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| **Research & Enterprise Training Institute (RETI)**  **Research Degrees Administration**  **Form RDA3 – Transfer of Registration from MPhil to PhD – Examination Outcome** | | | | | | | **Item No:**  ***For RETI use only*** | | | | | |
| **(This form should be word-processed)** | | | | | | | | | | | | |
| **1. Examination Details** | | | | | | | | | | | | |
| Indicate if this form relates to a first or second application to transfer registration from MPhil to PhD | | | | First | |  | | | Second | |  | |
| Date assessors received supporting documentation | | | |  | | | | | | | | |
| Date of oral examination | | | |  | | | | | | | | |
| Method of examination | | | | Face-to-face | | | | | | |  | |
| Online (MS Teams) | | | | | | |  | |
| Is this the method approved on the RDA2 form? | | | | Yes | |  | | | No | |  | |
| If no, please provide reason(s) below | | | | | | | | | | | | |
| **2. Student Details** | | | | | | | | | | | | |
| First Name | |  | | | | | | | | | | |
| Family Name | |  | | | | | | | | | | |
| Banner number | |  | | | | | | | | | | |
| Faculty | |  | | | | | | | | | | |
| School | |  | | | | | | | | | | |
| **3. Report of Assessors** | | | | | | | | | | | | |
| **Note: A student will be eligible for no more than two attempts at transferring from MPhil to PhD** | | | | | | | | | | | | |
| **First Assessor *(from the host Faculty)*** | | | | | | | | | | | | |
| Title/Full name | |  | | | | | | | | | | |
| School | |  | | | | | | | | | | |
| Summary of oral examination, e.g. student’s demonstration/understanding of background/context to research, methodology employed, progress made, initial evidence of work at a doctoral level, student performance, quality of written documentation submitted etc. Also set out reasons for recommendation made below *(approximately 200 words)* | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Recommendation** *(Refer to the Academic Regulations for Postgraduate Research Awards)* | | | | | | | | | | | | |
| Transfer to PhD registration | | | | | | | | | |  | | |
| Submit a new application for transfer to PhD without further oral examination within 6 months | | | | | | | | | |  | | |
| Submit a new application for transfer to PhD with further oral examination within  6 months | | | | | | | | | |  | | |
| Remain at MPhil registration *(following second attempt)* | | | | | | | | | |  | | |
| **Second Assessor *(from the host Faculty or from another Faculty within the university)*** | | | | | | | | | | | | |
| Title/Full name | | |  | | | | | | | | | |
| Faculty | | |  | | | | | | | | | |
| School | | |  | | | | | | | | | |
| Summary of oral examination, e.g. student’s demonstration/understanding of background/context to research, methodology employed, progress made, initial evidence of work at a doctoral level, student performance, quality of written documentation submitted etc. Also set out reasons for recommendation made below *(approximately 200 words)* | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Recommendation** *(Refer to the Academic Regulations for Postgraduate Research Awards)* | | | | | | | | | | | | |
| Transfer to PhD registration | | | | | | | | | |  | | |
| Submit a new application for transfer to PhD without further oral examination within 6 months | | | | | | | | | |  | | |
| Submit a new application for transfer to PhD with further oral examination within  6 months | | | | | | | | | |  | | |
| Remain at MPhil registration *(following second attempt)* | | | | | | | | | |  | | |
| **4. Feedback to Student and Supervisors from the oral examination** | | | | | | | | | | | | |
| This section provides feedback from the assessors on areas where the student has performed well, but importantly also areas that require improvement. These comments should be viewed as being suggestive rather than prescriptive and can relate to the oral examination, supporting documentation and/or the direction of the research in general. These comments should form the basis of subsequent discussions between the student and their supervisor(s) *(minimum 500 words)*  *(Note: The Research & Enterprise Training Institute will forward this feedback to the student and the student’s supervisors)* | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **5. Signatures** | | | | | | | | | | | | |
| 5.1 Assessors | | | | | | | | | | | | |
| First Assessor | Name: | | | | Date | | |  | | | | |
| Signature: | | | |
| Second Assessor | Name: | | | | Date | | |  | | | | |
| Signature: | | | |
| 5.2 Head of School or nominee | | | | | | | | | | | | |
| I confirm I support the recommendations of the Assessors and that the student should: | | | | | | | | | | | | |
| Transfer from MPhil to PhD registration with immediate effect | | | | | | | | | | | |  |
| Submit a new application for transfer of registration from MPhil to PhD without further oral examination within 6 months | | | | | | | | | | | |  |
| Submit a new application for transfer of registration from MPhil to PhD with further oral examination within 6 months | | | | | | | | | | | |  |
| Remain at MPhil registration\* | | | | | | | | | | | |  |
| **\*Note: This recommendation is only available if this form relates to the second and final application to transfer registration from MPhil to PhD** | | | | | | | | | | | | |
| Head of School/FRDC approved signatory | Name: | | | | Date | | |  | | | | |
| Signature: | | | |

**Data Protection Statement**

The Research & Enterprise Training Institute (RETI) and the Faculty Research Degrees Committee (FRDC) have responsibility within the university for ensuring academic standards are maintained and postgraduate research students are progressing in accordance with the Academic Regulations for Postgraduate Research Awards. The processing of these forms and the information contained within them by RETI and FRDC is, therefore, a core task of the university and by collecting and processing all the information you are providing on this form, the university is able to ensure compliance with academic standards, accurately monitor academic progress and identify training, development and resource requirements.

This form and all the information provided by you will not be shared with anybody or any organisation external to the university without the consent of the individual(s) named within the form and only where it is deemed in the interests of the individual(s) to do so (e.g. to support the transfer of a postgraduate research student to another university). This form and all the information provided by you will be shared internally with RETI and Faculty administrative staff who are responsible for the administration of postgraduate research degrees, FRDC members, your supervisors and any member of staff involved in an academic appeal or complaint that may arise to enable them to carry out their duties, as outlined above, on behalf of the university.

An electronic copy of this form will be held securely by RETI in accordance with the GRE Retention Schedule, after which it will be confidentially destroyed.

If you have any queries in relation to this form, please contact the Training and Research Programmes Officer for your Faculty using the appropriate email address below:

Greenwich Business School – [reti-pgrbus@gre.ac.uk](mailto:reti-pgrbus@gre.ac.uk)

Faculty of Education, Health & Human Sciences – [reti-pgreh@gre.ac.uk](mailto:reti-pgreh@gre.ac.uk)

Faculty of Engineering and Science – [reti-pgres@gre.ac.uk](mailto:reti-pgres@gre.ac.uk)

Faculty of Liberal Arts and Sciences – [reti-pgrlas@gre.ac.uk](mailto:reti-pgrlas@gre.ac.uk)