CHAPTER VI

GRADUATE STUDENTS

GENERAL REGULATIONS FOR ADMISSION AS A GRADUATE STUDENT

Amended by Grace 4 of 6 December 2017

1. Applications for admission as a Graduate Student shall be sent to the Secretary of the Board of Graduate Studies.

2. Each application shall include:
   
   (a) a statement of the course of research or study which the applicant wishes to pursue, the date from which he or she wishes to begin the course, and the degree or other qualification, if any, for which he or she wishes to become a candidate;

   (b) a completed graduate application form together with such other statements and evidence as the Board of Graduate Studies may require;

   (c) such payment of a fee in respect of admission charges as the Council and the General Board, on the recommendation of the Board of Graduate Studies, may determine from time to time.

3. Exceptionally, a person who is not a graduate of a university or similar institution may be admitted as a Graduate Student if he or she submits evidence of general educational qualification satisfactory to the Board.

4. The Secretary of the Board shall communicate each application for admission as a Graduate Student to the Secretary of the Degree Committee for the Faculty or other approved institution with which the proposed course of research or study appears to be most nearly connected, subject to the approval of the Board in cases coming under Regulation 3. The Degree Committee shall consider the application and shall communicate their opinion thereon to the Secretary of the Board. If the Degree Committee agree to decline the application it shall fail, and the Secretary shall so inform the applicant. If the Degree Committee agree to recommend approval of the application, and confirm that appropriate facilities are available for the applicant’s proposed course of research or study, their recommendation shall be considered by the Board, who shall decide upon the application. If the Board approve an applicant for admission as a Graduate Student the applicant’s name shall be entered on the Register of Graduate Students.

5. The Board shall determine the conditions of each applicant’s admission as a Graduate Student, the term from which he or she is admitted, and the conditions of his or her registration as a candidate for a degree or other qualification, if any, after considering recommendations by the Degree Committee. Before declining a recommendation that a student be registered as a candidate for a particular degree or other qualification the Board shall give a representative appointed by the Degree Committee an opportunity of explaining the Committee’s reasons for their recommendation. The Board shall have power after considering a recommendation by the Degree Committee:

   (a) to vary the conditions of a particular student’s admission and of his or her registration as a candidate for a degree or other qualification;

   (b) to register as a candidate for the M.Sc. or M.Litt. Degree a candidate previously registered for the M.D. degree, or the Ph.D. Degree or Bus.D. Degree or Eng.D. Degree or Ed.D. Degree, or to register as a candidate for the Ph.D. Degree a candidate previously registered for the Bus.D. Degree or Eng.D. Degree or Ed.D. Degree;

   (c) to register as a candidate for the M.Phil. Degree or M.Res. Degree a candidate previously registered for the Ph.D. Degree, or for the M.Sc. or M.Litt. Degree, who has not submitted a dissertation in candidature for one of those degrees, and to allow such a student to count towards his or her course of study for the M.Phil. Degree or M.Res. Degree not more than three terms during which he or she was a candidate for the Ph.D. Degree, or for the M.Sc. or M.Litt. Degree;

   (d) to register as a candidate for the Ph.D. Degree, or for the M.Sc. or the M.Litt. Degree, a Graduate Student who has been approved for the M.Phil. Degree or M.Res. Degree and to allow such a student to count towards his or her course of research as a candidate for the Ph.D. Degree, or for the M.Sc. or M.Litt. Degree, such terms as the Board may determine in accordance with the regulations for the Ph.D., M.Sc., and M.Litt. Degrees, and the M.Phil. Degree by dissertation;
(e) to register as a candidate for the Ph.D. Degree, or for the M.Sc. or M.Litt. Degree, a Graduate Student who has been approved for the M.St. Degree or M.Ed. Degree, and who may have proceeded to that degree, and to allow such a student to count towards his or her course of research as a candidate for the Ph.D. Degree, or for the M.Sc. or M.Litt. Degree, not more than three terms of the period during which he or she was a candidate for the M.St. Degree or M.Ed. Degree or up to five terms where the candidate registers for the part-time Ph.D., M.Sc., or M.Litt. Degree;

(f) to register a student for a course of research or of study as a candidate for a particular degree or other qualification from the term of his or her admission as a Graduate Student or from any subsequent term;

(g) to determine that any particular term of a student’s course of research or of study shall not count towards the requirements for the M.D. degree, or the Ph.D. Degree, or Bus.D. Degree, or Eng.D. Degree, or Ed.D. Degree, or M.Sc. Degree, or M.Litt. Degree, or M.Phil. Degree, or M.Res. Degree, or other qualification; and

(h) to refer any Graduate Student to the Fitness to Study Panel under the University’s procedure to determine fitness to study;

provided that, before exercising any of the powers conferred by clauses (a)–(g) above in a manner contrary to the Degree Committee’s recommendation, the Board shall give a representative appointed by the Degree Committee an opportunity of explaining the Committee’s reasons for their recommendation.

