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 per student. All actions relating to a student’s record are either carried out directly in CamSIS by University or College staff or by students themselves, or else are downloaded into CamSIS by external organisations.

You will already have encountered CamSIS during the application process (unless you made your application on paper). It is important that you familiarise yourself with CamSIS and its operation, as its through this system that the University manages student reporting and registration, residence records, and procedures such as the appointment of examiners, intermission, and the granting of permission to work away from Cambridge. CamSIS is accessed at the following address:

http://www.camsis.cam.ac.uk/cam-only/index.shtml

Applications for permission to work away, intermission, etc, which used to be made and processed on forms downloaded from CamSIS and printed out, are now made and processed online within CamSIS.

Code of Practice

Research degrees available within the University of Cambridge are provided in general accordance with the Code of Practice for Graduate Research Degrees. Current and previous versions of the Code of Practice can be found at this webpage:

http://www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students/code
The Role of the Supervisor

The Degree Committee appoints a Supervisor for every student, as their principal source of intellectual and academic guidance during their research. Sometimes a co-supervisor is appointed, who shares the following duties by agreement with the principal Supervisor.

The Supervisor’s primary responsibility is to guide you in planning, executing, and writing up your research. This will include advising on relevant literature, methodology, and academic conventions in the field, as well as on career development and training in key skills. As your research progresses, this will involve reading and commenting on draft chapters. You and your Supervisor will meet on a regular basis in term throughout your time as a student at Cambridge (unless you have permission to work away, or your Supervisor goes on leave, in which case alternative arrangements will be put in place as appropriate).

There is no strict rule for the frequency and timing of meetings, but 3 or 4 meetings a term in the first year is usual for full-time students (1 or 2 meetings a term for part-time students). Meetings may become less frequent once research is well under way, but often become more frequent again as writing up nears completion. Your Supervisor will make sure that you know how to contact each other: email is now usual. You should respond promptly to messages from your Supervisor (normally within 24 hours). Your Supervisor will likewise try to respond promptly to your messages. But while you are occupied mainly with your research, academic staff have many calls on their time, and you should normally allow 3 full days for an answer before re-sending a message. Supervisors will usually arrange meetings at mutually convenient times, but if your Supervisor summons you to a meeting in Cambridge during term, you should regard this as of the highest priority, and attend unless you have very strong reasons for not doing so. If you need an urgent meeting with your Supervisor, contact them in the usual way. They will accommodate your request as soon as they can.

Supervisors often make themselves available to meet their students during vacations, but this should not be relied upon, as this time is vital to academic staff for conducting their own research, preparing teaching, etc. Sometimes they even take holidays.

Your Supervisor will submit a report on your progress each term via the Cambridge Graduate Student Reporting System (CGSRS). If they have reasons for concern about poor progress or a student’s failure to attend meetings or reply to messages, they will notify the Degree Committee and may also make a special report on CSGRS if appropriate.

Finally, your Supervisor is the person to approach for written support in applying for such things as permission to work away or intermission, as well as for references in applications for travel or research funding, or in due course, for employment.
The Role of the Academic Adviser

The Academic Adviser is appointed by the Degree Committee, usually (though not necessarily) from within the senior membership of the Faculty. The Adviser need not be in the same research area as the student and Supervisor, but should be able to:

• act as a supplementary and informal point of contact and source of advice for the student;

• be available to the student, with the agreement of the Principal Supervisor, for occasional discussion of the student’s research or written work;

• provide administrative cover in the absence of the Principal Supervisor;

• offer advice if a student has concerns over their working relationship with their Supervisor;

• participate in the student’s registration examination and subsequent annual progress exercises.

The Adviser should meet the student formally twice a year; once around the start of the academic year, and once towards its end. This second meeting would usually be the registration exercise or progress review.

The Adviser will **not** normally be appointed Internal Examiner for the dissertation.

The Adviser is **not** required to:

• provide formal academic supervision;

• write supervision reports in CGSRS;

• provide formal pastoral support (this is primarily the responsibility of the student’s College, usually by means of a Tutor);

• act as an intermediary between a student and their Supervisor, or take sides in the event of a dispute (if there is a serious problem between a student and their Supervisor, the student should be advised to inform and consult the Secretary or the Chair of the Degree Committee).
Graduate Life

Studying at the Divinity Faculty will provide you with the opportunity to meet fellow students who will become some of your most important conversation partners.

As Cambridge is a collegiate university, social life for PhD students here can be based as much in the College as in the Faculty. Colleges have the benefit of bringing you into contact with students studying in a diversity of fields, but you may find that you are one of the few Divinity students in your College social circle. For this reason it is important to be proactive in seeking out opportunities to meet fellow Divinity students and academic members of staff. One way to do this is to attend the special lectures and senior seminars which are held in the Faculty. Equally, students are invited to a number of social events held through the year, including at Christmas or New Year and at the end of the academic year (not to mention the occasional pub night).

Students are also welcome to organise their own reading groups or speaker series to explore a topic of interest, and a limited amount of funding for this sort of endeavour is often available. Sometimes your College may also provide assistance.

The graduate student Facebook page has become an increasingly important place for students to share event information, pose questions and organise social events. It can be found by searching for ‘Cambridge Faculty of Divinity Graduate Circle’.

There is also a student-wide email list that one can use to advertise events and publications which may be of interest to fellow graduates. Send emails to: divinity-graduate-discussion@lists.cam.ac.uk.

