

Writing up procedure for students registered on PhD, MPhil, MD(Res) and EngD programmes

1. General Principles

1.1. This document outlines the College's procedure in respect of the arrangements for research students to write up their thesis following completion of their active research period¹ and minimum periods of registration as required by the programme regulations. This procedure applies to all students entering writing up status from 1st April 2022 onwards.

1.2.

2. Entry to the Writing Up Period

- 2.1. To be considered eligible for entry to the writing up period, students must satisfy the criteria outlined in sections 2.3 – 2.4 of this procedure.
- 2.2. Research students yet to submit their thesis for examination by the end of the standard active research period are subject to a formal monitoring point to determine progress and eligibility to enter the writing up period. This formal monitoring point is known as a **Progress Review**.
- 2.3. To be considered eligible for entry to writing up, students must have successfully completed the progression milestone requirements for their registered programme of study. This includes both the Early-Stage Assessment and Late-

Document title:	Writing up procedure for students registered on PhD, MPhil, MD(Res) and EngD programmes
Version:	1
Date:	April 2022
Effective from:	1 April 2022
Originator:	Assessment Records, Registry
Contact for queries:	Head of Assessment Records, Registry
Cross References:	Application for Entry to Writing Up Form
Notes and latest changes:	N/A



Appendix A

See below for a summary of the approved timelines for MPhil and PhD research programmes*.

Students registered on MD(Res) and Doctor of Engineering (EngD) programmes should refer to the Academic Regulations for their registered programme of study for further details on minimum registration and submission deadline requirements.

Programme of registration	Minimum period of registration	Standard active research period	Maximum writing up allowance	Maximum thesis submission deadline
MPhil (full-time)	12 months	12 months	12 months	24 months
MPhil (part-time)	24 months	24 months	24 months	48 months