

Policy on Writing Up Mode for Research Students

Introduction

1. Research Students who have completed the research element of their programme and are now engaged in writing up their thesis are entitled to apply for 'Writing Up' status, which has a reduced tuition fee.
2. Such students are required to submit their thesis within one calendar year (full-time) or two calendar years (part-time).
3. The maximum period of registration specified in the Research Degree Regulations includes time spent in writing up status.
4. Writing up mode students may require lower levels of use of College facilities and supervision but the level of support provided is at the discretion of the supervisor(s) and the relevant department. Access to the Library and to the Birkbeck estate, including any necessary restricted areas, should be maintained.
5. It is the responsibility of Departments to monitor the progress of Writing Up mode research students, to ensure that they are progressing satisfactorily towards completion, normally within 4 years (full-time) or 7 years (part-time).
6. The College's responsibilities in terms of supervision, access to facilities etc are laid out in the Postgraduate Research Student Code of Practice.

Procedure

7. Recommendation for 'Writing Up' status is at the discretion of the supervisor(s) and is considered by the PGR Committee. There is no automatic right to move to Writing Up status after a given length of time on full tuition fees.
8. The candidate's PGR Committee may approve that 'Writing Up' status is extended, if there is evidence that circumstances have significantly constrained their ability to submit, provided that the maximum registration period is not exceeded. A case must be made that the student is making adequate progress in completing their thesis and that their research remains current. If extension to writing up mode is not approved the student will revert to full fees.
9. If a student enrolled in Writing Up Mode requests extension to the maximum registration period they should do so in accordance with the relevant section of the Research Degree Regulations.
10. Students who are unable for medical or other reasons to continue writing up their thesis should apply for a break in study, in line with the College policy on Breaks in Studies.
11. Where a Department considers that a student is making insufficient progress in writing up their thesis they can, at any time, apply the [College's Policy and Procedure for the Termination of a Student's Registration](#) on a Programme of Study.