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UNIVERSITY OF
CAMBRIDGE



Wellcome-MRC Institute of Metabolic Science
Metabolic Research Laboratories

2021- 2022 COURSE HANDBOOK

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Welcome Message from the Director of Postgraduate Education at the School of Clinical Medicine

“I am delighted you are joining one of the postgraduate degree programmes based within the School of Clinical Medicine. Please accept my warmest congratulations on this achievement. I hope that your time here will be truly inspirational and will help to ensure your future career success; our students are sought after by employers in clinical medicine, industry, academia and other sectors.”



The University of Cambridge has around 20,000 students, 7,500 of whom are postgraduate students and approximately 2,000 of whom are studying for a degree within the Life Sciences; either here within the School of Clinical Medicine or within the School of Biological Sciences.

The School of Clinical Medicine on the Cambridge Biomedical Campus, where the majority of you will now be based, offers some of the very best research facilities, excellent teaching and opportunities for interaction across a wide spectrum of subjects from biomedical statistics and big data to genetics, epidemiology, from global health and health services research to world-class cell and molecular biology.

The bar is set very high at the University of Cambridge and a lot will be expected of you. However, with commitment and motivation, you can expect to achieve high rewards in terms of immense personal satisfaction and a career enhancing curriculum vitae. There is a big team of people who are ready to support you including administrative and academic staff within your Department or Institution, the School's Postgraduate Education and Clinical Academic Training (PECAT) office, and your own College.

In Spring 2020, many of our laboratories closed temporarily due to COVID-19, and most staff and students transitioned to working from home where possible. Many safety measures have since been implemented to enable laboratories to continue to operate, although at the time of writing many laboratories are still working below full capacity, and some home-working continues, particularly for tasks that do not need access to the bench. As we are based on a hospital site, a high priority is to minimise infection risks for staff, students and other users of the campus, including patients and the public. Much work has gone into

developing high quality teaching materials and resources that can be delivered remotely and flexibly, depending on ongoing guidance. We strongly hope that any continuing restrictions will not impact on your enjoyment of the course.

I hope that you maximise this opportunity for postgraduate study in the School of Clinical Medicine, and both enjoy your time here and thrive in the Cambridge environment.

Fiona Gribble

Professor of Endocrine Physiology and

**Director of Postgraduate Education, School of Clinical Medicine, University of
Cambridge**

Welcome Message from Prof David Savage, Director of Postgraduate Education at the IMS-MRL



As Director of Postgraduate Education, I would like to welcome you to the Metabolic Research Laboratories. I hope, for each of you, the next few years will be stimulating, career-building and even life-changing. During the first months of your project you will find yourselves on a steep learning curve, with lots of new ideas and techniques to master. As you progress deeper into your PhD, we hope that you will start to think creatively and exercise your curiosity. Following instructions and obtaining novel and interesting results is exciting, but I can guarantee that it is infinitely more rewarding when the idea was your own in the first place! Almost all science should start with a 'question' which has yet to be answered, is important and tractable. Ideally it should also be of considerable interest to you personally. I strongly encourage you to think carefully about these issues when considering plans for your PhD project towards the end of your first year on the programme.

Do take advantage of the multiple opportunities in Cambridge to improve your transferable as well as your scientific skills. To be a successful scientist you need to be able to communicate your work confidently to scientific colleagues, lay audiences, school children and even the media. You should receive plenty of experience at presenting your work to different audiences. Initially this will be in the setting of small lab meetings, but as your science progresses you will be encouraged to present it to the wider department and at national or international conferences.

I urge all of you to go to, and participate in, meetings in your field. Introduce yourselves (or better, be introduced) to the international experts you respect most. These are the people who will review your papers and grants, who might be future employers, and who might be called upon in later life to write references on your behalf, so go out and socialise with them if you have the opportunity.

Most of all, I hope your experience here will be stimulating and rewarding and ideally that you might at least contribute to a significant discovery!

Welcome Message from Student Committee

On behalf of the Student Committee, welcome to the IMS-MRL - we hope that your time here will be enjoyable, fun and full of interesting science! The IMS-MRL Student Committee is a group of roughly 10-12 students who represent the student body on a variety of departmental committees and arrange regular student socials (so student life it is not all work and no play!). In addition, we organise and run the annual IMS-MRL Student Symposium, which normally happens in July.

Joining the Student Committee is a great way to get involved, and have your say, in the day to day running of the Institute and improve the student experience. In recent years the Student Committee has, for example, implemented a postdoc mentoring scheme, started a bi-weekly technical seminar series and refurbished the Hot Desk Area. We hold regular socials such as cake club, data club and journal pubs. If you would like to get involved with the Committee, please get in touch – the Committee for each academic year is decided in late October/early November.

We encourage you to make the most of your time in Cambridge and all that it has to offer. Remember that whilst your studies are important, we all need some down time - join a club or get involved in one of the many University societies, whether that is rowing for your college, playing Korfbal, joining the University Brass Band or wine society – there really is something to suit everyone!

We look forward to getting to know you over the course of your studies.

The Student Committee

Aim of This Handbook

The aim of this handbook is to provide students with an introductory reference point for many of the important pieces of information associated with being a postgraduate student at the University of Cambridge.

This handbook should be read in conjunction with the *Code of Practice for Research Students*, which sets out the University's expectations of students and the staff who teach them; see:

<http://www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students/code>

Please note, the term 'postgraduate' also refers to 'graduate' students and you may find both terms are used in the various websites and links that you encounter.

Structure and Governance of Postgraduate Education

Postgraduate education is governed by a number of bodies and committees:

- The University's Postgraduate Committee and the Student Registry
- The Faculty Board for the School of Clinical Medicine
- The Postgraduate Operations Committee
- The Postgraduate Education and Clinical Academic Training Section
- The Degree Committee for the Faculties of Clinical Medicine & Veterinary Medicine
- Departmental Postgraduate Education Committees

THE POSTGRADUATE COMMITTEE AND STUDENT REGISTRY

The Postgraduate Committee and Student Registry is concerned with the admission, registration and approval of the University's postgraduate students; that is, those students studying for the PhD, MD, MSc, MLitt or MPhil degree and other postgraduate qualifications. More information here: <https://www.student-registry.admin.cam.ac.uk/>

Administrative support for the Postgraduate Committee is provided by the Student Registry. The Student Registry's website for students, which contains comprehensive information for students at Cambridge, is at:

<http://www.cambridgestudents.cam.ac.uk/>

Faculty Board

Reporting to the Council of the School, and to the University's General Board Education Committee, the Faculty Board is the key educational body within the Clinical School. Its remit includes both medical education and postgraduate students.

The Faculty Board, chaired by the Head of School, the Regius Professor of Physic, delegates operational business to the Degree Committee for the Faculties of Clinical & Veterinary Medicine and to the Postgraduate Operations Committee, which also advises on policy matters.

Postgraduate Operations Committee

The Postgraduate Operations Committee has oversight of quality assurance and implementation of best practice; communications and information, sustainability of the academic mission, consistency of the student experience and support for staff, courses and programmes, across all departments and institutes within the Clinical School.

It is chaired by Professor Fiona Gribble, the School's Director of Postgraduate Education.

Postgraduate Education and Clinical Academic Training

PECAT has a broad remit which includes: the co-ordination of research training programmes for clinicians on an integrated academic training pathway; administration of a number of University postgraduate programmes; and oversight, through the Degree Committee for the Faculties of Clinical Medicine and Veterinary Medicine, of postgraduate student progress and processes across the numerous different University departments and institutes which exist within the School of Clinical Medicine.

More information can be found at:

<https://gcat.medschl.cam.ac.uk/>

<https://gcat.medschl.cam.ac.uk/graduate-degrees-2/degreecommittee/>

The Degree Committee for the Faculties of Clinical Medicine & Veterinary Medicine

The Committee encompasses academics from within the Faculties of Clinical Medicine and Veterinary Medicine and reports to the Postgraduate Committee.

This Committee is responsible for:

- Recommending candidates for admission to courses;
- Monitoring students' progress;
- Approving continuation after a probationary period of research for the PhD;
- Approving candidates for PhD degrees;
- Approving candidates for MPhil and MRes degrees;
- Appointing Supervisors and Examiners;

Postgraduate School of Life Sciences

The Postgraduate School of Life Sciences is a strategic partnership between the School of Biological Sciences and the School of Clinical Medicine. It facilitates the operation of certain joint PhD programmes and promotes the educational and career needs of postgraduate students and early career researchers in the Faculties of Biology, Clinical Medicine and Veterinary Medicine and their affiliated institutes.

STRUCTURE OF THE IMS-MRL

The IMS-MRL is housed in the purpose-built Wellcome-MRC Institute of Metabolic Sciences (IMS) on the Cambridge Biomedical Campus. The mission of the IMS-MRL and the embedded MRC Metabolic Diseases Unit (MDU), is to undertake basic and translational research relevant to the understanding, prevention and treatment of diabetes, obesity and other related endocrine and metabolic disorders.

Professor Sir Stephen O’Rahilly is Director of the IMS-MRL and MRC MDU, and co-Director of the IMS.

The IMS-MRL is a cross-departmental institute within the School of Clinical Medicine, University of Cambridge. It currently includes approximately 150 scientists, organized into 25 research groups. Each group is led by a principal investigator who is also a member of a 'home' University department. At present IMS-MRL investigators include members of the departments of Clinical Biochemistry, Medicine, Obstetrics and Gynaecology, Paediatrics, Physiology Development and Neurosciences, Psychiatry, and Public Health and Primary Care.

All students at the University are also members of a University Department, usually this is the same department as their supervisor, although occasionally students at the IMS-MRL will be registered in the Clinical Biochemistry Dept even though their supervisor is not. This handbook is intended for all students based at the IMS-MRL, regardless of the ‘home’ department. It sets out the responsibilities of individual students, their supervisors, and the systems in place at the IMS-MRL, Clinical School and University to help you progress from the more structured undergraduate environment towards independent research where you are able to identify your goals and plan your work on a day-to-day basis to achieve these.

While the general information in the booklet applies to all students, each department has a slightly different procedure for assessing student progress, so the detailed information on assessment procedures applies to students registered in Clinical Biochemistry. Sections that do not apply to all students are clearly marked.

We hope you find studying at the IMS-MRL an enjoyable and rewarding experience.

KEY PEOPLE IN POSTGRADUATE EDUCATION WITHIN THE IMS-MRL



Professor David Savage (dbs23@medschl.cam.ac.uk)
Head of Postgraduate Education, IMS-MRL



Mr Chris Ford (cmf28@cam.ac.uk)
Departmental Administrator (until December 2021)



Ms Liz MacRae (em430@medschl.cam.ac.uk), Business and Operations Manager



Mr Mark Chaldecott (mc533@medschl.cam.ac.uk)
Accounts Clerk



Mrs Madeline Umpleby (jmu23@medschl.cam.ac.uk) and
Mrs Celia Child (clc63@medschl.cam.ac.uk)
IMS-MRL Receptionists

PhD Administrator (tbc): phdprogramme@medschl.cam.ac.uk

Induction

In order to ensure that new students are provided with all the information required to successfully complete their course of study, a number of induction events are arranged.

The Student Registry's website for students, which contains comprehensive information for students at Cambridge, is at:

<http://www.cambridgestudents.cam.ac.uk/>

CLINICAL SCHOOL INDUCTION

An induction event is held twice a year in the Clinical School; in the Michaelmas and Lent Terms. This provides an opportunity to hear talks by academic representatives of the School of Clinical Medicine and other University members aimed at drawing your attention to some key aspects you should be aware of as a postgraduate student; such as Research Governance and Integrity, Medical Library, Equality and Diversity, Student Wellbeing, and Researcher development. It also provides an opportunity to meet other students and to discover more about the facilities available in the School building.

POSTGRADUATE SCHOOL OF LIFE SCIENCES ONLINE INDUCTION

Online induction training is provided by the Postgraduate School of Life Sciences, via Moodle, the University's Virtual learning environment. If you do not receive notification that you have been enrolled on this course, or if you cannot see it within your Moodle account, please speak to your departmental postgraduate administrator in the first instance.

