

Degree of MPhil & PhD Code of Practice 2025-26

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1. Funding

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

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

1.2. The normal length of funded study for ICR funded studentships is four years full-time. For Clinical Fellows and externally funded studentships the normal length of funded study is as determined by the funding body or employer (except where other arrangements are made).

1.3. The value of a studentship or fellowship should include:

- (i) a stipend or salary;
- (ii) tuition fees (Section 8); and
- (iii) consumables (Section 1.5).

The ICR's stipend and consumables rates are set by the Executive Board. The full-time stipend for ICR-funded students is currently £26,505 per annum. Stipends may vary for students whose funding is external to the ICR and are part of a programme delivered in collaboration with other HEIs. The usual consumables allowance is currently £12,500 per year of full-time study (with £6,250 provided in the final year of a four-year programme). Where a lower stipend level or consumables allowance is provided, this will be made clear when the project is first advertised.

1.4. Student stipends/salaries.

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

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

1.5. Student consumables.

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

1.5.2. The Primary Supervisor is normally the budget holder for consumables. All students may place requisitions in Agresso (which will require the budget holder's approval unless an authorised signatory form is completed). Students joining from October 2023 may also view transaction reports on their consumables budget, and similar permissions may be given to existing students by their supervisor. Overspends and underspends will be carried forward across successive financial years, as long as the total consumables budget for the studentship is not exceeded.

1.5.3. Supervisors should ensure that each student has appropriate funds to attend at least one conference or external training session at some point during their studies. This may be provided from the student's consumables budget or from other budgets available to the team, although students are encouraged to apply for charitable bursaries from conference organisers, charities, or professional societies.

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

1.7. The Primary Supervisor for the project must ensure that full funding is available and this must be confirmed in advance of making an offer of admission to an applicant. Where full funding has not been confirmed, the Division will be liable for any shortfall.

Section 8 provides further details on funding of tuition fees.

2. Supervision

2.1. The supervisory team

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

(a) Primary Supervisor; and

(b) Secondary Supervisor.

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

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

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

2.1.3. Close personal and intimate relationships between a member of staff and a student with whom they have any type of supervisory responsibility are very strongly discouraged. If such a relationship occurs the relevant Deputy Dean or the Academic Dean should be informed as soon as possible,

normally in writing, in order for an assessment of the risks of unintended consequences and if necessary, ensure alternative arrangements are made.
Failure on the part of a member of staff to promptly declare the existence of a personal relationship with a student may result in disciplinary action being taken.

2.2. ICR Recognised Supervisors (IRS)

2.2.1. Before an individual can be granted ICR Recognised Supervisor status, they must meet **all** the following criteria:

- (a)** They must be a member of Faculty or Honorary Faculty;
- (b)** They must have completed a training course in research degree student supervision at the ICR within the past four years. Staff who may be exempt include newly appointed or existing experienced Faculty who have supervised at least two students through to on-time submission and completion, and/or completed an equivalent training course at another university. Newly appointed Faculty must attend the refresher training on appointment;
- (c)** They must provide evidence of experience of the supervisory process at the ICR or elsewhere;
- (d)** They must have been present at an ICR transfer viva — this could be in the role of an Associate Supervisor or Internal Assessor.

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

2.3. The Primary Supervisor

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

- (a) (i)** be a member of Faculty, Honorary Faculty, Career Development Faculty, Associate Honorary Faculty, Lead Statistician or an ICR Fellow; and
- (ii)** if they are not an ICR Recognised Supervisor (see above), have an accompanying IRS Partner as part of the supervisory team.

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

- (b)** be familiar with the discipline and subject area of the project;
- (c)** normally be in post by the January preceding the student's October start date or the equivalent period of time (nine months) if the start date is other than October;
- (d)** anticipate remaining eligible under (a) above for the full duration of the student's project, based at one of the ICR's sites, or that of an approved strategic partner* (unless in exceptional circumstances). If this cannot be demonstrated (typically this will be if the member of staff is Career Development Faculty, an ICR Fellow, a Lead Statistician or is approaching anticipated retirement) then suitable arrangements for the transfer of supervision must be in place at the time the proposed studentship is submitted for approval. The Deputy Dean (Biomedical Sciences) must approve these arrangements.

