

# Degree of MPhil and PhD

Code of Practice  
2018/19



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# Introduction from the Academic Dean

It is my very great pleasure to welcome our new MPhil/PhD students to The Institute of Cancer Research (ICR), and to welcome those in their second, third or fourth year of studies back to another academic year with us.

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

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

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

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

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

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

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

Professor Clare Isacke  
**Academic Dean**



# 1

## Funding

**1.1.** MPhil/PhD projects tenable at The Institute of Cancer Research will normally be either fully or part funded from one or more of the following sources:

- (i) ICR-administered funds;
- (ii) externally-administered funds; or
- (iii) the student's own resources (self-funded).

**1.2.** The value of a studentship or fellowship should include:

- (i) a stipend or salary;
- (ii) tuition fees ([Section 8](#)); and
- (iii) consumables ([Section 1.4](#)).

The ICR's stipend and consumables rates are set by the Executive Board.

### **1.3. Student stipends/salaries.**

**1.3.1.** Non-clinical student stipends administered by the ICR are normally paid monthly in advance.

**1.3.2.** Students who are also members of staff (normally clinical research fellows) usually receive a salary instead of a stipend. This is paid via payroll on a monthly basis one month in arrears.

### **1.4. Student consumables.**

**1.4.1.** Student consumables are provided in full for the first three years of a four-year studentship, and at 50% in the fourth year, because the final six months is intended for thesis writing. Consumables are provided in full for three years, on a three-year funded programme.

**1.4.2.** The Primary Supervisor is normally the budget holder for consumables. Overspends and underspends may be carried forward across successive financial years, as long as the total budget for the consumables is not exceeded.

**1.4.3.** Consumables may include an attendance allowance for conferences and meetings (normally this should not exceed £1,000 a year and requires approval by the supervisor, following Division/ICR procedures).

**1.5.** Students registered for the MPhil/PhD programme who are not in receipt of a studentship or fellowship (e.g. self-funded students) are responsible for sourcing funding for consumables and/or other training requirements e.g. conference attendance. Such costs are usually financed by the relevant Division or the individual concerned.

[Section 8](#) provides further details on funding of tuition fees.

# 2

## Supervision

### 2.1. The supervisory team

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

(a) a Primary Supervisor; and

(b) a Back-up Supervisor.

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

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

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

### 2.2. ICR Recognised Supervisors (IRS)

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

(a) they must be a member of Faculty or Honorary Faculty;

(b) they must have completed a training course in research degree student supervision at the ICR within the past five years. Staff who may be exempt include newly appointed or existing experienced faculty who have supervised at least two students through to on-time submission and completion, and/or completed an equivalent training course at another university. Newly appointed faculty must attend the refresher training on appointment, and all supervisors must undertake refresher training every five years;

(c) they must provide either of the following:

(i) evidence of experience of the supervisory process as part of a supervisory team at the ICR (this will typically be by having been part of a supervisory team that has taken a research degree student through to submission within four academic years); or

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

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

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

## 2.3. The Primary Supervisor

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

**(a)** the Primary Supervisor must be either:

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

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

Primary supervisors must have an employment contract in place that covers the duration of the studentship/fellowship and have experience relevant to supervising students; applicants who do not meet these eligibility criteria will be considered on a case-by-case basis.

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

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

**(d)** anticipate being a member of Faculty or Honorary Faculty for the full duration of the student's project, based at one of the ICR or RM sites (unless in exceptional circumstances). If this cannot be demonstrated (typically this will be if the member of staff is Career Development Faculty or is approaching anticipated retirement) then suitable arrangements for the transfer of supervision must be in place at the time the proposed studentship is submitted for approval. The Deputy Dean (Biomedical Sciences) must approve these arrangements.

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

2.3.2. The key responsibilities of the Primary Supervisor are:

**(a)** designing the project in collaboration with other supervisors (excluding Back-ups) and agreeing the final project title with the student and the Deputy Dean (Biomedical Sciences);

**(b)** agreeing a plan of work with the student and monitoring it throughout the student's degree programme. This will involve holding regular meetings between the Supervisory Team and the student;

**(c)** ensuring the provision of training in techniques necessary to carry out the project or having the student trained elsewhere if training is not available in that laboratory;

**(d)** ensuring that the student has appropriate access to library, information, biological and other services which are needed for the project;

(e) ensuring that the environment in which the student works is safe and that the student has knowledge of appropriate safety procedures;

(f) ensuring that the student completes ICR mandatory training (Section 11.2), and has access to appropriate internal and external education and training opportunities (i.e. personal development courses and other training opportunities provided by the ICR and its partners). It is also the responsibility of the Supervisor to inform Registry if the student spends more than eight consecutive days at another university/organisation as part of a collaborative arrangement;

(g) reviewing the Student Achievement Record via iProgress;

(h) helping the student to prepare progress reports and prepare the thesis for submission prior to the end of the period of study. The Supervisor is also responsible for ensuring the student receives training in oral presentation as may be necessary throughout the project and for the viva examination;

(i) returning reports on the student's progress to the Registry, punctually, via iProgress each year of the degree programme;

(j) organising the viva examination, normally within two months of submission of the thesis;

(k) implementing any remedial actions which are identified by the Deputy Dean (Biomedical Sciences) and/or Senior Tutor;

(l) the day-to-day welfare of the student; and

(m) attending supervisor refresher training at least every five years.

Where externally-funded studentships or fellowships require co-supervision, one supervisor must be designated the Primary Supervisor. The other will be termed the Secondary Supervisor.

If a supervisor leaves the ICR during a student's degree registration period, they may remain the Primary Supervisor for the student if this is the best option to ensure completion of the degree (usually towards the end of the degree). In this case, the departed Primary Supervisor must hold an honorary ICR appointment and a Learning Agreement sub-contract should be arranged, detailing the arrangements for continued supervision. An On-Site Supervisor will be assigned to the supervisory team. The On-Site supervisor is responsible for ensuring the student is progressing as expected, and to maintain regular contact with the student and the Primary Supervisor. They are also responsible for the elements of supervision which require co-location with the student (Sections 2.3.2(e) and 2.3.2(l) above), and monitoring attendance (Section 9), where the student remains physically located at the ICR.

