



**UNIVERSITY OF
CAMBRIDGE**

School of Clinical Medicine

2019-20 COURSE HANDBOOK

For Cambridge Stem Cell Institute students coming into the
Jeffrey Cheah Biomedical Centre

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Welcome Message from the Regius

“I am delighted you are joining one of the graduate 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 graduate 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 graduate 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, if you have the commitment, the ability and the 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 Graduate and Clinical Academic Training (GCAT) office, and your own College.

I hope that you maximise this opportunity and both enjoy your time here and thrive at Cambridge.

**Regius Professor of Physic and
Head of the School of Clinical Medicine, University of Cambridge**

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 graduate 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>

Structure and Governance of Graduate Education

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

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

THE BOARD OF GRADUATE STUDIES AND STUDENT REGISTRY

The Board of Graduate Studies meets 9 times a year and is charged with the admission, registration and approval of the University's graduate students; that is, those students studying for the PhD, MSc, MLitt or MPhil degree and other graduate qualifications.

Administrative support for the Board of Graduate Studies is provided by the Student Registry. The Student Registry's website for students, which contains comprehensive information for students at Cambridge, is: <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 graduate students.

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 Graduate Operations Committee, which also advises on policy matters.

Graduate Operations Committee

The Graduate 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.

Graduate and Clinical Academic Training Section

GCAAT 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 graduate programmes; and oversight, through the Degree Committee for the Faculties of Clinical Medicine and Veterinary Medicine, of graduate student progress and processes across the numerous different University departments and institutes which exist within the School of Clinical Medicine.

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 Board of Graduate Studies (BGS).

This Committee is responsible for:

- Recommending candidates for admission to courses;
- Monitoring students' progress;
- Recommending continuation after a probationary period of research for the PhD;
- Recommending candidates for PhD degrees;
- Approving candidates for MPhil and MRes degrees;
- Appointing Supervisors and Examiners;
- Considering and responding to consultations by the Board of Graduate Studies on matters of educational policy concerning graduate education; and
- Submitting to the Board proposals concerning existing and new graduate courses.

Graduate School of Life Sciences

The Graduate 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 graduate students and early career researchers in the Faculties of Biology, Clinical Medicine and Veterinary Medicine and their affiliated institutes. It is the focal point for researcher development training and the host for the Graduate Student and Post-Doctoral Forum, GRASP.

STRUCTURE OF THE CAMBRIDGE STEM CELL INSTITUTE

In summer 2019, The Cambridge Stem Cell Institute moved into a brand new purpose built facility - The Jeffrey Cheah Biomedical Centre (JCBC), located on the Cambridge Biomedical Campus. The Institute consists of [29 outstanding research groups](#), working across three key [research themes](#): Stem Cell States, Stem Cells in Disease and Stem Cells & Therapeutics.

KEY PEOPLE IN GRADUATE EDUCATION WITHIN THE DEPARTMENT

Roles and contact details for key personnel in the department or institute:

- **Joint Chairs of Graduate Student Committee:** Dr Brian Hendrich & Professor Brian Huntly
- **Graduate Administrator:** Jo Jack, sci-phd@stemcells.cam.ac.uk
- **Grants Administrator:** Paul Game, sci-grants@stemcells.cam.ac.uk
- **HR Advisor:** Karolina Martín-López, kpc24@cam.ac.uk / Edita Paralova, hr@cscr.cam.ac.uk
- **Business & Operations Manager:** Anthea Stanley, ajs333@cam.ac.uk
- **Departmental Secretary:** Martin Dawes, haemsec@hermes.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.

CLINICAL SCHOOL FACE-TO-FACE 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 graduate student. It also provides an opportunity to meet other students and to discover more about the facilities available in the School building.

GRADUATE OF SCHOOL OF LIFE SCIENCES ONLINE INDUCTION

Online induction training is provided by the Graduate 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 graduate administrator in the first instance.