* Note that this is currently The Royal Marsden (RM) and The Crick

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

NB: A Primary Supervisor is not normally expected to supervise more than six students at any time, particularly if they also have significant clinical responsibilities;

2.3.2. The key responsibilities of the Primary Supervisor are:

- (a)** designing the project in collaboration with other supervisors (excluding the Secondary supervisor) and agreeing the final project title with the student and the Deputy Dean (Biomedical Sciences);
- (b)** agreeing a plan of work with the student and monitoring it throughout the student's degree programme. This will involve holding regular meetings between the Supervisory Team and the student;
- (c)** ensuring the provision of training in techniques necessary to carry out the project or having the student trained elsewhere if training is not available in that laboratory;
- (d)** ensuring that the student has appropriate access to library, information, biological and other services which are needed for the project;
- (e)** ensuring that the environment in which the student works is safe and that the student has knowledge of appropriate safety procedures;
- (f)** ensuring that the student completes ICR mandatory training (Section 6.11.2), and has access to appropriate internal and external education and training opportunities (i.e. personal development courses and other training opportunities provided by the ICR or, where relevant, its approved strategic partners*);

* Note that this is currently the RM and the Crick

- (g)** informing Registry if the student spends more than eight consecutive days at another university/organisation as part of a collaborative arrangement;
- (h)** reviewing the student's training record via the training tracker on iProgress and their Personal Development Plan;
- (i)** helping the student to prepare progress reports and prepare the thesis for submission prior to the end of the period of study. The Supervisor is also responsible for ensuring the student receives training in oral presentation as may be necessary throughout the project and for the viva examination;
- (j)** returning reports on the student's progress to the Registry, punctually, via iProgress each year of the degree programme;
- (k)** organising the viva examination, normally within two months of submission of the thesis;
- (l)** implementing any remedial actions which are identified by the Deputy Dean (Biomedical Sciences) and/or Senior Tutor;
- (m)** the day-to-day welfare of the student (including reporting unauthorised absence and/or lack of engagement in their studies); and
- (n)** attending supervisor refresher training at least every four years.

Where externally-funded studentships or fellowships require co-supervision, one supervisor must be designated the Primary Supervisor. The other will be listed for administrative purposes as an Associate Supervisor, although in practice they may be working with the designated Primary Supervisor to fulfil the requirements outlined above.

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

elements of supervision which require co-location with the student (Sections 2.3.2(e) and 2.3.2(l) above), and monitoring attendance (Section 9), where the student remains physically located at the ICR.

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

2.5. The Secondary Supervisor

2.5.1. The Secondary Supervisor is a mandatory requirement. All students must have a Secondary Supervisor who:

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

2.5.2. The key responsibilities of the Secondary Supervisor are:

- (a) in the presence of exceptional circumstances (for example, unexpected early retirement, sabbatical or resignation of the Primary Supervisor) to advise, as appropriate, on appointment of another supervisor leading to the continuation of the student's project;
 - (b) to monitor the progress of the student annually by reviewing the student's reports [first report (end of year one) and second report (two years and six months)], and discussing these with the student. In addition it is recommended that they review the student's training record and Personal Development Plan.;
 - (c) to attend and contribute to the student's MPhil/PhD transfer viva.
- NB: This is in a different capacity to the internal assessor, who should not have had prior involvement in the project;
- (d) to attend supervisor refresher training at least every four years.

2.5.3. The Secondary Supervisor is not specifically responsible for providing pastoral support (which is provided by other members of the team and the Senior Tutor).