6. Admission as a Graduate Student shall not have effect in respect of any period before the term in which the student was admitted to a College and was matriculated, except as provided in Regulations 1(d) and 2 of the regulations for the Ph.D., Bus.D., Eng.D., Ed.D., M.Sc., and M.Litt. Degrees.

7. A Graduate Student shall not be admitted as a candidate for any University Studentship, Scholarship, Exhibition, Prize, Medal, or other such emolument, which is open only to undergraduates. For the purpose of any regulation respecting the standing of candidates for any other emolument, the term from which a student not a graduate of the University is admitted as a Graduate Student shall be counted as his or her tenth term, and an allowance of terms made by the Council under Regulation 2 of the regulations for the Ph.D., M.Sc., and M.Litt. Degrees, and the M.Phil. Degree by dissertation, and Ed.D. Degree or under Regulation 3 of the regulations for the Bus.D. Degree or Eng.D. Degree, shall count in calculating such a student’s standing for the purpose of this regulation. Any term during which a student had leave to intermit his or her course of research or study under Regulation 1(c) of the regulations for the Ph.D., M.Sc., and M.Litt. Degrees, and the M.Phil. Degree by dissertation, or any period of intermission allowed under Regulation 9 of the regulations for the M.Phil. Degree by advanced study or under Regulation 5 for the regulations for the M.Res. Degree, shall not count unless the Board shall have decided otherwise.

8. Each Graduate Student shall pursue either

(a) a course of research approved by the Board and by the Degree Committee who recommended his or her admission, or, with the consent of the Board and the Degree Committees concerned, by some other Degree Committee, under the direction of a Supervisor appointed by the Degree Committee concerned, and shall comply with any special conditions that the Degree Committee or the Board may lay down in his or her case, or

(b) a course of advanced study and research, as prescribed in the regulations for the Bus.D. Degree or Eng.D. Degree or Ed.D. Degree, or

(c) a course of advanced study, as prescribed in the appropriate special regulations for the M.Ed. Degree or M.Phil. Degree by advanced study and approved by the Board and the Degree Committee concerned, under the direction of a Supervisor appointed by the Degree Committee concerned, and shall comply with any special conditions that the Degree Committee or the Board may lay down in his or her case, or

(d) a course of training in research, as prescribed in the appropriate special regulations for the M.Res. Degree and approved by the Board and the Degree Committee concerned, under the direction of a Supervisor appointed by the Degree Committee concerned, and shall comply with any special conditions that the Degree Committee or the Board may lay down in her or his case, or

(e) a course of study or of research as prescribed in the regulations for a University Diploma or Certificate, or in partial fulfilment of the requirements for a degree or other qualification of another university or similar institution.
A Degree Committee shall be responsible to the Board for the general supervision of the work of each Graduate Student under their care, and shall appoint a Supervisor for each such student. The Degree Committee shall, for such courses of research or training as the Board shall determine, also appoint an Adviser. The Board shall prescribe such duties of the Supervisor and Adviser as it deems necessary for the supervision of Graduate Students. All appointments of Supervisors and Advisers shall be communicated by the Degree Committee to the Secretary of the Board and to the Supervisor or Adviser, and the Board shall have power to make representations to the Degree Committee about any particular appointment.

Each Supervisor shall send to the Secretary of the Board, for communication to the Degree Committee concerned, a written report on the work of each Graduate Student under her or his charge. Such a report shall be sent

(i) once each term,¹
(ii) at any time when in the Supervisor’s opinion a Graduate Student is not making satisfactory progress in her or his work, is otherwise not fulfilling the conditions that have been laid down in her or his case, or appears unlikely to reach the standard of the degree or other qualification for which he or she is registered as a candidate.