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

**2.5. The Back-up Supervisor**

**2.5.1.** The Back-up Supervisor is a mandatory requirement. All students must have a Back-up Supervisor who:

- (a) has a current employment contract with the ICR;
- (b) is an ICR Recognised Supervisor ([Section 2.2](#)); and
- (c) is based on one of the ICR or RM sites (unless in exceptional circumstances).

**2.5.2.** The key responsibilities of the Back-up Supervisor are:

- (a) in the presence of exceptional circumstances (for example, unexpected early retirement, sabbatical or resignation of the Primary Supervisor) to advise as appropriate on appointment of another supervisor leading to the continuation of the student's project;
- (b) to review the progress of the student annually by assessing the student's reports (first report (end of year one) and second report (two years and six months), and discussing these with the student. In addition it is recommended that they review the Student Achievement Record (including the Personal Development Plan) annually;
- (c) to attend and contribute to the student's MPhil/PhD transfer viva;
- (d) to attend supervisor refresher training at least every five years.

**2.6. The Associate Supervisor(s)** – all students should also ideally have one or two Associate Supervisors who will be either a member of Faculty or Honorary Faculty, a Senior Staff Scientist, or another appropriate staff member e.g. Staff Scientist, Post-Doctoral Training Fellow. Associate supervisors normally provide laboratory or technical supervision on a day-to-day basis, advising on techniques and experiments.

**2.6.1.** It is mandatory that Associate Supervisors complete a training course, undertaken at the ICR, in research degree student supervision with refresher training undertaken every five years.

**2.7. The Head of Division** is responsible for ensuring the provision of good supervision and facilities for the entirety of the project. The Head of Division will be the first point of contact in the case of any difficulty relating to the resources for or supervision of a project and where possible, the Head of Division will remedy the difficulty. If this is not possible, the matter will be referred to the Deputy Dean who will decide upon and oversee the implementation of a solution which may include, in extraordinary circumstances, a change in supervision or location. The Head of Division is also responsible for ensuring students receive sufficient opportunity to present their research.

**2.8. The Academic Dean's Team**

**2.8.1. The Academic Dean** has overall responsibility for the management of all education and training activities and ensures that all students receive appropriate supervision and have adequate resources during their time at the ICR. The Academic Dean is responsible for keeping a regular check on student welfare and academic progress. This responsibility is delegated to

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the Deputy Deans, with whom students will interact on matters of welfare and academic progress.

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

**2.8.3.** The Deputy Dean is supported by a number of **Senior Tutors** appointed by the Academic Dean. Collectively this group is referred to as the Academic Dean's Team.

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

# 3

## Approval of projects for ICR-administered funding

**3.1.** ICR-administered studentship and clinical fellowship funding is advertised annually.

**3.2.** The Registry will circulate details of the any studentship and fellowship funding calls to all Faculty, Career Development Faculty, Honorary and Associate Honorary Faculty, and ICR Fellows. Wherever possible, the call will be issued at least a month in advance of the deadline.

**3.3.** Only members of staff who fulfil the eligibility criteria for Primary Supervisor ([Section 2.3](#)) may submit an application for funding by ways of a project proposal. Career Development Faculty, ICR Fellows and Associate Honorary Faculty may submit proposals if there is an IRS Partner ([Section 2.1](#)).

**3.4.** All project proposal forms for studentship and fellowship funding must be accompanied by a supervisor form. The supervisor form must be authorised by the relevant Head of Division who will confirm:

- (i) their approval of the proposed supervisory team;
- (ii) their acceptance of the Division's responsibility for the student;
- (iii) their approval of the scientific quality and strategy of the project and that the project meets the requirements of the MPhil/PhD degree\*; and
- (iv) that appropriate laboratory and office facilities will be available to the student.

\* For further information please see section RD. 13 in the ICR Academic Regulations 'Requirements of the thesis' and the Framework for Higher Education Qualifications – FHEQ Level Eight Descriptor.  
<http://www.qaa.ac.uk/en/Publications/Documents/Framework-Higher-Education-Qualifications-08.pdf>

**3.5.** In order to be considered for an ICR-administered studentship or fellowship, project proposal forms and supervisor forms must be submitted by the advertised deadlines.

### **3.6. Call for project bids (non-clinical PhD studentships)**

**3.6.1.** Typically, the call for non-clinical studentship projects is issued in July with a submission deadline of early September.

**3.6.2.** Fully completed project proposal forms and accompanying supervisor forms should be sent to [registry@icr.ac.uk](mailto:registry@icr.ac.uk) before the advertised deadline.

**3.6.3.** The Academic Dean's Team (the Academic Dean, Deputy Deans, and Senior Tutors) and programme directors/training leads for specific doctoral programmes will form the Student Recruitment Committee (SRC), and meet soon after the deadline for project applications.

**3.6.4.** The Student Recruitment Committee will consider the project proposals and supervisory team arrangements, and will also take into consideration a variety of additional factors when determining where to allocate the funding. Factors considered are:

- (a) past supervisor performance, including success in supervising students through to on-time submission;
- (b) the number of students currently under the supervision of the applicant;
- (c) how recently an ICR funded studentship was awarded to the applicant;
- (d) the need to ensure a fair distribution of funding across the ICR;
- (e) the ICR's scientific or other strategic priorities; and
- (f) the proposed supervisor's record in applying for external studentship funding, where external funding opportunities are available;

**3.6.5.** Where multiple projects are submitted by a Division or supervisor, Heads of Division may be asked to rank projects before they are submitted. If a supervisor is unhappy with the ranking they should discuss this with the Head of Division in the first instance. If they are not satisfied with the outcome they should raise their concerns with the Academic Dean.

### **3.7. Call for project bids (clinical fellowship funding)**

**3.7.1.** A call for expressions of interest to supervise a clinical research fellow is issued (usually in July) to all potential supervisors ([Section 3.2](#)). Supervisors and candidates jointly develop project proposals, and the allocation of funding is determined at the clinical fellow recruitment panel interviews, usually held in January/February.

**3.7.2.** The clinical fellow recruitment panel is chaired by the Clinical PhD programme director. The panel considers a number of areas when allocating the fellowship (in addition to those described in [Section 3.6.4](#)), namely::

- (a) the scientific merit of the project and importance of the science
- (b) the track record of the candidate, their understanding of the project and their research potential;
- (c) the suitability of the supervisory team.

More information on the application process can be found in the [ICR's Admissions Policy and Procedure](#).