DEPARTMENTAL AND LAB INDUCTION

Please see details in your dropbox induction pack.

UNIVERSITY POSTGRADUATE SAFETY COURSE

All postgraduate students are required to attend the Postgraduate Safety Course, unless they are excused following a request by their Head of Department. Details of the course are sent directly to students, and are available at <https://www.safety.admin.cam.ac.uk/training/postgraduate-safety-course>

COLLEGE INDUCTION EVENTS, INCLUDING MATRICULATION

You should be aware that your College may also expect or require you to attend induction events.

Course Structures & Timetables

MASTER OF PHILOSOPHY (MPHIL)

The MPhil in Medical Science is research-based and lasts for 12 months (full time). During this time, you must complete a research project, which is submitted as a written Thesis of less than 20,000 words (not including Tables, References, Figure legends and Appendices), on a subject approved by the Degree Committee for the Faculties of Clinical Medicine and Veterinary Medicine. You will be assessed by oral examination on both your Thesis and broader knowledge of your chosen area of research. The thesis shall provide evidence to satisfy the Examiners that a candidate can design and carry out an original investigation, assess and interpret the results obtained, and place the work in the wider perspective of the subject.

The ideal programme of study for a Masters degree will:

- Comprise in-depth study of a specific topic
- Require the student to critically examine the background literature relevant to their specific research area
- Provide the student with an environment that encourages originality and creativity in their research
- Give the student an opportunity to develop skills in making and testing hypotheses, in developing new theories, and in planning and conducting experiments
- Provide the opportunity to enlarge the student's view of their broader research area, its theoretical foundations and the specific techniques used to study it
- Provide, through constructive feedback of written work and oral presentations, an opportunity for the student to develop skills in written work, oral presentation and in publishing the results of their research in high-profile scientific journals.

You should attend internal and external seminars and opportunities, as for 1st year PhD students, and are encouraged to attend transferable skills training to broaden your experience further.

In mid-November, you will receive an email asking you to complete a brief, self-assessment report, based broadly under the terms 'progress', 'problems' and 'plans', that will be reviewed by your Supervisor and College Postgraduate Tutor simultaneously for feedback and comment as necessary.

MPHIL TIMETABLE 2021-22

Date*	Supervisor responsibilities	MPhil student responsibilities
Pre-Oct	<ul style="list-style-type: none"> • Inform Postgraduate Administrator of student's arrival • Select Advisor and inform Postgraduate Administrator 	
Oct	<ul style="list-style-type: none"> • Meet with student to discuss project and any training required 	<ul style="list-style-type: none"> • Attend Compulsory University Safety course • Attend Clinical School induction • Complete Compulsory Postgraduate School induction course • Meet with supervisor to discuss project and any training required • Meet with advisor
Nov	<ul style="list-style-type: none"> • Review and discuss the self-assessment report with the student 	<ul style="list-style-type: none"> • Submit a brief self-assessment report on Camsis, outlining your progress, any issues identified, and future plans
Dec	<ul style="list-style-type: none"> • Formal meeting with student to discuss progress • Complete termly progress report on CAMSIS 	<ul style="list-style-type: none"> • Review Skills Analysis Survey and plan accordingly
April	<ul style="list-style-type: none"> • Formal meeting with student to discuss structure of MPhil dissertation and timeline for completion • Complete termly progress report on CAMSIS 	<ul style="list-style-type: none"> • Formal meeting with supervisor to discuss structure of MPhil dissertation and timeline for completion • Start to prepare thesis
July		<ul style="list-style-type: none"> • Attend and present work at the annual IMS-MRL Student symposium
May-Sept	<ul style="list-style-type: none"> • Send 'Appointment of Examiners Form' to the Higher Degrees Office. The Higher Degrees Office will then ask you to complete and return a 'Nomination of Examiners' form. This should be done asap. 	<ul style="list-style-type: none"> • Send 'Appointment of Examiners Student Application Form' form to the Degree Office 2 months before you are due to submit • Remind supervisor to nominate your examiners and get their agreement to examine you

Throughout the year	<ul style="list-style-type: none"> • Complete termly reports outlining student progress on CAMSIS. Reports required in December, April and August-September 	<ul style="list-style-type: none"> • Bind and submit your thesis • Identify and attend relevant transferable skills courses. Record courses attended • Meet regularly with your supervisor and record outcomes • Attend internal and external IMS seminars • Attend Hot Topics sessions • Attend other seminars as relevant
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*Assumes October start date, Dates should be adjusted for students starting in Jan or April.

Submission of Thesis

The final deadline for submission of your MPhil thesis is the last day of your 3rd term (ie 12 months of study). If the end of your 12 months is approaching and you know you will not make this deadline you should discuss with your Supervisor and apply to the Degree Committee in good time to extend the deadline. The Degree Committee assess applications for extensions on a case-by-case basis.

If you do not do this, the Degree Committee may take you off the register.

DOCTOR OF PHILOSOPHY (PHD)

All PhD students at the University of Cambridge are initially enrolled as ‘probationary’ PhD students (NOTAF). Only after successfully completing your 1st year will you be registered as a ‘full’ PhD student.

First Year Assessment for PhD Candidates

On joining the University of Cambridge, all postgraduate students and Clinical Fellows who are PhD candidates are required to successfully complete an initial probationary period before they are registered for the PhD degree. This is to ensure that the study you have embarked upon suits you and that you are making satisfactory progress. This involves undergoing a First Year Assessment.

The purpose of the first year assessment is to provide evidence of your suitability for registration for a PhD and involves the submission of a first year report, followed by a viva with two independent assessors. Since the first year report involves the production of a piece of scientific writing it is an opportunity for you to reflect upon the progress and direction of your research. The assessors will submit a report on the viva and make a recommendation to your Supervisor and Department as to whether you should be registered for the PhD degree. Your Department will then make a recommendation via CamSIS to the Degree Committee.

The first year assessment **must** be completed before the start of your 4th term at Cambridge and preferably by the 10th month.

