UNIVERSITY OF CAMBRIDGE

PHARMACOLOGY

Postgraduate Handbook

A Guide to your PG Studies
at the Department of Pharmacology

2023 – 2024

Welcome to Postgraduate Studies in Pharmacology!

This guide has been developed as a comprehensive reference to help you to become familiar with the Department and the University, and to fall back on whenever you have a question about how the Department operates as well as various aspects of your studies here.

We hope you will find it useful in becoming part of our Pharmacology community.

Another good source of information about the Department and its members is our departmental website www.phar.cam.ac.uk.

Should you have further questions about the Department and wider University community, also feel free to ask Jen Drumond Baptista - our HR and PG Coordinator, or Thury Agustsdottir - our Departmental Administrator.

With best wishes,

Pharmacology PG Team

Contents

1. Department of Pharmacology – Then and Now

The use of medicines is one of the principal ways of combating disease. Examples of important medicines are antimicrobials, anti-cancer drugs, analgesics and anti-inflammatory agents, and drugs used for treating various cardiovascular, renal and respiratory diseases, just to name a few. The rise of pharmacology during the middle years of the 20th century saw a huge rise in the number of diseases that could be tackled effectively with drug therapy. Pharmacology is essentially all about "finding out how drugs work". It is concerned with the effects of drugs on living organisms and their components such as cells, membranes, organelles, enzymes and DNA. The overarching theme of research in the Department is to discover fundamental mechanisms by which drugs act, and to pave the way for new drug discovery.

In 1919, Walter Ernest Dixon was appointed Reader in Pharmacology at Cambridge University. Dixon played a major role in the establishment of a Department of Pharmacology at Cambridge. The Wellcome Trust provided the financial support for the construction of a wooden building and circa 1965 the Dixon 'hut' was erected in the quadrangle of the Downing site. Its acquisition more than doubled the space available to the Department. In 1971, the Department relocated from the Downing site to the Addenbrooke's site. In 1989, the Department transferred to a new building located on Tennis Court Road.

Today, with over [15 independent research groups](#), including many research workers, research students and technical and support staff, we are one of the larger Departments of Pharmacology in the United Kingdom. The Department is housed in central Cambridge, where it enjoys close proximity to other biological sciences departments and the attractive city centre. Major research areas of the Department include cell signalling, macromolecular structure, neuroscience, organ systems, and pharmacological intervention in cancer and infectious diseases. The Department is also home to the Naked Mole-Rat Initiative.

The Department is well equipped with communal facilities for basic and advanced microscopy (including confocal microscopy), molecular biology, cell culture, centrifugation, protein expression and purification, biophysics and various cell-based medium/high throughput assays. Members of the Department can also access many inter-departmental facilities such as the [Cambridge Advanced Imaging Centre](#), the [BiocEM Cryo-EM facility](#) and the [Cambridge Centre for Proteomics](#) as well as the University's High Performance Computing (HPC) clusters

Staff of the Department provide undergraduate teaching to students in both the Natural Sciences Tripos (NST) and the Medical and Veterinary Sciences Triposes (MedST and VetST). The Department admits around 15 postgraduate students per year, and along with other funding sources, often offers [PhD studentships](#).

The Department organises regular seminars and an Away Day for the whole Department every summer. There are also regular events organised by the [Equality, Diversity and Wellbeing Committee](#) and the [Postgraduate & Postdoc Committee](#). We hope you will enjoy the opportunity to get involved in these committees or with the events that they organise!

2. The Life-cycle of a PhD Student's Studies

2.1. First-year assessment

The Department of Pharmacology is part of the [Postgraduate School of Life Sciences](#) (PSLS). It is a requirement of the School that there is a formal assessment of the progress of a PhD student towards the end of the first year of study and that this involves a written report of the research undertaken. The process involves examination of the research report, input from your supervisor, primarily through the termly supervision reports submitted to [CamSIS](#), and may include a review of the entries in your Progress Log. The assessment is overseen by the DPEC, which makes the decision on PhD registration at the end of your first year.

You should discuss the CamSIS reports formally with your supervisor during the year, as they provide a valuable guide to the progress you are making throughout the year. You can also submit self-evaluations of your progress on CamSIS as well as viewing and commenting on your supervision reports.

Students are expected to undertake advanced study and training in Biological Sciences, which includes:
- attending relevant final year undergraduate lectures or research seminars
- researcher development training run by PSLS on topics such as [managing your research](#) and [writing your first year report](#)
- training required for Health and Safety reasons

as well as making a good start on your research project.

2.1.1. Report Structure

The report on this research will be of not more than 9,000 words in length, exclusive of tables, footnotes, bibliography and appendices. In it you need to provide evidence to satisfy the examiners that you can design and carry out investigations, assess and interpret the results obtained, and place the work in the wider perspective of the subject. You must also provide sufficient detail and timelines for the proposed future work so that the examiners can assess its feasibility. The format of the report, must include the following:
- A short **abstract** (300 words)
- **Introduction**, a review of the relevant literature (no more than 3000 words)
- **Methods and materials** (brief and concise - no more than 4 pages). If required detailed methods can be placed in an appendix
- **Results section**, a description of your experimental work - this should be presented in a format along the guidelines of British Journal of Pharmacology.
- **Discussion**, as appropriate to the results obtained (no more than 2000 words)
- **Experimental plan** for the following years of the PhD. A timeline should be included and anticipated milestones (minimum of 1500 words)
- **References** (no more than 50)

2.1.2. Submission

The deadlines for submission of the first-year assessment for full-time students are 30 June for students who start their course in the Michaelmas Term, 30 September for those who start in the Lent Term, and 31 December for those who start in the Easter Term. For Doctoral Training Programme students starting their PhD in June after their rotations are complete, the date for submission will be the end of February following. Deadlines for part-time students will be adjusted to reflect their study time. You will need to submit the first-year assessment to the [PG Coordinator](#).

2.1.3. Examination

Examination is not likely to be earlier than 3 weeks after you submit. The report will be examined by two people, neither of whom is your supervisor and one of whom is very likely to be your advisor. At least one of the examiners will be from within the Department and both will be from within Cambridge. Before the oral examination (normally lasting 1-2 hours), they will read your dissertation and then write and sign independent reports in which they will make preliminary recommendations as to whether the dissertation provides evidence that you are likely to be successful in gaining a PhD if you continue the project. After the oral examination, they will write a joint report in which they make a final joint recommendation to the DPEC, though they may require you to make corrections or amendments to your dissertation before making their recommendation.

