

TRANSFER TO WRITING- UP GUIDELINES

Transfer to Writing-Up Principles

- Transfer to writing-up can only occur once a doctoral researcher has served the minimum period of candidature, the data collection/empirical work has been completed and they only require supervision preparing their final thesis. For most doctoral researchers, transfer to writing-up usually occurs after 3 years of full-time study or 5.5 years of part-time study. For the avoidance of doubt, MD(Res) candidates can progress to writing up 1 year of full time study and 2 years of part-time study.
- The writing-up period should not normally exceed 12 months for full-time and 18 months for part-time students.
- Recommendation of transfer to writing-up is an academic judgement and will not be permitted for financial reasons;
- Transfer to writing-up does not apply to all PhD candidates as some externally funded PhDs and PhD by prior and prospective publications are designed to incorporate the writing-up stage during the registration period.
- When a doctoral candidate transfers to **writing-up earlier than 3 or 5.5 years**, the project's end date will change to ensure that full-time doctoral researchers have 12 months to submit, and part-time doctoral researchers have 18 months to submit.

Doctoral candidates:

- will not automatically be transferred to writing-up at the end of the maximum period of candidature¹. The candidate will need to apply via the online system. If this action is not completed, it will need to be decided whether further supervision is required;
- will receive supervision on reviewing draft copies of the thesis as a whole in preparation for imminent submission, provided that they are presented in a clear and consistent format and/or reviewing thesis amendments following examination;
- may revert to full registration if they have not submitted within the usual maximum period permitted. However, if there are extenuating circumstances, candidates should submit an extension request in advance of the submission deadline;

Extension Requests when on Writing-up

The [Extension of Candidature policy](#) states that extensions normally take place only once a doctoral researcher has transferred to writing-up.

Transfer to Writing-up

When it is appropriate to applying to transfer to writing-up status, doctoral candidates should submit a summary of the work completed to date and a timetable for completing the writing of the remaining work in the thesis. The supervisory team must support this thesis plan and also confirm that they support the transfer to writing-up i.e. that data collection/empirical work has

¹Further information can be found on Senate Regulation 24:

https://www.citystgeorges.ac.uk/data/assets/pdf_file/0008/649016/Senate_Regulation_24_Doctoral_Programmes_2_0220110.pdf

been completed. It is important to recognise that there are disciplinary differences regarding the work required prior to transfer to writing-up; some Schools may require a draft thesis, a specific number of words (e.g. 35,000 words), and others may be satisfied with knowing that the candidate has completed all research and can submit the remaining work within 12 or 18 months, respectively.

There is normally a fee attached to the writing-up period. There is no further fee applicable once a doctoral researcher has submitted their thesis for examination or if amendments or a second examination are required. Doctoral researchers who fail to complete the amendments or attend a second examination on time will be withdrawn from the programme unless they can provide grounds for extending their submission that the Chair of the Board of Studies approves in writing.

Doctoral researcher status once transferred to Writing-up

Doctoral researchers retain access to university facilities whilst engaged in writing-up their thesis. Doctoral researchers can request a letter of status to support them if they are exempt from paying council tax. However, doctoral researchers are usually not qualified to access the Hardship Fund as they are required to be registered at least 50% of a full-time equivalent doctoral researcher to be eligible. In extreme situations, a discretionary decision can be considered for doctoral researchers with a disability, dependent children or extreme compelling circumstances.

Visa sponsorship

International doctoral researchers who are sponsored on a visa will remain eligible for sponsorship by the University during their writing-up period. To be eligible, sponsored doctoral researchers must maintain regular communication with their supervisor/s. The minimum expectation for regular contact is a monthly meeting, in-person, to discuss research and progress in writing-up the thesis. If you have any questions please contact visacompliance@citystgeorges.ac.uk.

Interruption of Studies

Doctoral researchers who are in the writing-up period may sometimes face exceptional circumstances that require them to interrupt their studies. In such cases, they can apply for an Interruption of Studies. Please note that an approved interruption of studies will stop the clock on the doctoral researcher's enrolment. As a consequence, the project end date will be extended by the length of the interruption. It's important to note that funded doctoral researchers should check with their sponsor if their stipend will continue to be paid during an interruption. International doctoral researchers should also seek visa advice from visacompliance@citystgeorges.ac.uk.

Approval Notes	Date
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