9. The Degree Committee concerned shall have power to require a Graduate Student to take a progress examination. The form of the examination shall be subject to approval by the Board. Any such examination shall be held not later than the end of the vacation following the second term after the term of the student’s admission as a Graduate Student or at a time to be determined by the Board. For Graduate Students registered for the part-time Ph.D., Ed.D., M.Litt., or M.Sc. Degrees the progress examination shall be not later than the fourth term after the term of the student’s admission. The Board, after considering a recommendation by the Degree Committee, shall determine how many, if any, of the terms previous to an examination under this regulation shall be counted for the purpose of Regulation 1 of the regulations for the Ph.D., M.Sc., and M.Litt. Degrees, and the M.Phil. Degree by dissertation, and Regulation 7 of the general regulations for the M.Phil. Degree by advanced study, and Regulation 4 of the regulations for the M.Res. Degree. In the case of a student who, following the completion of this registration examination, cannot be recommended for registration for the degree sought, the Degree Committee may agree the following:

(i) to prescribe registration for a lower degree or certificate;
(ii) to offer a further assessment for the purposes of reviewing the student’s registration status at a time to be determined by the Board, provided that the further assessment is completed before the submission of a thesis for examination for any lower degree or certificate under (i).

It shall be the duty of the Examiners for the examination so approved to report in writing to the Degree Committee. The Degree Committee shall forward such reports to the Secretary of the Board. The payment to any Examiner who is not a University officer (other than an Associate Lecturer who receives no stipend from the University) shall be fixed by the Board after considering a recommendation by the Degree Committee.

10. The Board shall have the power to remove any Graduate Student from the Register of Graduate Students:

(a) if he or she is no longer a member of a College;
(b) if he or she has failed to pay the fees due from a Graduate Student;
(c) if he or she has completed twelve terms of research as a full-time Graduate Student registered for the Ph.D., M.Sc., M.Litt., or M.D. or Bus.D. or Eng.D. Degree or a proportionately longer period if registered as a part-time Graduate Student. In such a case the Board shall consult the Degree Committee before depriving the person of the status of Graduate Student;
(d) if, in the opinion of the Degree Committee and the Board, the report on an examination prescribed under Regulation 9 is such as to show that the candidate is not qualified to continue in her or his course;
(e) if, after completing six terms (if registered for a full-time course) or ten terms (if registered for a part-time course) he or she is not registered as a candidate for any degree, provided that in such a case the Board shall have obtained the concurrence of the Degree Committee in the deprivation;

¹ At least three times over the duration of the course for a candidate for the M.Ed. Degree.
GENERAL REGULATIONS FOR ADMISSION AS A GRADUATE STUDENT

443

(f) if he or she has not met her or his conditions of admission;

(g) if the Degree Committee have satisfied the Board

(i) that the student has not been working to their satisfaction; or

(ii) that the student has not complied with the conditions laid down in her or his case; or

(iii) that, in their opinion, the student is not likely to reach the standard of the M.Sc. or M.Litt.

Degree, or M.Phil. or M.Ed. or M.Res. Degree, or of any other qualification for which he or
she might be registered as a candidate.

11. (a) A Graduate Student who is registered as a candidate for the Ph.D., Bus.D., Eng.D., M.Litt.,
M.Sc. Degree shall pay the University Composition Fee as determined by Regulation 10 of the
regulations for University Composition Fees for each term up to and including the term in which he
or she submits a dissertation or a revised dissertation for the Ph.D., Bus.D., Eng.D., M.Litt., or M.Sc.
Degree, up to a maximum of nine terms if a candidate for the Ph.D., or Bus.D. or Eng.D. Degree
(except in the case of certain doctoral programmes as defined by the Board, in which case up to twelve
terms of fees may be collected), or six terms if a candidate for the M.Litt. or M.Sc. Degree. The
maximum number of terms shall not include any term allowed to be counted under Regulation 5(d).

(b) A Graduate Student who is registered as a candidate for the M.D. Degree shall pay the University
Composition Fee as determined by Regulation 10 of the regulations for University Composition Fees
for the course.

(c) A Graduate Student who is registered as a candidate for a qualification other than the Ph.D.,
M.Litt. or M.Sc. or M.D. Degree shall pay the University Composition Fee as determined by
Regulation 10 of the regulations for University Composition Fees for each term up to and including
the term in which he or she completes the requirements for the qualification, up to the maximum
specified in the regulations for the qualification.

(d) A Graduate Student shall pay the same total fee whether registered for a part-time course or for
a full-time course leading to the same qualification, and the maximum number of terms specified in
clause (a) shall be increased accordingly.1

(e) A person employed in a University institution2 at least 40% full-time who has been accepted for
admission as a Graduate Student, and who is registered as a candidate for the Ph.D., Ed.D., M.Litt.,
or M.Sc. Degree, or for an M.Phil. Degree by dissertation, or for a Certificate of Postgraduate Studies,
shall pay a University Composition Fee at the appropriate rate for the remainder of the course of research
if he or she ceases to be employed by the University before qualifying for the degree for which he or
she was registered as a candidate. The Staff Fee is not currently available to employees of the Colleges, the University Press, or Cambridge Assessment.

