

**Application for Transfer of Registration from MPhil to PhD or Formal Progression within the Doctoral Researcher Programme to PhD**

Students are to complete this form in consultation with supervisors after having referred to the University’s Research Degrees Regulations and Procedures within the Code of Practice. The Code of Practice can be viewed at <http://www.dmu.ac.uk/research/graduate-school/current-research-students/code-of-practice/code-of-practice.aspx>

All forms submitted must be typed in a font size no smaller than 10pt. Incomplete or hand written forms will be returned. Completed forms are to be sent to the Graduate School Office.

Overview of the process for submission and consideration of the Transfer/Formal Review:

* Student to email the fully completed Transfer/Formal review form and the report to the Graduate School Office.
* First Supervisor will be asked by the Graduate School Office to nominate an Assessor.
* Faculty Head of Research Students approval will be sought for the Supervisor’s nomination of the Assessor.
* The Transfer/Formal review form and report will be sent to the assessor by the Graduate School Office.
* The Assessor will contact the student to arrange for the interview to be carried out.
* Assessor formally notifies the Graduate School Office on the outcome.

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| 1. Student Details |
| Last Name:  |       | First Name: |       |
| Student ID Number: |       | Registration Date: |       |
| Telephone Number: |       | DMU Email Address: |       |
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| 2. The Programme of Research |
| Working Title of the Programme of Research:      (Acronyms must not be used) |
| Faculty: |  |
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| 3. Supervisors |
| **First Supervisor** |
| Full Name with Title: |       |
|  |  |
| **Second Supervisor(s)** |  |
| Full Name with Title: |       | Full Name with Title: |       |
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| **4. Statement by the Student** |
| [ ]  I wish to apply for transfer of registration from MPhil to PhD on the basis of the proposal given in this application (students who enrolled prior to the 30th September 2012).OR[ ]  I wish to apply for confirmation of PhD status within the Doctoral Researcher Programme on the basis of the proposal given in this application (students who enrolled from the 1st October 2012 onwards). [ ]  A copy of section 10 of my approved Registration Form is included with this application.[ ]  My transfer report or formal review has been submitted electronically to the Graduate School Office. |
| Signed |  | Date |  |

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| 5. Summary of Progress Made |
| To be completed by the student. The student is required to provide in the space below an abstract, not exceeding 500 words, of the transfer report or formal review submitted to the supervisors. In addition to the abstract there should be reference to the further development of the research as the basis of a submission for PhD.**Students are also required to submit section 10 of their Registration Form.** Students must also comment on whether or not their work has proceeded in the direction and pace anticipated at the time of registration, any departure from the registration form should be justified. |
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| 6. Report of the Supervisors |
| **6.1 On the student’s progress on the approved programme of research: (Sufficient detail must be given)** |
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| **6.2 On the quality and suitability of the proposed plan of future work for the award of PhD: (Sufficient detail must be given)** |
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| 7. Recommendation by the Supervisors |
| Having considered all aspects of the student’s progress and examined the student’s own transfer report or formal review (abstract given above) and found this to be a satisfactory description of what has been achieved, we make the following recommendation:[ ]  PhD status recommended[ ]  PhD status recommended with conditions as stated above[ ]  PhD status not recommended for reasons stated above |
| Signed |  | 1st Supervisor | Date  |  |
|  |
| Signed |  | 2nd Supervisor | Date  |  |
|  |
| Signed |  | 2nd Supervisor | Date  |  |
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