provide reasons for its decision.
- 10.14.** When a new examination is held in accordance with RD. 10.12.3 above, new examiners shall be appointed in accordance with the ICR procedure.
- 10.15.** The examiners should be external to the ICR and at least one should be external to the University. Otherwise the new examination shall be conducted in accordance with the Regulations and Instructions to Examiners for the appropriate degree in force at the time the appellant originally entered the examination. The examiners may make any of their decisions open to the original examiners. The examiners will not be given any information about the previous examination except the single fact that they are conducting a new examination following appeal.
- 10.16.** The result of the original examination having been cancelled, the result of the new examination shall be accepted.
- 10.17.** The procedure detailed above completes the ICR's consideration of the matter. Attention is, however, drawn to the Office of the Independent Adjudicator for Higher Education (OIAHE). The OIAHE provides an independent scheme for the review of student complaints about a final decision of a University's disciplinary or appeal body.

Full details of the OIAHE scheme are available from the Registry or on the OIAHE website: <http://www.oiahe.org.uk/>. The postal address is: Office of the Independent Adjudicator for Higher Education, Second Floor, Abbey Gate, 57-75 Kings Road, Reading, RG1 3AB; Telephone: 0118 959 9813.

Appeals against the outcome of a transfer viva

- 10.18.** The following procedure may only be invoked against the ICR's internal assessment, namely the transfer from MPhil to PhD. An appeal may only be made in the event that the assessment panel does not permit the student to transfer from MPhil to PhD.
- 10.19.** A student may appeal against the outcome of their transfer assessment:
- 10.19.1.** if satisfactory evidence can be produced by the student or any other person that there has been a material administrative error, or that the examination or assessment was not conducted in accordance with the current regulations for research awards, or that some other procedural defect has occurred;

- 10.19.2.** if the student can establish that their performance in an examination or assessment was adversely affected by illness or other extenuating circumstances that they were unable, or for valid reasons unwilling, to divulge prior to the assessment panel reaching a decision. The student's request for reconsideration must be supported by documentary evidence, such as Medical Certificates;
- 10.20.** Appeals cannot be considered where they are made against academic judgement, as the transfer has been assessed by independent internal assessors;
- 10.21.** A student who requests an appeal is bound by the original decision (and any conditions associated with the resubmission of an assessment or retake of an examination) until the result of the appeal process is known;
- 10.22.** The student should appeal in writing to the Deputy Dean (Biomedical Sciences) normally within 10 working days of receipt of the letter advising them that they will not be transferred, stating clearly the grounds for appeal (see 22.3.3) and attaching any relevant documentation;
- 10.23.** An appeal is unlikely to succeed if a student cannot explain satisfactorily why s/he was unable to provide the assessors in advance of assessment with information about any personal circumstances that may have affected her/his performance;
- 10.24.** The Deputy Dean (Biomedical Sciences) (or in his or her absence, a Senior Tutor) will:
- 10.24.1.** acknowledge receipt of the appeal within 5 working days; and either
- 10.24.2.** dismiss an appeal on the basis of the candidate's submission alone, without a hearing being held and without seeking further information, but only when the application does not, in the opinion of the Deputy Dean or his/her nominee, fall within the remit of this procedure or does not disclose arguable grounds;
- or
- 10.24.3.** inform the members of the transfer viva panel, within 5 working days that an appeal has been made and obtain written evidence and opinion from all parties concerned. Evidence should be provided within 10 working days of the transfer viva panel being informed in writing of the appeal;
- 10.24.4.** within 5 days of all the evidence having been provided, set the date for the Appeals Committee to be held.
- 10.25.** The Appeals Committee shall consist of:
- 10.25.1.** the Academic Dean or his or her representative (Chair);
- 10.25.2.** the Deputy Dean (Biomedical Sciences);
- 10.25.3.** the Senior Tutors;
- 10.25.4.** a senior member of Faculty who is not directly involved with the student's project.
- 10.26.** In the event that any of the members of the Appeals Committee is supervisor to the Appellant, the Academic Dean will nominate a senior member of Faculty to replace her/him.
- 10.27.** The Appeals Committee and student should be given 10 working days' notice of the Appeals Committee meeting. They should be provided with the student's written case and any evidence provided by the transfer viva panel or other parties concerned.
- 10.28.** The student will be invited to attend to present her/his case to the Committee, accompanied by a friend or other representative if desired. The student will be notified in writing of the composition of the Appeals Committee and has the right to challenge where she/he feels there is a conflict of interest. This should be submitted within 5 working days of the notification.
- 10.29.** If the student does not turn up for the Appeals Committee meeting and the steps above have been followed it will go ahead in their absence.
- 10.30.** After due consideration, the Committee may decide either to:
- reject the appeal;

or

allow the student to re-submit the report/retake the oral examination.

