

Guidelines for thesis submission and PhD seminars

The Sanger Institute deadline for PhD submission is the 31st August (end of the 47 month) for students carrying out a 4-year PhD. Students doing a 3-year PhD are expected to submit as they complete their programme.

Please see the following websites for useful information:

<http://www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/writing-submitting-and-examination/phd-msc-mlitt>

<https://www.gradschl.lifesci.cam.ac.uk/Current%20Students>, select Click here and log into the Moodle site using your Raven password. Select Student Lifecycles, PhD Student Lifecycle, Submission and Examination.

Around 2 months before thesis submission, students must send an 'Intention to Submit' form (can be downloaded from the Moodle site) to the Degree Committee, together with a summary of their thesis. The Degree Committee will then contact the Institute to ask for examiner nominations (one internal from Cambridge University or a University Partner Institute and one external from another institution). These must be approved by the Degree Committee.

Students must submit two soft bound copies of their thesis, together with the additional required paperwork, to the Student Registry (4 Mill Lane, Cambridge, CB2 1RZ).

After submission and before their viva, students need to give a 45-minute long PhD Seminar hosted by their supervisor. Students need to make the arrangements themselves and email the details of the seminar (date, venue, time, title and abstract) to gradoffice@sanger.ac.uk. The Graduate Programme Office will then ensure the seminar is advertised campus-wide.

The examiners take care of the viva arrangements, and will contact the student with a viva date. The Sanger Institute is not usually involved in the viva arrangements. The viva is an oral examination with only the student and the two examiners present.

Students will be informed of their viva outcome by the Student Registry. If required, students will need to undertake any corrections within the indicated timeframe and submit their corrected thesis to the examiners for approval. Once the thesis is approved, the Student Registry will email the student with guidance on submitting a hard copy of the thesis to the Student Registry. This copy will be kept in the University Library at West Road.

To conform with Wellcome's open access policy, students must send an electronic PDF version of their thesis to the Sanger Institute library (library@sanger.ac.uk). This will be made available on the Institute's website, see <http://www.sanger.ac.uk/research/publications/theses.html>.