MSc in Oncology Student Handbook 2023-24

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1. Course description and details

1.1. Overview

Welcome to the MSc in Oncology at the Institute of Cancer Research (ICR). This is the only postgraduate educational course in the UK specifically directed to the needs of medically qualified doctors specialising in oncology. We believe that this gives you a unique opportunity to learn by interacting as equals with your teachers and peers.

You will leave the MSc with a detailed knowledge of the basic sciences underpinning the practice of oncology, practical applications of research methods, together with site-specific clinical practice and an appreciation of the professional and educational values within medical and clinical oncology. The MSc course emphasises interactive learning, developing clinical judgement, and critical approaches to evidence.

1.2. The Institute of Cancer Research

The ICR, London, is one of the world's most influential cancer research institutes, with an outstanding record of achievement dating back more than 100 years. We are world leaders in identifying cancer genes, discovering cancer drugs, and developing precision radiotherapy. Together with our hospital partner, The Royal Marsden NHS Foundation Trust, we are rated among the top four centres for cancer research and treatment worldwide.

The ICR operates as a research institute, a higher education institution, and an exempt charity. The institute is split over two sites: with two buildings in Chelsea, the Chester Beatty Laboratories (CBL) on Fulham Road and our registered offices on Old Brompton Road; and then our campus site in Sutton. Both sites are co-located with our hospital partner, The Royal Marsden.

Relevant addresses

When not being delivered remotely, the majority of teaching for the MSc in Oncology takes place off-site in a conference facility, CCT Venues Smithfield. The weekly teaching sessions for Part A and B of the course are held at this facility on a Thursday (Part B), and Friday (Part A). Part C has fewer contact

hours, and so monthly sessions are held either remotely or in the ICR's Chester Beatty Laboratories (CBL) and at CCT Venues Smithfield.

The addresses of the venues relevant to the course are as follows:

Teaching venue: CCT Venues Smithfield
Two East Poultry Ave, Smithfield, London, EC1A 9PT

Tel: *+44 (0)20 7796 5949 |*
ICR registered offices | MSc in Oncology course office
123 Old Brompton Road, London SW7 3RP

Tel: *+44 (0)20 7153 5386/5384/5228 |*
ICR Chelsea site
Chester Beatty Laboratories, 237 Fulham Rd, London SW3 6JB
ICR Sutton site
15 Cotswold Road, Belmont, Sutton, Surrey SM2 5NG

1.3. Key contacts
The MSc course team is the first point of contact for any administrative matters (e.g. timetabling and arrangements for assessment). When not working remotely, the team is based at the ICR corporate offices, and are present at the teaching venue on course days (Thursday-Friday).

Please contact the appropriate Module Leader or Part C Tutor, the Course Directors, or Course Manager as appropriate on any academic matters.

Key people

Course administration		
General enquires	MSc Administrator **mscadministrator@icr.ac.uk**	**Tel**: *020 7153 4434/5228* **Tel:** *020 7965 5949 at CCT*
Course Manager	Anna Pili **anna.pili@icr.ac.uk**	**Tel:** *020 7153 5386* **Tel:** *020 7965 5949 at CCT*
Course Directors		
Part A	Dr Rema Jyothirmayi **rema.jyo@nhs.net**	**Tel:** *01622 225304*
Part B	Professor David Bloomfield **david.bloomfield@icr.ac.uk**	**Tel:** *020 7153 5386* **Tel:** *020 7965 5949 at CCT*
Part C	Professor Robert Huddart **robert.huddart@icr.ac.uk**	**Tel:** *020 8661 3529*

1.4. Canvas: The virtual learning environment
Canvas (students.icr.ac.uk/canvas) is the ICR's virtual learning environment (VLE), which contains all information relating to the course, and provides online access to course materials and lecture notes. You will undertake or submit all assessments through Canvas, and we will send all important course announcements and notifications through it. Canvas also provides a gateway to other useful resources like forms and regulatory documents.

It is mandatory for all students to use the VLE, as this is the primary means for managing course content and communications. Students are responsible for checking their Canvas notification settings are set appropriately so they receive notifications about any course announcements or changes, and for regularly logging into Canvas to read messages. The course team will assume that you have read any messages sent through Canvas.

We give all students a Canvas login soon after enrolment. Always use Canvas on a modern, up-to-date browser – ideally Chrome or Firefox. A short guide on how to navigate the site is available on Canvas.

1.5. Description and aims of the programme
The programme is a modular taught postgraduate course for specialist postgraduate students focused on the fields of clinical and medical oncology. The overall aim is to encourage proactive problem solving approaches and a reflective approach to medical or clinical oncology practice, producing graduates who are well equipped with the highly refined intellectual, scientific, and clinical skills necessary for leadership careers in twenty-first century oncology.

The design of the individual modules aims to provide detailed and distinct skills, together with advanced knowledge in a particular aspect of oncology at Master's level. Together, these lead to a coherent part time programme with possible exit points at the Postgraduate Certificate and Diploma level. For the award at MSc level, students complete an additional dissertation.

We have also designed the curriculum to equip students in the field of clinical oncology to sit the Part 1 and Part 2 examinations for Fellowship of the Royal College of Radiologists (FRCR). For medical oncologists, this course meets the identified need for a theoretical basis to their structured training and will encompass the knowledge required for the medical oncology 'exit' examinations. The Research Methods module also provides core competencies for NIHR Academic Clinical Fellows, as recommended by the Department of Health in 2008.

