Course Handbook:
PhD in Architecture 2016
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Welcome!

Department of Architecture\(^1\)

The Department is one of the world’s leading schools of architecture. We celebrated our centenary year in 2012. The Department’s reputation has been sustained and enhanced by successive cohorts of students and teachers, and the PhD students have played a prominent role in that. All the incoming students are expected to make their own marks through the studies, research and practice.

The Department has a strong research community with postgraduate students being more than half of the total number of students. We offer a portfolio of Masters’ degrees besides the PhD programme. The postgraduate programmes are unashamedly academic in their approach. Students are expected to acquire a deep understanding of the theoretical, historical and cultural context of architecture as well as mastering the technical and professional skills.

The Martin Centre for Architectural and Urban Studies\(^2\)

The Martin Centre is the research arm of the Department. All PhD students are members of the Martin Centre and they study alongside academic teaching and research staff at the Centre.

The Martin Centre is one of the leading architectural research units in the world, with over four decades of high-impact research for government, industry and communities, both in the UK and internationally. It was first founded by Professor Sir Leslie Martin in 1967 as the Centre for Land Use and Built Form Studies, which was the very first architectural research establishment in the UK. It became The Martin Centre in 1974. The Centre was formed to undertake research funded by government (including the research councils), charities and industry, and has a large portfolio of research projects.

Martin Centre projects typically transcend the boundaries of traditional disciplines. Current research topics include cities and transport, sustainable buildings, history and philosophy of architecture, digital media design and communication, risk assessment and mitigation in the built environment, territorial conflict in divided cities, natural materials and structures, occupant behaviour and building performance, and cities in the developing countries. There is a rich environment of collaboration among the research groups and with other Departments across the University, and with other institutions in the UK, Europe, the US, China, Latin America, Africa and the Middle East.

Setting Up

Graduate Induction Day

Graduate Induction Day usually takes place on the first day in the Full Michaelmas Term. There you will meet the Head of Department, Graduate Directors, Graduate Administrators, Computer Officer, administrative staff and other new postgraduate students. You will also find out about the Department, your research programme, the Library, IT, health & safety and research skill development.

\(^1\) [http://www.arct.cam.ac.uk/](http://www.arct.cam.ac.uk/)
\(^2\) [http://www.martincentre.arct.cam.ac.uk/](http://www.martincentre.arct.cam.ac.uk/)
Meeting Your Principal Supervisor

At or before the beginning of the Full Michaelmas Term you should contact your Principal Supervisor to initiate the first Supervision meeting to discuss the study programme. It is always the PhD student’s responsibility to initiate Supervision meetings. The Supervision meetings can be one-to-one meetings or the Supervisor may wish to involve other teaching staff (e.g. your Advisor(s)) or students as appropriate. Occasionally and once the study plans are clear a small number of Supervision meetings may be carried out as teleconference, e.g. during the vacations.

The Department requires the postgraduate student to maintain a study logbook (see below under Logbook) which is used among other items to record each Supervision meeting. The student need to discuss and agree with the Supervisor the precise form in which the logbook is used to record the Supervision meetings.

University Card and access to the Department premises

The University Card Office is run by Management Information Services on behalf of the University and Colleges, and is issued by your College upon arrival. The University Card identifies you as a University and College student, and increasingly used as a digital key to access the Department and College premises, the University Library (including borrowing), the Department’s digital services including photocopiers, printers and plotters.

You will need to have you card activated at the Faculty Office Reception for accessing the Department’s premises (the ‘Scroope Terrace’) using your University card.

Similarly you may need card activation for other access privileges, and top up payments for e.g. photocopying and printing at the Department. If you have any queries regarding card access, go to see the receptionist, Computer Officer’s assistant, or Computer Officer himself.

Note the University Card is also recognised by many businesses in Cambridge and around the world. Production of the Card may entitle you to discounts, for instance a 20% discount at the Cambridge University Press Bookshop.

For further information see http://www.misd.admin.cam.ac.uk/services-and-support/university-card.

Workspaces at the Department

There are dedicated workspaces for research students in the attic of the Department’s main building (i.e. ‘Scroope Terrace’). Modern, hot-desk principles apply, which over the past few years have proven to enhance sociability as well as space efficiency in the Attic. When work spaces become vacant (which occurs continuously though a number will be available at the beginning of the academic year), a new (or returning) student should consult the neighbours and agree occupancy. When a student is expected to be working away for significant period of time (e.g. on field work or working in labs/College premises) he or she should vacate the space for others to use. For shorter spells of absence (e.g. away for a conference week) the student should keep the space tidy so that others can make temporary use of the space if required (e.g. those on laptop or tablet computers).

Many of the PhD students work in the Attic in this way, which has made it a friendly, quiet and productive environment. The close knit spaces facilitate sociability as well as exchange of ideas, engineering a supportive research community. The Attic has a small refrigerator, a microwave, a kettle, and, a coffee/tea club for the regulars. Work space allocation requests are usually resolved swiftly among the students but if any queries have arisen please alert the Graduate Directors.
Besides the Attic there are plenty of other workspace options to suit the modern diversity of preferences – At any given time for reasons of study needs or logistics a small number of students have worked in labs and research project spaces, at home, in College or in a large number of libraries and cafes across the city. However, most students have found it useful to work in the Department for at least some of the time, and keep in close contact with their colleagues - working alone and away from the Department can make a PhD study a very lonely and isolating existence.

**Cambridge Student Information System (CamSIS)**

CamSIS is Cambridge’s system for handling student information, records and transactions, from initial contact and application all the way through to graduation. It is a single shared system, with one record entry per student.

All transactions, processing and updates to the student’s record are either carried out directly in CamSIS by University and College staff, the students themselves, or are downloaded into CamSIS from other systems. This makes maintenance of the record simple and straightforward and ensures the accuracy and integrity of the information.

Please make sure that you keep you contact details up to date!

**Student Log in** (you will need your Raven ID and password):

http://www.camsis.cam.ac.uk/cam-only/log_in_students/

For information on Raven, the University’s central web authentication service:

http://raven.cam.ac.uk/

**Graduate Student Information**

For information about graduate student life in the Department (review of work, examinations, what to do if you are ill, working away and etc).

See: [http://www.arct.cam.ac.uk/current-students/information-for-graduate-students-1](http://www.arct.cam.ac.uk/current-students/information-for-graduate-students-1)

**Moodle: Virtual Learning Environment (VLE)**

The University uses Moodle as its virtual learning environment (VLE). Lecture notes and course materials will be available to you via Moodle. See:

https://www.vle.cam.ac.uk/login/index.php

**Setting up your Personal Profile on the Department's Website**

You will be able to set up your personal profile from the beginning of your first term and will be sent information on how to do this.

To see other student and staff profiles see:

http://www.arct.cam.ac.uk/people
Travelling to the Department

It is best to travel to the Department on foot or by bicycle. Bike parking is provided at the front of Scroope Terrace. Bikes must not be left at the rear of the terrace or in the car park. Do remember to lock your bicycle at all times, and, it is not advisable to leave detachable lights and other fittings on an unattended bicycle. Bicycles left on the street overnight are liable to be vandalised. On no account may bicycles be brought into the Department’s premises.

The car park at the rear of Scroope Terrace is controlled via a barrier and is for staff use only. There is a designated space for students, staff or visitors who have a disability and require vehicular access to the Department. For further information about this, please contact the Faculty Administrator.

Students may exceptionally use the car park to unload and load large models and so on. The consent of a member of the academic staff, the Faculty Administrator or the Custodian must be obtained and the Faculty Office must be informed. A security barrier in the Engineering driveway prevents unauthorised users from entering or leaving the car park out of working hours: don't get caught out!

Information about visiting the University is available from:


The University's Map is available from:

http://map.cam.ac.uk/?ucam-ref=global-footer

Information for New Students

http://www.admin.cam.ac.uk/students/gateway/new/index.html

Student Gateway (more information)

http://www.admin.cam.ac.uk/students/gateway/

Information for International Students

http://www.admin.cam.ac.uk/students/gateway/international/

University of Cambridge Reporter

The Reporter appears on Wednesday each week during Full Term. It carries notices of all University business, Discussions, and Graces; Council and General Board decisions; proposals for changes in regulations for examinations; as well as brief information on awards, appointments, and job vacancies. See: http://www.admin.cam.ac.uk/reporter/
Graduate Administration – People & Policy

Graduate Representatives (Grad Reps)

At the beginning of each Michaelmas (Autumn) Term the graduate students elect a representative for each Masters’ programme and the PhD degree respectively. It is the graduate representative’s remit to represent the concerns of their cohort and express them formally.

Principal Supervisor

Your main Supervisor is known as your Principal Supervisor and is the person appointed by the Degree Committee to oversee and help you with your study. If your research project is interdisciplinary you may also be appointed other supervisors who may or may not be authorised to formally report on your progress. For detailed information about your supervisor’s role and responsibilities see the Code of Practice for Research Students: http://www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students/code

Advisor

The Advisor is appointed by the Department or Faculty. S/he need not be in exactly the same research area as the student and Supervisor, nor necessarily in the same Department or Faculty, but should be able to bring sufficient expertise to the team in order to act as a second point of contact for academic advice for the student (after the supervisor). For detailed information about your advisor’s role and responsibilities see the Code of Practice for Research Students: http://www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students/code

Director & Deputy Director of Graduate Studies

The Director of Graduate Studies is Dr Ying Jin (ying.jin@aha.cam.ac.uk) and the Deputy Director of Graduate Studies is Dr Felipe Hernández (fh285@cam.ac.uk). They are known as ‘Graduate Directors’ for this Handbook and are responsible for ensuring that members of your supervisory team are assigned and that necessary arrangements for academic and administrative support are available to you. They are supported by departmental and faculty graduate committees.

The directors of graduate education are a source of advice if you experience difficulties that cannot be resolved directly, and may act as intermediaries between you and your Supervisor if difficulties arise. If you experience difficulties with your Supervisor you are expected to raise these with the Director of Graduate Education without delay.

For detailed information about the directors’ role and responsibilities see the Code of Practice for Research Students: http://www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students/code

Graduate Administrator

The Graduate Administrator is Dr Nichola Tooke (nichola.tooke@aha.cam.ac.uk). Nichola is responsible for the graduate administration of the Faculty and works with the Graduate Assistant and other administrative staff in order to realise this.
Graduate Assistant

The Graduate Assistant works closely with Nichola to realise graduate administration in the Faculty.

Degree Committee

The Degree Committee for the Faculty of Architecture & History of Art is the highest tier of administration for graduate matters. The conduct and governance of each graduate course falls under the oversight of the Degree Committee. It is also responsible for the academic oversight of all graduate students and their supervisors. The Degree Committee reports to the University’s Board of Graduate Studies on the following:

- recommending candidates for admission setting suitable entry criteria and special conditions;
- students’ academic progress;
- recommending continuation to a research degree from a Master’s or other course;
- recommending registration of a probationary research student to the PhD or other qualification;
- recommending candidates for applications for allowances (such as intermission, or leave to work outside Cambridge) and exemptions;
- recommending candidates for qualifications other than the MPhil and MSt (on the recommendation of the Examiners concerned);
- approving MPhil and MSt students for their degrees;
- appointment of supervisors and examiners.