- 10.31. The Chair of the Appeals Committee will confirm the decision in writing to the student and members of the transfer viva panel, with reasons, normally within 5 working days of the Appeals Committee meeting. The Appeals Committee decision is final.
- 10.32. Decisions taken by the appeals committee will be reported to the next meeting of the Academic Board of The Institute of Cancer Research.
- 10.33. Where the student is not satisfied with the outcome of the process followed under the appeals procedures of the Institute of Cancer Research, there may be recourse to review by the Office of the Independent Adjudicator for Higher Education (OIAHE). The OIAHE provides an independent scheme for the review of student complaints about a final decision of a higher education institution's disciplinary or appeal bodies.

Full details of the OIAHE scheme are available from the Registry or on the OIAHE website: <http://www.oiahe.org.uk/>. The postal address is: Office of the Independent Adjudicator for Higher Education, Second Floor, Abbey Gate, 57-75 Kings Road, Reading, RG1 3AB; Telephone: 0118 959 9813.

RD. 11. Suspension of regulations

- 11.1. Requests may be made for the Regulations to be suspended for a student either to (i) submit early before the minimum period of study or (ii) submit late beyond his/her registration period.
- 11.2. Such applications to suspend regulations must be submitted jointly by a student and his/her Supervisor to the Academic Dean. Other types of suspension of regulations may be requested in line with GR. 5.8.1.
- 11.3. If a student wishes to make a request to suspend the Regulations they should contact the Registry for advice.
- 11.4. Decisions will be taken by the Academic Dean based on advice from the Registrar and the relevant Deputy Dean.

Submission Deadline Appeals Procedure

- 11.5. The following procedure may only be invoked where a suspension of regulations has been sought, but rejected by the Academic Dean, in respect of a student being unable to meet the standard thesis submission deadline set for them in line with the regulations.

11.6. Valid circumstances for appeal

- 11.6.1. A student may appeal against a denial of suspension of regulations (i.e. negative decision of the Academic Dean) if satisfactory evidence can be produced, by the student or any other person, that:
 - 11.6.1.1. there has been a material administrative error affecting information used to make the decision;
 - 11.6.1.2. there has been some other material procedural error or defect affecting the decision process;
 - 11.6.1.3. there is material evidence of bias in the decision process; or
 - 11.6.1.4. new information has become available that would reasonably have been expected to have a material bearing on the decision, and that was not available (or persons involved were unwilling or unable to divulge, for reasons which can be justified to the Appeals Committee) when the decision was being made.
- 11.6.2. A student who requests an appeal is bound by the original decision (and any conditions arising from it) until the result of the appeal process is known. Students lodging (or considering lodging) an appeal are **very strongly advised not to pause**

work on their thesis, nor wait until after the appeal has been resolved to submit it, but rather to make every effort to have a full draft ready to submit by the original deadline.

11.7. Procedure for appeal

- 11.7.1.** Any appeal must be lodged in writing by the student to the Academic Registrar, within 5 working days of the student being sent a letter or email saying that their request for suspension of regulations had been denied. The student should clearly state the grounds for appeal, consistent with para 11.6.1 above, and attach any relevant documentation.
- 11.7.2.** The Academic Registrar will:
- 11.7.2.1. Acknowledge receipt of the appeal within 5 working days.
- 11.7.2.2. Within 5 working days of receipt of the appeal, decide whether it is based on the grounds set out at para 11.6.1 above, and whether evidence has been provided. If so, the Academic Registrar will inform the Academic Dean within 5 working days that an appeal has been made and request written evidence and opinion from all parties concerned. Evidence should be provided within 7 working days of the Academic Dean being informed in writing of the appeal.
- 11.7.2.3. If the appeal has not been made on the grounds specified in para 11.6.1, and /or no evidence has been provided, advise Registry to communicate this outcome to all parties involved and issue a Completion of Procedures letter.
- 11.7.2.4. In the unavoidable absence of the Academic Registrar, the above technical validation check may be undertaken by the Assistant Director of Academic Services (Education Policy and Quality).

