

## SECTION A8

### WRITE UP STATUS

#### Preamble

8.1 Write Up status is available to candidates for the awards of MPhil, PhD, MD (Res), MProf and Professional Doctorate (excluding PhD by Published Work). It is not compulsory for candidates to enter Write Up status.

#### Criteria to be met in Order to Enter Write Up Status

8.2 For the initial 12 months of Write Up status candidates apply to FRDSC confirming that:

- (a) they have completed the minimum period of registration as set out in Section 4 of the Research Degrees Regulations;
- (b) they have completed all active research including lab work;
- (c) they have completed all analysis of their data;
- (d) they will not need access to university facilities such as laboratories, provision of a room or a desk. (N.B. On entering Write Up status candidate's access to services are limited to the Library, IT facilities and the supervisory team);
- (e) they have completed all compulsory researcher development activity and attended any compulsory workshops;
- (f) they have submitted to their First Supervisor a draft of their thesis;
- (g) it is viable for their thesis to be submitted within 12 months.

8.3 Candidates wishing to enter Write Up status should discuss with their supervisory team the viability of submitting their thesis for examination within the permitted 12 months before they submit their application.

- 8.4 Supervisors must ensure that applications for Write Up status are not submitted retrospectively. Retrospective requests for approval to enter Write Up status will only be considered where the candidate can demonstrate that they were prevented from applying prospectively.
- 8.5 Where in exceptional cases an application for retrospective Write Up status is made the full application and supporting documentation must be submitted to the appropriate committee for consideration. The approval of applications for retrospective Write Up status cannot be guaranteed and if the committee is unable to approve the application, the candidate will be required to enrol and pay appropriate fees for that period of time.
- 8.6 Candidates submitting for a doctorate must have successfully completed upgrade/ confirmation of registration before entering Write Up status.

#### Write Up Status Entry Points

- 8.7 Candidates may enter Write Up status at two points per year, determined by their month of entry (registration), as follows:

*For candidates registering **prior** to September 2015:*

Month of Entry (registration)	Month of Entry to Writing Up Stage	Thesis Submission Deadline
September	September	31 August
	January	31 January
October	October	30 September
	March	28 February
November	November	31 October
	April	31 March
January	January	31 January
	June	31 May
February	February	31 January
	July	30 June
April	April	31 March
	September	31 August
May	May	30 April
	October	30 September

June	June	31 May
	November	31 October
July	July	30 June
	December	30 November

For candidates registering **after** September 2015:

Month of Entry (registration)	Month of Entry to Writing Up Stage	Thesis Submission Deadline
September	September	31 August
	January	31 January
January	January	31 January
	June	31 May
April	April	31 March
	September	31 August
June	June	31 May
	November	31 October

#### Period for Which Write Up Status May Be Held

- 8.8 Both full-time and part-time candidates may remain in Write Up status for an initial period of 12 months.
- 8.9 Candidates may request a second and final Write Up status period of up to 12 months but extensions to the initial period are permitted only where there are documented, exceptional, and **unforeseen** circumstances which prevented submission of the thesis for examination.
- 8.10 Where in exceptional cases an application for an extension of the initial 12 months of Write Up status is made the full application and supporting documentation must be submitted to RDSC for consideration. The approval of applications for an extension cannot be guaranteed and if the committee is unable to approve the application, the candidate will be required to submit their thesis or withdraw.

- 8.11 Candidates who have not submitted their thesis for examination are discontinued at the end of their Write Up status period.
- 8.12 The maximum Write Up status period is 24 months.
- 8.13 A candidate may not return to full or part-time mode once they have entered write-up status.
- 8.14 Where any student visa holder is considering applying for Write Up status they should seek advice from an International Student Adviser on the likely impact to their immigration status in the UK.