The examiners submit a copy of the recommendation form and report to the Director of PG Education and the PG Coordinator (see appendix A).

2.1.4. Approval

The DPEC decides on the basis of the reports on your dissertation and the oral examination, your termly supervision reports, and the recommendation of your supervisor, whether or not you should proceed as a postgraduate student. It is expected that the vast majority of students will continue their studies and be recommended for registration for a PhD. The DPEC also looks for evidence of a clear plan of work for the second and third years of research; if your examiners are not satisfied from the dissertation and oral examination that such a plan exists, you may be asked by the DPEC to provide one before a decision on PhD registration is reached. This procedure is intended to be a safeguard for you. The DPEC will aim to reach a decision on continuation and registration for a PhD no later than 30 September (for Michaelmas Term start), 31 December (Lent Term start), or 31 March (Easter Term start).

2.1.5. 2nd Year Talks

Towards the end of September after your First Year VIVA, you will be invited to do a talk on your current thesis topic. The talk itself should be 10 minutes long; this will be followed by 5 minutes of questions from the audience.

The talk will be attended by the academic staff of the department and the new PG students. Current PG students and administration staff are also welcome to join. The PG Coordinator will contact the students and will organise the schedule.

2.1.6. 2nd and 3rd Year Check In

Between the end of the first term (end of Nov or Dec) and middle of the second term (end of Jan), the PG Coordinator will contact you to organise a meeting.

This is not a formal meeting and not related to your academic progression. This is to check on student welfare and wellbeing, to ensure you are establishing good working relationships with your lab members and supervisor, to ensure you feel supported by your supervisor or if you would like to raise any concerns.

The PG Coordinator will also hold office hours every 2 weeks, where students can come in for a chat though please note that urgent issues should be communicated and addressed immediately.

2.1.7. Final Year Submissions

2 months before you are due to submit, you are required to fill in an Intention to submit form. This will allow the PG Coordinator to complete the admin process for your VIVA, such as appointment of examiners.

If you have any concerns about your submission date, please discuss this with your supervisor or with the PG Coordinator.

2.1.8. Final Year Talks

Towards the end of your PhD, you will be invited to present a Final Year Talk. This usually takes place in July every year. The PG Coordinator with contact you with more information.

3. The Life-cycle of an MPhil Student's Studies

3.1. VIVA

2 months before you are due to submit, you are required to fill in an [Intention to submit form](). This will allow the PG Coordinator to complete the admin process for your VIVA, such as appointment of examiners.

If you have any concerns about your submission date, please discuss this with your supervisor or with the PG Coordinator.

3.2. MPhil talk

Towards the end of your studies, you will be invited to present your work to the Department. This usually takes place in September every year. The PG Coordinator with contact you with more information.

The talk itself should be 10 minutes long; this will be followed by 5 minutes of questions from the audience.

The talk will be attended by the academic staff of the department and the new PG students. Current PG students and administration staff are also welcome to join. The PG Coordinator will contact the students and will organise the schedule.

3.3. Continuing

Those who wish to progress to a PhD after completing an MPhil will be required to pass the master's degree at a sufficient level to satisfy the Departmental Postgraduate Education Committee that they have the skills and ability to achieve the higher degree. Candidates will need to apply to the PhD via the postgraduate applicant portal.

4. Supervisors and Postgraduate Advisors

Your Supervisor is the person who is primarily responsible for guiding your research during the PhD. If you are a PhD Student, you will also have a postgraduate Advisor. This will be someone from within the University who can advise you on the research thus allowing independent input into the project. In addition, all students are encouraged to contact a member of the Departmental Postgraduate Education Committee (DPEC) it they have any problems or concerns.

With the exception of students on Doctoral Training Programmes such as the BBSRC-DTP, who may already have written a research proposal as part of their Programme, every new PhD student is required to submit a 3000-word research proposal to their supervisor for assessment by the end of their first 6-weeks. The intention of this proposal is to challenge you to think for yourselves about the research you are here to do and to start reading relevant literature. You and your supervisor will have a formal meeting to discuss the proposal. The proposal should also be sent to the DPEC for their records, and we recommend that students send it to their Advisor to form the basis for an introductory meeting.

At the end of their first 3-months in the Department (i.e. in December, March or June) every student will have an appraisal meeting with their supervisor, based on a template appraisal form to be filled in separately by the student and supervisor prior to the meeting. Meetings with their advisor are the responsibility of the students, we recommend they should take place at least every 6 months.

5. Personal Progress Log

The Postgraduate School of Life Sciences offers a range of training and development opportunities. Your Personal Progress Log serves as a means of recording and reviewing your training and development as a postgraduate student. As well as gaining valuable skills through the training itself, you will find that the information accumulated in this Log will be helpful when you come to updating your c.v. and applying for jobs.

The document belongs to you - it is your responsibility to keep it up to date and to ensure your supervisor is aware of the training activities you have undertaken. You should discuss your training requirements with your supervisor at the start of your first year, and you are advised to re-evaluate your progress regularly – at least at the beginning of each subsequent year. It is particularly important to carry out such a review at the start of your first year to help you make the most of your time in Cambridge.

There is also a self-assessment tool to help you to do this; you should keep the results in your Log. Your Log is an essential part of your first-year assessment and must be submitted with your first-year report. Make sure your Log is in a final form and up to date when you submit your dissertation. The Degree Committee reserves the right to request a copy of your Log, and a copy should be provided to the Department.

6. Demonstrating

Every year the Department offers teaching and practical classes to over 450 undergraduates from Natural Sciences Tripos as well as Medical and Veterinary Sciences Tripos, which involves both lectures and laboratory practicals. During the practical sessions the academic and teaching staff are supported by post-docs and postgraduate students who help out with demonstrating a variety of experiments. These are a great way to get some teaching experience within the department and, as with any other teaching commitments, demonstrating is paid at the standard rates.

If you would like to get involved with demonstrating, please contact our Undergraduate admin team. You will be required to undertake a short training course at the beginning of every academic year. Following this, you train by attending two experimental sessions during your first year, which you will then supervise in the subsequent years.

