**Department of Electrical and Electronic Engineering**

**Completing Research Status (CRS)**

Full-time students: 36 months

Part-time students: 72 months

**Please read the** [**EEE PhD Milestones Guidelines**](http://www.imperial.ac.uk/electrical-engineering/study/current-students-course-handbook/eee-phd-milestones-guidelines/)**, then complete this form electronically and email it to the next person in the process.**

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-Stage Review, where applicable.

To be considered eligible for entry to writing up, students must have completed all experimental work and collection of material relating to their thesis and be in a position to submit their thesis within their writing up allowance[[1]](#footnote-1).

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| **Section A – completed by STUDENT**  **🡺 email to supervisor(s)** | | | |
| **Student’s Name** |  | **CID** |  |
| Full-time  Part-time | CDT abbreviation (if applicable) | |  |
| **Date of initial PhD registration**  (as per [My.Imperial.ac.uk](https://my.imperial.ac.uk/)) | |  |
| Research Group:  CAS  CAP  CSP  ISN OSD | **ESA completion date**  (as per [My.Imperial.ac.uk](https://my.imperial.ac.uk/)) | |  |
| **LSR completion date**  (as per [My.Imperial.ac.uk](https://my.imperial.ac.uk/)) | |  |
| **Deadline for thesis submission**  (as per [My.Imperial.ac.uk](https://my.imperial.ac.uk/)) | |  |
| **Provide a plan for the conclusion of your work, considering the planned date for thesis submission.**  **Then, meet with your supervisor(s) to agree on this plan and to complete section B of the form.** | | | |
| **1. Provisional title of research project** | | | |
|  | | | |
| **2. Summary of Research Question(s) or Issue(s) to be addressed in the Thesis** | | | |
|  | | | |
| **3. Title and Outline of each Technical Chapter** | | | |
|  | | | |
| **4. Time Plan showing month-by-month breakdown of work leading to submission** | | | |
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| **5. Please list any publications or external presentations you might have given.** | | | |
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| **I confirm that my plan of work for completing the writing of my thesis has been discussed and agreed with my supervisor(s) and that I wish to be transferred to writing up status from the date confirmed in Section B of this form:** | | | |
| **Signature of Student: Date:** | | | |

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| **Section B – completed by SUPERVISOR and STUDENT**  **🡺 then email to** [**PGR Officer**](mailto:annie.murphy@imperial.ac.uk)  **By completing this form, supervisor(s) confirm that the student has a realistic plan, as described in Section A, to complete the work within the remaining period of registration[[2]](#footnote-2) and recommend that the student be transferred to writing up status with effect from DD/MM/YYYY** | | | | |
| **Supervisor(s) name(s)** | |  | **Date:** |  |
| **Please pick one of the two registration status for the final year:** | | | | |
| **1.** | **CRS for the whole final year** | The student has completed all experimental work, is able to submit their thesis within 12 months and has completed their ESA and LSR milestones. Student keeps full access/registration with the College. | | |
| **2.** | **Extend registration + CRS** | The student is NOT ready to move to CRS for the whole final year.  There will be a pro-rata charge of annual tuition fees for 6 months;  Some scholarship schemes and external sponsors might cover these fees. If you are not sure, please speak with the EEE PGR Officer. | | |

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| **Section C – Funding checked by EEE PGR Officer** | | | |
| **name** |  | **Date:** |  |

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| **Section D – DPS approval** | | | |
| **DPS name** |  | **Date:** |  |

1. Subject to the maximum writing up allowances outlined in Appendix A of the College’s procedure. [↑](#footnote-ref-1)
2. Timelines are relative to individual submission deadlines – please refer to College procedure [↑](#footnote-ref-2)