**3.8.** Allocation of student funding is ratified by the Executive Board.

# 4

## Approval of project proposals submitted for external funding

**4.1.** Only members of staff who fulfil the eligibility criteria for Primary Supervisor ([Section 2.3](#)), and who have had the project proposal and supervisory team signed off by the Deputy Dean, may submit an application for external funding.

**4.2.** Primary Supervisors should submit a project proposal form and supervisor form to the Registry. This form must be authorised by the relevant Head of Division who will confirm, by signing the accompanying supervisor form:

- (i) approval of the proposed supervisory team;
- (ii) acceptance of the Division's responsibility for the student;
- (iii) approval of the scientific quality and strategy of the project and that the project meets the requirements of the MPhil/PhD degree\*; and
- (iv) that appropriate laboratory and office facilities will be available to the student.

Registry will pass the forms to the Deputy Dean for approval. Approval by the Deputy Dean must be established before the application for funding is submitted in order to safeguard supervisor quality and the interests of students.

\* For further information please see section RD. 13 in the ICR Academic Regulations 'Requirements of the thesis' and the Framework for Higher Education Qualifications – FHEQ Level Eight Descriptor.  
<http://www.qaa.ac.uk/en/Publications/Documents/Framework-Higher-Education-Qualifications-08.pdf>

**4.3.** Registry will require confirmation from Finance that the funding has been awarded before the project can be advertised.

# 5

## Recruitment and admission

**5.1.** The ICR's policy and procedure for recruitment and admissions of all students can be found within the ICR's Admissions Policy and Procedure, available at: [www.icr.ac.uk/studentpolicies](http://www.icr.ac.uk/studentpolicies).

### **5.2. Transfer of registration**

**5.2.1.** Information about transfer of registration, both within the ICR and transfer from other higher education providers can be found in the Academic Regulations under **GR.12 – GR.14**. Transfer from MPhil to PhD is outlined in **Section 13** of this document.

**5.2.2.** In exceptional circumstances the ICR may permit a student to transfer from the MD(Res) degree to MPhil /PhD, provided that the student is eligible to register for the MPhil/PhD (see the ICR Admissions Policy and Procedure). Transfer from MD(Res) to MPhil/PhD is only possible in the first 12 months of registration on the MD(Res) (or equivalent time pro rata, for students less than full-time). Students considering making such a request should contact the Registry, who will provide further guidance on the process.

**5.2.3.** If a transfer to the MPhil/PhD is approved, a reconciliation charge will be made, such that the student pays the usual total tuition fees for the full PhD programme.

**5.2.4.** Where a student transfers from the PhD to the MPhil, the submission deadline will be three years from the date of registration (pro rata for less than full time students) as per **RD. 5.4.2** of the Academic Regulations.

**5.2.5.** On transfer of registration, the registration for the original degree will lapse.

# 6

## Registration and induction

**6.1.** All new students will normally be registered in the first instance for the degree of MPhil, with the opportunity to transfer to PhD registration following a Transfer Viva (see [Section 14.2.1](#)). Students who already have an MPhil in a relevant field may be allowed to register directly for a PhD.

**6.2.** All new students normally register in October. New students are not permitted to backdate their registration.

**6.3.** All new students must complete an ICR registration form.

**6.4.** All new students should bring their original degree certificate(s) for verification and for photocopies to be taken. Sutton students should bring these to the Registry in the Sir Richard Doll Building; students based in Chester Beatty Labs should bring certificates to Academic Services, based in 123 Old Brompton Road.

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

**6.6.** Full-time students are entitled to obtain a letter which may provide them with exemption from Council Tax. One copy of the exemption certificate per year will be issued to the student by the Registry. A charge of £10 will be made for any additional copies required.

**6.7.** All new students must return an Occupational Health form with their pre-registration documents to Registry on receipt of their offer letter. This will be assessed by the Occupational Health team and students must attend an appointment with them if deemed necessary. Students must receive health clearance before commencing the studentship.

**6.8.** All new students must also attend Health and Safety induction sessions, both on general health and safety issues and– where appropriate – on specific topics relevant to their working environment (e.g. Radiation Safety).

**6.9.** The minimum length of study for the degrees of MPhil/PhD is two calendar years for full-time students, but the normal period of registration for the degree of PhD is four years (full-time). The minimum period of registration for the degrees of MPhil/PhD for part-time students is the equivalent (based on their % FTE) to two years full-time effort.

**6.10.** The maximum registration period for full-time students is normally four years from the anniversary of registration and for part-time students is the equivalent of this based on the % FTE spent studying. See [Section 15](#) for further guidance.

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

**6.12. Induction and the first six months**

**6.12.1.** Students are expected to attend the ICR induction programme, usually held either in October, or in Spring (mid-term induction) for those registering outside of the main cohort. Additional induction or cohort activities may be held for students funded via specific doctoral programmes.

**6.12.2.** Mandatory training for all ICR staff and students should be completed in the first six months. These include the following workshops and online training modules:

- (a)** Health, Safety and Environment induction
- (b)** Defeating Bullying and Harassment
- (c)** Equality Excellence
- (d)** Information Management (online)
- (e)** Risk Management (online)
- (f)** Data Protection Act 1998 (online)
- (g)** Freedom of Information Act 2000 (online)
- (h)** Information Security Awareness (online)
- (i)** Stress Awareness Training (online)

Other mandatory training may be required if relevant to the type of research being conducted (e.g. Human Tissue Act training); details can be found at [training.icr.ac.uk](http://training.icr.ac.uk).

It is mandatory for all first year students to complete five end-of-module tests on the Perspectives in Oncology website within their first six months of study, and to have completed all end-of-module tests by the end of their first year). Students will be required to provide evidence of having completed the modules in their Student Achievement Record ([Section 14.1](#)).

Other skills training requirements are outlined in [Section 11](#).

# 7

## Registration of students employed by external organisations

**7.1.** The ICR will only allow the registration of students employed by organisations external to ICR/RM in the following situations:

**7.1.1.** All the research is undertaken at ICR/RM\* and the grant funding supporting the student has been awarded to ICR/RM; or

**7.1.2.** There is a formal inter-institutional agreement in place relating to the quality assurance of training and research supervision.

In either of these situations the Primary Supervisor must be ICR Faculty or Honorary Faculty

\* This requirement can only be waived in exceptional circumstances (for example where some of the research technology required is not available on site at ICR/RM).

**7.2.** The Head of Division is responsible for ensuring that appropriate resources will be available to any students and, in the case of part-time students, sufficient research time has been approved.