7. Departmental Postgraduate Education Committee (DPEC)

7.1. Function of the DPEC

The DPEC provides oversight and guidance for postgraduate students during their time in the Department. It is responsible for decisions concerning postgraduate admissions to the Department, as well as registration of candidates for PhD. It monitors the progress of students via their termly supervision reports and provides support and guidance where needed, in particular with financial or pastoral issues.

7.2. Members of the DPEC

The DPEC consists of the Director of Postgraduate Education (Dr Cath Lindon), the Director of Postgraduate Admissions (Dr Taufiq Rahman), the Head of Department (Prof Laura Itzhaki), the Department Administrator (Ms Thury Agustsdottir), the Postgraduate Coordinator (Ms Jen Drumond Baptista), along with a number of UTOs from the Department, currently: Dr Robert Henderson, Dr Walid Khaled and Dr Ioanna Mela.

The members of the DPEC are always available to discuss your progress if you so wish, but your supervisors should be your first port of call.

8. Researcher Development

Researcher Development (RD) encompasses all of the learning and development that you acquire and apply during your time in Cambridge. It will provide you with the skills and experiences that you need as a professional researcher, both today for your degree, and for the future, whatever that might be!

8.1. Researcher Development Log

Researcher Development encompasses all the learning and development that you might wish to experience and acquire during your time at Cambridge. It provides you with skills you need right now to progress through your PhD, as well for your future, whatever that might look like. The Researcher Development team provides a diverse programme of activities and online resources for PhD students, as well as acting as a hub for the coordination of Researcher Development provision in the University. For more information, please visit the Researcher Development website.

The Researcher Development Log (see appendix C) serves as a reminder to complete key tasks to help you make continued progress throughout your studies. Centrally run researcher development training will be through InkPath, which you will be able to use to demonstrate Researcher Development engagement. Other researcher development associated events, conferences, online courses and resources (LinkedIn Learning, RD on Demand, Podcasts, etc.), which are not linked to InkPath can be recorded in this development log.

The Researcher Development Log will help you track your development in the areas mentioned in the following sub-sections:

8.1.1. Record of Meetings with Supervisor and Advisor

Students and supervisors are expected to meet regularly, and though the exact timing will be agreed with the supervisor, we expect it to be at least twice per term. The frequency of meetings with your advisor will vary, but we expect it to be at least twice per year. You should use the record form to log your meetings

8.1.2. Other Researcher Development Training

Throughout your programme you are likely to attend and/or engage with other researcher development associated events, conferences, online courses and resources (LinkedIn Learning, RD on Demand, Podcasts, etc.). Keeping a record of these will be beneficial when putting together a CV in the future.

8.1.3. Department Induction and Events

The Department will hold compulsory induction events and training, further compulsory events throughout your programme, and recommended departmental training.

8.1.4. Skills Analysis Survey and Personal Development Plans

The Skills Analysis Survey and Personal Development Plan should be completed at the start of each year. You can use it as a launch-pad for discussing your training needs with your supervisor.

8.1.5. Transcript of Researcher Development Activities

Your RD transcript of centrally run training will be available and printable via InkPath. We recommend doing this at the end of each year to check that it is up to date.

If you have any questions about researcher development you should contact the Researcher Developer for Life Sciences. Details are available from the Researcher Development Programme website at www.rdp.cam.ac.uk.

8.2.   Cambridge Researcher Development Framework

The Cambridge Researcher Development Framework (CamRDF) maps out what is involved in conducting up-to-date, professional research, in what is an ever more interdisciplinary and international context. It breaks this down into fifteen competencies, all of which are highly valued and sought after by employers both within and beyond academia.

The work required to complete your research and write your PhD thesis is one part of that process, but you will also be able to learn through formal training and by applying your skills in non-research situations.

8.3.   Inkpath

Inkpath is your one-stop-shop for managing your own professional development as a researcher. In addition to letting you browse and book development opportunities, Inkpath has an integrated Skills Analysis Survey, lets you explore how much time you've dedicated to different skills and set goals, allows you to add your own activities such as conference attendance or teaching experience, and provides the ability to upload notes on the courses you attend, either during or after the event - you can even upload documents, whether it's the slides or a certificate to show you passed. All of the workshops and online courses will be available to book on the Inkpath platform.

The signup to Inkpath is relatively straightforward. After a few introductory slides you will be taken to a login screen. Select the 'Sign up' tab and then select 'University of Cambridge' from the Institution drop-down list (near the bottom!). You'll be redirected a single-sign-on page where you can view the terms of use and privacy policy. Accept these and you will be redirected to a Raven login screen.

Note: you can only sign up to Inkpath **once you have your Raven login**.

Once you have signed up you will be asked to fill in a series of demographics questions; these help us to understand who we are reaching in the University population and are not visible to Cambridge administrators on a person-by-person basis.

9. Key Contacts

You can find out more about staff, their research interests and contact details from our website. The main contacts you'll need as a PG student are listed below:

Team		Email Address
Postgrad Coordinator	Usually first point of contact for all postgrad students. Please direct queries regarding funding and stipends, submissions, examinations, etc.	postgrad@phar.cam.ac.uk
IT	For most IT matters: please note that if your query is related to CRSID/Raven or cam cards, please contact your college directly.	ithelpdesk@phar.cam.ac.uk
Reception	Deliveries – incoming and outgoing, post, card access, visitors, room bookings.	reception@phar.cam.ac.uk
Facilities	Any issues with lab or technical equipment, as well as any concerns related to the building (repairs, cleaning, etc.)	facilities@phar.cam.ac.uk
Finance and grants	For any queries related to your stipends, though would be best to contact the PG coordinator in the first instance.	accounts@phar.cam.ac.uk

Name	Job Title	Email Address
Prof Laura Itzhaki	Head of Department	lsi10@cam.ac.uk
Prof Ewan St. John Smith	Deputy Head of Department	es336@cam.ac.uk
Dr Cath Lindon	Director of Postgraduate Studies	acl34@cam.ac.uk
Dr Taufiq Rahman	Director of Postgraduate Admissions	mtur2@cam.ac.uk
Ms Jen Drumond Baptista	HR & Postgraduate Coordinator	jnb40@cam.ac.uk
Ms Thury Agustsdottir	Departmental Administrator	ta421@cam.ac.uk
Ms Nadine Law	Facilities Manager	nl209@cam.ac.uk
Ms Maria Misovcova	Finance Coordinator	mm966@cam.ac.uk
Mr Matt Skipper	IT Manager	ms803@cam.ac.uk

9.1.   Access and Security

Your university card provides 24-hour access to the Department (via front or back doors). If you are in the Department outside normal working hours (Monday-Friday, 8am-6pm), you must sign in via the online portal when you arrive and depart (https://outofhours.phar.cam.ac.uk/ link at bottom of department webpage under Out of Hours Sign In). This is to provide emergency services and security staff with the information they need in case of an emergency. You must not work on anything hazardous outside normal working hours. A specific risk assessment needs to be completed if work is required between 10pm and 6am, see the Safety Officer for advice.