Board of Graduate Studies

The Board of Graduate Studies is charged with the admission, registration and approval of the University's graduate students; that is, those students studying for the PhD, MSc, MLitt or MPhil degree and other graduate qualifications. The Student Registry provides administrative support for the Board of Graduate Studies, located at 4 Mill Lane, which includes:

- admitting graduate students and formally registering them for graduate qualifications
- managing graduate students' progress, reporting (CGSRS), examinations and records (CamSIS)
- advising graduate students, staff and other interested parties on the University’s regulations
- managing graduate student fee payments, funding and Research Council liaison
- administration of higher doctorates and the Ph.D. Degree by Special Regulations.

College Graduate Tutor

It is your College’s responsibility to provide pastoral support and to act as your ambassador in pastoral matters (this is not the role of your Supervisor). The tutorial office will include an academic member of staff who will usually be called the Graduate Tutor and an administrative member of staff who will be usually referred to as a Graduate Secretary. A guide outlining what you can expect from your College is available:

http://www.cambridgestudents.cam.ac.uk/welfare-and-wellbeing/college-tutorial-support

The Guide sets out the common core of provision that all Cambridge Colleges make for their graduate students, including pastoral support. It explains how this provision works in the College
setting, indicating at the same time the diversity that is built into the system. The document also sets out the responsibilities of graduates as members of Colleges.

**The Graduate Union (GU)**

The GU is the University-wide representative body for graduate students at the University of Cambridge. The GU is run by a Committee of elected officers and its focus is on four key areas:

- Representation
- Facilities / Services
- Welfare / Support
- Events

The Graduate Union offers a thesis binding service and is the only point in the city centre where you can arrange for hard cover binding.

[http://www.gradunion.cam.ac.uk/](http://www.gradunion.cam.ac.uk/)

**Code of Practice for Graduate Students**

If you are undertaking study towards a graduate qualification, it is your responsibility to ensure you understand and comply with the regulations of the University. The Code of Practice sets out the University’s guidelines for those graduate courses examined by scrutiny of an extended research dissertation and an oral examination.

[http://www.admin.cam.ac.uk/students/studentregistry/current/graduate/policy/quality/cop/](http://www.admin.cam.ac.uk/students/studentregistry/current/graduate/policy/quality/cop/)

**University’s Statutes & Ordinances**

The University’s law relating to graduate students can be found in Chapters VI & VII of the University’s Ordinances. See [http://www.admin.cam.ac.uk/univ/so/](http://www.admin.cam.ac.uk/univ/so/)
Monitoring your Progress

First Year Report & Formal Registration for the PhD degree

After completing three terms of study, candidates for the PhD degree are required by the University to undergo the Registration Exercise, for which they have to submit a body of written work to be assessed. The purpose of this exercise is to determine whether the candidate is suited to the demands of completing a PhD and to effectively manage any concerns early on in the programme should they arise. The assessors also need to be satisfied that the work is feasible as a PhD thesis and that it is progressing at an appropriate rate which can be brought to a successful conclusion within a three year period.

You will be required to undertake an oral examination or ‘viva’ which will take at least an hour with at least two assessors, neither of whom will be your supervisor. A report will be made by the assessors on: i) the outcome of the assessment, ii) their recommendation on registration and progression and iii) any feedback they wish to provide to you and your supervisory team. The assessors’ reports will be the basis upon which the Degree Committee will recommend to the Board of Graduate Studies the degree for which you should be formally registered.

For candidates admitted in the Michaelmas Term, a First Year Report will be required to be submitted by the end of May in order to allow for assessment and approval at the Degree Committee’s last meeting of the academic year in early July and for formal registration to be considered. Candidates commencing their study at the beginning of the Lent and Easter Terms will be required to submit their First Year Reports by the end of September and beginning of January respectively. This timetable should ensure that candidates are formally registered by the end of their first year of research. Candidates are also required to submit their Logbook with their First Year Report.

The assessment will have three possible outcomes:

- the candidate passes and is formally registered for a research degree
- the candidate is required to undertake a further registration exercise because they were not able to demonstrate that they were ready to be formally registered for the degree for which they are a candidate
- the candidate does not pass the registration exercise

Your First Year Report which must not exceed 10,000 words. The report should be bound (please do not use a ring binder), with the title, the words “First Year Report”, your name, your College, the date of submission and a word count on the front. You will also need to submit one copy of your logbook signed off by your Supervisor (please arrange to do this before you submit) with the First Year Report. You will be provided with full details on submitting during your second term of study.

The following content is recommended, though the exact content and form of the Report, as well as how you organise and present the material, will depend on the nature of your individual research, and on what you and your Supervisor decide will be most beneficial to your personal progress:

- A concise and informative working title for the study
- An outline of the specific research focus and methodology
- A description of the general topic area explaining why the work is being undertaken and its potential significance
- A brief summary of your qualifications and ability to carry out and complete the work
- The issues that the research will seek to explore or answer – including a summary of the objectives and a brief list of the research questions that you will investigate
• A review of the literature you have already read setting out your understanding of past and current work in the subject area both here and abroad
• An outline of the research methods you anticipate using, that is, the sources of the evidence or data that you anticipate using to answer your research questions, the means by which you will inspect and/or acquire this evidence, and the analyses to which you will subject the evidence or data. This may include: fieldwork, laboratory work, archival work, case studies, interviews or surveys and should identify how you will gain the necessary access and permissions, including problems that may arise and how you will deal with them
• A description of the resources and/or facilities that are needed to carry out and complete the work, and confirmation that they are available within the Department
• A brief description of what you expect to find and its impact on scholarship and/or knowledge including, if appropriate, identification of who is likely to benefit from your work and how
• A programme or timetable showing the main phases of the research and the timescale within which you plan to undertake them
• You may wish to submit a draft chapter

Second Year Presentation

During their sixth term, candidates are required to give a short presentation of their work to the Graduate Director(s), the Supervisor and any other appropriate assessor. The presentation is followed by questions and a discussion. The presentation should be a concise summary of the research to date, explaining the main issues and argument of the dissertation and its contribution to the field of study. It should conclude with an outline of the proposed thesis with chapter headings as a table of contents, and a proposed timetable for the final three terms of research. Candidates are also required to present their logbooks which should be signed off by their Supervisor before the presentation takes place.

A short report on the presentation is produced for the candidate’s reference. The Second Year Presentation is intended to help candidates structure their ideas and provide feedback on their work and a proposed timetable for completion.

10th Term Reviews

The purpose of this review is to ensure that candidates are on track to submit by the end of their fourth year of study at the very latest. The review is carried out by the Graduate Director(s), the Supervisor and any other appropriate assessor. Candidates will be asked to bring to this meeting a one-page summary of their dissertation, a table of contents, draft chapters and a proposed programme for the completion of their dissertation. Candidates are also required to present their logbooks which should be signed off by their Supervisor before the presentation takes place.

Logbook

Every graduate student keeps a logbook in which they record a personal programme of training each year. The logbook is also to be used to detail the student’s aims and objectives, the dates of meetings with supervisors, any conferences, lectures, classes, or courses which they attend, and the skills which they have acquired.

You will be issued with an electronic copy of the logbook at the start of your course or can download a copy from: [http://www.arct.cam.ac.uk/current-students/information-for-graduate-students-1/information-for-phd-students/course-documentation](http://www.arct.cam.ac.uk/current-students/information-for-graduate-students-1/information-for-phd-students/course-documentation)

Please keep this on file (with regular backups) apart from the pages which your supervisor needs to sign, which you should in principle print out and take to every supervision meeting. Supervisors
should be reminded to sign these pages after each meeting, to ensure that regular meetings take place, and to keep a record of what is covered on each occasion. At the end of each year you will be asked to print out the complete logbook, attach the signed supervision pages, and submit it for review. The logbook must be completed on a regular basis, as students must complete one in order to formally proceed to their degree. It also serves as a useful repository of your research activity for your curriculum vitae, along with publications, awards and other honours achieved.

**Formal Reporting**

Supervisors submit at least one formal report each term on their students via the Cambridge Graduate Supervision Reporting System (CGSRS). A Registration Report is usually submitted at the end of a candidate’s first year once formal registration for the PhD degree is confirmed by the Board of Graduate Studies following a satisfactory First Year Report, and, a formal recommendation for approval by the Degree Committee.

You will be able to view your reports via your self-service account in CamSIS. See: [http://www.camsis.cam.ac.uk/public/gradss/](http://www.camsis.cam.ac.uk/public/gradss/)
The Examination of your PhD Thesis (Dissertation)

PhD, MSc and MLitt degrees (research degrees) are not awarded in any particular subject, and the certificate makes no mention of the subject area. The MLitt, however, is generally reserved for the Arts, Humanities and Social Sciences, and the MSc for Sciences and Technology.

Research degrees are awarded subject to the successful examination of a dissertation by two examiners in usually two stages: a written scrutiny and an oral examination (‘viva’).

Before recommending the award of the PhD Degree the examiners must satisfy themselves that the dissertation:

- is clearly written;
- takes due account of previously published work on the subject;
- represents a significant contribution to learning, for example through the discovery of new knowledge, the connection of previously unrelated facts, the development of new theory, or the revision of older views; and
- approved in the light of what it is reasonable to expect a student to complete within three years full-time (five years part-time) research.

The limitations implied by the above advice are intended to apply to the scale and scope of the work presented in the dissertation but not to its quality.

A dissertation must be a connected account of research written by the candidate. The dissertation must not simply consist of a collection of unconnected or unrelated papers published or otherwise. However, it may include published or publishable work provided it is part of a connected argument and is uniform in presentation and format with the remainder of the dissertation. It may also include appendices which are relevant to the material contained in the dissertation but do not form part of the connected argument. You will need to make sure that you have your supervisor’s permission to include an appendix.

Best Research Practice

The University of Cambridge is committed to achieving excellence in research and scholarship. The pursuit of excellent research and the fulfilment of our responsibilities to participants in research, research users and the wider community require the maintenance of the highest standards of integrity and ethics.

To maintain the high standards of research practice at Cambridge, the University upholds the commitments outlined in Universities UK’s Concordat to Support Research Integrity.

The University expects all researchers, be they staff, students or visitors to the University, to abide by national, European and international standards of research integrity and includes:

- Honesty in all aspects of research
- Scrupulous care, thoroughness and excellence in research practice:
- Transparency and open communication:
- Care and respect for all participants in and subjects of research

In addition to these core principles, researchers should ensure that their research is conducted according to appropriate ethical, legal and professional frameworks, obligations and standards. This includes seeking ethical approval for research where appropriate. Researchers are also expected to treat colleagues with integrity, honesty and collegiality, including the fair provision of references and peer review.
Plagiarism

Plagiarism is defined as submitting as one's own work, irrespective of intent to deceive, that which derives in part or in its entirety from the work of others without due acknowledgement.

