UNIVERSITY OF CAMBRIDGE

CRUK CAMBRIDGE CENTRE

MRES + PHD STUDENTSHIPS

Student Handbook 2023-2027

CANCER RESEARCH UK | Cambridge Centre

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Welcome Message from the Director of Cancer Research UK Cambridge Centre

I am very pleased to welcome you to the Cancer Research UK Cambridge Centre for your postgraduate training.

Being a Master of Research (MRes) Student is very different from being an undergraduate student or a student on a taught postgraduate course; probably the greatest difference is that it will be largely up to you to decide what you are going to do on a day-to-day basis in your rotations. You will carry out your research under the guidance of a rotation supervisor. You may also have a day-to-day supervisor to help you, most likely a post-doc working in your lab who has a particular interest in your project and who is familiar with the techniques you will be using. This handbook will explain the first year of your MRes+PhD. We hope you'll find it useful.

The training team, consisting of your admin support Birgitta and Justin, is here to help you, and so are our training directors Rahul Roychoudhuri and Dan Hodson. You will also have additional support through Alison Dunning, who during your MRes year will be your nominal supervisor in Department of Oncology.

We hope that studying with us will be a positive, informative and enjoyable experience; that it will exceed your expectations and will support you to achieve your goals.

Richard Gilbertson, MD, PhD
Head of Department of Oncology
Li Ka Shing Professor of Oncology
Director of Cancer Research UK Cambridge Centre
University of Cambridge

Important Contacts

Prof Rahul Roychoudhuri
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CRUK Cambridge Centre Training Programme Director

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CANCER RESEARCH UK | Cambridge Centre

Training Programme

training@cancer.cam.ac.uk

CRUK Cambridge Centre Training Programme
Department of Oncology, University of Cambridge
Early Cancer Institute,
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Cambridge, CB2 0XZ

Introduction to CRUK Cambridge Centre

The Cancer Research UK Cambridge Centre is a partnership between the University of Cambridge, Cambridge University Hospitals NHS Foundation Trust, and Cancer Research UK.

We are a major CRUK centre uniting more than 1000 world-leading biologists, chemists, physicists, engineers, mathematicians, computer scientists, clinicians, nurses and allied healthcare professionals across Cambridge to tackle cancer from every angle. Our members are located across the Cambridge Biomedical Campus, Central University Campus, West Cambridge Campus, Wellcome Genome Campus and Babraham Research Campus.

Our Mission is to end death and disease caused by cancer, through research, treatment and education.
Our Vision is to bring forward the day when all cancers are cured.

Our members, and you will be one, are organised into 4 physical institutes, 3 virtual institutes and 10 foundational (6 disease-specific and 4 discipline focused) programmes with the support of shared infrastructure resources. These are the engines of our research. Each comprises closely-knit teams of experts in the biological, physical, computational and clinical sciences who meet regularly to design and drive research.

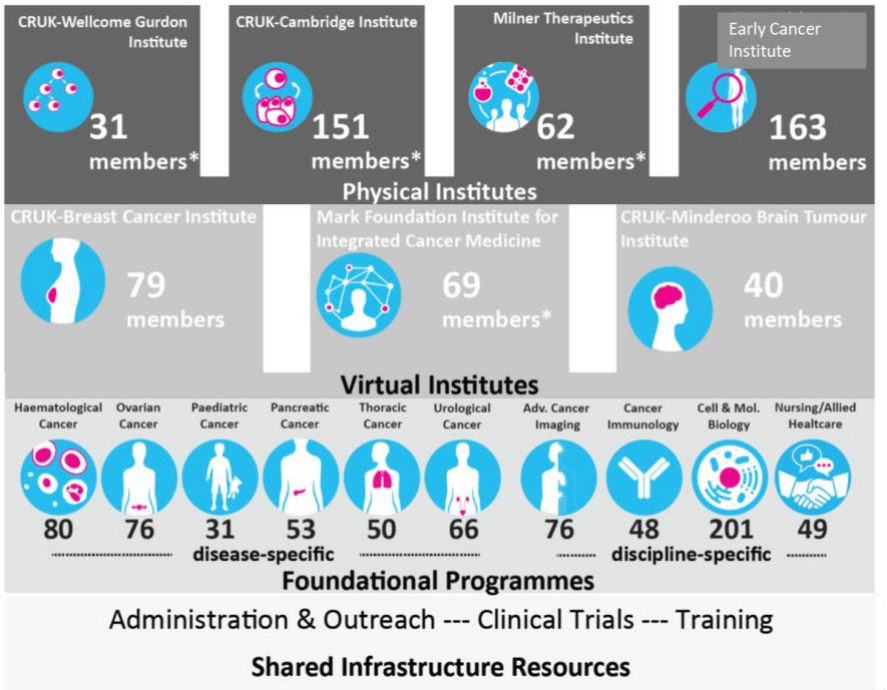
Four affiliated physical institutes CRUK Cambridge Institute, Early Cancer Institute, Gurdon Institute and Milner Therapeutics Institute.