Everyone is responsible for Departmental security. Do not allow others into the Department outside working hours and please make sure that the door locks behind you when you arrive and leave. The latter is particularly important when it is windy (check the back door has not blown open as you leave). It is advisable to lock doors to labs/offices if you will be out of the room for more than a few minutes. Contact security (01223 767444) immediately if you suspect unauthorised persons may have entered the building.

10. IT Information

10.1. IT Support

IT support is available from Monday to Friday 8 am to 4 pm. If you have any IT-related issues, please contact IT staff for assistance. If you report a problem, please state the number of the machine. If you have any problem with the machines or printers, send an email to: ithelpdesk@phar.cam.ac.uk.

10.1.1. Login to PHAR domain

The Department has a Domain called 'PHAR'.

To log in to PHAR domain (Windows machines), enter your username: for new members of the University — your CRSid (EOL email account e.g. abc123), your Password will be given by the IT staff. You will be prompted to change your password the first time you login. Please note! New password must be more than 8 characters mixed alpha-numeric capital, lowercase and symbols (~ ! @ # $ % ^ & * ( ) _ - + = { } [ ] \ | : ; " ' < > , . ? /).

Always logout when you finish working From Start\ shut down\ Select Log off <your_username>.
Please note! After 5pm please switch off your computer.

Microsoft Exchange Online is the name of the Computing Service system that provides mailboxes for all students and many staff as well as long-term official visitors at the University of Cambridge. The University Email web pages outline how to use the email system.

You can download a copy of Trellix antivirus for free from:
https://help.uis.cam.ac.uk/service/security/antivirus

All Computers in the Department are connected to the University Library Electronic Journals database, which includes ScienceDirect titles. More info can be obtained from Reader Services staff at:
- University Library, Reading Room
- Scientific Periodicals Library (City Centre)
- Medical Library (Addenbrooke's Site)
- Betty and Gordon Moore Library (West Cambridge)

For information on IT support and who to contact please see the TechNet IT Support page or e-mail IT helpdesk at ithelpdesk@phar.cam.ac.uk.

10.1.2. Data storage

The University UIS offers three third-party cloud-based data storage services that you can associate with your @cam email address: OneDrive, GoogleDrive, and DropBox. Only you can access your storage account with your Raven/UIS login, but you can share your data with others whilst keeping the remaining data private.

Please note that we do not recommend or endorse any one of these cloud storage drives. You need to read the information provided by UIS and decide what is best for you.

10.1.3. Printing

We use DS-Print and printers are automatically installed for your user accounts. Please print to Phar_FindMe. Printing Credit can be purchased in multiples of £1 from https://www.ds.cam.ac.uk/mydsprint/. Also, you can install the Phar_FindMe printers on your laptop by following instructions here - https://help.uis.cam.ac.uk/service/printing.

10.1.4. Email

You should only use the preferred university webmail (XXX@cam.ac.uk). You are listed on the following Phar domain email list: phar-phd@lists.cam.ac.uk this will send a message to all pharmacology PhD students and the PG Team. Please use this list responsibly: it is a nuisance to all users to receive unwanted circulars.

10.1.5. Electronic journals

All computers in the library are connected to the University Library Electronic Journals database which includes ScienceDirect titles. There is no need to get a new user id and password for Athens accounts, use your raven credentials.

10.1.6. Card access

Problems with card access should be reported immediately to reception, especially if you lose your card. You must contact your college directly for any card renewal.

10.1.7. IT Rules and Regulations

The following Rules and Regulations are those defined by the Computer Officer to comply with rules and regulations defined by the University of Cambridge Computing Services. The following rules, designed to ensure effective operation of the department computing facilities, apply to all users. Breaches of the rules are taken very seriously and can lead ultimately to offenders being denied use of university computing facilities.

1. No equipment may be connected in any way into any network or other facility of the department without the prior written agreement of the Computer Officer. This includes setting up or connecting to wireless networks, VPNs, proxies or any internet sharing in the Department. Unauthorised use of any computer facility constitutes a breach of the department regulations.
2. Users must not watch on demand TVs or listen to internet radios: e.g. Youtube, iPlayer ...etc & downloading & uploading of personal photos and music.
3. Users must not in any way cause any form of damage to the department's facilities, nor to any of the accommodation or services associated with them.
4. Users must adhere to the terms and conditions of all licence agreements relating to computing facilities which they use including software, equipment, services, documentation and other goods. Users must not load onto the computer facilities any software without permission from the Computer Officer.
5. Users must not deliberately introduce any virus, worm, Trojan horse or other harmful or nuisance program or file into any computing facility. Nor take deliberate action to circumvent any precautions taken or prescribed by the department to prevent this.
6. Users must not read, copy, delete or amend the data or data structures of other users without their permission.
7. Unless expressly permitted by the Computer Officer in respect of a particular computing facility, users must not use another user's ID or password, nor communicate any password issued to them to another person.
8. Users must also take all reasonable precautions to avoid the discovery of their password by another person and, having logged in, must not leave computing facilities unattended and potentially useable by another person.
9. The creation, display, production or circulation of illegal or offensive material in any form or medium is forbidden.
10. Smoking, eating and drinking in any student computing facilities room is forbidden.
11. Users must respect the rights of others and should conduct themselves in a quiet and orderly manner when using computing facilities.

12. Users' data and software will, where appropriate, be subject to published procedures for their removal or archiving after specified periods.

13. Users' printouts and other output will, where appropriate, be disposed of after published periods if not collected.

14. Downloading and installing unlicensed or freeware software is forbidden unless authorised by the Computer Officer. Using applications to download and share copyrighted materials, playing computer games, sending non-essential e-mail and other non-essential use of facilities are not permitted e.g. downloading the latest box office movies, games and mp3s or selling goods.

15. Users are asked to co-operate with the Computer Officer in keeping the computing locations tidy. Users are asked to remove their output and other pieces of paper from the computing facilities and to place unwanted items in the dustbins or the recycle boxes provided.