More details regarding collaborative research degree arrangements can be found in the ICR's Policy and Procedure for Quality Assurance of Educational Collaborative Provision.

# 8

## Tuition fees

**8.1.** Tuition fees for studentships or fellowships administered by the ICR will normally be included in the overall funding package (see [Section 1.2\(ii\)](#)).

**8.2.** Where a student is not in receipt of a studentship/fellowship that is managed by the ICR Finance department, the payment of fees is the responsibility of the student.

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

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

# 9

## Attendance and programme of study (including health and safety)

**9.1.** Standard working hours are expected at a minimum (09:30 - 17:30, with an hour for lunch), although it is understood that the nature of the work requires flexibility and that students may need to work outside these hours. A student and supervisor should agree on what are acceptable working hours. If a student expects to be absent they must inform their supervisor.

**9.2.** The Supervisor is responsible for monitoring student attendance and must report any unauthorised absence to the Deputy Dean through the Registry. If a student is absent without the supervisor's permission, or fails to arrive for the start of the degree programme, the Registry should be informed within five working days of the first day of absence.

**9.3.** The normal length of funded study for ICR funded studentships is four years full-time. Funding extensions will not be permitted for four year students. For Clinical Fellows and externally funded studentships the normal length of funded study is as determined by the funding body or employer (except where other arrangements are made).

**9.4.** The total annual leave entitlement for full-time students is 30 days per annum plus public and ICR holidays. It is the responsibility of the student to arrange mutually convenient dates with her/his supervisor(s).

**9.5.** If a student is absent through illness for eight days or more, including public holidays or weekends, or at any time if the ICR requests it, a Doctor's certificate should be obtained and the Registry informed. During absences covered by certificates, payment of stipend and allowances will normally continue at the full rate for the first four weeks and at half rate during the next four weeks, within any twelve-month period. A prolonged period of illness may be recorded as an interruption of study (see [Section 17.2](#)). Return from prolonged illness should be reported to the Deputy Dean through the Registry.

**9.6.** In the case of students who are also ICR employees, attendance and arrangements for health and safety are dealt with via their employment contract.

### Clinically qualified students

**9.7.** It is recognised that for students who have not yet completed their specialist training, it may be desirable to continue to gain clinical experience during their research period, in order to maintain and develop their clinical skills. Such experience may include both ward and clinic work as well as out of hours responsibilities. In the majority of cases the maximum time which may be spent on routine clinical service work during normal working hours is one session per week (this excludes situations when the clinical work contributes to the student's research project). It is assumed that the remainder of the time these students will be undertaking work which will contribute to their thesis; 90% FTE. It is expected that the student will contribute a minimum additional effort equivalent to 10% FTE in their own time, and these students will be subject to the same monitoring as full-time students.

In exceptional circumstances, due to clinical training needs, this can be negotiated with the Deputy Dean (Biomedical Sciences) and Senior Tutor. However a minimum of four sessions must be protected for research. Where this is the case it is expected that students will contribute a minimum additional effort equivalent to 10% FTE in their own time. These students will be monitored as part-time students.

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

**9.8.** Clinically qualified students may receive payment- from the appropriate source - for clinical service duties performed out-of-hours and during periods of annual leave. Students may not receive payment for clinical service duties undertaken during normal working hours /study leave for which they already receive a salary from the ICR or NHS Trust.

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

# 10

## Personal development plan and supervisor meetings

### 10.1. Personal Development Plan

Within three months of a student starting, Primary Supervisors should agree a Personal Development Plan and a learning contract covering the initial aims and objectives of the project together with expected methods, skills objectives and core working hours. In addition to the key questions in the Personal Development Plan, the Personal Development Plan and learning contract should contain a description of the PhD project objectives as determined by discussion with the supervisory team to include:

- (i) scientific objectives;
- (ii) skills objectives (laboratory, computational, generic transferable skills); and
- (iii) writing, reading and critical review objectives.

The Personal Development Plan and Guidelines is available on iProgress. The Plan should be reviewed at least annually. See [Section 12](#) for more detail on iProgress and milestones.

### 10.2. Supervisory meetings

A student can expect to have regular meetings with the supervisory team; the recommended frequency is at least every one to two months. At the meeting the student and supervisor may agree to modify aims and objectives in light of the outcome of work done so far. The Primary Supervisor should review the Student Achievement Record at least once a year.

# 11

## Student achievement record and research skills training

### 11.1. Student achievement record.

11.1.1. Students are strongly encouraged to keep an Achievement Record of their training and development. The Achievement Record is maintained via iProgress and comprises four categories:

- (a) courses and workshops which provide transferable skills, such as scientific writing or project management, or other ground covered by the Researcher Development Framework;
- (b) activities relating to scientific research such as the Research Integrity Course;
- (c) purely academic development: attendance at conferences and lectures; learning a particular research technique; and
- (d) extracurricular contributions (for example, outreach activities, Student Committee work).

The Personal Development Plan should also be uploaded to the Personal Document Store in iProgress.

The student is responsible for maintaining their Achievement Record and is encouraged to review it with the Primary Supervisor, taking account of the content of the first and subsequent Personal Development Plans.

11.1.2. Students can download documents saved in their Document Store when they leave.

### 11.2. Training opportunities.

11.2.1. All research degree students are strongly encouraged to undertake the equivalent of ten days generic research skills training in each year of their degree. The Learning & Development team produces a guide to the wide range of training opportunities available to research students at the ICR. Students should record the courses /activities that they undertake in the Student Achievement Record.

11.2.2. Skills is a website that has been custom designed to support student transferable skills development. It is a blog based resource, with posts recommended to students periodically over the course of their research degree.

11.2.3. It is mandatory for students to have attended the Research Integrity workshop during their second year, and the Preparing to Submit your Thesis

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workshop during their final year. Other mandatory training to be completed in the first six months is outlined in [Section 6.12.2](#).

11.2.4. Students are expected to attend the ICR Grand Rounds and other lectures where relevant.

# 12

## Progression and milestones

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

**12.2.** Key milestones for three and four year programmes are shown below. Students registered at less than 0.9 FTE will usually have their milestones adjusted pro-rata from the date of their registration and according to their FTE, in line with the appropriate timescale below.