Aims of the course

Postgraduate Certificate & Diploma
The Postgraduate Certificate/Diploma aims to:

- provide a thorough theoretical understanding of cancer together with an in-depth and systematic understanding of current cancer treatments and cancer research;
- enable the application of theoretical knowledge in the clinical environment, informing working practice, and considering work-based experience in an academic context;
- expand and develop advanced skills of critical awareness, advanced reasoning, analysis and evaluation, enabling informed judgements to be made on complex scientific and clinical issues;
- expand and develop advanced skills in decision-making informed by the interaction between theoretical knowledge and clinical practice;
- expand and develop advanced skills in communication for the management and care of cancer patients; and
- deliver the relevant curriculum and professional education at postgraduate level to enable students in the field of clinical oncology to sit the examinations for Fellowship of the Royal College of Radiologists.

Master of Science
In addition to all the aims and objectives above, the MSc course allows students to:

- develop and demonstrate advanced skills in research methodologies and techniques through undertaking a research-based dissertation or equivalent in a clinical setting;
- develop and demonstrate originality in the exploration of the issues and constraints of undertaking research in a clinical setting, thus developing the ability to engage more effectively in future research activity within the student's organisation; and
- develop and demonstrate the qualities and transferable skills necessary to contribute towards raising standards in the chosen specialty through research.

1.6. Programme structure
The programme consists of three elements, Parts A, B, and C, each taking one academic year to complete.

Parts A and B

Part A and Part B are the taught elements of the course, and students exiting after one or both of these receive the award of Postgraduate Certificate or Diploma, respectively. Students normally study Part A, which focuses on basic cancer science before Part B, which focuses on the clinical aspects of oncology. Students may study Part B before Part A in exceptional circumstances. We will provide academic guidance to any applicant wishing to pursue this option.

Contact hours

Each Part comprises 600 notional learning hours; these learning hours include approximately 180 contact hours, with the balance comprising private study plus assessment time. Teaching days are typically Friday for Part A, and Thursday for Part B, however there are some additional sessions that can fall on other days. Please refer to the calendar on Canvas for full details of these particular sessions.

Module structure
A number of teaching modules make up Parts A and B, each contributing credits towards the overall course mark upon successful completion of the respective end-of-module assessments. Some modules feature specific topic areas (see the list in the tables below). All modules are compulsory; however, some topics are optional. Students must attend all lectures on all topics, except during the Cancer Therapies module when students choose a pathway to follow and are able to miss the alternative pathway's lectures.

- For Cancer Therapies (Part A), students must complete the two compulsory topics then choose a pathway to follow by selecting one of the optional topics. Clinical oncologists must take the Advanced Radiation Sciences pathway, while medical oncologists must take the Experimental Cancer Pharmacology route.
- For Cancer Treatments 1 and 2 (Part B), students will attend lectures on all topics listed, but will then choose to submit their assessments on one topic from each module (at least one assessment must be related to a core topic).

Module and topic breakdown

Module	Credits
Part A	
Cell and Molecular Biology of Cancer	20
Statistics for the Oncologist	10
Cancer Therapies	30
Introduction to Radiation Sciences *(compulsory)*	
Clinical Pharmacology *(compulsory)*	
Advanced Radiation Sciences *(optional)*	
Experimental Cancer Pharmacology *(optional)*	

Part B (all topics are compulsory)	
Research Methods	10
Cancer in Context	10
Cancer Treatments 1	20
Core topics	
Urological malignancy	
Gastrointestinal malignancy	
Gynaecological malignancy	
Specialist topics	
Acute oncology	
Palliative care & Late effects	
Living with and Beyond Cancer/Survivorship	
Sarcoma	
Skin with melanoma	
HIV-associated malignancy	
Cancer Treatments 2	20
Core topics	
Breast malignancy	
Head and neck malignancy	
Lung and respiratory malignancy	
Specialist topics	
Paediatric/teenage/young adult cancer	
Central nervous system malignancy	
Lymphoma/haematological malignancy	
Oncology in the developing world	

Further details of each of the modules, including their respective learning outcomes, are available in the individual module guides on Canvas.

Successful completion of each part provides 60 credits. A PG Certificate requires 60 credits, and a PG Diploma 120 credits.

Part C

Part C is devoted to the research dissertation. However, mandatory teaching sessions also take place approximately once a month throughout the year and consist of masterclasses on various topics timed to coincide with the progress of the project and/or one-to-one tutorials with Part C Tutors. Students successfully completing this year achieve the full Master of Science degree. Students can only complete Part C after successful completion of Parts A and B.

Contact hours
As it is worth 60 credits, Part C also comprises 600 notional learning hours. The vast majority of these will be the independent study time you contribute to your research project, including writing up the dissertation. However, approximately 15% of these hours (~10 days across the year) will be the mandatory monthly teaching sessions that will form the basis of your attendance record for the year.

Structure
Completion of a research project is mandatory to gain the award of MSc in Oncology.

Module	Credits
Part C	
Dissertation/thesis/peer-reviewed paper	60

1.7. Key dates and course timetable

The calendar in Canvas holds all key course related dates, as well as the full course timetable and specific module teaching dates. The Canvas calendar is always up-to-date with current information and as such should take precedence over all other sources; it is, however, subject to change throughout the year. Students are responsible for checking dates in Canvas.

