The Institute of Cancer Research

Research Degrees

Student Handbook 2018/19

UNIVERSITY OF LONDON

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Contents

1 Introduction

We want your time at the Institute of Cancer Research (ICR) to be fruitful, productive and enjoyable. We aim to equip you with outstanding research skills which will provide an excellent basis for your future career. Many of our graduates go on to make a significant contribution in the fields of cancer research and treatment, thereby improving and enriching the lives of others. As a student here, you will train with some of the world's leading researchers and you will have the opportunity to be involved in cutting edge cancer research.

The handbook is designed to give you an introduction to life as a research degree student at the ICR and to provide you with details of how to access services, resources and support as you need them throughout your period of study.

The Codes of Practice for the Degrees of MPhil/PhD and for the Degree of MD(Res) detail the policies and practices which govern your period of study.

You must familiarise yourself with the information in both this Student Handbook and the relevant Code of Practice, as well as that found in the Academic Regulations, in order to benefit fully from your time here.

1.1. The ICR's Mission Statement

Our mission is to make the discoveries that defeat cancer.

Our programme of research and education is fundamental to this mission and we are committed to attracting, developing and retaining the best minds in the world; our postgraduate research training is vital in producing graduates of the highest calibre who will become the internationally renowned scientists of the future.

1.2. Nexus

Nexus (**nexus.icr.ac.uk**) is the ICR's intranet. Nexus is a valuable resource, enabling you to search for information. You will find all the ICR's policies and procedures here, as well as user guides, forms and a great deal of other material that will be helpful as a student and colleague in the ICR community.

1.3. Equal opportunities

The Institute of Cancer Research promotes equality of opportunity, and does not tolerate discrimination, harassment, and victimisation on the grounds of your 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 to 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 Nexus (**bit.ly/ICRequality**).

2

Registration and Administration

2.1. Registration

The ICR is a College of the University of London and our research degrees are awarded under the authority of the University. As a student of the University you are entitled to use a number of its facilities, including the University Careers Service (see Section 5), and its library.

Students should provide the Registry with a copy of their passport and visa, as appropriate, when they first register, and then provide further copies if any changes are made to either of these as soon as the updated copies are received. **Students are required to register every year by completing and signing a student registration form.** This is to ensure that the information we hold on your student record remains accurate, and to make statutory returns to the Higher Education Statistics Agency (HESA) to confirm each year that you are still here as a student. By registering with the ICR you agree to abide by its rules and regulations. Registration is therefore an important function and students are requested to return their registration forms and any other requested documentation within a month of starting at the ICR. **We cannot provide any proof of your student status if you have not registered or paid any fees (if these are required).** If you cease to be registered, you cease to be entitled to enter for examinations or be awarded a degree, except in exceptional circumstances.

Students must ensure that all personal data provided is accurate and up-to-date. You can check the key details Registry hold about you via the 'My Details' page in iProgress (see Section 5.1). The Registry should be informed of any changes to contact details that take effect in-year (after completing the registration form at the start of the year), by emailing **researchdegrees@icr.ac.uk**.

2.2. The academic year

The academic year runs from 1st August to 31st July. Students are normally registered at the start of October each year. Occasionally students are permitted to register on a different date, by prior agreement with their Supervisor and the Registry. Students such as clinical fellows, who are also employees of the ICR or other organisations, are encouraged to register in October but may need to start their studies at other times depending on when their employment contract starts. Re-enrolment takes place in October each year, regardless of start date.

2.3. Student records

Files are maintained by the Registry to record a student's period of study and progress at the ICR. We are required to send details of all our registered students to HESA; these records are processed in strict adherence to Data Protection

legislation. Some of the information in student records is fed to iProgress, the ICR's system for monitoring research student progression.

2.4. Graduation

On successful completion of your degree programme, students are invited to the Award (graduation) Ceremony. The Award Ceremony is held annually and also celebrates the conferment of honorary degrees and other notable awards. All ICR graduates automatically become members of the ICR's Alumni community.

3 Academic support

The ICR has a Student Charter (**bit.ly/ICRcharter**), jointly agreed with the student body, which sets out mutual expectations – what you can expect from the ICR, and, in turn, the ICR's expectations are of you.