### Key milestones for four year programme

Timescale	Milestone/requirements
Within the first six months	Attend induction, complete mandatory training ( <a href="#">Section 6.12.2</a> )
Six month after registration	Six month chat – meeting with Senior Tutor/Deputy Dean
End of year one	Submit upgrade viva report (for transfer from MPhil to PhD)
End of year one	Transfer viva
End of year one	Chat with Senior Tutor/Deputy Dean
During year two	Research integrity workshop
Two years six months	Submit second report
Approx. two years and eight months	Invited to present a poster or talk at the ICR Conference
Three years and four months	Chat with Senior Tutor/Deputy Dean
End of year three	Submit Thesis Outline
Final year (every three months)	Chats with Senior Tutor/Deputy Dean
During final year	Preparing to Submit your Thesis workshop
Three years and eight months	Submit Exam Entry forms
End of year four (at the latest)	Submit thesis
Viva examination	Normally within two months of thesis submission

### Key milestone for three year programme

Timescale	Milestone/requirements
Within the first six months	Attend induction, complete mandatory training ( <a href="#">Section 6.12.2</a> ).
Six months after registration	Six month chat - meeting with Senior Tutor/Deputy Dean

End of year one	Submit Upgrade Report (for transfer from MPhil to PhD)
End of year one	Transfer viva
End of year one	Chat with Senior Tutor/Deputy Dean
During year two	Research Integrity workshop
Approx. one years and eight months	Invited to give a poster or talk at the ICR Conference
End of year two through year three (every three months)	Chats with Senior Tutor/Deputy Dean
During final year	Preparing to Submit your Thesis workshop
Two years and six months	Submit Thesis Outline
Two years and eight months	Submit Exam Entry forms
End of year three	Submit thesis
Viva examination	Normally within two months of thesis submission

# 13

## Transfer from MPhil to PhD

**13.1.** The transfer of registration from MPhil to PhD is an important process and the student report and oral examination will include feedback from an independent internal assessor in addition to the supervisory panel and Dean's Team. The independent internal assessor will be nominated by the Primary Supervisor and appointed by the Deputy Dean (Biomedical Sciences). If the Primary Supervisor fails to nominate an independent internal assessor the Deputy Dean will participate in this capacity.

**13.2.** Transfer from MPhil to PhD will not normally take place until at least one calendar year following registration, or the pro rata equivalent for part-time students. Transfer is subject to a satisfactory Upgrade report by the student and assessment report from the Primary Supervisor. Additionally an independent internal assessor and Back-up Supervisor will review the student report.

**13.3. Conditions of transfer.** For students who are also ICR employees, transfer from MPhil to PhD will take place subject to the following conditions:

**13.3.1.** Students who possess a degree at Upper Second Class Honours or above: transfer is subject to a satisfactory report of 3,000 - 5,000 words (excluding figures, tables and references) by the student and a satisfactory supervisor's assessment report.

**13.3.2.** Students who possess a degree at Lower Second Class Honours: transfer is subject to a satisfactory report of 3,000 - 5,000 words (excluding figures, tables and references). It should be of Master's degree standard and must be prepared in the candidate's own time. The supervisor should also submit an assessment report. Both reports will be assessed by the Deputy Dean (Biomedical Sciences), and an independent internal assessor. It is also a requirement that the student submits a 5,000 word literature review, which has to be submitted before the transfer viva takes place.

**13.4.** Students who are in possession of an MPhil in a relevant field obtained before joining the Institute of Cancer Research may be permitted to register directly for PhD.

**13.5. The transfer viva.** In addition to the report requirements in [Section 14.2.1](#), all students will be examined orally at the transfer stage, which will include a brief oral presentation by the student. The examination panel will normally consist of a representative of the Academic Dean's Team (either the Deputy Dean (Biomedical Sciences), Senior Tutor or a nominated senior member of Faculty), the independent internal assessor and the Back-up Supervisor. The Primary Supervisor and any Associate Supervisors will be invited to attend, but their presence at the transfer viva is not compulsory. A joint appraisal from this panel will give broad comments relating to the student's performance and recommend whether transfer can occur (more details below). In addition a score sheet addressing different aspects of the

student's written report and viva performance will be completed by the panel and given to the student for guidance.

**13.6.** Transfer is contingent upon students providing evidence that they have completed all end-of-module tests on the Perspectives in Oncology website and that the Primary Supervisor has reviewed and is satisfied with their Student Achievement Record.

**13.7.** Any candidate who is deemed unsuitable for transfer from MPhil to PhD but is expected to be suitable at a later date will normally be referred for a further period of time to be decided by the Deputy Dean (Biomedical Sciences).

**13.8.** Any candidate who is deemed unsuitable for transfer from MPhil to PhD and is not expected to be suitable at a later date will be advised as to whether entry to the MPhil examination is appropriate. This is normally judged on the standard of work completed to date. Full-time students must submit their theses within three years of their initial date of registration. The minimum period of registration for an MPhil is two years full-time.

**13.9.** If entry to the MPhil examination is not deemed appropriate, the candidate's registration will be terminated.

**13.10.** Full-time students should normally transfer to PhD within 18 months of registration. Part-time students should normally transfer within three years of registration.

# 14

## Assessment and monitoring

The timings outlined below are for students registered full-time. Students registered at less than 0.9 FTE will normally have the deadlines adjusted pro-rata from the date of their registration. These deadlines will be published on iProgress.

**14.1. Student chats.** At six months students are required to have a meeting with the Deputy Dean/Senior Tutor to discuss progress and completion of mandatory ICR training courses e.g. safety, data protection, records management and bullying and harassment, and what they have found helpful on the Skills website. It is also mandatory for students to have completed the end-of-module tests on five modules of Perspectives in Oncology: the multi-disciplinary modules of “Common Cancers”, “Cancer Causes and Prevention”, and “Approach to Therapies”, plus any two other modules of the student’s choice. The Primary Supervisor will have the opportunity to comment on the student’s progress and flag any possible issues prior to the meeting.

Students will have subsequent meetings with the Deputy Dean/Senior Tutor to discuss progress on an annual basis. The Primary Supervisor will have the opportunity to comment on the student’s progress and flag any possible issues prior to the meeting via iProgress. In the final year students will attend review meetings at three monthly intervals with the Deputy Dean/Senior Tutor ([Section 14.2.4](#)). For each of the final year meetings, the Primary Supervisor will be asked to comment in writing on the student’s progress via iProgress and flag any possible issues.

