

**Report on assessment for transfer from MPhil to PhD registration
(QMRD01)**

Section A: Student and assessment details

Name of student: <i>(please underline surname)</i>	<input type="text"/>
Student number:	<input type="text"/>
School:	<input type="text"/>
Full-time/part-time:	<input type="text"/>
Date of initial registration:	<input type="text"/>
Dates of any authorised periods of interruption:	<input type="text"/>
Principal supervisor	<input type="text"/>
Other supervisor(s):	<input type="text"/>
First transfer assessor:	<input type="text"/>
Second transfer assessor:	<input type="text"/>
Number of previous transfer attempts:	<input type="text"/>

Section B: Outcome and recommendation

<input type="checkbox"/> The student's registration should be transferred from MPhil to PhD	
<input type="checkbox"/> The student's registration should be transferred from MPhil to PhD on completion of minor changes to the work submitted, to be verified by <u>supervisor/first assessor/second assessor</u> (delete as applicable) by _____(date)	
<input type="checkbox"/> The student is required to re-present work for the transfer assessment as advised by the assessors. The revised work should be submitted by _____ (specify date)	
<input type="checkbox"/> The student should remain registered for and submit for the MPhil degree	
<input type="checkbox"/> The student's registration should be terminated on the grounds of academic insufficiency/inadequate attendance	
Date of transfer (if applicable):	<input type="text"/>
Anticipated date of thesis submission:	<input type="text"/>

Section C: attachments

Tick to indicate that the following are attached to this report form:

- Signed assessors' report on the transfer examination
- Details of research training undertaken to date/personal development plan/student progress report

Section D: approval

Recommendation
approved by
department:

Date:

Departmental Graduate Studies Director

Recommendation
approved by Graduate
School:

Date:

Director of sectoral Graduate School

This form and the required attachments must be completed after each attempt at transfer assessment, regardless of outcome, and sent to the Research Degrees Office, E15, Queen's Building.

Research Degrees Office use only

- Form received _____
- Transfer recorded on SRS/SITS (if applicable)
- Transfer attempt recorded on SRS/SITS (if applicable)
- Expected submission date amended (if applicable)
- Confirmation sent to student
- Confirmation sent to department



Transfer from MPhil to PhD registration Guidance Notes

The assessment for transfer from MPhil to PhD registration is an important progression monitoring point for research degree students. All attempts at transfer must be recorded and the outcome reported to the Research Degrees Office on the appropriate form (Report on assessment for transfer from MPhil to PhD registration (QMRD01)) available from the RDO website.

College Regulations stipulate that no more than two attempts at transfer are permitted. If the student is not successful in transferring at the second attempt they must remain registered for the MPhil or be de-registered from the research degree programme, according to the recommendation of the examiners.

The transfer process should normally take place before 2 years' registration has been completed (4 years for part-time students). Departments and Graduate Schools may stipulate that transfer should take place at an earlier point in the research studies programme.

The transfer process must include the submission of written work and an oral examination conducted by a panel of assessors that comprises at least two members. Departments and Graduate Schools may stipulate additional requirements for the process in each research studies programme.

The assessors for transfer from MPhil to PhD can include the supervisor and may include an assessor external to the College. The transfer assessors cannot subsequently be nominated as the examiners for the research degree.

The transfer process is not complete until the report has been approved by the sectoral Graduate School.

A student registered for a research studies programme leading to the award of MD(Res) and MDS may also apply transfer his/her registration to PhD. The transfer process is the same as that for MPhil to PhD transfer.

Students may appeal against the decision of the transfer assessors using the College Appeal Regulations.