Transfer of registration from MPhil/PhD to PhD (or equivalent)

**Scope**
All full and part-time students registered on a research degree programme who have fulfilled the minimum period of candidature for the completion of an MPhil (or equivalent) and who have satisfied specific criteria set by the School, Department or Centre.

**Senate Regulations:**
Regulation 24 – Doctoral Programmes
Regulation 23 – Masters Degree by Research

**Date approved/re-approved**
APPSC 22 April 2009, minor updates Education Committee 15 June 2012

**Date for review**
To be reviewed on a periodic basis, with allowance for minor annual updates of roles and responsibilities by Graduate School Committee, as required.

To be read in conjunction with Section 9 of the University’s Quality Manual

**Equality and Diversity statement**
City, University of London is committed to promoting equality, diversity and inclusion in all its activities, processes, and culture, under its Public Sector Equality Duties and the Equality Act 2010. This includes promoting equality and diversity for all, irrespective of any protected characteristic, working pattern, family circumstance, socio-economic background, political belief or other irrelevant distinction.

Where relevant to the policy, decision-making panels will ensure a reasonable gender balance (with at least one man and one woman) and will actively consider representation of other protected groups.
Application for Transfer of Registration from MPhil/PhD to PhD (or equivalent)

The following statements should be read alongside the University’s Regulations for Doctoral Programmes and Masters Degrees by Research. The statements are intended to provide further clarity on the policies and processes that assure the quality and enhancement of research degree provision across the University and which are outlined in the Framework for Research Degrees Provision.

The University’s Research Degree Framework and Regulations apply equally to partnership provision unless different arrangements have been agreed between the University and the partner institution and have received University approval. Details will be set out in the Memorandum of Agreement for the partnership and in information provided to students.

Any application for Transfer of Registration from MPhil/PhD (or equivalent) requires approval from the School Board of Studies on the recommendation of the Senior Tutor/Director of Research.

Principles

- All doctoral students are registered initially as MPhil/PhD students (or equivalent) except in those circumstances where a student has transferred from another institution and has provided suitable and appropriate evidence that permits direct registration as a PhD student (or equivalent);

- Assessment for the Transfer of Registration from MPhil/PhD to PhD (or equivalent) will normally be undertaken no later than 18 months for full-time registered students and 24 months for part-time registered students from the original date of registration. The date by which any students who have transferred registration from full to part-time study, or vice versa, is assessed will be calculated pro-rata;

- All applications for the Transfer of Registration from MPhil/PhD to PhD (or equivalent) may only be recommended after appropriate assessment on the progress of the student to warrant recommendation has been undertaken. Means of assessment will be subject-specific but may include:
  - written submission, such as draft chapters including literature review and;
  - statement of the intended further work, including details of the original contribution to knowledge which is likely to emerge and/or;
  - oral presentation to peers and;
  - oral examination.

- The body of evidence submitted in support of the application for Transfer of Registration will normally be assessed by the supervisory team and one other member of academic staff who has not had any direct involvement in the supervision of the research and who may additionally be an academic member of staff external to the University;

The student must demonstrate the following:

- the ability to present material in a coherent manner;
- the ability to critically evaluate literature within the particular discipline;
- the ability to evaluate and re-evaluate their contribution to the field of research;
- the ability to communicate their research to peers;
- the ability to manage the project;
- that the project being undertaken is of sufficient scope, originality and theoretical interest to constitute a genuine contribution to the subject.

- Should the student not meet the requirements for Transfer of Registration from MPhil/PhD to PhD (or equivalent) to be recommended, the student will be advised in writing of the following:
• a clear written statement of the reasons why it was not recommended that the student transfer registration;
• guidance on how the student may reach the required standard;
• a date by when the recommendation will be reviewed.

➢ In the event that Transfer of Registration from MPhil/PhD to PhD (or equivalent) is not recommended upon re-assessment, the student will be advised of the outcome in writing and of their right to appeal against registration category.