3.1. The role of the student

The student is expected to attend regularly and to undertake such work as is directed by the Supervisor. A standard full-time working week, or the pro-rata equivalent, is expected. This may include attendance at formal teaching sessions, seminars and journal clubs. It may also include practice in writing and presenting scientific papers, and in preparing grant applications. Where teaching sessions are arranged for all postgraduate students on an ICR-wide basis, attendance will be expected. The student is expected to prepare such reports on progress as are required by the ICR.

Students are expected to submit their thesis for examination on time:

- for PhD students, within four years of the date of registration (full time students) and the pro rata equivalent of this for part time students; or
- for MD(Res) students, within three years of the date of registration.

For all PhD and MD(Res) students, the thesis will not accepted beyond four years (or pro-rata equivalent according to the student's FTE), save exceptional circumstances. Full-time MPhil students must submit their thesis within three years of their initial date of registration. Further details on thesis submission are published in the Codes of Practice.

Students are subject to the ICR's disciplinary procedures and are expected to abide by the rules of the ICR and the University of London. Students are expected to follow the policies and procedures which apply to the laboratory, team, and Division in which they work. Academic misconduct, such as plagiarism or the falsification of experimental data, will not be tolerated.

3.2. The role of the Supervisor/Supervisory team

The Supervisor plays a key role in the academic career of the research student. They are responsible for providing the student with the resources, or access to the resources, which permit successful execution of the project. The key responsibilities of supervisors are detailed in the relevant Codes of Practice.

3.3. The role of the Academic Dean

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

3.4. The role of the Deputy Deans

The Deputy Deans have responsibility for the welfare and academic progress research students. Their responsibilities include:

- formally appointing Supervisors;
- reviewing students' academic progress through regular chats as detailed on iProgress;
- initiating remedial actions where there are academic, personal or resource barriers to the student's progress;
- arranging, where possible, changes in supervision on the rare occasions when it is in the scientific or personal best interests of the student that this should occur;
- monitoring the general welfare of students; and
- monitoring student discipline and, on the rare occasions when it proves necessary, initiating appropriate disciplinary procedures against students who are in breach of the rules and policies of the ICR.

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

The **Deputy Dean (Clinical Sciences)** has responsibility for the welfare and academic progress of MD(Res) students.

Both Deputy Deans are supported in the tasks above by a number of Senior Tutors appointed by the Academic Dean. Collectively this group is referred to as the Academic Dean's team.

4 Student welfare

4.1. Pastoral care and welfare

Your Supervisory team has responsibility for your day-to-day welfare, academic and personal, and beyond this, the Academic Dean's team (which includes the Deputy Deans and Senior Tutors) has responsibility for the general welfare of students.

If you are concerned about issues related to your project, we advise you to discuss these, if possible, with your Supervisor in the first instance. If you feel unable to do so, you should normally approach your Head of Division.

We recognise however, that individual students may be reluctant to share personal difficulties with their Supervisor, particularly if they feel it may conflict with academic progress. The Dean's team has an open door policy for students to discuss issues of concern. Students can also discuss welfare and disability issues with Registry on **020 8722 4228**.

The Occupational Health service provides a range of services for the promotion of the health and welfare of staff and students alike (see Section 4.5).

The ICR does not maintain an internal student counselling service but students are 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**).

- **Employee Assistance Programme**: available 24 hours a day to all staff, students, and family members in their household. It provides free counselling, legal, debt, and consumer advice and can be accessed by calling **0800 282 193**. Further information can be found on the Human Resources Nexus pages (**bit.ly/ICReap**).

The ICR also has a group of Student Confidants alongside the ICR's Wellbeing Advisers (see Section 4.7)

4.2. Bullying and harassment

Bullying and harassment 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 bullying and harassment include physical threats or violence. Bullying and harassment may consist of a single incident or a series of incidents. Behaviour that may appear trivial as a single incident can constitute bullying or harassment when repeated. Harassment and bullying behaviour may not always be intentional, but is always unacceptable, whether intentional or not.

The ICR has a firm commitment to equality of opportunity and will not tolerate the bullying or harassment of a member of its staff or its students by another. The ICR

has developed a policy to assist in developing a working environment in which bullying and harassment are known to be unacceptable and where individuals have the confidence to complain about bullying and harassment should it arise, in the knowledge that their concerns will be dealt with appropriately and fairly. The Challenging Bullying and Harassment policy and procedure outlines the procedures to be followed if a member of staff or a student feels they are being bullied or harassed in the course of their work, or as a result of their employment, or their studies. The policy applies principally to members of staff and third parties, and protects students from bullying and harassment perpetrated by a member of staff. Any student who is suspected of subjecting another student, a member of staff or third party to bullying or harassment will be dealt with by the student disciplinary procedure, published in the relevant Code of Practice.