Three virtual institutes the Precision Breast Cancer Institute, the Mark Foundation Institute for Integrated Cancer Medicine and the Brain Cancer Virtual Institute.

Six disease-specific programmes discover new ways to diagnose, monitor and treat Haematological, Ovarian, Paediatric, Pancreatic, Thoracic, Urological cancers.

Four discipline-focused programmes in Advanced Cancer Imaging, Cancer Immunology, Cell and Molecular Biology and Nursing and Allied Healthcare Professionals, make fundamental discoveries in cancer biology and invent new biomarker, clinical device and treatment approaches.

In other words, being part of the CRUK Cambridge Centre you are surrounded and part of a very large community of cancer researchers.



Code of Practice and Sign up to join CRUK Cambridge Centre

Students should ensure that they have read the University's Code of Practice for Postgraduate Research Degrees. Please upload the form here https://www.cambridgestudents.cam.ac.uk/files/cop_research_23_to_24.pdf

YOU must sign the Code of Practice and return to: training@cancer.cam.ac.uk

As a CRUK Cambridge Centre funded student, **you are required** to join the Centre – You can access the membership registration form here: https://crukcambridgecentre.org.uk/user/register

Fill in the form and submit it. Your membership will be approved and you will then be able to add a photo and more information to your profile page which you can update later. By being a member of the Centre you will receive emails and newsletters with information about events and funding awards that may be of interest.

There is more information about what the Centre offers, the obligations and benefits of membership, on this link: https://crukcambridgecentre.org.uk/the-centre/our-members/membership-charter-information.

Overview

Your CRUK Cambridge Centre MRes+PhD studentship is funded for 4 years (1 year for the MRes and 3 years for the PhD). During the MRes year you will be registered as a student in the Department of Oncology (even if you undertake projects in other departments). When you proceed to the PhD, your registration and studentship funds will be transferred to the department where you have opted to undertake your PhD research (unless you opt to remain in Oncology). This handbook primarily deals with the MRes year including the programme structure and contacts, although much general information will also be relevant to your PhD. You will receive further information and PhD induction from your new department when you commence your PhD.

Programme Structure

The programme you have chosen is studied on a full-time basis. In the MRes year, you will undertake two 15-week rotation projects, either in a University Department or one of the Partner Institutes. You will also complete training in various topics, such as R-programming, and Research Ethics & Integrity and spend 2 weeks in a clinical setting, as well as a week on a course in Genomic Medicine. Furthermore, it is mandatory for you to attend our weekly Thursday morning lectures series which runs throughout the year and is specifically developed to give you a suitable understanding of cancer biology and the current state of the field. You then finalise your choice of PhD project, to start in October, usually choosing to continue in one of the labs in which you rotated and complete a PhD project proposal. The first year culminates in the MRes oral examination. The back of this handbook contains the dates and intervals for each part of the MRes year.

Note that as this is a structured year, we would only permit you to be absent from the Programme in exceptional circumstances (see the section on Annual Leave) but have factored in holidays over the Christmas (2 weeks) and Easter periods (2 weeks).