Details of the Rules on the Computing Facilities/services can be found here:
http://www.cam.ac.uk/cs/itsyndicate/
https://www.phar.cam.ac.uk/intranet/technet/rules
https://www.hr.admin.cam.ac.uk/policies-procedures/computer-facilities-email-and-internet

11. Health and safety

There is a lot of information in this section, and some of it may become relevant only when you begin lab work, but read it now (and again later!). Your safety and that of your colleagues may depend upon you knowing how to deal with emergencies. There is also a legal responsibility, imposed upon you and staff of the Department, to ensure that all activities comply with Health and Safety legislation. If you have any concerns about safety matters, please bring them to the immediate attention of your supervisor or the Department's safety officer, Ms Nadine Law (nl209@cam.ac.uk).

When working in laboratories, you must never work unsupervised and you must be familiar with the risk assessment describing any procedures you use. Before you start work, familiarise yourself with the locations of fire extinguishers, fire blankets, fire alarms, circuit breakers, and any additional safety items described in your risk assessments.

Some of you will complete projects in other Departments. You should make sure that your supervisor provides all the local safety information relating to that Department.

In the event of an accident, however minor, call for help immediately.
- Spills should be contained if possible.
- Electricity should be isolated where possible, but without endangering yourself.
- Fires should be tackled only if the risk is low. In all cases, sound the alarm immediately. Close doors and windows if possible.
- A list of emergency numbers is displayed by each phone. Call for help if needed.

It is a legal requirement to report all accidents in the workplace, however minor. You must advise your supervisor or the Safety Officer immediately of any accident. Risk assessments must be completed for all laboratory work. You must see copies of these risk assessments before starting any procedure. You should sign the risk assessment to show you have read it. If you are not shown risk assessments, ask for them. If any aspect of a risk assessment is unclear, ask for clarification before you start work. Risk assessments identify the main hazards of a task, how these are controlled, any residual risk and what to do if an accident occurs. You must comply with all control measures in a risk assessment (e.g. the use of personal protective equipment, shielding, fume extraction etc.).

Hazards are common to all labs and cannot be considered 'clean' areas. You must always:
- Wear a lab coat and safety glasses: your lab will provide these.
- Tie back long hair
- Do not wear open sandals
- Refrain from eating, drinking or applying cosmetics
- Never store food or discard food wrappings within a lab (or lab facilities such as cold rooms)

The fire alarm is a continuous buzzer. If it sounds, leave the lab and follow instructions to assemble in front of the Judge Institute. There is a test on Wednesdays at 8.30am; you do not need to respond to this unless it continues for more than about 30 seconds.

Emergency numbers are displayed by each phone. It is worth putting some of these and the University Security Section number (01223 767444) in your mobile phone for quick reference.

There are many specific hazards in the Department, including animal allergens, centrifuges, hazardous chemicals, lasers and UV light sources. If your work exposes you to any of these hazards, you must be familiar with the risk assessment. Do not expose yourself to any of these hazards without training and familiarity with the risk assessment. To avoid the possibility of becoming trapped in a cold room, use them only during working hours and leave the door slightly ajar for short visits.

The Personal Protective Equipment (PPE) required will be described in the risk assessment. It should be provided by the lab in which you are working, but it can also be obtained from the Teaching Lab or the Departmental Safety Officer.

- **Lab coats** and **safety glasses** must be worn at all times in laboratories. Lab coats should be removed when leaving the lab, unless they are needed to provide protection when moving materials between research areas. They must never be worn in the toilets or tearoom, or in offices. Lab coats must be laundered regularly: your host lab will advise on arrangements. In some cases (e.g. when handling liquid nitrogen or pathogens), additional protection may be required: this will be described in the risk assessment.
- **Gloves** may be worn as required and must be used when specified in the risk assessment. One hand must be un-gloved when moving around the department to prevent contamination of touchpoints. In the unlikely event of an allergic reaction to gloves, please consult the Safety Officer. There are specific gloves for handling hot or cold materials.
- In addition to the safety glasses used for routine lab work, **full-face shields** must be worn for UV light sources, liquid nitrogen and other operations where the danger is to the whole face. Good handling techniques, such as opening vials away from you, and shielding should also be used to minimise risk of eye injuries.

Waste disposal guidelines are found on posters in every lab. Many of these rules are imposed by legislation. Seek advice from your supervisor if you are unsure of the correct route for waste disposal. Additional rules (and recording procedures) apply for radioactive and bioactive waste.

This guide is not comprehensive. Your host laboratory should provide all the additional information and training you need to work safely in the laboratory. Do not be afraid to ask for advice and/or clarification. The Intranet section of our web pages provides additional information. The Safety Officer, Ms Nadine Law (nl209@cam.ac.uk) is available to answer any queries relating to health and safety.

12. Equality, Diversity & Wellbeing

12.1. Our Vision

At the Department of Pharmacology, we believe that a diverse and inclusive environment provides enormous advantages to the experience of all staff and students.

We recognise that long-standing systemic inequalities and racism result in structural and institutional barriers within Academic institutions, which prevent some people from benefitting from opportunities granted to others. The existence of these inequalities is the very reason why an Equality, Diversity and Inclusion strategy is necessary, and we believe that the promotion of an inclusive culture within the Department is an important step toward dismantling these systemic issues.

As the Department Equality, Diversity and Wellbeing Committee, we want to ensure best practices are in place, we want to develop new strategies to promote the Department's inclusive culture and, ultimately, we want to progress equality, diversity, and inclusion.

We are aware that creating a more diverse workforce will not on its own address prejudice and discrimination based on race, gender, sexual orientation, disability, religion etc.

Therefore, we want to create a community that everyone feels part of, is inclusive in its research, education, and work, is family-friendly, encourages and promotes under-represented groups and values diversity in a way that is embedded in existing processes and structures, measurable and transparent.

Ultimately, we want to provide an environment where everyone feels safe, supported, respected, and enabled to reach their full potential

You can find information on our efforts towards promoting Equality, Diversity & Wellbeing in the Department on our website.

12.2. Wellbeing

We are dedicated to supporting the wellbeing of the departmental staff. Thury Agustsdottir, Jen Drumond Baptista, Cathy Wilson and Sergio Tomey Garcia are the Department of Pharmacology's Wellbeing Advocates. If there are issues or concerns you would like to raise then do not hesitate to contact them, everything will be dealt with in strictest confidence.