It is mandatory for all staff and students to attend Bullying and Harassment training.

For the full policy, who to contact and information about the independent hotline service for reporting any serious concerns in confidence, see the Human Resources Bullying and Harassment Nexus pages (**bit.ly/ICRbullying**).

Students wishing to seek advice or discuss concerns about harassment may approach a Wellbeing Adviser, their Senior Tutor or Deputy Dean, their Supervisor, Back-up Supervisor, or the ICR Registry.

4.3. Health and safety

All staff and students have duties under the law to:

- take reasonable care for the health and safety of themselves and of other persons who might be affected by their acts or omissions at work;
- co-operate with the ICR in the implementation of its Health and Safety 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.

All students are required to undertake appropriate safety induction training at the first available opportunity upon commencement of their studies at the ICR. Your supervisor will advise you of what safety training you need to undertake. Details of safety induction training can be found on the ICR's training website (**bit.ly/ICRsafetytraining**).

4.4. Healthcare services

We strongly recommend that you register with a GP locally (close to your term-time residence) whilst you are at the ICR. Should you need hospital treatment for any reason, you may need a referral from a GP and this will be more easily obtained if you are already registered. You can locate a local doctor on the main NHS website (**www.nhs.uk**). If you need medical advice you can also contact the NHS on **111**, or visit their website.

NHS dentists provide dental care at a low fixed cost. You can register with an NHS dentist or you can choose to use a private dentist at a higher cost. NHS dentists have a fixed list of patients and there may be a waiting list to register. A list of local dentists can be found on the NHS website. Proof of UK address may be required in order to register. Please check with the doctor/dentist surgery beforehand.

4.5. Occupational Health and wellbeing

Before you start your course, your Supervisor will need to complete a Job Hazard Identification Form (JHIF) in order to obtain health clearance. When necessary, students will need to make an appointment with Occupational Health; this is arranged through your Supervisor. Details can be found on Nexus (**bit.ly/ICRoccupationalhealth**). Confidentiality is assured to all students and employees. The following services are available:

Health screening
The purpose of this is to match the health of the student to the physical and mental demands of the post, and to advise management on reasonable adjustments to enable the employment of people with disabilities. This is usually achieved by means of a completed health questionnaire, occasionally an interview with a nurse, or a medical examination if required.

Health surveillance
Some students, depending on the nature of their work, are required to participate in health surveillance programmes as required by health and safety legislation (such as lung function tests for those working with respiratory sensitisers).

Sickness absence and return to work
Referral to Occupational Health may be made following frequent episodes, or one long period, of sickness absence. This provides an opportunity to discuss any effects of work on health, methods of improving fitness, and advice on rehabilitation.

Immunisations/infection control
The Occupational Health team works closely with the hospital infection control departments to prevent occupationally acquired infection. This may require consultations and the collection of specimens from time to time. Specific work-related vaccines are available, plus a wide range of vaccines and advice for overseas travel.

Accidents at work
All accidents and incidents, including near misses, should be reported using the Alcumus system, which can be accessed via Nexus (**bit.ly/ICRalcumus**).

Mental health and managing stress
Getting the right 'work-life' balance is not always easy, and managing pressure is an important way of preventing stress related health symptoms. Please see Nexus for more information on mental health and managing stress (**bit.ly/ICRstress**).

Health promotion
Occupational Health provides information and advice on lifestyle factors such as smoking, diet, alcohol, drugs, stress, and fitness. Health promotion displays and events are organised throughout the year to coincide with National Days.

Counselling

A confidential counselling service is available for all staff and students via the Employee Assistance Programme provided by the ICR (see Section 4.1). In addition, Occupational Health staff are able to advise on appropriate specialist internal and external counselling agencies.

Complementary therapies

Therapeutic massage, osteopathy, and reflexology are available to ICR staff and students via Occupational Health at reduced rates.

Advice to staff and students

Confidential advice is available to staff who have health problems arising from, or affecting, their ability to work.

Further information

Leaflets on in-house and nearby sports facilities, local GPs, dentists, genito-urinary departments, and family planning clinics are available on request from Occupational Health. Further information can be found on Nexus.