During the PhD, you will continue to undertake further research skills and subject-specific training, tailored to your research needs. The Programme is a partnership between several Departments and Institutes at the

University of Cambridge and Partner Institutes in the Cambridge area, such as the Babraham Institute. Students undertaking research in Partner Institutes are registered with the University, receive their award from the University and have access to facilities at both the University and the Partner Institutes.

MRes Rotation Projects

At the time of application, you will have received a list of available rotation projects. At the start of Michaelmas term 2023, you will have selected and confirmed your choice of first rotation for October – March. You are encouraged to contact project supervisors in advance of starting the project as there may be background reading to complete. The Supervisor will arrange access to facilities and any specific training required. When you start in your lab, you should be inducted in the health and safety requirements, including fire evacuation procedures and the use of facilities specific to the lab and department where you are based. You will have more time to choose your second rotation – by December 2023.

These rotations will allow you to gain experience of two different research environments and make an informed choice about your PhD project. We encourage you to broaden your interest. Your consumables budget has £2000 set aside for research expenditure during each of your rotations.

Each rotation project is 15 weeks in duration and is spent carrying out research, either in a laboratory or elsewhere depending on the requirements of the project. At the end of each rotation project, there is a one-week period to write the project report. You need to write up the data and therefore we do not expect that research is undertaken during this time. You will be asked to give an oral presentation of your project after each rotation.

Rotation Project Reports

Rotation project reports should be a **maximum of 5,000 words in length, including figure legends but excluding the bibliography** (and words in figures and tables). Your word count (excluding the bibliography) **must be** given on the title page.

Reports should be appropriately referenced. Information on referencing can be found on the Student Registry website: https://www.plagiarism.admin.cam.ac.uk/resources-and-support/referencing

Students must include in the report a preface with a **signed statement** along the following lines: *"I confirm that the material in this report is not copied from any published material, nor is it a paraphrase or abstract of any published material unless it is identified as such and a full source reference is given. I confirm that, other than where indicated as above, this document is my own work."*

Reports should be broken down into summary, introduction, methods, results, and discussion.

Introduction: this section should give the non-specialist reader the background information necessary to understand your project and set the results in context in a concise manner. It should not be a full literature review.

Methods: this section should again be concise yet contain sufficient information to allow someone else to repeat the work: give priority to novel approaches and condense standard molecular methods by citing previous publications or manufacturer's instructions.

Results: this section should flow as a logical, coherent description of the project, including the rationale for each experiment. This will not necessarily be the order in which you carried out the experiments. Make use of figures and tables. Remember that this is a report of what you did in your rotation, not a paper for publication: **do not** just put in your best (or only positive) results, but discuss problems encountered and/or troubleshooting.

Discussion: this section should NOT be a repetition of the Results section but should critically evaluate the significance of your results in relation to published works, which should also be critically appraised. It will usually contain ideas of further work required to clarify your findings. This is a valuable inclusion in a project report where you may not have had sufficient time to complete the research as you might have wished.

It is recommended that you write parts of the report alongside conducting the research. You will have a one-week writing period at the end of the rotation, but during this time you will need to submit the report to your Rotation Project Supervisor. You should plan your time accordingly so that your supervisor has time to read the report and provide feedback and you have time to implement the feedback before the submission deadline. Reports should be .pdf (make sure that the report has not changed once saved in this format) and emailed to the Postgraduate Training Programme office (training@cancer.cam.ac.uk) latest 12:00 on day of the deadline (see Appendix 2). Hard copies are not required.

Each rotation project report will be read by the Rotation Project Supervisor and two Assessors, nominated by the Supervisor, who will provide feedback and a mark. This mark will count towards the MRes degree (see Assessments).