DEPARTMENTAL INDUCTION

Your Supervisor will advise you of your first day in the lab, which should correspond with the University Term Dates (<https://www.cam.ac.uk/about-the-university/term-dates-and-calendars>). Your Supervisor is responsible for ensuring you have the correct building induction on your first day.

The JCBC induction event for MT2019 starters is on Monday 7th October. All staff and students in the Jeffrey Cheah Biomedical Centre are required to attend a building induction, before their University ID card will be programmed for building access.

UNIVERSITY GRADUATE SAFETY COURSE

All graduate students are required to attend the Graduate Safety Course. Details are sent directly to students and also available at <http://www.safety.admin.cam.ac.uk/training/graduate-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 Structure & Timetable






COURSE AIMS AND OBJECTIVES

At the end of your course, students should:

- have a thorough knowledge of the literature and a comprehensive understanding of scientific methods and techniques applicable to their own research;
- be able to demonstrate originality in the application of knowledge, together with a practical understanding of how research and enquiry are used to create and interpret knowledge in their field;
- have developed the ability to critically evaluate current research and research techniques and methodologies;
- have self-direction and originality in tackling and solving problems;
- be able to act autonomously in the planning and implementation of research; and
- have gained oral presentation and scientific writing skills.

KEY CONTACTS IN THE INSTITUTE

 <p>Graduate Administrator</p>	<p>Graduate Administrator, CSCI & Dept. of Haematology Jo Jack, sci-phd@stemcells.cam.ac.uk</p> <p>Contact Jo regarding:</p> <ul style="list-style-type: none">○ Student events / seminars / training○ Student mailing lists
 <p>Graduate Student Committee</p>	<p>Joint Chairs, Graduate Student Committee (GSC) Dr Brian Hendrich, bdh24@cam.ac.uk Prof. Brian Huntly, bjph2@cam.ac.uk</p> <p>Contact the Committee Chairs or any other member of the Graduate Committee regarding induction, training, supervision and general well-being issues</p>
 <p>Business & Operations Manager</p>	<p>Business & Operations Manager Anthea Stanley, ajs333@cam.ac.uk</p> <p>Contact Anthea regarding:</p> <ul style="list-style-type: none">○ Grant information○ Departmental 'operations' queries

 <p>Principal Technician</p>	<p>Principal Technician Steph Hall, slh60@cam.ac.uk</p> <p>Contact Steph regarding:</p> <ul style="list-style-type: none"> ○ Equipment issues ○ Health & Safety queries
 <p>Grants</p>	<p>CSCI Research Grants Administrator Paul Game, sci-grants@stemcells.cam.ac.uk</p> <p>Contact Paul regarding:</p> <ul style="list-style-type: none"> ○ Your studentship grant, incl. travel, training, consumables etc.
 <p>HR</p>	<p>HR Administrator Karolina Martín-López, kpc24@cam.ac.uk</p> <p>Contact Karolina regarding:</p> <ul style="list-style-type: none"> ○ Stipend payments ○ Visa queries
 <p>Public Engagement</p>	<p>Public Engagement Manager Rebecca Jones, scipe@stemcells.cam.ac.uk</p> <p>Contact Rebecca to:</p> <ul style="list-style-type: none"> ○ Get involved in public engagement & outreach activities ○ Tell her about PE activities you've done outside of the department
 <p>Records & Data</p>	<p>Records & Data Assistant Susana Camacho, sci-records@stemcells.cam.ac.uk</p> <p>Contact Susana to:</p> <ul style="list-style-type: none"> ○ Notify her of new publications/reviews/other outputs of yours ○ Assist with publication processes i.e. Open Access/Repository etc. ○ Assist with your Symplectic account ○ Be added to mailing lists

COURSE STRUCTURE

PhD students within the Cambridge Stem Cell Institute are based in a research group, supported by their primary supervisor and the CSCI Graduate Committee. There is no taught or examined course work, but students are encouraged to attend all research seminars held in the JCBC building, on the Biomedical Campus and elsewhere in the University, including the University Core Skills Training Programme (<https://www.gradschl.lifesci.cam.ac.uk/GSLSRD>).