Plagiarism is both poor scholarship and a breach of academic integrity. In either case, the work of both the student and the original author is severely devalued and, if plagiarism is detected by the examiners, the outcome of the examination will be in serious doubt. Cheating by deliberately plagiarising or by falsifying data is an offence against University discipline and will be treated very seriously.

Examples of plagiarism include copying (using another person's language and/or ideas as if they are a candidate's own), by:

- quoting verbatim another person's work without due acknowledgement of the source;
- paraphrasing another person's work by changing some of the words, or the order of the words, without due acknowledgement of the source;
- using ideas taken from someone else without reference to the originator;
- cutting and pasting from the internet to make a pastiche of online sources;
- submitting someone else's work as part of a candidate's own without identifying clearly who did the work. For example, buying or commissioning work via professional agencies such as 'essay banks', 'paper mills' or other commercial 'ghost-writing' services, or not attributing research contributed by others to a joint project.

Plagiarism might also arise from colluding with another person, including another candidate, other than as permitted for joint project work - that is, where collaboration is concealed or has been forbidden).

Plagiarism can occur in respect to all types of sources and media:

- text, illustrations, musical quotations, mathematical derivations, computer code and so on;
- material downloaded from websites or drawn from manuscripts or other media;
- published and unpublished material, including lecture handouts and other students’ work.

A candidate should always include a general acknowledgement where he or she has received substantial help, for example with the language and style of a piece of written work. Acceptable means of acknowledging the work of others (by referencing, in footnotes, or otherwise) vary according to the subject matter and mode of assessment. Clarification should be sought from the supervisor as appropriate.

Suspected cases of the use of unfair means (of which plagiarism is one form) will be investigated and may be brought to one of the University's Courts. The Courts have wide powers to discipline those found guilty of using unfair means in an examination, including depriving such persons of membership of the University, and deprivation of a degree.

The University reserves the right to require the submission of work in both electronic and paper format and to submit work to examination with plagiarism detection software.

Information on what constitutes plagiarism and how to avoid it, together with guidance for examiners on how to deal with cases of suspected plagiarism can be found on the University's
webpages on plagiarism:

Good Academic Practice and Plagiarism
http://www.admin.cam.ac.uk/univ/plagiarism/

Research Office: Good Research Practice
http://www.admin.cam.ac.uk/offices/research/research/good_practice.aspx

Students are required to comply with these conventions. Ignorance of the rules will not be accepted as a defence, unless it is demonstrated that the relevant information has not been made available.

**Working in Collaboration**

Candidates will be required to state in their dissertation:

- the sources from which information is derived;
- the extent to which they have availed themselves of the work of others; and
- the portions of the dissertation which they claim are original work.

If the dissertation is almost entirely the candidate’s own work, the following statement should be included in the preface:

‘This dissertation is my own work and contains nothing which is the outcome of work done in collaboration with others, except as specified in the text and acknowledgements’.

The Student Registry recognises that research degrees are now frequently carried out in groups and, in almost all subjects, you are likely to have made use of the help of others to some extent. If you have undertaken collaborative work during the course of your research, you must ensure this is declared in the Preface and specified in the text. The Declaration Form and Deposit and Copying of Dissertation Declaration submitted with the soft bound copy of the thesis both require a signature to confirm this.

You must indicate clearly which portions of the dissertation describe work undertaken by others or in collaboration with others, and give the names of those persons with whom you have collaborated along with an indication of the extent to which you have availed yourself of their assistance.

**Work Submitted for Other Qualifications**

You are required to declare that the dissertation submitted is not substantially the same as any that you have submitted for a degree or diploma or other qualification at the University of Cambridge or any other university or similar institution and to identify any parts which have either been - or will be - submitted for any degree, diploma, or other qualification at the University of Cambridge.

A signed declaration in support of this must be submitted along with the soft bound dissertation and be included in the dissertation. For further details and forms for this declaration see information on Submitting your Dissertation: http://www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/submitting-and-examination/phd-msc-mlitt/submit

You are not permitted to include the whole or the major part of the text of a previous dissertation within the PhD, MSc or MLitt degree dissertation. However, you may include some parts - including tables, diagrams etc. - from your previous work.

If you have previously been approved for the MPhil/MRes/MSt degrees, a Diploma, or Certificate of
Postgraduate Study, and have been allowed to count up to three terms towards the requirements for the PhD, MSc or MLitt degree, you may include suitable elements of this work, as long as it is clearly identified as such and forms a connected part of the argument within the new dissertation.

**Intellectual Property**

The University’s policy concerning Intellectual Property Rights can be found on the Research Office website. See: [http://www.research-operations.admin.cam.ac.uk/](http://www.research-operations.admin.cam.ac.uk/)

Unlike most universities the University of Cambridge recognises the right of graduate students to own Intellectual Property (IP) that they have generated during the course of their studies. However, there are possible exceptions to this which are listed below:

- if you are funded by a sponsor, the University may enter into a contract with the sponsor which governs the research. These contracts are negotiated by the Research Office of the University and may require you to assign your IP to either the University or to the sponsor
- supervisors may have research funding from external sponsors with terms and conditions which require you to assign your IP either to the University or to the sponsor
- if the IP generated in the course of your study involves significant University resources such as input from your supervisor or other members of staff, and shared inventions arise, the University may require you to assign your IP to the University or place the results in the public domain without restriction
- if you are based in an ‘embedded’ or independent laboratory, i.e. a 'Non-University Institution', special IP conditions apply. Such institutions include the Cancer Research Institute, the MRC Laboratory of Molecular Biology, Sanger Institute and the Babraham Institute
- if you are an employee of an organisation either full or part-time, your employer may have certain rights to IP generated during the course of your studies. You should check your contract of employment to verify this (arrangements will be set out in the contracts of University of Cambridge employees). Notwithstanding the employment contract, an agreement may be made between the University and your employer which overrides the employment contract.

Where any of the above apply, you will normally be recognised and rewarded for your contribution in the development of the IP in accordance with University policy.

New agreements may be required if the direction of your research changes and as a consequence you change to a different research group.

If you have entered into a formal agreement under any of the circumstances described above, you should check whether this commits you to any particular arrangement concerning the submission and examination of your dissertation and access to your work and results. This may involve you, your examiners or the University making certain undertakings. For example:

- you might be required to assign copyright to another party or parties
- you might be required to submit the final draft of your dissertation to your sponsor before submitting for examination by the University
- your examiners might have to agree to keep the work confidential during the examination process; or
- the University might agree to restrict access to the dissertation for a period of time.

You should discuss the implications of your contract with your supervisor, who may draw on the expertise of the University's Research Office.
Copyright

Under the Copyright, Designs and Patents Act, 1988, ownership of the copyright of unpublished dissertations and theses and their summaries rests with the author for the duration of his or her lifetime and a given number of years thereafter, unless he or she specifically transfers it to another person.

When a dissertation is submitted for examination, the Board will request candidates to sign a statement acknowledging their ownership of copyright in the dissertation and asserting their right to be identified as the author of the dissertation. Candidates should check whether they have entered into any agreement that requires them to reassign the copyright.

You should check what is required by any sponsorship agreement. The dissertation may need to go to the sponsor before it is submitted for examination. In this case you will be expected to provide written confirmation from your sponsor (or industrial supervisor, as appropriate) that they have seen and approved the final version of the work.

In the normal course of study, the Board would expect your supervisor to have seen the final draft and approve the submission of the work under the terms of any IP agreement you may have with him/her or the group in which you are working.

Please note, however, that you are ultimately responsible for the work submitted and that approval under the terms of your IP agreement cannot be interpreted as a guarantee that the work is adequate for the degree sought.

Examiners can be asked to sign a confidentiality agreement if your sponsors require that the contents of the dissertation must remain confidential for the period of the examination. The Degree Committee will arrange for this to be done when they appoint the Examiners. Candidates are asked to apply for this to be arranged when they request the appointment of examiners.

Access to Dissertations

An important outcome of your examination for a research degree is that your work is made available for consultation as soon as is reasonably possible.

The University requires that each dissertation approved for the Ph.D., M.Sc., M.Litt., together with its summary, shall be available for consultation in the University Library (UL). The abstract is photocopied for the ProQuest abstracts for Index to Theses. People wishing to consult your thesis for their own private research from elsewhere, i.e. not at the UL, have to purchase a copy - while institutions requiring a copy for their own libraries need your permission first.

Anyone seeking access to or requesting a copy of your dissertation, will sign a library declaration recognising that the copyright of the dissertation and summary belongs to the owner. The declaration states that a substantial part of the dissertation will not be copied without the copyright owner’s written consent and undertakes that any copy made will be used for private study and not for the purposes of commercial exploitation. In addition, the dissertation and summary themselves, and any photocopy supplied by the library, will contain a prominent notice drawing attention to the same points.

All dissertations will be considered to be in the public domain, unless they have been granted restricted access, catalogued by the University Library. If you have deposited a copy of your dissertation to DSpace@Cambridge it can be read and downloaded from anywhere.

Information about restricting access to your dissertation is provided below.
Submitting your Thesis for Examination

Submission Date

You may submit your dissertation from the first day of your 9th full-time (15th part-time) term for the PhD, unless you have been granted exemption from up to 3 full-time (5 part-time) terms of research.

You are expected to submit before your registration with the University ends; that is the date that is indicated on your CamSIS Self-Service pages. This date will be the last day of your fourth year if you are a full-time student and the last day of the seventh year if you are a part-time student (30th September if you are an October starter), unless you have been granted permission by the Board to extend the date you remain registered. See below for information on this.

The day you hand in your dissertation (or the day it arrives at the Student Registry’s office) will be the date recorded on your student record as being your submission date. This date is reported to funding bodies in response to their requests for submission statistics. The only exception would be if the deadline date falls on a weekend or during a public holiday, in which case, you should submit your dissertation before the weekend or public holiday. If you submit during these times, the dissertation will be recorded on the system as the first working day back.

Extending Your 'End of Registration Date' (Submission Deadline)

You should aim to submit your thesis within 4 full-time (7 part-time) at the very latest. Please note that the Degree Committee is unlikely to recommend an extension beyond your end of registration date, unless your application meets the Student Registry’s criteria which are very strict. It should not be assumed that an application to defer will be approved as a matter of routine. Extension of time beyond the submission date will only be granted in exceptional circumstances.

If you are unable to submit your thesis before your final submission deadline because of a grave cause which meets the Student Registry’s criteria, you will need to make a formal application via your self-service pages in CamSIS in advance of your deadline. It is important that you make your application in consultation with your Supervisor and College Graduate Tutor. You may also find it useful to discuss your application with your Course Administrator or the Graduate Secretary.