Reasonable Adjustments

If you wish to notify assessors of any disability or request adjustments on account of such disability for your viva voce examination, you can do this via your Degree Committee by completing and submitting a Voluntary Disclosure Form, which can be downloaded from the following link:

<https://www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/submitting-and-examination/phd-msc-mlitt/oral>

Once you have submitted the form, your Degree Committee will contact the University's Disability Resource Centre (DRC) who will advise the Degree Committee on the appropriate course of action.

The information provided on the voluntary disclosure form will be kept confidential and will not be used for any other purpose.

Format of First Year Report (Students registered in Clinical Biochemistry Department)

You should discuss the content of your 1st year report with your supervisor at an early stage and start writing it by June of your 1st year (Sept for Jan starters, and Dec for April starters). The main purpose of your report is to assess your suitability for registration for a PhD. It also provides an opportunity for a thorough review of project objectives and progress by both student and supervisor. The assessment is based on a written report that is read by two PIs (one of whom is normally your second supervisor) and discussed with you in a viva. Your project supervisor can also be present at the viva as an observer but is not one of the assessors.

Your report should be in the general form of a research paper in an appropriate journal (such as *Diabetes* or *J Biol Chem*), using the Instructions to Authors provided by the journal. You should find it useful experience of assembling a manuscript for journal publication (although the balance of text at this stage will probably be weighted more towards Introduction and Methods than Results).

The report should include:

- Title of the project, with names of student and supervisor
- Abstract (<1 page)
- Introduction (3-5 pages) describing the background to the project and aims of your studies
- Methods (including clinical material where relevant)
- Results giving a concise account of data obtained to date
- Discussion (3-5 pages), in which results are interpreted and related to relevant literature, and plans for future studies are outlined
- Appropriate Figures and Tables, each with a title and full legend
- A list of references cited in the style of your chosen journal
- A list of abbreviations where necessary
- A statement of the total word count of text

The total length of text (Introduction, Methods, Results, Discussion) should be ~5000 words.

You are not expected to spend more than three weeks preparing your report and should complete it in less if you are efficient and have been organizing your thoughts and data in advance.

Copies of your finished report and your Personal Progress Log should be given to both your assessors and to your supervisor a week before your viva. Following your viva, copies of the approved and, if necessary, corrected report should be bound and one copy given to the Postgraduate Administrator for the Departmental records, and another to your supervisor for use in your lab.

Possible Outcomes

There are a number of possible outcomes:

- Registered for the PhD degree (the registration is back dated to the term of admission)

- Resubmit and undergo a second viva
- Write up the first year work for a lower degree, such as an MPhil degree
- Withdraw from the University

PHD TIMETABLE 2021-22

Date	Supervisor responsibilities	PhD student responsibilities
Pre Oct	<ul style="list-style-type: none"> • Inform Postgraduate Administrator of student's arrival • Select Advisor and inform Postgraduate Administrator 	
Oct	<ul style="list-style-type: none"> • Meet with student to discuss project and any training required 	<ul style="list-style-type: none"> • Attend Compulsory University Safety course • Take online induction course from the Graduate School • Attend Clinical School Induction • Meet with supervisor to discuss project and any training required • Meet with Advisor • Complete your Skills Analysis Survey
Dec	<ul style="list-style-type: none"> • Formal meeting with student to discuss progress • Complete termly progress report on CAMSIS 	<ul style="list-style-type: none"> • Review Skills Analysis Survey • Identify areas for training and attend courses/other training as appropriate
April	<ul style="list-style-type: none"> • Formal meeting with student • Complete termly progress report on CAMSIS 	<ul style="list-style-type: none"> • Review Skills Analysis Survey • Identify areas for training and attend courses/other training as appropriate
June		<ul style="list-style-type: none"> • Start to prepare 1st year report <i>Students not registered in the Dept of Clinical Biochemistry should follow 1st-year report guidelines in their 'home' dept</i>
July		<ul style="list-style-type: none"> • Make and present poster at the annual IMS-MRL Student symposium <i>All students at the IMS-MRL regardless of the home dept</i>
July	<ul style="list-style-type: none"> • Select 2 'internal' examiners and arrange date for the 1st year viva <i>Supervisors from depts other than Dept of Clinical Biochemistry should</i> 	<ul style="list-style-type: none"> • Send completed 1st year report to Supervisor and Postgraduate Administrator

	<i>follow 1st-year report guidelines from their home dept</i>	
July-Aug	<ul style="list-style-type: none"> • Send the 1st year examiners report to Postgraduate Administrator • Meet with student to discuss any matters arising from viva • Highlight any concerns to Postgraduate Administrator 	<ul style="list-style-type: none"> • 1st year viva • Meet with supervisor and/or advisor to address any matters arising from viva
Throughout the year	<ul style="list-style-type: none"> • Complete termly reports outlining student progress on CAMSIS. Reports required in December, April and August-September 	<ul style="list-style-type: none"> • Identify and attend relevant transferable skills courses. Record courses attended • Meet regularly with your supervisor and record outcomes • Attend internal and external IMS seminars • Attend Hot Topics sessions Attend other seminars as relevant

2nd year PhD students (students with 4-years PhD funding should also follow this plan in year 3):

Date	Supervisor responsibilities	PhD student responsibilities
Dec		<ul style="list-style-type: none"> • Review Skills Analysis Survey and plan accordingly
May-July		<ul style="list-style-type: none"> • Meet with Postgraduate advisor and supervisor to discuss a thesis outline. • Start to write up thesis outline document ready to submit by the end of 7th Term
July-Aug		<ul style="list-style-type: none"> • Give a research talk at the annual IMS-MRL Student symposium
Throughout the year	<ul style="list-style-type: none"> • Meet regularly with student to discuss progress • Complete termly reports outlining student progress on CAMSIS. Reports required in December, April and September 	<ul style="list-style-type: none"> • Identify and attend relevant transferable skills courses. Record courses attended • Meet regularly with your supervisor and advisor and record outcomes • Attend internal and external IMS seminars • Attend other relevant events