11.8. The Appeals Committee

If the appeal is to proceed, the Academic Registrar shall inform the Chief Operating Officer, who shall act as Chair of the Appeals Committee. In the unavoidable absence of the Chief Operating Officer, this role may be fulfilled by the Academic Registrar.

- 11.8.1.** In addition to the Chair, the Appeals Committee shall consist of two further members appointed by the Chair. The first of these shall be an appropriately qualified external person, such as a current or recent external member of the Research Degrees Committee, without any perceived conflict of interest. The second shall be a senior member of Faculty who has not previously been involved with the student in any form of supervisory or advisory capacity, assessment capacity, Academic Dean's Team capacity, or similar. The Faculty member must be from a different team and Division to the student, and a different team to the Academic Dean; and must not be (or have recently been) line managed by the Academic Dean or otherwise be in any relationship that could create a perceived conflict of interest.
- 11.8.2.** A member of Registry or Academic Services staff, designated by the Academic Registrar, shall act as Clerk to the Appeals Committee.
- 11.8.3.** The Appeals Committee and student should be given 5 working days' notice of the Appeals Committee meeting. They should be provided with the student's original request for suspension of regulations, evidence from the Academic Dean about the decision arising, and the student's written case for appealing against this decision.
- 11.8.4.** The student will be invited to attend to present her/his case to the Committee, accompanied by a friend or other representative if desired. Other persons, including the Academic Dean, may be invited by the Appeals Committee to give evidence in person where this is felt to be helpful. Members or attendees may be permitted to participate from a distance, e.g. by videoconference, at the discretion of the Chair.

The student will be notified in advance, in writing, of the composition of the Appeals Committee.

- 11.8.5. If the student does not turn up for the Appeals Committee meeting and the steps above have been followed it will go ahead in their absence.
- 11.8.6. Having heard evidence, the Appeals Committee should deliberate in private prior to making a decision. This decision – either to reject the appeal, or to uphold it and permit a suspension of regulations – is final. For the avoidance of doubt, decisions are applicable retrospectively.
- 11.8.7. The Chair of the Appeals Committee will confirm the decision in writing to the student and to the Academic Dean, normally within 5 working days of the Appeals Committee meeting. This will also serve as a Completion of Procedures letter. The reasons for the decision will be given.
- 11.8.8. Decisions taken will be reported in anonymised form to the next meeting of the Academic Board of the Institute of Cancer Research.

11.9. Final Redress

Where the student is not satisfied with the outcome of the process followed under the procedures of The Institute of Cancer Research, there may be recourse to review by the Office of the Independent Adjudicator for Higher Education (OIAHE). The OIAHE provides an independent scheme for the review of student complaints about a final decision of a higher education institution's disciplinary or appeal bodies. Full details of the OIAHE scheme are available from the Registry or on the OIAHE website: www.oiahe.org.uk. The postal address is: Office of the Independent Adjudicator for Higher Education, Second Floor, Abbey Gate, 57-75 Kings Road, Reading, RG1 3AB.

RD. 12. General

- 12.1. Except insofar as RD. 15.3 for the degree of MPhil or PhD and RD. 21.7 for the degree of MD(Res) applies, the work in the thesis submitted by the candidate must be his/her own and submission of a thesis for examination for the MPhil, PhD or MD(Res) degree will be regarded as a declaration of this fact.
- 12.2. All work submitted as part of the requirements for any examination of the ICR (University of London) must be expressed in the candidate's own words and incorporate his/her own ideas and judgments. Direct quotations from the published or unpublished work of another must always be clearly identified as such by being placed inside quotation marks, and a full reference to their source must be provided in the proper form. A series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism as much as does a single unacknowledged long quotation from a single source. Equally, if another person's ideas or judgments are summarised, the candidate must refer to that person in his/her text, and include the work to which reference is made in the bibliography.
- 12.3. If a candidate has entered the examination for the MPhil, PhD or MD(Res) degree, but the Finance Department notify the Registry that he/she has not settled with them or made acceptable arrangements to settle any account outstanding, no report will be made on the result of the examination until the same authority certifies that payment has been made in full.
- 12.4. The ICR has approved a Procedure for Consideration of Appeals by Candidates for Research Degrees, which is available from the Registry. An application under the Procedure must be made within two months of notification of the result of the examination to the candidate.

RD. 13. Requirements of the thesis for the PhD degree

- 13.1. The scope of the thesis shall be what might reasonably be expected after three or at most four years of full-time study.

