

Submission of Part III Essays

This message is to let you know how to submit your Part III Essay (if you have chosen the essay option on as one of your examination paper choices). Please read this message carefully and follow the instructions.

Your essay will need to be submitted electronically through the University Moodle site at URL <https://www.vle.cam.ac.uk/course/view.php?id=144111>. The section on “*Essay Submission*” should be at the bottom of this page and will be available no later than 12:00 BST on Tuesday 5 May 2020.

- **Submission Deadline.** The revised essay submission deadline is **12:00 BST on Thursday 14 May 2020**. The Moodle submission pages will not be available after this time. Electronic submission can be done at any time up to the deadline, but you are encouraged to submit your essay well in advance of the deadline since the Moodle site might be slow on submission day.
- **Declaration Form.** As part of the submission procedure, you need to fill in a declaration form. This replaces the hardcopy submission form in the [Essay Guidelines](#), and includes the declaration

I declare that this essay is work done as part of the Part III Examination. I have read and understood both the University’s statement on the Definition of Academic Misconduct and the Faculty Guidelines on Plagiarism and Academic Misconduct and have abided by them. This essay is the result of my own work, and except where explicitly stated otherwise, only includes material undertaken since the publication of the list of essay titles, and includes nothing which was performed in collaboration. No part of this essay has been submitted, or is concurrently being submitted, for any degree, diploma or similar qualification at any university or similar institution.

- **Format of Your Essay.** After agreeing to the above declaration, you can proceed to upload your essay (plus a cover sheet); the essay must be in PDF format. Most word-processing programmes will export/output a PDF, and a scanned PDF of a handwritten essay is acceptable. The PDF version of your essay must be readable by *Adobe Reader DC* (which can be downloaded for free from [here](#) for Windows, Mac OS and Android; if you are using Linux, then we suggest you test that your PDF is readable with *Okular* and/or *Evince*). You are responsible for ensuring that the PDF is properly viewable for assessment.
- **No Identifying Details.** As explained in the [Essay Guidelines](#):

The title page of your essay should bear only the essay title. Please do not include your name or any other personal details on the title page or anywhere else on your essay.

- **Cover sheet.** As part of the submission procedure, you need to attach a cover sheet (in PDF format) as the first page of your essay so that the cover sheet and essay constitute a single PDF document. Those who have opted to submit as essay as part of their examination choices (and only those candidates) will be emailed separately a candidate-specific cover sheet. The cover sheet contains a unique anonymous Essay-specific Candidate Number (ECN), so it is critical that you only use the cover sheet sent to you (and do not share your cover sheet with anyone else). Instructions as to how to attach the cover sheet to your essay are detailed at the end of this document.
- **Upload Your Essay.** Once you have attached the cover sheet you should upload your essay. Instructions as to how to achieve this are also detailed at the end of this document. Your essay submission is not complete until you have
 - filled in the declaration form;

- uploaded your essay.
- **Extension.** If an extension to the deadline of 12:00 BST on 14 May is likely to be needed due to exceptional and unexpected developments, a letter of application and explanation demonstrating the nature of such developments is required from your Director of Studies. This application should be sent to the Director of Taught Postgraduate Education (email: director_tpe@maths.cam.ac.uk) by the submission date as detailed above. It is expected that such an extension would be (at most) to the following Monday at 12:00 BST. A student who is dissatisfied with the decision of the Director of Taught Postgraduate Education can request within seven days of the decision, or by the submission date (extended or otherwise), whichever is earlier, that the Chair of the Faculty review the decision. The provision of any such extension will be reported to the Part III Examiners.

If you have any questions, please contact the Undergraduate Office (email: undergrad-office@maths.cam.ac.uk). However, please do not email asking for confirmation that your electronic submission has been successful; if your essay is missing you will be notified.

How to Attach the Cover Sheet to Your Essay

If you have opted to submit an essay, you will be sent a second email that includes a cover sheet with your Essay-specific Candidate Number (ECN). This cover sheet must be attached to the front of your essay. This is very important since it associates your essay with your ECN.

However, before attaching the cover sheet, please fill in the Essay Number and Essay Title on your cover sheet using a PDF viewer. Many PDF viewers are suitable, although specifics vary from system to system. The instructions for *Adobe Reader DC* ([available for Windows, Mac OS and Android](#)) are as follows:

- Open the cover sheet in *Adobe Reader DC*.
- Click in the box under "Essay Number" and type in the essay number followed by return.
- Click in the box under "Essay Title" and type in the essay title followed by return.
- In the top left-hand-corner click "File", followed by "Save As", and then choose a folder and filename (we suggest something different from the original name of the PDF cover sheet) in which to save the edited PDF.

Attaching the edited cover sheet to the front of your essay may be achieved in many ways depending on your system (see below). However, once the cover sheet has been attached, please name the PDF in the format `NNN-ECN.pdf`, where `NNN` is the essay number (with leading zeros to make it three digits long), and `ECN` is your *Essay-specific* Candidate Number. Hence if you have attempted essay 37 and your ECN is E456P, please name the cover sheet and essay combination `037-E456P.pdf`.

Technicalities of attaching the cover sheet

Below we list examples of software that can be used to attach the cover sheet, where we use "Cover-Edit.pdf", "Essay.pdf" and, where appropriate, "NNN-ECN.pdf" to refer to, respectively, the edited cover sheet PDF, your essay PDF and, where appropriate, the output file of a command.

Many platforms

Several free PDF tools are available for use either by download or via the cloud (using a browser). These include the convenient and free open source [PDFSAM](#). (The cloud-based [SMALLPDF](#) works similarly but requires signing up for a free trial.)

Windows, Mac OS

Download and install Adobe Acrobat Pro DC free trial.

Open `Essay.pdf`, choose Tools -> Insert from File -> select `Cover-Edit.pdf`. Save the file as `NNN-ECN.pdf`.

Windows

[PDFTKBuilder](#) is covered by the GNU General Public Licence and is straightforward to install and use.

Mac OS

Open both `Cover-Edit.pdf` and `Essay.pdf` with Preview. From the View menu, select Thumbnails. Drag the thumbnail of the cover sheet to the thumbnails for your essay. Save the cover sheet and essay as `NNN-ECN.pdf`.

Linux

Use either `pdfunite` or `pdftk` from the command line:

```
>>pdfunite Cover-Edit.pdf Essay.pdf NNN-ECN.pdf
```

Note that this will overwrite `NNN-ECN.pdf` if it exists.

```
>>pdftk Cover-Edit.pdf Essay.pdf output NNN-ECN.pdf do_ask
```

Note that the `do_ask` option avoids accidentally overwriting `NNN-ECN.pdf` if it exists.

How to Submit Your Essay

To submit your essay after logging in to Moodle at the URL

<https://www.vle.cam.ac.uk/course/view.php?id=144111>, open the "Essay Submission" section, then

- click on the *Essay Submission Declaration Form* link to complete your declaration,
- and then click on the *Upload Your Essay* link.

You can upload a *single* PDF file

- either by "drag and drop",
- or by clicking on the file icon (top left corner of the upload window) and clicking through the instructions which will allow you to browse your computer's files.

If you need to make amendments, you will be able to resubmit any time until the deadline (this will overwrite any previous version), but do not leave it until the last minute.

Difficulties

If you encounter technical problems when submitting your essay, please contact the Part III Secretary (email: PartIII-Secretary@maths.cam.ac.uk).