SEMINARS

The Cambridge Stem Cell Institute host weekly Internal Seminars, held every Monday at 12:00 midday in the JCBC lecture theatre. You are strongly encouraged to attend these, as well as any other seminars you see advertised in the buildings you are affiliated to.

ASSESSMENT

First Year Assessment for PhD Candidates

On joining the University of Cambridge, all Graduate 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, which includes the preparation of a report at the end of the first year, and a viva defending the report (*including a 10 minute presentation at the start of the viva*).

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 as to whether you should be registered for the PhD degree. Your supervisor will then make a recommendation via CamSIS to the Degree Committee which in turn will make a recommendation to the Board of Graduate Studies.

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.

First Year Report

The student's first year report must be submitted **by the end of the tenth month** to allow time for the whole assessment to be completed before the start of your 4th term at Cambridge.

The Institute recommendation for First Year Reports is as follows, however you should also check the requirements of your individual Department:

CSCI recommendation: First Year Reports should be between 30-50 pages (50 being the absolute maximum). You should be allocated approx. 2 weeks protected time to complete the report. The report should consist of:

- i. a short abstract
- ii. introduction, a review of the relevant literature
- iii. results section, a description of your experimental work (methods, results)
- iv. discussion, as appropriate to the results obtained
- v. experimental plan for the second year
- vi. references

Copies of your report are required for both examiners, plus one copy for your primary supervisor.

First Year Viva

You will be required to defend your first year report in September. The viva will be conducted by at least two Assessors, neither of whom is your Principal Supervisor or second Supervisor (*if appointed*). Your Graduate Adviser *may* be an Assessor, provided that there is no potential for a conflict of interest. If you are part of a research group, at least one Assessor will be from *outside* your immediate group.

You will be required to give a 10 minute presentation based on your first year report at the start of the viva. A report will be made by the Assessors on the outcome of the progress examination, their recommendation on registration for the degree and any feedback they wish to provide for you and your Supervisor

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

SUBMITTING YOUR THESIS (RESEARCH COURSES)

PhD theses are submitted to the Student Registry. MPhil theses are submitted directly to the Degree Committee in the Graduate and Clinical Academic Training section.

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/mphilmrres

Approximately 2 months before submitting your thesis, you should complete an '**Intention to Submit**' form (*copy available from Jo Jack*) and email 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.

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, which in turn will make a recommendation to the Board of Graduate Studies. The Board of Graduate Studies will consider the recommendation at their next meeting and then contact you directly to confirm the outcome of the Board'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 dissertation.

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 for the degree, 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 <http://www.lib.cam.ac.uk/camlibraries/index.php>

Cambridge University Library, <http://www.lib.cam.ac.uk/>

From the home page you can follow links to the Library Catalogue, the Cambridge Digital Library, e-journals and other e-resources.

It is also possible to book an orientation tour

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

Medical Library, <http://library.medschl.cam.ac.uk/>

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.

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

FOOD AND DRINK

The café within the Jeffrey Cheah Biomedical Centre is open to all internal and external visitors, Mon-Fri, 07:30 – 16:00.

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 graduate 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 accessible to affiliated members, for example CIMR and the Clinical School.

FRANK LEE LEISURE & FITNESS CENTRE

The Frank Lee Centre offers a range of leisure activities, including a swimming pool, tennis and squash courts, fitness classes and a gym. Membership is available 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 possible for non-members for a small entry fee.

Student Support & Welfare

Graduate work can be extremely rewarding and gratifying, but it will inevitably be extremely hard and very stressful. Knowing how to recognise when stress or anxiety is getting out of hand, and how to manage this, is extremely important to ensure you have a successful and positive time as a graduate student.