- 13.2.** The thesis shall:
- 13.2.1.** consist of the candidate's own account of his/her investigations, the greater proportion of which shall have been undertaken during the period of registration under supervision for the degree;

[Note: The part played by the candidate in any work done jointly with their supervisor(s) and/or fellow research workers must be clearly stated by the candidate and certified by the Supervisor.]
 - 13.2.2.** form a distinct contribution to the knowledge of the subject and afford evidence of originality by the discovery of new facts and/or by the exercise of independent critical power;
 - 13.2.3.** be an integrated whole and present a coherent argument;

[Note: A series of papers, whether published or otherwise, is not acceptable for submission as a thesis. Research work already published, or submitted for publication, at the time of submission of the thesis, either by the candidate alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of the thesis, but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis. Publications derived from the work in the thesis may be bound as supplementary material at the back of the thesis.]
 - 13.2.4.** give a critical assessment of the relevant literature, describe the method of research and its findings, include discussion on those findings and indicate in what respects they appear to the candidate to advance the study of the subject; and, in so doing, demonstrate a deep and comprehensive understanding of the field of study (the candidate being able to place the thesis in a wider context), objectivity and the capacity for judgment in complex situations and autonomous work in that field;
 - 13.2.5.** be written in English and the literary presentation shall be satisfactory;
 - 13.2.6.** not exceed 100,000 words;

[Note: the bibliography is excluded from the word count; footnotes are included within the word count; appendices are excluded from the word count and should only include material which examiners are not required to read in order to examine the thesis, but to which they may refer if they wish.]
 - 13.2.7.** include a full bibliography and references;
 - 13.2.8.** demonstrate research skills relevant to the thesis being presented; and
 - 13.2.9.** be of a standard to merit publication in whole or in part or in a revised form (for example, as a monograph or as a number of articles in learned journals).

RD. 14. Requirements of the thesis for the MPhil degree

- 14.1.** The scope of the thesis shall be what might reasonably be expected after two or at most three years of full-time study.
- 14.2.** The thesis shall:
 - 14.2.1.** consist of the candidate's own account of his/her investigations, the greater proportion of which shall have been undertaken during the period of registration under supervision for the degree;

The part played by the candidate in any work done jointly with his/her supervisor(s) and/or fellow research workers must be clearly stated by the candidate and certified by the Supervisor.
 - 14.2.2.** be either a record of original work or of an ordered and critical exposition of existing knowledge and shall provide evidence that the field has been surveyed thoroughly;

- 14.2.3.** be an integrated whole and present a coherent argument;

[Note: A series of papers, whether published or otherwise, is not acceptable for submission as a thesis.

Research work already published, or submitted for publication, at the time of submission of the thesis, either by the candidate alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of the thesis, but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis.

Publications derived from the work in the thesis may be bound as supplementary material at the back of the thesis.]

- 14.2.4.** give a critical assessment of the relevant literature, describe the method of research and its findings and include a discussion on those findings;
- 14.2.5.** be written in English and the literary presentation shall be satisfactory;
- 14.2.6.** include a full bibliography and references; and
- 14.2.7.** shall not exceed 60,000 words.

[Note: the bibliography is excluded from the word count; footnotes are included within the word count; appendices are excluded from the word count and should only include material which examiners are not required to read in order to examine the thesis, but to which they may refer if they wish.

RD. 15. Requirements applicable to theses submitted for the degrees of MPhil and PhD

- 15.1.** The greater proportion of the work submitted in a thesis must have been done after the initial registration for a research degree, except that in the case of a student accepted under GR. 14 there shall be allowance for the fact that the student commenced his/her registration at another institution.
- 15.2.** A candidate will not be permitted to submit as his/her thesis one which has already been submitted for a degree or comparable award of this or any other university or institution. A candidate shall not be precluded from incorporating in a thesis, covering a wider field, work which he/she has already submitted for a degree or comparable award of this or any other university or institution. In these circumstances he/she must indicate on his/her entry form, and also on his/her thesis, any work which has been so incorporated.
- 15.3.** A candidate may submit the results of work done in conjunction with his/her supervisor(s) and/or with fellow research workers provided that the candidate states clearly his/her own personal share in the investigation and that the statement is certified by the Supervisor (see also RD. 15.6).
- 15.4.** A candidate must have the title of his/her thesis approved in accordance with the procedures specified by the ICR.
- 15.5.** The decision to submit a thesis in any particular form rests with the candidate alone and the outcome of the examination is determined by two or more examiners acting jointly.
- 15.6.** A candidate must include in each copy of his/her thesis a signed declaration that the work presented in the thesis is his/her own (see also RD. 15.3) and that the thesis presented is the one upon which the candidate expects to be examined.
- 15.7.** A thesis must be presented for examination in a final printed form and be bound in accordance with the instructions issued by the Library Theses Office.
- 15.8.** A request for the thesis to be printed on both sides of the page shall be considered by the ICR and may be approved where there is a demonstrable need.
- 15.9.** After the examination has been completed and before the degree is awarded, successful candidates are required to submit to the ICR Library Theses Office, for lodging in the ICR

libraries, two copies of their thesis, one hard-bound and one in electronic format, in accordance with the instructions issued by the Library Theses Office. These copies must reflect any amendments made as part of the examination process.