**14.2. Student Reports for students registered for four years.** At the end of year one, and at two years and six months, students are required to submit a written report of their progress, which will be independently assessed. All reports must bear a title, the name of the student, the degree for which they are studying and the Supervisors’ names. Reports must be submitted through iProgress as a PDF by the advertised deadline. One further copy should be given to each supervisor. At the end of year three students are required to submit a thesis outline via iProgress.

**14.2.1. The Upgrade Report (end of year one; transfer from MPhil to PhD).** Transfer from MPhil to PhD is dependent upon successful assessment of the upgrade report and the transfer viva. The report should begin with an abstract of about 200 words, followed by a comprehensive report of 3,000-5,000 words [excluding figures, tables and references]. Guidance notes are provided via iProgress. The Primary Supervisor, Back-up Supervisor and independent internal assessor will be asked for written comments.

**14.2.2. The Second Report (two years and six months).** The report should be written as an extension of the upgrade report. It should be no more than 3,000 words long (excluding figures, tables and references), and should consist of a brief introduction, a summary of total progress in the time since the transfer viva and a statement of what remains to be done. It should include adequate presentation of data (e.g. Figures and Tables) to allow a proper assessment of the work. Key references should be included. In

addition, the student should prepare a plan of how their work will progress, with the aim of completing the experimental/data collection part of the PhD by three years and six months. The plan should highlight any actual or potential problems and the means of resolving them. It should also address project risk. Advice on managing project risk can be found on the Skills website. The report will be assessed by the Primary Supervisor and the Back-up Supervisor.

**14.2.3. Thesis Outline (end of year three).** The student should provide a 300 word description of the thesis and a chapter-by-chapter outline of their thesis with a brief description of chapter contents. Tasks outstanding and the time period during which these will be completed should be detailed in this outline. An estimate of the submission date should be given, which must be no later than four years from the date of registration and should normally be around three years and nine months. A copy should be kept in the student Document Store in iProgress and from there should be approved by the Primary Supervisor and then reviewed by a member of the Dean's Team.

**14.2.4. Fourth year monitoring.** The student will be reviewed at three monthly intervals by the Deputy Dean/Senior Tutor.

**14.2.5. Student presentation.** All students are required to give a poster or a talk about their project. Divisional heads have the responsibility of ensuring that all students in their Division have sufficient opportunity to present. Presentations will normally take place in the third year of the PhD (for non-clinical) or second year of the PhD (for clinical) and normally at an ICR Annual Conference. In addition, it is recommended that students present to their Division in each year of their studies as follows:

- (a) first year students – 10 minute talk in June/July
- (b) second year students – 20 minute talk in April/May
- (c) third year students – 30 minute talk in September/October

Supervisors should ensure students are adequately supported in preparing for their presentations. Students should receive constructive feedback on both the content of their presentation and their presentational skills. Presentation skills training is available via the Learning & Development team.

**14.3. Student Reports for students registered for three years.** At the end of year one, students are required to submit a written report of their progress, which will be independently assessed. All reports must bear a title, the name of the student, the degree for which the student is studying and the Supervisor's names. Reports must be submitted on iProgress as a PDF by the advertised deadline and one copy sent to each supervisor. At two years and six months students are required to submit a thesis outline.

**14.3.1. Upgrade Report (end of year one; transfer from MPhil to PhD).** Transfer from MPhil to PhD is dependent upon successful assessment of the upgrade report and the transfer viva. The report should begin with an abstract of about 200 words, followed by a comprehensive report of 3,000 - 5,000 words (excluding figures, tables and references). Guidance notes are provided. The independent internal assessor, Primary Supervisor and Back-up Supervisor will be asked for written comments.

**14.3.2. Thesis Outline (two years and six months).** The student should provide a 300 word description of the thesis and a chapter-by-chapter outline of their thesis with a brief description of chapter contents. Tasks outstanding and the time period during which these will be completed should be detailed in this outline. An estimate of the submission date should be given which must be no later than three years from the date of registration and should normally be around two years and nine months. A copy should be kept in the student Document Store in iProgress and from there should be approved by the Primary Supervisor and then reviewed by a member of the Dean's Team.

**14.3.3. Final year monitoring.** The student will be reviewed at three monthly intervals by the Deputy Dean/Senior Tutor. The student should inform the Registry one year before they are planning to submit their thesis to allow the Registry to instigate three monthly monitoring.

**14.3.4. Student presentation.** All students are required to give a poster or a talk about their project. Divisional Heads have the responsibility of ensuring that all students in their Division have sufficient opportunity to present. Presentations will normally take place in the second year of the studentship and normally at an ICR Annual Conference. In addition, it is recommended that students present to their Division in each year of their studies as follows:

(a) first year students – 10 minute talk in June/July

(b) second year students – 20 minute talk in April/May

Supervisors should ensure students are supported in preparing for their presentations. Students should receive constructive feedback on both the content of their presentation and their presentational skills. Presentation skills training is available via the Learning & Development team.

#### **14.4. Part-time students**

**14.4.1.** At the point of registering the student and supervisor should agree the plan for writing up the final thesis; it is recognised that a student may require a period of protected time.

**14.4.2.** Part-time students on the equivalent of a three year programme may be required to submit the equivalent of a Second Report ([Section 14.2.2](#)) at an educationally appropriate point in their studies.

**14.5. Supervisor responsibilities.** In addition to assessing reports and signing off the thesis outline, Primary Supervisors are required to provide an update on student progress at six months (adjusted pro-rata for part-time students), annually, and six months into the final year. This should be done via iProgress.

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

# 15

## Examination entry

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

**15.1.1.** Please be aware that as per Academic Regulations **RD. 5.4.**, PhD students and clinical fellows monitored as full-time (i.e. at 0.9 FTE or above) must submit their thesis within four years of their initial date of registration. Full-time MPhil students must submit their thesis within three years of their initial date of registration. For any students registered at less than 0.9 FTE, the final submission date (after which the thesis will not be accepted) will be calculated pro-rata to the full-time deadlines – for example, a PhD student registered at 0.6 FTE must submit their thesis within six years and eight months of the initial date of registration. On initial registration, a student will be informed of the date by which the thesis must be submitted, and this deadline will be published on iProgress.

