

## Acknowledgement of submission of soft bound thesis and important information for Examination

| USN | Date |
|-----|------|
|     |      |

This is to confirm that you have submitted two copies of your soft bound thesis to the Student Registry.

**PLEASE ENSURE THAT YOUR CONTACT DETAILS ARE KEPT UP TO  
DATE ON YOUR CAMSIS SELF-SERVICE ACCOUNT.**

### Student status

Your student status now changes to “under examination”. At this point you are no longer subject to the [University’s restrictions on working](#) (although Tier 4 visa holders will still be subject to the [Home Office restrictions](#)) and do not need to apply to work away if you do not plan to be in Cambridge (Tier 4 visa holders should inform their College Tutorial office if they plan to be away from Cambridge).

### Examination

Your thesis will be dispatched to your Degree Committee who will pass them on to your appointed Examiners. You will be notified of the date of your oral examination (viva voce), the names of your examiners and other information about your examination by your Degree Committee or your Internal Examiner. Contact details for your Degree Committee can be found at [http://www.student-registry.admin.cam.ac.uk/files/degree\\_committee\\_contact\\_details.pdf](http://www.student-registry.admin.cam.ac.uk/files/degree_committee_contact_details.pdf)

Further details of the oral examination can be found at:

<http://www.admin.cam.ac.uk/students/studentregistry/exams/submission/phd/viva.html>

**Tier 4 visa holders:** if you were overseas for a recent termly contact point, you should report to your College to sign in when you return to the UK for your viva.

Immediately after your oral examination you may take at least one copy of your thesis back. Your Examiner(s) may need to retain a copy(copies) to check any corrections required. Following your oral examination your Examiners will send reports on your thesis and its examination to your Degree Committee. Your Degree Committee will consider these reports at their next available meeting and make a recommendation to the Board of Graduate Studies. At the next available meeting of the Board of Graduate Studies, a decision will be made regarding the outcome of your examination.

Dates of Degree Committee and Board of Graduate Studies meetings can be found on the Board of Graduate Studies website along with the dates of the meetings of the Board of Graduate Studies Board and dates of Congregations.

<http://www.student-registry.admin.cam.ac.uk/about-us/board-graduate-studies/meeting-dates-and-minutes>

The Student Registry will email you with the result of your examination, guidance as to how

to address any actions to complete (e.g. making corrections, supplying a final version of the thesis) and your Examiner reports. Further details on making corrections to your thesis can be found at <http://www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/submitting-and-examination/phd-msc-mlitt/oral>

If the outcome of your examination is award or award subject to the completion of corrections, the University's working restrictions will not apply during the period for completion of the corrections (Home Office restrictions will apply to Tier 4 visa holders).

If the outcome of your examination is revise and resubmit, you will be expected to be based in Cambridge for the period of revision, and the University's working restrictions will apply for this period. You will be required to apply to work away if you plan to be away from Cambridge during this period.

**You are strongly advised to wait until you receive confirmation from the Board of Graduate Studies that any necessary corrections have been made to the satisfaction of the examiners before you submit the final version of your thesis.**

## Submission of final thesis

Information on submitting your hard bound thesis can be found at:

<http://www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/after-examination/degree-approval-and-1>

**From 1<sup>st</sup> October 2017, all students will be required to submit an electronic copy of their thesis as well as a hard bound copy. Further details can be found on the website above.**

## Approval and Conferment of Degree

Please note that your degree is not unconditionally approved until the Board of Graduate Studies has formally approved. You will receive written (email) notification of this. Your Degree Committee and College will also be notified.

When your degree has been approved, or is close to approval, you can begin to make arrangements to have the degree conferred (granted) at one of the University's Congregations (graduation ceremonies). Contact your College's Praelector or Tutorial Office. The Praelector will make all the necessary arrangements for your degree to be conferred and will be able to advise on getting tickets for guests; the dress code and where to hire hoods and gowns; and what happens at the ceremony.

You are strongly advised not to make any travel arrangements (e.g. booking airline tickets) until it has been confirmed at which congregation you will have your degree conferred. You may postpone receiving your degree (e.g. to receive your degree on the same day as a friend or partner) or receive your degree in absentia (without attending the ceremony) if you wish. Let your Praelector know if this is what you wish to do.

Information about the conferment of your degree can be found at

<http://www.admin.cam.ac.uk/students/studentregistry/exams/after/degreeapproval.html>

If you wish to return to Cambridge to attend your degree congregation, but your Tier 4 visa has expired, you can enter the UK as a visitor for this purpose.

## Additional information for Students admitted on a Tier 4 Student Visa

If you have been admitted to your course with a Tier 4 student visa it is important that you know the date your visa expires and the time scale from submission to approval. You will

need to factor in time for your examiners to receive and read your thesis; write their independent reports; undertake your viva; time for your examiners to write their joint report and submit their reports to the Degree Committee; and for your results to be considered at a meeting of the Degree Committee and the Board of Graduate Studies; and for you to undertake any corrections if applicable and have these approved.

