

## Doctoral Student Fees: writing-up and post-final viva

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Please note: This guidance accompanies the [Fees: writing-up and post-final viva](#) flowchart (RO-GRA- 03P) and the [Writing-up fee application form](#) (RO-GRA-04F).

### Before the viva: writing-up fee

#### What is a writing-up fee?

A writing-up fee is a reduced fee designed to reflect the reduction in resources required by a student during the late stages of the PhD or professional doctorate prior to submission for final viva. It can last for up to one year leading to the viva submission.

A writing-up fee may be possible provided:

- The student has completed the expected period of registration: 36 months of full-time study or 54 months of part-time study (after any extensions or intercalations) when the fee comes into effect,
- In the case of PhD students who have transferred from another university, the student has been registered on the PhD at EHU for at least one semester
- The student has completed the data collection period of the research,
- The student's thesis is at an advanced stage,
- The student no longer requires substantial supervision, and
- The student has not yet submitted for final viva.

**If the student still requires substantial supervision, s/he should not apply to move to the writing-up fee.**

*N.B. students on the writing-up fee are not eligible to apply for any resources outside those necessary for the writing up of the thesis e.g. they cannot apply for PGR Bursary funds.*

#### GTAs

Because students funded by the University's own GTA scheme are directly funded by the University for only three quarters of the maximum PhD registration period, the writing-up fee comes into effect automatically at the start of the term following the end of the GTA contract provided:

- The studentship has ended, and
- The student has completed her/his expected period of study, and
- All other standard eligibility criteria are met, and the DoS has confirmed in writing to the Research Office that the student will meet the eligibility criteria at the time the student intends to move to the fee

GTAs who do **not** meet the eligibility criteria (or whose DoS have not confirmed their eligibility in time) will automatically move to the standard tuition fee after their GTA contracts expire but are welcome to apply to move to the writing-up fee at the next invoicing point (see *Timescales*).

The process outlined above applies to all GTAs who satisfy the criteria above, although there are additional restrictions on students from outside the EU (see *International students*).

Students on externally funded studentships should apply as per any other non-GTA.<sup>1</sup>

If a GTA submits her/his thesis for examination within 36 months, no writing-up fee will be payable but there will be standard post-viva fees due dependent on the outcome of the viva (see *After the viva: assessment fees* below).

### **How to apply**

Applicants for the writing-up fee must submit the Writing-up fee application form (RO-GRA-04F) to the GSBoS via the Research Office confirming that s/he is eligible for the change of fee according to the criteria set out on the previous page.

The Board must be satisfied that the student meets all of the eligibility criteria so applying too far in advance of the intended move to the writing-up fee could be detrimental to the application.

Deadlines for applications for a move to writing-up fees are:

- 1 July for implementation in term 1
- 1 October for implementation in term 2
- 1 February for implementation in term 3.

### **Fee payable**

A writing up fee is charged and published in advance of each academic session. The fee is fixed for one year, regardless of the student's visa status or mode of study, and students will be returned to the standard tuition fee (full- or part-time) should they not complete within this time. Students cannot apply for a second year of writing-up fees.<sup>2</sup>

Students who wish to pay the writing-up fee in instalments should contact the Fees Team in Academic Registry to make arrangements.

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<sup>1</sup> If an externally funded student's funding will expire before the student meets the writing-up fee eligibility criteria an early application may be accepted provided the circumstances are made clear to the GSBoS. The key issue will be the progress made on the PhD to date

<sup>2</sup> If a full-time student is returned to the full fee regime, s/he would need the permission of GSBoS to continue with registration (which is only given in exceptional circumstances), because s/he would have exceeded the maximum registration period; part-time students would still have six months of registration possible until they reach the maximum period.

