**Request to the Research Degree Sub Committee**

**Writing up Helpsheet**

**GENERAL INFORMATION**

All requests should be typewritten or word-processed.

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](mailto: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 Degree 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***

**PART 2 GUIDANCE NOTES FOR DIRECTORS OF STUDY**

**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***