4.6. Student Committee

The Student Committee is run by students, for students, and operates at both the Chelsea and Sutton sites. It is open to all ICR students and runs a range of social activities, as well as representing students in committees across the Institute (see Section 6.1). The Student Committee is affiliated with the National Union of Students. Information on the Student Committee contacts is available on Nexus (**bit.ly/ICRstudentcommittee**).

4.7. Student Confidants

The Student Confidant Group provides an additional level of support for students. The Student Confidants are available for advice, support or simply a chat, about anything. To hold this position, as part of the wider Wellbeing Adviser group, students must attend a relevant training course. Training is general, covering communication skills, attitude and behaviour, procedures, and confidentiality. A list of current student confidants can be found on Nexus (**bit.ly/ICRconfidants**).

5 Resources

5.1. iProgress

iProgress (**iprogress.icr.ac.uk**) is an online system for recording, monitoring and reporting on student progression and skills training activity. It supports the administrative processes around the milestones that students have to achieve during their studentship. The system also provides an efficient way of managing information related to each student at the ICR.

iProgress displays information from the Training Tracker (see Section 5.3) and also stores the documents and forms related to your Student Achievement Record.

The Achievement Record comprises four categories:

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

The Achievement Record is a comprehensive record of your learning and achievement throughout your research degree, as measured against a Personal Development Plan, which is to be completed at the start of your studies and reviewed annually.

Your ICR username and password can be used to log on to iProgress. Please contact the Registry team if you need any assistance with this system.

5.2. e-Learning

Research students at the ICR are provided with two key e-learning resources to develop the knowledge and skills that are necessary to excel in cancer research. Perspectives in Oncology is a modular e-learning website that provides a basic grounding in several aspects of cancer science. The Skills website is a blog style resource giving tips and advice on transferable skills useful for research at the ICR, and beyond.

Perspectives in Oncology (perspectives.icr.ac.uk)
Cancer science draws together experts from the biological, chemical, and physical sciences. By combining different approaches, we are better able to understand the nature of cancer, the mechanisms underlying its development and spread, and how the disease can be managed, treated, and prevented.

Perspectives in Oncology is designed to give ICR students a common grounding in many areas of cancer science. Each module has been built with the guidance of an

expert scientist or clinician from the ICR or The Royal Marsden. Areas covered include cancer epidemiology, cancer genetics, cell biology and signalling, bioinformatics, medical physics, structural biology, cancer treatment, and drug development.

Within six months of commencement it is mandatory for students to have completed the end-of-module tests for five modules of Perspectives in Oncology: the multi-disciplinary modules of 'Common Cancers', 'Cancer: Causes and Prevention', and 'Approach to Therapies', plus two other modules of the student's choice. First-year students are required to complete all modules on the website by the end of their first academic year. Personalised certificates are available from the site upon successful completion of end of module tests, and these should be added to your student portfolio.

You can register on the site with your ICR email address.

Skills (skills.icr.ac.uk)
Completion of a research degree demands very different skills to most other types of study. Many of these skills can be picked up 'on the job' or learnt with the support of your Supervisory team. Some might require a training course, such as those organised by the ICR's Learning & Development team, and other skills develop over time. In order to get the most from your research training experience it can be helpful to have guidance throughout the course of your research degree.

Skills brings together tips and advice relating to skills development written by ICR staff, students, postdocs and other experts. The website evolves alongside your research degree, delivering new material to you highlighted through email updates. Themes covered include time management, scientific writing and presentation, advice on career choices, as well as the broader implications of work at the ICR. We hope that as well as benefitting from the site you will also join the discussion below individual articles, offering reflections on your experience as a student at the ICR.

Your Supervisor and Senior Tutor will wish to know how you have developed your transferable skills throughout your time at the ICR. As such, you may also wish to include particularly useful or thought-provoking articles from the Skills website in your Student Achievement Record in iProgress by uploading them into your Document Store.

You can access the site using your ICR username and password.

5.3. Learning and development

All students are expected to participate in an average of 10 days personal and professional development per year. In year one, this will mostly be drawn from your reading of the Perspectives in Oncology and Skills websites described above, but in later years will involve courses organised by the Learning and Development team. The Learning and Development website (**training.icr.ac.uk**) is a useful starting point and the team are happy to provide additional advice and support if required. They provide support in a wide range of interpersonal skills training, IT skills, management and leadership training, and work with the Post Doc Association to provide specific programmes for research staff.