- 15.10.** Every candidate is required to present a short abstract of his/her thesis of not more than 300 words and bound with each copy of the thesis submitted to the ICR. One additional loose copy of the abstract must also be provided.

RD. 16. Conduct of the examinations – General

- 16.1.** All candidates are required to present themselves for examination in accordance with the Regulations as detailed below.
- 16.1.1.** Examiners will be appointed for each candidate in accordance with the Appointment of Examiners for the degrees of MPhil, PhD and MD(Res) for students of the University of London as detailed in these regulations.
- 16.1.2.** All matters relating to the examination must be treated as confidential. Examiners are not permitted to divulge the content of previously unpublished material contained in a candidate's thesis until any restrictions on access to the thesis, which have been granted by the ICR, are removed.
- 16.1.3.** The examiners shall prepare independent preliminary written reports on the thesis to assist in conducting the oral examination (or the preparation of the report in those cases where no oral examination is held – see RD. 18.3.3-18.3.4 and RD. 20.3.3-20.3.4 below). Copies of the preliminary reports and the joint report should be submitted to the ICR Library Theses Office before the examination. The Examiners' preliminary reports should be submitted to the Library Theses Office before the conduct of the Oral Examination. The preliminary reports will not normally be released to candidates but, in the case of an appeal against the result of the examination, will be made available to the Appeals Committee for consideration. In such an event, the preliminary reports will also be provided to the candidate. After any oral examination, a joint final report shall be prepared for submission to the ICR. The joint final report will be released routinely to candidates for their personal information.
- 16.1.4.** Each joint final report of the examiners shall indicate whether the thesis meets the requirements specified in sections RD. 13, RD. 14 and RD. 21 as appropriate and shall include a reasoned statement of the examiners' judgment of the candidate's performance.
- 16.1.5.** Examiners have the right to make comments in confidence to the Chief Executive of the ICR or the University in a separate report. Such comments should not normally be concerned with the performance of the candidate but may cover, for example, procedural matters which they wish to draw to the attention of the ICR or of the University.
- 16.1.6.** The Supervisor shall be invited, unless the candidate indicates otherwise on his/her entry form, to attend the oral examination of his/her MPhil or PhD candidate as an observer. The Supervisor does not have the right to participate in the examination of the candidate but may contribute if invited to do so by the examiners. Otherwise the oral examination shall be held in private.
- 16.1.7.** The oral examination must normally be conducted in London. The ICR may, however, exceptionally agree that the examination be conducted elsewhere if there are circumstances which make this expedient.
- 16.1.8.** The examiners may, at their discretion, consult the Supervisory team before completing their report, particularly if they have doubts relating to the appropriate decision to be made.
- 16.1.9.** Additionally, Supervisors are required to inform the Library Theses Office of:

- 16.1.9.1. the date of the oral examination; and
- 16.1.9.2. the outcome of the oral examination, within 72 hours.

RD. 17. Method of examination for the PhD degree

- 17.1.** Candidates for the PhD degree must submit a thesis and be examined orally, save as prescribed otherwise in section RD. 18 below.