There are a number of mechanisms to provide formal and informal support to graduate 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

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, involves a University Partner Institute, or is in a field where group work is the norm, a second supervisor may be appointed to provide day-to-day support.

Advisers

If you are studying for a PhD, your Department will appoint an Adviser for you. Your Adviser 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 Supervisor); and to provide supervisory cover in the absence of your Principal Supervisor.

Graduate and Clinical Academic Training Section (GCAT)

The Graduate & 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 GCAT are available to help with any queries that arise.

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

For students undertaking an MB/PhD programme, and for certain other joint courses, GCAT will work with your departmental graduate administrator to manage the administration of your course.

Departmental Graduate Administrators

Graduate Administrators within your department or institute are the first port of call for most matters. The Graduate Administrator for the Cambridge Stem Cell Institute is Mrs Jo Jack, sci-phd@stemcells.cam.ac.uk. Jo sits in the ground floor admin office within the Jeffrey Cheah Biomedical Centre (JCBC) and is happy to help with any queries relating to your studies (academically or pastorally), either by email or in person.

Self-Evaluation (for Masters' students)

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 and College Graduate 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 MPhil students might be facing, and to facilitate a dialogue between Colleges and Departments regarding each MPhil 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:

<http://www.cambridgestudents.cam.ac.uk/welfare-and-wellbeing/college-tutorial-support>

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 exists to provide a professional service to students and staff of the College and University communities. Service details are available at <https://www.counselling.cam.ac.uk/>

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.

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

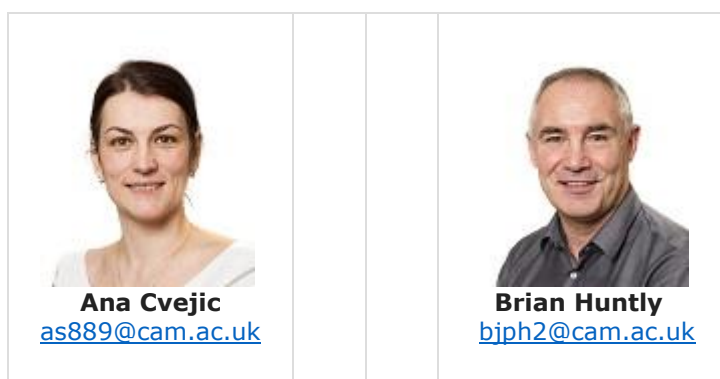
Occupational Health assists in ensuring that the work environment is safe and that a person's health is not adversely affected by their work activities. The occupational health team (<https://www.oh.admin.cam.ac.uk/>) comprises a small number of occupational health specialist doctors and nurses and administrative 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.

STUDENT WELLBEING

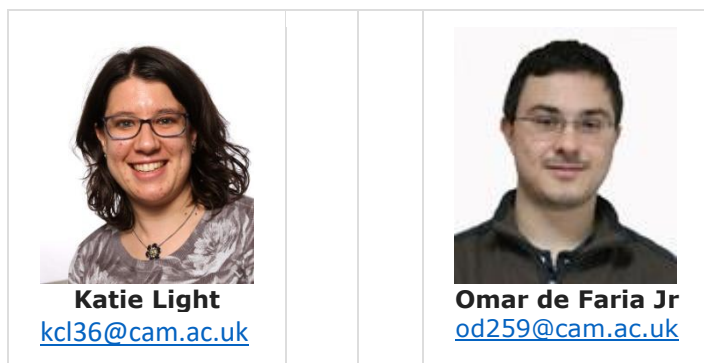
The Cambridge Stem Cell Institute is a vibrant community where an inclusive culture is promoted and diversity is valued. We subscribe to the University's [Equal Opportunities Policy](#) and have an active [Equality and Diversity Working Group](#) to ensure best practices are maintained and new strategies are developed to promote an inclusive and thriving environment at the Institute.

