



Guidelines on Write-up Grant Applications

The write-up grant is designed to help doctoral students to complete their thesis when they have exhausted their normal 36 months of scholarship and they intend to complete the thesis during the write-up grant period. The grants are not automatic, and they are awarded on the basis of need and merit.

The duration of the grant is maximum six months. The amount of the grant equals the regular PhD stipend.

The period of the write-up grant is not an extension of the usual 6 years of the doctoral studies; the grant has to be completed within the six years. (Only if a student was granted an extension independently by the Doctoral Program Committee or by the University Doctoral Committee, can s/he use a write-up grant for the extended period). The thesis must be completed during the write-up grant period, and must be submitted within a month after the end of that period. By accepting the grant students also accept the change of the end date of their enrollment to coincide with this new submission deadline. While on the write-up grant, students retain the right for extension as stipulated in the Doctoral regulations.

Request for a write-up grant must come from the primary supervisor of the student. (Students cannot apply for the grant directly). The Doctoral Program Committee must also be notified (“cc-ed”) about the request, which must contain:

- an explanation of why this grant is needed (i.e. why receiving the grant is instrumental for the student finishing her/his thesis)
- the most recent annual progress report by the supervisor or supervisory panel (if applicable)
- an account of the merits of the student to show that s/he does indeed deserve the grant
- an exact statement of the period for which the grant is required (dd/mm/yy – dd/mm/yy)
- an expression of the supervisor’s or supervisory panel’s (if applicable) firm conviction that the thesis will be completed by the end of this period.

In addition to the request, the following materials need to be submitted:

- an account of how much of the thesis work is already done, and how much more work is needed (0.5-2 page). This account can be prepared by the student if the supervisor agrees with her/his assessment
- a timetable for the period of the write-up grant, demonstrating that the thesis will indeed be completed by the end of this period. Again, this can be prepared by the student and endorsed by the supervisor.

Requests must be submitted to the Provost, who decides on the case. The Provost may choose to consult others (for example the department's PhD director or Doctoral Committee) before making a decision. Submitting requests is continuous throughout the year. Requests have to be submitted at least four weeks before the intended start of the write-up grant. In making a decision on approving a write-up grant, the Provost takes into account the following factors:

- the academic performance of the student;
- the credibility of the thesis completion plan;
- the supervisor's past record of timely thesis submission by students on a write-up grant.

It is required that for the period of the write-up grant, students reside in Budapest, and keep frequent personal contact with their supervisor. If a student wishes to spend the period away from Budapest, the supervisor has to indicate this in her/his request, and explain why this is necessary, and how they will make sure that effective supervision is going to be provided. Both supervisors and students should aim to exclude, or in any case minimise, any further (research, teaching or other) commitment by the student during the period of the grant.

It is to be understood that supervisors take responsibility for the continued progress of their students' thesis work during the period of the grant. If a supervisor finds that a student is investing less effort in the thesis writing than could be expected, s/he can initiate a procedure to suspend the grant at any point.

Once the thesis is submitted, the supervisor should send a notice to the Provost's Office. If the thesis is not submitted on deadline, the supervisor should send a notice anyway and explain what happened.

The submission of theses with write-up grants is monitored by the Provost's Office. The Provost's Office regularly assesses the effectiveness of the system of write-up grants and decides if further conditions for receiving a grant are needed.

Signed by *CEU President and Rector John Shattuck*.

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