

## 9. Application for Transfer of Registration from Master of Philosophy to Doctor of Philosophy (Form RDC: T)

If you are registered for the degree of Master of Philosophy with the possibility of Transfer to Doctor of Philosophy (MPhil/PhD) you need to apply to the relevant Faculty Research Degrees Committee for the approval of the transfer.

The deadlines to be adhered to are as follows:

Mode of Study	Minimum Submission	Maximum Submission
Full-time	12 months	15 months
Part-time	18 months	24 months

You must submit your transfer report, as appropriate, within these timescales. If you miss this deadline and as a full-time student do not submit the transfer report by month 17 (month 28 for part-time students) your registration will revert to Master of Philosophy and you will lose the opportunity to submit for the PhD.

You will be required to undergo a formal interview with the assessor and at least one member of the supervisory team in order to inform the decision of the internal assessor(s); you will be informed of the arrangements for the interview by the supervisor

The point of transfer is a critical stage in the research programme and the application you make needs to show that the level of the work you have already completed has achieved what would be normally expected at Master of Philosophy level. It also has to show that this work has the potential to be developed to a level, which will meet the intellectual rigor expected of doctoral research.

Please note these deadlines are strict and must be adhered to.

### 9.1 Application for Transfer

The application for transfer from MPhil to PhD is made on form RDC: T (A). To support your application for transfer, you need to provide a transfer report of between 5,000 and 10,000 words. The report should describe the work you have done and outcomes and conclusions reached. On the form, you need to provide a summary of the progress made in the research, which is an abstract of the transfer report, of no more than 500 words. In addition to the abstract, you also need to provide an outline showing how the work you have already completed will be extended to meet the requirements of the PhD.

If you are registered for a research degree by Exhibition, Performance, Creative Writing or similar work, (Regulation 11.1), you should also present examples of the work you have completed to support your transfer report, which in this case

will be within the range of 3,000 - 5,000 words. The form in which you present your work must be appropriate to the nature of the work, such as, as an exhibition or a performance. You must also be prepared to discuss the work so presented with the Internal Assessor(s) if he/she wishes.

The form RDC: T (A) requires the supervisors to report on two aspects of the research programme. First, they need to comment on the student's progress on the programme of research as approved at registration, which refers not only to the research project itself but also to the programme of related studies, including, the Research Training Programme. Secondly, they need to report on the quality and suitability of the plan for the future work with regard to its potential for achieving PhD level.

## **9.2 Nomination of Internal Assessors and Guidelines**

In putting forward an application for transfer, the supervisor must complete form RDC: T(B) on which he/she nominates one member of university staff as potential Internal Assessor. The supervisor shall obtain the consent of the internal assessor prior to their possible appointment and in advance of submission of the transfer report and form. The Chair of the relevant Higher Degrees Committee Sub-Committee approves the nomination for appointment as the Internal Assessor. In exceptional cases, such as when the application has been approved subject to special scrutiny at the transfer stage, two internal assessors will be nominated and approved.

In order to assess the suitability of a student's application for transfer of registration from MPhil to PhD, Internal Assessors should take note that:

- a) the MPhil is awarded for a critical investigation and evaluation of an approved topic and a demonstration of an understanding of research methods appropriate to the chosen field,
- b) the PhD is awarded for a critical investigation and evaluation of an approved topic which results in an independent and original contribution to knowledge and an understanding of research methods appropriate to the chosen field,
- c) the transfer report should include a brief review and discussion of the work already undertaken and a statement of the intended further work, including details of the original contribution to knowledge which is likely to emerge.

After scrutinising the transfer report, the Internal Assessor submits his/her report and makes the preliminary recommendation to recommend or not recommend that the application to transfer registration from MPhil to PhD be approved by the Higher Degrees Committee Sub-Committee.

Before approving transfer, the Committee must be satisfied that the student has made sufficient progress and that the proposed programme provides a suitable

basis for work at PhD standard which the student is capable of pursuing to completion.

Applications for transfer from MPhil to PhD must be submitted in accordance with the format and procedures detailed in paragraph 7.2 and by published deadlines, which are available from the Graduate School Office and Faculty Assessors.

The stages in the transfer submission process are outlined in flowchart 5.

**Flowchart 5 -  
Transfer procedure**



