

## PROGRESS MONITORING AND TRANSFERS

### POLICY AND PROCEDURE FOR RESEARCH DEGREES

#### PROGRESS MONITORING

- i. A student's progress is formally monitored via the termly reports of the supervisor(s) to the Research Officer. These reports are reviewed at the termly meetings of the Research Committee, where problems with progress can be considered and actions recommended.
- ii. For MPhil and PhD students formal monitoring also takes place by means of an Annual Review (see relevant section).

#### TRANSFER

- iii. A student who has been registered on the MA by Research, MSc by Research or LLM by Research programme(s) shall not normally be permitted to transfer to the PhD. If however this is deemed appropriate, the following steps should be adhered to:
  - a) the research project must be scrutinized by the supervisor(s) and the Research Officer, to check that it is appropriate to the higher level of degree;
  - b) ii. a transfer meeting must be held with student, supervisor(s) and Research Officer, and if the outcome approves the re-registration, the application to re-register as an MPhil or PhD student form should be completed and sent to Registry;
  - c) the student will then be re-registered onto the MPhil programme or on the PhD programme for the probationary period as outlined before Annual Review and Upgrade
  - d) the student should be made aware of the new requirements for the higher degree in the Research Degrees Handbook.
- iv. As the work carried out at Masters level can be carried over to the higher degree, the time spent at Masters level should also be able to count directly towards the MPhil or PhD, if that is deemed appropriate by the supervisor(s) and the Research Officer. Thus it is possible for the re-registering student to complete their PG research studies three years after commencing.
- v. The timing of the first Annual Review after re-registration is flexible, but would not normally take place within the first six months after re-registration onto the MPhil or PhD programme. The exact timing will depend on the progress the student has made during the Masters level period and how easily they adapt to working at the PhD level.
- vi. It should be remembered that work at a Masters level has different expectations, descriptors, etc. from work at MPhil or PhD level (see General Regulations in the Research Degrees Handbook). Although one year will have been spent on work at Masters Level this is not necessarily at the same level as one year on an MPhil/PhD. Therefore, before confirmation of the completion of the probationary period for PhD registration a student would need to demonstrate that they were achieving the level of MPhil and all things being equal capable of achieving work of a PhD level.