



DEGREE COMMITTEE (DC) PHYSICS & CHEMISTRY - INTRO

WHO	17 academics - representatives of all departments, plus secretary	<p>More info? Website links:</p> <p>http://www.dcpcc.physsci.cam.ac.uk/</p>
RESPONSIBILITIES	<p>Among others:</p> <ul style="list-style-type: none"> • Admission • Allowances • Appointment of supervisors and examiners • Examination results 	
OFFICE	WHO	Mrs Marie Dixon – Degree Committee Secretary
	WHERE	<p>Degree Committee for the Faculty of Physics & Chemistry</p> <p>17 Mill Lane (Ground Floor)</p> <p>Cambridge, CB2 1RX</p>
	EMAIL & TELEPHONE	<p> degreecommitteePC@admin.cam.ac.uk</p> <p> 01223 (7)46766 or (7)46764</p>

PhD EXAM – GENERAL INFO

BEFORE YOU START WRITING YOUR THESIS	<p>We strongly advise you to familiarise yourself with:</p> <ul style="list-style-type: none"> • General Regulations for the PhD • Code of Practice for Research Degrees • good practice in research and the avoidance of plagiarism • word limits • your submission deadline 	<p>More info:</p> <p>http://www.dcesg.physsci.cam.ac.uk/current-student/phd/phdregs</p> <p>http://www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students/code</p> <p>http://www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/submitting-and-examination/phd-msc-mlitt/research</p>
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SUBMISSION PREPARATION

TIME	ACTION	WHO	WHERE
First of all	<ul style="list-style-type: none"> • Plan your write-up and submission timetable • Get drafts read by your supervisor • Make sure you have followed the thesis format rules 	Student	<p>Further info:</p> <p>http://www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/submitting-and-examination/phd-msc-mlitt/prepare</p> <p>and</p> <p>http://www.dcpcc.physsci.cam.ac.uk/graduatestudents/PhD/phdregs</p>

About 2-3 months before submission	Apply for appointment of examiners using form on DC website. Also use this form to declare a disability. <i>(If you wait till you submit your dissertation, your examination will be delayed)</i>	Student	Application form: http://www.dcp.physci.cam.ac.uk/graduatestudents/PhD/phd-submit
	DC approaches your supervisor for details of proposed examiners	Supervisor & DC	
	DC and Department consider examiner nominations	DC & Dept	
	DC appoints examiners (you will be notified when this happens)	DC	
Just before you submit	You will need two soft-bound copies of your thesis. For advice on binding contact the Graduate Union	Student	Further info: http://www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/submitting-and-examination/phd-msc-mitt/submit#softbound
When to submit	<ul style="list-style-type: none"> not before the first day of your 9th full-time (15th part-time) term for the PhD you are allowed no more than 4 years from the time of your admission Your 'end of registration date' by which time you are expected to submit is shown on your CamSIS record 	Student	<p>You may submit earlier if you have been granted an exemption of research terms.</p> <p>Further info: http://www.dcp.physci.cam.ac.uk/graduatestudents/PhD/phdsubmitting</p> <p>Information on extending end date: http://www.dcp.physci.cam.ac.uk/graduatestudents/extension</p>

SUBMISSION & VIVA

Submission day	There are a number of things that need to be included with and in the dissertation – the Student Registry website is the best place to check (includes a link to more info about Restricting Access to your dissertation)	Student	MORE INFO: http://www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/submitting-and-examination/phd-msc-mitt/submit
	Take the two soft-bound copies of your thesis and accompanying documents to Student Registry	Student	4 Mill Lane Cambridge, CB2 1RZ
Next couple of days after your submission	Student Registry records receipt of your thesis on CamSIS and sends the copies to the Degree Committee office (this can take up to 10 days at busy times)	Student Registry	
Thesis is delivered to the DC office	DC sends off the copies to both examiners provided they have been appointed	DC	

Before the viva	The Internal Examiner is in charge of arranging the oral in Cambridge – he/she contacts both the student and the External Examiner. If you have not heard from your examiners within 6 weeks, let us know.	Internal Examiner	MORE INFO: http://www.dcesg.physsci.cam.ac.uk/current-student/phd/phdoral
The viva day	Good luck!!		

AFTER THE VIVA

Right after the viva	The Examiners might (but don't have to) give you their proposed result. If they suggest any corrections, they might provide you with the list.	Both Examiners	
	The Internal Examiner sends all examination reports to the DC office	Internal Examiner	
DC meeting	When a full set of reports have been received the Degree Committee considers them and recommends an outcome to the Board of Graduate Studies	DC	DATES OF THE MEETINGS for 2016-17: http://www.dcp.cphyssci.cam.ac.uk/PCmeetingdate s201617.pdf/view
BGS meeting	The Board of Graduate Studies is the awarding body for the PhD Degree – right after their meeting, they will send you a letter with their decision.	BGS	DATES OF THE MEETINGS for 2016-17: http://www.dcp.cphyssci.cam.ac.uk/PCmeetingdate s201617.pdf/view MORE INFO ON WHAT RESULTS ARE POSSIBLE & WHAT TO DO: http://www.dcp.cphyssci.cam.ac.uk/graduatestudents/PhD/phdpostviva
	Student takes appropriate action depending on the outcome of the examination	Student	MORE INFO: http://www.dcp.cphyssci.cam.ac.uk/graduatestudents/PhD/phdpostviva
If approved with no corrections OR after any corrections are checked and signed off	Submit a single hard-bound copy of the final version of your thesis to BGS along with a hard bound thesis declaration	Student	4 Mill Lane Cambridge, CB2 1RZ MORE INFO: http://www.dcp.cphyssci.cam.ac.uk/graduatestudents/PhD/phdpostviva/phdhardbound
Graduation	Contact your College to make graduation arrangements	Student	