Graduate website profiles

A minimal personal profile has been created for you on the Faculty website, under ‘People’, and then ‘Graduate students’. You can update and add to your profile as follows. Go to your profile page, log in with your Raven password (using ‘Log in’ at the top right of the page), then click ‘Edit’ on the green bar that appears under your name.

You can add a photo to your profile, and update your name and title, under ‘Basic Information’. Research interests are described under ‘Professional Information’. Please note that the ‘Areas of Interest’ section is not used: use the ‘Research interests’ section further down the page. Contact details are found under ‘Contact Information’. Please do not edit in the section entitled ‘creators’. If you would prefer not to publish a personal profile, please ask the Computer Officer (dig39@cam.ac.uk) to delete it.
Graduate Representative

The Graduate Representative is a volunteer position held by one of your fellow graduate students. Graduate Representatives are elected yearly, and the role includes the following responsibilities:

- representing graduate interests at Faculty Board meetings;
- co-ordinating social events, such as the Christmas and Summer parties;
- sitting on a number of Faculty committees, including the Access and Outreach committee and the Library committee;
- taking part in Graduate Induction;
- acting as a point of contact for students seeking advice or help about Faculty-related matters;
- helping to maintain the graduate area of the Faculty website.

The current Graduate Representative is Rozelle Bosch (rb761@cam.ac.uk).

The Graduate Representative is always pleased to hear from fellow students who would like to organise an event or help with one of the year’s scheduled social events.
Seminars and Lectures

Graduate students are expected to participate fully in the research culture of the Faculty, and it is therefore important to attend relevant seminars. Research seminars are valuable not only for the specific benefit of hearing speakers (who range from eminent professors to other graduate students) set out their research findings but also for the introduction they offer to the academic discourse and conventions of your field. The Faculty organises several different series of senior research seminars, of which full details can be found on the website. These seminars reflect the full range of research fields cultivated in the Faculty, and you should consult your Supervisor over which it would be beneficial for you to attend. In particular, and in consultation with your supervisor, the Degree Committee will register you as a member of one of the Faculty’s research seminars, with the expectation that you will attend that seminar unless you have permission to work away from Cambridge, or are prevented by illness or other grave cause. But please note that you are welcome to attend other research seminars as well.

Beyond these there are many other specialist and interdisciplinary seminars in other departments and Faculties. Asian and Middle Eastern Studies, Philosophy, Classics, and History all have obvious overlaps with Theological and Religious Studies, but almost any department in the Arts and Humanities might offer a seminar or public lecture that would be of value to you. Interdisciplinary initiatives are now common in the University, but the Centre for Research in the Arts, Social Sciences and Humanities (CRASSH) is now the most important forum for such endeavours in Cambridge, and you should look out for the opportunities available there.

Finally, both within and outside the department there are many graduate-run seminars and workshops which provide less formal venues in which students can present their work and hone their presentational skills. Several Colleges now also encourage such presentations and discussions among their graduate communities.

As a graduate student you are entitled to attend ordinary lectures in the Divinity Faculty and indeed in most other faculties (though this permission excludes classes, laboratory work, and courses for which departments set limits on the numbers of candidates). Details of lecture courses can be found on departmental websites.

Senior seminars: [http://www.divinity.cam.ac.uk/research/seminars](http://www.divinity.cam.ac.uk/research/seminars)

CRASSH: [http://www.crassh.cam.ac.uk/](http://www.crassh.cam.ac.uk/)
The Registration Examination

When you begin working towards a PhD in the Faculty of Divinity your official status appears in CamSIS as ‘not at first registered for any degree’ (NOTAF). Your first objective is to be registered for the PhD, and this happens through successful completion of a registration examination held towards the end of the first year for full-time students, or of the second year for part-time students. These examinations take place in the Easter Term and are based on a portfolio of work which each student must submit by 21 May. This portfolio comprises:

- a summary of the scope, purpose, methodology, and value of your research project;
- a provisional outline (i.e. list of contents) of your dissertation with a timetable for the conduct and completion of the research and writing;
- a bibliography of your topic and its immediate intellectual context, set out in accordance with the conventions current in your field of study; and
- a sample of written-up research of no more than 10,000 words, with appropriate footnotes and bibliographical references (included in the word-count).

The Degree Committee will appoint two academic assessors to conduct the examination. One of them will normally be your Adviser. The assessors will arrange to meet you for a viva voce examination which will cover your submitted portfolio, your project, and your progress. Your Supervisor will neither be an assessor nor attend the examination.

The purpose of the examination, and therefore of the portfolio, is to persuade the assessors that you have a clearly conceived and properly focussed subject for research, that you are familiar with the scholarly literature and methodology relating to it, that you have made satisfactory progress in your research, and that you have a plausible sense of the outline of the eventual dissertation and a feasible schedule for the remaining research and writing. Of course the scope and shape of a project may change during the course of research, so you are not unreasonably bound by the summary and outline. But subsequent changes in direction would need to be discussed with your Supervisor and also brought to the attention of those who review your progress in later years (see below, under Progress Reviews). Likewise, the sample of writing need not necessarily be envisaged as a chapter in the eventual dissertation.