It is vitally important to meet this submission deadline – students who fail to do so will have their registration terminated, and not be permitted to submit their thesis late or be examined for the degree. Timely submission is important for several reasons. It enables a student to progress in their research career, and adds weight to a CV. It ensures the scientific content is current, and so adds to the thesis' potential wider impact. In addition, it is important because submission times are a key indicator looked at by funders in allocating research degree studentships and other funding.

**15.1.2.** A thesis will not be accepted for examination after the standard period prescribed by the Regulations unless an interruption of studies has been granted and the submission deadline adjusted accordingly, or a suspension of regulations is granted (**Section 15.3**).

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

**(i) a period of interruption of studies.** When an interruption to studies is granted a student's registration is suspended. The effect of an approved 'interruption of studies' period is therefore to 'stop the clock' for the period concerned. The student still has a total of four years (or pro-rata equivalent) to submit the thesis but the actual date on which the deadline falls is postponed (**Section 17.2**).

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

**15.3. Application to suspend regulations on maximum thesis submission time.**

**15.3.1.** An application for Suspension of Regulations and thereby to extend the maximum thesis submission time may be granted only in wholly exceptional situations where a student is unable to submit the thesis within the maximum submission time and is able to continue their course of study.

**15.3.2.** Since suspensions will be granted only in wholly exceptional circumstances, each application will be considered entirely on its own merits. The Academic Dean may unilaterally issue a general suspension of regulations with regard to the cut-off date, for example if unforeseen circumstances outside their control prevent a significant number of students from submitting within the deadline.

**15.3.3.** An application for the Suspension of Regulations must be submitted in the form of a letter to the Academic Dean, jointly signed by the student and their Primary Supervisor. It will normally only be considered in the last six months before the student's submission deadline. The Academic Dean will decide whether or not to approve the request, on the advice of the relevant Deputy Dean and the Registrar. The appeals process against rejected Suspension of Regulations applications is outlined in the Academic Regulations **RD.11.5 - 11.9**.

**15.3.4.** Approval of a request for Suspension of Regulations does not automatically imply additional funding will be allocated. Overseas students should consider, and are responsible for, the effect of any interruption or suspension on their visa; advice is available from the Registry. The decision of the Academic Dean may only be appealed as set out in Suspension of Regulations Appeals Procedures. Guidelines for requesting a Suspension of Regulations are available from Registry.

**15.4. Viva seminars.** The practice in some Divisions is to hold 'final viva seminars' – open seminars given by students about their work, close to the time of the viva examination when all work has been completed. Where these seminars are held the following conditions apply: the external examiners' preliminary reports must be obtained prior to the day of the seminar if at all possible, or at the very latest, before the seminar is held; either no questions should be asked at the seminar or, if there are to be questions, the external examiners need to leave before any are asked. These seminars are held on a voluntary basis, and will not be held if any one of the student, the supervisor or an external examiner do not want it to be held.

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# 16

## Student hardship

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

# 17

## Change of circumstance and interruption of study

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

### **17.2. Interruption of study.**

**17.2.1.** The ICR may, at its discretion, grant a period of formal interruption to study. A maximum of 12 months may be granted with the approval of the Primary Supervisor and the Deputy Dean. In exceptional circumstances this may be increased for a further 12 months. If a supervisor does not support an application they are required to state their reasons.

**17.2.2.** The decision of the Deputy Dean is final. A student may only reapply if they have new or additional information and/or evidence to add to their application.

**17.2.3.** Students must complete the form 'Request for a period of interruption to study' (available from the Registry) and return to the Registry for consideration, signed by the Primary Supervisor and the Deputy Dean.

**17.2.4.** It is important that the student applies in advance for a period of interruption to study as approval cannot be granted retrospectively, save in exceptional circumstances.

**17.2.5.** Periods of interruption do not count towards a student's total permitted period of study.

**17.2.6.** 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, 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.

**17.2.7.** If a full-time student is absent through illness for eight days or more, including public holidays or weekends, the Registry should be informed. For all students a prolonged period of illness (normally two months or more) should be recorded as an interruption of study.

**17.2.8.** 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 not be recorded as a formal interruption of study. For further information please see the [Maternity and Paternity Policy for Postgraduate Research Students](#).

17.2.9. 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.

17.2.10. Registry may be required to contact the Home Office regarding overseas students to inform them of their circumstances. It is particularly important for students requiring a visa to inform Registry if they plan to apply for an interruption, as the Home Office must be notified in advance.

17.2.11. Fees are not payable during a period of interruption of study.

17.2.12. A student will not normally receive a stipend during a period of interruption of study. Please see the Maternity and Paternity Policy for Postgraduate Research students for further information regarding maternity leave.

17.2.13. During a period of interruption a student will not normally be entitled to attend lectures, have supervision, or use the ICR's facilities including library and computer access.

17.2.14. Upon return from a period of interruption, a student must inform the Registry. Where interruption was granted owing to a serious medical problem, written evidence must be provided by the student's GP confirming they are fit to resume studies.

17.2.15. 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 a student have failed, they will be deemed to have permanently withdrawn from the ICR.

# 18

## Termination of studies

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

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

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

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

To prevent automatic termination:

(i) a formal interruption of study request must be submitted and approved during the registration period, and the thesis submission must be within the extension period granted ([Section 17.2](#)); or

(ii) a Suspension of Regulations must be submitted and approved by the Academic Dean during the registration period ([Section 15.3](#)).

**18.5.** Students who are ICR employees will normally have their registration terminated if they leave ICR employment.

**18.6.** Students will not be allowed to submit their thesis after the agreed submission date.

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# 19

## Academic appeals

**19.1.** Appeals will be dealt with in line with the ICR Academic Regulations for research degrees and can only be made in the event that the assessment panel does not permit the student to transfer from MPhil to PhD, against the result of the PhD or MPhil examination or in the event of a request for a suspension of regulations being rejected. Full details of appeals processes can be found in the ICR Academic Regulations.

**19.2.** The appeals procedure may not be used to pursue any matter where the Student Complaints Procedure has already been invoked.

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# 20 Student complaints procedure

**20.1.** The **Student Complaints Procedure** is outlined separately to this Code of Practice and is available on the ICR intranet and website. It should be read in conjunction with the Academic Regulations.