2.6. The Associate Supervisor(s)

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

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

2.6.2. Occasionally, and depending on the programme, the supervisory team may include scientific or academic staff who are employees of external organisations, such as other UK HE providers, research institutes or industry partners. In such cases, these supervisors should normally be set up as Associate Supervisors. If these supervisors can provide evidence of equivalent supervisory training, they may be considered for exemption from the relevant mandatory ICR training e.g. supervisor training, student recruitment training).

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

circumstances, a change in supervision or location. The Head of Division is also responsible for ensuring students receive sufficient opportunity to present their research.

2.8. The Academic Dean's Team

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

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

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

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

3. Approval of projects for ICR-administered funding

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

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

3.3. Only members of staff who fulfil the eligibility criteria for Primary Supervisor (Section 2.3) may submit an application for funding by way of a project proposal. Career Development Faculty, Associate Honorary Faculty, Lead Statisticians and ICR Fellows may submit proposals if there is an IRS Partner (Section 2.2).

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

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

* For further information please see section 11 in the Academic Regulations 'Requirements of the thesis' and the Framework for Higher Education Qualifications – FHEQ Level Eight Descriptor.

<https://www.qaa.ac.uk/docs/qaa/quality-code/qualifications-frameworks.pdf>

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

3.6. Allocation of non-clinical PhD studentship funding

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

3.6.2. Fully completed project proposal forms and accompanying supervisor forms should be sent to admissions@icr.ac.uk before the advertised deadline.

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

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

- (a) past supervisor performance, including success in supervising students through to on-time submission;
- (b) the number of students currently under the supervision of the applicant. NB: A Primary Supervisor is not normally expected to supervise more than six students at any time, particularly if they also have significant clinical responsibilities;
- (c) how recently an ICR funded studentship was awarded to the applicant;
- (d) the need to ensure a fair distribution of funding across the ICR;
- (e) the ICR's scientific or other strategic priorities; and
- (f) the proposed supervisor's record in applying for external studentship funding, where external funding opportunities are available;

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

3.7. Allocation of clinical PhD fellowship funding

3.7.1. A call for expressions of interest to supervise a clinical research fellow is issued (usually in July) to all potential supervisors (Section 3.2).

3.7.2. The Clinical PhD programme directors review expressions of interest. Occasionally a shortlisting process may be implemented, based on the criteria listed in 3.6.4 e.g. if a limited number of fellowships are available.

3.7.3. Supervisors and candidates jointly develop project proposals, and the allocation of funding is determined at the clinical fellow recruitment panel interviews, usually held in January/February.

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

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

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

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

4. Approval of project proposals submitted for external funding

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

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

(i) approval of the proposed supervisory team;

(ii) acceptance of the Division's responsibility for the student;

(iii) approval of the scientific quality and strategy of the project and that the project meets the requirements of the MPhil/PhD degree*; and

(iv) that appropriate laboratory and office facilities will be available to the student.

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

* For further information please see section 11 in the Academic Regulations 'Requirements of the thesis' and the Framework for Higher Education Qualifications – FHEQ Level Eight Descriptor.

<https://www.qaa.ac.uk/docs/qaa/quality-code/qualifications-frameworks.pdf>

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

5. Recruitment and admission

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

5.2. Transfer of registration

5.2.1. Information about transfer of registration, both within the ICR and transfer from other higher education providers can be found in the Academic Regulations under Sections 7 and 8. Transfer from MPhil to PhD is outlined in Section 12 of this document.

5.2.2. In exceptional circumstances the ICR may permit a student to switch from the MD(Res) degree to MPhil /PhD, provided that the student is eligible to register for the MPhil/PhD (see the ICR Admissions Policy and Procedure). Switch from MD(Res) to MPhil/PhD is usually only possible within the first 12 months of registration on the MD(Res) (or equivalent time pro rata, for students less than full-time) in line with the timeline for upgrade from MPhil to PhD and must be discussed at the mid-term viva. Students considering making such a request should raise this at or before the 6 month chat where further guidance can be provided.

