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| **Research & Enterprise Training Institute (RETI)****Research Degrees Administration** **Form RDA2 – Application for Transfer of Registration from MPhil to PhD** | **Item No:*****For RETI use only*** |
| **(This form should be word-processed)** |
| *(Refer to the Postgraduate Research Students’ and Supervisors’ Handbook for guidance on supporting documents for a transfer application)* |
| Supporting documentation to be provided to the Assessors*(indicate, as appropriate)* | Transfer/ progress report |  | Thesis extract |  |
| **1. Student Details** |
| First Name |  |
| Family Name |  |
| Banner number |  |
| Faculty |  |
| School |  |
| Name of collaborating organisation(s) (if applicable) |  |
| Student is registered with the University and has paid the appropriate tuition fees for the current academic year | YES |  | NO |  |
| Mode of study | Full-time |  | Part-time |  |
| Working title of research project |  |
| Date of registration on the MPhil/PhD programme *(Banner)* |  |
| Date Research Plan approved by FRDC |  |
| Date expected to submit thesis for examination for PhD if transfer is successful |  |

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| **2: Student’s summary of progress** |
| 2.1 Please provide an update on the aims and objectives of the project, literature review, methodology, pilot data generated (if applicable) and a brief overview of the progress made to date. You should also outline how you see the research developing to meet the requirements of a PhD, using the QAA Level 8 Doctoral Qualification Descriptor, detailed in the [**Academic Regulations for Postgraduate Research Awards**](https://docs.gre.ac.uk/rep/sas/academic-regulations-for-research-awards), as a reference point. |
| *(500 words minimum and 1000 words maximum)* |

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| 2.2 Skills Development – provide dates of engagement for each of the elements of Postgraduate Researcher Development Programme (PGRDP) below that require formal completion prior to the FRDC considering your application to transfer registration from MPhil to PhD. **Note: this form will not be forwarded for approval by FRDC if all mandatory training has not been successfully completed (RETI will check information provided upon receipt of the RDA2 form from the Faculty).****Complete section A, B or C as appropriate (based on your programme commencement date)**  |
| A. To be completed by full and part-time research students who registered with the university between **1 August 2009 and 31 August 2014** |
| **Course Title** | **Date of completion** |
| PGRDP Strand 1 (online) Part 1 - Research Skills Master Programme (Epigeum mandatory courses) or alternative |  |
| PGRDP Strand 3 - Preparing for your MPhil to PhD transfer |  |
| B. To be completed by full-time and part-time students who registered with the university between **1 September 2014 and 31 July 2019**, or students who registered before this date, but elected to follow the subsequent Postgraduate Researcher Development Programme (PGRDP) approach to skills development. |
| **Course Title** | **Date of completion** |
| PGRDP Strand 1 (online) Research Skills Master Programme (Epigeum mandatory courses) or alternative |  |
| PGRDP Strand 1 - Introduction to Research Skills (taught courses) |  |
| PGRDP Strand 2 – Teaching Skills |  |
| PGRDP Strand 3 - Preparing for your MPhil to PhD transfer |  |
| C. To be completed by full-time and part-time students who registered with the university after **1 August 2019**  |
| PGRDP Strand 1 (online) - Information Compliance for ResearchersInformation Security AwarenessData Protection |  |
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| PGRDP Strand 1 - Introduction to Research Skills (taught courses) |  |
| PGRDP Strand 2 – Teaching Skills |  |
| PGRDP Strand 3 - Preparing for your MPhil to PhD transfer |  |

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| 2.3 **Student Declaration** |
| I confirm I wish to apply for the transfer of my registration from MPhil to PhD, and I confirm that the supporting documentation will be provided to the Assessors a minimum of 10 days prior to the oral examination |  |
| **3. Report from supervisors on progress to date** |
| 3.1 Having considered all aspects of the student’s progress, including their progress report, we confirm that we support the student’s application for transfer of registration from MPhil to PhD | YES |  | NO |  |
| 3.2 Please explain your reasons for supporting/not supporting the application using the QAA Level 8 Doctoral Qualification Descriptor, detailed in the [Academic Regulations for Postgraduate Research Awards](https://docs.gre.ac.uk/rep/sas/academic-regulations-for-research-awards), as a reference point |
| *(250 words minimum and 500 words maximum)* |
| 3.3 Are there any subject specific training needs that have been identified to support the student’s progress? | YES |  | NO |  |
| If yes, please specify any subject specific training needs that have been identified to support the student’s progress |
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| 3.4 Are there any additional facilities or support that you feel should be addressed to enable the student to work effectively towards a PhD? | YES |  | NO |  |
| If yes, please specify the additional facilities or support identified |
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| Is this being addressed by the Faculty? | YES |  | NO |  |
| If no, please provide an explanation below |
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| Does the student have a Greenwich Inclusion Plan in place? | YES |  | NO |  |
| **4. Proposed transfer examination arrangements** |
| **4.1 Method of Examination** |
| 1. Face-to-face (held on a university campus with all parties present) |  |
| 2. Online (held on MS Teams) |  |
| 3. Blended (held on a university campus with a member/members of the examination panel attending online via MS Teams)  |  |
| Where option 3 has been selected, please state which member/members will attend online |
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| Will the supervisor(s) be attending the examination? | YES |  | NO |  |
| If yes, please specify the name(s) of the supervisors who will be in attendance |
| **4.2 Proposed Assessment Team** |
| *Note: It is a requirement that, collectively, the assessment team should have previous experience of examining at least two research degree students at doctoral level or have supervised at least two doctoral students to successful completion. Neither assessor should be involved in the student’s research and at least one assessor should have expertise close to the area of research being undertaken by the student**Please attach a CV for an assessor if they are new to supervision and/or the university or are external to the university* |
| **First Assessor *(from the host Faculty)*** |
| Title/Full name |  |
| Faculty |  |
| School |  |
| Number of times previously acted as an **examiner** at doctoral level |  |
| Number of successful supervisory completions to doctoral level |  |
| Has the assessor completed the mandatory training, Preparing to be a research degrees examiner? | YES |  | NO |  |
| **Second Assessor *(from host Faculty or from another Faculty within the university)*** |
| Title/Full name |  |
| Faculty |  |
| School |  |
| Number of times previously acted as an **examiner** at PhD level |  |
| Number of successful supervisory completions to PhD level |  |
| Has the assessor completed the mandatory training, Preparing to be a research degrees examiner? | YES |  | NO |  |
| **5. Signatures** |
| **This form should be reviewed and signed by the student and all members of the supervisory team** |
| 5.1 Student  |
| Signature |  | Date |  |
| 5.2 Supervisors |
| First Supervisor | Name: | Date |  |
| Signature: |
| Second Supervisor | Name: | Date |  |
| Signature: |
| Third Supervisor*(if applicable)* | Name: | Date |
| Signature: |
| 5.3 Head of School or FRDC approved signatory |
| Do you approve of the proposed assessment team? | YES |  | NO |  |
| If no, please provide an explanation to the committee below |
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| From the content provided, do you agree the student is ready to be examined for transfer of registration from MPhil to PhD? | YES |  | NO |  |
| If no, please provide an explanation to the committee below |
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| 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

Faculty of Education, Health & Human Sciences – reti-pgreh@gre.ac.uk

Faculty of Engineering and Science – reti-pgres@gre.ac.uk

Faculty of Liberal Arts and Sciences – reti-pgrlas@gre.ac.uk