# 21

## Student disciplinary procedure

**21.1.** In its broadest sense, misconduct is defined as any action or behaviour by an individual which brings the ICR into disrepute. The following circumstances are examples of misconduct, although this list is not exhaustive:

- (i) fraud;
- (ii) theft;
- (iii) breach of confidence, verbal assault or malicious complaint;
- (iv) physical assault or threatening behaviour;
- (v) malicious damage;
- (vi) gross insubordination;
- (vii) incapability as a result of being under the influence of alcohol, or abuse of drugs or toxic substances;
- (viii) negligence which causes unacceptable loss, damage or injury;
- (ix) unauthorised entry to or use of computer records or failure to abide by the **ICR's IT Acceptable Use Policy**;
- (x) intentional or reckless abuse of security and health and safety procedures;
- (xi) intentional or reckless misuse of the premises of the ICR or the Royal Marsden NHS Foundation Trust;
- (xii) harassment or behaviour towards a colleague which is perceived by the ICR as being racially or sexually discriminating or in contravention of the **ICR's Equality Opportunity Policy**; or
- (xiii) persistent or prolonged unauthorised absence from study.

**Section 22** details the procedure in the case of research misconduct.

### **21.2. Stage one, initial allegation**

**21.2.1.** All allegations of misconduct against a student should be made in writing to a Deputy Dean (Clinical or Biomedical Sciences). The Deputy Dean will investigate the allegation and may consult with the student's supervisor or Dean's Team representative and the relevant Head of Division. Statements made by a third party may also be considered. The Deputy Dean will then decide in consultation with the Academic Dean whether the matter can be dealt with informally or whether to invoke the formal procedure. If the matter is dealt with informally, a verbal warning may be issued to the student and a record will be kept on the student's file.

**21.2.2.** If the allegation of misconduct cannot be resolved informally or if the Deputy Dean considers the allegation is more serious, the formal procedure will be invoked. This will normally be within 10 working days of the initial allegation. If the matter may result in suspension or termination of study, it must be referred directly to the Chief Executive Officer as a stage three action (see below). Where there is evidence that a criminal offence has been committed the Deputy Dean must refer the matter immediately to the Chief Executive Officer who will report it to the police. All internal action will be suspended pending the outcome of any police investigation although, in serious cases, suspension may be considered.

**21.2.3.** If the formal procedure is invoked at either stage two or stage three, the Deputy Dean will inform the student concerned in writing and refer the matter as appropriate.

**21.2.4.** The Chief Operating Officer of the ICR, or in exceptional circumstances Chief Executive Officer, will nominate substitute senior staff for either a Deputy Dean, the Academic Dean, or the Chief Executive Officer if any of these are involved in the allegation of misconduct.

### **21.3. Stage two, action**

**21.3.1.** The Academic Dean will write to the student within five working days of the receipt of the Deputy Dean's report. The Academic Dean will invite the student to attend a formal hearing and inform them that they are permitted to bring a friend or a representative of the Student Committee and both parties may call witnesses to the hearing. The hearing will normally be held within 10 working days of the report. The Academic Dean will act as chair along with the one of the Deputy Deans who was not involved in the initial allegation stage.

**21.3.2.** On conclusion of the hearing, the Academic Dean may decide to reject the original allegation and all records related to it will be destroyed.

**21.3.3.** If the Academic Dean upholds the allegation, she or he may decide to:

- (a)** issue a verbal or written warning;
- (b)** require the student to make good any damage, by written apology or by imposing the cost of repair or replacement to goods or premises; or
- (c)** refer the matter to the Chief Executive Officer ([Section 21.4](#)).

**21.3.4.** Where the Academic Dean upholds the allegation, a written record will be kept on the student's file, which will include the minutes of the hearing and details of subsequent action.

**21.3.5.** The student will normally be notified of the Academic Dean's decision within 48 hours of the hearing.

**21.3.6.** The student may appeal against the Academic Dean's decision and the matter will automatically be referred to the Chief Executive Officer or their nominated representative. Any appeal must be made within five working days after notification of the Academic Dean's decision.

## 21.4. Stage three, action

21.4.1. The Chief Executive Officer will write to the student within five working days of the receipt of the Academic Dean's report. The Chief Executive Officer will invite the student to attend a formal hearing and inform them that they are permitted to bring a friend or a representative of the Student Committee and both parties may call witnesses to the hearing. The hearing will normally be held within 10 working days of the report. The Chief Executive Officer will chair the hearing along with the Chief Operating Officer of the ICR. The Academic Dean will attend the hearing on an attendance-only basis.

21.4.2. On conclusion of the hearing, the Chief Executive Officer may decide to reject the original allegation and all records related to it will be destroyed.

If the Chief Executive Officer upholds the allegation, they may decide to:

- (a) issue a verbal or written warning;
- (b) require the student to make good any damage, by written apology or by imposing the cost of repair or replacement to goods or premises;
- (c) suspend the student for up to a year from study and/or from any the ICR's premises;
- (d) terminate the student's registration at the ICR.

21.4.3. Where the Chief Executive Officer upholds the allegation, a written record will be kept on the student's file, which will include the minutes of the hearing and details of subsequent action.

21.4.4. The student will normally be notified of the Chief Executive Officer's decision within 48 hours of the hearing.

## 21.5. Right of appeal

21.5.1. The student has the right of appeal against the Chief Executive Officer's verdict at stage three. The appeal must be submitted to the Chair of the Board of Trustees within 10 working days of the outcome of stage three. The Chair of the Board of Trustees will nominate a lay member of the Board of Trustees as their representative to consider the appeal.

21.5.2. The nominated representative may call the student to attend an appeal hearing, accompanied by a friend or a representative. If the appeal is upheld another verdict may be substituted for the Chief Executive Officer's decision. However the decision of the nominated representative is final.

21.5.3. Where an appeal is successful, no record will be kept on the student's file.

## 21.6. 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

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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.

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# 22

## Fraud and misconduct in research

**22.1.** Where an allegation of fraud or misconduct in research is made against a student, the Deputy Dean (Biomedical Sciences) will invoke the ICR's procedure for the investigation of misconduct in research, published on the ICR intranet and available from the Registry.

# 23

## Examination offences and plagiarism

**23.1.** 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. **Plagiarism Guidance for Students** can be found on the ICR intranet.

**23.2.** Cheating may be defined as an attempt to gain an unfair advantage by breaching regulations, by bribery or inducement, or by deception.

**23.3.** Examination offences, covering plagiarism and cheating, will be dealt with as set out in the **ICR's Code of Practice for Examination Offences**, available on the intranet.

[End of Code of Practice for the Degrees of MPhil and PhD]

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