Final year PhD students

Date	Supervisor responsibilities	PhD student responsibilities
April	<ul style="list-style-type: none"> Meeting with student to review thesis outline document and check progress 	<ul style="list-style-type: none"> Meeting with supervisor to review thesis outline document and check progress
July		<ul style="list-style-type: none"> Attend the annual IMS-MRL Student symposium
May-Sept	<ul style="list-style-type: none"> Send 'Appointment of Examiners Form' to the Higher Degrees Office. The Higher Degrees Office will then ask you to complete a 'Nomination of Examiners' form. This should be done asap to avoid unexpected delays 	<ul style="list-style-type: none"> Send 'Appointment of Examiners Student Application Form' form to the Degree Office 2 months before you are due to submit Remind supervisor to nominate your examiners Bind and submit your thesis to the Degree Office
Throughout the year	<ul style="list-style-type: none"> Complete termly reports outlining student progress on CAMSIS. Reports required in December, April and September 	<ul style="list-style-type: none"> Identify and attend relevant transferable skills courses. Record courses attended Meet regularly with your supervisor and record outcomes Attend internal and external IMS seminars Attend other seminars as relevant

SUBMITTING YOUR THESIS (RESEARCH COURSES)

Guidance on the submission and examination of PhD theses can be found at www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/submitting-and-examination/phd-msc-mlitt/

Guidance on the submission and examination of MPhil by Research and MRes theses can be found at www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/submitting-and-examination/mphil-mres

Approximately 2 months before submitting your thesis, you should complete an 'Intention to Submit' form and send it to the Degree Committee at degree_committee@medschl.cam.ac.uk.

The Degree Committee will then request the nomination of suitable examiners from the department.

If, following consultation with your Supervisor, you anticipate that you will need to restrict access to your final hardbound and electronic thesis you should complete an Access Confirmation Form, which can be downloaded from the section headed *Managing Access to your Thesis*, at:

<https://www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/after-examination/degree-approval-and-1>

and send this to the Degree Committee at the same time as your Intention to Submit Form or as soon as possible thereafter.

Reasonable Adjustments

If you wish to notify examiners of any disability or request adjustments on account of such disability for your viva voce examination, you can do this via your Degree Committee by completing and submitting a Voluntary Disclosure Form, which can be downloaded from the following link:

<https://www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/submitting-and-examination/phd-msc-mlitt/oral>

Once you have submitted the form, your Degree Committee will contact the University's Disability Resource Centre (DRC) who will advise the Degree Committee on the appropriate course of action.

The information provided on the voluntary disclosure form will be kept confidential and will not be used for any other purpose.

ASSESSMENT & EXAMINATION (RESEARCH COURSES)

Once your thesis has been submitted, the Degree Committee will formally appoint the examiners/assessors and send them all relevant material.

It is the responsibility of the Internal Examiner to arrange the date and venue for the viva exam (oral exam) at which you will be asked questions on your thesis and the general field of your research.

PhD

Following the viva exam, your Examiners will make a joint recommendation to the Degree Committee. The Degree Committee will consider the recommendation at their next meeting and then the Student Registry will contact you directly to confirm the outcome of the Degree Committee's deliberations. You will be sent a copy of your examiners' reports which should include details of any corrections you may be required to make to your thesis.

Further details about what to expect at the viva and the possible outcomes following the viva examination are available at www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/submitting-and-examination/phd-msc-mlitt/oral

MPhil by Research

Once you have been examined for your degree, reports and marks are sent to the Degree Committee for consideration at their next meeting. The Degree Committee will send you a letter/email to confirm their decision and any further action you need to take.

It is your responsibility to keep your mailing addresses on CamSIS up to date, which can be done via your CamSIS Self Service account.

There are a number of possible outcomes, following the viva examination:

- You will be approved for the degree without correction;
- You will be approved for the degree subject to minor corrections, which must be completed within 3 weeks of notification by the Degree Committee;
- You will be approved for the degree subject to more substantial corrections, which must be completed within 6 weeks of notification by the Degree Committee;
- You will be allowed to revise and resubmit your thesis for examination, which must be completed within 10 weeks of notification by the Degree Committee;
- You will not be approved for the degree.

Academic Facilities

LIBRARIES

There are numerous university libraries which you can access. The University Library (on West Road), the Medical Library (in the Clinical School building) and your own College library will be particularly useful. Further details are at:

<https://www.libraries.cam.ac.uk/libraries-directory/search-for-libraries>

Cambridge University Library

From the home page you can follow links to the Library Catalogue, the Cambridge Digital Library, e-journals and other e-resources. The homepage can be found at <http://www.lib.cam.ac.uk/>.

It is also possible to book an orientation tour:

<http://www.training.cam.ac.uk/cul/theme/orient?providerId=119246>

Medical Library

The Medical Library collections support all aspects of medicine and healthcare. The book collection, over 50,000 volumes, contains core text books and specialty titles many of which are available electronically and in print. The journal collection is increasingly weighted towards electronic access, with over 104,000 e-titles. The Library also facilitates access to the NHS Core Content collection of electronic resources. Further details can be found at <http://library.medschl.cam.ac.uk/>.

Training sessions are available in:

- Literature search (from formulating basic search to systematic review)
- Finding full-text papers
- Current awareness
- Reference management

The Librarian presents a session at the Clinical School induction, introducing the library and its facilities. This also includes important information to ensure that the full text of journal articles is available to students performing online searches.

COMPUTING FACILITIES

The Medical Library provides a number of computers for student use. These are equipped with common Office applications, the SPSS statistical package and the EndNote referencing tool. Printing facilities and a scanner are also available. Students can also bring their own devices.

University Information Services manage a wide range of services, including the CRSid system, Raven authentication and the university-wide wi-fi network. They also provide a wide range of training courses, face-to-face and online, which are free to access for students.

The UIS services are described at <https://help.uis.cam.ac.uk/new-starters/it-for-students/student-it-services>. This also provides information on how to obtain free copies of MS Office for students to install on their personal devices.

Biomedical Campus Facilities

The Biomedical Campus has a range of facilities for catering, leisure and fitness. At the time of writing (June 2021), access to some facilities is reduced because of COVID-19.