Online Training Tracker

The Online Training Tracker (**tt.icr.ac.uk**) is a system designed to record training undertaken by research students. To log into the system use your ICR username and password.

Your Supervisor and members of the Academic Dean's team will be able to access your training record via iProgress in order to discuss this at meetings with you. Keeping a record of your personal and professional development may also help when you look to apply for jobs in your final year.

5.4. The Library

The Library has an extensive online catalogue, including books and journals, which can be accessed both on and offsite (see Section 7.4).

The Sir John Beckwith Library in Sutton is located in the Brookes Lawley Building (BLB) and the Chelsea Library in the Chester Beatty Laboratories (CBL). Library staff are available to help with any enquiries from Monday to Friday 9am-5pm in Sutton and on request in Chelsea. There is 24 hour access for registered users. Please register with the library staff. For contact details, see Section 7.4.

The physical environment at both sites provides a pleasant and quiet area to study. Plugs and network ports are provided for laptop use and PCs are available for readers.

Within the Library, there are study rooms provided for the exclusive use of research students; final year students are given priority in the use of these rooms. In the Sutton study room one PC and one Mac have been provided, together with a printer. Students may bring laptops into the room. The study room in the Chelsea Library is equipped with desks and Macs (which also run Windows). There are also two laptops available for loan to PhD students only – please contact the Librarian for details.

Students at the ICR may also use the University of London Library (Senate House). When applying for membership, photographic identification (such as a driving licence, passport, or your ICR student ID) and proof of your current address (such as a utilities bill, credit card, or bank statement) will be requested. A verification letter from Registry may also be required. Students can also borrow books from other university libraries within the SCONUL access scheme, including Imperial College and King's. Contact the Library staff for further information.

5.5. The Registry

The Registry is part of Academic Services and deals with all administrative aspects of postgraduate study at the ICR. This includes co-ordinating the student recruitment, admissions and registration processes, maintaining student records, supporting the Academic Dean's team in monitoring student progress and key milestone activities, and arranging conferences, lectures, and the Awards ceremony.

Registry staff are available to advise on queries or problems that may arise during your research degree programme. For contact details, see Section 7.3.

5.6. Transport between sites

There is a hospital shuttle bus service which runs between the hospital sites. The journey takes approximately one hour. From Sutton, the inter-site shuttle bus leaves from behind the RMH; if coming from BLB, cross the foot bridge, walk through the door into the blue corridor and turn right, and then immediately left to exit to where the shuttle bus parks. At the Chelsea, the inter-site bus leaves from the RMH ambulance bay.

A shuttle service also runs from the Sutton site to Sutton station (see Section 5.11).

Please see Nexus for the bus timetable (**bit.ly/ICRbus**).

5.7. University of London Careers Service

In addition to advice and guidance from your Supervisory team and other key academic staff, the ICR provides all research staff and students with access to external professional careers advisors from The Careers Group (University of London). The Learning and Development team coordinate the careers-related workshops, webinars, and one-to-one sessions delivered by The Careers Group at the ICR.

Workshop topics vary throughout the year and typically cover interview skills and exploring career options. They are advertised through the Learning & Development website (**training.icr.ac.uk**) which can be accessed externally.

Webinars cover a range of topics and are recorded and uploaded onto Nexus (**bit.ly/ICRwebinars**).

One-to-one sessions are offered free of charge through the Learning and Development team and involve meeting with an external advisor. They last around 40 minutes. These sessions can be personalised by sending pre-meeting objectives and CVs so that the session can be tailored to individual needs. The sessions are typically used to discuss career options and obtain advice on CVs and cover letters/application forms. They can also be used for mock interviews where prior notice has been given through the Learning and Development team – please contact **hrtraining@icr.ac.uk**.

One-to-one sessions are advertised on the training website under the name of Careers 1-2-1 with External Advisor (**bit.ly/ICR-1-2-1**). To be the first to find out about future dates, please register on the waiting list.

5.8. Catering

At the Sutton site, there is a small catering facility on the ground floor of the Brookes Lawley Building, which provides a range of snacks, meals and soft drinks. Students are also permitted to use the Royal Marsden Hospital canteen.

The Chelsea site offers a small catering facility in the sixth floor common room of Chester Beatty Laboratories, which provides a range of snacks, meals and drinks. The Royal Brompton Hospital canteen at the Chelsea site is available to students, as is the Royal Marsden Hospital canteen.

More information is available on Nexus (**bit.ly/ICRcatering**).

5.9. Sports facilities

There is a small gym in the Brookes Lawley Building at the Sutton site, with changing facilities available. It is open 24 hours a day but is not staffed, therefore 7pm-7am, and at weekends, at least two people should be in the gym at any one time. There are also squash courts on site. There is a social club run by volunteers, The Ups Club and PhBar, which provides sport and social facilities for students and staff.

There are several activities run at the Sutton site including yoga classes, Pilates, tennis and badminton. The ICR will subsidise membership at a sports centre or gym up to £30 p.a. for staff and students based at Chelsea, and there is an additional budget for sports nights so that students can try out new activities such as climbing, ice skating, and volleyball.

Please refer to Nexus for further details (**bit.ly/ICRsport**).

The University of London's Student Central runs Energybase Health & Fitness Club for the benefit of all students/staff of the University of London and its colleges. Details can be found here on the Student Central website (**studentcentral.london**).

5.10. Support for parents and carers

The ICR has developed a range of schemes and initiatives to support parents and carers. More information is available on Nexus (**bit.ly/ICRfamilies**).

5.11. Car parking and public transport

There are good parking facilities at the Sutton site, run on a free permit system for staff and students, although there are qualifying criteria. Sutton is situated 12 miles from Central London, and the ICR is a mile away from Sutton train station.

The ICR and Royal Marsden run a staff shuttle bus service from behind the train station (The Quadrant) to the Royal Marsden between the hours of 06.30am-10.00am and 4.00pm-9.00pm. A lunchtime service into Sutton is also available. Please refer to Section 5.6 for details of the service between the Sutton and Chelsea sites, and a link to the timetable on Nexus.

There are several buses linking Sutton train station to the ICR, including the 80 and 280.

There are good transport links in Chelsea due to its central London location. The Chelsea site is situated on Fulham Road. The nearest underground station is South Kensington which is approximately five minutes' walk away. The Circle, District and Piccadilly lines serve South Kensington station. Several buses also stop nearby: 14, 211 and 414. The ICR also has offices at 123 Old Brompton Road.

An A to Z street map is very useful for helping to get around in London and Sutton – available from bookshops and some local newsagents. The price for transport varies greatly depending on where and when you are travelling. Transport for

London has an excellent website (**tfl.gov.uk**). You can also telephone them on **0343 222 1234** (textphone: **0800 112 3456**).

5.12. Policies relating to funding

Travel expenses
Work related travel expenses should be claimed from the student consumables budget, however daily expenses and visits home cannot be claimed for.

Thesis
The costs of preparing a thesis have been included in the studentship budget. They are therefore covered by the stipend and cannot be claimed additionally by the student.

Living expenses
Students living in London should be aware that the cost of living in London can be very expensive and you will need to budget for additional expenses. The costs of living in Sutton are slightly cheaper than London.

Useful websites include:

- **studentcalculator.org**;
- **educationuk.org**

Student hardship
Students can apply for hardship funding at any time throughout an academic year. Applications will only be considered under extenuating circumstances and 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.

If, as a student, you should require discretionary financial assistance under other circumstances, particularly if you need financial help to meet extra costs that cannot be met from other sources of support, please contact the Registry.

5.13. Policies relating to attendance

Holiday
The total holiday entitlement for full-time research 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.

Sick leave
It is the responsibility of the student to report any sickness absence to their Supervisor on the first day they are unfit to work. Sickness absence is monitored by Supervisors, as is any unauthorised absence. Unauthorised absence is reported to the Registry via the Supervisor.

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 to study. Return from prolonged illness should be reported to the Deputy Dean through the Registry.

Maternity/paternity
The ICR has a Research Degree Student Maternity and Paternity policy which can be accessed on Nexus (**bit.ly/ICRmaternity**).

5.14. International students

The ICR recruits students from many different backgrounds, which results in a diverse student population. The ICR takes care to ensure that the organisational values are applied towards creating a non-limiting and fully inclusive environment for students to achieve their goals.

Visa requirements
Students need to check their visa requirements, available on the UKVI website (**gov.uk/government/organisations/uk-visas-and-immigration**).

