Doctor of Medicine (MD)

MD Guide (current students)
(for Cambridge University Health Partners employees)

2022
The Cambridge MD (CUHP)

As a student of the Doctor of Medicine degree you are likely to be situated in 1 of 45 departments and Institutes under the Postgraduate School of Life Sciences. The GSLS was set up in 2000 to look after the education and career needs of graduate students in the Life Sciences here at Cambridge and combines the School of Biological Sciences and the School of Clinical Medicine and our students and Faculty collaborate closely together to produce groundbreaking research. https://www.gradschl.lifesci.cam.ac.uk/

Resources, training and further information on Cambridge graduate student life can be viewed on those sites above.

Supervision
Students receive termly progress reports from their supervisor via the online reporting system.

Code of Conduct
The University of Cambridge publishes an annual Code of Practice which sets out the University’s expectations regarding supervision and to make clear what you should expect during your study in terms of supervision, support and assessment. Of equal importance, it also sets out what the University and those responsible for your study should expect of you. These mutual responsibilities and expectations are intended to provide a framework within which you can flourish on your course.

Thesis Submission
https://www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/submitting-and-examination/phd-msc-mlitt/submit

How soon can I submit my thesis?
You may submit your thesis no earlier than the end of your second year as a registered student of the University and no more than 6 years from the start of your degree.

The thesis
The MD thesis should consist of original work, carried out by the candidate and considered in relation to previous work in the field. It should be specially composed and must give evidence of independent research, observation and reflection. New discoveries in medicine are not essential, but the substance of the thesis must consist of material you have collected yourself, or emanate from your own observations and experiments. Compilations of the work of others, or work emanating from ‘group labs’ where the candidate has not played a lead role in the project, cannot be accepted. There is no objection to incorporation and use within the thesis of results of work already published, provided that full reference is given and reprints supplied if possible. Work undertaken and submitted for an earlier degree (e.g. a Masters degree) must always be declared in full if the findings are used in the MD thesis.

Statistical advice: Statistical planning by candidates is frequently inadequate. Candidates are advised to seek expert advice when designing their experiments and to make sure they fully
understand it. It is important for candidates to be able to defend the statistical treatment of data in the face of questioning by examiners at the Act (viva).

**Presentation of original data:** Sufficient original data should be incorporated into the thesis for the examiners to be able to gain a clear idea of what original observations and measurements were made in the work. If necessary, numerical data may be put into an appendix. Although it may be difficult to condense large amounts of data into the text or an appendix, the material given should be detailed enough to enable examiners and others to follow the working out of results from the raw data, and to understand how the conclusions were arrived at. Detailed specimen calculations may be necessary. It is not acceptable, for example, to refer to a statistical computer program without describing the statistical methods used.

**Format**
The thesis **should not exceed 60,000 words** (excluding references, captions and notes), and should follow standard PhD format:

- Short summary/abstract
- Table of contents
- List of abbreviations used
- Acknowledgements
- Introduction – to include a statement of the object of the research and a critical review of earlier work on the subject.
- Methods – with sufficient detail to allow the work to be repeated by others. Pertinent details of apparatus and equipment should be given where appropriate, in addition to the maker's name and the country of origin of equipment.
- Results
- Discussion
- Conclusions – including implications for future research
- References – use either the Harvard (author-date) or the Vancouver (numbered) system of referencing (see *The Cambridge Handbook of Copy-editing*, Cambridge University Press).
- Appendices – large numbers of observations of individual results are best presented in an appendix.

In a separate appendix candidates must state, with details, the following:

(i) where the work was carried out;
(ii) how much of the work was done personally or with the help of others (specify the nature of any help);
(iii) if the work was not entirely independent, under whose supervision or with whose collaboration it was done;
(iv) a list of work referred to in the thesis that has been published previously by the candidate; reprints of key papers may be bound in at the end of the thesis;
(v) details of submission to, and approval from, an Ethical Committee (where appropriate); and a statement that human experiments were performed with the understanding and consent of each subject.

Appointment of examiners
When you are within 8 weeks or so of submitting your thesis, you should contact the Postgraduate Education Office md-admin@medschl.cam.ac.uk in the Clinical School. This will allow time for the MD Committee, in discussion with your supervisor(s), to nominate two suitable examiners – one internal to Cambridge (University/CUHP), the other external. The nomination will then go to the Degree Committee for formal approval.

