



Application for Writing-Up Away Status Master of Education (Research)

Normally the thesis should be written and submitted before the candidate leaves the university. However, a candidate may apply for “writing-up away” status provided that the supervisor and head of academic unit certifies in writing to the Research Candidature and Examination Sub Committee that the candidate has completed a satisfactory first full draft of the thesis.

Candidates granted writing-up away status are required to maintain their enrolment at the university until the thesis is submitted. Since students will be in the very final stages of thesis writing, the period for which writing-up away status will be granted *is strictly limited to 3 months in the first instance*, with a further 3 months extension in exceptional circumstances.

If a candidate has not yet completed a satisfactory first full draft of the thesis, an application to transfer to external candidature may be appropriate. Where a candidate is relocating interstate/overseas or taking up full-time employment, up to three months of intermission may be requested before the writing up away status comes into effect. This three-month period of intermission would be in addition to the twelve months intermission normally permitted during candidature.

Section 1: To be completed by the student

ID No:

Family Name:

Title

:

Given Names:

Mailing
Address:

Telephone No:

Home:

Work:

Email address:

I request a transfer of enrolment status to:

Writing-up away within Victoria

Writing-up away interstate or overseas

Period for which writing up away is sought: from To

Please state reasons for requesting writing up away status (Please attach additional page if required)

Applicant's signature: _____ Date: _____

Section 2: To be completed by main supervisor

I have read a satisfactory first draft of the entire thesis and certify that I believe the candidate could now

submit the thesis for examination within months.

I support the candidate's request for writing-up away status on the following grounds:

Supervisor's name (Please print): _____

Supervisor's signature: _____ Date: _____

Section 3: Endorsement by head of academic unit

Head's Name(Please print): _____

Head's signature: _____ Date: _____