

GRADUATE SCHOOL

Request to the Research Degrees Sub-Committee

Writing-up Help Sheet

General information

All requests should be typed.

Please discuss any Committee request with your supervisory team.

The Committee require a truthful and realistic account.

Please ensure the all sections of the form are fully completed. The Committee will not accept any incomplete or unsigned forms.

Send your completed form to researchstudentadmin@leedsbeckett.ac.uk

The Committee meet on a monthly basis (except in August). The deadline for paperwork is the last working day of the previous month.

Writing-up

Students registered for the awards of Masters by Research (MRes) and PhD by Existing Published Work are not eligible to apply for transfer to writing-up.

At the end of the registration period a student in agreement with their supervisory team may apply for a transfer to writing up status.

The period of writing-up differs from the normal registration period, as the expectation is that all the research has been completed and time is needed to focus on pulling together the thesis.

DBA students must have completed and passed Documents 1 to 4 and have a draft of Document 5 in place.

A period of writing-up is for 12 months only.

A student may only apply for writing-up *once*.

A flat fee of £500 will be charged.

A student cannot apply for a period of suspension during a period of writing-up.

At the end of the writing-up period if a student has not submitted they may, in exceptional circumstances, make a request to extend their registration period to the Research Degrees Sub-Committee. The maximum extension period (if approved) is 12 months in total. On approval the student will be charged full tuition fees until the point of submission.

How to complete the form

Part 1: Student guidance notes

1.6 Rationale for the request and timeline of studies

Recommendation to transfer to writing-up is an academic judgement and will not be permitted for financial reasons.

A student may apply for transfer to writing-up when they:

- ❖ have completed their research study (within the registration period);
- ❖ no longer require supervision;
- ❖ can demonstrate that they have all draft chapters written.

The role of the supervisory team consists of reviewing draft copies of the thesis as a whole in preparation for imminent submission. Supervisors will not be expected to review any new material presented by the student nor make in-depth comments on individual chapters. It is useful for the Committee to have percentile breakdown of all the work completed to date, the status of the Research Training Programme and the date the final thesis will be submitted to the Graduate School.

Examples



I have completed three years of full time study, and I am now requesting to transfer to writing up in order to write up my PhD thesis. I have completed a working draft of my literature review and methodology. All data collection has been collected and all interviews have been transcribed. I am currently analysing the data and in the process of writing up my analysis and discussion chapters. I expect to submit a full draft of my thesis to my supervisory team in the next few months, so that I have the necessary time to incorporate any feedback from my supervisors on my analysis chapters into the final draft. I have completed my Research Training Program and will be submitting a portfolio of all training seminars that I have attended, conferences and symposiums that I have participated in, and research experience and work that I have completed. I propose to submit my final thesis to the Graduate School in 8 months.



I am now writing up my thesis.

Part 2: Guidance notes for Directors of Studies

2.3 Statement

Please provide a rationale for the decision including an accurate position of the student's progress to date and a timeline to completion.

Examples



I support the request for writing up and I am in agreement with the summary of progress outlined by the student. I would suggest that submission within 12 months is realistic to allow for amendments on the draft thesis. The student requires little / no direct tutorial support now and therefore it is appropriate to transfer to writing up fees. The student's current immersion in analysis is indicative of completion of a full draft of the thesis within the next few months.



The student is writing up their thesis.