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

5.2.4. Where a student transfers from the PhD to the MPhil, the submission deadline will be three years from the date of registration (pro rata for less than full time students) as per Section 10.2 of the Academic Regulations.

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

6. Registration and induction

6.1. Students will normally be registered in the first instance for the degree of MPhil, with the opportunity to transfer to PhD registration following a Transfer Viva (see Section 13.2). Students who already have an MPhil in a relevant field may be allowed to register directly for a PhD.

6.2. Students normally register in October. New students are not permitted to backdate their registration.

6.3. Students must complete an ICR registration form at the start of every academic year.

6.4. Full-time clinical students are expected to confirm they have three years out of programme from the proposed date of registration approved.

6.5. Usually a student's first day will be the induction day, at which they will need to show original copies of their passport/visa, degree certificate and English language qualifications (if required). For students starting on another date, on the student's first day at the ICR their supervisor must contact Registry to inform them their student has arrived, and arrangements made for students to visit Registry to show their documents, or for students based in Chelsea to go to our offices in 123 Old Brompton Road.

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

6.7. Full-time students are entitled to obtain a letter which may provide them with exemption from Council Tax. One copy of the exemption certificate per year will be issued to the student by the Registry.

6.8. All new students must complete an Occupational Health questionnaire prior to registering. This will be assessed by the Occupational Health team and students must attend an appointment if requested. Students must receive health clearance before registration.

6.9. There are maximum and minimum periods of registration, details of which can be found in the Academic Regulations. The registration period is measured from the anniversary of registration and does not include any agreed periods of interruption.

Please see the Academic Regulations for details of pro-rata arrangements for part-time students and those in writing up mode. The minimum allowable FTE for part-time study can be found in the Admissions Policy.

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

6.11. Induction and the first six months

6.11.1. Students are expected to attend the ICR induction programme, usually held either in October, or in Spring (mid-term induction) for those registering outside of the main cohort. Students should also attend an introductory meeting with their senior tutor soon after initial registration. Additional induction or cohort activities may be held for students funded via specific doctoral programmes.

6.11.2. In order to obtain a security card, students must either attend the Health, Safety and Environment induction session as part of the induction day, or complete the Day 1 New Starter Checklist.

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

- (a) Health, Safety and Environment induction (either as part of the October student induction or at a staff induction session)
- (b) A Supportive Workplace
- (c) Active Bystander training
- (d) Information Management (online)
- (e) Risk Management (online)
- (f) Data Protection Training 2018 (online)
- (g) Freedom of Information Act 2000 (online)
- (h) Information Security Awareness (online)
- (i) Display screen equipment (E-Learning)
- (j) Stress Awareness
- (k) Information Management
- (l) Sustainability at the ICR
- (m) Fire safety awareness
- (n) Information security awareness
- (o) Risk management

Other mandatory training may be required if relevant to the type of research being conducted (e.g. Human Tissue Act training, Radiation Safety); details can be found at training.icr.ac.uk.

It is mandatory for all first year students to complete five end-of-module tests on the Perspectives in Oncology website within their first six months of study and to have completed all end-of-module tests by the end of their first year.

Students' progress is monitored and reported to their senior tutor (Section 13.1). Other skills training requirements are outlined in Section 10.

Clinically qualified students

6.12. It is recognised that for students who have not yet completed their specialist training, it may be desirable to continue to gain clinical experience during their research period, in order to maintain and develop their clinical skills. Such experience may include both ward and clinic work as well as out of hours responsibilities. In the majority of cases the maximum time which may be spent on routine clinical service work during normal working hours is one session per week (this excludes situations when the clinical work contributes to the student's research project). It is assumed that the remainder of the time these students will be undertaking work which will contribute to their thesis; 0.9 FTE (90%). It is expected that the student will contribute a minimum additional effort equivalent to 0.1 FTE (10%) in their own time, and these students will be subject to the same monitoring as full-time students.

