

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 PhD students commencing their PhD degree wef October 2010:

- **You were admitted via the admissions process at the start of an agreed term as a Probationary PhD student or a student registered for the Certificate in Postgraduate Studies. (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**
- **As a PhD student, you will normally be charged at least nine terms fees for your course. 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- **Until such time as you are either approved for your degree, withdraw or are withdrawn by the Board, you will normally remain registered as a graduate student for a maximum of twelve terms (four years). (Part-time students should check with the Board of Graduate Studies on graduate.students@admin.cam.ac.uk)**
- **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 your reports on your self-service pages)**
- **You are expected to have normally completed a registration exercise in your Department and be formally registered for the PhD Degree before the end of your fourth term. (sixth term if you are a part-time student). In the case of CPGS students, you should have completed the requirements for that stage of your course. Your change in registration should subsequently be reflected in your record. (It is your responsibility to ensure your self-service record is correct.) If you are not sure what is required please email the Board of Graduate Studies on graduate.students@admin.cam.ac.uk**

- If you plan to work away, you should normally have completed your first year registration exercise, and be registered for the PhD Degree (Your record should no longer state you are probationary or undertaking a CPGS). You will normally be charged fees whilst working away. Applications to work away are made via your self service pages. (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 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> .)
- If at all possible, you should be aiming to submit your dissertation by the end of your third year (fifth year for part time students). However, as a registered PhD student, you can submit your dissertation from any day from the first day of your ninth term to the last day of your twelfth term. (Part-time students should check with the Board of Graduate Studies on graduate.students@admin.cam.ac.uk)
- At the end of twelve terms (four years) (For part time students, please email the Board of Graduate Studies to confirm your submission date on graduate.students@admin.cam.ac.uk) if you have not submitted your PhD dissertation, you will be automatically withdrawn from the Register of Graduate Students. To prevent you being withdrawn you will need to arrange for an extension to your end of registration date. Applications are made via your self service pages. (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 or do not understand your position please email the Board of Graduate Studies on graduate.students@admin.cam.ac.uk
- If you need to make any application, such as working away, intermission etc, you are responsible for applying via your self service pages and for ensuring 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