



25 November 2009

GUIDELINE FOR WRITING TRANSFER REPORT

INTRODUCTION

A candidate registered initially for MPhil with possibility to transfer to PhD who wishes to transfer to PhD shall apply in writing to the Research Degrees Committee through his respective school when he/she has made sufficient progress on the work to provide evidence of the development to PhD. This will normally be done after 12-24 months of full-time study or 18-36 months of part-time study.

Application must be made on the form 'Application for Transfer from MPhil to PhD' (copy enclosed). In support of the application, the candidate shall prepare for the Research Degree Committee a full Transfer Report of not more than 30,000 words to provide evidence that the work undergone forms a solid background for a PhD Degree.

OUTLINE OF THE TRANSFER REPORT

The following are indicative content of the Transfer Report. Student should discuss the structure of their report with their supervisor(s).

1. Abstract
2. Introduction: Brief explanation of research conducted and rationale for requesting transfer to PhD. Ethical issues arising from research and how they are being addressed.
3. Literature review: A review of the literature in the chosen area of research and critical analysis of same.
4. Methodology: A description of the methodology used to conduct your research, giving clear indication of equipment and facilities used, and main findings.
5. Proposed PhD Research: A description of what you propose to achieve during your PhD research work, giving clear indication of topics / chapters on which you will focus, and how the research will contribute to new knowledge.
6. Research Plan: A detailed and feasible plan in the form of a Gantt Chart, for the rest of the research, giving clear indication of the resources and facilities required and how they will be obtained.
7. References of at 60 publications.