

Terms and Conditions of Enrolment as a Taught Course Student

The Academic Regulations of The Institute of Cancer Research (the ICR) and key information related to the course of study will be provided at the time of offer. By accepting the offer of a place at the ICR, students agree to abide by these regulations and all related policies, accepting the conditions stated below, which apply throughout the time of registration as a student.

Major amendments to these documents are made in consultation with the student body and final versions are circulated to students on an annual basis with a summary of changes made.

By accepting this offer, you agree that the ICR may take disciplinary action against you for breach of its Regulations and Policies in line with the Student Disciplinary Procedures.

Key academic policies referred to in this document are available on the [ICR's Education Policy page](#).

Offer

1. It is your responsibility to ensure that all of the information you provide to the ICR is true and accurate.
2. If the ICR discovers that your application contains incorrect or fraudulent information, or significant information has been omitted from your application form, the ICR may withdraw or amend your offer, or terminate your registration at the ICR, according to the circumstances.
3. If you have not fulfilled any conditions of the offer before the date notified to you in your offer or any other date notified to you, the ICR reserves the right to withdraw your offer or defer your application to the next year of entry at its discretion.

Conduct

4. As a student, you are responsible for familiarising yourself with, and following, the [Equality of Opportunity policy](#).
5. During or after your registration, you shall not remove from the ICR (or the venues where the course is being taught) or claim any right to, any property (such as apparatus, chemicals or living organisms) or any research data or records, or information, except with the ICR's written permission.
6. Smoking is prohibited in all ICR and Royal Marsden Trust premises and grounds.

Health & Safety

7. The ICR has an obligation under the Health and Safety at Work Act 1974 to provide safe and healthy working conditions and methods. There is a requirement to cooperate with Management in discharging its responsibilities under the Act and to take reasonable care for the health and safety of yourself and others.
8. You are required to familiarise yourself with the ICR's or its teaching venues' safety policies (which will be highlighted at enrolment) and the ICR's [Health and Safety Policy](#). You may only enter open access areas, rooms in which teaching has been arranged to take place, and the Library. Failure to observe this will result in student disciplinary procedures being invoked and withdrawal of your security card.

9. Accidents occurring during your studies, or occurring on ICR premises, should be reported immediately to the Course Manager and an incident form completed.

Confidentiality

10. You must not, except with ICR's permission, disclose any confidential information acquired in the course of your studies. This provision continues to apply after you have left the ICR. Further detail on the correct storage and management of information can be found in the [Information Governance Framework](#).

Good research practice

11. You must familiarise yourself with your obligations with respect to proper scientific conduct as laid out in the [Good Research Practice Guidelines](#), including responsibilities for research data management.
12. The ICR reserves the right to notify students' employers of any examination offence or attendance concern. In particular, plagiarism is strictly prohibited. Your attention is drawn to the Code of Practice for Examination Offences.

Information technology

13. Information Technology facilities and services provided by the ICR are provided primarily for the purposes of cancer research and education as well as related supporting services. It is ICR policy that any such use must be lawful, must not expose the ICR or its staff or students to excessive risk or bring the ICR into disrepute. Students who use the ICR's IT facilities and services consent to abide by the terms of the [IT Acceptable Use Policy](#).

Intellectual property

14. All students enrolling at the ICR will be required as a condition of their enrolment to assign all intellectual property created during the course of their studies to the ICR. The full policy on intellectual property can be [found here](#).

Use of personal information

15. As part of your registration with the ICR we will use information provided by and generated about our students in its original and electronic form. This information is required as part of the contract you have with us.
16. We use personal information for the purposes of course administration, which includes management of application, admissions, student records, ID cards, student progress and support, alumni information and events, and for statistical purposes. Further detail is provided in the [Student and Alumni Privacy Notice](#).
17. If you have any concerns regarding the use of your personal data, please contact mscadministrator@icr.ac.uk in the first instance.

Changes to the Programme

18. Changes to programme information (including to programme description, content, mode and/or location of delivery and/or timetable), services, facilities and/or the ICR's Regulations and policies may be necessary. Reasons for changes include, but are not limited to, the following reasons:

- to meet the requirements of an accrediting, professional, statutory and/or regulatory body;
- to respond to sector good practice or quality enhancement processes;
- to keep programmes contemporary by updating practices or areas of study;
- because of circumstances outside the reasonable control of the ICR, such as a key member of staff leaving the ICR or being unable to teach (where the programme or module is reliant on that person's expertise);
- necessary relocation of teaching venue.

19. If changes to your programme are made after you have accepted your offer, the ICR will take all reasonable steps to notify you of those changes at the earliest opportunity. Our Student Protection Plan sets out how the ICR manages risks to, and therefore preserves the continuation of study for current and prospective students.

Appeals and complaints

20. The Appeals and Complaints Procedure for Applicants is available should applicants wish to request an appeal (review of their application), or wish to make a complaint about the admissions process. The process for admissions is set out in the Admissions Policy and Procedure.
21. The ICR also has procedures in place for enrolled students who wish to make a complaint. This can be found in the Complaints Procedure.

Right to cancel

22. After accepting an offer, applicants will have a statutory right to cancel acceptance within 14 calendar days, starting from the day after notification of your acceptance is received. To do this, please speak to the Course Manager or email mscadministrator@icr.ac.uk. The [model cancellation form](#) may be used but is not obligatory. Applicants who wish to cancel after 14 calendar days should contact the Course Manager. Cancellation after registration may result in loss of whole or part of your tuition fee.

Any queries relating to the information contained in this document should be addressed to the MSc Course Team via e-mail: <mailto:mscadministrator@icr.ac.uk> or by telephone: 020 7153 5384/5228.