Your assessors will submit a joint report on your examination to the Degree Committee, with a recommendation as to the outcome (see a-d below). The report will be made available to you, and the assessors may also provide further joint or individual feedback for you on your work. Your Supervisor will receive a copy of their report, and of any feedback, and will submit to the Degree Committee his or her independent report and recommendation. On the
basis of these reports, the Degree Committee will make one of the following recommendations, namely that you:

a) be registered for the PhD; or

b) be allowed to revise and resubmit some or all of your portfolio for a second examination; or

c) be registered for the MLitt in the first instance, with the possibility of a subsequent progress examination with a view to registration for the PhD; or

d) be removed permanently from the Register of Graduate Students and not be permitted to continue with your research.

In order to recommend registration, the assessors must be satisfied that you are working at doctoral level.

A recommendation for revision and resubmission would usually arise from an academic judgement that the project was, in its current form, too broad to be completed within 3 to 4 years) or that the bibliography or writing sample had fallen short of the standard required for working at doctoral level. These concerns would be communicated to you and you would be invited to submit a revised portfolio within at most the next 6 months (the period to be decided by the Degree Committee in consultation with your Supervisor). Depending on the nature and scale of the required revisions, the assessors may recommend whether a second viva was needed, or whether a review of the resubmitted work would suffice.

A recommendation for registration for the MLitt in the first instance would usually arise from an academic judgement that the project had inherent limitations that would not be likely to yield results meriting the award of a doctorate, or that the candidate had not shown sufficient evidence of having the skills or knowledge necessary to carry out the project to doctoral level. In such cases, the MLitt examination would take place at the end of the candidate’s second year, with the possibility of continuation and registration for the PhD if performance in that examination was judged sufficiently strong.

A recommendation for removal from the register would usually arise from an academic judgement that the project was not adequately defined and could not be achieved within 3 to 4 years, or that the candidate had not shown sufficient evidence of having the skills or knowledge necessary to carry out the project. If, after a first or second examination, the Degree Committee concludes that a candidate should not be registered for the PhD, consideration will be given to the award of a Certificate of Postgraduate Study (CPGS).
Progress Reviews

In your second and third years (and up to the fifth year for part-time students), you will have an annual progress review, normally conducted by your Supervisor and Adviser. For these reviews you will be required to submit the following portfolio:

- a brief account of your progress since Assessment or your last review, in particular drawing attention to any significant change in the shape or direction of your research or dissertation, and explaining it;
- your personal progress log for the past year;
- an updated outline (i.e. list of contents) of your dissertation, and of your timetable for the conduct and completion of the remaining research and writing;
- a further sample of your written work, which would usually be a draft chapter.

Your Reviewers will write a brief report on your progress for the Degree Committee, and will note any cause for concern. If your Supervisor has not been involved in the review, they will be invited to comment on the report before it goes to the Degree Committee.

Unsatisfactory progress

If progress reviews or supervisors’ reports give cause for concern about a student’s progress in their research, the Secretary of the Degree Committee will set up a formal meeting with the student and their Supervisor to explore the nature and scale of the problem, and possible remedies, in accordance with the Code of Practice for Graduate Research Degrees, 2014-15, §§60-63. Reasonable time will be allowed for improvement, and, depending on the circumstances, there will be full consultation with appropriate persons or bodies (e.g. College Tutor, Disability Resource Centre, Counselling Service etc). However, if progress continues to be unsatisfactory, then the Secretary of the Degree Committee will assemble the full relevant documentation so that the Degree Committee can consider making a case to the Board of Graduate Studies for the removal of that student from the register of graduate students (see Code of Practice for Graduate Research Degrees, 2014-15, §§64-66). Under these circumstances, the student concerned will be given a copy of the full documentation in advance and will be invited to submit a written response for consideration by the Degree Committee.
Graduate Training

Graduate Training outside the Faculty

The University Library also offers Research Skills Sessions. The link for the Research Skills programme is: [http://training.cam.ac.uk/cul/event-timetable](http://training.cam.ac.uk/cul/event-timetable) – several of these courses are potentially very useful for all of our graduate students, so look at what’s on offer, and book those you want to go to, before they get fully booked up!

There are also Skills sessions for PhD students, organized by the University’s Researcher Development Programme (RDP). They will include the following:

- Starting your PhD
- Effective Researcher
- Completing Your PhD
- Writing your First Year Report
- Editing your Academic Writing
- Presentation Skills with individual feedback (Blended) Skills Analysis
- Supervising & Small Group Teaching (Effective supervision)

You should receive details of these by email either directly from Dr Matthew Lane at AHSS, or via the Divinity Faculty Administrator: book in for those that interest you. For new PhD students, there is the AHSS 1st Year PhD Skills Induction afternoon, on Friday 17 October, 1.30–5.00, in the Mill Lane Lecture Room 3. This is intended to help you get the best possible start in your PhD work: no booking necessary – just turn up.

There are also centrally run University Researcher Development Programme courses, some of which are available to PhD students. For information on these courses, go to: [http://www.admin.cam.ac.uk/offices/hr/ppd/information/graduate/training/index.html](http://www.admin.cam.ac.uk/offices/hr/ppd/information/graduate/training/index.html)

Book at [www.training.cam.ac.uk/gdp](http://www.training.cam.ac.uk/gdp) from Tuesday 7 October.

Language teaching and learning

Many doctoral students will need to acquire or improve skills in ancient or modern languages in order to engage with primary sources or secondary literature for purposes of research. Tuition in Biblical Greek and Hebrew, Qur’anic Arabic and Sanskrit is usually available within either the Divinity Faculty or the Faculty of Asian and Middle Eastern Studies. In addition, courses in Latin and in German are available under the auspices of the
School of Arts and Humanities. For further details on all these languages, please see the Faculty’s MPhil Handbook or consult Dr Andrew Chester (anc1000@cam.ac.uk).

