



GUIDELINES FOR TRANSFER OF REGISTRATION FROM  
M.PHIL. TO PH.D.  
FOR  
PH.D. REGULATIONS, 2008

This notice sets out the procedures to be used by students and their supervisors during the exercise to decide whether a student's registration can be transferred from M.Phil. to Ph.D.

These guidelines are intended to streamline, give clarity to and achieve transparency of the transfer process. It is also hoped that the introduction of these guidelines will strengthen the academic rigour of the transfer process by the assessment of the student's written skills at an early stage.

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Enclosure:

A. Proforma report compiled by members of the *ad hoc* board

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*Current appointments:*

Chairman Faculty Doctoral Committee: Prof. V. Mallia-Milanes

Secretary to the committee: Ms Joan Buttigieg (Room 308, Old Humanities Bldg, Faculty of Arts)

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**1. Transfer from M.Phil. to Ph.D.:**

1.1 Senate may allow a transfer of registration from the M.Phil. degree to the Ph.D. degree with the same research proposal if the following conditions have been satisfied:

- a. twelve months (12) of full-time study or twenty-four months (24) of part-time study have elapsed;
- b. a satisfactory progress report from the Faculty Doctoral Committee has been received;
- c. an ad-hoc board appointed by the Faculty Board on the recommendation of the Faculty Doctoral Committee for the purpose, composed of a chairman, the student's supervisor and another member, has assessed the student's work and has certified that it has reached the standard of at least a Master's degree; and
- d. the Faculty Board and the Doctoral Committee have recommended the transfer.

1.2 The student should be aware that the transfer process is meant to give them the opportunity of having a number of scholars conversant with the general area of research read their work carefully and suggest ways in which it might be strengthened and developed. In reaching a decision about the student's work, the members of the *ad hoc* board should be aware that it is work-in-progress and is subject to revision.

1.3 The chairman of the *ad hoc* board will submit all recommendations of the members, and the basis for those recommendations, to the Faculty Doctoral Committee for approval by Senate.

## **2. The composition and duties of the ad hoc board and the compilation of the M.Phil./Ph.D. transfer report**

2.1 For the purpose of the transfer, an *ad hoc* board is appointed by the Faculty Board on the recommendation of its Doctoral Committee. The *ad hoc* board is composed of a chairman, the student's principal supervisor and another member.

2.2 Each member of the *ad hoc* board shall receive from the Secretary of the Doctoral Committee the written work submitted for examination and a proforma report to be completed by a set date, usually 6 working weeks.

2.3 The Chairman of the *ad hoc* board shall draw up a signed report which should include the following:

- Name of the student and the title of the thesis
- The *ad hoc* board shall either (i) declare the work presented to have the potential to reach the standard appropriate to that required of a doctoral degree and recommends transfer; or (ii) determine that the student's work has not reached a sufficient standard to warrant recommendation of the transfer; or (iii) advise that the student be given up to 12 months in order to complete his/her studies for the award of an M.Phil. Degree; and in all cases shall inform the Sub-Committee, through the Board. The rationale behind the board's decision should be clear. The members of the board should adopt a positive and constructive approach towards the material being assessed at all times.
- The proforma reports completed by individual members of the *ad hoc* board shall be appended to the chairman's report and sent to the chairman of the Faculty Doctoral Committee.

2.4 Supervisors may consult the full documentation pertaining to the transfer of registration to Ph.D. in the student's personal file held in the Faculty Office. The supervisor shall discuss the report with the student to inform future work.

## **3. The student**

### **3.1 Submitting written work to transfer from M.Phil. to Ph.D.:**

After twelve months of full-time study and twenty-four months of part-time study the candidate is expected to submit written work to be assessed by an appointed ad hoc board.

The secretary of the Faculty Doctoral Committee will write to the student after nine months of full-time study or twenty-one months of part-time study to inform them that the term when they are expected to submit their written work is about to expire.

Through written work submitted for assessment the student should demonstrate the following:

- (i) General understanding of the field of study
- (ii) Understanding of the research and technical methods where applicable required for the completion of the research exercise
- (iii) Ability to construct a structured, coherent written account of the work
- (iv) Ability to exercise independent critical judgement
- (v) Potential to advance the research undertaken to the study of the subject under investigation
- (vi) Evidence of originality and the potential of the research exercise to form a contribution to the knowledge of the subject.

Written work should not exceed 10,000/20,000 words and should be written and compiled in the style of a scientific paper. A suggested format is as follows\*:

- *Abstract*
- *Aims (statement of the research problem/s)*
- *Introduction including survey of the relevant literature*
- *Methodology (the procedure followed to answer the research problem/s)*
- *Preliminary results (where applicable)*
- *Discussion of the results including timetable for completion of the thesis (where applicable)*
- *Notes and References/Bibliography*
- *Illustrations (where applicable)*
- *Appendices (where applicable)*

**\* Please note that some departments may have additional or specific requirements available in writing from the departmental secretary. The student should discuss these requirements with the supervisor before compiling the written work.**

### **3.2 Informing the student of the decision**

Once the student's work is assessed by the *ad hoc* board, a report is submitted by the chairman to the Faculty Board through the Doctoral Committee with its recommendations which require the approval of Senate. The student will be informed by the Assistant Registrar of Senate's decision. If the transfer is allowed by Senate, the work already done for the M.Phil. degree shall count towards the requirements for the Ph.D. degree. If the transfer has not been allowed by Senate, the student may submit a thesis for the M.Phil. degree within a maximum period of two years (2) in the case of full-time study or three years (3) in the case of part-time study from the date of first registration.

Approved by the Faculty Board of Arts on 11 January 2005.

Revised by the Faculty Board of Arts on 2 June 2009.

Revised by the Faculty Board of Arts on 29 March 2011.