Transfer to writing-up

Scope
All full and part-time students registered on a research degree programme who have reached the minimum period of candidature, no longer require supervision and who are nearing submission for examination.

Senate Regulations:
Regulation 24 – Doctoral Programmes
Regulation 23 – Masters Degree by Research

Date approved/re-approved
APPSC 22 April 2009, minor updates Education Committee 15 June 2012

Date for review
To be reviewed on a periodic basis, with allowance for minor annual updates of roles and responsibilities by Graduate School Committee, as required.

To be read in conjunction with Section 9 of the University’s Quality Manual

Equality and Diversity statement
City, University of London is committed to promoting equality, diversity and inclusion in all its activities, processes, and culture, under its Public Sector Equality Duties and the Equality Act 2010. This includes promoting equality and diversity for all, irrespective of any protected characteristic, working pattern, family circumstance, socio-economic background, political belief or other irrelevant distinction.

Where relevant to the policy, decision-making panels will ensure a reasonable gender balance (with at least one man and one woman) and will actively consider representation of other protected groups.
Application for Transfer to Writing-Up

The following statements should be read alongside the University’s Regulations for Doctoral Programmes and Masters Degrees by Research. The statements are intended to provide further clarity on the policies and processes that assure the quality and enhancement of research degree provision across the University and which are outlined in the Framework for Research Degrees Provision.

The University’s Research Degree Framework and Regulations apply equally to partnership provision unless different arrangements have been agreed between the University and the partner institution and have received University approval. Details will be set out in the Memorandum of Agreement for the partnership and in information provided to students.

Any application for transfer to writing-up requires approval from the School Board of Studies on the recommendation of the Senior Tutor/Director of Research.

Principles

➢ Students are advised that not all Schools utilize the category of writing-up;

➢ Recommendation of 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 met all of the following:
  • they have served the minimum period of candidature and;
  • they no longer require supervision;

➢ Students will not be transferred to writing-up at the end of the maximum period of candidature for the degree on which they are registered should it be judged that they still require supervision;

➢ A student will not receive supervision during a period of Writing-Up. The role of the supervisor consists of reviewing draft copies of the thesis as a whole in preparation for imminent submission;

➢ The period of writing-up should not normally exceed twelve months for full-time students or exceed eighteen months for part-time students;

➢ A student may be reverted to full registration should they not have submitted within the usual maximum period of writing-up permitted for full and part-time students;

➢ A student will not be liable for full fees should their application for Transfer to Writing-Up be approved but will be required to pay a nominal registration fee for the maximum permitted period until they have completed their thesis;

➢ Students who submit material without transferring to writing-up and go direct to examination will nevertheless be registered as writing-up in order to ensure that they do not incur full fees. Students who go direct to examination will not incur writing-up fees unless they are required to carry out amendments when it is at the discretion of the School Board of Studies as to whether or not they will incur writing-up fees;

➢ Students who have submitted material for examination and have been given 12 months in which to carry out further amendments will be registered as writing-up. It is at the discretion of the School Boards of Studies as to whether or not students will incur writing up fees.
N.B. International students must contact the Student Centre for clarification on any visa implications during any application for Transfer to Writing-Up.