Facilities and resources for the study of modern languages are provided by the University’s Language Centre. There are taught class courses in several major languages, as well as individual study programmes in a wide range of others. For further details, see:

www.langcen.cam.ac.uk/

**English for academic purposes**

The Language Centre can also provide support for students who wish to improve their English language skills for academic purposes. Further information on the help available can be found at this address:

http://www.langcen.cam.ac.uk/lc/adtil/adtil-index.html
Plagiarism

On 22 February 2011, the German Defence Minister, Karl-Theodor zu Guttenberg, found himself obliged to resign his doctorate, which he had gained from the University of Bayreuth after several years research with a dissertation entitled ‘Constitution and Constitutional Treaty: Constitutional Developments in the US and EU’. It had been completed in 2006 and was published in 2009 (http://www.bbc.co.uk/news/world-europe-12532877). But in 2011 newspapers published extracts from his thesis which matched, word for word, materials previously published by other authors in newspapers, lectures, and elsewhere, which had been cited without quotation marks or acknowledgements. This is plagiarism. As a result, his hitherto glittering political career was cut short. On 1 March 2011 came news of his resignation, after thousands of academics signed a letter of protest to Chancellor Angela Merkel (http://www.bbc.co.uk/news/world-europe-12608083).

plagiarism, n. 1. The action or practice of taking someone else’s work, idea, etc., and passing it off as one’s own; literary theft. (Oxford English Dictionary)

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. It is both poor scholarship and a breach of academic integrity. (Statutes and Ordinance of the University of Cambridge, 2012, p. 200)

Suspected cases of plagiarism (or of the use of other unfair means in examinations) will be investigated, often with the aid of sophisticated analytical software, and may be the subject of formal proceedings in the University’s Courts. The penalties that can be imposed include denial or removal of a degree, and exclusion from membership of the University.

The deliberate use of the work of others without acknowledgement is inexcusable. But plagiarism often arises through a failure to follow good academic practice. Make sure your note-taking records bibliographical details fully, right down to the number of the page from which your notes are taken. Use your own words when taking notes (this also assists both understanding and recall). When you copy someone else’s words, always use quotation marks. Slackness about this is most likely to affect those who take notes directly onto a computer: ‘copy-and-paste’ becomes very easy, and note-taking can easily slip into verbatim transcription. Remember that appropriate acknowledgement is essential whether you are using the words or the ideas of others.

For further guidance about plagiarism, see http://www.admin.cam.ac.uk/univ/plagiarism/

Plagiarising can seriously damage your career. Don’t do it.
Library resources

Graduates in Cambridge have a wide range of resources, both in print and online, as well as archival material, to support their studies. The learning resources environment in Cambridge is in a period of change as more resources such as journals and ebooks are made available online for remote access. However, the traditional library structure of University Library, Faculty Library and College Library remains important. Physical locations provide access not only to print collections but also to professional staff with bibliographic knowledge and skills. They are also excellent places to study without distractions.

University Library

This should be the first port of call for graduate students. Not only is it a UK copyright library, entitled to claim a copy of every book published in the UK, but it also has extensive collections of non-UK material, in many languages. So it is the best place for PhD students in particular to begin their search for the resources they need.

Students may put in requests for non-UK items to be purchased. Newly-published material may take some time to be catalogued and reach the open shelves, but readers can request items to be fast-tracked if required urgently. The UL has a range of other services for readers; graduates are advised to familiarise themselves with these early on in their studies. There are also regular induction and training courses on using e-resources and other skills.

Finally, the University Library has a justly famous tea room, which is a popular place for a break from study and a chat with other students or researchers.

The UL homepage is:  http://www.lib.cam.ac.uk/

Divinity Faculty Library

The Faculty Library has considerable resources for graduate students as a back-up to the UL. In some areas, such as patristics and biblical studies, it has notably rich collections. The Librarian is happy to consider requests for items to be purchased by the Faculty Library or alternatively will back a request for the UL to obtain the item.

Staff members in the Faculty Library are very happy to answer questions and offer advice about using Cambridge libraries and library catalogues. They can give one-to-one training sessions on some important databases, such as the ATLA resource for journal articles, and can provide help in subject searches.

Many graduate students enjoy working in the Faculty Library, especially in the vacations when there are fewer undergraduates around with whom to share the space. Although
individual desk spaces cannot be reserved for any specific reader on a long-term basis, those working there daily for a period of time may leave material overnight.

The Faculty Library’s homepage is:  http://www.divinity.cam.ac.uk/library

College Libraries

Every student has access to their college library. Some have good collections relevant to Divinity, but others are less helpful. Richer colleges have more resources and may well be prepared to purchase items for Divinity students; others have very restricted budgets and have to concentrate on reference and undergraduate text books.

Cambridge is also home to a number of theological colleges, affiliated to the University but independent of it, which collectively form the Cambridge Theological Federation. The Federation Librarian may allow access for Divinity Faculty students if items are not available elsewhere.

Tyndale House, an independent Biblical research institute located in Selwyn Gardens, has a reference-only collection, primarily in biblical studies. Access to this collection may be granted by the Librarian there when works are not available in the University.