You are encouraged to use the Canvas iCal calendar feed which incorporates all course events and assignment dates into your own personal calendars, such as those provided by Google, Apple or Outlook. This will then sync any updates made in Canvas to that calendar.

1.8. Lecture notes and lecture capture
For most sessions, we upload lecture notes (a lecturer's full slide set) to Canvas within one week of the lecture taking place. Where possible, we also record most Part A and B lectures (typically both visual and audio recording) – these will be accessible through Canvas. Lecture capture recordings display the video feed of the presenter synced with a view of what is on screen, as well as a full list of all slides and their titles. You can search the content for key words to find a specific point within the presentation. Links to all lecture content are present on the module homepages on Canvas. You can also access lecture capture content using the 'Videos' link in the sidebar navigation menu. Recordings will not always be available: sometimes lecturers ask us not to record their session, and occasionally our lecture capture system may be unavailable owing to maintenance or technical difficulties. You will also have access to all available lecture content of the previous academic year.

1.9. Career relevance
On graduation, the aims and objectives of the course will have enabled students to develop the specialised theoretical, clinical and medical skills to pursue excellence in defeating cancer. The course will develop students' own careers by equipping them with a high-level understanding of the theory and practice of cancer science, advanced cancer treatment, and the science of cancer research – all to the benefit of cancer patients. The course will also facilitate students to prepare for professional oncology examinations. One of the attractions of following the course to Diploma and MSc level will be the career advantage of having such a qualification in the highly competitive job market for consultant posts.

1.10. Annual monitoring and periodic review
The MSc in Oncology is subject to both annual monitoring and a five yearly periodic review. The annual monitoring process provides an opportunity for self-evaluation, self-reflection and scrutiny at a module and programme level. The periodic review is a more substantial process with a wider range of inputs and is one of the ICR's key quality management and enhancement processes.

2. Marking and assessment practice

2.1. Types of assessment
We use a variety of assessment methods to test your learning during the MSc course. The module pages on Canvas and the Module Guides have a fuller description of the specific assessments for each module. The research dissertation is the only assessment for Part C. Please see the Part C pages on Canvas, the Part C guide or Section 2.6 for more information.

We use two types of assessment in Parts A and B, as follows:

Single best answer tests

We use single best answer tests (SBAs) primarily to assist learning, but you must take and pass SBAs in most modules in order to be eligible for credits.

Assignments

The assignments we use to determine the overall mark for your modules include essays, case studies, critical reviews, reflective diaries, audits and protocol development discussions. Pass results contribute to the award of credits, which in turn count towards the overall award.

2.2. Single best answer tests
Most modules in Part A and B of the course include at least one single best answer test (SBA) on the module content. These are primarily intended to assist your learning and confirm your mastery of material from across the module – however, you will be required to take and pass the SBA(s) for each module in order be eligible to earn credit and pass the module overall. You must achieve a score of at least 50% to pass; however, the score from the SBA will not contribute to your overall module mark.

You take these tests as online timed assessments via Canvas, and they are usually available for a period of 21 days after the taught element of the module. You should attempt these SBAs in your own study time during this period. In general, for each SBA you must answer 25 questions within 45 minutes. 10 marks are awarded for each question answered correctly, and you must score at least 130 out of 250 to pass. In Part B, some modules feature shorter SBAs, which consist of 15 questions to answer within 30 minutes. 10 marks are awarded for each question answered correctly, and the minimum pass mark is 80 out of 150.

We permit two attempts to pass each SBA during the 21-day period. If you do not pass at the first attempt, we would advise you to revise the topic, then attempt the SBA again before the end of the release period. Note: you must wait 24 hours before starting a second attempt. Questions will be randomised and it will not be the same test as the initial attempt.

Any student scoring below the pass mark on a second attempt will need to attend a tutorial with the relevant Course Director to review progress, discuss where to focus revision, and plan when to attempt the test again. We will then allow one further attempt; if a student fails this further attempt there will be a review by the Course Directors to decide how best to support the student in passing the SBA.

2.3. Submission of assignments
You must submit all coursework for Part A and B via Canvas unless otherwise instructed. The general assessment page on Canvas includes full guidance on submitting your coursework, including format and content requirements, and how to upload your work. You can find submission deadlines on the individual module pages on Canvas, but they are subject to change so check throughout the course.

2.4. Marking of assignments and release of online feedback
We assess all written work in Part A and B on the following marking criteria:

- skills of scholarly presentation and use of source material;
- skills of critical analysis; and
- appraisal and synthesis of theory and practice.

All coursework will be anonymously marked directly in Canvas, using a percentage-scoring scheme. The pass mark for coursework is 50%. Full details of the marking criteria are available on Canvas.

Two independent markers assess each assignment and both will give written feedback on the work. We aim to provide markers' comments and feedback via Canvas after the marking period, within six weeks of coursework submission and prior to the Examination Board. All marks are subject to moderation, ratification and conferment at the MSc in Oncology Examination Board. Any marks released before this will be provisional and for guidance only. The specific module pages on Canvas detail all scheduled feedback release dates.

Where provisional marks indicate that a student's work is below the expected standard, we will arrange an informal meeting with the appropriate Course Director, before the student's next written submission

deadline and the relevant Examination Board, if possible. After the Examination Board has confirmed the marks, we will invite any students scoring below the pass mark to a formal tutorial with a Course Director or Module/Topic Leader to help prepare for resitting the assessment.

