

## Appendix 7: Write Up Status

Students may apply for Write Up status with a reduced fee once all empirical research has been completed and they are finalising draft chapters. This would normally be in their final year of their maximum registration period, and they must have successfully completed the progression stage. It is not compulsory for students to enter Write Up status, as conditions are involved.

To request Write Up status, students will apply to the RSB in writing confirming that:

- a) it is viable for their thesis to be submitted within 12 months.
- b) they have submitted to their Director of Studies in draft form a substantial portion of their thesis.
- c) they have completed all active research including lab, studio and/or field work.
- d) they have completed all data collection and analysis.
- e) they will not need access to university facilities such as laboratories, studios.

Students 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.

The Director of Studies will confirm that the conditions in regulation 8.2 have been met.

On entering Write Up status a student is permitted to be on university premises and access to services are limited to the Library, IT facilities and the supervisory team. The student should maintain regular contact with their supervisory team to keep them updated on the progress of their writing-up and their expected submission date.

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

Write Up status can be entered at any month of the year, from the 1st day of the month.

Retrospective applications for entry to Write Up status will not be accepted.

Both full-time and part-time students may remain in Write Up status for a period of up to 12 months.

The maximum period a student can hold Write Up status may be limited by their remaining period of registration.

### Other conditions

If the student does not submit their thesis within the writing up period and they have not exceeded their maximum registration period, then they would revert to 'full fees' at the end of the writing up stage.

Students cannot apply for a Leave of Absence during the writing up stage unless there are exceptional circumstances for which evidence will be required.

An international student on a student route visa can apply to be at a writing up stage but must maintain regular contact with their supervisory team to comply with Government regulations. If they return to their home country, then they must update their contact details via their eVision account.

If it is found that a student is still undertaking substantive research activities or making insufficient progress in writing up their thesis, then the writing up status may be revoked and they would revert to 'full fees'.