1For a Graduate Student who completes the part-time course leading to a Ph.D. Degree in five years or an M.Litt. or M.Sc.
Degree in ten terms the fee will be 60% of the full-time fee each term. For a Graduate Student who completes the course leading
to the M.Phil. Degree through Route C, the fee will be determined at the date of admission and will be payable in two annual
instalments.

2That is, an institution that is under the supervision of the Council or the General Board. A candidate must hold a contract of
employment with the University to be eligible for payment of a reduced fee. He or she will become liable to pay the full
Composition Fee at the appropriate rate for the remainder of the course of research if he or she ceases to be employed by the
University before qualifying for the degree for which he or she was registered as a candidate. The Staff Fee is not currently
available to employees of the Colleges, the University Press, or Cambridge Assessment.
or (b) to allow the candidate to be examined or re-examined under such conditions and at such
time as may be determined by the Board after consultation with the Degree Committee
concerned;
provided that a candidate may reject the offer of an allowance by writing to the Secretary of the Board
within one month of the date on which the allowance was offered. Representations received after
the prescribed time limit shall not be considered.

A student may seek review of a decision made by the Board of Graduate Studies. The request for
review shall be made under the Procedure for the Review of Decisions of University Bodies established
by the General Board.1

13. A Graduate Student who wishes to be a candidate for a degree or other qualification at some
other university or similar institution, shall receive, on application to the Secretary of the Board, for
any period of study in the University of not less than two terms, a certificate that he or she has pursued
his or her studies during that period with regularity and industry, if, in the opinion of the Supervisor
concerned, a course record statement can properly be given. The certificate shall be signed by the
Secretary of the Board. A fee of £7 shall be charged for each such certificate and for any similar
certificate, letter, statement, or document that may be issued by the Secretary of the Board on application
by a Graduate Student.

14. Fees shall be payable to Supervisors of Graduate Students as follows:
(a) No fee shall be payable to the holder of a University office specified in the Schedule to Special
Ordinance C (i) 1. No fee shall be payable to the holder of an office in an institution which
maintains a formal University Partner Institute agreement with the University for any supervision
undertaken during the duration of that agreement.2
(b) Subject to the provisions of clause (a),
(i) a fee of not less than £55 a term shall be paid to a Supervisor for each Graduate Student
under his or her supervision who falls under Regulation 11 on receipt by the Board of
Graduate Studies of the report specified in Regulation 8;
(ii) at the request of the Schools Degree Committee concerned, the Board may pay a fee of not
less than £55 a term to the Supervisor of a Graduate Student who has leave under either
Regulation 1(b) of the regulations for the Ph.D., M.Sc., and M.Litt. Degrees, and the M.Phil.
Degree by dissertation, or Regulation 6 for the Ed.D. Degree, or Regulation 2(a) of the
regulations for the Bus.D. or Eng.D. Degree, or Regulation 8 of the regulations for the
M.Phil. Degree by advanced study, or Regulation 4 of the regulations for the M.Res. Degree
to work outside the University;
(iii) when a remission or reduction is made under Regulation 11(f) in respect of a Graduate
Student who has not completed the requirements for the degree or other qualification
for which he or she is registered or has applied to become registered, the Supervisor shall be
paid a fee of not less than £55 a term;
(iv) when a remission or reduction is made under Regulation 11(f) in respect of a Graduate
Student who has completed the number of terms of research or study and residence required
for the degree or other qualification for which he or she is registered, the Board School in
which the student is registered shall decide whether the Supervisor is to be paid a fee in
respect of that student.

TEMPORARY REGULATION

15. The amendments to Regulations 10 and 11 approved by Grace 3 of 10 March 2010 shall apply
to students commencing a course of research or study as a Graduate Student, or with a view to
registration as a Graduate Student following such a course, on or after 1 October 2010.

1 See p. [216]
2 The Institutions which currently maintain a formal University Partner Institute agreement are as follows: Animal Health
Trust; BBSRC Babraham Institute; British Antarctic Survey; Cambridge Crystallographic Data Centre; European Bioinformatics
Institute – European Molecular Biology Laboratory; MRC Biostatistics Unit; MRC Human Nutrition Research Unit; National
Institute of Agricultural Botany; Wellcome Trust Sanger Institute.