RD. 18. Conduct of the PhD examination

- 18.1.** Except as provided in RD. 18.3.3-18.3.4, the examiners, after reading the thesis, shall examine the candidate orally and at their discretion by written papers or practical examination on the subject of the thesis and, if they see fit, on subjects relevant thereto.
- 18.2.** Candidates are required to present themselves for an oral examination at such place and times as the ICR may direct and to bring with them to the oral examination an additional copy of their thesis, as stated in RD. 5.7.
- 18.3.** There are seven options open to examiners in determining the result of the examination as follows:
 - 18.3.1.** if the thesis fulfils the criteria (set out in RD. 13) and the candidate satisfies the examiners in all other parts of the examination, the examiners will report that the candidate has satisfied them in the examination for the PhD degree;
 - 18.3.2.** if the thesis otherwise fulfils the criteria but requires minor amendments and if the candidate satisfies the examiners in all other parts of the examination, the examiners may require the candidate to make amendments specified by them, within three months of the viva. The amended thesis shall be submitted to the examiners or one examiner nominated between them for confirmation that the amendments are satisfactory;
 - 18.3.3.** if the thesis, though inadequate, shall seem of sufficient merit to justify such action, the examiners may determine that the candidate be permitted to re-present his/her thesis in a revised form within 18 months of the viva. Examiners shall not, however, make such a decision without submitting the candidate to an initial oral examination. The examiners may at their discretion exempt from a further oral examination, on re-presentation of his/her thesis, a candidate who under this regulation has been permitted to re-present it in a revised form;
 - 18.3.4.** if the thesis satisfies the criteria for the degree, but the candidate fails to satisfy the examiners at the oral examination, the examiners may determine that the candidate be permitted to re-present the same thesis, and submit to a further oral examination within a period specified by them and not exceeding 18 months of the viva;
 - 18.3.5.** if, after completion of the examination including the oral examination or re-examination for the PhD degree, the examiners determine that a candidate has not reached the standard required for the award of the degree nor for the re-presentation of the thesis in a revised form for that degree, they shall consider whether the thesis does or might be able to satisfy the criteria for the award of the MPhil degree. If they so decide, the examiners shall submit a report which demonstrates either (a) how the criteria for the MPhil degree are satisfied, or (b) what action would need to be taken in order for these criteria to be satisfied. Thereafter the following conditions and procedures will apply:
 - 18.3.5.1.** the candidate will be informed that he/she has been unsuccessful at the examination for the PhD degree, but that his/her examiners have indicated that he/she has reached the standard required for the award of the MPhil degree or with minor amendments to his/her thesis he/she will satisfy the criteria for the degree, and that he/she may be considered for the award of

the MPhil degree if he/she indicates within two months that he/she wishes to be so considered. Any minor amendments required shall be made and the amended thesis shall be submitted to the examiners or one examiner nominated between them for confirmation that the amendments are satisfactory, within three months of the viva;

18.3.5.2. a candidate who indicates that he/she wishes to be considered for the award of the MPhil degree under this Regulation will not be required to submit the thesis, as may be required under the Regulations for the MPhil degree or to undergo an oral examination thereon, but will be required to fulfil the requirements for the MPhil examination in all other respects;

18.3.5.3. a candidate who has reached the standard for the award of the MPhil degree who does not indicate that he/she wishes to be considered for the award of that degree within the period given in RD. 18.3.5.1 above will be informed that he/she has failed to satisfy the examiners for the PhD degree and that he/she may no longer be considered for the award of the MPhil degree; or

18.3.5.4. if the thesis, though inadequate, shall seem of sufficient merit to justify such action, the examiners may determine that the candidate be permitted to enter the examination for the MPhil degree and re-present his/her thesis in a revised form within 12 months of the viva. The examiners may at their discretion exempt from a further oral examination, on re-presentation of his/her thesis, a candidate who under these regulations has been permitted to re-present it in a revised form.

18.3.6. The examiners may determine that the candidate has not satisfied them in the examination. The examiners shall not, however, except in very exceptional circumstances, make such a decision without submitting the candidate to an initial oral examination. In reporting, they shall have regard to the different normal maximum lengths of the thesis for the PhD and MPhil degrees but shall have discretion to waive the thesis length for the MPhil degree if appropriate.

18.4. If the examiners are unable to reach agreement, their reports shall be referred to the Research Degrees Committee who shall determine the action to be taken.

18.5. A candidate who fails to satisfy the examiners will not be permitted to re-enter for the examination. A candidate may, however, apply to the ICR to register for another course of study leading to the submission of a thesis on a different topic.

RD. 19. Method of examination for the MPhil degree

19.1. Candidates for the MPhil degree must submit a thesis and be examined orally, save as prescribed otherwise in section RD. 20 below.

RD. 20. Conduct of the MPhil examination

20.1. Except as provided in RD. 20.3.3-20.3.4, the examiners, after reading the thesis, shall examine the candidate orally and at their discretion by written papers or practical examination on the subject of the thesis and, if they see fit, on subjects relevant thereto.

20.2. Candidates are required to present themselves for oral, practical or written examinations at such place and times as the ICR may direct and to bring with them to the oral examination an additional copy of their thesis, as stated in RD. 5.7.