FOOD AND DRINK

The Postgraduate Lounge in the Clinical School was refurbished in 2017, and is open to staff and students from across the school. A lunchtime cafeteria provides hot drinks, sandwiches and cooked lunches Monday-Friday, and tables and microwave ovens are available for those who wish to bring their own food. A side room can be booked by postgraduate students for meetings and events.

Addenbrooke's Hospital has a number of public catering facilities. The majority of these are located in the concourse, close to the main entrance, with additional facilities at either end of the building in the Outpatients area and in the Addenbrooke's Treatment Centre

Many larger departments and institutes have catering facilities, most of which are only accessible to members of that department and their guests.

FRANK LEE LEISURE & FITNESS CENTRE

The Frank Lee Centre offers a range of leisure activities, including a swimming pool, tennis and squash courts and a gym. Membership is open to all those who work on the Biomedical Campus, but the centre is not affiliated to the University, and does not offer student discounts.

Access to the bar and restaurant facilities is available to non-members for a small entry fee.

Student Support & Welfare

There are a number of mechanisms to provide formal and informal support to postgraduate students on both academic and pastoral matters. Whether you have serious personal or scientific problems or are simply unsure how best to proceed, we encourage you to use the knowledge and experience of those around you to find a solution.

ACADEMIC SUPPORT

Principal Supervisor

All PhD students have a Principal Supervisor, who is appointed by the Degree Committee to direct and assist you in your research.

Second Supervisor

If your research is inter-disciplinary or is in a field where group work is the norm, a second supervisor may be appointed to provide day-to-day support.

Postgraduate Advisors

If you are studying for a PhD, your Department will appoint an Advisor for you. Your Advisor will be able to bring sufficient expertise to your Supervisory Team to act as a second point of contact for you for academic advice (after your Principal Supervisor).

Postgraduate Education and Clinical Academic Training Section

The Postgraduate Education and Clinical Academic Training section can provide support regarding any student matters related to University academic processes or to matters that concern the Degree Committee. This includes leave to work away, intermission, and notification of your intent to submit your thesis. Most matters can be dealt with via your CamSIS self-service account, but PECAT is available to help with any queries that arise.

Departmental Postgraduate Administrators

Postgraduate Administrators within your department or institute are the first port of call for matters within your department. The Postgraduate Administrator for IMS-MRL can be contacted at phdprogramme@medschl.cam.ac.uk.

Self-Evaluation

Around the middle of the Michaelmas Term, you will be invited to complete a self-evaluation process within the CamSIS system. This is an opportunity to inform your Supervisor, Department, Degree Committee and College Postgraduate Tutor how you are progressing and to raise any issues. This process was established to enable the early detection and resolution of any problems or difficulties postgraduate students might be facing, and to facilitate a dialogue between Colleges and Departments regarding each postgraduate student.

STUDENT WELFARE & PASTORAL SUPPORT

While it is hoped that your time at Cambridge will be an untroubled one, there may be occasions when you need additional help and support.

College Tutors

All students in Cambridge have a College Tutor who has general oversight of student welfare, with regard to academic, administrative and pastoral care, see:

<https://www.studentwellbeing.admin.cam.ac.uk/college-pastoral-support/tutors>

Mentors

The IMS-MRL run a mentor scheme which partners new students with postdocs to help support various elements and challenges faced by those new to Cambridge University and the IMS. Mentors may be approached for confidential advice and support for issues other than academic progress and can be a hugely valuable sounding board. There is an expectation that students and mentors will meet once a term but this is largely determined by the individuals involved to ensure the appropriate level of support is in place. More information will be sent to new students shortly after arrival at the IMS-MRL.

Clinical School Mental Health First Aiders

A team of around 15 trained volunteers from a number of departments are available to speak to any member of the School who believes that they are in or will soon be facing a mental health crisis. The Clinical School Mental Health First Aiders (MHFA) are available to offer help and advice in times of

need. Though not a 24 hour emergency service, the First Aiders are equipped with the following skills:

- Spot the early signs of a mental health issue
- Provide help on a first aid basis
- Help prevent someone from hurting themselves or others
- Help stop a mental health issue from getting worse
- Help someone recover faster
- Guide someone towards the right support
- Reduce the stigma of mental health issues

Contact details are available at www.medschl.cam.ac.uk/human-resources/staff-wellbeing/mental-health-first-aiders/.

University Counselling Service

The University of Cambridge Counselling Service, <https://www.counselling.cam.ac.uk/>, exists to provide a professional service to students and staff of the College and University communities. The Service supports the mission of the University by offering:

- Counselling and mental health support - to students and staff, both individually and in groups, and, with strict regard to clients' confidentiality, working in collaboration with Colleges, the University and NHS provision.
- Educational work - to help students and staff make the best personal use of the opportunities offered by the Colleges and University.
- Preventive work - consultation, guidance and training to those with a pastoral role in the Colleges and University, and provision of general feedback and recommendations to help promote a healthy working environment for both students and staff.

There is also mental health support on the Student Wellbeing page:

<https://www.studentwellbeing.admin.cam.ac.uk/support-particular-issues/mental-health-support>

Students' Unions' Advice Service

The Students' Unions' Advice Service offers free, confidential and independent support to all Cambridge University students, and employs two professional advisors. Contact and service details are available at <http://www.studentadvice.cam.ac.uk>.

University Occupational Health

Occupational Health assists in ensuring that the work environment is safe and that a person's health is not adversely affected by their work activities. The occupational health team comprises a small number of occupational health specialist doctors and nurses and administrative personnel who:

- Devise preventative strategies for identifying and controlling hazards to health arising from work.
- Advise on fitness for work, vocational placement, return to work after illness, ill health retirement, work-related illness and the control of occupational hazards.
- Assist in fulfilling statutory (e.g. health surveillance) and regulatory requirements (e.g. guidance on food safety, the application of the Equality Act) to ensure that the health of staff and others is not adversely affected by their work.
- Ensure that work health issues are appropriately managed.
- Promote health and wellbeing at work.

More details can be found at <https://www.oh.admin.cam.ac.uk/>

Departmental Postgraduate Administrators

Not everything will go according to plan and it is important to discuss any problems or concerns you might have sooner rather than later. Most problems can be resolved quickly by simple discussion with the right person. In addition to your principal supervisors and advisor, other members of staff are also able to offer help and advice. The Postgraduate Administrator can be contacted at phdprogramme@medschl.cam.ac.uk.