You can find information on our wellbeing activities and resources in the Department on our website.

The University itself offers several resources that we encourage students to learn more about. These include:
- Student Wellbeing Service - supports taught and research postgraduates.
- University Counselling Service (UCS) - provides therapeutic services such as counselling, groups and workshops.
- Harassment and Violence Support Service (HVSS) - supports those who have been subjected to any form of sexual harassment or violence and/or intimate partner abuse, and those who have been impacted by racial harassment, discrimination, or violence.
- Mental Health Advice Service (MHAS) - supports students with mental health issues who experience a significant impact on their ability to participate in their everyday lives or academic work. You will need to be referred by a member of staff to access this service. Please speak to your tutor or College nurse if you think this might be for you.

- Accessibility and Disability Resource Centre (ADRC) supports disabled students at Cambridge:
    - We recommend adjustments to the teaching and learning environment
    - Disability Advisers discuss a student's needs with them on a 1:1 basis
    - Advisers can write a Student Support Document for students
    - All students have a named Disability Adviser

Please complete their student information form to request support.

13. Student Representatives

The Postgraduate & Postdoc Committee consists of a group of postgraduate and postdoctoral members of the Department of Pharmacology who provide a point-of-contact for students and postdocs and the department's administration. We organise social and academic events to try to meet the needs of our community. We co-ordinate with other departmental committees to organise joint activities or events, and sometimes join forces with the MRC Toxicology postgraduate and postdoctoral committee for double the fun!

Some of the events we run are: Fridays at Five, where drinks and food are offered every last Friday of the month (ongoing); Tennis on Thursdays in the summer; Coffee & Cake welfare break; joint seminars with MRC Toxicology, and more!

We will carry on most activity into this new academic year, and we're planning careers events and academic talks, together with new social events.

We'd love for new students to join our events and meet other members of the department, and we're always looking for new and enthusiastic people to come join us!

The current members for the Post-grad and Post-doc Committee are listed below:
- Ollie King (Miller Lab)
- Caroline Wyatt (Miller Lab)
- Chris Ng (Itzhaki Lab)
- Elsa Lawrence (Wilson Lab)
- George Han (Larrieu Lab)
- Mateo Hoare (Kumita Lab)
- Sarah Han (Rahman Lab)
- Tony Lim (Smith Lab)

THE CAMBRIDGE *green* CHALLENGE

14. Environmental Sustainability

The University of Cambridge has an Environmental Sustainability Vision, Policy and Strategy setting out the University's commitment to achieving outstanding environmental sustainability performance. Every member of the University, staff and student, is asked to play their role in helping to achieve this vision. The following tips give some suggestions for how you can help.

14.1. General tips

- Waste and recycling – most of our rubbish can be recycled. Polystyrene is the key exception but we are working on this. Look out for posters on or near to bins for guidance.
- Travel – walk, cycle, or take the University-subsidised Universal bus to get around the city.
- Food and drink – get a KeepCup and try the more sustainable options in University cafés.
- Energy – dress appropriately for the season and switch off lights and equipment when not in use.
- Water – don't leave taps running, and report any dripping taps.
- Get more involved – become a sustainability leader and help take things to the next level.

14.2. Energy

- The University spends £16 million on energy each year.
- The University has adopted a Science Based Target to reduce its energy-related (scope 1 and 2) carbon emissions to absolute zero by 2048.
- We can all contribute to meeting this target through some simple steps – such as switching off lights and equipment when they are not being used. A single light left on overnight over a year accounts for as much greenhouse gas as a car driving from Cambridge to Paris.
- Always dress appropriately for the season to reduce the need for additional heat or cooling.
- Where possible, use the stairs rather than the lift.

14.3. Food and drink

- You can buy a KeepCup in most of the University cafés. They reduce use of disposable cups, and give you a saving each time you buy a hot drink.
- University cafés have a range of sustainable options (why not try the vegan option? Did you know the biggest impact individuals can make around food is reducing meat and dairy intake).
- All of the University cafés' disposable packaging (Vegware), as well as any food waste, can be recycled in food waste bins.

14.4. Waste and recycling

- There are separate recycling facilities for:
  - Food waste / Glass / Mixed recycling (paper, cardboard, plastic bottles, plastic containers, cartons, plastic wrapping, cans and tins) / Batteries / Printer cartridges.

www.environment.admin.cam.ac.uk
environment@admin.cam.ac.uk
: @CambridgeSust
: /CUenvironment

THE CAMBRIDGE *green* CHALLENGE

- o Look for the posters on or near the bins which say what should be placed in each. If bins do not have posters, please let your Department's Environment and Energy Coordinator, Green Impact team or facilities staff know.
- There are recycling points located throughout the department usually at key points in the corridors.
- Pens etc. are recycled by the pigeon holes, batteries at Goods In near the back door
- If you are unsure of which bin to use, please ask Barney Leeke
- Reducing and reusing allows us to decrease the amount of waste that will need to be recycled.
- Reduce:
  - o Print double sided, and only print where needed
  - o Share equipment wherever possible
- Reuse:
  - o Avoid disposable cups by using a KeepCup, mug or refillable bottle
  - o Donate unwanted books and other items to charity (some Colleges participate in the British Heart Foundation 'Pack for Good' campaign, where you can donate unwanted items to BHF. Ask in your College where you can find your nearest collection point)
- Most things can be recycled but key exceptions are paper towels/tissue paper and polystyrene (they need to go in the general waste bin NOT recycling).
- Most plastics can be recycled so if in doubt, put plastics in the recycling bin.

14.5. Water
- The University spends £0.7 million per year on water.
- The University is committed to a 20% reduction in water use by 2020.
- Cambridge is in one of the driest areas of the country so saving water is particularly important here.
- Help save water by not leaving taps running.
- If you see a leak or a drip, report it to Paul Coulson (pdc41@cam.ac.uk).