If you do decide to make an application, it is important to propose a realistic deadline in your application which takes into account formatting, printing and binding your thesis once you have completed your writing. The deadline also needs to allow for your supervisor to read your final draft and make comments. It is much better to over-estimate the time you need rather than making several applications.

All applications are considered on their individual merits by the relevant Degree Committee in the first instance. Your progress to date will be taken into account as will the new deadline sought and the supervisor’s comments. You should ensure your College and sponsor know if you are making an application to extend your submission deadline. You may also need permission from your sponsor. The sponsor's handbook will have information on this.

It is open to the Degree Committee and the Board of Graduate Studies to decline applications and remove students’ names from the Register of Graduate Students. This is usually done on a temporary basis and does usually leave open the possibility of being reinstated at a later stage when the dissertation is ready for submission.
Applying for Appointment of Examiners & Approval of Dissertation Title

You should apply to the Degree Committee for the appointment of examiners and approval of your dissertation title at least three months in advance of submitting their dissertation.

Candidates expecting to submit during September need to have applied in June in order to get their application approved by the last meeting of the Degree Committee before the summer vacation. Information and application forms are available from: http://www.arct.cam.ac.uk/current-students/information-for-graduate-students-1/information-for-phd-students/applying-for-the-appointment-of-examiners-1

If candidates expect to leave the country soon after submission they must bear in mind that they will be expected to attend a viva voce (oral) examination in this country. Candidates should state on the application form the proposed date of their departure, allowing at least eight weeks between the date of the submission and the proposed date of departure.

The Degree Committee will do its best to arrange an oral examination as quickly as possible, but it is sometimes difficult to find a suitable examiner, or the most suitable person may not be free to act within a tight timetable.

Your research subject will have been provisionally approved at the time of admission and confirmed in more specific terms when you were formally registered for a research degree. You will need to seek the Degree Committee’s approval of your final dissertation title when you make your application for the appointment of examiners and will be able to do this on the application form.

You will need to submit a summary of your dissertation which will need to be written in English and should consist of a piece of connected prose and be about 300 words in length. If at all possible, it should be accommodated on one side of A4 sized paper. It should bear your name and the exact title of the dissertation at the head of the page.

The summary will be considered by the examiners and, if the dissertation is approved, be deposited in the UL for consultation and inter-library loan.

Candidates are also invited to let the Degree Committee know whether they have any special requirements for their examination which may relate to a disability.

Format, Presentation and Binding

The first submission of your thesis must be fully prepared and carefully checked. Examiners are not expected to edit work. They will deal with errors of fact and typographical errors that affect the meaning, as well as larger, structural issues. The extent to which the text has or has not been properly prepared may influence their recommendation concerning the award of the degree.
The thesis must:

- be written in English, apart from quotations and recognised technical formulae
- be thoroughly checked to ensure clear, formal English has been used throughout and that there are minimal typing errors and/or spelling mistakes
- be typescript on A4 paper
- be portrait format
- use single sided or double-sided printing
- use one-and-a-half spaced type
- of a minimum font size for text of 11pt (12pt is preferred) and 10pt for footnotes. Easy to read sans serif fonts are preferred for example, Arial,
- not exceed 80,000 words
- only include appendices approved by your supervisor

Any photographs or other illustrations should be scanned or printed into the text. Originals (photocopies may not be used), must be secured permanently inside the thesis (not by use of adhesive tape).

You must submit two bound copies of the dissertation for examination. Soft-bound theses must be bound in such a way for the contents to be securely fixed within the covers, i.e. spiral bound.

Further information and guidance about printing and soft binding your dissertation can be found on the website of the Graduate Union. See: [http://www.gradunion.cam.ac.uk/](http://www.gradunion.cam.ac.uk/)

**Presentation**

Bound inside the thesis you must include the following:

A title page displaying:

- the full title of the thesis
- your full name (as it appears on your passport)
- your College
- the date of your submission (month and year)
- and a declaration stating: "This dissertation is submitted for the degree of Doctor of Philosophy."

A declaration in the preface stating:

- This dissertation is the result of my own work and includes nothing which is the outcome of work done in collaboration except as declared in the Preface and specified in the text
- It is not substantially the same as any that I have submitted, or, is being concurrently submitted for a degree or diploma or other qualification at the University of Cambridge or any other University or similar institution except as declared in the Preface and specified in the text. I further state that no substantial part of my dissertation has already been submitted, or, is being concurrently submitted for any such degree, diploma or other qualification at the University of Cambridge or any other University of similar institution except as declared in the Preface and specified in the text
- It does not exceed 80,000 words

Loose with the thesis (not bound inside) you must provide the following:
• One completed thesis submission checklist
• Two copies of the Title Page
• Three copies of a Summary/Abstract of about 300 words in length, with your name and dissertation title on it.
• One completed statement of length form
• One completed Addresses for Examination Purposes Form
• One signed Declaration Form
• One completed Deposit and Copying of Dissertation Declaration Form

These forms can be downloaded from: [http://www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/submitting-and-examination/phd-msc-mlitt/submit](http://www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/submitting-and-examination/phd-msc-mlitt/submit) and need to be submitted with the thesis to the Student Registry.

**How to Submit your Thesis**

You can submit your thesis:

- in person
- through a third party
- by post

**Where to Submit your Thesis**

Your thesis should be submitted to the following address:

Student Registry  
Academic Division  
University of Cambridge  
4 Mill Lane Cambridge  
CB2 1RZ

If you submit your thesis yourself you will be given a document which **acknowledges receipt of your soft bound thesis**. This contains useful information on what happens next within your examination process. This form will be emailed to you if you did not submit your thesis in person.

The Student Registry updates your CamSIS record and then sends your thesis to the Degree Committee, who arrange the oral examination (viva voce). If you have not heard from the Degree Committee within six weeks of submitting your dissertation, do contact them. Any questions with regard to your thesis at this stage should be directed to the Degree Committee.

**Submitting the Hard Bound Copy of your Thesis**

Final approval for the PhD is conditional on you submitting a hard bound copy of your thesis for deposit in the University Library.

The minimum requirements for the University Library copy of PhD thesis are as follows:

- hard bound (hand stitched and not stuck).
- thesis title, your initials and surname reading down the spine.
- letter colour must be gold.
- cover colour is up to you.
- a completed Deposit and Copying of Dissertation Declaration Form - this must be bound inside the thesis as the very first page - that is, before the title page. This form must be signed. Remember to download and sign a copy for your thesis binder - if you are submitting
remotely you can sign the form and then email a scanned copy to your binder

You will also need to submit:

- A loose copy of the Summary, identical to that included in the final version.
- The summary should include the dissertation title and your name. This is for library classification.
- The **Hard Bound Thesis Declaration form** — this states that the work submitted is identical to that which was examined, excepting corrections as required by the examiners.

The forms referred to above can be downloaded from the Student Registry: http://www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/submitting-and-examination/phd-msc-mlitt/submit

There are a number of bookbinders who can bind your thesis in hard covers; two Cambridge Bookbinders are:

**J S Wilson & Son**: http://www.jswilsonandson.co.uk/

**Brignell Bookbinder**: http://www.brignellbookbinders.com/services/

You can send your loose copy of the Summary/Abstract and the signed Hard Bound Thesis Declaration via email to RecordsandExams@admin.cam.ac.uk, or send hard copies through the post to the address for the Student Registry as below.

You will need to submit your hard bound thesis to the address below:

Student Registry
Academic Division
University of Cambridge
4 Mill Lane Cambridge
CB2 1RZ

If you are submitting from overseas, the two Cambridge Bookbinders listed above can accept an electronic copy of the thesis and will arrange for printing, binding and delivery to the Student Registry.

A scanned copy of the signed Hard Bound Thesis Declaration and a copy of the Summary/Abstract with your full name and the title of the thesis at the top can be emailed to: RecordsandExams@admin.cam.ac.uk

Only one hard bound copy of your thesis is required for the University Library. However, you may wish to produce a copy of your thesis for your supervisor and others.

Thesis binding expenses up to £30 are available for students who are able to demonstrate financial hardship. You will need to consult your Graduate Administrator or Tutor at your College to find out about this.

Please ensure your mailing address, email address(es) and telephone numbers are updated via your CamSIS Self Service pages over the 12 months following the submission of your dissertation and thereafter. The Student Registry will primarily contact you by email. Following your full approval, however, you will be emailed and sent a hard copy of the Approval Letter.

See: http://www.camsis.cam.ac.uk/public/gradss/
Including an Appendix

You may seek permission from your Supervisor to include an appendix who may need to consult the Degree Committee. If your Supervisor approves your request, you do not need to seek permission elsewhere.

Submitting the Electronic Copy to D-Space

Since the start of Michaelmas Term 2009 it has been possible to access and deposit dissertations in electronic form in DSpace@Cambridge. There are currently two ways of doing this, either as part of the submission process for a new dissertation, or if the dissertation has already been examined, it can be deposited retrospectively.

See: https://www.repository.cam.ac.uk/

Restricting Access to your Thesis

You may request that access to your dissertation be restricted. There are strict rules concerning restriction of access, which is affected by legislation. The University is subject to the Freedom of Information Act 2000 (FOIA). The FOIA gives a general right of access to all information held by the University, including information held in the University Library. As a matter of normal practice the University will only make dissertations available in accordance with the restrictions candidates place. However, if someone specifically asks to see a dissertation, the University must give them access unless the material qualifies for an exemption under the Act.

Some exemptions relevant to dissertations are as follows:

- the contents constitute a trade secret, or its disclosure would be likely to prejudice the commercial interests of any person
- disclosure would be likely to endanger an individual’s health or safety
- disclosure would constitute a breach of confidence actionable by the owner of that information
- publication would cause the candidate or third parties mentioned in the text to be open to legal challenge or racial, ethnic, political or other persecution

Limiting the scope for competition from other scholars to publish on the topic concerned is not generally recognised to be a valid reason - nor is preparing the thesis for publication.

You should ask your supervisor to check whether it will be necessary to ask the examiners to sign a confidentiality agreement regarding the contents of the dissertation for the period of the examination and for any period thereafter for which restricted access may be granted. The Degree Committee office can arrange for this to be organised if your supervisor thinks it is necessary.

In most cases the Board of Graduate Studies will limit the period of restriction to two years from the date of the degree being approved. However, if you are prevented under the terms of a commercial contract from making your work publicly available, the Board will not expect this restriction to exceed three months. The Board also recognizes that in some circumstances, access to dissertations and summaries might reasonably be restricted for a longer period of time.

For further information on Intellectual Property rights please see the Research Office website: http://www.research-operations.admin.cam.ac.uk/.

If you believe any of the above categories apply to your dissertation (or if you have another reason for exemption under the Freedom of Information Act), you should make an application through your CamSIS Self Service, uploading any relevant supporting documentation, before you submit your
dissertation for examination. If someone asks to see a dissertation, the University will use this information to decide whether or not to refuse the request. See: http://www.camsis.cam.ac.uk/public/gradss/

At the end of this period the restriction will be automatically lifted unless the Board hears from you, well in advance, giving reasons for requesting a further period of restricted access. You will need to make a manual application for a further extension by using the Restricted Access to Thesis Renewal Application Form. The form can be downloaded below. Please note that it is your responsibility to get the form signed by your Supervisor and Head of Department before taking/sending it to your Degree Committee. See: http://www.cambridgestudents.cam.ac.uk/files/restricted_access_to_thesis_reapproval_application.pdf

**The Oral Examination (Viva Voce or ‘Viva’)**

If you have not been given a date for your viva within six weeks of submitting your dissertation, you are advised to contact your Degree Committee. The examination procedure can take several weeks and frequently much longer. If you are expecting to leave the UK after completing your course of research, you must submit your dissertation early enough for your Examiners to have a reasonable time in which to read it and to hold an oral examination before you leave. If you leave before having the oral examination you will need to return to the UK.

If you require a visa to return to the UK, please contact the International Student Team. You must not return for your viva on a general visitor visa. See: http://www.ist.admin.cam.ac.uk/

The oral examination will ordinarily take place in the Department’s Board Room and is carried out between yourself and the two Examiners. It may include an Independent Chairperson if the Degree Committee requires this. There is no set duration, but expect it to last between 90 minutes and three hours

The oral examination gives the opportunity for:

- you to defend your dissertation and clarify any matters raised by your Examiners
- the Examiners to probe your knowledge in the field
- the Examiners to assure themselves that the work presented is your own and to clarify matters of any collaboration
- the Examiners to come to a definite conclusion about the outcome of the examination

The steps following your oral examination are as follows:

- Your Examiners complete a joint report and make a recommendation which is sent to your Degree Committee with their pre-oral reports;
- Your Degree Committee consider the reports at their next available meeting and send their recommendation to the Board of Graduate Studies;
- Recommendations from all Degree Committees are added to the agenda for the next available meeting of the Board of Graduate Studies.
- Your Examiners are asked not to give any direct indication of the likely outcome of the examination as the official result can be confirmed only by the Board of Graduate Studies. Following the meeting of the Board of Graduate Studies the Student Registry will email your reports, copied to your Supervisor.

The possible outcomes from the oral examination are as follows:

- Unconditional approval
Making Corrections to a Dissertation after Examination

The Board of Graduate Studies may confirm that you need to make corrections to your dissertation before full approval can be granted for your degree. This decision will be emailed to you by the Student Registry within two days of the Board of Graduate Studies meeting.

Once you have received your reports you need to undertake the following:

- Check the joint report (PhD2) from your Examiners to see if corrections need to go to the Internal/External or both Examiners
- Ask your Examiners if they will accept an electronic copy of the corrected thesis - some prefer a new soft bound thesis.
- Put the original and new page numbers on a separate list of corrections for the Examiners. For the convenience of the Examiners, the list of corrections should describe precisely how the earlier text has been amended - with page, paragraph and line references. The list should be in page order.
- You are expected to make all the corrections required by your Examiners. If a change has been suggested, rather than required, you should indicate, as part of the list of corrections made, the extent to which you have taken account of such suggestions.

If you have been told directly by your Degree Committee (and not the Student Registry) that you need to undertake corrections, you will need to follow their instructions taking note of the points above.

A brief overview of the corrections process can be found here: [http://www.cambridgestudents.cam.ac.uk/files/correctionsmap.pdf](http://www.cambridgestudents.cam.ac.uk/files/correctionsmap.pdf)

Minor Corrections

You have 3 months in which to submit your corrected dissertation and list of corrections to your Examiner(s). Check your reports to see if corrections need to go to the Internal/External or both Examiners. The 3 month deadline begins from the date of the Board of Graduate Studies meeting. Count on three months from the date of the meeting to work out the due date for corrections.

Major Corrections

You have 6 months in which to submit your corrected dissertation and list of corrections to your Examiner(s). Check your reports to see if corrections need to go to the Internal/External or both Examiners. The 6 month deadline begins from the date of the Board of Graduate Studies meeting. Count on six months from the date of the meeting to work out the due date for corrections.

Once you have received a conditional approval subject to minor or major corrections from the Board of Graduate Studies you do not need to be considered at a further Board of Graduate Studies meeting.
Revising and Resubmitting the Dissertation

If the Board has confirmed that you need to revise and resubmit your dissertation for examination, you must respond to the email sent by the Student Registry to confirm that this is what you wish to do.

The Email will state the deadline for submission of your revised dissertation.

You must then begin work on revising your dissertation, taking full account of what your Examiners require you to do.

The examination of a revised dissertation begins afresh, possibly with new Examiners, and may include an oral or written examination on the revised dissertation.

On completion of the revised dissertation, candidates will have to submit two copies to the Student Registry along with all the submission paperwork - as if this was a first submission. See earlier information on what to do to submit.

If candidates are unable to meet their new submission date, they must apply to extend it; for more information see *Extending Your 'End of Registration Date'*.  

Reinstatement to the Register for Graduate Students

If you are unable to undertake corrections or revisions by the given deadline, your name may be temporarily removed from the Register of Graduate Students.

You will be able to be reinstated to the Register at the point when you submit your corrected or revised dissertation to the Student Registry.

If you require a visa to return to the UK for reinstatement, or to complete your studies thereafter, please contact the International Student Team as early as possible. You must not return undertake your viva and/or complete corrections on a general visitor visa.
After the Examination

Approval of Degree

After your oral examination your examiners’ reports are sent to your Degree Committee for consideration at their earliest meeting. The recommendation from the Degree Committee is then sent to the Board of Graduate Studies, for consideration at their earliest meeting. The Student Registry will email you with the Board’s decision within two days following this meeting.

Please note that your degree is not unconditionally approved until you have met all the conditions of your approval and the Student Registry has formally confirmed you have done this in writing.

The length of time it takes for approval will differ according to the schedule of meetings relating to the Degree Committee and the Board. Meetings take place in term time, so expect longer delays if your viva takes place towards the end of the Easter Term.

The dates of the meetings of the Degree Committee and Board of Graduate Studies as well as Congregation dates are available from: http://www.student-registry.admin.cam.ac.uk/about-us/board-graduate-studies/meeting-dates-and-minutes

Conferment of Degree

Following unconditional approval for your degree you may choose:

- to have your degree conferred (granted) at one of the University's Congregations (graduation ceremonies)
- to delay receiving your degree until a time that is convenient for you and your family
- to receive your degree without attending a ceremony - known as receiving the degree in absentia

You will need to contact your College praelector or tutorial office to arrange any of these options.

The Praelector will make all the necessary arrangements for the degree to be conferred in the University's Senate House and will tell you what to wear for the Congregation, how to get tickets, where to hire hoods and gowns and how the ceremony operates.

You must not make any travel arrangements or book airline tickets until it has been confirmed which congregation you will be attending.

For information on Degree Ceremonies see: http://www.cambridgestudents.cam.ac.uk/your-course/graduation-and-what-next/degree-ceremonies

Once your degree has been conferred you may refer to yourself as ‘Dr’.

Students admitted on a Tier 4 Student Visa:

If you are being sponsored by the University on a Tier 4 student visa it is important that you know the date your visa expires, as the time scale from submission to approval can be a lengthy one.

The stages following submission include time for your examiners to receive, read and write their independent reports, arrange and undertake your viva and write their joint report. Results are then considered at a meeting of your Degree Committee and the Board of Graduate Studies.
You are not approved for the PhD degree until the Student Registry has formally approved it in writing.

You must allow time for the completion of these examination processes if you need to receive notification of the outcome of your result by a certain date.

Please note that in recent years the visa requirements have been undergoing frequent changes, and you are advised to consult the International Student Team at: http://www.ist.admin.cam.ac.uk/

**Degree Certificate**

Candidates will receive a certificate confirming the degree they have been registered for once it has been conferred upon them at a congregation (graduation ceremony). If candidates have their degree conferred in absentia, they will receive their certificate will be sent to their College. Further copies of degree certificates are available from the Student Registry.

For further information about degree certificates see:


**Extended Self-Service (ESS) on CamSIS**

It is highly recommended that students apply for Extended Self-Service (ESS) on CamSIS when they leave the Department. ESS allows alumni to access their Self-Service account in CamSIS. It is the very best place to update contact information for all interested parties at the University and its Colleges.

It is available to any previous student who matriculated after Michaelmas term 1980 and access allows students to update contact details, view exam grades, view a copy of an unofficial transcript and apply for graduation.

It is only possible to access one view of CamSIS Self-Service at any one time. This will be EITHER standard Self-Service, OR Extended Self-Service OR Graduate Applicant Self-Service.

For further information see:

http://www.admin.cam.ac.uk/students/gateway/study/camsis/ess.html
Residence Requirements

The academic year in Cambridge is divided into three terms, Michaelmas, Lent, and Easter. In each term, the teaching takes place only in the eight week period known as Full Term. All students have to carry out work in Cambridge for at least three terms to be eligible for a degree. Your College is obliged to confirm to the University that you have fulfilled the residence requirements. The dates for each academic year are available at http://www.cam.ac.uk/univ/termdates.html.

University regulations require all full-time graduate students to live within ten miles of the centre of Cambridge (measured historically from the parish church, Great St Mary’s), for the duration of their course. You may apply to live outside this area provided that you have good reason to do so; for example if your family home is near Cambridge but further than 10 miles away, or, if you need to work at another institution or in the field as part of your research (see section later on dealing with working away from Cambridge).

There are no residence requirements for part-time students, but the Department will need to be satisfied that you can attend supervisions and relevant lectures and seminar courses and be a part of its research culture. During the vacations, lectures and seminars do not occur and undergraduates are not in residence, but graduate students normally remain in residence throughout the academic year, and are expected to continue their work apart from reasonable holiday breaks.

What to do if you need to take time out (intermission of study)

There are all kinds of reasons why you may have to take time off from your course or research programme; for example, medical reasons, caring duties, an emergency situation at home and maternity leave. It is important that you make a formal application to take time off as soon as you know that you need to do so but to do this in consultation with your Supervisor and College Graduate Tutor. You may also find it useful to discuss your application with your Advisor, Course Administrator or Graduate Student Administrator. You may request to intermit for a maximum period of three terms.

If you are making your application on medical grounds, you will need to include a note from your medical doctor, counsellor or your College Graduate Tutor.

It is really important that you talk about any circumstances which are preventing you from working effectively with one or more of these staff from your graduate team.

Please note that it is not possible to apply for, and have agreed, retrospective terms of intermission, or to apply for intermission for the purpose of taking employment.

If you are an MPhil student, you may have to intermit three terms even if you require fewer so that you can join your programme at the point you left it in the forthcoming year.

Full information about intermission, its consequences and how to make an application is available from: http://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/intermission

If you hold a visa to study, then you must consider the potential implications of applying for intermission on your visa. Please refer to the additional information for Tier 4 Sponsored Students on the above link.

