

IMPERIAL COLLEGE LONDON

APPLICATION FOR WRITING UP STATUS (See Notes Overleaf)

This form cannot be processed until the student has submitted an examination entry form.

After completion of all sections, this form should be sent to:
Student Records, Level 3, Sherfield Building

1. STUDENT INFORMATION

Surname.....Other Names.....

Department/Centre/Division.....

Writing up period: *Start Date.....End Date.....

Estimated submission date of thesis.....

I hereby apply for writing up status for the period shown above.

Signed.....Date.....

***Please note, the writing up period is normally required to follow immediately after the end of the student's registration period.**

2. CERTIFICATION AND APPROVAL OF SUPERVISOR

I certify that the above student satisfies the conditions for categorisation as writing up:

1. S/he has completed the minimum period of registration
2. S/he has completed all experimental and programming work and is now engaged **solely** in writing up the thesis
3. S/he has submitted the MPhil/PhD examination entry form to the University via the Registry

Signed.....Date.....

3. APPROVAL OF HEAD OF DEPARTMENT OR NOMINEE

Signed.....Date.....

For Registry use only

ID Number

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Minimum registration period/examination entry checked.....(Inits)Date

Computer Record amended.....(Inits)Date

Fee Action.....(Inits)Date

Notes

Students who have completed the minimum period of registration for a research degree, who have completed all experimental and programming work, who have submitted to the University of London (via the Registry) their examination entry form and who are engaged *solely* in writing up their thesis may be categorised as writing up students *for a limited period*. A student categorised as writing up is entitled to a desk space and the use of the library but is not charged fees and is not otherwise counted as a registered student. The Board of Studies has determined that a student cannot be categorised as writing up for a period exceeding six months.