**Guidelines for Students who wish to be considered for ‘writing up’ status.**

**When can a student apply to be at the stage of ‘writing up’ their thesis?**

Students must not apply for ‘write up status’ until the progression stage has been successfully completed and all empirical research has been completed and draft chapters are being finalised. Please contact the RDSS Office regarding Progression completion information.

**What is the period for Writing Up?**

A maximum of twelve months. A shorter period may be permitted if the conditions for ‘writing up’ are met and a twelve-month period may lead to the maximum period of registration being exceeded. Under no circumstances can a period of ‘writing up’ exceed twelve months.

**What happens if the thesis is not submitted within the writing up period?**

The maximum period for ‘writing up’ is twelve months. If the student has not exceeded their maximum registration period, then they would revert to ‘full fees’ at the end of the writing up period.

**Can students apply for Leave of Absence during Write up?**

Students cannot apply for a Leave of Absence during the writing up stage unless there are exceptional circumstances for which evidence will be required. Please refer to the relevant research regulation for further information.

**What facilities can a student access during a writing-up period?**

A student is still permitted to be on university premises and can access Learning Centres and general IT facilities. A writing up 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.

**Can an international student on a Tier 4 visa apply to be at a ‘writing up’ stage?**

Yes, however they 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 e: Vision account.

**How does a student apply to be considered to be at ‘writing up’ stage?**

Students would need to complete the following application form.

**Can a student’s Writing Up status be revoked after it has been agreed?**

Yes. If it is found that a student is still undertaking substantive research activities or making insufficient progress in writing up their thesis, then they could be reverted to ‘full fee’ status. In such cases, a pro-rata fee would apply.

**Application for Writing Up Stage**

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 also successfully completed the progression stage. It is not compulsory for students to enter Write Up status, as conditions are involved. Please refer to the Research Regulations appendix 5 (Annual Progress Review), appendix 6 (The Progression Stage) and appendix 7 (Write Up status).

The Director of Studies (DoS) is required to complete a section of the writing up application. It is then considered for approval by the Post Graduate Research Tutor (PGRT) and submitted to the Research Degree Student Services (RDSS) Office for processing.

The writing up period is for a maximum of 12 months. Any student who does not complete the written thesis within this period will revert to full fees regardless of mode and location of study, provided they are within the maximum registration period.

Please fill this form using **MS Word** desktop app.

**If you meet the above criteria, please fill in the relevant sections below.**

Student Number: Type your student number here.

Student Surname: Type your surname here.

Student Forename: Type your forename here.

Director of Studies (DoS): Type name of DoS here.

Please attach written evidence to support your application for write up (maximum 500 words)

Signature (text): Type your name here.

Signature (digital/image): 

Date: Click or tap to enter a date.

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| **Director of Studies (only)** |

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| Has the student completed all data collection and analysis? | Yes [ ]  | No [ ]  |

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| --- | --- | --- |
| Does the student require any further use of equipment and or laboratories to complete their project?  | Yes [ ]  | No [ ]  |

Which chapters of the thesis have been submitted to you in draft?

Type the chapters of the thesis here.

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| --- | --- | --- |
| Based on your evaluation of the students' draft chapters, is s/he likely to complete the written thesis to publishable standard within 12 months? | Yes [ ]  | No [ ]  |

Signature (text): Type your name here.

Signature (digital/image): 

Date: Click or tap to enter a date.

Date when the write up will commence: Click or tap to enter a date.

***Note: For invoice purposes we apply write up from the 1st of each month.***

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| **Faculty Postgraduate Research Tutor (only)** |

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| Can you confirm the above is true and approve the application? | Yes [ ]  | No [ ]  |
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| Has the student completed the progression stage? (if unsure please contact RDSS@wlv.ac.uk for information) | Yes [ ]  | No [ ]  |
|  |  |
| Date completed? | Click or tap to enter a date. |

Signature (text): Type your name here.

Signature (digital/image): 

Date: Click or tap to enter a date.

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| **RDSS Office (only)** |

Date application form received: Click or tap to enter a date.

Original registration date: Click or tap to enter a date.

Write up year will commence: Click or tap to enter a date.

Write up year expiry: Click or tap to enter a date.

Confirmation of Writing Up

Period sent to student/DoS: Click or tap to enter a date.