If you require further information after consulting the link above, please contact: grad.enquiries:aha.cam.ac.uk. You may also find it useful to talk to staff at the Student Registry.
You will need to state, on your application, the exact dates that you will be away from Cambridge.

**What to do if you need to Work Away from Cambridge**

In order to meet the Higher Education Funding Council (HEFCE) requirements, immigration regulations and in order to be safe, the University needs to be able to report the whereabouts of all its graduate students. If you are going away, please let your College Graduate Tutor, Supervisor and friends and family know.

If you are going away to undertake research work as opposed to a holiday and will be away for more than two weeks, you will also need to apply for leave to work away via CamSIS and complete the Faculty’s Risk Assessment Form. The Risk Assessment Form needs to be uploaded to your application for leave to work away once it has been signed off by the Head of Department.

Please do not travel unless your leave to work away has been approved by the University.

It is really important that you think carefully about the risks to your safety and the measures you need to take to minimise these risks once at the destination. Some destinations are not as safe as others. You must seek travel advice from the Foreign Office before you make your plans. You will also need to check for information whilst away. Foreign travel advice is available from: https://www.gov.uk/foreign-travel-advice.

- If you wish to return home to write up your thesis you will need to apply to work away. In these instances you will not be required to submit a risk assessment or acquire insurance.

- When you have submitted your dissertation and are waiting for the outcome of your examination, you are not required to apply to work away for this period. If you are later notified that you are required to undertake further work to your dissertation, such as corrections, revisions etc., you are expected to apply to work away if not in Cambridge.

- You do not need to apply to work away for short periods, such as attending conferences.

- Students are not able to apply to work away for the purpose of employment. If you wish to take a period of employment you must apply to be removed from the Register. For further information see: http://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/removal-register

- Applications are considered on a case by case basis and must have the support of your supervisor, Department, Degree Committee and College. You must also seek the permission of your sponsor if you are funded by a sponsor.

- If you are granted permission to work away you are considered still to be under the active supervision of your Cambridge Supervisor unless alternative arrangements have been approved.

If you have any questions about working away email: Grad.enquiries@aha.cam.ac.uk.

For information on working away, Tier 4 and how to apply see: http://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/work-away-cambridge.
You can download a copy of the Faculty’s Risk Assessment Form from:  
http://www.arct.cam.ac.uk/current-students/information-for-graduate-students-1/information-for-graduate-students-1

University Fieldwork Funds

If you are funded by a Research Council you may be eligible to apply for additional fieldwork funds from them. If you require additional funding to complete fieldwork and have been granted permission from the Student Registry to work away, you may be eligible to apply for Faculty Fieldwork Funding. You may also be eligible to apply for funding from the Kettle’s Yard Travel Fund which is also administered by the Faculty. Information about the fieldwork funding schemes will be forwarded to all students during the Michaelmas Term via email.

Eligible candidates are notified in November and invited to submit applications for both schemes by a deadline in February.

Successful applicants will be required to make use of their grants before the end of 2017 unless the Professor of Architecture waives this requirement.

For further information and application forms see:  http://www.hoart.cam.ac.uk/current-students/information-for-graduate-students/information-for-all-graduate-students

Travel Insurance

You will need to show that you have adequate insurance for any period of working away unless:

- You are remaining in the UK
- You are applying to return home to write up your thesis or to undertake further work to your thesis, such as corrections).

Further details on the University’s insurance scheme can be found at http://www.admin.cam.ac.uk/offices/insurance/travel/students/bgs/index.html

University insurance is not available for students who are return home to work on their thesis or for students who are away from Cambridge but remain in the UK.
Updating Personal Information and your Student Status

For further information on how to manage the items listed below see:

http://www.admin.cam.ac.uk/students/studentregistry/current/graduate/gradprofile.html

Personal Information

- Changing Your Name
- Changing Colleges [.cam.ac.uk domain only]
- Applying for Person(s) to Join You in Cambridge
- Residing Outside the University's Precincts

Changing Your Student Status

- Changing Your Mode of Study (Full to Part-time, Part to Full-time)
- Withdrawing From the University
- Changing Your Course Registration
- Allowance/Exemption of Research Terms
- Removal from the Register for Graduate Students
- Reinstatement to the Register for Graduate Students
- Changing Your Department/Faculty
- Changing Your Supervisor
- Exemption From the University Composition Fee

Confirmation of Your Status

- Research Passports
- Confirmation of Study Letters

(Hardship) Funding

It is important to note that most fully funded opportunities at Cambridge are only available to students about to start a new course. Once you are registered as a student, there are few full scholarships available. However, if we do receive information about possible funding opportunities, it is circulated to eligible students with immediate effect. Do keep an eye on your email!

For information on funding for current students see:
http://www.cambridgestudents.cam.ac.uk/fees-and-funding/funding/funding-students-existing-course

Working While You Study

There are working restrictions that apply to all graduate students of the University. It is not possible to 'work through' a full-time degree at the University, except as a Research Assistant whose research employment activity matches that of the research degree. For further information see:
http://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/working-while-you-study

It is a requirement of the University that all full-time postgraduate students have their funding fully
in place before they start their course. The University does not allow students to undertake paid work outside the University or a College while they are studying full-time, and you should not expect to accrue additional income in this way. However, academic-related work – especially teaching undergraduates – can provide postgraduate students with valuable transferable skills, and a limited amount of this type of work is encouraged, provided it does not interfere with your studies. If you are a research student, with the approval of both your supervisor and your College tutor, you may be able to undertake a small amount of academic work, such as supervising undergraduates, invigilating examinations, working in a university/College library, or demonstrating in a laboratory. However, you should not rely on such work to generate essential income for your studies. The University stipulates that no more than ten hours a week may be spent in such activities; please note that some grant-awarding bodies only allow a maximum of six hours per week. If you are an overseas student, your visa may state that you can work up to 20 hours a week. However, to work more than ten hours a week is a breach of university regulations. Supervisors should not ask students to undertake work beyond the limits set out above.

Contributing to the teaching of undergraduates through, for example, supervising laboratory sessions and small-group teaching ('supervision') is a valuable transferable skill. Graduates who teach should receive appropriate support in developing their teaching skills. All graduate students who wish to teach should undergo basic instruction. The Graduate Development Programme offers opportunities both through departments/faculties and centrally. See: http://www.ppd.admin.cam.ac.uk/information-research-students.

Any student who takes other forms of work or exceeds the maximum hours must recognise that to do so may impair the progress of his or her studies and that he or she has done so against the express advice of the University.

Part-time students are not restricted in the hours they can work, but their admission interview will explore the extent to which they will be able to manage their work and study and the Supervisor is asked to keep the balance between these elements under review.

Full-time or part-time candidates who wish to take a break to take up full-time employment during their research will need to apply to come off the register to do so. Being employed full-time is normally incompatible with holding full-time student status (except in the case of Research Assistants employed by the University).

Students and supervisors should be aware that Research Councils do not recognise employment, even in the subject area of the thesis, as good reason for over-running and will not take account of this when calculating submission rates.

Masters students are not expected not to work during term-time. Students should consult their Faculty and Department for further details regarding official vacation dates.
Research Skills & Personal Development

There is a wealth of sources at Cambridge from which you can develop and consolidate the skills you need to produce a successful thesis and to pursue a career post PhD.

Supervisor/Course Director

With regard to individual research, your Supervisor’s advice is crucial. Your Supervisor will also help you to acquire skills including the planning and delivery of a sustained piece of academic writing.

Your Supervisor will also alert you to new advances in the subject, recent bibliography, and where to gain advice from other experts.

Together with the help of your Supervisor, you are expected to plan a bespoke training package for yourself and to record this in your logbook (see above for Logbook).

Department/Faculty

In addition to the Department’s research training programme, you are encouraged to attend relevant masters’ seminar courses, research seminars and talks, peer monitoring within reading and discussion groups and any relevant skills training that is relevant to your research; for example, photography, building surveying and GIS. You are also welcome to attend any relevant events hosted by the Department of History of Art.

You are also encouraged, in consultation with your Supervisor and the Graduate Directors, to organise your own conferences, summer schools or workshops and can apply for funding to realise this. Information about funding for conferences is circulated to staff and students as soon as it is available.

College

Your College hosts a cosmopolitan community of scholars spanning all disciplines and a lively forum for intellectual exchange and personal growth. See your Graduate Tutor or Grad Rep to find out about events and activities for graduate students. You may wish to organise an event of your own!

University Lectures

You may find it useful to attend lectures relevant to your research held by other University departments and faculties. Most of the University’s lectures are listed on the University’s Timetable, see: https://www.timetable.cam.ac.uk/. Whilst you may attend any lecture, you should make clear that you are a current member of the University and ask for permission from the relevant member of staff for your attendance.

In addition to scheduled lecture courses, there are also many one-off lectures and seminar presentations held by academics and visitors throughout the University. Keep your eye out for these in your email, noticeboards and websites!
Careers Service

The earlier you make use of the services offered by the University’s Careers Service, the easier you will find it to make informed decisions about what you would like to do following your time as a PhD student.

http://www.careers.cam.ac.uk/

Centre for Research in the Arts, Social Sciences and Humanities (CRASSH)

CRASSH facilitate interdisciplinary initiatives and host discussion groups for graduate students.

http://www.crassh.cam.ac.uk/page/3/research-programmes.htm

Personal & Professional Development – Researcher Development Programme

The University offers an excellent development programme where you can develop your professional, technical and personal skills.

http://www.ppd.admin.cam.ac.uk/information-research-students

Language Courses

You may undertake language courses according to your needs in the Faculties of Modern and Medieval Languages, Classics, Asian and Middle Eastern Studies or the University’s Language Centre. Palaeography courses and mediaeval Latin are offered by the Faculty of History.

The Language Centre has language training opportunities for graduate students within this School. For information see: www.langcen.cam.ac.uk/graduates

http://www.mml.cam.ac.uk/
http://www.classics.cam.ac.uk/
http://www.ames.cam.ac.uk/
http://www.hist.cam.ac.uk/

Museums & Collections

Cambridge is home to the UK’s highest concentration of internationally important museum collections outside London, housing over five million objects in one square mile.

http://www.cam.ac.uk/museums-and-collections

Social Sciences' Research Methods Centre (SSRMC) Training Programme

The SSRMC is an interdisciplinary initiative offering high quality research methods training to postgraduate students at MPhil and PhD level.

http://www.ssrmc.group.cam.ac.uk/
University Information Service (UIS) – IT Training

The UIS provides a full schedule of training courses for students of the University and Colleges, most of which are free of charge.

http://www.ucs.cam.ac.uk/training

University Library (UL) – Research Skills Programme

Cambridge has one of the greatest collections of books and manuscripts in Europe, housed in over 100 individual libraries. The UL offers information skills sessions for graduate students.

http://www.lib.cam.ac.uk/

Sport, Drama, Music, Societies, Volunteering

You will have a unique opportunity to develop skills for your research, personal development and a healthy work life balance.

http://www.admin.cam.ac.uk/students/gateway/cambridge/social.html

Your Sponsor

If you are sponsored by a research council or other organisation, you may be eligible for research skill training opportunities or funding to support your training elsewhere. You will need to check with your sponsor to find out.

