Doctoral research degree writing-up fee application

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| **Please note:**  PhD or professional doctorate students can use this form to apply *in advance* to pay a writing-up fee in lieu of the full annual fee only if they meet all of the following criteria:   * They have completed the expected period of registration (36 months FT, 54 PT), taking into account any extensions and intercalations, and * They have been registered on the PhD programme at EHU for at least one semester if they have transferred from another institution, and * They have completed the data collection period of the research, and * The thesis is at an advanced stage, and * Substantial supervision is no longer required, and * They have not yet submitted for final viva.   Applications must be signed by both the student and Director of Studies (on behalf of the supervisory team), and approved by the Graduate School on behalf of the Graduate School Board of Studies. The fee will commence in the term following approval.  **Applicants should consult the** [**Fees: writing-up and post-final viva**](https://www.edgehill.ac.uk/documents/doctoral-student-fees-writing-up-and-post-final-viva/) **guidance (RO-GRA-06G) for full details.** |

Student details

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| **Student name:** | Click here to enter text. | |
| **Student number:** | Click here to enter text. | |
| **Title of thesis:** | Click here to enter text. | |
| **ORCID ID (what is** [**ORCID**](http://orcid.org/)**):** | Click here to enter text. | |
| **Faculty/department:** | Select faculty/dept. | |
| **Director of Studies:** | Click here to enter text. | |
| **Award & mode:** | Select award. | |
| **Intended thesis submission date:** | Click here to enter a date. | |
| **Is the student also EHU staff?** | Select a response. | *(N.B. GTAs should select ‘no’.)* |
| **Enrolment type:** | Select type. | |

Student statement

*The student should explain in the field below why s/he is eligible to be considered for the change to writing-up fee, as outlined at the start of this form and in the Writing-up fee guidance (RO-GRA-06G). Please provide any additional relevant information you see fit.*

**Click here to enter text.**

DoS statement

*The DoS should explain in the field below, on behalf of the whole supervisory team, why the student is eligible to be considered for the change to writing-up fee, as outlined at the start of this form and in the Writing-up fee guidance (RO-GRA-06G). Please provide any additional relevant information you see fit.*

**Click here to enter text.**

**Please note: students whose writing-up fee applications are approved partway through the academic year will still be liable for fees already incurred prior to approval in addition to the writing-up fee.**

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| Student signature | DoS signature  *(on behalf of whole supervisory team)* |

▼**Please insert or type your signature in the relevant box below** ▼

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| Date: Click here to enter a date. | Date: Click here to enter a date. |

**Please return your completed form to** [**GraduateSchool@edgehill.ac.uk**](mailto:GraduateSchool@edgehill.ac.uk)

*Template updated: 01 June 2018*