## Timescales

Once the GSBoS approves a move to the writing up fee, it comes into effect *at the start of the following term*; it cannot be brought forward, backdated, or deferred to a later date. As per the Tuition Fee Regulations, the student will be charged the standard tuition fee until that date, pro-rated depending on how many months of study have been completed in that academic year (see Table 1): *the writing-up fee is not a means by which fees already incurred may be written off.*

Given these timings, students are encouraged to discuss potential moves onto the writing-up fee regime with their supervisory teams before the end of their third year (or PT equivalent) and plan time for the move to be approved and for Academic Registry to make the necessary adjustments.

Late applications cannot be backdated so will incur pro rata tuition fees as described in Table 1.

**Table 1: Pro-rated tuition fees payable depending on when a writing-up fee application is approved by GSBoS<sup>3</sup>**

Cut-off point for GSBoS approval of application	Writing-up fee applies from (if approved)	Proportion of current year's full fee payable by the student before the writing-up fee
End of week 3 of term 1	Term 2	1/3
End of week 3 of term 2	Term 3	2/3
End of week 3 of term 3	Next term 1	All

(Term dates are available from the [Academic Registry webpage](#).)

### Examples

1. GSBoS approves a move to the writing-up fee for applications submitted by 1 July. The writing-up fee will come into effect from the start of the new academic year so no standard tuition fees will be payable for that academic year (September to August).
2. GSBoS approves a move to the writing-up fee for applications submitted by 1 October (during term 1). The writing-up fee will come into effect from the start of term 2 (January) and terminate at the end of term 1 of the following academic year. The student must pay 1/3 of the current academic year's standard tuition fee to cover term 1; this is in addition to the writing-up fee as of term 2.
3. GSBoS approves a move to the writing-up fee for applications submitted by 1 February (during term 2). The writing-up fee will come into effect from the start of term 3 (e.g. April) and terminate at the end of term 2 of the following academic year. The student must pay 2/3 of the current academic year's standard tuition fee to cover terms 1 and 2 in addition to the writing-up fee as of term 3.

Students on fee cycles different to the standard academic year (September to August; i.e. if they started in or after January or April and are invoiced accordingly), should read 'term 1', 'term 2' and 'term 3' as relating to their cycle. For example, although January is the start of the standard term 2, a January starter's term 1 begins at the start of January, and so on.

<sup>3</sup> Table 1 also applies to fees payable when notifying the University of withdrawal of registration or having a request for intercalation approved by GSBoS.

## Intercalations

If a student moves to the writing-up fee and subsequently intercalates during the twelve month period covered by it, the fee will be suspended for the period of intercalation, and continue on the approved date of return from intercalation. For example, if a student intercalates for six months following a move to the writing-up fee, the period of the fee will freeze at the point of intercalation and recommence upon return for up to six months/until the end of the writing-up fee period/until final viva submission (whichever is soonest).

### **International students**

Tier 4 students (i.e. those from outside the EU) should note that, while they *are* eligible to apply for the writing-up fee, UK Visas & Immigration (UKVI) rules mean that a move to the writing-up fee is not possible while resident in the UK under the sponsorship of the University as it could adversely affect the University's licence to sponsor other international students and staff in future. Such students can therefore only move to the writing-up fee after their visas expire and must then complete the writing-up period outside the UK. They can re-enter the UK on a short-term study visa (e.g. to attend the viva). Questions on this should be directed to the [International Office](#).

Other than this, the eligibility criteria and process remain the same as for other students. Other than this, the eligibility criteria and process remain the same as for other students.

### **After the viva: assessment fees**

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No standard tuition fees will be incurred during the period between final viva submission and viva outcome<sup>4</sup> but, depending on the recommendation of the viva panel, one of three assessment fees will take effect:

- **Award/minor amendments<sup>5</sup>/fail:** no further fee payable.
- **Major amendments:** an amendments fee is payable after submission of the amended thesis.
- **Revision and resubmission for re-examination:<sup>6</sup>** a resubmission fee is payable after resubmission.

<sup>4</sup> Subject to the cycle in Table 1: if the student submits for final viva halfway through a term, that term's fee will not be pro-rated further.

<sup>5</sup> Award or minor amendments for either PhD or MPhil.

<sup>6</sup> For the award of either PhD or MPhil