

TRANSFER OF REGISTRATION (MPhil to PhD Assessment Form)

Please read the notes overleaf before completing this form which should be returned (via the Departmental Postgraduate Co-ordinator) to Student Records, Level 3, Sheffield Building.

For use by Dept / Division	
For use by Registry	
Recd	
ID	

Sections 1-7 of this form are to be completed by the outside assessor(s); section 8 by the supervisor(s) and section 9 by the Head of Department/Division or nominee.

Department/Centre/Division				
Student's Name				
Name(s) of Supervisor(s)				
Date of Transfer Examination		Date of Initial MPhil Registration		
Number & Dates of Previous Assessments				
1. Do you recommend the transfer of this student from MPhil to PhD?				YES / NO
If YES, when in your estimation, will the thesis be ready for submission?				
If NO, what course of action do you recommend?				
2. COMMENTS ON THE WRITTEN REPORT:				
Overall Assessment (mark one):	<input type="checkbox"/> Poor	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Good	<input type="checkbox"/> V Good
3. COMMENTS ON THE ORAL EXAMINATION:				
Overall Assessment (mark one):	<input type="checkbox"/> Poor	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Good	<input type="checkbox"/> V Good
4. PLEASE PROVIDE ANSWERS FOR THE FOLLOWING:-				
a) Does the student understand the research problem?				Y / N
b) Is the student aware of the relevant literature on the subject?				Y / N
c) Has the student the capacity to pursue research?				Y / N
d) Has the student prepared a realistic research plan?				Y / N
e) Is the student of PhD calibre?				Y / N

5. IS THIS STUDENT'S PROFICIENCY IN ENGLISH SUFFICIENT TO PERMIT THE STUDENT TO PROCEED?		Y / N
6. HAS THE STUDENT COMPLETED THE ACADEMIC TRAINING WORKSHOPS PRESCRIBED AS COMPULSORY BY THE RELEVANT GRADUATE SCHOOL?		Y / N
7. RECOMMENDATIONS BASED UPON THE WRITTEN REPORT AND ORAL EXAMINATION (OPTIONAL):		
Assessor's Signature(s)		Date
Name (Block Capital)		Date
8. THE COMPLETED FORM SHOULD BE RETURNED TO THE STUDENT'S SUPERVISOR TOGETHER WITH A COPY OF THE STUDENT'S REPORT.		
Comments by the Supervisor (s)		
Supervisor(s) Signature(s)		Date
		Date
9. Signature of Head of Department of Nominee		Date

NOTES

1. College Regulations require that the decision to transfer a student's registration from MPhil to PHD must be based upon an examination, which involves the submission by the student of a written report and an oral examination on the report. The assessment panel will include, as outside assessor, a member of academic staff other than the supervisor(s) and, if desired, an external assessor from another department, division or institution.

2. Supervisors should note that University regulations do not allow the transfer of registration from MPhil to PhD until at least 12 months have elapsed from the date of initial MPhil registration. The date of PhD registration will always be backdated to the date of the initial MPhil registration.

3. The decision to transfer a student's registration from MPhil to PhD must be based on the following factors: (a) the student must submit a written transfer report, (b) the student must be orally examined on the report by a member of the academic staff in addition to/other than the supervisor(s), (c) the transfer examination should take place normally within 18 months of initial research degree registration, (d) these arrangements apply to all students whether full-time or part-time, registered under the PRI/IRL Scheme or for split PhDs and to staff registered for a research degree

4. The purpose of the transfer examination is to confirm that the student (a) understands the problem, (b) is aware of the associated literature, (c) has demonstrated capability to conduct the research, (d) has a realistic research plan and schedule and (e) is PhD calibre.

5. For PRI students a supplementary PRI/IRL/B form must be completed outlining the student's actual and proposed future attendance at the College.

6. The nominee of the Department/Division and all supervisors concerned should sign the form. An independent assessor of the transfer examination must also be named on and sign the form.