

## SUBMISSION OF HARDBOUND THESIS

1. As soon as a student has had corrections confirmed by the examiner(s), a hard bound corrected copy can be made – there is no need to wait for any other confirmation.
2. One hardbound copy (two copies if candidate is in Genetics Dept) should be submitted together with another loose copy of the summary plus a completed hardbound declaration form that can be found on the BGS website at:

<http://www.admin.cam.ac.uk/students/studentregistry/exams/submission/phd/viva.htm#dissertation>

The submitted hardbound copy will eventually end up in the University Library.

3. When examiners reports are received by the Degree Committee, they are put on the agenda for ‘recommendation’ at the next available meeting. After the Degree Committee meeting, the reports are put to a BGS meeting for ‘final approval’.

Submission of the final hardbound thesis all depends on where the reports are in the examination process.

There are three options:

- a) If a candidate has recently had a viva examination, and corrections, if any, have been approved before examiners reports have been put to a Degree Committee meeting, the hardbound copy will need to be **submitted to the Degree Committee office** together with the relevant paperwork (loose copy of summary, completed hardbound declaration form).
- b) If examiners reports have already been put to a Degree Committee meeting and sent to the BGS for their meeting, the candidate will need **to submit the hardbound to the BGS** together with the relevant paperwork.
- c) If the BGS meeting has already taken place and the candidate has received an email/letter from the BGS confirming conditional approval ‘subject to completion of corrections and submission of a hardbound thesis’ – the hardbound copy will need **to be submitted to the BGS**. Instructions for this are included in the letter to the candidate.