Transfer Report Format and Presentation Guidelines

Transfer Report Format

The transfer report shall not exceed 20,000 words, excluding references and appendices. It should be formatted on A4 paper, using one and a half line spacing and Calibri font, size 12, for the main text. The report is to be submitted through the VLE and will be screened for plagiarism using Turnitin. The report should include the following sections and must not exceed a total of 80 pages:

Title: Should be exact, concise and clear.

Abstract: Should summarize the research conducted, including the research problem and objectives, the methodology and techniques employed, the main findings, and the conclusions.

Introduction: Should describe the context and relevance of the research problem, provide a detailed definition of the research problem and proposed solution(s).

Literature Review: Should critically review and evaluate relevant and significant existing research, identifying any gaps in current knowledge within the research area.

Research Work Done: Should summarize the research work completed to date, including experiments conducted, initial findings or limitations, their evaluation, and how these will inform and be addressed in the next stage of the research plan.

Research Work Planned: Should describe the remaining tasks, including target completion dates. A Gantt chart may be included to illustrate the timeline.

Conclusions: Should present the main findings and highlight any current limitations of the research.

References: Should be properly formatted using an appropriate referencing style. The IEEE format is recommended.

Appendices (where applicable): Should include only essential supplementary material that supports the report, such as computer code, large tables or figures, or lengthy mathematical derivations.

Presentation Guidelines

During the oral examination, the student is expected to deliver a 20-minute presentation. The Transfer Assessment Board members will then proceed to jointly examine the student.

The Transfer Assessment Process and Procedures for the Transfer of Registration from the M.Phil. Degree to the Ph.D. Degree

For a detailed description of the transfer assessment process, the possible outcomes of the transfer assessment process and the applicable procedures, you are advised to refer to the "Procedures for the Transfer of Registration from the Master of Philosophy (M.Phil.) Degree to the Doctor of Philosophy (Ph.D.) Degree" published by the Doctoral School.