Catalogue

All the libraries above make their catalogues available through the Voyager system, which can be accessed via Newton (for traditional rule-based searches) or Library Search (for more flexible but less precise searches). There are a few colleges which are not on Voyager, but the CTF colleges and Tyndale House are included in it. The catalogues can be found at this address: http://www.lib.cam.ac.uk/newton/
**Faculty facilities**

Graduate students are welcome to use the **Selwyn Room** (the Senior Combination Room) on the ground floor as a social space when it is not in use for more formal purposes. Please feel free to make use of this space, which is not often wanted for other purposes. During term, coffee is available to graduate students in the Selwyn Room from the machine installed there.

**Storage lockers** can be found in the main corridor on the first floor. Graduate students can book individual lockers for long-term use. Ask in the Faculty Office to arrange this.

**Morning coffee.** Every weekday during Full Term coffee is provided in the ground floor lobby for all students and staff between 10.50am and 11.10am. This is a time for students and staff to meet and chat. The coffee is prepared by student volunteers. If you would like to help with this, please contact the Graduate Representative (Pui Ip, phi21@cam.ac.uk).
Computing services

The Divinity Faculty provides UniOfCam and Eduroam wireless network services on each floor of the building. For guidance on connecting to these networks, see:

http://www.ucs.cam.ac.uk/wireless/eduroam/localusers

The Computer Office, David Goode, will try to help if connecting proves difficult.

A printer is available for graduate students in the Graduate Study Office. Toner is provided, but you need to supply your own paper.

As well as being a wireless hotspot, the Faculty Library has computers for searching the catalogues, and a copier which permits free scanning to a memory stick.

The University Computing Service has several Managed Cluster Service rooms available in the city centre, with PCs, Macs, and printers. When not required for teaching purposes these computers are available for student use. For details, see:

https://www.ucs.cam.ac.uk/desktop-services/mcs/local-access/rooms.html

The University Library offers some IT facilities and wireless hotspots to its users. For details, see: http://www.lib.cam.ac.uk/itfacilities/

The Computer Officer, David Goode (dig39@cam.ac.uk and room B11), is always happy to advise graduate students on IT matters, so do contact him in case of difficulties.
Funding for travel and research costs

The Faculty of Divinity is host to a number of Trust Funds for the support of study and research in all areas of Theology and Religious Studies. Please note that these funds are not normally available for fees or maintenance. The fund managers will consider applications from PhD students for help with the costs of research trips, academic conferences, and special training not otherwise available within the University, subject to the following guidelines:

a maximum of one UK academic conference a year for up to three years; and

one overseas academic conference per student during their PhD research, plus a second overseas conference if they give a paper.

An application form can be downloaded from the Faculty website:

http://www.divinity.cam.ac.uk/admin/data/funds-form-general-and-clerical

Applicants must explain how the conference they propose to attend is relevant to their research, and applications must be supported by a reference from their supervisor. Proposals should be properly planned and costed, and receipts should be requested and kept, as students must submit receipts to the Administrative Officer after completing their travel or training.

Many Colleges also have trust funds furnishing assistance to graduate students for travel and research. Consult your Tutor, Tutorial Office, or College website for further details. Both College and Faculty Trust Funds look more favourably on applications which seek support from more than one source.

Full information on Cambridge’s very wide range of funds and funding opportunities used to be published annually in the Special Number (no. 6) of the Cambridge University Reporter, entitled Awards, Funds, Studentships, and Prizes. This was last published on 5 November 2010, and a pdf of that edition can be downloaded from this address:

http://www.admin.cam.ac.uk/reporter/2010-11/special/

This publication has not been adequately replaced by online searching tools, and therefore the 2010 edition remains the handiest guide to such matters. However, it is no longer a comprehensive guide, and new funding opportunities regularly become available, especially in Colleges. Online research is now the best way to find out about them.
Research Assistance Opportunities

The Faculty and the Trust Funds make some resources available to fund doctoral students to provide research or other assistance to UTOs. The initiative in such cases will come from the UTOs seeking assistance. Such opportunities will be advertised among graduate students.

Funding for Languages Courses

The Degree Committee has agreed to fund students for language courses to a limit of £300. Students should apply by sending a letter of application; setting out the need for the language and the course; a budget and a letter of support from the supervisor. The documentation should be addressed to the Secretary of the Degree Committee.
Teaching Opportunities and Experience

As you progress in your research, opportunities to gain teaching experience may become available. However, please note that the Faculty would rarely if ever allow graduate students to take on duties before successfully completing the registration process. Cambridge does not afford graduate students much opportunity to gain experience of lecturing, but it is easier for them to become involved in undergraduate supervision.

If you wish to gain some teaching experience you should first discuss this with your Supervisor. If your Supervisor agrees, you should apply via the Paper Co-Ordinators of the Tripos papers for which you would be interested in offering undergraduate supervision. The Faculty has an obligation to its students to assure itself that potential supervisors are appropriately qualified and trained. This obligation is discharged by the Subject Committees. You need to provide a CV, an account of your knowledge of the field to be taught, and a reference from your Supervisor. You also need to have taken at least one of the relevant University training courses, of which details can be found on via the following webpages (where you can register your interest or book a place when courses are available):

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

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

When students have been added to the list of undergraduate supervisors by the relevant Subject Committee, they should seek further advice from the Paper Co-ordinator about the requirements, reading lists, etc for the papers for which they hope to supervise. The appointment of undergraduate supervisors is a matter for College Directors of Studies, not for the Faculty as such. Sometimes, your Supervisor may, with the agreement of a Director of Studies, subcontract students to you for supervisions on one or two topics on which you have particular expertise. This can be a helpful introduction to the art of supervising, especially for students not themselves graduates of the Oxford or Cambridge teaching system.

