



L-Università ta' Malta
Faculty of Medicine & Surgery

Doctor of Philosophy

Transfer Report Guidelines

May 2021

1. Transfer of Studies from MPhil to PhD

Candidates are in the first instance registered for MPhil studies and they are expected to submit a Transfer Report to transfer studies to the PhD degree.

Timeframe: After 12 months and not later than 24 months of full-time study or equivalent in part-time study have elapsed

Procedure: Candidate prepares a Transfer Report. An ad hoc board is appointed by the Faculty Board consisting of a chairman, the Principal Supervisor and another member. The Ad hoc board reviews the submission in the light of:

- a) Quality of the research work presented
- b) Potential to reach the standard appropriate to that required of a doctoral degree

The Faculty Doctoral Committee puts forward recommendations to the Faculty Board and the PhD Committee appointed by Senate accordingly.

2. Rationale

The report is expected to demonstrate:

- A grasp of theoretical issues, status of current knowledge, evidence and arguments
- Knowledge and understanding of the research context, and of trends in the discipline
- Research design and identification of research methods appropriate to the thesis
- Preliminary data handling and analysis
- Reflections on extrapolation of findings and expected impact/outcome of the research

3. Presentation of the report

Abstract: An abstract of not more than 2000 characters including spaces to summarise aims of the research, methodology, interim results and discussion.

Keywords: 3-5

Total word count: Between 20000 and 30000

Table of Contents page

Introduction Chapter: A review of relevant literature indicating an analysis of current knowledge, arguments and generation of hypothesis for the research. Clear outline of the aims of the research and detailed objectives.

Methodology Chapter: A clear overview of research design and methodology planned with a highlight of the sequential stages completed. Confirmation of ethics approval. A statement of intended further work exploring any risk mitigation strategies.

Results Chapter: Presentation of the data and findings compiled to date with any further data analysis planned.

The research design may consist of inter-related separate study phases and such a design may lend itself better to a structure where the methodology and results of each phase are presented together in separate chapters for each phase. The candidate, with the guidance of the supervisory team is to select the most appropriate scholarly scientific distribution of the chapters.

Discussion Chapter: Review and discussion of the work already completed including any dissemination activities. Reflection on original contribution of the research to knowledge.

Appendices: Include additional material such as research tools, dissemination outcomes (scientific papers, presentations)

References: Cite reference in text with an author – date citation system and list references alphabetically in the references section. The references in the list should be listed according to the International Committee of Medical Journal Editors Uniform Requirements for Manuscripts Submitted to Biomedical Journals. Please refer to:

http://www.nlm.nih.gov/bsd/uniform_requirements.html

Use of footnotes is recommended for sources such as reports, non-peer reviewed articles, websites and newspaper contributions.

4. Plagiarism

Plagiarism is the representation of another person's work, without the acknowledgement of the sources, as one's own or the deliberate and unacknowledged incorporation in a student's work of material derived from the work (published or otherwise) of another.

Students are referred to guidelines on how to avoid plagiarism, using Turnitin and interpreting Turnitin reports available by the University of Malta

at <https://www.um.edu.mt/services/policiesforstudents> and

https://www.um.edu.mt/data/assets/pdf_file/0007/436651/UniversityGuidelinesonPlagiarism.pdf

5. Submission

Three spiral-bound copies are to be submitted. A soft copy by email should also be sent on doctoral.ms@um.edu.mt.

Students should also forward a copy of the turnitin receipt by email.

6. Governance

The Faculty Doctoral Committee is the committee entrusted to follow the progress of students in their research work and oversees the students' doctoral studies. The Doctoral School of the University of Malta provides guidance and support to doctoral candidates and academic supervisory teams. The Doctoral School organises workshops as part of the Professional Development Programme including addressing a number of activities pertaining to doctoral studies. Useful tools and resources and details of the Professional Development Programme are available at <https://www.um.edu.mt/doctoralschool>.

7. Useful Links

Turnitin: <https://www.um.edu.mt/services/policiesforstudents>

Plagiarism: https://www.um.edu.mt/data/assets/pdf_file/0007/436651/UniversityGuidelinesonPlagiarism.pdf and <https://www.um.edu.mt/operatingprocedures/doc/EDU-012-01>

Doctoral School website: <https://www.um.edu.mt/doctoralschool>

SPSS Training: <https://www.um.edu.mt/itservices/training/spsscourses>