Supervision

During your MRes year, Prof Alison Dunning will be your official University Supervisor in the Department of Oncology. She will not be directly involved in your research project and on a day-to-day basis whilst rotating, your supervisor in the lab and for progressing your research project, will be your rotation supervisor. At the end of each term Alison is required to file in your University record a short progress report and for this she will seek feedback from your rotation supervisor. At the end of each rotation, the rotation supervisor submits an evaluation form to the Training Programme, which also goes to Alison and is usually the basis for the progress reports she files at the end of Lent and Easter Terms. Please note that the supervisor evaluation has no impact on your assessments for your MRes degree, the purpose is to follow you as you progress through your rotations and provide Alison with the necessary feedback to submit to the university. Alison will also contact you from time to time and is available to discuss any issues where you feel she might be helpful. When you progress to your PhD, new supervision arrangements will be confirmed.

Training Activities & Cohort Building

Throughout your 4 years at the University of Cambridge the CRUK CC Postgraduate Training Programme Office will arrange for various training and cohort building activities. The activities in your first year are compulsory elements and attendance will be monitored.

Your initial training is provided in the **Induction and Transferable Skills Sessions** which are offered over two weeks at the commencement of your academic year. These are aimed at giving you a head start in essential skills such as R-programming, data analysis and biostatistics. You will also practise your presentation skills before your oral presentation of your rotation projects.

Before you commence research in a lab you are required to sign up and complete the **safety course** organized by the University's Safety Office: "Staying Safe at the University of Cambridge (an introduction to Health and

Safety at the University)". This self-directed online training is accessed via this link: www.safety.admin.cam.ac.uk/training/postgraduate-safety-course/postgraduate-training.

When you commence a rotation, you will have to undertake any induction and health and safety training specific to working in and using the facilities of the department or institution where you will be based. The host labs should advise further and include you in their training.

Every **Thursday morning** during your first year, you are required to attend the "Lectures in Cancer Biology & Medicine" where you will hear and have the opportunity to hear and meet experts in the field. This lecture series is designed to give you an introduction to cancer, to inform about techniques to study cancer and treat cancer. The lectures are open to others and attended by postgrad students from other programmes, as well as researchers, postdocs, and clinicians. Our cohort meets for coffee after the lecture, usually with the speakers and sometimes other attendees- this is a great opportunity for informal contact with the speaker and for catching-up with each other. You and your rotation supervisor should manage your schedule to enable attendance factor in time for you to attend these Thursday sessions.

One week is set aside in February for a course module on "**Molecular pathology of cancer and the application in cancer diagnosis, screening and treatment**" given by the Institute of Continuing Education as part of a programme on Genomic medicine. This is a compulsory component in your MRes.

Our previous cohorts have greatly appreciated the opportunity to get an insight to hospital care and treatment of cancer patients. Time is set aside in May for several days of **clinical shadowing** which takes place by arrangement with clinicians in Cambridge University Hospitals.

In addition to the training organised by the Training Programme Office you will also have access to a plethora of training opportunities offered by the University Training Service and your department / partner institute.

Networking and cohort building with all our funded students, is central to our training. Yearly events include the postgraduate symposium and the cohort dinner.

PhD Project Proposal

After your second rotation you will choose the group and project for your PhD. We ask you to submit an abstract to ensure the project proposed has a **strong cancer focus**, to comply with the expectation of CRUK funding. This abstract should be no more than **500 words** and be devoid of references. Feedback on the abstract will be returned to you to allow you to modify your project if deemed necessary.

PhD project proposals should be a **maximum of 6,000 words in length including figure legends but excluding the bibliography** (and words in Tables). The word count (excluding the bibliography) must be given on the title page. Project proposals should be properly referenced and further information on referencing can be found on the Student Registry website: https://www.plagiarism.admin.cam.ac.uk/resources-and-support/referencing

You will be emailed a PhD proposal proforma which will outline the structure of the proposal. The proforma will describe what detail and information would be required in each section.

Reports should be completed in time for your chosen PhD Supervisor to read and provide feedback before final submission (see Appendix 2 for deadline). Reports should be in PDF form and emailed to the Training Programme Office (training@cancer.cam.ac.uk)

You will attend an oral examination of your PhD proposal in September 2024, where you will be examined on your proposal in front of an internal and external examiner plus two assessors.