2.5. Resubmission of assignments
The process for resubmitting Part A and B assessments is the same as for the original coursework. You should submit two identical copies of the rewritten coursework to the appropriate assignment within the Resubmissions module in Canvas, by the deadline detailed on the assignment page. We will check the documents for plagiarism, and then make them available to markers and examiners where required. Marking will be anonymous and you will receive feedback in the same manner as before.

2.6. Part C assessment
For Part C we assess the research project dissertation. The Part C guide and the Part C pages on Canvas provide guidelines on how to format and present the dissertation. Students also present their findings at a research presentation day, usually held in July – however, this will not contribute to the thesis mark.

Assessment

Two independent examiners (who are typically Part C Tutors) assess the dissertation, according to the following marking criteria:

- identification and formulation of the topic chosen;
- use of source material;
- skills of critical analysis;
- appropriate choice of research methods;
- analysis and interpretation of research findings;
- synthesis of theory and practice concepts; and
- skills of scholarly presentation.

They will award marks for general features such as logical page layout, grammar and spelling, and references as well as for scientific content and they will deduct marks for any missing structural components. Please see the Part C guide or the Part C pages on Canvas for a full breakdown of the marking procedure.

2.7. Plagiarism and academic integrity
Plagiarism is the copying or use of the work of others, whether intentionally or unintentionally, as if it were your own. Such work may come from any source, whether published or unpublished, in print or online; covering everything from text, diagrams and images to ideas, judgements, and results. The ICR uses a range of approaches to check for plagiarism, including running electronically submitted coursework through the Turnitin software tool.

Where identified, we will formally penalise plagiarism as an examination offence, as set out in the Academic Regulations, and dealt with using the ICR's Code of Practice for Examination Offences. The following guidance will help you avoid plagiarism, and ensure that all material submitted as an ICR student is your own work:

- acknowledge where any use or mention is made of the work of others;
- use a recognised citation system;
- when including quotations accurately refer to and acknowledge the originator(s) of the work;
- clearly identify direct quotations, whether extended or short;
- clearly acknowledge paraphrasing – using other words to express the ideas or judgements of others;
- fully reference diagrams and similar;

- appropriately refer to their input and involvement when discussing work done in collaboration with others; and
- clearly reference use of your own past work as the work of others. We discourage re-using material from earlier essays, and this may be treated as an offence if not clearly and justifiably explained.

Please ask staff for advice on any specific issues where you are unsure about what is permissible.

2.8. Extensions and extenuating circumstances

If you have any problems with submission of your coursework or dissertation, please contact the MSc Course Manager or the course team immediately. We treat all discussions with the utmost confidence.

Students who know in advance that they will be unable to submit by the deadline may request an extension by completing the Late Submission of Course Material form, available on Canvas. The application must be submitted to the MSc course team prior to the deadline, and Course Director(s) will give due consideration to each application on a case-by-case basis.

Students who do not submit coursework by the deadline due to any serious unforeseen, unpreventable and/or unavoidable circumstances can subsequently submit an application to claim extenuating circumstances, by completing the Extenuating Circumstances form available on Canvas. The Course Manager can advise in these circumstances. Any student wishing to apply must submit the application to the Assistant Director, Academic Services (Registry), via the MSc Course Manager, within seven days of the missed deadline.

Long-term medical conditions and/or disabilities are not in themselves considered a basis for extenuating circumstances, and in such situations students should instead consider requesting an interruption of study (see Section 3.5). The Interruption of Study form is available on Canvas and should be submitted to the MSc course team. If a student undertakes a period of interruption, they are still able to access all course material available on Canvas during this time.

We only permit late submission of coursework if we have agreed an extension in advance or approved an extenuating circumstances claim.

2.9. Penalties for late or over-length submissions

We will apply penalties to submissions, both coursework and dissertations, that are late or exceed the specified word count.

Late submissions

Material submitted late will be liable for a reduction in the mark, as described below, unless we have agreed an extension or approved an extenuating circumstances claim. We will consider an assignment to be late if it is submitted any time after 23:00 on the day of the deadline.

- For material submitted between 23:00 on the day of the deadline and two weeks later (four weeks for a Part C dissertation), students will have 10% deducted from their mark, down to a minimum of 50% for work which would have passed if not for the penalty.
- We will record work submitted more than two weeks after the deadline (four weeks for a Part C dissertation) as a non-submission for the designated Examination Board meeting and it will receive an automatic fail. Students can resubmit this work for consideration at the following Examination Board where we will treat it as a resit. If it then passes, we will cap the mark at the minimum pass threshold of 50%. If the coursework is not resubmitted we will record this as a fail.

Over-length submissions

We will penalise all submissions (both coursework and dissertations) which exceed the designated word limit. The word limit includes all content within the body of the document (including labels, captions, subtitles etc.), with the exception of the front-page details as described above and a clearly delineated references section at the end of the essay. The word count for Part C dissertations also excludes the summary/abstract and acknowledgements. Any assignment with one or more words over the word limit will have 10% deducted from the mark, down to a minimum of 50% for work that would have passed if not for the penalty.

