**Application for Transfer of Registration from Master of Philosophy to Doctor of Philosophy**

*This form must be completed electronically and signed by all parties.  Please insert answers in the grey boxes or click on choose an item to select from the drop down lists available.*

*Please note that the Doctoral Academy is unable to accept handwritten, incomplete or unsigned applications.*

**SUPERVISORS’ REPORT**

**PART A** *(to be completed by the student’s supervisory team and submitted to the Doctoral Academy with a copy of the student’s progress report)*

**THE CANDIDATE**

Surname:       Date of Birth (dd/mm/yy):

Forename(s):       Student ID No:

**REGISTRATION DETAILS**

Start Date (dd/mm/yy):       School:

Attendance Type: *Choose an item.* Expected Transfer date:

*Please note this is the expected date of transfer in accordance with the Research Degree Regulations i.e.12 months post initial enrolment for FT students and 24 months post initial enrolment for PT students.*

**LATE SUBMISSION**

*Where an application for transfer is being submitted outside the time requirements of the Research Degress Regulations please provide a statement which includes the following;*

* *Any mitigating factors for the late submission of the transfer report*
* *The remaining time needed to complete the required programme of work*
* *Evidence that the required resources are available to complete the programme of work including financial resources to support the student with the tuition fees*.

**SUPERVISION TEAM**

**Director of Studies:**

**Second Supervisor:**

**Third Supervisor** (If applicable):      

**SUPERVISORS’ REPORT**

3.1 Please provide a brief report on the student’s progress on the approved research programme:

3.2 Please identify any further training requirements associated with the PhD programme:

3.3 Please provide a brief assessment on the evidence that the research programme provides a basis for work at PhD level:

3.4 Please confirm if the student has already received full, unconditional ethical approval or when ethical approval is required in order to complete the research programme:

**SUPERVISORY TEAM STATEMENT**

*Having considered all aspects of the candidate’s progress and read the candidate’s progress report we have found this to be a satisfactory description of what has been achieved.*

**Signature:**       **Date:**

*(Director of Studies)*

**Signature:**       **Date:**

*(Second Supervisor)*

**Signature:**       **Date:**

*(Third Supervisor – if applicable)*

**NOMINATED INDEPENDENT REVIEWER**

*The Director of Studies is requested to suggest an appropriate independent internal reviewer to assess the student’s transfer report and conduct the transfer assessment. Please note that although the Doctoral Academy will take such recommendations into account they may not be used.*

Nominated Reviewer:       School/Faculty:

***Please provide a brief statement which indicates why the nominated reviewer has been chosen to review the candidates transfer report****.*

*Approval of the suitability of the independent Reviewer must be sought from the Chair of the Faculty Research Degrees Committee or his/her nominee before submission to the Doctoral Academyl.*

Signature:       Date:

*(Chair of FRDC or Nominee)*