In exceptional circumstances, due to clinical training needs, this can be negotiated with the Deputy Dean (Biomedical Sciences) and Senior Tutor. However a minimum of four sessions must be protected for research. Where this is the case it is expected that students will contribute a minimum additional effort equivalent to 0.1 FTE in their own time. These students will be monitored as part-time students.

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

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

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

7. Registration of students employed by external organisations

7.1. The ICR will only allow the registration of students employed by organisations external to ICR or its approved strategic partners in the following situations:

7.1.1. All the research is undertaken at the ICR or one of its approved strategic partners* (save in exceptional circumstances – e.g. where some of the research technology required is not available on site) and the grant funding supporting the student has been awarded to ICR or its approved strategic partners; or

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

* Note that this is currently the RM and the Crick.

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

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

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

8. Tuition fees

8.1. Tuition fees for studentships or fellowships administered by the ICR will normally be included in the overall funding package (see Section 1).

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

8.3. Students registered at 0.9FTE and above are classed as full-time, including for the calculation of fees.

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

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

9. Attendance

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

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

9.3. The total annual leave entitlement for full-time non-clinical PhD students is 30 days per annum plus public and ICR holidays. It is the responsibility of the student to arrange mutually convenient dates with their supervisor(s). As for staff, annual leave should be recorded in Activ Absence. Unless they have a contract of employment (in which case the terms of this take precedence), students are not entitled to receive payment in lieu of leave upon leaving the ICR.

9.4. 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. In the event of a prolonged period of illness the student may wish to request an interruption of study (see Interruption of Studies policy). Unplanned absences unrelated to illness and beyond a student's control, for example due to family emergency or a call to jury service should be managed according to the ICR's Special Leave guidance. In cases of parental bereavement, the Parental Bereavement Leave policy applies.

9.5. Students should declare to their supervisor if they undertake any paid employment. Any work should not result in a conflict of interest with the ICR. Supervisor permission would need to be sought should the work exceed, for full-time students, 6 hours a week. It is the student's responsibility to investigate and resolve any tax/ visa implications.

9.6. In the case of students who are also ICR employees, attendance and external employment are addressed via their employment contract.

10. Supervisor meetings, research skills training, planning and reflection

10.1. Supervisory meetings

A student can expect to have regular formal progress meetings with their supervisor; the recommended frequency is at least every one to two months. At the meeting the student and supervisor may agree to modify aims and objectives in light of the outcome of work done so far. The Primary Supervisor should review the students training, achievements and plan for future personal development at least once a year.

10.2. Personal Development Plan

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

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

This will form a framework for the Personal Development Plan. Guidance on the Personal Development Plan is available on Nexus. The Plan should be reviewed at least annually with the primary supervisor and frequently updated by the student. The Personal Development Plan should also be uploaded to the Personal Document Store in iProgress. Students can download documents saved in their Document Store when they leave.

Reflection is an important part of the Personal Development Plan, students should regularly update and comment on their progress in the relevant sections of the template for reflection. This enables students (as well as supervisors) to critique the efficacy of their own training and adapt accordingly.

10.3. Training tracker.

10.3.1. Students are strongly encouraged to keep a record of achievements in training and development. This can be done through use of the training tracker tool in iProgress. It is recommended that students maintain a record of training in the following four categories.

- (a) courses and workshops which provide transferable skills, such as scientific writing or project management, or other ground covered by the Researcher Development Framework;
 - (b) activities relating to scientific research such as the Research Integrity Course;
 - (c) purely academic development: attendance at conferences and lectures; learning a particular research technique; and
 - (d) extracurricular contributions (for example, outreach activities, Student Committee work).
- The student is responsible for maintaining their training records and is encouraged to review these with the Primary Supervisor as part of the annual process of reflection and planning.

10.4. Training opportunities.

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

10.4.2. Students are encouraged to visit the Training Needs Screener within their first month at the ICR. This will help them to identify and prioritise their immediate training needs, and provides a list of courses and materials that may be of help.