2.10. Examination Board
Examination Board meetings are held in May and October. At these meetings, members of the Management Team, Module Leaders and External Examiners meet to review, consider and finalise module marks and awards. We release finalised marks and confirm awards including MSc classifications to students biannually, after these meetings.

2.11. Assessment regulations
Please refer to the Academic Regulations, available on Canvas, for the overarching assessment rules governing the course, including the degree award scheme.

3. General information and requirements

3.1. The Academic Regulations
All students must abide by the Academic Regulations, which the Academic Board approve and we publish each academic year. These include general regulations, which relate to the overall learning environment in which all ICR students (both taught and research) study; as well as academic regulations that specifically cover research degrees, and taught programmes. They also include the assessment and examination regulations for these qualifications. You can find the Academic Regulations and other relevant policies mentioned in this Handbook on Canvas.

3.2. Conditions of enrolment

Registration

As a condition of your enrolment and registration as a student, you agree to abide by the regulations of the ICR and the University of London, and any other relevant ICR policies/procedures. This agreement will apply throughout your time of registration as a student.

Security access and attendance

Students will be given a security card at enrolment, which will be used to monitor attendance on teaching days and also allows access to all ICR buildings.

ICR building access
Students must wear their security card at all times whilst in any ICR building. Whilst there, students may visit the Library and training rooms but must not enter any other areas apart from the respective canteens. If you are encountered elsewhere in the building you will be escorted back to the reception area and the incident will be reported to the Site Manager. Student disciplinary procedures will be used in cases of wilful disregard of these conditions (see Section 5.7).

Please also wear your ICR student ID at the CCT teaching venue.

Attendance

When teaching is taking place face-to-face we monitor attendance on teaching days using your ID security card. You need to tap your card on to the card reader at the start and end of the day to record your presence. It is your responsibility to ensure you are marked present for a session, therefore is it important that you bring your security card with you to both CCT Venues Smithfield and CBL, otherwise your attendance will not be recorded. We will provide a sign in sheet in the event of a technical fault. Security cards are cancelled on termination of registration. When the course is delivered remotely, attendance is also monitored via views of video recordings and Zoom.

3.3. The academic year
For Parts A and B, the ICR's academic year runs from 1st September to 31st August. There are two student intakes for these Parts of the MSc in Oncology course each year: one in autumn and one in spring. Part C of the course runs from October to September. Full course timetables, including teaching dates and assessment deadlines, are available on Canvas; however, these are subject to change throughout the course so check there for the most accurate information.

3.4. Punctuality and consideration for others

Punctuality

The ICR considers that arriving punctually for teaching sessions is essential, as well as being courteous and polite to the teachers and other students. Whilst recognising that, on occasion, lateness is unavoidable, it does disrupt and impede the learning process. As such, when attending face-to-face teaching we ask any students arriving late to wait for a break before entering the teaching room.

Mobile phones

We ask students to refrain from using their mobiles during lectures. If you are on call, please take/return your calls during break times.

3.5. Attendance and absences

Attendance

We expect students to attend at least 80% of the teaching sessions for each Part A and B module:

- students whose attendance falls to between 60-79% of the sessions in a module will normally be asked to attend an informal meeting with the Course Manager and/or Course Director(s);
- students whose attendance falls to between 50-59% of the sessions in a module will normally be asked to attend a formal meeting with the Course Director(s); and
- students whose attendance falls to below 50% of the sessions in any one module will normally be required to retake the module and attend all lectures again.

We expect Part C students to attend 75% of the mandatory monthly teaching sessions.

Course Directors have the right to raise attendance concerns with a student's educational supervisor.

Absences

We recognise that from time to time students may not be able to attend teaching sessions. Where applicable, all absences must be approved in advance by a Course Director. Please complete the Leave of Absence form, available on Canvas, and submit it to the MSc course team prior to any planned absences. In cases of:

- absence due to ill health: please complete the Notification of Sickness form on your return and may also be asked to provide medical certificates;
- absence due to annual/paternity leave: please complete the Leave of Absence form prior to leave being taken. Where annual leave constitutes an absence of more than 20% of a particular module, we will ask the student to provide evidence to demonstrate their knowledge of any missed lectures;
- absence due to clinical cover: this will not be approved and students are asked to discuss any difficulties they may have with the Course Director(s).

Interruption of Study

Students who are likely to need a significant period of absence because of personal circumstances or ill health, should contact the MSc course team in the first instance as an interruption of study will probably be more appropriate (see Section 2.8). Students on interruption will still be able to access to all course material on Canvas. The Interruption of Study form is available on Canvas.

3.6. Graduation/award ceremony
At the end of each year, we issue all students who are not exiting the course with a record of the modules they have completed, and the number of credits they have accumulated. We notify students if they have sufficient credit for the award of a certificate or diploma, or Master's qualification. Any student exiting the course without completing all the modules required for an award can request a transcript recording the modules they have completed.

We offer all qualifying exiting students the opportunity to attend the ICR graduation ceremony. This is held annually, and also celebrates honorary degrees and other notable awards.

3.7. Student records
The MSc course team maintains student files. The team monitors student progress and keeps a record of student assessment throughout the period of study. We are required to send details of all our registered students to HESA (the Higher Education Statistics Agency).

We process these in strict adherence to data protection legislation. You can find the HESA student data collection notice here: https://www.hesa.ac.uk/about/regulation/data-protection/notices#student.

