Postgraduate Research Student  
Transfer Assessment to PhD Registration

# Guidance

Candidates who enrolled initially for an MEnt, MA or MSc by Research and who wish to transfer to PhD must apply to transfer when they have made sufficient progress on the work to provide evidence of the development to Doctoral level. For candidates enrolled on the MEnt, transfer to the EntD may also be available.

In support of the application, the candidate must prepare a full progress report on the work undertaken. The progress report should typically:

* Be 3000 to 6000 words in length.
* Include a brief review and discussion of the work already undertaken.
* Include a statement of the intended further work, including details of the original contribution to knowledge which is likely to emerge.

The application initially should be made to the School’s Director of Graduate Education, and the transfer must be concluded in full no later than 12 months after initial enrolment for full time candidates or 24 months after enrolment for part-time candidates. If the Director of Graduate Education is satisfied of the merits of the application, a progression monitoring assessment will be convened.

In order to approve an application for a transfer to PhD, the candidate must be able to demonstrate that sufficient progress has been made and that the proposed programme provides a suitable base for work at Doctoral standard which the candidate is capable of pursuing to completion.

The School’s Director of Graduate Education will be responsible for the final approval of a transfer assessment application, following the recommendation of the progression monitoring assessors.

Should a transfer assessment be successful, a full-time PGR will enter the PhD programme at the start of the second year, and a part-time PGR will enter the PhD programme at the start of the third year.

Candidates who wish to appeal the outcome of the transfer assessors’ decision may do so using the [procedure for appealing the outcome of an assessment](https://www.hud.ac.uk/registry/current-students/pgr/assess-app/).

The transfer examination team must complete the Transfer Assessment report form (see attached below).

Postgraduate Research Student Transfer Assessment Outcome Form

The assessors should complete this form and return it to the School PGR Admin Support team within 5 working days from the viva examination.

# To be completed by the PGR administrator

|  |  |  |
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| **Student name** |  | |
| **Student number** |  | |
| **Intended award** |  | |
| **Main and co-supervisor names** |  | |
| **Name of assessor 1** |  | |
| **Name of assessor 2** |  | |
| **Date of viva examination** | Select date | |
| **Confirm authenticity statement has been provided by the student** | |  |

# To be completed by the assessors

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Written Report | | | | |
| **Evidence of:** | **Good** | **Borderline** | **Not Adequate** | **Not Applicable** |
| Clarity of research focus |  |  |  |  |
| Completion of literature review |  |  |  |  |
| Brief review and discussion of the work already undertaken |  |  |  |  |
| Presentation of the data/findings to date |  |  |  |  |
| General knowledge of particular field of learning |  |  |  |  |
| Details of original contribution to knowledge likely to emerge |  |  |  |  |
| Statement of intended further work |  |  |  |  |
| Progress of the work so far |  |  |  |  |
| **Comments on the Written Report:** | | | | |

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| 1. **Turnitin Originality Report** |
| We have reviewed the Turnitin Originality Report and do not suspect that research misconduct may have occurred |

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| Comments on Viva performance |
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| --- | --- |
| General |  |
| Where appropriate, has ethical approval of the research been obtained?  If no, has an application for ethical approval been submitted? | Yes  No  Yes  No |
| Has the Research Support Plan been completed and updated? | Yes  No |
| Has training and development identified in the Skills Audit been completed | Yes  No |

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| Future Research Training Requirements |
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| Any Other Comments |
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| Assessors’ Recommendation | | | |
| That the candidate be transferred to PhD  That the candidate be transferred to EntD (this is only available where the student is currently registered for MEnt)  That the candidate remains on the current programme of study | | | |
| **Assessor 1** |  | **Date** | Select date |
| **Assessor 2** |  | **Date** | Select date |

# For School Use Only

|  |  |  |  |
| --- | --- | --- | --- |
| Director of Graduate Education Approval | | | |
| I approve this transfer application  I do not approve this transfer application | | | |
| If you are not approving this application, you must provide a clear explanation as to how the application did not meet the criteria: | | | |
| **Signature** |  | **Date** | Select date |

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| School PGR Admin Team |
| Student informed of outcome, cc Main Supervisor  SMP transfer request submitted  Update ASIS RDS ‘Int Award’, ‘Current Expiry’, ‘Stage’ and ‘Stage Comp’ with new details, and update record details on RDS ‘Notes’  Upload form and outcome sent to PGR onto Wisdom |