20.3. There are six options open to examiners in determining the result of the examination as follows:

- 20.3.1.** if the thesis fulfils the criteria (set out in RD. 14 above) and the candidate satisfies the examiners in all other parts of the examination, the examiners will report that the candidate has satisfied them in the examination for the degree of MPhil;
 - 20.3.2.** if the thesis otherwise fulfils the criteria but requires minor amendments and if the candidate satisfies the examiners in all other parts of the examination, the examiners may require the candidate to make amendments specified by them within three months of the viva. The amended thesis shall be submitted to the examiners or one examiner nominated between them for confirmation that the amendments are satisfactory;
 - 20.3.3.** if the thesis, though inadequate, shall seem of sufficient merit to justify such action, the examiners may determine that the candidate be permitted to re-present his/her thesis in a revised form within 12 months of the viva. Examiners shall not, however, make such a decision without submitting the candidate to an initial oral examination. The examiners may at their discretion exempt from a further oral examination, on re-presentation of his/her thesis, a candidate who under this regulation has been permitted to re-present it in a revised form;
 - 20.3.4.** if the thesis fulfils the criteria but the candidate fails to satisfy the examiners at the practical or written examination prescribed under RD. 20.1, the examiners may determine that the candidate be exempted on re-entry from presentation of the thesis and be permitted to submit to a further practical or written examination within a period specified by them and not exceeding 12 months of the viva. The examiners may at their discretion exempt the candidate from taking a further oral examination;
 - 20.3.5.** if the thesis fulfils the criteria but the candidate fails to satisfy the examiners at the oral examination, the examiners may determine that the candidate be permitted to re-present the same thesis, and submit to a further oral examination within a period specified by them and not exceeding 12 months of the viva; or
 - 20.3.6.** the examiners may determine that the candidate has not satisfied them in the examination. The examiners shall not, however, save in very exceptional circumstances; make such a decision without submitting the candidate to an initial oral examination.
- 20.4.** If the examiners are unable to reach agreement, their reports shall be referred to the Research Degrees Committee, which shall determine the action to be taken.
 - 20.5.** A candidate who fails to satisfy the examiners will not be permitted to re-enter for the examination. A candidate may however apply to the ICR to register for another course of study leading to the submission of a thesis on a different topic.

RD. 21. Requirements of the thesis for the MD(Res) degree

- 21.1.** A thesis for the MD(Res) degree will deal with any branch of medicine, or surgery or medical or dental science.
- 21.2.** It is a condition of the award of the degree that the clinical research involved in the thesis shall conform to high ethical standards. If the ICR is not satisfied on this point the degree will not be awarded irrespective of the merit of the thesis in other respects.
- 21.3.** The scope of the thesis shall be what might reasonably be expected after two or at most three years of full-time study.
- 21.4.** The thesis shall:
 - 21.4.1.** consist of the candidate's own account of his/her investigations, the greater proportion of which shall have been undertaken during the period of registration under supervision for the degree;

The part played by the candidate in any work done jointly with the supervisor(s) and/or fellow research workers must be clearly stated by the candidate and certified by the Supervisor;

21.4.2. form a distinct contribution to the knowledge of the subject and afford evidence of originality by the discovery of new facts and/or by the exercise of independent critical power;

21.4.3. be an integrated whole and present a coherent argument;

[Note: A series of papers, whether published or otherwise, is not acceptable for submission as a thesis. Research work already published, or submitted for publication, at the time of submission of the thesis, either by the candidate alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of the thesis, but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis. Publications derived from the work in the thesis may be bound as supplementary material at the back of the thesis.]

21.4.4. give a critical assessment of the relevant literature, describe the method of research and its findings, include discussion on those findings and indicate in what respects they appear to the candidate to advance the study of the subject; and, in so doing, demonstrate a deep and comprehensive understanding of the field of study (the candidate being able to place the thesis in a wider context), objectivity and the capacity for judgment in complex situations and autonomous work in that field;

21.4.5. be written in English and the literary presentation shall be satisfactory;

21.4.6. not exceed 50,000 words;

[Note: the bibliography is excluded from the word count; footnotes are included within the word count; appendices are excluded from the word count and should only include material which examiners are not required to read in order to examine the thesis, but to which they may refer if they wish.]

21.4.7. include a full bibliography and references;

21.4.8. demonstrate research skills relevant to the thesis being presented; and

21.4.9. be of a standard to merit publication in whole or in part or in a revised form (for example, as a monograph or as a number of articles in learned journals).