Summary of Coursework

Mandatory components of your MRes year are:

- Attendance at weekly lectures in Cancer Biology & Medicine
- Attendance at the Transferable Skills and Genomic Medicine courses
- Reports on your two rotation projects.
- Oral presentations of the rotations (one in March and one in July)
- Poster presentation at the annual Postgraduate Symposium
- PhD project proposal

Assessment During MRes and Continuation

The first year has three assessed components: two rotation reports and the PhD project proposal. The rotation reports will be marked by two independent assessors, nominated by the rotation project supervisor(s) and approved by the Course Director.

The external and internal examiner will mark the PhD proposal and combined with the oral examination, which covers the PhD project proposal and the general field of knowledge within which it falls, one overall mark for this third component is given.

To pass the MRes, a student will have completed all three written components and the oral examination with a total overall average of 60% and above. To progress to a probationary PhD, a candidate must achieve at least 75% in the PhD proposal and oral defence thereof, and an overall average of 70% and above, across all three components, as agreed by the Course Director and Training Management Committee.

The portfolio shall thus provide evidence to satisfy the Course Director(s) and Examiners that a candidate can design and carry out original cancer research, assess and interpret the results obtained, and understand their work in the wider context of the field.

You will receive a mark for each rotation project report and the PhD project proposal. Students whose reports are marked as 60% or below will be asked to meet with the Training Programme Director and/or PhD Supervisor to discuss additional training and skills development. The CRUK CC Training Programme reserves the right to withdraw financial support if a student is not adequately progressing throughout the Programme. The review process is overseen by the Training Management Committee who will review feedback and marks from Supervisors and Assessors

The oral examination will take place on 2nd September 2024 with a scheduled duration of 1 hour for each student. The examiners' marking will be passed to the Degree Committee of the School of Clinical Medicine who will officially notify you of the outcome. On successful completion of the required elements of the MRes, students will be provisionally registered for the award of PhD (NOTAF) in Cancer Biology in the Department you will be joining. We will liaise with the Postgraduate Administrators of the new department and the Student Registry will transfer you to that department under a new course code.

Continuation as PhD Student

Your PhD will be administered by the new Department and they will need to induct you about undertaking a PhD and provide support and guidance. At some point during the second year of the Programme (the exact timings will differ according to the host department) students will be required to submit a report (PhD First Year Report) which will be examined in a *viva voce* examination. This process will be managed by the postgraduate administrator in your Department/Institute. On passing this, students become fully registered for the PhD.

Before the end of the fourth year of funding, students must have completed and submitted their thesis for examination. Further information is available:
https://www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/writing-submitting-and-examination/phd-edd-msc

Plagiarism

You must at all stages of the Programme adhere to the University and School Guidelines for assessed work. More information about University's definition of plagiarism, academic misconduct and your responsibility as a student is found here: https://www.plagiarism.admin.cam.ac.uk/what-academic-misconduct/students-responsibilities

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.

You are required to read and ensure you understand the university's statement on plagiarism (and self-plagiarism): https://www.plagiarism.admin.cam.ac.uk/definition

Make sure you **always** follow these conventions. Any suspected cases of plagiarism will be investigated by the University. Academic misconduct will be taken forward under the Student Discipline procedure and could ultimately lead to suspension from the university.

Annual leave, work, sick leave and Intermission

Due to the structured nature of the first year of the Programme, it is not possible for students to take annual leave outside of the designated holiday periods in December and Easter (see Appendix 2 for term dates). In subsequent years of the Programme, students can have annual leave, to be taken at times agreed with their PhD Supervisor.