Vitae – Realising the Potential of Researchers

Vitae is dedicated to realising the potential of researchers through transforming their professional and career development.

http://www.vitae.ac.uk/
Health & Welfare

Your College

It is your College’s remit to provide pastoral support and to act as your ambassador in pastoral matters (this is not the role of your Supervisor). The tutorial office will include an academic member of staff who will usually be called the Graduate Tutor and an administrative member of staff who will be referred to as a Graduate Secretary. A guide outlining what you can expect from your College is available:

http://www.graduate.study.cam.ac.uk/sites/www.2015.graduate.study.cam.ac.uk/files/cambridge_colleges_-_a_guide_for_graduate_students.pdf

Accommodation Service

The Accommodation Service has hundreds of properties and over a century of experience. The Service has a definitive list of University accommodation, as well as hundreds of privately-owned properties and some College rooms.

http://www.accommodation.cam.ac.uk/

Assistive Technology Support

The Assistive Technology (AT) team is based within the University Information Service (UIS) and provides a wide range of assistive technology advice, training and support enabling students with specific requirements to make effective use of information technology.

http://www.ucs.cam.ac.uk/support/assistive-technology

Cambridge University Students' Union (CUSU)

CUSU exists to represent your interests and ensure that you have a say in your University experience. Whether you are an undergraduate or a postgraduate, every Cambridge University student is automatically a member of CUSU. CUSU works by bringing together students from all Colleges and departments in order to campaign for positive change in Cambridge. As a student you will also be represented at College level by JCRs and MCRs, as well as by elected student representatives in your faculty. See: http://www.cusu.co.uk/

Childcare Office

The Childcare Office oversees the facilities and assistance offered to University staff and students with children.

The University has two day nurseries at Edwinstowe Close and at the West Cambridge site for children from three months to school age, as well as a Holiday Playscheme which operates during the state school holiday periods (excluding Christmas and Bank Holidays) for school-age children, although the venue at St Mary’s Junior School is also open for some additional holiday periods.

The Childcare Office also operates an Information Service, which aims to support families of the University community. The service offers information on family related issues including childcare, schooling, health care, financial support and local community resources.

http://www.admin.cam.ac.uk/univ/childcare/
Counselling Service

The University’s Counselling Service is just round the corner from the Department in Lensfield Road and has a team of professionally trained counselling staff who can help in a variety of ways; one to one counselling, groups and workshops, self-help brochures, student counselling faqs. Its website has some extremely useful information.
http://www.counselling.cam.ac.uk/

Dental Service

The University’s Dental Service can be found at No 3 Trumpington Street opposite the Department. It was set up in 1968 as a service for students and provides National Health Service (NHS) treatment to students of the University.
http://www.dental.cam.ac.uk/

Disability Resource Centre (DRC)

The DRC provides resources for disabled students.
http://www.admin.cam.ac.uk/univ/disability/

The Disability Liaison Officers for the Faculty are Susanne Jennings on scj22@cam.ac.uk and Tanya Zhimbiev on tz212@cam.ac.uk. Their telephone numbers are: 01223 0332953 / 32967.

Doctors (Medical)

The University of Cambridge does not have its own medical practice, and all students are advised to register with a local general practitioner (GP) when they arrive. Your College should be able to provide a list of local practices, or you could use the NHS search facility.
http://www.nhs.uk/Pages/HomePage.aspx

Health & Welfare Guidelines

Every year the University issues health guidelines to staff and students. These include information on meningitis, vaccinations, anaphylaxes and sexual health. In the event of an epidemic or pandemic it may also release information on the advice of the Health Protection Agency.

http://www.admin.cam.ac.uk/univ/health/

Health & Safety

The University’s Health and Safety Office also has a broad range of guidance documents that you may need to refer to during your time at Cambridge, for example cycle safety and security.

http://www.admin.cam.ac.uk/offices/safety/

Sport, Drama, Music, Societies, Volunteering

http://www.admin.cam.ac.uk/students/gateway/cambridge/social.html
University Centre

The University Centre offers a wide range of social facilities for graduate and research students, as well as University and College staff, alumni and their guests.

www.unicen.cam.ac.uk/
Faculty Facilities

Faculty Library

You will be introduced to the Library and its staff as part of the induction day programme where you will find out about the Library and libraries at Cambridge.

The Library admits members of the Faculty and others by arrangement. Graduate students may borrow up to 10 books for one month. Books may be borrowed for the whole vacation period but must be returned to the library during the first week of term.

The library holds:

- 40,000 volumes on art, architecture and related topics
- 300 periodical titles (reference only)
- a special collection of 2,000 16th - 19th century architectural books
- a product information collection maintained by the Royal Institute of British Architects (all now online)

The Perfect Desk is an introductory film to help you make sense of the libraries at the University of Cambridge. See: http://www.youtube.com/watch?v=3hjzNNvaELA&feature=youtu.be

For further information about the Faculty library including opening times see: http://www.aha.cam.ac.uk/Library

For information about the University Library (UL) and other University and College libraries see: http://www.lib.cam.ac.uk/

IT

The IT resources available to staff and students of the Faculty are managed by the Faculty Computer Officer, Stan Finney. If you have any specific questions, please contact Stan on:

- Telephone: 01223 332973
- University Mobile: 07879 116900 (x 51900)
- Email: swf23@cam.ac.uk

Students and staff have access to a range of IT resources within the Faculty. The Faculty’s own network is connected to the Cambridge University Data Network (CUDN), which allows access to the local University Intranet and the Internet. The network provides 1Gbit connections to all “wired” desktop/laptop computers. In addition, the Faculty operates its own wireless network (AHA) that covers the whole of Scroope Terrace and the History of Art Graduate Centre at 4A Trumpington Street. Access to the wireless network can only be obtained using a username and password specific to the Faculty.

Servers and File Storage

A number of file servers provide in excess of 12 Terabytes of data storage space. These servers also provide for centralised administration of backups, user accounts, printing and the Citrix application servers.

Although we don't provide a dedicated Computer Room or suite, we do offer students access to our Virtual Computer Room. In effect, this allows staff and students to connect to the system and run one of a number of software packages. Although these applications appear to be running on the
desktop or laptop, they are in fact running on the Citrix Application Servers. This system can be accessed anywhere in the world, providing there is a reasonable speed link in between.

The Faculty runs a heterogeneous network of servers, workstations, thin clients and networked printers. Users in the Faculty are welcome to use the thin client terminals in the Library, or to bring their own laptop into the department. If you would like to use your own computer at Scroope Terrace there are some things you must do first:

All users must also undertake to take all reasonable steps to keep their operating system and anti-virus software up-to-date whilst their computer is connected to the Cambridge network. Cambridge has not been immune to the recent worm/virus outbreaks on the Internet and so routine computer maintenance is in everybody's interests.

You should ensure that your computer has an RJ45 Ethernet connector or wireless networking support (802.11a/b/g/n) and that your computer can accept the European standard 220-240V voltage. It may also be necessary to invest in a travel adaptor for a British standard plug with three square pins.

Disclaimer: Whilst we will do everything we can to support your computer, we cannot guarantee to support particularly exotic pieces of hardware and software.

**Printing/Plotting/Photocopying**

The Faculty has a number of black and white and colour photocopiers, printers and plotters that are available to staff and students. Laser copier/printers offer page sizes from A5 to A3 and for larger sizes a range of plotters are also available for use in the self-service Reprographics Room in the basement of the Faculty. Print credit must be added to a user account before printing can take place via the Faculty Office.

**3D Printers and Laser Cutters**

The Faculty also owns a ZCorp Z350 3D printer and two Laser Cutters that students have access to.

The 3D printer enables students to print models that they may have developed on the computer as solid models. The two laser cutters, an A1-sized machine with a 65Watt laser and an A2 with 75Watt can cut a range of materials and thicknesses. Please note however, that we do exert some control on exactly what can be cut for health and safety reasons.

**Classrooms/Lecture Rooms**

All classrooms and lecture rooms are furnished with permanently mounted digital data projectors and in addition, some rooms have slide projectors installed. The Faculty also has a number of mobile data projectors for use elsewhere in the Faculty.

**Application Software**

A number of application packages are utilised by students during their time with us. The mix and range of software is reviewed each year during the long vacation, but currently these include:

- Microsoft Office (Microsoft Word, Excel, PowerPoint, Publisher)
- Microsoft Project
- Sketchup Pro 2013
- Bentley MicroStation
- Illustrator
Some packages are made available for the students to install on their own laptops; others are accessible via the Faculty’s Application Servers.

**Virtual Private Network (VPDN)**

If you haven’t already done so, you may want to get a VPDN set up on your computer. This allows you to access Cam-domain restricted online resources remotely. For information see:

[http://www.ucs.cam.ac.uk/support/unix-support/vpdn](http://www.ucs.cam.ac.uk/support/unix-support/vpdn)

**The Slide and Digital Image Resource**

The Slide Room is a valuable resource for both Architecture and History of Art lecturers. It houses approximately 60,000 slides covering both areas of study. Primarily for the use of lecturers within the Faculty (students do not have access unless supervised by a member of staff), it provides visual material for some 30-35 lectures a week. Occasionally external loans are made to university staff in other faculties.
Health & Safety Policy in the Faculty

Fire

On discovering a fire you should operate the nearest fire alarm call point (small, red wall-mounted boxes) by breaking the glass as directed on the front.

Fire extinguishers are located around the building. You should only attempt to tackle the fire yourself if you have been trained in the use of fire extinguishers and are confident in your ability to do so safely, without endangering yourself or others. Fire extinguishers are provided for tackling fires in an emergency and are positioned by members of the Fire Safety Unit in the places where they will be of most benefit. They are not door-stops and they are not to be moved for any reason.

The fire alarms are tested on Thursdays between 9.00am and 10.00am, when they will sound for no more than one minute. If the alarm sounds for longer than a minute or at any other time, you should assume it is not a test and evacuate the building immediately.

On hearing the fire alarm, you should leave the building quickly, closing doors behind you as you go and choosing the safest exit route (signalled by the green ‘running man’ signs), according to where the seat of the fire is believed to be. This may mean not using the route you normally use to enter and exit the building, so do take the time to identify fire exit routes as soon as you can, rather than waiting until there is an emergency.

If any of the access-controlled doors do not release automatically, lift the clear plastic cover on the front of the adjacent wall-mounted green box and break the glass as directed.

After leaving the building assemble:

- in the car park at the front of St. Peter’s Terrace (on the left as you go out of the front of Scroope Terrace – on the far side of the Engineering driveway)
- or, in the car park at the rear of the Royal Cambridge Hotel (access via the Scroope Terrace car park).