The Cambridge Stem Cell Institute has two Equality and Diversity Champions who provide visible leadership and promote good practice on gender equality:



Wellbeing Champions

We have two Wellbeing Champions who provide information and guidance to individual members of the Institute on a wide range of issues. The Wellbeing Champions also develop new initiatives for wellbeing across the Institute:



JCBC Wellbeing Programme

We are aiming to set up termly activities on general wellbeing, within the Jeffrey Cheah Biomedical Centre. This includes a Couch-to-5k running group (which started in September 2019), Yoga Classes and Craft Sessions. Details of all activities will be promoted through the weekly bulletin.

Zero Tolerance to Bullying, Harassment and Victimisation

The Cambridge Stem Cell Institute regards all forms of bullying, harassment and victimisation as unacceptable. It is the responsibility of each member of the Institute, both staff and students, to assist in promoting an environment of mutual respect and consideration.

Bullying is any behaviour which makes someone feel intimidated, humiliated or offended, whether or not it is intended to do so.

Harassment is unwanted conduct that violates another person's dignity or creates an intimidating, hostile or offensive environment and may be related to: sex or gender, age, disability, race, religion, sexual orientation, marriage and civil partnership, pregnancy and maternity or other grounds, and is illegal. In particular, sexual harassment includes any unwanted sexual comments or jokes as well as unwanted physical contact.

Victimisation is the hostile treatment of someone who has made a complaint about discrimination or has helped someone who has been the victim of discrimination.

If you feel that you are being bullied, harassed or victimised, or have witnessed these behaviours within the Institute, please [click here](#) for our guidance document.

Clinical School Wellbeing Programme

The Clinical School runs a series of events each year to promote physical, mental and social wellbeing. Details are available at www.medschl.cam.ac.uk/human-resources/staff-wellbeing/.

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/2017/chapter02-section27.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 seek advice from appropriate departmental members of staff.

The officer responsible for receiving student complaints for the Faculty of Clinical Medicine is the Director of Graduate Education (for cluster 1: Medicine & Haematology – Professor John Sinclair). The deputy responsible officer for student complaints in the Faculty of Clinical Medicine is the Secretary to the Degree Committee (Ms Lesley Dixon).

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:

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

Information concerning the Examination Review Procedure:

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

Positive Research Culture

RESEARCH CULTURE & INTEGRITY COMMITTEE

Ensuring high standards of research culture and integrity are central to the mission and success of the Cambridge Stem Cell Institute. The remit of this committee will include setting guidelines, procedures and policies related to research reproducibility, misconduct, and data management. Importantly, the committee will not just set boundaries and establish procedures for when "things have gone wrong", but instead develop proactive guidelines that facilitate a research culture which promotes a positive working environment. The 'excellence' of our institute in future will be evaluated not just by what we produce, but how we produce it. The remit of this committee therefore includes to help establishing a positive research environment. This Committee is Chaired by Prof. Bertie Gottgens.

Any members of this Committee or the [CSCI Graduate Committee](#) can be contacted should you have any issues or concerns.

The CSCI also supports the following

University-led Initiatives:

Breaking the Silence

There is no place for any form of harassment or sexual misconduct at the University of Cambridge. The 'Breaking the Silence' initiative aims to prevent harassment and sexual misconduct, and provides a range of resources for staff and students.

Childcare Office

The Childcare Office oversees the facilities and assistance offered to University staff with Children. The support offered included Workplace Nurseries, a Holiday Play scheme, salary exchange schemes and an information service.

Counselling Service - Students

Many personal decisions are made and problems solved through discussions with friends or family, a College Tutor or Director of Studies, a Nurse, Chaplain, colleague, line manager or a GP. However, at times it is right to seek help away from one's familiar daily environment. The University Counselling Service exists to meet such a need.

Dignity at Work

The aim of the Dignity at Work policy is to support and sustain a positive working environment for all staff and students, free from any form of unacceptable behaviour.