British Council guidance
We recommend that you read through the British Council's Euraxess guide for international researchers moving to the UK (**britishcouncil.org/new/euraxess/**).

National Insurance Number
To obtain a national insurance number you will need to call **0345 600 0643**. Further details can be obtained from the HM Revenue & Customs website (**gov.uk/topic/personal-tax/national-insurance**).

Healthcare
Most people are covered for emergency healthcare and dental care through the National Health Service (NHS), but you will still need to register with a local doctor and dentist. NHS dentists provide dental care at a low fixed cost. You can register with an NHS dentist or you can choose to use a private dentist at a higher cost (see Section 4.4 for information on finding a dentist).

Finance
To open a bank account in the UK you will need:

- two forms of ID, usually a passport and driver's license;
- confirmation of your current UK address, such as a tenancy agreement, rent book or mortgage book;
- confirmation of your overseas address;
- the previous month's bank statement(s), from bank accounts in the UK and/or your home country; and
- a letter of admission or enrolment from the Higher Education Institution, confirming you are in full or part time Higher Education (you can get this from the Registry).

It is recommended that you check with the bank beforehand to clarify what information is needed, as banks may vary with their request for information.

As well as general post services, the Post Office also offer a banking service. You can find out more on their website (**postoffice.co.uk**).

5.15. Student life

Taxis and minicabs

Black cabs are in the traditional cab design (though they often appear in advertisers' colours rather than the traditional black). They can be hailed on the street and the orange light on the roof indicates that they are available. They are licensed and considered by many to be safer to use than a 'minicab'.

Minicabs are licensed private hire vehicles which must be booked in advance. Minicabs are not allowed to pick up passengers when hailed on the street, although many will do. It is strongly advised that minicabs are not hailed on the street as it is also possible that the driver and vehicle is unlicensed, and may be a danger to you.

You can find phone numbers for local taxis and minicabs on the Yellow Pages website (**yell.com**). The Reception desks at Chester Beatty Laboratories (CBL) in London and Brookes Lawley Building (BLB) in Sutton also have the numbers of local firms. Alternatively, to find a taxi near where you are, text CAB to **60835**, and the phone numbers for two local licensed minicab operators will be sent to your mobile phone. The service is provided by Transport for London and can be used in any part of London, 24 hours a day.

Public transport

Transport for London shows all London bus, tube and train timetables as well as regular traffic updates. Getting an Oyster card will make it cheaper to travel in and around London. The cost this varies depending on where and when you are travelling (refer to **www.tfl.gov.uk/fares-and-payments/oyster**). Please be aware that buses no longer accept cash fares so you must ensure you pay using an Oyster card, or a contactless payment bank card.

Students can get a 30% discount on travelcards by registering for an Oyster card (**tfl.gov.uk/fares-and-payments/adult-discounts-and-concessions/18-student**).

A 16-25 Railcard is available for purchase if you're aged between 16 and 25, or if you're over 25 and in full-time education. The railcard saves you 1/3 on rail fares throughout Great Britain. For more information and to apply for a railcard please refer to the website (**16-25railcard.co.uk**).

NUS Card

As a student you will be eligible to apply for an NUS card, which allows you to get discounts in numerous shops and restaurants in-store and online. To find out where you can use your card, see the NUS website (**nus.org.uk**).

If you wish to purchase an NUS card you must speak to the NUS co-ordinator who will assist you with the process. See Nexus for the Co-ordinator's contact details (**bit.ly/ICRnus**).

5.16. Students with disabilities

Information about welfare and disability support for students with disabilities is available on Nexus (**bit.ly/ICRwelfare**).

6 Academic infrastructure

6.1. Student representation

The ICR considers student involvement to be an essential element in the decision-making process and student representation is preserved in the ICR's Articles of Association. Accordingly, students are entitled to representation at two of the key committees within the structure of the organisation, the **Board of Trustees** (one student member) and **Academic Board** (three student members). The **Student Committee** (see Section 4.6) is comprised entirely of students and undertakes the role of a student union. There are also student representatives on the following:

- CBL Common Room Committee;
- E-Learning Group;
- Environmental Review Group;
- Equality Steering Group;
- Library Committee;
- London Student Representatives;
- Post Doc Association Committee;
- Research Degrees Committee;
- Research Degrees Student Liaison Committee;
- Sutton Student Representatives;
- Taught Courses Committee; and
- The Ups Club

The role of the representative is a responsible one and the student representative has the opportunity to influence decision making in the ICR at the highest level. Representatives are expected to attend all meetings and put forward a student perspective on items on the Agenda. Training is provided on managing meetings effectively for students. Please contact Learning and Development for further information.

