**Application for a writing up period**

**Before completing this form, please read the** [**Guidance on options at the end of your programme.**](https://www.hud.ac.uk/registry/current-students/pgr/end/optionsatendofprogramme/)

You must submit this form at least three months before your course end date.

Your application will need support from your supervisor and you will need to return the form to your [School](https://www.hud.ac.uk/registry/current-students/pgr/contacts/) PGR Admin Team for consideration by the School’s Director of Graduate Education.

**Please note:** you cannot enter the writing up period if you have not yet completed all of your data collection. If you still need to undertake primary research, you should seek a period of additional time in active research instead.

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| Section 1: Your Details | | | | |
| Student name: |  | | | |
| Student Number: |  | | | |
| School: | Select your school | | | |
| Degree: | Select your degree | | **Mode:** | FT  PT |
| Supervisor Names: |  | | | |
| Programme Start Date: | Select date | | | |
| Programme End Date: | Select date | | | |
| Title of thesis: |  | | | |
| What is your intended thesis submission date? | Select date | | | |
| Are you studying on a Student Visa? | | Yes\*  No | | |
| \*If you are an international student on a Student (or Tier 4) visa, and the writing up period will take you beyond the expiry of your visa, you will be required to make a new Student visa application at your own expense prior to the expiry of your current visa.  You must [contact the Immigration & Compliance team](mailto:immigration@hud.ac.uk) at least three months ahead of your visa expiring to discuss the visa extension process. | | | | |

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| Section 2: Your Application | |
| You are reminded that the writing up period is 12 months for a doctoral candidate and 4 months for a master’s by research or MPhil candidate.  You **must** submit the following with your application:   * A written report (approx. 500 words) outlining your progress to date, including progress you have made with writing-up; * A detailed plan for submission by the end of your writing-up period.   Please confirm that: | |
|  | You have been granted ethical approval for your research (where applicable)  You have completed all primary research/data collection/laboratory work |

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| Section 2: Supervisor’s Recommendation | | | |
| I have discussed this application with my student in the context of the work they still need to do before their final submission.  **I support / do not support** their request for a writing-up period. | | | |
| Further comments:  (This section **must** be completed where you do not support the student’s application) | | | |
| Supervisor’s Name: |  | | |
| Signed: |  | Date: | Select date |

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| Section 3: Student Confirmation | | | |
| I confirm that:   * I have read and understood the [guidance notes](https://www.hud.ac.uk/registry/current-students/pgr/end/optionsatendofprogramme/); * I have noted my Supervisor’s recommendation and understand this; * I understand that no further extension to my submission date will be allowed at the end of the writing up period; * I understand that I will be liable for the [payment of a fee](https://www.hud.ac.uk/registry/current-students/pgr/end/applying-for-additional-time/) for the writing up period; * If I have a Student Visa, I understand that I may need to extend my visa as a result of applying for the writing up period. | | | |
| Signed: |  | Date: | Select date |
| We accept electronic signatures. You are not required to print, sign and scan your form.  Please submit your completed form to your [School PGR admin team](https://www.hud.ac.uk/registry/current-students/pgr/contacts/). | | | |

**To be completed by your school**

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| Section 4: Director of Graduate Education Review | | | | |
|  | I am satisfied that the supervision team has reviewed this application thoroughly and that their recommendation is appropriate. | | | |
| Please confirm whether: | | | | |
|  | The student **should** be charged full fees | | | |
|  | The writing-up period is to be treated as compensation as a remedy/outcome of an appeal/complaint, and the student **should not** be charged | | | |
| Name: | |  | | |
| Signed: | |  | Date: | Select date |

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| Section 5: School PGR Admin | | | | |
|  | Uploaded approved application to Wisdom | | | |
|  | Updated RDS and SPR End Dates | | | |
|  | Updated the RDS Stage | | | |
|  | Extension to End Date submitted to [PGRInterruptions@hud.ac.uk](mailto:PGRInterruptions@hud.ac.uk) | | | |
| Name: | |  | Date: | Select date |