APPLICATION FOR
TRANSFER TO WRITING-UP

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.

MARCH 2021
Application for Transfer to Writing-Up

1. In this policy “you”, “your” and “yours” means a student registered for a research degree awarded by City, University of London. “We”, “us” and “our” means the University or any of its staff, depending on the context.

2. This policy sets out the criteria by which you may transfer to writing-up status, once you have served your minimum period of candidature and completed all your research activity. The following statements should be read alongside the University’s Regulations for Doctoral Programmes (Senate Regulation 24) and Masters Degrees by Research (Senate Regulation 23). 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 Research Degrees Framework.

3. 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.

4. Any application for Transfer to Writing-Up requires approval from the Doctoral College Board of Studies on the recommendation of the Senior Tutor for Research and School Research Programmes Committee.

Principles

5. You are advised that not all Schools utilize the category of writing-up;

6. Recommendation of Transfer to Writing-Up is an academic judgement and will not be permitted for financial reasons;

7. You may apply for Transfer to Writing Up when they have met all of the following:
   • you have served the minimum period of candidature and;
   • you no longer require regular supervision;

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

9. You will receive minimal supervision during the 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 and/or reviewing thesis amendments following examination;

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

11. You may be reverted to full registration should you not have submitted within the usual maximum period of writing-up permitted for full and part-time students;
12. You 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 you have completed your thesis;

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

14. If you have submitted material for examination and have been given up to 12 months in which to carry out further amendments, you will be registered as writing-up. It is at the discretion of the School as to whether or not students will incur writing-up fees.

15. International students should contact the Student Centre for clarification on any visa implications during any application for Transfer to Writing-Up.
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<td><strong>Policy Enabling Owner and Department</strong></td>
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<td>Quality and Academic Development, Student and Academic Services</td>
<td>City Doctoral College, Schools</td>
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<td>Senate, upon recommendation from Doctoral College Board of Studies</td>
<td>17 March 2021 (Senate)</td>
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| V1.2 17 March 2021 (Senate)  
V1.1 15 June 2012 (Education Committee)  
V1.0 22 April 2009 (APPSC) | March 2024 |
| **Publication of Policy** *(tick as appropriate)* | |
| For public access online (internet)? ✗ | For staff access only (intranet)? ☐ |
| **Queries about this policy should be referred to** | |
| Quality and Academic Development, Student and Academic Services  
QUAD@city.ac.uk |