# Description: HopeUniCoatOfArmsfinal

# The Confirmation of Doctoral Registration Process (PhD from MPhil)

## 1 A Request to Transfer

The Primary Supervisor must present an appropriate case to the Board of Examiners for Postgraduate Research Students in which they detail:

* The student’s engagement with supervisory meetings and other required processes:
* The progress made by the student during their MPhil studies, including thesis chapters produced and/or work of publishable quality.

To avoid unnecessary delay the Chair of Research Degrees Sub Committee may also act under Chairs authority to determine whether the request to change registration from MPhil to PhD is justified.

If the Board of Examiners/Chair of the Board recommends that a request to transfer is justified the follow process ensues.

## 2 Appointment of a Transfer Panel

The Head of School/Department [or nominee] at Hope, or the Moderator for Partner Institutions, will appoint a Panel comprising the Supervisory Team and an independent reader, who will act as Chair of the Panel. The reader need not necessarily have expertise in the area of the research, but should normally have been formally approved as a potential supervisor by the Pro Vice Chancellor [Research], and shall have prior experience of successful supervision to completion of research at doctoral level; in exceptional circumstances, the reader may not be an employee of the University. The Panel can be the same as the student’s Annual Monitoring Panel.

## 3 The Student Submission

The Chair of the Panel will invite the student to submit a formal Proposal, presenting a case to demonstrate that their work indicates that they are capable of carrying out research at doctoral level. The requirements will be broadly consistent with the following guidelines, but the detailed requirements may legitimately vary across academic disciplines. It is expected that the submission will take the form of

1. Draft thesis chapters,
2. Published work with accompanying narrative, or
3. Publishable work developed into a written report of approximately 20,000 words. The Supervisory team should advise the student of the content of any written report required; it would be expected that the submission would take the format of a standard journal article in the discipline including a literature review, the aims of the research, a methodology, the interim findings from the study and a bibliography.
4. An appropriate performance with supporting narrative as relevant to the discipline. The detail of the performance and the length of the narrative should be stipulated by the Panel.

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## 4 Assessment of the Transfer Request, and Production of the Recommended Outcome

4.1 Initial Scrutiny of the Submission

The Panel will scrutinise the Submission, and form an initial judgement, with reference to the University’s expectations for doctoral research, about the applicant’s potential to complete their research to doctoral level within the required timescale.

* 1. The Confirmation of Doctoral Registration Interview (MPhil to PhD)

The interview with the applicant will normally take place within one month of the submission and will aim to explore with the applicant any issues arising from that submission,

4.3 The Panel’s Recommendation, approval of the outcome and Communication to the Student

4.3.1 The Panel will make **one of two** recommendations:

[a] Progress justifies transfer: *all subsequent annual registrations to be for a PhD; normal PhD monitoring to begin.*

[c] Progress does not justify transfer to a PhD: *all subsequent annual registrations to be for MPhil; normal MPhil monitoring to continue.*

The panel should complete the Confirmation of Doctoral Registration Report Form; this should include a short justification for the decision including a brief summary of key strengths and weaknesses of the research project, the written submission and the student’s performance. The form should be submitted within one week of the interview to the Faculty Research Administration staff, or the administration office in a partner institution. The Panel’s recommendation will be notified to the next Progression and Award Board for Postgraduate Research Students; the Board will confirm the outcome for each student.

Student Administration will formally communicate the confirmed outcome to the student while the Primary Supervisor will ensure the receipt of a copy of the completed Confirmation of Doctoral Registration Interview Form and will provide an opportunity for the student to receive feedback.