

Transfers of Registration between MPhil and PhD and Formal Progression for PhD students

- 13.1** Students who registered initially for MPhil with the possibility of transfer to PhD and who wish to apply for transfer shall apply on the appropriate form to the Higher Degrees Committee Sub-Committee.

All research degree students who are due to submit transfer reports after 1st September 2009 shall submit a transfer report between 12 and 15 months of full-time registration or 18 months and 24 months of part-time registration. These deadlines are calculated from the original enrolment date.

It is imperative that the 15 month (or part-time equivalent) deadline is adhered to. Students who miss this deadline must submit the transfer report in month 17 (full-time) or month 28 (part-time). Failure to do will result in the registration reverting to Registration for Master of Philosophy.

There might occasionally be cases of mitigation which could justify extension of the deadline. These should be requested in good time by the student and supervisory team on the appropriate form to the Chair of the Higher Degrees Committee for consideration.

- 13.2** The transfer from MPhil to PhD must, except in exceptional circumstances take place at least one year before examination.
- 13.3** The supervision team shall nominate an internal assessor, (two shall be nominated if the student is registered subject to special scrutiny) and obtain the consent of the internal assessor prior to his/her possible appointment and in advance of submission of the transfer report and form. The Chair of the Faculty Research Degrees Committee will approve the proposed appointment. **The Graduate School Office will dispatch all paperwork to the assessor.**
- 13.4** Where it is not possible to appoint a single internal member of staff, two assessors shall be appointed. One will assess the quality of the specific content of the report and the other will give guidance on the overall suitability of the project in terms of achieving research degree standards. One joint report will be produced by the subject expert in conjunction with the experienced assessor. Both assessors will sign the report form.
- 13.5** A member of staff registered for a research degree cannot be nominated to be the internal assessor for a transfer from MPhil to PhD.
- 13.6** Where a transfer report has been referred for revision it is expected that the student with guidance from the supervisor will spend an intensive period putting together the revised document so that re-submission can take place in a timely manner.
- 13.7** A selected internal assessor(s) **should not normally** be nominated to be the internal examiner for the final examination.

13.8 Students whose registration was approved subject to special scrutiny at the transfer stage shall have their progress report assessed by two Internal Assessors independently. Both reports will be considered at the same Higher Degrees Committee Sub-Committee meeting.

13.9 Students submitting their application to transfer, from 1st September 2009 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). The student will be informed of the arrangements for the interview by the supervisor.

13.10 In support of the application for transfer, the student shall prepare for the Higher Degrees Committee Sub-Committee two copies of a full progress report on the work undertaken. The progress report should be between 5,000 to 10,000 words in length and include:

a) i) a brief review and discussion of the work already undertaken including a review of relevant sources and methodologies as well as a plan of further work

or

ii) an annotated list of chapter headings, indicating the overall thesis structure; a provisional timetable for the completion of each draft chapter; one or two draft chapters, or, in the case an exhibition, performance or other creative work, a presentation of work, recorded or live; a statement outlining the rationale, methodology and theoretical perspectives of the thesis, including details of the original contribution to knowledge which is likely to emerge.

b) A student registered for a research degree exhibition, performance or other creative work shall also present, in an appropriate form, examples of the exhibition, performance of creative work in support of the Transfer Report, which in this case will appropriately be within the range of 3,000 - 5,000 words. At the discretion of the Internal Assessor(s), the student can be required to be present when such work is being considered and respond to questions.

Progress reports, which are under or over the word length, will be returned for amendment.

13.11 A student registered for MPhil only may exceptionally; apply to transfer registration to PhD. Such an application must normally be made by no later than 12 months of full-time registration and 21 months of part-time registration.

13.12 Before approving transfer from MPhil to PhD, the Higher Degrees Committee Sub-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. An oral assessment can be used by the Higher Degrees Committee Sub-Committee in

appropriate circumstances as part of its assessment of the case for transfer. The Higher Degrees Committee Sub-Committee may approve a transfer unconditionally or conditionally, may refer the application back for further work or may decline to approve the application.

13.13 Where application for transfer from MPhil to PhD is not approved, the student may seek reconsideration of the Higher Degrees Committee Sub-Committee's decision subject to the circumstances and procedures set out in Regulation 20.

13.14 A student who is registered for PhD may, in consultation with his/her supervisory team, at any time prior to submission of the thesis for examination, apply to The Graduate School Office for the registration to be transferred to registration for MPhil. This will be subject to the approval of the Higher Degrees Committee Sub-Committee.

All students on the PhD direct or MPhil route shall be expected to pass the usual annual review stage. Students should be aware that failure in performance at the annual review could result in termination of their registration or the requirement for a PhD student to submit for MPhil.