

This is not an exhaustive list. Please ensure you read all the relevant policy and guidance available from the University, your Department/Faculty, your College and if applicable, your Sponsor.

For Graduate Students (other than PhD students) admitted via the Board of Graduate Studies

- You were admitted via the Board of Graduate Studies admissions process at the start of an agreed term. Your start term is indicated in your confirmation of offer letter you will have received during the Board's admissions process. (It is your responsibility to check your self service records are correct.) If you are not sure the details for you are correct, please email the Board of Graduate Studies on graduate.students@admin.cam.ac.uk
- You will be charged the appropriate fee for your course as advised on your offer of admission from the Board. If you have any queries regarding your fees, please email: graduate.fees@admin.cam.ac.uk
- Until such time as you are either approved for your degree, withdraw or are withdrawn by the Board, you will remain registered as a graduate student.
- Whilst registered, you must comply at all times with the University's regulations, and in particular those pertaining to graduate students. If you are not sure of the regulations please email the Board of Graduate Studies on graduate.students@admin.cam.ac.uk
- If you require entry clearance to study in the UK, please ensure you have a valid visa and you comply with the conditions of your visa. (Please see the University's Points Based Immigration website for more details: <http://www.admin.cam.ac.uk/offices/pbi/>)
- You should expect to see your Supervisor has submitted a termly report on your progress via the University's Graduate Supervision Reporting System. (you can see any reports written on your self-service pages)
- If you plan to work away, you should first seek advice from your Supervisor/relevant person in your Department or the Board of Graduate Studies. Your registration may mean you are not eligible to apply to work away (Please see the section on work away for more information: <http://www.admin.cam.ac.uk/offices/gradstud/current/procedures/workaway.html>) If you are not sure what to do please email the Board of Graduate Studies on graduate.students@admin.cam.ac.uk
- If you are not well, or you need a break from your studies you may be eligible to apply via your self service pages to intermit. (Please see the section on intermission for more information:

<http://www.admin.cam.ac.uk/offices/gradstud/current/procedures/intermission.html> .)

- You must ensure you complete all work to schedule and submit all course work, dissertation etc by the date agreed on your self service pages or that agreed by your Department/Faculty
- If you require a deferral for any of your work, please discuss with your supervisor/relevant staff in your Department, and if necessary apply via your self service pages. The application you make is called 'extending your end of registration date' (Please see the section on extending your end of registration date' for more information:
<http://www.admin.cam.ac.uk/offices/gradstud/current/submitting/deferring.html>) However, if you are not sure what to do please email the Board of Graduate Studies on graduate.students@admin.cam.ac.uk
- If you need to make any application, such as intermission etc, you are responsible for ensuring you apply in good time via your self service pages and ensure the application is fully completed and presented to your Degree Committee in good time (or directly to the Board if this is the case). If you are unclear about which application or course of action is most appropriate, please consult your Graduate Tutor or email the Board of Graduate Studies on graduate.students@admin.cam.ac.uk
- On receipt of an application you have made, your Degree Committee will consider your case and make a recommendation to the Board. However the final decision rests with the Board, who will then communicate this decision to you by email or in writing. Do not assume an application has been agreed until you receive written confirmation from the Board that it has. If you have any queries regarding the outcome of an application please email the Board of Graduate Studies on graduate.students@admin.cam.ac.uk
- Any application you have applied for over six months ago and has not been received by the Board will be automatically cancelled by the Board. (You can see which applications you have outstanding on your self service pages.)
- If you need to cancel an application whilst it is being administered, you will need to log onto your self-service pages to request this. If your application has been approved, and you need to cancel your application, you will need to email the Board of Graduate Studies on graduate.students@admin.cam.ac.uk
- Please note that your Graduate Tutor is your first port of call for advice and information regarding non-academic matters, or matters that you might find difficult discussing with your Supervisor. The Graduate Union

(<http://www.gradunion.cam.ac.uk>) are also very helpful. You may also email the Board of Graduate Studies on graduate.students@admin.cam.ac.uk