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|  | A logo with text on it  Description automatically generated |

 **Form No. GSF10**

(Version 4, September 2024)

**Research Students:**

**Transfer Request from a Research Masters to PhD Register**

**Principles:** In exceptional circumstances a student who is registered for and pursuing a Research Master’s degree may petition to transfer to the PhD register. The student must submit the transfer request along with the signatures of their supervisor, the chair of their Departmental Research Student Progress Committee (DRSPC) and the Head of Department to the Graduate Research Academy for approval. All approvals will be noted by the Graduate Education Committee.

Requests for approval should be received prior to the commencement of a new academic year. In the case where a student has already registered to the next year of their Research Masters, an approved transfer request will be notified by the Graduate Research Academy to the Student Records Office.

#  Student Details

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name: |  | First Name: |  |
| Student No: |  | Full-time/Part-time |  |
| Department: |  | Email: |  |
| Year Admitted: |  | Term Admitted: |  |
| Expected date of completion  |  |  |  |

# Registration Transfer From

|  |  |  |
| --- | --- | --- |
| Programme currently registered to(e.g. MScR/MLitt) | Subject currently registered to:(e.g. BLR600) | Current year of study:  |
|  |  |  |

# Registration Transfer To

|  |  |  |
| --- | --- | --- |
| Programme to be registered to:(e.g. PHDA, PHDS, PHDE) | Subject to be registered to:(e.g. BL900) | Year of study |
|  |  |  |

# Approval to Request Transfer from Research Masters to PhD

**Signed by Supervisor**

|  |  |  |
| --- | --- | --- |
| Name: |  | Comment: |
| Department: |  |
| Signature: |  |
| Date: |  |

**Signed by Head of Department**

|  |  |  |
| --- | --- | --- |
| Name: |  | Comment: |
| Department: |  |
| Signature: |  |
| Date: |  |

**Signed by Chair of the Departmental Research Student Progress Committee**

|  |  |  |
| --- | --- | --- |
| Name: |  | Comment: |
| Signature: |  |
| Date: |  |

|  |
| --- |
| **Once completed, this form must be uploaded** [**here**](https://forms.office.com/Pages/ResponsePage.aspx?id=zPVUFDW7hUa72YYh_YBVyZdFKCpc4BpMunuNqmGwjXZUMUEwMktZTVFIOEtMMDhWNFYwU1NUWlBPTyQlQCN0PWcu) |

 **Approved by the Director of Graduate Research**

|  |  |  |
| --- | --- | --- |
| Name: |  | Comment: |
| Signature: |  |
| Date: |  |

# Noted by Graduate Education Committee

|  |  |
| --- | --- |
| Date: |  |

**For Office Use Only: Graduate Research Academy**

Send email of approval to the Student/Supervisor/Head of Department

|  |  |  |
| --- | --- | --- |
| Student: | Supervisor: | Head of Dept: |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Action | Date: | Staff Signature: |
| Copy Sent to Student Records Office |  |  |

**Registry Use Only**

|  |  |  |
| --- | --- | --- |
| Staff Signature: | Date: | Student Advised: |
|  |  |  |