The university guidelines state that paid work up to 10 hours per week may be undertaken with the approval of both their supervisor and College tutor. However, we would advise that **you do not** work during the **first year** of the Programme. For more information:
https://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/working-while-you-study

Sick leave shorter than two weeks is covered by your studentship. Students who are unable to work on their project for medical or other reasons, for two or more weeks, can apply to intermit by completing an application form, which is available from their CamSIS self-service page. Further information can be found on the Student Registry webpage at:

https://www.cambridgestudents.cam.ac.uk/your-course/postgraduate-study/your-student-status/medical-intermission and https://www.cambridgestudents.cam.ac.uk/your-course/postgraduate-study/your-student-status/non-medical-intermission

A medical intermission (longer sick leave) is covered by your studentship up to 4 months with full stipend then 4 months with half stipend (see CRUK Guidelines).

Leaving the CRUK CC Postgraduate Training Programme

For those students who do not proceed to the PhD degree, there is the option of leaving after the first year and being considered for the award of an MRes degree. The exact route will be determined after discussion with your project supervisor, the CRUK CC Training Programme Office and the agreement of the Training Programme Management Committee.

We would like to stay in contact with you after you finish your PhD. At the end of your PhD, you will be sent or given a link to our "Leavers Form" . This allows us to keep records of your subsequent steps in your career and to invite you to possible alumni events.

Finances

Your studentship funds consist of 3 elements: a stipend paid to you for your living expenses, a budget for consumables and a sum paid by CRUK CC to cover your University and college fees. In your MRes year the funds are held and administered by the Department of Oncology. When you proceed to your PhD the funds will be transferred to your PhD Department (unless you remain in Oncology). The CRUK CC finance coordinator (Alberto Sciretti) retains an overall management role and liaises with the departmental finance administrator. You will be advised of your individual funding "project" code. In Oncology this will commence RDZD, when your funds change department a new project code will be set up for you to use.

Stipend

The stipend is £21,000 per annum, paid to you monthly on the 26th of each month. Your first payment will be on the 26th October 2023 and the final payment on the 26th August 2027. Your stipend payments will stop as soon as your PhD thesis is submitted. Responsibility for payment transfers when your funds are transferred to your new department.

Consumables

You have a total consumables budget of £36,000 from the Centre to support the costs of your research during the 4 years of your funding. During your MRes year, a notional sum of up to £2000 is allowed for each rotation. If you do not spend all of this, the money will just carry forward to be available later in your PhD years. To manage and process any expenditure on consumables during your rotation we request that the host department charge these costs and invoice Dept Oncology at the end of your rotation.

CRUK applies some restrictions on expenditure. Not included in the notional budgets for your rotations, your overall consumables budget for the 4 years of funding, includes the designated amounts below:

You can spend up to £1000 on **personal computing** costs including purchase of a laptop or computer. Costlier equipment will need approval from CRUK. It is possible to make a case for higher expenditure, especially when you can demonstrate and justify the equipment needs of your PhD research.

If you need to purchase a laptop now – don't do this via your rotation department but liaise with Alberto. Please provide Alberto with the specification/ model you wish to purchase. Oncology will order the laptop to be delivered to our admin offices in the Early Cancer Institute. You will need to collect it from the Early Cancer Institute when we advise it has been received. Quotes can also be obtained from e.g. Dell or https://edu.store.academia.co.uk/ (for Macs).

You can use up to £2000 for **researcher development activities** including attend **conferences and courses** during the duration of your PhD without any justification or approval. For expenditure above this amount we need to seek approval from CRUK. The training programme may be able to help if more than one student is interested in a particular course.

CRUK guidance about funding including student funds and examples of acceptable and unacceptable expenditure, can be accessed on this link:

https://www.cancerresearchuk.org/funding-for-researchers/applying-for-funding/costs-guidance

When you need to claim expenses, please follow the guidance and use this form (for students receiving maintenance payment via the payroll system):

https://www.finance.admin.cam.ac.uk/sites/www.finance.admin.cam.ac.uk/files/fd1a-1_students.pdf

More information and claims forms in other format (excel and word of the FD1A/1) can be found on this link: https://www.finance.admin.cam.ac.uk/expense-forms

Fees

During the MRes year students funded by CRUK CC will have their University tuition fees paid directly from the Department of Oncology, should you need to inform your college of whom they need to invoice the details are below. During your PhD years the fees should be paid by the department holding your studentship funds.

