

Title: Procedure for transfer to writing up fee status
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4Q: Procedure for transfer to writing up fee status

This procedure should be read in conjunction with the University Policy 2Q: Admission, supervision and monitoring of research students.

Writing Up Fee Status

1. A writing up stage may occur at the end of the Research degree registration when the minimum registration period has been completed and most research and writing has already been accomplished. At this stage the Research student is mainly editing and refining the work, and/or working on a last chapter. As a consequence of Solent's PGR fees policy (full years fees become payable at the beginning of the traditional academic session), a writing up period can only occur between October and December.
2. The maximum period for 'writing up' is three months for full-time students, and six months for part-time students.
3. Writing up fee status counts as part of the overall period of registration and ends on the date of submission of the thesis.
4. A student must enrol during the period of writing up and pay the specific fee applicable during this period. This entitles the student to:
 - i. Continued access to library facilities
 - ii. Continued access to IT
 - iii. Continued access to the Doctoral Research Centre
 - iv. Supervisory support in reviewing the final draft submission of the thesis and arrangement of a mock viva

Any additional support will be at the discretion of the Head of Graduate Studies.

5. If the thesis is not submitted within three months the student will be liable to the full fee applicable to the full year of study. The student will be eligible for a refund of the full fee on a pro rata basis once they have submitted their thesis.

Transfer to writing up fee status

6. A student may transfer to 'writing up' fee status with the approval of the Head of Graduate Studies provided that he or she has
 - i. completed the minimum registration period and not exceeded the maximum registration period
 - ii. completed the transfer process from MPhil to PhD where transfer is a requirement of his/her research studies programme.
 - iii. completed all experimental work or collection of material related to his/her thesis and
 - iv. a full draft of the entire dissertation or be sufficiently advanced in the judgement of the Director of Studies, to be in a position to submit the thesis within three months.
7. The student's Director of Studies must complete the transfer to writing up fee status form (RD3TW) indicating that the student fulfils the criteria for transfer and stating that in their judgment the student is in a position to submit the thesis within the three month period.
8. This form must also be submitted to Graduate Studies and signed by the Head of Graduate Studies.