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

10.4.4. It is mandatory for students to have attended the Research Integrity workshop during their second year, and the Preparing to Submit your Thesis workshop during their final year. Other mandatory training to be completed in the first six months is outlined in Section 6.11.2.

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

11. Progression and milestones

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

11.2. Key milestones for three and four year programmes are shown below (tables 1 and 2). Students registered at less than 0.9 FTE will usually have their milestones adjusted pro-rata from the date of their registration and according to their FTE, in line with the appropriate timescale below.

11.3. Adjustments in the progression pathway and milestones may apply for students funded via specific doctoral training programmes (see table 3 below). Such adjustments will be reflected on iProgress.

Table 1: Key milestones for four year programme

Timescale	Milestone/requirements
Within the first six months	Attend induction, complete mandatory training (Section 6.11)
Three month after registration	Three month chat – meeting with Senior Tutor/Deputy Dean
Ninth month after registration*	Submit upgrade report (for transfer from MPhil to PhD)
Within 12 months	Transfer viva
End of year one	Chat with Senior Tutor/Deputy Dean
During year two	Research integrity workshop
Two years six months	Submit second report
Approx. two years and eight months	Present a poster or talk at the ICR Conference
Three years and four months	Chat with Senior Tutor/Deputy Dean
End of year three	Submit Thesis Outline
Final year (every three months)	Chats with Senior Tutor/Deputy Dean
During final year	Preparing to submit your thesis and All about thesis writing workshops
Three years and eight months	Submit Exam Entry forms
End of year four (at the latest)	Submit thesis
Viva examination	Normally within two months of thesis submission

Table 2: Key milestone for three year programme

Timescale	Milestone/requirements
Within the first six months	Attend induction, complete mandatory training (Section 6.12.2).
Three months after registration	Three month chat - meeting with Senior Tutor/Deputy Dean
Ninth month after registration*	Submit Upgrade Report (for transfer from MPhil to PhD)
Within 12 months	Transfer viva
End of year one	Chat with Senior Tutor/Deputy Dean
During year two	Research Integrity workshop
Approx. one years and eight months	Present a poster or talk at the ICR Conference

End of year two through year three (every three months)	Chats with Senior Tutor/Deputy Dean
During final year	Preparing to submit your thesis and All about thesis writing workshops
Two years and six months	Submit Thesis Outline
Two years and eight months	Submit Exam Entry forms
End of year three	Submit thesis
Viva examination	Normally within two months of thesis submission

12. Transfer from MPhil to PhD

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

12.2. Students submit an upgrade report (for transfer from MPhil to PhD) nine months after registration, or the pro rata equivalent for part-time students. Transfer is subject to a satisfactory upgrade report by the student and assessment report from the Primary Supervisor. Additionally, an independent internal assessor and Secondary Supervisor will review the student report. Transfer from MPhil to PhD will take place following a successful transfer viva.

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

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

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

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

12.5. The transfer viva. In addition to the report requirements in Section 13.2.2, all students will be examined orally at the transfer stage, which will include a brief oral presentation by the student. The examination panel will normally consist of a representative of the Academic Dean's Team as Chair, (either the Deputy Dean (Biomedical Sciences), Senior Tutor or a nominated senior member of Faculty), the independent internal assessor and the Secondary Supervisor. The Primary Supervisor is expected to attend. However, if this is not possible they can delegate attendance to an Associate Supervisor in the team.

12.5.1. If lack of availability is delaying the organisation of the viva, attendance of the Secondary Supervisor and independent internal assessor will be the priority, so on very rare occasions the viva may need to take place without another member of the supervisory team present.

12.6. A joint appraisal from this panel will give broad comments relating to the student's performance and recommend whether transfer can occur (more details below). In addition a score sheet addressing different aspects of the student's written report and viva performance will be completed by the panel and given to the student for guidance.