Equality & Diversity Section

The E&D section seeks to help the University progress equalities policy in line with legislation, and to develop good practice in supporting under-represented groups.

Mediation Service

The mediation service can help resolve disagreements between members of staff with support from impartial, trained mediators.

Personal and Professional Development (PPD)

The PPD team offers a wide range of practical training and development opportunities to help staff explore their potential and get the most from their time at the University.

Reflection & Prayer Facilities

A number of rooms are made available by the University for its students, staff and authorised visitors, with the primary purpose of providing safe, clean and inclusive places for prayer and reflection.

SPACE (Supporting Parents and Carers @ Cambridge)

SPACE provides support and information for members of the University with caring responsibilities for children or other dependents.

WellCAM

The University is committed to providing a healthy and fulfilling working environment and improving the quality of working lives for all staff.

The definition of research integrity used in this document is adapted from Universities UK, The concordat to support research integrity (July, 2012). For guidance provided at the European and global level see: European Science Foundation, The European Code of Conduct for Research Integrity (March, 2011); 2nd World Conference on Research Integrity, Singapore Statement on Research Integrity (July, 2010); National Institutes of Health, NIH Policies and Procedures for Promoting Scientific Integrity (November, 2012).

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.

Cambridge Graduate Supervision Reporting System (CGSRS)

The CGSRS system is the means by which supervisors record and report the progress of their graduate 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 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 www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students/terms-study

Leave to Work Away (research courses only)

As a graduate 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 School of Clinical Medicine *Application for Leave to Work Away Form* in support of your on-line application. Forms can be obtained from your Graduate 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 www.cambridgestudents.cam.ac.uk/welfare-and-wellbeing/dignitystudy

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 subscribes to a national graduate student survey, the annual Student Barometer. You will be sent details of the survey by email, and the Clinical School encourages you to participate.

Researcher Development

The Cambridge Researcher Development Framework (CamRDF) provides you with the skills and training you need, in 15 core competencies, to be a professional researcher; see www.rdp.cam.ac.uk/camrdf

The Core Skills Training Programme (CSTP)

The Graduate School of Life Sciences (GSLs) has developed a Core Skills Training Programme (CSTP), which you are strongly recommended to complete in your first year. Completing the CSTP will ensure that you are informed of the range of development opportunities available in Cambridge and provide the foundational skills in personal effectiveness and scientific communication that are essential for progression.

You will be enrolled onto the CSTP Introductory Moodle in early October, which can be accessed from your moodle dashboard at www.vle.cam.ac.uk with your Raven login. This will provide you with all the information you need about the components of the CSTP. The first is the online Skills Analysis Survey, which introduces you to the CamRDF, helps you identify your training needs, and allows you to create a personal development plan. The other components will be available from November and you will receive regular updates by email.

Completing the CSTP

Completion of the CSTP is sufficient for the training requirements that are assessed in your First Year Report. The RD team will track your engagement, update your department on your progress and present you with a certificate when you finish the CSTP. You should also maintain a training log of other activities that contribute to your professional development, and be aware of any department-specific requirements.

Other RD Opportunities

The Graduate School of Life Sciences also runs specific events for life scientists throughout the year. For further details, contact Dr Sam Byers (Samantha.Byers@admin.cam.ac.uk), who is responsible for Researcher Development training in the Life Sciences. There is a one-to-one consultation service available for all GSLs members.

DEPARTMENT OPPORTUNITIES

Public Engagement

The Cambridge Stem Cell Institute has embedded a culture of engaged research that runs through all levels. We encourage and support all students and researchers to take part in public engagement activities while working here. The skills and expertise you gain through involvement in public engagement is significant for your personal and professional development. We expect all students in the CSCI to take part in at least one public engagement activity during your studentship.

To discuss any ideas you might have, or to volunteer to assist with an existing activity, please speak to Becky or Selen - scipe@stemcells.cam.ac.uk

PhD Rep and Student Committee

The CSCI Student Committee consists of approx. 8-10 current Graduate students from across the Cambridge Stem Cell Institute. The role of Chair of the Committee, is performed by the current Student Representative (*changes on a yearly basis*).