Fitness to Study

The phrase 'fitness to study' refers to a student's capacity to fully engage with University life, both academically and otherwise, without unreasonable detriment to their wellbeing and whilst maintaining appropriate standards of behaviour. Where there are concerns regarding a student's fitness to study, the University acts within a particular procedure, detailed at <http://www.admin.cam.ac.uk/univ/so/2018/chapter02-section28.html>.

If you are a matriculated student, your College may use its own Fitness to Study Procedure. However, the University's Procedure can be used where the College Procedure is not appropriate, or a student does not have a College.

Complaints and Appeals

Most problems or complaints can be resolved quickly and efficiently with the support, involvement or intervention of University staff or your College Tutor. You may also seek independent advice from the Students' Union Advice Service. You are expected to exhaust all avenues of early informal resolution before initiating any formal complaint, review or appeal processes.

In the first instance, you should consult and seek the advice of appropriate departmental members of staff.

The officer responsible for receiving student complaints for the Faculty of Clinical Medicine is the Director of Postgraduate Education (for Cluster 5, Prof Folma Buss). The deputy responsible officer for student complaints in the Faculty of Clinical Medicine is the Secretary to the Degree Committee (Mrs Elizabeth McIntyre).

The Office of Student Conduct, Complaints and Appeals (OSCCA) provides procedural advice, case handling and oversight of a number of student procedures including: complaints and the review of examination results.

Information concerning the Student Complaint Procedure is at:

<https://www.studentcomplaints.admin.cam.ac.uk/student-complaints>

Information concerning the Examination Review Procedure is at:

<https://www.studentcomplaints.admin.cam.ac.uk/examination-reviews>

Important Information

ACADEMIC INFORMATION

University Regulations on Plagiarism

Plagiarism is defined as submitting as one's own work, irrespective of intent to deceive, that which derives in part or in its entirety from the work of others without due acknowledgement. It is both poor scholarship and a breach of academic integrity.

Examples of plagiarism include copying (using another person's language and/or ideas as if they are a candidate's own), by:

- quoting verbatim another person's work without due acknowledgement of the source;
- paraphrasing another person's work by changing some of the words, or the order of the words, without due acknowledgement of the source;
- using ideas taken from someone else without reference to the originator;
- cutting and pasting from the Internet to make a pastiche of online sources;
- submitting someone else's work as part of a candidate's own without identifying clearly who did the work. For example, buying or commissioning work via professional agencies such as 'essay banks' or 'paper mills', or not attributing research contributed by others to a joint project.

Plagiarism might also arise from colluding with another person, including another candidate, other than as permitted for joint project work (i.e. where collaboration is concealed or has been forbidden). A candidate should include a general acknowledgement where he or she has received substantial help, for example with the language and style of a piece of written work.

It is every student's responsibility to:

- Read, and ensure that you understand, the University-wide Statement on plagiarism (see <http://www.plagiarism.admin.cam.ac.uk>) which defines plagiarism and the forms that it can take. The statement follows the Regulations for discipline in Statutes and Ordinances.
- Familiarise yourself with guidance issued by your faculty or department which outlines the referencing techniques and other academic conventions that you will be expected to adhere to. This will be given to you in your handbook or other induction materials, but if you are in doubt ask your Director of Studies or Tutor.
- Ensure that you always follow these conventions, and ask for clarification or support if you need it from your Director of Studies or Tutor. If in doubt about any aspect of academic integrity it is always best to seek clarification at an early stage.

Postgraduate Feedback and Reporting System (PFRS)

The PFRS system is the means by which Supervisors record and report the progress of their postgraduate students. Your Supervisor will complete a report on a termly basis, and this will be reviewed by your department, College, and the Degree Committee. Completed reports and reviews are available to students.

Terms of Study

University statutes require all students to complete a minimum number of terms of study, three terms for an MPhil degree and nine for a PhD (different requirements apply to part-time students).

Details of these requirements can be found at <https://www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students/terms-study>

Leave to Work Away (research courses only)

As a postgraduate research student you are expected to be in residence in Cambridge working on your research throughout the year. You do not have breaks between terms or a long summer break. You are entitled to take holiday at times agreed with your supervisor, provided that these do not exceed 8 weeks in a given year.

If you need to work away from Cambridge, you should apply via CamSIS (Self-Service Page/Apply for Things/Application Forms) at least 2-3 months before you go. You will need to upload a Risk Assessment in support of your on-line application. Forms can be obtained from your Postgraduate Administrator. Leave to work away is not required for holidays, conferences or other short trips of under 2 weeks' duration.

Full details are available at www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/work-away-cambridge

Taking Time Out of the Course

The University allows students to take time out of their studies (intermission) for a variety of medical and non-medical reasons. A guide is available at www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/intermission-medical-and-non-medical.

You should ensure that you understand possible implications for your course funding and visa status.

Travel and Fieldwork Funding (research courses only)

A small number of competitive funds are available within the School, University and Colleges to support student travel, both for conferences and for research fieldwork. A database of funds is available at www.student-funding.cam.ac.uk/.

Within the Clinical School, the Fearnside and Isabelle Bouhon funds may be able to provide assistance; details are at <https://gcat.medschl.cam.ac.uk/travel-grants/>

Intellectual Property

The University's IP policy allows it to fulfil its duty of care to employees and students by requiring disclosure, setting conditions for ownership of intellectual property arising from collaborative environments, and specifying a dispute resolution procedure, to which all parties within the University have access, see:

<https://www.cam.ac.uk/research-staff/employment-and-career-management/employment-and-career-management-scheme/researchers-employment-policies-and-protocols/intellectual-property-and-academic-freedom>

Student Conduct

The University's core values encompass freedom of thought and expression, and freedom from discrimination. As a place of learning, teaching and research, the University provides an environment in which to exchange ideas, opinions and views. The University is committed to maintaining a

learning and working environment in which the rights and dignity of all members of the University community are respected.