As a supervisor of undergraduates, you must submit reports on your students, and claim payment, via the CamCORS system (an introduction to which is included in the University training modules).

Students (whether from the UK, the EU, or overseas) should note that University regulations do not allow full-time research students to undertake any employment other than teaching or work directly relating to their research, and that any such work is limited to 10 hours a week, including time required for preparation and marking.
Residence, Intermission, and Deferment

Study for any degree at Cambridge entails certain requirements for residence. Cambridge does not offer ‘distance learning’, and therefore expects even part-time students to spend time working in Cambridge and participating in the research culture of their department. Residence is a matter of terms spent working in Cambridge. To qualify for the PhD you must have spent at least 9 terms in residence, unless you have permission to carry out some of your work elsewhere (see ‘working away’. If you need a fourth year in which to finish writing up, you will be expected to remain in residence for as many terms as it takes you to complete.

If you find yourself unable to carry out your research for a significant period as a result of illness or for some other similarly serious reason, then you should seek intermission for one or more terms until you are once more in a position to devote yourself to your work. This is a course of action you need to discuss with your Supervisor and your College Tutor. The form you need to fill in online to apply for intermission can be found, like other such forms, on your CamSIS self-service page.
Working away from Cambridge

Graduate students are required to get formal permission in order to carry on their research away from Cambridge for any extended period of time (i.e. more than two weeks). It can be necessary or helpful to conduct some of your research away from Cambridge. For example, you may need to carry out fieldwork, to research in an archive or library elsewhere, or to access other scholarly resources not available here in Cambridge. For such purposes you need to secure the permission of the Degree Committee and of your College to work away from Cambridge.

Working away is something you should first discuss with your Supervisor. If they agree to support you, you should complete the necessary online form within CamSIS, giving a clear account of the academic justification for your application. If you wish to work away, your application needs to reach the Degree Committee in time for its first meeting in the term before the first term you plan to spend outside Cambridge (see also below, Visas). Late or retrospective applications will not be considered.

Financial difficulties or health problems do not constitute a valid reason for seeking permission to work away. In such circumstances, intermission or temporary removal from the register is usually the appropriate option. Permission to work away does not confer exemption from University or College fees. The PhD programme is now offered on a ‘fee for course’ basis, irrespective of absence from Cambridge for research purposes. Working away from Cambridge will have financial implications, and it is your responsibility to make sure both that you have adequate resources to undertake work away and that you make appropriate arrangements regarding your accommodation in Cambridge so that you do not incur unnecessary expenses.

Brief trips away. Permission to work away is not needed for short research trips (less than two weeks), such as visits to accessible archives or attendance at conferences.

Risk Assessments. Students requesting permission to work away must complete a risk assessment, even if your place of work will be within the EU or the UK. If your research takes you to a country outside the UK, you should take note of any advice relating to that country published by the UK Foreign and Commonwealth Office. Risk assessments need to be countersigned by the Head of Department, and in applying for permission to work away you will be asked to confirm that your risk assessment has been approved. Please leave a copy of your risk assessment, once approved and signed, with Ms Katy Williams in the Faculty Office. Please contact the Faculty Administrator, Dr Peter Harland (pjh42@cam.ac.uk) if you need further advice on risk assessments.
**Travel insurance.** Graduate students should apply for University insurance before applying for permission to work outside the UK. University travel insurance also covers absences for which permission to work away is not required (such as short trips for conferences). Students applying for permission to work away must confirm that they have adequate insurance for their trip. (However, the university’s travel insurance does not cover leaving Cambridge in order to work at home on writing up or on making corrections to their thesis, nor does it cover working away from Cambridge elsewhere within the UK).

For further information on travel insurance, see:

http://www.admin.cam.ac.uk/offices/insurance/travel/students/bgs/index.html

**International Students.** Students at Cambridge on a Tier 4 visa should inform their College and the Faculty Office whenever they propose to be away from Cambridge, even for short research trips which do not require formal permission to work away. Please also keep your College and the Faculty Office informed when you are away from Cambridge on holidays.

**Visas.** If you are a student from outside the EU, you need to be aware that working outside the EU may affect your UK visa status. If you have any doubts or concerns about this, please consult the International Student Team (International.Student@admin.cam.ac.uk). UK and EU students may need appropriate visas to research outside the EU. If you plan to do this, make sure that you seek your visa well in advance. See also the page on International Students.

For more information on working away from Cambridge, see:

http://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/leave-work-away-cambridge#
Deferment of submission

When you are registered for the PhD degree, you are given a final date for submission four years from the commencement of your course (7 years for part-time students). For candidates starting on 1 October 2014, the latest submission date will normally be 30 September 2018 for full-time students or 30 September 2021 for part-time students. In exceptional circumstances, you may apply for a deferment of your final date. But the normal expectation of the Faculty is that you will complete within the allotted time. If you do not achieve this, the expectation is that, at the expiry of the four years, you will be withdrawn from the register of graduate students. You may continue work on your dissertation after that date, and if (as mostly happens) you complete it, you may then apply for reinstatement to the register in order to submit your dissertation and have it examined. In such cases you should contact the Graduate Studies Co-ordinator a few months before you plan to submit, so that the process of appointing examiners can be started.