Please ensure the invoice states that it is for tuition fees and your name.

CRUK Cambridge Centre
Department of Oncology
Early Cancer Institute
University of Cambridge
Cambridge
CB2 0XZ

Acknowledging Your Funder

In publications, presentations and on poster presentations your CRUK funding must be acknowledged according to these **guidelines**.

Student support and wellbeing

There are several support mechanisms available to students, in addition to your rotation project and PhD Supervisors.

CRUK CC Training Programme Office

The CRUK CC Postgraduate Training Programme team can be contacted via email or in person. We are available to offer help, guidance and support throughout your time in Cambridge. We can also put you in touch with other people or groups within the university as appropriate. Birgitta and Justin are located in Room 4.15 in the Early Cancer Institute building.

Oncology Department Supervisor

Prof Alison Dunning is available to discuss any issues where you feel she might be helpful. She can offer support akin to the role of a postgraduate adviser whom a PhD student can access, if you wish to seek guidance or to sound out concerns with someone outside of your lab. Alison also has an interest in disability issues and is Chair of the Staff Disability Network (for University employees).

College Pastoral Support:

Your College is responsible for your pastoral support and there are a number of different people in College to whom you can turn for help and advice. In the first instance, students will be assigned a Postgraduate Tutor, who is normally a Fellow of the College and will take an interest in your wellbeing and progress. Postgraduate Tutors, as well as the College Senior Tutor, can offer advice on academic, social, financial, medical and personal matters. Tutorial Office staff, student MCR Welfare Officers and, where available, the College Nurse, Chaplain and College Counsellor can also provide pastoral care and help to students. Further information on the advice and support provided by Colleges can be found here:

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

University Counselling Service

The Counselling service provides meetings with counsellors and workshops as well as a number of self-help resources. Information can be found on their website at:
https://www.counselling.cam.ac.uk/individual-counselling

Accessibility and Disability Resource Centre

https://www.disability.admin.cam.ac.uk/information-incoming-students
ADRC offers a confidential and accessible service for all disabled students supporting access to your teaching and learning during your time at Cambridge. They are a student-centred service, committed to supporting disabled students to achieve to their academic potential.

GRASP

The PSLS (Postgraduate School of Life Sciences) Graduate Student and Postdoc forum (GRASP) represents postgraduate students and postdocs from each University Department and Partner Institute from Life Sciences. GRASP was developed in 2011 to provide postgraduate students and early career researchers with a platform for the communication of ideas and mutual concerns, and for the coordination of academic activities. Further information about GRASP can be found on the PSLS website:
https://www.postgradschl.lifesci.cam.ac.uk/foldersnotinuse/welcome

Other

General information on being a student at Cambridge can be found here:
www.cambridgestudents.cam.ac.uk/

Information specific to postgraduate students in Life Sciences can be found on the Postgraduate School of Life Sciences website: https://www.gradschl.lifesci.cam.ac.uk/

Information for postgraduate students in Colleges can be found at:
http://www.postgraduate.study.cam.ac.uk/colleges

Appendix 1: General Safety in Research Labs

www.safety.admin.cam.ac.uk

Chemicals: All labs contain biologically hazardous chemicals, which are not always immediately obvious. To protect from accidentally exposure to these chemicals, each laboratory holds COSHH forms listing the chemicals used in the lab, how to store and handle them and action to take in case of an accident. You should read the forms before using any listed substances. Your supervisor has a responsibility to ensure that you fully understand the potential hazards in the lab and the appropriate safety measures. You should seek the advice of technical or academic staff on the procedures for using dangerous substances before you start using them.

Radiochemicals: All students who expect to use radioisotopes **must** be registered with the relevant Departmental Radiation Officers before using isotopes. You must have received basic training on safe handling procedures in order to be registered. You are responsible for ensuring that you are fully aware of both handling and disposal procedures for each radioisotope you use and should therefore contact your supervisor before using any radiochemicals.