If you would like to represent the student body on any of the above committees or if you would like to be on the student committee in general, please contact **studentcommittee@icr.ac.uk**.

More information on the Student Committee is available on Nexus (**bit.ly/ICRstudentcommittee**).

6.2. Academic committees and meetings

Academic Board
Academic Board is charged to consider and report to the Board of Trustees upon all academic and teaching matters and questions of education policy. It should ensure that the ICR, as a college of the University of London, has a rigorous and responsive Quality Assurance (QA) framework in place with which to develop and deliver the ICR's Teaching and Learning Strategy. It is responsible for matters relating to quality assurance and enhancement procedures, and for the academic

standards of the ICR's research degree and taught course programmes; for ensuring alignment with external QA requirements and guidance; for the academic oversight, strategic planning and development of the ICR's taught courses; and for the professional development of Faculty. It meets three times a year and is video-linked between Sutton and Chelsea.

Research Degrees Committee
The Research Degrees Committee is responsible to the Academic Board within the Learning and Teaching Strategy and the QA framework for the development, operation, and management of the research degrees programmes (MPhil, PhD, and MD(Res)), and for ensuring all aspects of research degrees and related training are of the appropriate academic quality.

Taught Courses Committee
The Taught Courses Committee is responsible to the Academic Board within the Learning and Teaching Strategy and the QA framework for the development, operation, and management of the ICR's taught course programme, and for ensuring all aspects of taught course degrees and related training are of the appropriate academic quality.

Research Degrees Student Liaison Committee
The Research Degrees Student Liaison Committee (RDSLC) is the primary point of contact for staff and research degree students to raise issues and provide information across the spectrum of matters affecting students in their work and wider student life. Any matter raised that affects the quality of teaching and/or learning may be discussed by the RDSLC, but must be referred to the appropriate academic committee for decision. All members of the Student Committee are automatically members of the RDSLC, which is chaired by the Student President. The Deputy Dean (Biomedical Sciences) and the Registrar are among the members from Faculty/management.

There are separate liaison arrangements in place for the students on the ICR's taught course. Members of Registry attend meetings and the Assistant Director (Education Policy and Quality) is responsible for ensuring joint concerns are identified.

Further information on the ICR's committees can be obtained from the Registry.

7 Useful contacts

7.1. Main site details

General enquiries
The Institute of Cancer Research
Registered Office
123 Old Brompton Road
London
SW7 3RP

Chelsea
Chester Beatty Laboratories
237 Fulham Road
London, SW3 6JB
Tel: +44 (0) 20 7352 8133
Fax: +44 (0) 20 7370 5261

Sutton
15 Cotswold Road
Belmont, Sutton
Surrey, SM2 5NG
Tel: +44 (0)208643 8901

Maps and directions for all sites are available on the ICR webpage
(**icr.ac.uk/contact_us**).

7.2. Academic Dean's team

The Academic Dean's team has responsibility for the general welfare of students, and is comprised of the following members of academic staff:

- Professor Clare Isacke, Academic Dean
- Professor Jeff Bamber, Deputy Dean (Biomedical Sciences)
- Professor Nandita DeSouza, Deputy Dean (Clinical Sciences)
- Professor Pascal Meier, Senior Tutor (Chelsea)
- Dr Swen Hoelder, Senior Tutor (Sutton)
- Professor Chris Jones, Senior Tutor (Sutton)
- Professor John Yarnold, Senior Tutor (Clinical)

7.3. Research degree administration

Day-to-day administrative enquiries are handled by the Registry Operations team, which is led by Clare Gardner. You're welcome to visit us at any time during office hours – we're on the second floor of the Sir Richard Doll Building. You can also email the team at **researchdegrees@icr.ac.uk**, or reach us by phone on **(020 8722) 4253**.

7.4. Library service

Access to journals is available from both inside and outside the ICR (via **journals.icr.ac.uk**).

For any enquiries, please contact the Librarian, Barry Jenkins, in the Sir John Beckwith Library in Sutton, on **library@icr.ac.uk** or by phone on **(020 8722) 4230**.

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