14.6. Get more involved
- Keep up-to-date with news and opportunities by subscribing to the Greenlines newsletter
- Visit Sustainability Student - get involved to find out more about projects including Green Impact and the Living Laboratory for Sustainability
- Email environment@admin.cam.ac.uk with any questions or to find out more about any particular opportunity.
- Contact your Environment and Energy Coordinator Barney Leeke (bdjl2@cam.ac.uk) to find out what opportunities there are to get involved in the Department, and to pass on your ideas for how the Department could be more sustainable.
- Opportunities include paid internships, support running your own environmental project, and Institute of Environmental Management and Assessment (IEMA) accredited auditor training and experience through Green Impact.

www.environment.admin.cam.ac.uk
environment@admin.cam.ac.uk
: @CambridgeSust
: /CUenvironment

15. Student Complaints Procedure

If you are unhappy with the experience you have received from a University department, faculty, service or staff member, the University has a Student Complaint Procedure for you to use in order to try and resolve the situation. All complaints are treated seriously and are handled sensitively.

We understand that it can be a stressful experience to submit a complaint, particularly when it is about an individual staff member. We recommend that you seek support and advice before submitting your complaint; depending on your circumstances this could be from your College Postgraduate Tutor, the Students' Unions' Advice Service or an independent advisor of your choosing.

15.1. Anonymous/confidential prevention reporting

The Student Complaint Procedure requires a student to identify themselves so that a matter can be investigated and an effective remedy put in place. However, there may be some circumstances where a student wishes to report something so that the University knows about it and can take action, but the student does not wish to be named and make a complaint. In this circumstance, speak to your Postgraduate Tutor or email OSCCA@admin.cam.ac.uk and we will chat through any available informal options.

15.2. Resolution Process

Step 1: Local resolution

Where appropriate, you should attempt to raise a concern with the staff member responsible. If you do not feel comfortable raising the matter with this person then you should speak or write to the Responsible Officer or the person responsible for the Faculty, Department or Service (your course handbook or the service's webpages may have more information). You should raise your complaint as soon as it occurs or at least within 28 days of the matter arising. Many issues can be resolved easily and quickly if you communicate your problem to someone.

Step 2: Formal resolution

If the response from the department, faculty, service or staff member has not resolved your complaint, or your complaint is so serious that you feel you can't raise it with them, complete and submit the Formal Complaint form, within 28 days of the matter arising or within 28 days of the response you received from the department, faculty, service or staff member. You should not include unnecessary information about other people in your complaint.

Formal resolution process

You will be appointed a Case Handler who will screen your complaint to make sure it can be considered under the Student Complaint Procedure. Your Case Handler will confirm the outcome of the screening within 7 days of receiving your complaint. If your complaint is eligible, the Case Handler will then conduct an investigation; the staff involved in your complaint will be sent a copy of the information you have provided and will be requested to provide a response.

Your complaint and any responses will be considered by a Complaint Officer; an academic staff member who is not connected to your College or Faculty who has no knowledge of the case.

The Complaint Officer will make a decision about your complaint and consider a remedy, where this is appropriate. The Case Handler will send you the Complaint Officer's decision and any staff responses.

Occasionally the Case Handler or Complaint Officer might want further information from you during the investigation, if so, you will be sent the staff responses at this point, before being asked to provide a written statement or to attend a meeting.

Step 3: Review

If you are dissatisfied with the Complaint Officer's decision, you can request a review of the decision on the following grounds:

- procedural irregularities that occurred during Formal Resolution, which were material or potentially material to the decision reached;
- the Formal Resolution decision is unreasonable, in that no reasonable person could have reached the same decision on the available evidence;
- the availability of new evidence, which materially impacts the complaint outcome and which, for valid reasons, could not have been submitted at an earlier stage.

In order to request a review, you will need to complete and submit the Review Form within 14 days of receiving the Complaint Officer's decision. Providing your request for review is eligible, it will be considered by a Reviewer who can either uphold or dismiss your request. Where a request is upheld, a remedy can be put in place. You will receive a Completion of Procedures letter with the Reviewer's decision. This letter confirms the completion of the University's internal procedures.

Taking it further

The Office of the Independent Adjudicator for Higher Education (OIA) runs an independent scheme to review student complaints. We are a member of this scheme. If you are unhappy with the outcome you may be able to ask the OIA to review your complaint.

You normally need to have completed the Student Complaint Procedure before you complain to the OIA. We will send you a letter called a "Completion of Procedures Letter" when you have reached the end of our processes and there are no further steps you can take internally. If your complaint is not upheld, we will issue you with a Completion of Procedures Letter automatically. If your complaint is upheld or partly upheld you can ask for a Completion of Procedures Letter if you want one.

16. Key Dates

Date	Time	Event Name	Speaker/Lecturer	Venue	Meeting Type
05/Oct/2023	3pm	PG Induction	Dr C Lindon + Ms J Drumond Baptista	Meeting room 1 + 2	PG training
10/Oct/2023	11am	PG H&S Induction	Ms Nadine Law	Seminar Room	PG training
13/Oct/2023	12:30pm	AI antibody development	Dr P Sormanni	Seminar Room	Pharmacology Seminar Series
13/Oct/2023	10am	Tech Talk: Protein analysis technology	Dr A Keeble	Seminar Room	Talks
18/Oct/2023	9am	Tech Talk: Cre-Lox / Patch Clamp	Dr J Higham and L Pattison	Seminar Room	Talks
19/Oct/2023	10am	Tech Talk: Fluorescence and Bioluminescence	Dr C Ascanelli	Seminar Room	Talks
20/Oct/2023	12:30pm	Aging related disorders	Dr D Larrieu	Seminar Room	Pharmacology Seminar Series
27/Oct/2023	12:30pm	VP Translational Science	Dr A Brown	Seminar Room	Pharmacology Seminar Series
03/Nov/2023	12:30pm	Pain/Itch	Professor H Zeilhofer	Seminar Room	Pharmacology Seminar Series
07/Nov/2023	10am	Expert Industry Talk: Novel therapeutic modalities	Prof Rees	Seminar Room	Talks
07/Nov/2023	9am	Tech Talk: Molecular Biology	Dr D Prole	Seminar Room	Talks
10/Nov/2023	12:30pm	Protein misfolding, inflammation, ALS	Dr C Roodveldt	Seminar Room	Pharmacology Seminar Series
14/Nov/2023	9am	Tech Talk: Flow cytometry/ RNAseq	Dr S Pensa and Dr AJ Twigger	Seminar Room	Talks

