

**UNIVERSITY OF WESTMINSTER
RESEARCH, ENTERPRISE AND KNOWLEDGE TRANSFER COMMITTEE**

WRITING-UP STATUS APPLICATION

2010/11 SESSION

The University has an approved scheme to provide fee relief for research degree students who have completed their research work and are solely engaged in writing up their thesis. This is known as the Writing-up Fee Scheme and consists of a six-month grace period followed by a reduced fee. At the end of the six-month grace period, if the thesis has not been submitted for examination, the student will be liable for an annual writing-up fee (in the 2010/11 session, £645 per annum).

You may enter the writing-up scheme at one of two points each year, either in October 2010 or April 2011, whichever is the earliest point following the completion of your research. Please note that if you are deemed to be writing up, the University's expectation is that you formally submit your thesis for examination to this office within 6 months of your writing-up start date (October 2010 or April 2011) if you're full-time and within 12 months if you're part-time.

*To be eligible for writing-up status, you must be declared by your Director of Studies to have completed the active research for your project and to be **solely** engaged in writing up your thesis. **In addition, your School Research Director must endorse your application by signing below.***

STUDENT DETAILS

Surname:

Forenames:

e-mail address:

Degree:

MPhil

PhD

(please delete as appropriate)

Mode:

FT/PT/ERDS

(please delete as appropriate)

Registration start date:

Signed:

Date:

SIGNATURES

Director of Studies

I confirm that the student detailed above has completed the research work on his/her project and from *(please tick as appropriate)*: October 2010 or April 2011 will be solely engaged in writing up the thesis, with the expectation that s/he will submit his/her thesis within 6 months (full-time) and 12 months (part-time) of the writing-up start date.

Name:

Signed:

Date:

School Research Director

I endorse this application for writing-up status starting from October 2010 or April 2011
(please tick as appropriate).

Name:

Signed:

Date: