**Request to Transfer to Writing Up Status**

**Transfer to writing up status is a progression point. A research degree student can only apply to transfer to ‘writing up’ status if he or she has:**

1. Completed the minimum period of study appropriate to his/her degree programme
2. Has completed the process of being assessed from MPhil to PhD registration status (for those students registered for an MPhil degree in the first instance).

**The maximum writing up period is 12 months for all students**

Name:………………………………………………………………………………………………………………………………………………….

Institute/Faculty: **MCSRI/I&I/PHRI/IMBE/FHSCS** *(please delete as appropriate)*

Mode of Attendance (MoA) **Full-time/Two-thirds/Part-time** *(please delete as appropriate)*

Date of Registration:……………………………………………………………………………………………………………………………

Anticipated Date of Submission:………………………………………………………………………………………………………….

Name of Supervisor A:…………………………………………………………………………………………………………………………

Name of Supervisor B:…………………………………………………………………………………………………………………………

Name of Supervisor C:…………………………………………………………………………………………………………………………

**Student:**

I wish to apply to transfer to writing up status. I understand that this is only granted for 12 months and that I am expected to submit by the end of this 12 month period (**Please note: the writing up year usually starts on the anniversary of your original start date**). I confirm that I:

(a) will complete all essential work within the next 2-3 months

(b) have completed the collection of data

(c) have written a schedule for completion

(d) have written a proposed plan of the final thesis

The schedule for completion and thesis plan were both discussed at a meeting with my full supervisory team and my Institutional/Faculty Postgraduate Coordinator on:

……………….……………………………………………………………………………………………………………. *(please insert date)*

I understand that the fees will revert to ‘studying’ fees until the date of award if I do not submit within 12 months.

The date that I wish to commence my writing up is ………………………. (if you wish to start it early)

Signed……………………………………………………………………………………….. Date………………………………………….……

**Supervisory Team** *(please delete as appropriate)*

(a) We fully support this student’s request to transfer to ‘writing up’ status. We are satisfied with the student’s progress on writing up and we confirm that the student is in a position to submit his/her thesis within this 12 month period. We understand that this status is only granted for 12 months and that the student’s status will revert to ‘studying’ if he/she fails to submit within the defined period, with the appropriate fee level for the student’s MoA.

(b) We do not support the student’s application to transfer to ‘writing up’ status and we recommend that the student’s ‘studying’ status should continue from the previous registration.

**Supervisor A:**

Name…………………………………. Signature………………………. Date………………

**Supervisor B:**

Name…………………………………. Signature………………………. Date………………

**Supervisor C:**

Name…………………………………. Signature………………………. Date………………

**Supported by Institutional/Faculty Postgraduate Coordinator**

I certify that the thesis is nearing completion and that the student is in a position to submit his/her thesis within this 12 month period.

Name…………………………………. Signature………………………. Date………………

**Approved by Deputy Head of Graduate School (Postgraduate Research)**

Name…………………………………. Signature………………………. Date………………