

Writing Up Period

- 1.1. The Senate approved at its meeting on 30 October 2013 a revised policy in respect of the arrangements for research students to write up their thesis, either in College or away from College, following the end of their registration period and all experimental work.
- 1.2. The new policy, which becomes effective on 1 January 2014, extends the writing up period from six months to twelve months, with a corresponding increase in the writing up fee from £100.00 to £200.00.
- 1.3. The 12 month writing up period for students who continue to write up their thesis in College will be known as the Completing Research Period (CRP).
- 1.4. The 12 month writing up period for students who write up their thesis away from College will be known as Writing up away from College (WUAC).
- 1.5. A student who still has experimental work to perform at this stage cannot move onto writing up status and will continue to pay full fees.

2. Arrangements for twelve month writing up period

- 2.1. The standard PhD registration period is 36 months for full-time students and the equivalent for part-time students. In order to be eligible for a 12 month writing up period a student must have completed three years of study and must be able to demonstrate that they will be in a position to submit their thesis within 12 months (see 2.5 – 2.10 below).
- 2.2. Students who wish to retain access to College facilities whilst engaged in writing up their thesis may register for a 12 month writing up period. A registration fee of £200.00 will be payable. Students will be eligible, where appropriate, for Council Tax exemption and will be insured under the College insurance policy whilst engaged in College activities. This period will be known as the “completing research period”, and students will be given “completing research status”.
- 2.3. A student who still has experimental work to perform at this stage cannot move into the completing research period and will continue to pay full fees.
- 2.4. A student who does not need to register for completing research status at the end of the standard registration period, but who has still to submit their thesis, will enter into a writing up phase but will not be required to pay a further registration fee. This will be known as “writing up away from College”. Students in this category will not have access to any of the College facilities provided under 2.2 above. **International students on a Tier 4 are advised to contact the International Student Support Office if they have any queries about the impact of this on their visa.**
- 2.5. All students (regardless of writing up status) will retain VPN access until thesis submission and for a further 12 months from the date of thesis submission.

- 2.6. In order for completing research status to be approved, a student must demonstrate that they will be in a position to submit a thesis within 12 months of entering the completing research period [or within 48 months of their start date, whichever is sooner].
- 2.7. A formal monitoring point must be completed at 36 months (or equivalent part-time) to ensure that students who have not submitted within 36 months have a realistic plan for submitting the thesis within 48 months of their start date.
- 2.8. At this stage, students are expected to demonstrate that they have completed all experimental work or collection of material related to their thesis and, in the judgement of their supervisor(s), that they are in a position to submit the thesis within 12 months. During the completing research period, students can expect minimal supervision to clarify minor points, but are not expected to need regular supervision.
- 2.9. Students should submit a timetable of remaining work to be in order to complete the thesis within the required time. The plan should be discussed and agreed by the student's supervisor(s). The plan must then be reviewed and approved by the DPS who must confirm that the milestone has been completed. Any mitigating circumstances or perceived difficulties identified at the 36 month point should be followed up as appropriate at this time. Options in such cases include interruption of studies, continued registration (with payment of full fees) and, in exceptional circumstances, extension of submission deadline.
- 2.10. All students who have not submitted within the 36 month registration period are subject to the monitoring point at 36 months. This is in addition to the Late Stage Review at 18-24 months. [NB. One of the purposes of the LSR is to be assured that the student will complete their experimental work within their registration period. At the LSR, a student and their supervisor should have agreed a plan for completing the research by the end of the third year, and for submitting the thesis.]
- 2.11. An important outcome of the monitoring point at 36 months is to confirm whether the student will enter the completing research period or whether they will be writing up away from College. In reporting on the 36 month milestone, the DPS is asked to verify that the Examination Entry Form (EEF) will be submitted no later than 44 months from the student's start date (see 2.13 below)
- 2.12. The completing research period will last for a maximum of 12 months, but will terminate at 48 months from the student's start date if this date is earlier.
- 2.13. MPhil, MD(Res) and EngD students are subject to equivalent eligibility criteria for completing research status and will follow programme equivalent timeframes as described in Appendix A.
- 2.14. All students are expected to submit an EEF no later than 44 months from their start date and to submit their thesis no later than 48 months from their start date.

- 2.15. Students will be reminded by Registry when they have passed the LSR milestone of the timelines for submitting the EEF.
- 2.16. Students and supervisors will be reminded by Registry at 42 months and again at 47 months that their thesis MUST be submitted by 48 months.
- 2.17. Students may apply for an interruption of study during the completing research period or the writing up away from College period on the grounds of serious illness or other good cause, and this should be requested in appropriate circumstances. However, retrospective applications will not normally be approved.
- 2.18. A student who seeks to submit a thesis after 48 months will be required to apply for permission to make a late submission. Decisions on applications for late submission will be made by the Director and Deputy Director of the Graduate School.

Approved by Senate
October 2013

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Appendix A

Completing research status

Eligibility criteria and timelines¹ for MPhil, MD (Res) and EngD students

1. MPhil Students

1.1 In order to be eligible for 12 months writing up status, MPhil students must have completed 12 months of study and must be able to demonstrate that they will be in a position to submit their thesis within 12 months.

1.2 A formal monitoring point should be introduced at 12 months to ensure that students who have not submitted within 12 months have a realistic plan for submitting the thesis within 24 months of their start date. The plan should be reviewed and approved by the DPS who must confirm that the milestone has been completed.

1.3 The completing research period will last for a maximum of 12 months, but will terminate at 24 months from the student's start date if this date is earlier.

¹ Time frames in the document relate to full-time students. Part-time students will follow part-time equivalent time frames.

1.4 Where a student has had their registration transferred from PhD to MPhil following a late stage review, and they need to register for completing research status, they will normally be expected to register for this no later than six months from the date of that late stage review. The completing research period will last for a maximum of 12 months, but may terminate earlier according to the student's start date.

2. 2-year MD(Res) Students

2.1 In order to be eligible for 12 months writing up status, MD(Res) students following a two year programme must have completed 24 months of study and must be able to demonstrate that they will be in a position to submit their thesis within 12 months.

2.2 A formal monitoring point should be introduced at 24 months to ensure that students who have not submitted within 24 months have a realistic plan for submitting the thesis within 36 months of their start date. The plan should be reviewed and approved by the DPS who must confirm that the milestone has been completed.

2.3 For 2-year MD(Res) students, the completing research period will last for a maximum of 12 months, but will terminate at 36 months from the student's start date if this date is earlier.

2.4 The academic regulations allow 2-year MD(Res) students who submit an EEF between 18 and 24 months after the date of initial registration to be exempted from the late stage review at 18-24 months. A formal monitoring point should be introduced prior to submission of the EEF to ensure that students have a realistic plan for submitting the thesis within 12 months of submitting the EEF or within 36 months of their start date, whichever is the sooner. The plan should be reviewed and approved by the DPS who must confirm that the milestone has been completed. **This milestone should be completed regardless of the student's intention with regard to registering for completing research status.**

3. EngD Students

3.1 In order to be eligible for 12 months writing up status, EngD students must have completed 48 months of study and must be able to demonstrate that they will be in a position to submit their thesis within 12 months.

3.2 A formal monitoring point should be introduced at 48 months to ensure that students who have not submitted within 48 months have a realistic plan for submitting the thesis within 60 months of their start date. The plan should be reviewed and approved by the DPS who must confirm that the milestone has been completed.

3.3 The completing research period will last for a maximum of 12 months, but will terminate at 60 months from the student's start date if this date is earlier.

Appendix A

Completing research status

Eligibility criteria and timelines² for MPhil, MD (Res) and EngD students

Programme	Eligibility	Completing Research Period Monitoring Point	Completing Research Period cut-off date
MPhil	Student must have completed 12 months study.	At 12 months [unless 2.4 above applies]	After 12 months, or at 24 months from start date, whichever is sooner.
PhD	Student must have completed 36 months study.	At 36 months	After 12 months, or at 48 months from start date, whichever is sooner.
2-Year MD(Res)	Student must have completed 24 months study.	At 24 months or prior to submitting EEF, whichever is sooner [see 3.4]	After 12 months, or at 36 months from start date, whichever is sooner.
3-Year MD(Res)	Student must have completed 36 months study.	At 36 months	After 12 months, or at 48 months from start date, whichever is sooner.
EngD	Student must have completed 48 months study.	At 48 months	After 12 months, or at 60 months from start date, whichever is sooner.

² Time frames in the document relate to full-time students. Part-time students will follow part-time equivalent time frames.