Form RDC-T (2024)

# OXFORD BROOKES UNIVERSITY

# RESEARCH DEGREES COMMITTEE

## Application for Transfer of Registration from MPhil to PhD

This form should be completed by the candidate and supervisors, with reference to the Oxford Brookes University Research Degree Policies and Procedures Handbook. The form should be word processed.

### 1 The candidate

First Name: Title:

Surname (Second) Name:

Present place of work or Student status:

Current Local Postal Address:

Name of any collaborating establishment(s) **and the nature of the association:**

(Regulation 10. refers) Please tick box if a copy of the letter is attached: ☐

Current title of your research thesis:

Mode of study:

Full-time ☐

Part-time ☐

Effective date of first enrolment (month/year): . . . . . . .. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Effective date of registration noted in the formal approval letter: . . . . . . . . . . . . . . . . . . . . . . . . . .

Expected date of submission of thesis for examination: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

**1.1 Ethical Approval:**

Was Ethical approval granted at Registration? Yes ☐ No ☐

If No, is approval required at Transfer? Yes ☐ No ☐

Date (month/year) the application was/will be submitted for ethical approval. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

If Yes, attach a copy of the approval letter and tick the box: ☐

If No, please attach a letter explaining fully the reasons and tick the box: ☐

**1.2 Intellectual Property Rights**:

Were the Intellectual Property Rights assigned at Registration? Yes ☐ No ☐

If No, are they going to be assigned now? Yes ☐ No ☐

If the Intellectual Property Rights cannot be assigned please attach a letter explaining why.

 Tick box if letter attached: ☐

### 2 The supervisors

**2.1** a) Director of Studies:

 (full details must be provided and include name, qualifications, post held, place of work and supervisory figures):

 b) Co-Director of Studies: (if required)

 (full details must be provided and include name, qualifications, post held, place of work and supervisory figures):

**2.2** Second supervisor(s):

(Full details must be provided and include name, qualifications, post held, place of work and supervisory figures):

c)

d)

e) Supervisor with responsibility to act as Mentor to the Supervisory Team:

(full details must be provided and include name, qualifications, post held, place of work and supervisory figures):

| **Supervisory figures** | **a** | **b** | **c** | **d** | **e** |
| --- | --- | --- | --- | --- | --- |
| Currently Supervising | enrolled research degree candidates as Director of Studies |  |  |  |  |  |
| enrolled research degree candidates as Second supervisor |  |  |  |  |  |
| Previously Supervised to completion as Director of Studies | MPhil candidates |  |  |  |  |  |
| PhD candidates |  |  |  |  |  |
| MA, MSc, LLM by Research candidates |  |  |  |  |  |
| Professional Doctorate candidates |  |  |  |  |  |
| Previously Supervised to completion as Second Supervisor | MPhil candidates |  |  |  |  |  |
| PhD candidates |  |  |  |  |  |
| MA, MSc, LLM by Research candidates |  |  |  |  |  |
| Professional Doctorate candidates |  |  |  |  |  |
| Supervisor with responsibility to act as Mentor to the Supervisory Team | MPhil candidates |  |  |  |  |  |
| PhD candidates |  |  |  |  |  |
| MA, MSc, LLM by Research candidates |  |  |  |  |  |
| Professional Doctorate candidates |  |  |  |  |  |
| Attended the three sessions of University’s Supervisor Training Programme  |  | YesNo | YesNo | YesNo | YesNo | YesNo |
| Attended the University’s Experienced Supervisor up-date Training Session  |  | YesNo | YesNo | YesNo | YesNo | YesNo |

### 3 Candidate's report

* 1. A brief summary of work completed during the MPhil stage of the programme and a full, detailed account of the PhD stage must be provided.

*The report must include a summary of the progress made on the approved research programme, indicating any significant changes in direction from the programme of work outlined at the registration stage. The account of the further work to be completed for the PhD must also include a clear statement about the new, original contribution to knowledge arising from this research. This summary should* ***not*** *include a list of references.*

NB: the report must not exceed 1,000 words and must be written in lay terms for a non specialist audience.

**3.2 Details of participation in programme of related activities:**

Attendance at both Faculty and University training programmes is expected, a list of the individual sessions must be provided and external activities should include at least one external conference (regulation 8.2 refers):

I declare that I have completed the compulsory training, [Use of AI Moodle course](https://moodle.brookes.ac.uk/course/view.php?id=72130) and attached
 the certificate to evidence this.

**3.3 Details of progress on any programme of formally assessed studies:**

 (regulation 8.3 refers):

**3.4 Timetable:**

A full, clear timetable must be attached outlining the PhD element of the thesis, with a clear

 schedule, including a realistic timescale, indicating when the various stages of the remaining

 work will be completed.

**3.5** Signed by candidate . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Date . . . . . . . . . . . . . . . . . .

### 4 Supervisors' report

* 1. Statement on the candidate's progress on the programme of research:

(a summary of the supervisors report must be included and be between 100 - 150 words in length)

**4.2** If the programme of research has changed significantly from that outlined in the application for registration, please give details:

**4.3** Assessment of the proposed further research to provide the basis for work at PhD level and an original contribution to

knowledge:

**4.4** Statement on the candidate's participation in the programme of related activities and progress on any programme of formally assessed studies:

**4.5** Statement on the candidate's successful completion of the Faculty transfer process.

 Please confirm that the candidate has successfully completed the transfer process within the

 faculty, including submission of written report and interview and / or oral presentation

 assessed by a person independent of the supervisory team.

 Please also include the comments made by the Transfer Interview Panel.

 Name of transfer assessor(s):

 Date of Faculty assessment:

### 5 Recommendation by the Director of Studies on behalf of the Supervisory Team

Please note that confirmation of approval will be facilitated via the on-line submission process once the student has submitted the form via Student Information portal.

### 6 Recommendation on behalf of the candidate's Department/Faculty

Please note that confirmation of approval will be facilitated via the on-line submission process once the student has submitted the form via Student Information portal .

### 7 Approval of transfer of registration from MPhil to PhD on behalf of Oxford Brookes

###  University

I confirm that the registration of . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . has been transferred from the degree of Master of Philosophy to Doctor of Philosophy by the Subject Sub-Committee of the Research Degrees Committee on

Signed . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Date .. . .. . . . . . . . . . . . . . .

(Chair / Vice Chair / of the Subject Sub-Committee of the Research Degrees Committee)