The University expects all members of its community to treat each other with respect, courtesy and consideration at all times. All members of the University community have the right to expect professional behaviour from others, and have a corresponding responsibility to behave professionally towards others.

Guidance, intended primarily for students who have complaints concerning the behaviour of others (e.g. a member of University staff, another student), is available at:

<https://reportandsupport.cam.ac.uk/>

<https://www.breakingthesilence.cam.ac.uk/>

<https://www.studentwellbeing.admin.cam.ac.uk/support-particular-issues/complaints>

Colleges are legally independent of the University and as such have established their own complaints and review procedures. Complaints, including allegations of harassment or bullying, which arise within the college teaching, learning and working environment will normally be dealt with under the appropriate college procedure.

Student Feedback

The University asks students to take part in the annual Postgraduate Research Experience Survey (PRES), for research students, or the Postgraduate Taught Experience Survey (PTES), for taught course students. You will be sent details of the survey by email, and the Clinical School encourages you to participate.

More information is available at:

PRES: <https://www.educationalpolicy.admin.cam.ac.uk/student-engagement/university-wide-surveys/pres>

PTES: <https://www.educationalpolicy.admin.cam.ac.uk/student-engagement/university-wide-surveys/ptes>

Within the IMS-MRL, the Student Committee organises various events for students, including the Annual graduate Symposium and a student journal club as well as social events such as cake days, Christmas celebrations, and others – all of which help create an enjoyable environment in which to be a student as well as providing organisers with valuable transferable skills including event management, effective communication and teamwork. Members of the Student Committee also represent the views of students on various IMS-MRL committees, including the IMS-MRL Management, Graduate Education, IT and General Purposes Committees, to ensure student opinion is taken into account in management decisions.

Emily Miedzybrodzka (em573@medschl.cam.ac.uk) currently leads the IMS-MRL Student Committee. Please get in touch with one or both if you would like to get involved, suggest events, etc.

Researcher Development

Researcher Development, at its heart, encompasses all the learning and development that you experience and acquire during your time in Cambridge. It provides you with the skills you need right now for your current work, as well as for your future, whatever that might look like

To help you navigate your way through all the Researcher Development training opportunities available at Cambridge, Researcher Development have designed a “Getting Started” module, which can be found on the Researcher Development website (www.rdp.cam.ac.uk). You will be asked to take the skills analysis survey, which will allow you to design a personalised researcher development plan for your first year. To provide further support, if you need it, the Researcher Development team have recommended a number of modules that will help you to develop foundation skills in Researcher Development over the course of your first year, which can also be found in the “*Getting Started*” module.

Other RD Opportunities

The Postgraduate School of Life Sciences also runs specific events for life scientists throughout the year. For further details, please see <https://www.rdp.cam.ac.uk/>. There is a one-to-one consultation service available for all PSLS members.

Talks, Seminars & Conferences

All students are expected to attend the weekly ‘internal’ and ‘external’ seminars that take place at the IMS-MRL to learn about research taking place throughout the Institute and elsewhere. You should also attend and present your work at lab group meetings and more experienced students will present their work at internal seminars.

Students at the IMS-MRL also participate in the annual IMS-MRL Student Symposium and the IMS Retreat, presenting either a poster or giving a short talk, depending on their stage of research.

Attendance at the ‘Hot Topic’ sessions is compulsory for 1st year students.

GENERAL

University and Public Lectures

Members of the University are entitled to attend any undergraduate lectures (but not seminars or practicals) taking place across the University, see the timetable at: timetable.cam.ac.uk/.

Clinical School Equality Champions Network

The Clinical School has had Equality Champions in every department since 2011. The Equality Champions have been instrumental in increasing awareness of the School’s Equality, Diversity and Inclusion Programme by promoting Athena SWAN and Equality, Diversity and Inclusion matters throughout the school.

With the growth of the Clinical School in recent years we are looking to recruit additional Equality Champions, including Postgraduate Student representatives, in each department. Please consider becoming an Equality Champion. The time commitment is small and you will find yourself part of an active community of individuals who are committed to promoting good practice and a better working environment for all. Equality Champions meet once a term to support one another and

share experiences. If you would like to join our friendly network please contact Nakita Gilbert (csdiversity@admin.cam.ac.uk), Equality and Diversity Coordinator.

More information about the Equality Champions Network and Equality, Diversity and Inclusion in the Clinical School can be found on the School's Athena SWAN website: athena-swan.medschl.cam.ac.uk

Travel within Cambridge

Cambridge is a flat and relatively compact city, and most journeys within the city can easily be completed on foot or by bicycle. There is information at www.camcycle.org.uk/resources/training/ regarding training for adults who are new or nervous cyclists.

A frequent bus service, 'U', runs from the North-West Cambridge (Eddington) Madingley Road Park and Ride to the Biomedical Campus via the West Cambridge site, town centre and the station. Tickets are half-price for staff and students on production of a University card.

Car Parking

There is no dedicated car parking facility for students on the Cambridge Biomedical Campus. Students should note that the University prohibits students from keeping cars in Cambridge without written permission. Refer to your College tutor or to <https://www.proctors.cam.ac.uk/motor-control> for further information.

Healthcare in the UK

The National Health Service (NHS) is the UK's state healthcare system providing a wide range of health care services including appointments with a doctor, hospital treatment and dental care. You should register with a doctor as soon as possible after your arrival in Cambridge; your College will give advice on this.

International and EEA students should read the information on the University's International Students' website at: <https://www.internationalstudents.cam.ac.uk/arriving/healthcare-uk>

International students on a Tier 4 visa will be subject to an immigration health surcharge, which will enable them to access NHS healthcare free of charge.

European Economic Area (EEA) and Swiss nationals should check online for up to date guidance: <https://www.gov.uk/guidance/healthcare-for-eu-and-efta-citizens-visiting-the-uk>

First Aid

There are a number of first aiders based within the IMS-MRL. Details can be found behind reception and in the kitchen area.

Data Protection

Please see the following webpage for information about how the University will use your personal information whilst you are a student at the University of Cambridge:

<https://www.information-compliance.admin.cam.ac.uk/data-protection/general-data>