The Committee are the main link between our Student Community and the Graduate Education Committee, and have a budget to organise their own activities.

Any students wanting to join this Committee should email the current Student Representative (Jennifer Jia, wj257@cam.ac.uk).

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. View the timetable: 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 Graduate 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 www.proctors.cam.ac.uk/motor-proctor 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 obtain a European Health Insurance Card (EHIC) before coming to the UK in order to ensure access to NHS healthcare free of charge.

Data Protection

Please see the following webpages 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/student-data>

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

SAFETY AND SECURITY INFORMATION

This basic information is in addition to the JCBC-specific '**Safety Manual**', which you have also been issued with.

Building Access

Your college will issue you with a University ID card. Once you have attended the JCBC building induction, this ID card will be programmed to give you access to the JCBC. Access to other departments must be arranged by yourself via those buildings.

First Aid and Emergency Procedures

Trained first aiders are on hand to provide immediate first aid. Contact telephone numbers are displayed on notice boards throughout the building and on the intranet.

University Security provide 24-hour operation and can be contacted as follows:

Routine calls: 01223 (3)31818

Emergencies: 101 or 01223 (7)67444

Working Out of Hours

Out of hours is defined as **before 07:00** and **after 19:00 Monday to Friday** and **all day Saturday, Sunday and Bank Holidays**. When this is operationally necessary, research groups and facility managers must provide adequate supervision, communication and contact arrangements. The worker must sign the out of hour's sheet located in reception.

Contact security in the event of an incident:

Routine calls: 01223 (3)31818

Emergency calls - internal: 101

Emergency calls - external: 01223 767444

Appendix 1

CSCI RESEARCH CULTURE – BEST PRACTICE FOR PHD SUPERVISORS

- New supervisors are required to attend the Supervising Graduate Students workshop provided by the University prior to, or within 3 months of accepting their first CSCI PhD Student, and experienced supervisors are encouraged to attend update sessions.
- The Supervisor should have regular 1:1 meetings with the student (monthly in Year 1), and the student should be made aware of the planned meeting schedule. During these meetings, in addition to considering research matters, the Supervisor should pay attention to the general wellbeing of the student.
- The supervisor must ensure that the student is trained in the principles of good research practice and research integrity (as summarised in University guidelines <https://www.research-integrity.admin.cam.ac.uk/research-integrity/research-integrity-and-good-research-practice-checklist>) and should reinforce these principles in meetings with the student.
- PhD projects may be closely related to or fall within ongoing projects in the lab, but the student must be given their own area of responsibility with scope to pursue new directions. Extent of delegation of supervision over experiments should be discussed and agreed between postdoc, student and supervisor. The supervisor must ensure the post-doc understands their responsibilities to the student and must monitor the relationship between post-doc and student, intervening if any difficulties arise.
- The student should learn that research involves teamwork. However, after any initial training period, students should not work on studies outside on their thesis project without careful consideration by the supervisor for the impact on PhD quality and completion, and without full consent of the student.
- Students should present regularly at group meetings and receive supervisor feedback on both scientific content and presentation skills
- Students should be expected to attend all CSCI internal and invited speaker seminars, and relevant external seminars. Students should also be encouraged to participate in relevant journal club(s) and the PhD student discussion club.
- Supervisors are encouraged to use preprint servers when appropriate for early dissemination of student results. Note that this forum may be used flexibly to publish sets of results prior to a final manuscript for journal publication. Preprints provide an opportunity for students to experience manuscript preparation, allow them to receive recognition for their work, and make the work visible to potential employers.
- Supervisors should provide advice and mentoring on future career choices, including opportunities outside academic research.
- Supervisors should advise on timing and planning of thesis writing and should be available to provide feedback on drafts up to and including the final submission.

Policy dated May 2019