For more information, please visit the relevant page on the ICR website (https://go.icr.ac.uk/StudentAlumniPN)

3.8. Academic committees and meetings
The following academic committees are relevant to the MSc in Oncology course:

Academic Board
This committee is charged with considering and reporting to the Council all academic matters and questions of education policy. The chair of the Academic Board is the Academic Dean, and membership includes student representatives. Meetings are usually three times per year, and are video-linked between both ICR sites. One nominated MSc student can be a representative on this Board.

Taught Courses Committee
This committee is responsible for all matters related to the operation, management, development, and programme level quality assurance of the ICR's taught postgraduate courses. Membership includes the Course Directors, members of teaching staff, and student representatives. Meetings are usually three times a year, with additional meetings as necessary. One nominated student representative from each Part of the course (A, B, and C) can attend this committee as members.

Taught Course Student Liaison Committee
This committee is the primary environment for staff and taught course students to discuss matters affecting students in their work and wider student life. The committee meets at least twice a year, and a

student representative chairs each meeting. Other student representatives from each year group represent their cohort and form the committee, alongside the Course Directors and other members of Registry. The student representatives discuss any course issues with their colleagues, as well as invite comments from and liaise with the Course Directors and MSc course team.

Student representatives

The ICR considers student involvement to be an essential element in its decision-making process, and as such, the ICR's Articles of Association ensure student representation on committees to enable to student voice to be heard.

The role of the representative is a responsible one: the student representative has the opportunity to influence decision making in the ICR at the highest level. We expect representatives to attend all meetings and put forward a student perspective on all items on the agenda. If you are interested in representing the student body, please inform the MSc course team (see Section 1.3). There is training available in chairing meetings and being a representative on a committee for the nominated student representatives.

4. Roles and responsibilities

4.1. Student Charter
The ICR has a Student Charter (https://go.icr.ac.uk/studentcharter) jointly agreed with the student body, which sets out mutual expectations – what you can expect from the ICR, and, in turn, what the ICR's expectations are of you.

4.2. Role of the student
We expect students to contribute actively towards their academic programme by:

- preparing for and attending regular teaching sessions;
- contributing fully to class activities;
- undertaking personal study outside of core contact hours;
- submitting coursework by the advertised deadlines; and
- meeting attendance requirements.

The student is subject to the ICR's disciplinary procedures and is expected to abide by the rules of the ICR and the University of London. Academic misconduct, such as plagiarism or the falsification of experimental data, will not be tolerated.

4.3. Role of the Module/Topic Leader
Module/Topic Leaders take joint responsibility for the planning, management, teaching, delivery, and assessment of their modules (or topics within a module) on the course. They are responsible for selecting and inviting lecturers, creating the teaching timetable, and establishing the assignments and learning objectives.

4.4. Role of the Course Director
The Course Directors take joint responsibility for the academic management, leadership, planning, teaching, assessment, and general promotion of the ICR's Postgraduate Certificate/Postgraduate Diploma/MSc in Oncology course as a whole. Each Course Director also takes specific responsibility for the academic quality and standards of one Part of the course (Part A, B, or C), in conjunction with the Module/Topic Leaders of that Part.

The Course Directors review all course documentation and will oversee, through consultation with the Module/Topic Leaders, all matters concerning the academic organisation, content, and teaching of the course. They determine the general assessment approach for the course, participate in course and

module review processes, and participate in academic audit exercises undertaken by external organisations such as the QAA.

4.5. Role of the Academic Dean
The Academic Dean is responsible for the management of all education and training activities at the ICR. They are responsible for monitoring student welfare and academic progress (although the responsibility for this is devolved to the Course Directors for the MSc in Oncology), and for monitoring and ensuring degree programmes meet the rigorous standards of the ICR. In addition, the Academic Dean is also the chair of the Examination and Academic Boards.

4.6. Role of the Educational Supervisor
All students should have an Educational Supervisor based at their NHS Trust. In the rare circumstance where this is not the case, we will ask the student to nominate a mentor.

4.7. Role of the Part C Tutor
Students undertaking Part C of the course will be allocated a Part C Tutor to help supervise their research project. The role of the Part C Tutor is to:

- agree a plan of work with the student;
- monitor student progress at monthly tutorials;
- sit on the Project Approvals Board for student proposals; and
- assist in the marking of MSc dissertations.

4.8. Role of the local Academic Facilitator
Students undertaking Part C should seek a local Academic Facilitator (Supervisor) at their NHS Trust. The local Supervisor's role is to:

- provide day to day support for the research project;
- help guide the student in seeking appropriate permissions (e.g. ethics committee review);
- ensure the student has access to appropriate facilities at the local site.

4.9. Role of the external examiner

The ICR appoints two external examiners to ensure the academic standard of the course is appropriate, and consistent with the standards of similar courses elsewhere.

The current External Examiners are:

Professor Heather Payne
Consultant in Clinical Oncology
The Meyerstein Institute of Oncology
University College London Hospitals
London

Professor John Chester
Director of Research and Innovation
Alder Hey Children's Hospital
Liverpool

Students cannot contact External Examiners, as stated in the Academic Regulations. The External Examiners provide reports to the Academic Dean twice a year, which are considered by the Taught Courses Committee and Academic Board, where student representatives can contribute to the discussion.