However, it is important to realise that as a student off the register you no longer have access to the full services and resources of the University (although you may possibly have access to some of them by some other entitlement). Your Supervisor may agree to have a final read through your dissertation before completion, but neither the Supervisor nor the Degree Committee is under any formal obligation to offer students supervision after they have completed four years of research (seven years for part-time students). Moreover, research can go out of date very quickly, which can make it harder for dissertations submitted a long time after the commencement of research to pass the examination successfully.

Withdrawal from the Register: International Students

International Students should note that, if they are removed from the register of graduate students, their Student Visa will no longer be valid. For further advice on this, students should consult the International Section of the Student Registry.
Completing your dissertation

Footnotes

There is no specific required style for the presentation of bibliographical references and footnotes. Candidates are welcome to choose among the styles available, and your supervisor may advise you about this. The two main styles employed are the ‘short-title’ system and the ‘author-date’ system.

Short-title system

In this system, the most commonly used in the arts and humanities, a reference to a source is given with full bibliographical details the first time you cite it, while in subsequent footnotes it can be cited in abbreviated form, such as surname and opening words of title. Thus an initial reference to Judith Lieu, *Christian Identity in the Jewish and Graeco-Roman World* (Oxford, 2004) could subsequently be shortened to Lieu, *Christian Identity*.

Author-date system

This system is more commonly used in the social sciences, but is often found in the arts and humanities. Bibliographical references are mostly given not as footnotes but embedded in parentheses in the text, thus: (Lieu 2004, p. 35), or (Lieu 2004, 35). With this system a full bibliography is absolutely essential, as the bibliography furnishes the key to tracing references. All sources cited will be listed in the bibliography, organised by surname and date, thus: Lieu, Judith 2004, *Christian Identity in the Jewish and Graeco-Roman World* Oxford. If you refer to more than one work from one and the same year by any given author, then distinguish them thus: Lieu 2004a; Lieu 2004b, etc.

Whatever style you adopt, remember that the purpose of bibliographical references is to indicate where you have found material and ideas that you deploy in your dissertation, and to enable the examiners and other readers to retrace your scholarly steps where appropriate. Bibliographical references should therefore be clear, full, accurate, and consistent.

Footnotes and bibliographical references are included in the word-count.
Bibliography

There is no formal requirement in the Statutes and Ordinances of the University that a dissertation must have a bibliography. However, it is customary to include a full bibliography of printed, manuscript, and other materials consulted and cited in your dissertation, and you are strongly advised to do this. It is also an important courtesy to examiners and other readers. Your examiners may (and almost certainly will) require a bibliography to be added if you do not at first provide one. The bibliography is excluded from the word-count.

Your bibliography should consist predominantly of materials actually cited in the dissertation. It is occasionally appropriate to include in the bibliography works which you have not actually cited but which have nevertheless been consulted. However, the bibliography is intended to be a bibliography of your dissertation, not of the subject. It is not good academic practice to pad your bibliography with works you have not cited in order to erect a misleading facade of learning (and doing this is unlikely to impress examiners).

There is no specific required format for the bibliography, and your supervisor can advise on the appropriate format in your case. Note, though, that if you use the ‘author-date’ system for your bibliographical references, your bibliography must be organised by name and date.

Physical presentation

Dissertations should be printed double-spaced and single-sided, and should be initially submitted for examination in soft binding.
**Appointment of Examiners**

Three months before you plan to submit your dissertation you should ask your Supervisor to begin the process of appointing your examiners. In consultation with your Supervisor, the Degree Committee will find and appoint two examiners, one internal and one external, to examine your dissertation. This can be a lengthy process, so it is important that it is begun in good time.

**Submission of the Dissertation**

Full details on submitting your dissertation can be found at this web address:

[http://www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/submitting-and-examination](http://www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/submitting-and-examination)

For submission, you need to prepare the following:

- Two soft-bound copies of your dissertation;
- Two loose copies of the title-page;
- Three loose copies of the Summary; and
- Completed and signed copies of the three forms (for Deposit, Declaration, and Address) found at the web address above.

Dissertations are handed in **not** at the Faculty Office, but at the **Student Registry**, 4 Mill Lane, Cambridge  CXB2 1RZ.

After your dissertation has been finally approved, you should have a duly corrected and approve copy hard-bound for submission to the Student Registry and deposit in the University Library. This hard-bound copy should not be prepared until after the successful completion of the entire examination process (for which see the next page).

Once you have passed the examination, you should consult your College about the graduation ceremony. It is the responsibility of Colleges to present candidates for degrees.
The Examination Process

Owing to the pressures on academic staff throughout the HE sector, the processes of appointing examiners and of examining the dissertation can be protracted, depending in particular on the time of year and on the subject. The examining process can take months, and you have no right to demand special haste, though you are entitled to an explanation of any delays. The *viva voce* examination will be scheduled primarily at the convenience of the examiners, and you will be expected to make yourself available at the time that suits them. The examination will normally be carried out in person and in Cambridge, and it is always your right to require that this be done. However, the examination can be arranged elsewhere if that suits all those involved. Also, if the external examiner lives at a great distance from Cambridge (e.g. the USA or Australia), or if they have other difficulties in travelling to Cambridge, the examination can, with the consent of all parties, be held by videolink or similar remote technology (though not by telephone).