15/Nov/2023	10am	Expert Industry Talk: Monoclonal antibodies & Covid	Prof Ambery	Seminar Room	Talks
16/Nov/2023	10am	Expert Talk: Being an Academic Clinical Fellow	Dr P Ong	Seminar Room	Talks
17/Nov/2023	12:30pm	Ion channels	Professor Henry Colecraft	Seminar Room	Pharmacology Seminar Series
24/Nov/2023	12:30pm	PDRA talks	Dr S Nestorow and Dr A Keeble	Seminar Room	Pharmacology Seminar Series
06/Dec/2023	1:30pm	PG Stats Course	Dr V Hodgson	Meeting room 1 + 2	PG training
07/Dec/2023	1:30pm	PG Stats Course	Dr V Hodgson	Meeting room 1 + 2	PG training
08/Dec/2023	1:30pm	PG Stats Course	Dr V Hodgson	Meeting room 1 + 2	PG training
11/Dec/2023	9am	PG Stats Course	Dr V Hodgson	Seminar Room	PG training
12/Dec/2023	2pm	PG Stats Course	Dr V Hodgson	Meeting room 1 + 2	PG training
13/Dec/2023	9am	PG Stats Course	Dr V Hodgson	Meeting room 1 + 2	PG training
19/Jan/2024	12:30pm	TBC	TBC	Seminar Room	Pharmacology Seminar Series
26/Jan/2024	12:30pm	TBC	TBC	Seminar Room	Pharmacology Seminar Series
02/Feb/2024	12:30pm	TBC	TBC	Seminar Room	Pharmacology Seminar Series
09/Feb/2024	12:30pm	TBC	TBC	Seminar Room	Pharmacology Seminar Series

16/Feb/2024	12:30pm	TBC	TBC	Seminar Room	Pharmacology Seminar Series
23/Feb/2024	12:30pm	TBC	TBC	Seminar Room	Pharmacology Seminar Series
01/Mar/2024	12:30pm	TBC	TBC	Seminar Room	Pharmacology Seminar Series
08/Mar/2024	12:30pm	TBC	TBC	Seminar Room	Pharmacology Seminar Series

Please note that the schedule above is liable to changes. For up to date information, please check the Department of Pharmacology website or contact the PG Coordinator.

Appendix A – First Year Dissertation - Recommendation Form

First-Year Assessment of PhD Students	
Student Details	
Name:	
USN:	
Admit Term:	
Supervisor:	
Department:	
Department Recommendation (please indicate which one)	
1. Student should now be registered formally for the PhD	
2. Student should be asked to revise and be re-examined at a later date (please indicate how long to allow)	
3. Student should be advised to take the MPhil, MSc or CPGS option	
4. Student should be asked to withdraw	
First Year Viva Details	
Name of assessor 1:	
Name of assessor 2:	
Date of oral exam:	
Joint Assessors' Report	
Please write a brief report on the quality and scope of the student's report, the knowledge shown by the student at the oral, his/her understanding of any limitations and weaknesses in the current and future work, etc.	
Joint Assessors' Comments on the Project's Feasibility	
Please comment on the suitability of the project for completion within the remaining time available and highlight any foreseeable problems. (Students must submit their final thesis within 4 years from admission.)	
Joint Assessors' Recommendation (please indicate which one)	
1. Student should now be registered formally for the PhD	
2. Student should be asked to revise and be re-examined at a later date (please indicate how long to allow)	
3. Student should be advised to take the MPhil, MSc or CPGS option	
4. Student should be asked to withdraw	
Supervisor's Recommendation (please indicate which one)	
1. Student should now be registered formally for the PhD	
2. Student should be asked to revise and be re-examined at a later date (please indicate how long to allow)	
3. Student should be advised to take the MPhil, MSc or CPGS option	
4. Student should be asked to withdraw	
Supervisor's Comment	
Please write a brief justification for your recommendation. Please expand this to a detailed explanation (400 words max) if your recommendation is different from that of the assessors or if you choose recommendation 4.	

Appendix B - Pharmacology Induction Checklist

Lab Induction Checklist

Name		Lab	

You should keep this document with you (in your lab book for example) and tick off the statements as you receive instruction, training or registration; discuss with your supervisor or a senior colleague to identify those issues appropriate to your work. It should serve to remind you of the things you need to ensure you are made aware of early on in your time in the department.

Once you have completed the training necessary for your role you should sign the bottom and pass a copy to the HR team for our records, if not completed within six months your case will be referred to the Departmental Safety Committee and you may be required to stop work until training has been completed.

Local Knowledge	Complete	N/A
I have seen and understand the risk assessments relating to my work		
I am aware of the hazardous substances being used in my lab and emergency procedures		
I am aware of the procedures for the disposal of hazardous waste (clinical/chemical)		
I have received instruction in the movement and storage of gas cylinders		
Use of Equipment	Complete	N/A
I have been trained in the use of specific lab equipment		
I have been trained in the use of super-speed centrifuges		
I have been trained in the use of ultra centrifuges		
I have been instructed in how to safely use a Microbiological Safety Cabinet		
I have been instructed in the safe use of liquid nitrogen storage		
I have received instruction on the use of autoclaves		
Radioactivity	Complete	N/A
I have registered to use radioactivity with Nadine Law, the RPS		
I have received induction training for using radioactivity (New Users Course)		
I am aware of local procedures for the ordering, receipt, use and disposal of radioactivity		
Animals	Complete	N/A
I have registered to use animals with Alan Graham (ajg40@cam.ac.uk)		
I have received health screening for working with animals		
I have received training and access for the Combined Animal Facility		
Welfare	Complete	N/A
I am aware of the policies regarding working out of hours and lone working		
I am aware of the need to maintain security of the premises and personal belongings		

I confirm I have undertaken the appropriate training for the work I am undertaking in the department.	
Signed:	
Date:	

Signed by supervisor/line manager:	
Date:	

Appendix C - Researcher Development Log

Researcher Development Log

Name	
Course	
Department	
Supervisor	
Adviser	

Record of Meetings with Supervisor and Advisor

Date	Supervisor / Advisor	Comments

Record of Meetings with Supervisor and Advisor (cont.)

Date	Supervisor / Advisor	Notes

Skills Analysis Survey and Personal Development Plans

Personal Development Plan attached:

1st Year   ☐

2nd Year   ☐

3rd Year   ☐

Final   ☐

Transcript of Researcher Development Activities

InkPath Transcript attached:

1st Year   ☐

2nd Year   ☐

3rd Year   ☐

Final   ☐

Other Researcher Development Training

Date	Training Event	Comments (What did you learn?)

Department Induction and Events

Date	Event	Comments (What did you learn?)