Do not gather in front of the building – you may be putting yourself in danger (for example, from falling glass as the windows above you shatter in the heat), and you will certainly block others’ safe exit and the access of the emergency services if they have to attend. Identified fire wardens will be on hand to provide direction. You must obey any direction that they give you, which will be for your own and others’ safety. Do not return to the building until a fire warden has told you that it is safe to do so and do not leave the fire assembly point – if you have been seen in the building prior to evacuation but are not present at one of the assembly points, emergency services may have to risk their own safety to re-enter the building and look for you.

In the event of the discovery of a suspect package, the same evacuation procedures apply.

You are responsible for any visitors that you bring into the building and for ensuring that visitors know what to do in the event of an emergency. The Faculty Administrator (3)32593 and Custodian (Mr Alan Baldwin / (3)32991) must be informed immediately, via the Faculty Office, of any visitors who might experience difficulty in responding to a fire alarm and/or evacuating the building in an emergency, as we are required to produce a Personal Emergency Evacuation Plan.

The Faculty is required to carry out regular fire drills. Everyone is expected to take these seriously and to follow the above procedures as if there were a fire.
First Aid

First Aid boxes are located at various points around the building, including the Faculty Office and the Studio. Please make sure you familiarise yourself with their location. The First Aider at Scroope Terrace is Mrs Julia Pettman (contact via the Faculty Office or in the office next to the Faculty Office, room 2.2, (3)32966). All accidents, however minor, must be reported to the Faculty Office in the first instance.

In the event of serious injury you should summon an ambulance by dialling 1999 on a network phone. In the event of moderate injury the victim should be escorted to Addenbrooke's Hospital out-patients - the Faculty will refund the cost of any taxi.

Security

During normal working hours (9.00-5.15 Monday to Thursday, 9.00-4.15 Friday), any concerns with security should be reported to the Custodian, (Mr Alan Baldwin / (3)32991), the Faculty Office or the Faculty Administrator ((3)32593) immediately.

Outside normal hours, concerns should be reported to the University Security Control Centre on the emergency number 101 (internal) / (7)67444 (external) or the routine number (3)31818, depending on the perceived severity of the matter. In the event of a serious emergency, call the Police by dialling 999.

Despite all reasonable security measures, thefts do occur: please take care of your valuables. The University is not responsible for the loss or damage that may occur to cars, bicycles or any other personal property on its premises. You are urged to purchase a suitable locking cable for your laptop. CCTV operates at Scroope Terrace and may be able to assist in identifying any intruders or thieves.

Visitors

If you invite a visitor into the Faculty building please could you arrange for them to:

- sign the Visitors Book held at Reception
- wear VISITOR badge which they must wear whilst in the building

Please also note that any visitors remain the responsibility of the person they are visiting whilst they are in this building and that visitors should have a genuine reason for being here. Please do not let anyone into either Scroope Terrace or 4a Trumpington Street (Department of History of Art) who you don’t know. Unknown visitors should be accompanied to the Faculty Reception.

Smoking

Smoking is not allowed anywhere in the building at any time. The fire alarms are smoke sensitive.

Smoking is also not allowed outside the front of Scroope Terrace, in doorways or close to windows where smoke may drift into the building. The designated smoking area is at the rear of the site, under the walkway between the Architecture Lecture Room and the Studio.
Other Faculty Information

Department and Faculty

The Faculty of Architecture and History of Art consists of the two Departments: the Departments of Architecture, and, History of Art.

The role of the Faculty Board is to oversee the work of the Faculty. It is responsible to the University’s General Board for research in the subjects of the Faculty, preparing the teaching programme of the Faculty, and for ensuring the teaching given is of a high standard. Its duties include resource allocation to support its teaching and research, prescribing which subjects will be taught, and for overseeing the proper application of funds. Its membership includes internal academic staff, external members and three student representatives (two undergraduate student members, one from each of the Departments of Architecture and History of Art together, and one graduate representative who may be a member of either Department - these are elected each November. Student members attend only Unreserved Business i.e. items which are not personal to individual members of the Faculty, or, concerned with examinations.

The Degree Committee has the same membership as the Faculty Board (without the student members) and is concerned with the admission, progress, review and examination of graduate students. It is the highest tier of administration for graduate matters.

The Department of History of Art is located at the far (South) end of the Faculty (No. 5 Scroope Terrace), with the Department Secretary’s Office and Lecture Room on the ground floor and staff offices and a Seminar Room on the first, second and attic floors. The Department also has a Seminar Room, supervision spaces and offices in premises across the road at 4a Trumpington Street.

ArcSoc

ArcSoc is the student Architecture Society. It provides a forum for students of architecture to pursue extra-curricular activities ranging from painting to parties, from life drawing to lectures. ArcSOC has its own pages on the Department’s website where details of lectures and events are posted. ArcSoc is wholly supported by membership dues and sponsorship.

http://www.arcsoc.com/

Scroope

The Department’s journal Scroope has been running since 1989. If you are interested in becoming a part of the Scroope editorial team, please send an e-mail to scroope@aha.cam.ac.uk with ‘Editorial Board Scroope ’ in the subject line. Running a journal is very time consuming, so the editorial team is looking for people who have the energy to commit to the job. Our meetings can sometimes run up to three or four hours, but it is a very rewarding experience. You will learn about printing, publishing and distributing a small journal and learn what it means to be a content editor, copy-editor, and/or graphics editor.

http://www.scroopejournal.com/

Graduate Handbook

Please email the Graduate Office on: Grad.enquiries@aha.cam.ac.uk if you have any comments or notice any errors in this handbook – thank you very much!
# Staff Responsibilities 2016 – 2017

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>Chairman of the Faculty Board and Degree Committee:</td>
<td>Dr Rosalind (Polly) Blakesley</td>
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<tr>
<td>Secretary of the Faculty Board:</td>
<td>Mr Andrew Bennett</td>
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<tr>
<td>Faculty Administrator:</td>
<td>Mr Andrew Bennett</td>
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<tr>
<td>Faculty Administrator’s Assistant:</td>
<td>Mrs Julia Pettman</td>
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<tr>
<td>Faculty Receptionist:</td>
<td>Miss Pilar Alonso</td>
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<tr>
<td>Secretary of the Degree Committee:</td>
<td>Dr Emily So</td>
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<tr>
<td>Degree Committee Administrator:</td>
<td>Dr Nichola Tooke</td>
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<tr>
<td>Head of Department:</td>
<td>Professor Wendy Pullan</td>
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<tr>
<td>Department Secretary:</td>
<td>Ms Sue Luxon</td>
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<td>Graduate Administrator:</td>
<td>Dr Nichola Tooke</td>
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<tr>
<td>Graduate Assistant:</td>
<td>Miss Pilar Alonso</td>
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<tr>
<td>Deputy Head &amp; Tripos Co-ordinator:</td>
<td>Ms Mary Ann Steane</td>
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<tr>
<td>QA Officer:</td>
<td>Dr James Campbell</td>
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<tr>
<td>Undergraduate Admissions Co-ordinator and Chair of Directors of Studies:</td>
<td>Dr Max Sternberg</td>
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<tr>
<td>Director of Graduate Studies:</td>
<td>Dr Ying Jin</td>
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<tr>
<td>Deputy Director of Graduate Studies:</td>
<td>Dr Felipe Hernández</td>
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<tr>
<td>Chief Accounts Clerk:</td>
<td>Mr Neil Mayo</td>
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<tr>
<td>Faculty Computer Officer and Head of Digital Services:</td>
<td>Mr Stan Finney</td>
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<tr>
<td>Digital Services Co-ordinator:</td>
<td>Mrs Marisa Grove</td>
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<tr>
<td>Director of the Martin Centre:</td>
<td>Professor François Penz</td>
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<tr>
<td>Deputy Director of the Martin Centre:</td>
<td>Dr Emily So</td>
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<tr>
<td>Martin Centre Research Administrator:</td>
<td>Mrs Anita Gunadi</td>
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<td>Martin Centre Secretary:</td>
<td>Miss Pilar Alonso</td>
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<tr>
<td>First Year Co-ordinator:</td>
<td>Dr Felipe Hernández</td>
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<tr>
<td>Second Year Co-ordinator:</td>
<td>Ms Mary Ann Steane</td>
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<tr>
<td>Third Year Co-ordinator:</td>
<td>Professor Koen Steemers</td>
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<tr>
<td>Third Year Case-study Co-ordinator:</td>
<td>Professor Alan Short</td>
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<tr>
<td>Senior Teaching Associate:</td>
<td>Dr Rob Foster</td>
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<tr>
<td>MPhil in Architecture and Urban Studies (MAUS) Course Directors:</td>
<td>Dr Felipe Hernández and Dr Ying Jin</td>
</tr>
<tr>
<td>MPhil in Architecture and Urban Design (MAUD) Course Director:</td>
<td>Ms Ingrid Schröder</td>
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<tr>
<td>MST IDBE Course Director:</td>
<td>Dr Sebastian Macmillan</td>
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<tr>
<td>MST IDBE Deputy Course Director:</td>
<td>Dr Alice Moncaster</td>
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<tr>
<td>IDBE Course Administrator:</td>
<td>Ms Becky Stanley</td>
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</tbody>
</table>
Building History Course Director: Dr Adam Menuge
Building History Course Administrator: Ms Alex Lumley

Part 3 Course Co-ordinator: Ms Miranda Terry
Part 3 Course Administrators: Ms Sue Luxon and TBC

Faculty Librarians: Ms Susanne Jennings
Library Assistant: Miss Sophie Fletcher
Faculty Disability Liaison Officers: Ms Susanne Jennings and Ms Tanya Zhimbiev

First Year Studio Masters: Ms Julika Gittner, Mr James Ross, Mr Raphael Lee, and Mr Francis Fawcett
Second Year Studio Masters: Mr Jon Lopez and Mr Yuthika Hikaru [Hik] Nissanke
Third Year Studio Masters: Mr Eric Martin and Mr Nikolai Delvendahl

Third Year Studio Masters: Mr Rod Heyes and Ms Amy Perkins

MAUD Studio Masters: Ms Ingrid Schröder and Mr Aram Mooradian

ARB/RIBA Co-ordinator: Ms Mary Ann Steane

Practice Placement Co-ordinator: Professor Alan Short

Chair of Technical Teaching: Professor Alan Short

Chair of History and Theory Group: Dr Max Sternberg

CAD Teaching Co-ordinator: Dr Yeonsook Heo

Website Co-ordinator: Mr Michael Ramage

Workshop Supervisor: Mr Clive Tubb

Open Day Co-ordinator: Ms Mary Ann Steane

Outreach Co-ordinator: Dr Anna Jenkin

Exhibition and Catalogue Co-ordinator: Dr James Campbell

Chief Custodian: Mr Alan Baldwin
Custodian’s Assistant: Mr Craig Baldwin