

PHD CORRECTIONS MAP

The following chart shows the each step in the PhD approval process, from the point the Board of Graduate Studies confirms approval for the PhD subject to corrections through to the full approval of the degree.

Administrative steps on behalf of the Degree Committee and Board of Graduate Studies are shown in blue, and steps taken by the student are shown in green. More information about corrections [can be found on the Cambridge Students website](#).

The Board of Graduate Studies (BGS) has met and has sent you an email confirming their decision following the board meeting.

Complete the corrections as required by your Examiner(s)

Submit your corrected thesis and list of corrections to your Examiners before the deadline of 3 months for minor corrections or 6 months for major corrections.

Ask your Examiners if they will accept an electronic copy of the corrected thesis. Some examiners prefer a new soft bound copy. Put the original and new page numbers on a separate list of corrections for the Examiner(s).

Your Examiner(s) check the corrections and inform the Degree Committee Office when they are happy with them.

The Degree Committee Office informs the Student Registry that your Examiner(s) have approved the corrections

The Student Registry will email you with guidance on how to produce the hard bound copy of your thesis and how to submit an electronic copy of your thesis to the [University's online repository, Apollo](#). Your Degree Committee may also have advice to offer about local procedures.

You may wish to use either [JS Wilson and Son](#) or [Brignell Book Binders](#) for your binding.

Update your contact details on your CamSIS Self Service account.

The University will need up-to-date information in order to contact you.

Produce your hard bound thesis and submit it.

To avoid costly mistakes, ensure that you read the guidance on submitting your hard bound thesis, [available on the Cambridge Students Website](#). This guidance lists the paperwork that you need to include with your thesis.

Your thesis can be submitted by hand or delivered by mail or courier to:

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

Upload the electronic copy of your thesis to the University's online repository.

More information about this step can be found on the [Cambridge Students Website](#).

The Student Registry send an approval email once the submission of the hard bound and electronic versions of your thesis is confirmed.

Congratulations! You should contact the Praelector at your College to discuss attending a Congregation.