

Faculty of Medicine and Health Sciences

MPhil to PhD Transfer

Guidance to students, supervisors and panel members

All students in the Faculty of Medicine and Health Sciences are initially registered as MPhil candidates; transfer to PhD is normally considered towards the end of the student's first year (by 12 months into their programme of study) (pro rata for part time students). The timing of the transfer panel varies within disciplines and subjects but should occur no later than 15 months into the programme of study. Responsibility for the organisation of the transfer panel meeting (membership of the panel and setting a date) rests with the supervisory team.

The purpose of the transfer panel meeting is to provide the student with an opportunity to provide evidence to the panel that they are able to perform at the higher level and of being able to complete the PhD within the required period.

A review meeting towards the end of the student's first year should normally be used to consider when a transfer panel meeting will be convened.

The supervisory team are responsible for identifying panel members and the time and place of the meeting. **Members of the panel will include the student's primary supervisor (other members of the supervisory team are not permitted to attend) and at least two other research active members of faculty who are not involved in the student's work, one of which will be the Chair.** The Chair of the panel will normally be a senior research active member of faculty external to the student's supervisory team and not associated with the student's work.

The composition of the transfer panel will be reviewed and approved by the School Director LTQ PGR on behalf of the Board of the School. In exceptional circumstances a concession request for the student's second supervisor to be a member of the transfer panel in place of the primary supervisor may be approved by the AD-PGR. Such concession requests should be made in writing via the Faculty PGR office detailing the exceptional circumstances for the request.

In preparation for the transfer panel the student will need to prepare the following:

1. A maximum 6,000 word transfer report that will include: a title; abstract; a short introduction; a more complete background/literature review; justification and defence of methods used; data collection/results to date; justification for readmission as a PhD candidate; a brief description of future plans (tables, figures and reference are not included in the word count).
2. A 20-30 minute presentation giving an overview of the project, progress achieved to date and a work-plan for completion, including publication

targets. A hard copy of the presentation should be made available to panel members.

3. A copy of any published (or submitted) research/conference papers. Successful submission to a peer reviewed conference or journal will be a strong, positive indicator for the transfer panel.
4. A summary of Personal and Professional Development (PPD) training attended in the Faculty/University.

It is the student's responsibility to provide hard copies of the transfer report to each panel member no later than 10 working days prior to the transfer panel meeting.

The transfer panel will normally last no more than 2 hours. The structure and process will be set out by the Chair at the start, the student will give their presentation, and there will then be a discussion between the panel members and the student. The student will then be asked to withdraw and the panel members will make the transfer decision based on whether, in their considered opinion, the work undertaken and planned will meet the criteria for the award of a PhD. The supervisor should not be asked to withdraw and is included in the decision-making. The student should be invited back before the meeting concludes and given verbal feedback on the outcome.

The possible outcomes of this meeting are:

1. Recommend readmission as a PhD candidate;
2. Recommend readmission as a PhD candidate subject to further clarification from the student (as specified by the panel chair);
3. Recommend the student should not be transferred to study as a PhD candidate, but that a further panel be convened in at most 3 months' time;
4. Recommend the student should not be transferred to study as a PhD candidate

The panel chair completes the Transfer Panel Approval Form, obtains the signatures of all panel members, and sends the form to the Faculty PGR office. The student will be formally notified of the decision by the Faculty PGR Office. Decisions of judgements of panels regarding transfer from MPhil to PhD are subject to appeal under the Academic Appeals Procedure.

It is considered unacceptable for students to offer any gifts to members of the transfer panel.

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