

The Corrections Process - from 'Approval subject to Correction' through to 'Full Approval':

The Degree Committee has met and sent their decision to Student Registry who have sent you an email with the outcome of your examination. What should you do now?

1	Complete your corrections as required by your Examiner(s).	Submit your corrected thesis and list of corrections to your Examiner before the deadline of 3 months for minor and 6 months for major corrections. Put the original and new page numbers on a separate list of corrections for the Examiner(s). Copy in recordsandexams@admin.cam.ac.uk when you submit your corrections.
2	Your Examiner(s) check(s) the corrections and inform the Degree Committee when they are happy with these.	
3	The Degree Committee informs Student Registry.	
4	Student Registry will email you with guidance as to how to produce the hard bound copy of thesis. Your Degree Committee may also have local advice to offer.	
5	Produce your hardbound thesis	
		You may wish to use www.jswilsonandson.co.uk/ for your binding. Or www.brignellbookbinders.com/services/ To avoid costly mistakes ensure you access the guidance for a hard bound submission on the website: https://www.admin.cam.ac.uk/students/studentregistry/exams/submission/phd/submitting.html Check the website above to see if your Degree Committee requires an additional copy. Cover colour is your choice, but hand stitching is required with title, initials and surname reading down the spine in gold lettering.
6	Submit your hardbound thesis and upload your electronic thesis to the University's online repository, Apollo.	Check the website carefully about where and how to submit and what paperwork is required: https://www.admin.cam.ac.uk/students/studentregistry/exams/submission/phd/submitting.html Ensure you upload the thesis access form with the electronic copy of your thesis.
7	An approval email is sent from the Student Registry once the hard bound and electronic theses have been submitted and the electronic copy archived.	Make sure your email address is updated on your CamSIS Self Service account. We will use this to contact you.

Congratulations! Contact the Praelector at your College and arrange your Congregation!