Equipment: All electrical equipment is routinely checked. You must not tamper with the power supply to any device. If you suspect a piece of equipment to be faulty, you should report it to the relevant Departmental electricians.

Animals: If you conduct a research project involving any procedures that may have the effect of causing pain, suffering, distress or lasting harm to animals protected by the Animals (Scientific Procedures) Act 1986, you must hold a Home Office licence. This will require attendance at training courses and reading relevant guidance documents. You must not begin any work with animals until you have received the licence, and even then you must work under the close supervision of your supervisor or other appointed persons.

Appendix 2: Notable Dates & Training – Year 1 (MRes Year)

DATE	EVENT
2023	
01 - 05 October	Lab visits (if necessary for decision making regarding rotation choice)
04 October	CRUKCC student cohort welcome event (10:30) MRes students induction (13.30)
06 October	PIs notified about 1st rotation choice
9- 17 October	Transferable skills training sessions (see schedule)
18 October - 23 February	Rotation 1 (15 weeks)
19 October	Weekly lectures in Cancer Biology and Medicine commence (9:30 -10:30)
15 December	PIs notified about 2nd rotation choice
21 December- 07 January	Christmas break
2024	
05 - 09 February	Cancer Genomics course (attendance is required)
26 February - 01 March	Rotation 1 write-up
01 March	Rotation 1 Report; submission deadline 12:00 noon 01 March
07 March	Oral presentation 1st rotation (1:30 PM -4:00PM)
20 March	Cohort Dinner (TBC)
20 March - 05 July	Rotation 2 (15 weeks)
25 March- 07 April	Easter break
7 May - 17 May	Clinical shadowing (TBC)
04 July	CRUKCC annual Postgraduate Symposium (TBC)
08 July - 12 July	Rotation 2 write-up; submission deadline 12:00 noon 12 July
11 July	Oral presentation 2nd rotation (PM)
15 July - 16 August	PhD proposal write up; submission 12:00 noon 16 August
26 July	PhD abstract 500 words word limit (no references)
02 September	Oral examination
09 - 30 September	Revise PhD proposal and set up lab (holiday time)

Appendix 3: Resources

Internet Access

If you have not done so already, you should set up your devices to access Eduroam for Wi-Fi across Cambridge University sites and other universities in the UK and internationally. Follow the instruction at this link: https://help.uis.cam.ac.uk/service/wi-fi

You need to liaise with the administrators or IT support of the building(s) and/or department(s) where you are based to access the wired network, VPN, intranet and other resources specific to that location.

Moodle Page

CRUKCC Training Programme has a page on Moodle (the University's virtual learning network). https://www.vle.cam.ac.uk/login/index.php (log-in with your Raven password) search for the page: **CRUK Cambridge Centre Studentships.**

Here you will find: Information about or programme, recordings and slides (where available) of past lectures in Cancer Biology and Medicine as well as links to useful information and resources for postgraduate students, including training.

Clinical School

There are information and support services available to you as a Student in Oncology Department, which comes sunder the School of Clinical Medicine: https://www.medschl.cam.ac.uk/

For information about using the facilities of the Cambridge Medical Library, located within the SCM building and links to the wider University Library Service see https://library.medschl.cam.ac.uk/

CRUK CC Student representation

CRUK CC Training Management Committee.
The CRUKCC Training Programme is overseen by the Directors supported by a Management Committee made up of the training leads of each CRUK funded research programme or institute. There is also a student representative on the MC- currently Pauline Pfuderer.

Cancer Biology Postgraduate Education Committee
CRUK CC Training Programme, Department of Oncology and CRUK Cambridge Institute staff responsible for postgraduate education, meet each term as CBPEC. This includes student representatives from our cohort, from Oncology and from the CRUK CI. The CRUK CC student rep is currently Josh Danac.

CBPEC student rep.

Josh Danac
jmcd3@cam.ac.uk
Biochemistry MRes+PhD student (2022 cohort)

TMC student rep.

Pauline Pfuderer
plp27@cam.ac.uk
Pathology MRes+PhD student (2021 cohort).