12.7. If there is any difference of opinion, the representative of the Academic Dean's Team will moderate to ensure a final decision is reached.

12.8. Transfer is also contingent upon students providing evidence that they have completed all end-of-module tests on the Perspectives in Oncology website, that they have registered for an ORCID and linked this to Symplectic Elements, and that the Primary Supervisor has reviewed and is satisfied with their Student Achievement Record.

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

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

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

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

13. Assessment and monitoring

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

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

Students will have subsequent meetings with the Deputy Dean/Senior Tutor to discuss progress on an annual basis. The Primary Supervisor will have the opportunity to comment on the student's progress and flag any possible issues prior to the meeting via iProgress. In the final year students will attend review meetings at three monthly intervals with the Deputy Dean/Senior Tutor (Section 13.2.5). For each of the final year meetings, the Primary Supervisor will be asked to comment in writing on the student's progress via iProgress and flag any possible issues.

13.2. Student Reports for students registered for four years. At nine months, and at two years and six months, students are required to submit a written report of their progress, which will be independently assessed. All reports must bear a title, the name of the student, the degree for which they are studying

and the Supervisors' names. Reports must be submitted through iProgress as a PDF by the advertised deadline. One further copy should be given to each supervisor. At the end of year three students are required to submit a thesis outline via iProgress.

13.2.1. Adjustments to the progression pathway may apply to students enrolled in specific doctoral training programmes (see Chapter 12). These will be published on iProgress.

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

13.2.3. The Second Report (two years and six months). The report should be written as an extension of the upgrade report. It should be no more than 3,000 words long (excluding figures, tables and references), and should consist of a brief introduction, a summary of total progress in the time since the transfer viva and a statement of what remains to be done. It should include adequate presentation of data (e.g. figures and tables) to allow a proper assessment of the work. Key references should be included. In addition, the student should prepare a plan of how their work will progress, with the aim of completing the experimental/data collection part of the PhD by three years and six months. The plan should highlight any actual or potential problems and the means of resolving them. It should also address project risk. Advice on managing project risk can be found on the Skills website. The report will be assessed by the Primary Supervisor and the Secondary Supervisor.

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

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

13.2.6. Student presentation. All students are expected to give a poster or a talk about their project. Divisional heads have the responsibility of ensuring that all students in their Division have sufficient opportunity to present. Students are expected to present a poster and/or give a talk about their project at the annual ICR Conference on at least one occasion. This will usually be in the penultimate year of their studies. In addition, it is recommended that students present to their Division in each year of their studies as follows:

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

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

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

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

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

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

13.3.4. Student presentation. All students are expected to give a poster or a talk about their project. Divisional heads have the responsibility of ensuring that all students in their Division have sufficient opportunity to present. Students are expected to present a poster and/or give a talk about their project at the annual ICR Conference on at least one occasion. This will usually be in the penultimate year of their studies. In addition, it is recommended that students present to their Division in each year of their studies as follows:

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

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

13.4. Part-time students

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

13.4.2. Part-time students on the equivalent of a three year programme may be required to submit the equivalent of a Second Report (Section 13.2.3) at an educationally appropriate point in their studies.

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

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

14. Examination entry

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

14.1.1. On initial registration, a student will be informed of the date by which the thesis must be submitted, and this deadline will be published on iProgress.

14.1.2. A student's registration will be terminated once the maximum period of registration (see section 6) has elapsed. After this point, students cannot submit their thesis, nor can they be examined for their degree, unless a suspension of regulations has been approved by the Academic Dean.

14.2. Exam entry forms may not be submitted earlier than six months before thesis submission, but at least four months before the submission deadline. These can be accessed via iProgress and should be submitted in accordance with the guidance within the Form of Entry.

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

(i) a period of **interruption of studies**. An interruption of studies effectively "stops the clock" i.e. the student's registration is suspended. The student still has a total of four years (or pro-rata equivalent) to submit the thesis but the submission deadline is adjusted to exclude the period of interruption (see Interruption of Studies policy).

