**Department of Epidemiology and Public Health**

**TRANSFER FROM MPhil TO PhD**

Thank you for agreeing to be the external examiner

*The process involves reading a document of approx. 10,000 words (which will be sent at least two weeks before the viva), attending a seminar (40 minutes presentation by the student, followed by questions from the audience – not the panel) and then a viva that will be chaired by the secondary supervisor at which the external examiner will have the opportunity to ask questions and discuss the project with the student.*

*Lunch will be provided and expenses paid.*

**Purpose and Procedures**

The purpose of the Transfer (previously called “upgrade”) is to assess the student’s progress and ability to complete their PhD programme in a reasonable time frame. In this assessment, the criteria defined below should be applied. The assessment should not be confined to the research material presented by the student but should also consider the student’s demonstrable academic and generic skills. A student should be transfered to PhD status if he or she meets the following criteria:

* + - * Commitment to pursuing research at UCL leading to the PhD degree;
			* Satisfactory progress in the work so far;
			* Ability to formulate a viable hypothesis or research question that could be completed within the normal time frame of the PhD programme;
			* Satisfactory technical and generic skills development Students must undertake a minimum of 20 recognised skills training units per academic year.
			* Formulation of a viable plan for the work;
			* Completion of the appropriate sections of the Research Student Log;
			* English Language proficiency, both written and spoken.

It is expected that the specific components in the student’s transfer report, in conjunction with the seminar and viva will demonstrate that these criteria have been met.

**The Transfer Report**

The Transfer Report should be drafted by the student in consultation with the Principal Supervisor and the Subsidiary Supervisor(s). Whilst it is recognised that the exact nature of the report submitted by the student will depend on discipline, it should cover at least the following components (not necessarily as discrete items).

1. Introduction giving the context of the work
2. Literature review
3. Research questions and hypothesis(es)
4. Methodology employed
5. A substantial piece of work towards the thesis objectives
6. Plan and timetable for the remainder of the work;
7. Bibliography.

**Report by Principal Supervisor**

A report from the Principal Supervisor on the student’s work will be submitted in advance of the transfer viva to the Transfer examination Panel and the Student.

**The Transfer Viva**

The purpose of the viva is to ascertain, in conjunction with the student’s transfer report, the student’s seminar presentation and the report by the Principal Supervisor, that the criteria (see above) have been met. The viva should also be an opportunity for the student to discuss and defend his/her ideas.

**The Transfer Examination Panel**

* The Transfer Panel should be made up of a minimum of two members of academic staff, including the student’s Subsidiary Supervisor(s) who normally chairs the Transfer Panel, and the additional external examiner. The Principal Supervisor should provide input via a written report but may not be a member of the Panel.
* The primary supervisor will be invited to a post viva meeting where next steps for the conduct of the student’s research will be discussed. This ‘next steps’ meeting may be conducted immediately post viva.
* The additional examiner should have an appropriate academic background and, in order of preference, should be external to University College London, external to the department, or external to the research group in which the student’s supervisors are located; The latter two of these options should only be pursued in exceptional circumstances, with an approach to an examiner from within the Department as a port of last call.
* By virtue of having become involved in the PhD at the transfer stage, the additional examiner cannot conduct the final PhD examination;
* The Departmental Graduate Tutor has final jurisdiction over the membership of the Panel, its constitution and any dispute between Panel Members.
* The additional examiner is acting as a deputy of the Graduate Tutor(s) so should be approved by a sub-group of the teaching committee, consisting of Graduate Tutor(s) and Chair of the Committee, with authority delegated to Graduate Tutor(s).
* A written joint report on the outcome should be signed and submitted by the Chair of the Transfer Panel to the Departmental Graduate Tutor for signature. This report should be copied to the Student, Supervisors and the Head of Department. The student may request further oral feedback from the Panel.