21.5. The greater proportion of the work submitted in a thesis must have been done after the initial registration for the degree, except that in the case of a student accepted under GR. 14 there shall be allowance for the fact that the student commenced his/her registration at another institution.

21.6. A candidate will not be permitted to submit as his/her thesis one which has already been submitted for a degree or comparable award of this or any other university or institution. A candidate shall not be precluded from incorporating, in a thesis covering a wider field, work which he/she has already submitted for a degree or comparable award of this or any other university or institution. In these circumstances he/she must indicate on his/her entry form, and also on his/her thesis, any work which has been so incorporated.

21.7. A candidate may submit the results of work done in conjunction with his/her supervisor and/or with fellow research workers provided that the candidate states clearly his/her own personal share in the investigation and that the statement is certified by the Supervisor (see also RD. 21.10).

21.8. A candidate must have the title of his/her thesis approved in accordance with the procedures specified by the ICR.

21.9. The decision to submit a thesis in any particular form rests with the candidate alone and the outcome of the examination is determined by two or more examiners acting jointly.

- 21.10. A candidate must include in each copy of his/her thesis a signed declaration that the work presented in the thesis is his/her own (see also RD. 21.7) and that the thesis presented is the one upon which the candidate expects to be examined.
- 21.11. A thesis must be presented for examination in a final printed form and be bound in accordance with the instructions issued by the Library Theses Office.
- 21.12. After the examination has been completed and before the degree is awarded, successful candidates are required to submit to the ICR Library Theses Office, for lodging in the ICR libraries, two copies of their theses, one hard-bound and one in electronic format, in accordance with the instructions issued by the Library Theses Office. These copies must reflect any amendments made as part of the examination process.
- 21.13. Every candidate is required to present a short (final) abstract of his/her thesis of not more than 300 words and bound with each copy of the thesis submitted to the Library Theses Office. One additional loose copy of the abstract must also be provided.

RD. 22. Method of examination for the MD(Res) degree

- 22.1. A candidate for the MD(Res) degree must submit a thesis and be examined orally, save as prescribed otherwise in RD. 23.1-23.5 below.

RD. 23. Conduct of examination for the MD(Res) degree

- 23.1. Consult RD 16.1.1-16.1.8 for General regulations relevant to the examination of the MD(Res) degree.
- 23.2. Except as provided in RD. 23.4.3 the examiners, after reading the thesis, shall examine the candidate orally.
- 23.3. Candidates are required to present themselves for oral, practical or written examinations at such place and times as the ICR may direct and to bring with them to the oral examination an additional copy of their thesis, as stated in RD. 5.7.
- 23.4. There are five options open to examiners in determining the result of the examination as follows:
 - 23.4.1. if the thesis fulfils the requirements set out in section RD. 21 above and the candidate satisfies the examiners in all other parts of the examination, the examiners will report that the candidate has satisfied them in the examination for the MD(Res) degree;
 - 23.4.2. if the thesis otherwise fulfils the requirements set out in section RD. 21 above, but requires minor amendments and if the candidate satisfies the examiners in all other parts of the examination, the examiners may require the candidate to make amendments specified by them within three months of the viva. The amended thesis shall be submitted to the examiners or one examiner nominated between them for confirmation that the amendments are satisfactory;
 - 23.4.3. if the thesis, though inadequate, shall seem of sufficient merit to justify such action, the examiners may determine that the candidate be permitted to re-present his/her thesis in a revised form within 18 months of the viva. Examiners shall not, however, make such a decision without submitting the candidate to an oral examination. The examiners may at their discretion exempt from a further oral examination, on re-presentation of his/her thesis, a candidate who under this regulation has been permitted to re-present it in a revised form;
 - 23.4.4. if the thesis satisfies the criteria for the degree, but the candidate fails to satisfy the examiners at the oral examination, the examiners may determine that the candidate be permitted to re-present the same thesis, and submit to a further oral examination within a period specified by them and not exceeding 18 months of the viva; and

- 23.4.5.** the examiners may determine that the candidate has not satisfied them in the examination. The examiners shall not, however, save in very exceptional circumstances, make such a decision without submitting the candidate to an oral examination.
- 23.5.** If the examiners are unable to reach agreement, their reports shall be referred to the Research Degrees Committee, which shall determine the action to be taken.
- 23.6.** A candidate who fails to satisfy the examiners will not be permitted to re-enter for the examination. A candidate may however apply to the ICR to register for another course of study leading to the submission of a thesis on a different topic.