

8. Application for Transfer of Registration between MPhil and PhD and Formal Progression From Doctoral Researcher Programme to PhD

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

The deadlines to be adhered for submission of your transfer report or formal review are as follows:

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

You must submit your transfer report or formal review, 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 in order to inform the decision of the internal assessor(s).

The point of transfer report or formal review 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.

8.1 Application for Transfer or Formal Review

You will need to complete the *application for transfer or formal review* form. To support your application, you need to provide a transfer report or formal review 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 or formal review, 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 or formal review, 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 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 Researcher Development 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.

8.2 Nomination of Internal Assessors and Guidelines

In putting forward an application for transfer report or formal review, the supervisor will be asked to nominate 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 or formal review and form. The Faculty Head of Research Students (or nominee) approves the nomination for appointment as the Internal Assessor.

In order to assess the suitability of a student's application for transfer or formal review, 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 or formal review 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 or formal review and conducting the formal interview with the student, the Internal Assessor submits his/her report and makes the preliminary recommendation to recommend or not recommend that the application for transfer or formal review be approved by the Faculty Head of Research Students (or nominee).

Before approving transfer, the Faculty Head of Research Students (or nominee) 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 or formal review must be submitted in accordance with the format and procedures detailed in Procedure 6 and 8 and within specified timescales.

9. Application for Change in Approved Mode of Study

When you were registered for a research degree, approval was given for you to pursue your programme of research either full-time or part-time. If through a change of circumstances, such as change in your employment or in your financial position, you wish to change your mode of study from full-time to part-time, or vice versa, you must apply to the Faculty Head of Research Students (or nominee) for approval. A change in mode of study affects the date by which you will be expected to complete your programme of research. Guidance should be sought from the Graduate School Office on the revision of expected dates of completion.

No change of mode shall be considered following the commencement of the fee free completion period.

Overseas students who are studying full-time in the UK would have to prove that their visa status allows a change to part-time study.

You will need to complete the *applications for change in approved mode of study* form, on which you need to state the change you wish to make, indicating in consultation with the Graduate School Office, the date on which you wish the change to occur and putting forward a new date when you will expect to complete your studies. You also need to indicate the main reason for wishing to change your mode of study. Your application needs to be supported by your supervisors to indicate that they recommend the proposed change.

Applications for change in mode of study must be submitted in accordance with the format and procedures detailed in Procedure 6.

10. Application for Change in Approved Arrangements for Supervision

The supervision team approved by the Research Degrees Committee Faculty Review Panel at registration is an integral part of the research programme. If there is a change in circumstances, such as one of your supervisors leaving the employment of the University or a shift in your research direction which requires different or additional subject expertise, it may be necessary to seek approval for a change in your supervisors. It is important to note that, in order to avoid potential difficulties, approval for any change in supervisors needs to be sought as soon as possible. Any proposals for a change in the supervisory team can only be made with the agreement of the student, and is the responsibility of the First Supervisor (or nominee).