

To all supervisors of Graduate students in the Faculty of Mathematics

This note is intended to remind you of the procedure for submitting a thesis.

Your student should apply for the appointment of Examiners at least two months in advance of submitting the dissertation, on an Appointment of Examiners Application Form which is available from the Self-Service pages in CamSIS.

Your student should state on the application form for the appointment of Examiners the proposed date of departure, allowing at least eight weeks between the date of the submission and the proposed date of departure. AT THE SAME TIME as your student applies for the appointment of Examiners, you should contact the Secretary of the Degree Committee to recommend Examiners for the Degree Committee to appoint. You should recommend an internal and an external Examiner, having already obtained confirmation from them that they are willing to act according to the timetable you have agreed with your student. You should give full details of the Examiners' affiliations and postal and email addresses. At the same time as you recommend Examiners to the Secretary, if a separate application for this has not already been made, you should state whether or not there is collaborative work included in the thesis. If there is collaborative work included, then you should provide a statement regarding this AT THE SAME TIME as you recommend Examiners. If you do not hear to the contrary within one week of the relevant Degree Committee meeting which is appointing the Examiners, you can assume that the nominations proposed were approved.

If you have any queries regarding this procedure, please contact me or Sally Lowe, the Secretary of the Degree Committee (S.Lowe@dpmms.cam.ac.uk).

If your student is planning to submit during the long vacation, it is better to apply for the appointment of Examiners before the Long vacation meeting of the Degree Committee; this meeting takes place in the first week of July.

Jan Saxl

Chairman of the Degree Committee