The *viva voce* examination

Your examiners will read your dissertation and write independent reports on it ahead of the examination itself. The *viva* will usually last between one and two hours and can explore any questions that arise from the dissertation as well as your general acquaintance with the field of study within which it falls. Afterwards the examiners will make a joint report and a recommendation as to outcome. Six recommendations are available:

1. Pass
2. Pass with minor corrections
3. Pass with more substantial or major revisions or corrections
4. Resubmit (i.e. a major rewrite followed by a second examination)
5. Recommend for the award of the Mlitt
6. Fail

If your dissertation is passed with minor corrections, you should make these as soon as possible (and in any case within 3 months), so that they can be approved by the internal examiner. If more substantial revisions or corrections are required, you will be given copies of the examiners’ reports and details of their advice as to changes, and you will have up to 6 months to revise your dissertation. The examiners will specify whether one or both of them need to read and approve the revised version. If you are required to rewrite and resubmit, you will have 12 months to complete again.
International Students

International students

Absence from Cambridge

Permission to work away: IMPORTANT

International students should note that they must comply with the procedures for securing Permission to work away not only when they propose to work away from Cambridge during term time but also when they propose to do so during the university vacations. This is to ensure not only that international students comply with the terms of their visa but also that the University of Cambridge complies with its statutory obligations as a visa sponsor. Permission is needed not only for absence from the UK but also for absence from Cambridge within the UK. Please see the page on Permission to work away from Cambridge for the appropriate procedures.

Holidays

Self-evidently, graduate students should not take holidays during Full Term. Like other students, graduate students need to fulfill the university’s residence requirements (see Residence, Intermission and Deferment).

Guidance for student holidays will be included in the Code of Practice for Research Students 2016/17. The Student Registry website will also be updated on 1 February 2016 to provide some interim guidance on this matter.

Holidays: Divinity Faculty Advice

International students studying in this Faculty under the terms of a visa should notify their supervisor, the Divinity Faculty Office, and their College Office when they propose to be away from Cambridge on holiday, whether back in their home country or elsewhere within or outside the UK. Please give dates for your departure from and return to Cambridge, along with appropriate details of where you shall be. It is presumed that you will remain in email contact during your absence from Cambridge. Please give alternative contact details if you will not be in email contact.
How to deal with problems that get in the way of work (talk to someone!)

Doctoral work inevitably has its own intrinsic academic or practical problems and difficulties, such as intractable material, access to libraries and archives, or the sheer challenge of getting one’s thoughts in order on paper. Coping with these problems is accounted for in the normal expectation that a doctoral project will be brought to completion within 3 to 4 years.

But many graduate students experience extrinsic problems which interfere with their ability to concentrate on or properly carry out their work. Problems such as ill-health (physical or psychological), accident and injury, obligations of care for parents or children or others, the breakdown of family or personal relationships, bereavement, financial crisis, or many other events or situations can leave you unable for varying periods to give proper attention to your research. If you notice that any problem is interfering with your capacity to work, you must discuss it with your Supervisor, your College Tutor, or some other suitable adviser. In particular, it is vital to get the existence of the problem on record. If the problem turns out to be serious or persistent, it may be that the best solution will be to seek intermission for one or more terms. This is most easily accomplished when proper records of problems have been kept. Issues of student welfare of any kind are primarily College issues, so even if your College Tutor is not the relevant source of special advice for your problem, it is usually worth bringing the problem to the attention of your Tutor, both for the record and because they can often advise you on where to seek help.

One of the commonest reasons for seriously late completion and non-completion is an ill-advised determination to ‘soldier on’ in the face of adverse circumstances without taking advice from Supervisor and College Tutor. Problems are best dealt with if they are faced early and frankly and are discussed with those who have seen them before.

Complaints

If you have a complaint about some aspect of the programme, the Faculty, or its facilities, or if you even feel you may have grounds for such a complaint, then please contact the Secretary of the Degree Committee. If your complaint concerns the Secretary of the Degree Committee, please contact the Chair of the Degree Committee, the Chair of the Faculty Board, or the Secretary of the Faculty Board. Every effort will be made to explain or to resolve the issue. If you wish for advice from outside the Faculty, then contact your College Tutor (see also below, under ‘Graduate Students’ Problems’). If you feel that a complaint is not being taken seriously or not being addressed properly by the Faculty, you may bring it to the attention of the Student Registry.
Graduate Students’ Problems: where to turn

1. Academic questions and problems
   - Supervisor (or Adviser)

2. Technical and procedural academic issues
   - Graduate Studies Co-ordinator

3. Supervisor concerns or problems
   - Supervisor or Adviser
   - Intractable supervisor problems
     - Secretary or Chair of Degree Committee

4. Welfare problems and advice
   - College Graduate Tutor
     - and see below

5. Health concerns
   - College Nurse or GP

6. Disability issues
   - Disability Resource Centre

7. Specific Learning Difficulties
   - Disability Resource Centre

8. Financial problems
   - College Graduate Tutor

9. Computer problems
   - Faculty Computer Officer or College Computer Officer

10. Formal complaints and appeals
    - Student Registry

Further advice and help on welfare issues or problems can be sought from:

Student Advice Service  http://www.studentadvice.cam.ac.uk/

University Counselling Service  http://www.counselling.cam.ac.uk/

College chaplains and other chaplaincies in and around the University

Linkline  http://linkline.org.uk/

Samaritans  http://branches.samaritans.org/cambridge/

Centre 33  http://wwwcentre33.org.uk/

Cambridge Mind  http://www.mindincambs.org.uk/