RD3WU (09/2018)

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# RESEARCH DEGREE: Application to transfer to ‘Writing Up’ status

This form should be used to apply to transfer to writing up status by a registered research degree candidate *(Guidance note #7 refers)*. The form must be word-processed and forwarded to Research, Innovation & Enterprise, who will make arrangements for the correct invoicing of fees.

The pre-populated information in this form is sourced from the University Student Record System. If you believe that any data is incorrect, **do not alter the data yourself** but contact Research, Innovation & Enterprise and ask for the data to be amended in the Student Record System.

***Note:*** *This form is designed to be completed electronically and will expand as necessary. Do not regard the ‘white space’ provided as a constraint on the appropriate length of any comments made.*

Once the form has been duly completed and signed by all relevant parties (the student, the Director of Studies and the Doctoral Hub Coordinator), the completed form must be forwarded to Research, Innovation & Enterprise no later than 30 September in any academic year.

## PART A: THE STUDENT

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **3. Hub:** | **BS** |  | **CDI** |  | **MTE** |  | **SHW** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **4. Date of registration:** | |  | | | |
| **5. Mode of Study:** | | Full-Time |  | Part-Time |  |
| **6. Level of Award:** | | MPhil |  | PhD |  |
| **7. Expected end date:** | |  | | | |
| **8. Maximum registration end date:** | |  | | | |
| **9. Collaborating establishment(s):** | | | | | |
|  |  | | | | |

**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. |  |
| iv) A specific fee will be charged to me for the writing up period. |  |
| 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 submitted 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 or will submit an MPhil thesis. |  |
|  | 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 from the beginning of the academic session or within the Solent maximum registration end date (whichever comes sooner). |  |
|  | iv) I understand that this form cannot be processed until it has been received by Research, Innovation & Enterprise and an expected submission date is provided. |  |
| Expected submission date for final thesis is (please state below): | | |
|  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed by Director of Studies: |  | | |
| Print Name: |  | Date: |  |

**PART D: DOCTORAL HUB COORDINATOR RECOMMENDATION**

|  |  |  |
| --- | --- | --- |
| **12.** **Outcome:** | | |
| i) Approve |  |  |
| ii) Do not approve |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed by Doctoral Hub Coordinator: |  | | |
| Print Name: |  | Date: |  |

**Now please forward to Research, Innovation & Enterprise**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **13.** **Outcome:** | | | |
| i) Approved |  |  |
| ii) Not approved |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed by Dir. Research, Innovation & Enterprise: |  | | |
| Print Name: |  | Date: |  |