If it is important that you receive notification of the outcome of your result by a certain date, it is important that you bear the above in mind.

If you require advice regarding your visa please contact the International Students Team at [internationalstudents@admin.cam.ac.uk](mailto:internationalstudents@admin.cam.ac.uk)

## Academic Year 2017-18

| <b>DEGREE COMMITTEE MEETINGS, BOARD OF GRADUATE STUDIES MEETINGS AND CONGREGATION DATES</b> |             |                      |            |            |                |            |            |                  |            |            |                 |
|---|-------------|----------------------|------------|------------|----------------|------------|------------|------------------|------------|------------|-----------------|
| <b>DEGREE COMMITTEE</b>   |             | <b>Michaelmas 17</b> |            |            | <b>Lent 18</b> |            |            | <b>Easter 18</b> |            |            | <b>Vacation</b> |
|   | <b>SEPT</b> | <b>OCT</b>           | <b>NOV</b> | <b>DEC</b> | <b>JAN</b>     | <b>FEB</b> | <b>MAR</b> | <b>APR</b>       | <b>MAY</b> | <b>JUN</b> | <b>JUL</b>      |
| <b>Archaeology &amp; Anthropology and Sociology</b>   | 21          | 26                   | 23         |            | 25             |            | 15         | 24               | 24         | 14         |                 |
| <b>Architecture and History of Art</b>  | 26          | 10                   | 14         |            | 30             |            | 13         |                  | 22         |            | 3               |
| <b>Asian &amp; Middle Eastern Studies</b>   |             | 24                   | 28         |            | 23             | 20         | 13         |                  | 1          | 12         |                 |
| <b>Biology</b>  | 11          | 23                   |            | 4          | 15             | 12         | 19         | 23               | 21         | 18         | 2 (MPhil)       |
| <b>Business &amp; Management</b>  |             | 3                    | 14         |            | 16             |            | 13         | 24               |            | 5          | 3               |
| <b>Clinical Medicine &amp; Veterinary Medicine</b>  | 26          | 24                   | 21         |            | 23             | 20         | 20         | 17               | 22         | 19         |                 |
| <b>Classics</b>   |             | 12                   | 2 & 23     |            | 25             | 15         | 8          |                  | 3 & 24     | 21 & 26    |                 |
| <b>Computer Science &amp; Technology</b>  |             | 17                   | 21         |            | 23             |            | 6          | 17               |            | 19         | 3               |
| <b>Divinity</b>   |             | 19                   | 9          |            |                | 1          | 1          | 26               | 31         |            | 5               |
| <b>Earth Sciences &amp; Geography</b>   | 26          | 24                   | 21         |            | 23             | 20         | 13         | 24               | 22         | 12         |                 |
| <b>Economics</b>  |             | 2&30                 | 27         |            |                | 12         | 12         |                  | 14         | 29         |                 |
| <b>Education</b>  | 25          |                      |            | 4          | 22             |            | 12         | 23               |            | 18         |                 |
| <b>Engineering</b>  |             | 9                    | 20         |            | 22             | 26         |            | 16               | 21         | 25         |                 |
| <b>English</b>  | 29          | 19                   | 30         |            | 18             |            | 1          | 26               |            | 7          | 4               |
| <b>History</b>  |             | 17                   | 28         |            | 16             |            | 6          |                  | 1          | 5          | 3               |
| <b>History &amp; Philosophy of Science</b>  |             | 9                    | 13         |            | 22             |            | 5          |                  | 14         |            | 2               |
| <b>Land Economy</b>   | 19          | 31                   |            |            | 9              | 6          | 13         |                  | 1          | 19         |                 |
| <b>Law</b>  |             | 12                   | 16         |            | 11             | 1          | 8          | 26               | 24         | 26         |                 |
| <b>Mathematics</b>  | 21          | 19                   | 16         |            | 25             | 22         |            | 19               | 24         | 14         |                 |
| <b>Modern &amp; Medieval Languages</b>  | 27          | 25                   |            |            | 17             | 28         |            | 25               |            | 27         |                 |
| <b>Music</b>  | 21          | 26                   | 23         |            |                | 1          | 8          |                  | 3          | 21         |                 |
| <b>Philosophy</b>   |             | 16                   | 20         |            | 29             |            | 5          |                  | 21         |            | 2               |
| <b>Physics &amp; Chemistry</b>  | 22          | 20                   | 24         |            | 19             | 23         | 16         | 20               | 25         | 15         |                 |
| <b>Politics and International Studies</b>   | 28          | 26                   | 30         |            | 18             | 15         | 15         | 26               | 24         | 28         |                 |
| <b>Board of Graduate Studies</b>  |             | 3                    | 7          | 5          | 9              | 6          | 6          | 3                | 1          | 5          | 3               |
| <b>Degree Congregations</b>   |             | 21                   | 25         |            | 27             | 24         | 24         | 7 & 28           | 19         |            | 20 & 21         |

