**Middlesex University**

**Research Degrees**

|  |  |  |
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| **Application to enter Writing Up mode** |  | **Student Number:** |

**1 Student Details**

|  |  |
| --- | --- |
| Surname |  |
| Forenames |  |
| Title of the research |  |

**2 Supervision of Programme of Work**

|  |  |  |
| --- | --- | --- |
| **2.1** Director of Studies / Consultant |  | |
| **2.2** Supervisor(s) / Advisor(s) |  | Supervisor / Advisor 2 |

**3 Recommendation by the Director of Studies**

I confirm that [**STUDENT’S FULL NAME**] has gathered all data required, undertaken the substantive practice research, and is working towards structuring the work into a coherent thesis. Access required to laboratory, studio or workshop facilities is now limited, has been agreed, and relates to the final presentation or assessment of the thesis.

|  |  |  |  |
| --- | --- | --- | --- |
| **Writing up start date** |  | | |
| **Signed (Dos)** |  | **Date** |  |

**4 Student Declaration**

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| --- |
| I confirm that I have gathered all data required, undertaken the substantive practice research, and am working towards structuring the work into a coherent thesis. Access required to laboratory, studio or workshop facilities is now limited, has been agreed, and relates to the final presentation or assessment of the thesis.  I confirm that the title of my research programme/thesis is correct as highlighted in section 1 of this form    I am aware that I will not be charged for my first year in writing up mode but should I need an extension to my writing up period I will be charged an annual £2500 flat fee (subject to increases) for each subsequent year in writing up mode.  Should I need to extend my writing up period I will seek initial approval from my Director of Study and notify the Research Degrees Administration Team **at least one month prior to my submission deadline**  \***Note**: **Should your new submission date exceed your maximum registration period a separate application for an “Extension to the maximum registration period” must be submitted on the appropriate form, together with any supporting documents, for consideration by the Research Degrees Board. Please contact** [**researchdegrees@mdx.ac.uk**](mailto:researchdegrees@mdx.ac.uk) **for clarity of the process** |
| |  |  | | --- | --- | | **Signed (Student)** | **Date** | |

**Please contact the Research Degrees Administration Team to discuss this in more detail or if you require any clarity around this by emailing** [**ResearchDegrees@mdx.ac.uk**](mailto:ResearchDegrees@mdx.ac.uk)

**For Official Use Only**

**Research Degrees Administration Team**

The student has received a PDF copy of this form

Student status has been updated on MISIS (NA/WR and recording of writing up date in SKAHINS and SFAREG)

Grid updated to reflect submission deadline

**Student Progression Dates**

|  |  |
| --- | --- |
| Final Thesis Submission | Expected Final Thesis Submission Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ***Note:*** *Submission of the thesis should be one year from the date a student enters writing up mode and must not exceed the maximum registration period* |
|
| Expected date of Viva  **(no more than 3 months after your submission deadline)** | Expected viva date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ***Note:*** *The Viva usually takes place within 3 months of the submission date* |