4.10. Role of the Registry

The Registry, which includes the MSc course team, deals with all aspects of postgraduate study at the ICR. This includes coordinating student admissions, registration, maintaining student records and arranging conferences, lectures, and the graduation ceremony.

The Course Manager and course team are available for advice in relation to regulations and procedures, or any other administration queries relating to the course.

5. Student support and welfare

5.1. Tutorials

All students will have the opportunity to meet the Course Directors for tutorials. Tutorial sessions usually take place at break times, or during lunch, and on a 'sign-up' basis. The course team will keep a list of available 'slots' and days on which they are available. During the Course being delivered on line we can arrange for you to see a Course Director at a mutually convenient time.

5.2. Student feedback

All students are able to leave feedback about any aspect of the course in order to voice their opinions or concerns. The student feedback process provides an opportunity for students to provide confidential, anonymous feedback directly to the Course Directors, Course Manager and course team on their overall experience of the course or of a particular module. If students do not provide feedback it will be assumed that there are no concerns or problems with the modules or course.

We also ask students to complete the annual Postgraduate Taught Experience Survey (PTES), which will inform the team further, and allow comparisons be made to other MSc courses nationally. We analyse all responses to the PTES, and the Taught Courses Committee considers the resulting report each year. We consider and make changes to the course in response to the feedback provided.

Student feedback also informs the annual monitoring exercise, in combination with other sources of information such as examination results and external examiners' reports.

Students will have the opportunity to leave feedback at the end of each teaching session, and again at the end of the module. Students may also leave anonymous feedback on any aspect of the course at any time using the anonymous feedback utility that is available on Canvas.

5.3. Pastoral care and welfare

The Course Directors, Course Manager and course team and, as appropriate, the joint Module/Topic Leaders, have responsibility for your day-to-day welfare, both academic and personal.

If you are concerned about issues related to your course, we advise you to discuss these, if possible, with the relevant Module/Topic Leaders in the first instance. If you feel unable to do so, you should normally approach one of the Course Directors or make an appointment to meet with them via the MSc course team.

We recognise however, that individual students may be reluctant to share personal difficulties with the Course Directors if they feel it may conflict with academic progress. In such a case, the Course Manager will be available to support you and advise on other sources of support.

The Occupational Health service provides a range of services for the promotion of the health and welfare of staff and students alike. The MSc course team can assist in accessing these services. Mental welfare at the ICR is supported by an ongoing initiative challenging bullying and harassment in the workplace and we have a team of volunteers, the Wellbeing Advisers, trained volunteers who may be your first informal point of contact if you believe you have experienced harassment, victimisation or bullying at the ICR or have other concerns you would like to raise, ranging from mental health matters to other workplace concerns. The list of advisers can be obtained by emailing diversity@icr.ac.uk.

Students at the ICR are also able to make use of the following services:

- **London Nightline:** a counselling and information service for students in London. The service can be accessed by calling 020 7631 0101 or visiting their website (nightline.org.uk); and
- **Employee Assistance Programme:** a confidential, free life management and personal support service which can help you deal with both everyday situations and more serious problems. The service is available 24 hours a day to all staff, students, and family members in their household and can provide advice on a variety of issues including financial, legal, relationships, family care, work, consumer, medical advice and personal support. They offer telephone counselling and have online resources. Students can access the service directly, confidentially and without a limit: by calling 0808 196 2016 or via WhatsApp: Text 'Hi' to 07418 360 780. You can also register online at instituteofcancerresearch.spectrum.life with the organisation code ICREAP to access the service and find out more.

Members of the British Medical Association can also access a range of support and advice around wellbeing and managing stress (bma.org.uk/advice).

5.4. Equal opportunities
The Institute of Cancer Research promotes equality of opportunity and does not tolerate discrimination, harassment, and victimisation on the grounds of age, disability, gender, gender identity, gender expression, sexuality, race, religion or belief, parenting or marital status.

We believe that our strength comes from combining what we have in common – our shared goals and values – with what makes each of us different.

We are committed towards creating a non-limiting and fully inclusive environment for staff and students to achieve their organisational and personal goals, and recognise that providing appropriate support to individuals will help us to achieve this.

All students (along with all staff and visitors) are responsible for familiarising themselves with, and following, the ICR's Equality of Opportunity policy. This is available on the ICR's website (https://go.icr.ac.uk/equality).

5.5. Disability support
The term 'disability' can cover a range of impairments and conditions which could have a long-term and adverse effect on studying (including dyslexia and mental health issues).

You are encouraged to declare any disability at the earliest opportunity. A member of the Registry team will then be able to provide further guidance on the support available. Knowledge of a student's disability will allow any special arrangements, for example regarding examinations, to be made. Information disclosed regarding your disability and/or additional needs will be dealt with in a confidential manner.

5.6. Bullying and harassment
Harassment and bullying can take a variety of different forms ranging from repeatedly ignoring a colleague or subjecting them to unwelcome attention, to intimidation, humiliation, ridicule or offence. More extreme forms of harassment and bullying include physical threats or violence. Harassment and bullying may consist of a single incident or a series of incidents. Behaviour that may appear trivial as a single incident can constitute harassment or bullying when repeated. Harassment and bullying behaviour may not always be intentional, but it is always unacceptable.

The ICR has a firm commitment to equality of opportunity, and as such will not tolerate the harassment or bullying of one member of staff or student by another. The ICR has developed a policy to assist in developing a working environment in which harassment and bullying are known to be unacceptable, and where individuals have the confidence to complain about harassment and bullying should it arise, in the knowledge that their concerns will be dealt with appropriately and fairly. The Challenging Bullying and

Harassment policy and procedure, available on Canvas, outlines procedures to be followed by the ICR if a member of staff or a student feels they are being harassed or bullied in the course of their work, or as a result of their employment or their studies.

Students wishing to seek advice or discuss concerns about harassment may approach the Course Directors, a Module/Topic Leader, the MSc Course Manager, the Assistant Director of Academic Services (Registry), the Academic Dean, or an ICR Wellbeing Adviser (see Section 5.3).

In addition to internal routes for reporting concerns, there is also an independent hotline service, which provides an alternative, safe, and secure way for staff and students to report any serious concerns in confidence. The hotline number is 0800 374 199. Reports can also be made online (wrs.expolink.co.uk/icr).

5.7. Health and safety
Students must familiarise themselves with the safety policies of the ICR's teaching venues (which will be highlighted at enrolment), and the ICR's Health and Safety Policy, which is available on Canvas.

All staff and students have duties under the law to:

- take reasonable care for the health and safety of themselves and of others who might be affected by their acts and omissions at work;
- co-operate with the ICR in the implementation of its policy;
- not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety or welfare;
- use equipment provided by the ICR in accordance with their training;
- assist the ICR in identifying risks to health and safety at work; and
- bring to the ICR's attention any shortcomings in its arrangements for health and safety.

6. Resources and facilities

6.1. Library facilities
Students have access to a small number of core texts in the 'MSc Library' located in the teaching room at CCT Venues Smithfield. The course team will be on hand to guide students to these resources. Additionally the ICR also holds a number of core texts electronically - a list of all MSc e-books and how to access them is available on Canvas.

Off-site access

As a student of the ICR, you are able to access all of our electronic resources, databases and e-books (via journals.icr.ac.uk). We issue all students with a password for this site at registration, which will be valid for the duration of your studies.

Facilities at Sutton

The ICR has a library at the Sutton site. Qualified library staff are available at the library to help with any enquiries Monday to Friday, 9am-5pm. You can contact the Library staff via library@icr.ac.uk. You can also arrange an induction with a librarian. Books can be loaned for up to four weeks, with self-renewals available up to six times.

The physical environment at the library provides a pleasant working space, with the opportunity for users to browse the collections and study in a quiet area. Plugs and network ports are provided for laptop use, and wireless access is available.

Other training

The Library offers training on literature searching in relevant biomedical databases like PubMed. Training can be booked by contacting the Library staff.

6.2. E-learning at the ICR
The ICR's E-Learning team works alongside students, researchers and healthcare professionals to explore new technologies and ways of providing engaging teaching and support for learners. The team has implemented a number of these initiatives to the MSc in Oncology, including the use of e-voting in classes and the recording of lectures.

Perspectives in Oncology (perspectives.icr.ac.uk)

All MSc students are encouraged to make use of the ICR's Perspectives in Oncology website, which is designed to give students a common grounding in many different aspects of cancer science. This may be of particular help during revision for the FRCR examinations. We automatically register all new students on this website and encourage you to complete the online modules at the beginning of the academic year.

Skills (skills.icr.ac.uk)

Skills is a blog-based website that provides transferable skills advice to students at the ICR. Though the site is specifically designed for research degree (such as PhD or MD(Res)) students, there is a considerable amount of information that will be of use to students on the MSc in Oncology course, particularly those on Part C. The site consists of several short articles written by a number of different people. Posts that may be of particular relevance to MSc students are those covering topics such as critical reading, organisation and time management, literature searches, presentations, and scientific writing.

6.3. Learning and development
The ICR's Learning and Development team offers a number of training courses that may provide valuable skills to MSc in Oncology students, including statistical support, researcher development, and personal development. As students of the ICR, you are entitled to attend these courses. Students are invited to browse the selection available at the website (training.icr.ac.uk), and then contact the team at training@icr.ac.uk for advice on how to register.

6.4. The Student Committee
The Student Committee is run by students for students. It operates on both ICR sites, is open to all ICR students, and runs a range of social activities. The Student Committee is affiliated to the National Union of Students (NUS) and the University of London's student union, Student Central (see Section 6.5), and meets regularly with Registry and Faculty at Student Liaison Committee meetings. To get involved with the Student Committee contact them at studentcommittee@icr.ac.uk.

6.5. The Careers Group
The Careers Group, the University of London's higher education careers service, offers free careers advice, guidance, and information to all current ICR students. ICR students can continue to receive advice for up to one year after they finish their studies.

The Careers Group provide a range of services to students and also offer a special email advice service for ICR students, as well as Skype consultations with advisors. Contact training@icr.ac.uk to be put in touch with them.

6.6. Registering to vote

We are obliged to remind you of the benefits of registering to vote and participating in the act of voting to help decide who represents you and your local area.

Registering online takes about three minutes, and only requires your National Insurance Number.

To find out more detailed information please visit the [Register to Vote website](#).

NB. The information contained in this document was correct at the time of going to press. Any amendments relating to the course or changes to published dates will be announced to students via Canvas. Information found on Canvas will always be the most accurate and up to date information available. Where anything in this Handbook contradicts the Academic Regulations, the Academic Regulations take precedence.