(ii) a **Suspension of Regulations**. When an application for Suspension of Regulations is granted, the 'clock' does not stop but the prohibition on submitting the thesis after the due date is waived (see 15.4).

(iii) For clinical students, where additional funding has been identified which can extend the programme of study, though not beyond the maximum registration period.

14.4. Application to suspend regulations on maximum registration period

14.4.1. An application for Suspension of Regulations to extend the maximum registration period may be granted only in wholly exceptional situations where a student is unable to submit the thesis within the maximum registration period but is able to continue their course of study.

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

14.4.3. Applications for the Suspension of Regulations will normally only be considered in the last six months before the student's submission deadline.

(a) Additional funding is not normally provided when a student is granted a Suspension of Regulations. A student emergency fund is available in exceptional circumstances (see Section 15).

(b) Overseas students should consider, and are responsible for, the effect of any interruption or suspension on their visa; advice is available from the Registry.

(c) Guidelines for Suspension of Regulations requests for Research Degree students and appealing against any decision made are available from Registry and on Nexus.

14.5. The Library Theses Office is located in the Sir John Beckwith Library, Brookes Lawley Building, Sutton Site.

14.6. Instructions on the formatting and presentation of the thesis are available from the Library Theses Office.

14.7. Arrangements can be made for students requiring reasonable adjustments; whether permanent (e.g. visual impairments, dyslexia) or temporary (e.g. illness, pregnancy).

14.7.1. Students must apply to the Academic Dean, outlining reasonable adjustments at least six weeks before the date of the examination. They must supply appropriate evidence (such as a medical certificate).

14.7.2. Registry will seek recommendations from relevant teams when a student applies for reasonable adjustments to be made.

14.7.3. The Deputy Dean, or the Academic Dean has the discretion to agree the nature of the reasonable adjustments for the student (e.g. granting extra time).

14.8. Viva seminars

14.8.1. Some Divisions hold *final viva seminars*. These are open seminars given by students about their work, close to the time of their viva examination, when all work has been completed.

14.8.2. Where these seminars are held, the following conditions apply:

(i) the external examiners' preliminary reports must be obtained before the day of the seminar if possible. In any case, they should be obtained before the seminar; and

(ii) no questions should be asked at the seminar in the presence of the external examiners.

14.8.3. Viva seminars are held on a voluntary basis. They will not be held if the student, the Supervisor, or an external examiner objects.

15. Change of circumstance and Interruption of Study

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

15.2. Students who wish to apply for a formal **Interruption of study** should refer to the Interruption of Studies policy.

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

16. Termination of studies

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

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

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

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

To prevent automatic termination:

(i) a formal interruption of study request must be submitted and approved during the registration period, and the thesis submission must be within the extension period granted (see Interruption of Studies policy); or

(ii) a Suspension of Regulations must be submitted and approved by the Academic Dean during the registration period (Section 14.4).

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

17. Additional policies

17.1. The following policies and procedures are outlined separately to this Code of Practice and are available on the ICR intranet and website at icr.ac.uk/studentpolicies. They should be read in conjunction with the Academic Regulations.

Policy/Procedure	Notes
Academic Appeals Procedure	an appeal mechanism for all students who have received a decision on: a)the outcome of a thesis examination; b)the outcome of a transfer viva.
Review Procedure	For appeals against non-academic decisions
Student Complaints Procedure	
Student Disciplinary Procedure	
Procedure for the investigation of misconduct in research	Including allegations of fraud
Policy and Procedure for Quality Assurance of Educational Collaborative Provision	
Code of Practice for Examination Offences	Examination offences, covering plagiarism and cheating. Cheating may be defined as an attempt to gain an unfair advantage by breaching regulations, by bribery or inducement, or by deception.
Interruptions of Studies policy	

The information contained in this document was correct at the time of going to press. Where anything in this Code of Practice contradicts the Academic Regulations, the Academic Regulations take precedence.