RD2WU (09/2019)

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#  Date submitted to RIE (recorded by RIE)

# 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*](https://www.solent.ac.uk/research-innovation-enterprise/research-degrees/documents/academic-regulations-for-postgraduate-research-students.pdf)*) 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 Research, Innovation & Enterprise no later than 1 month prior to the annual re-registration point. RIE can then make arrangements for the correct invoicing of fees.*

## PART A: THE STUDENT

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| **1. Surname/Family Name:** |  |
| **2. First Name(s):** |  |
| **3. Student ID Number:** |  |

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| **4. School**  | Art Design & Fashion |  | Business, Law & Communications |  | Media, Arts & Technology |  | Sport, Health & Social Sciences |  | Maritime Science & Engineering |  |

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| **5. Start date:** |  |
| **6. Mode of Study:** | Full-Time |  |  Part-Time |  |
| **7. Level of Award:** | MPhil |  | MPhil/PhD |  |
| **8. Expected thesis submission date:** |  |
| **9. Name of any external collaborating establishment(s)** (if applicable)**:** |
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**PART B: STUDENT DECLARATION**

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| **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](https://www.solent.ac.uk/research-innovation-enterprise/research-degrees/fees-and-funding))  |  |
| 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.  |  |

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| **Provisional title of thesis:** (*Please write in).*  |
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| **Signed by Student:** |  |
| **Print Name:** |  | **Date:** |  |

**PART C: DIRECTOR OF STUDIES CONFIRMATION**

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| **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):**  |  |
| **Signed by Director of Studies:** |  |
| **Print Name:** |  | **Date:** |  |

**Please forward to Research, Innovation & Enterprise (****research.degree@solent.ac.uk****)**

**PART D: APPROVAL RESEARCH, INNOVATION & ENTERPRISE**

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| **12.** **Outcome: Is the request compliant with Solent Doctoral student regulations?** |
| i) Approved |  |  | Date |  |
| ii) Not approved |  |  |