Where to submit your thesis
Three soft-bound copies of your thesis should be submitted to:

Student Registry
Student Services Centre
New Museums Site
Cambridge
CB2 3PT

NB. While staff are working at home during the COVID-19 outbreak, your thesis should be submitted electronically to md-admin@medschl.cam.ac.uk Hardbound copies will be required when they can be received in person.

Include a covering note stating clearly that the copies are for examination for the MD Degree.

You should retain a copy of the thesis for your own use at the Act (viva).

Bound inside the thesis you must include the following:

1. A title page displaying
   • the full title of the thesis;
   • your full name (as it appears on your passport);
   • your college;
   • the date of your submission (month and year);
   • a declaration stating: This thesis is submitted for the degree of Doctor of Medicine.

2. A signed declaration in the preface stating:

   This thesis is the result of my own work and includes nothing which is the outcome of work done in collaboration except as declared in the Preface and specified in the text.

   It is not substantially the same as any that I have submitted, or, is being concurrently submitted for a degree or diploma or other qualification at the University of Cambridge or any other University or similar institution except as declared in the Preface and specified in the text. I further state that no substantial part of my thesis has already been submitted, or, is being concurrently submitted for any such degree, diploma or other qualification at
the University of Cambridge or any other University of similar institution except as declared in the Preface and specified in the text.

It does not exceed the prescribed word limit of 60,000 words.

Other forms required at point of submission
Please see:

http://www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/submitting-and-examination/phd-msc-mlitt/submit

for information concerning the forms and declarations which must accompany MD theses (as well as PhD theses).

When your thesis has been received you will receive acknowledgement of receipt. It will be logged in and then sent to the Postgraduate Education Office for distribution to the two examiners. The third copy will go to a member of the MD Committee who will be present at the Act as the independent chair.

Examination and the MD Act (viva)
The Student Registry will record the submission of the soft-bound thesis and then forward to the School of Clinical Medicine’s Postgraduate Education Office for distribution to the nominated examiners (one internal to the University, one external). The Internal examiner will be instructed to contact both you and the external examiner to arrange a suitable date and venue for the Act.

The internal examiner is responsible for arranging the time and place with all concerned. The Act is held in Cambridge and is attended by the two examiners and one member of the MD Committee (as Chair – hence the need to submit 3 copies of your thesis). The Chair will report to the MD Committee on the outcome of the Act.

Possible outcomes and approval for the degree
After the Act, the examiners send their reports directly to the Degree Committee. The Degree Committee will consider the examiners’ reports at a meeting and make a recommendation to the Board of Graduate Studies as follows:

- approving you for the degree outright – no corrections required or these already done prior to the meeting;
- approving you for the degree subject to corrections – when you have done these, they should be checked by one or both of the examiners (who must then notify the Degree Committee); if the corrections are “more substantial” you will have up to a year to complete them. Where only minor corrections are required, it is expected that candidates will aim to have these completed within 3 months if possible.
- allowing you to revise and resubmit the thesis for examination – you can do this only once; if you do not then meet the requirements for the degree, you will have failed.
Hardbound corrected thesis
Before the degree can be finally approved, you are required to submit 2 hardbound copies of the corrected thesis to the Board of Graduate Studies for deposition in the University and Medical Libraries.

Final approval of the award of the degree, when all conditions have been met, is made by the Board of Graduate Studies from whom you will receive a letter explaining how you should contact your College to arrange conferment of the degree at a University ceremony.

Binding: dark-blue buckram, with the title and candidate's name only on the spine. The title page inside the thesis should state: ‘A thesis submitted for the Degree of Doctor of Medicine of the University of Cambridge’ followed by the thesis title; your full name (first names – no initials – and surname), Cambridge degrees and Cambridge College; and the date when submitted for examination.

The two bound copies should be sent or delivered to the Postgraduate Examinations Section, Student Registry, 4 Mill Lane, Cambridge.

You are also encouraged to deposit digital versions of your thesis on DSpace@Cambridge, which is the institutional repository of the University of Cambridge.

The Postgraduate Education and Clinical Academic Training Section
This office provides the administrative support for the MD degree. The Administrative Secretary to the MD Committee is Miss Jane Muir who can be contacted via md-admin@medschl.cam.ac.uk

Data Protection – How we use your personal information
Go to this link for all you need to know about Data Protection https://www.information-compliance.admin.cam.ac.uk/data-protection/student-data

Change of Course:
During the course of your studies it will not be permitted to change from an MD to a PhD. https://www.admin.cam.ac.uk/univ/so/2018/chapter06-front.html https://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/changing-your-course-registration