



Date submitted to Graduate School (recorded by Graduate School)

RESEARCH DEGREE: Application to transfer to 'Writing Up' status

This form should be used by registered research degree candidates, in consultation with their supervisory team, to apply for writing up status; a reduction in registration fees whilst writing up the thesis for submission. ([Academic Handbook section 2R refers](#)) Please also refer to the Doctoral Student Handbook, Guidance note # 4: Admission, Registration & Fees. The form must be completed electronically, signed by all relevant parties (the student and the Director of Studies) then forwarded to research.degree@solent.ac.uk in the Graduate School no later than 1 month prior to the annual re-registration point. The Graduate School can then make arrangements for the correct invoicing of fees.

PART A: THE STUDENT

1. Surname/Family Name:

2. First Name(s):

3. Student ID Number:

4a. Department

Department of Arts & Music	Department of Business & Law	Department of Science & Engineering	Warsash Maritime School
Department of Sport & Health	Department of Social Sciences & Nursing	Department of Film & Media	
Engineering & Environment	Human Function & Health	Media, Culture & the Arts	Social Research & Policy

4b. Research Theme

5. Start date:

6. Mode of Study:

Full-Time	<input type="checkbox"/>	Part-Time	<input type="checkbox"/>
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7. Level of Award:

MPhil	<input type="checkbox"/>	MPhil/PhD	<input type="checkbox"/>
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8. Expected thesis submission date:

9. Name of any external collaborating establishment(s) (if applicable):

PART B: STUDENT DECLARATION**10. By ticking each box and signing below, I declare that I understand the following:**

- i) The writing up stage is an academic progression that occurs at the end of my research degree programme, when most research and writing has already been accomplished (i.e. I am mainly editing my thesis and/ or working on completing chapter(s)).
- ii) I have received comprehensive feedback from my supervisors on the current draft of my thesis.
- iii) The writing up status I am applying for can only last for a maximum period of 12 months (full-time candidates), or 24 months (part-time candidates).
- iv) A reduced fee will be charged to me for the writing up period (please refer to fees [here](#))
- v) If I do not submit my thesis to Research, Innovation & Enterprise within this period, I will resume paying the standard annual PhD/MPhil student fees until I submit my final thesis.

Provisional title of thesis:*(Please write in).*

Signed by Student:			
Print Name:		Date:	

PART C: DIRECTOR OF STUDIES CONFIRMATION**11. By ticking each box and signing below, I confirm that:**

- i) The above student has been transferred to PhD status.
- ii) I have received from the above student a near complete draft of all the parts of the thesis and I have provided comprehensive feedback on it.
- iii) I have asked the above student to submit his/her final thesis for examination within the maximum period 12 months (full-time) or 24 months (part-time) from the beginning of the academic session or within the Solent maximum registration end date (whichever comes sooner).

Expected submission date for final thesis (please state):

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Signed by Director of Studies:			
Print Name:		Date:	

Please forward to the Graduate School (research.degree@solent.ac.uk)

PART D: APPROVAL GRADUATE SCHOOL

12. Outcome: Is the request compliant with Solent Doctoral student regulations?

i) Approved		Date	
ii) Not approved			

**13. Approved by Chair / Deputy
Chair RDC:**

Print Name:

	Date:	

The supervisory team and Doctoral coordinator have been informed.

Date:	
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