



## Research Students – Transfer Request from a Research Masters to PhD Register

### PhD Registration:

In exceptional circumstances a student who is registered for and pursuing a Research Master's degree may petition transfer to the PhD register. The student must submit the transfer request along with the signatures of supervisor and DRSPC (*Departmental Research Student Progress Committee*) to the Graduate Studies Office for approval by the Dean of Graduate Studies. 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 for a change in a student's registration by the Student Records Office must be made in advance of the 31<sup>st</sup> October.

### To be completed by the student (BLOCK CAPITALS)

Last Name:		First Name:	
Landline No:		Mobile No:	
Department:		Email:	
Student Number			
Year admitted:		Term admitted:	
Expected date of completion:		Full-time or Part-time:	

### Registration Transfer From:

Programme currently registered to (e.g. .MScR/M.Litt)	Subject currently registered to: (e.g. BLR600)	Year of study currently

### Registration Transfer To:

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

### Signed by Supervisor

Name:		Comment:
Department:		
Signature:		
Date:		

**Signed by Head of Department**

Name:		Comment:
Department:		
Signature:		
Date:		

Please submit this form to the Dean of Graduate Studies, John Hume Building or email: [researchstudentforms@mu.ie](mailto:researchstudentforms@mu.ie)

**Signed by Dean of Graduate Studies on behalf of the Graduate Education Committee**

Name:		Comment:
Signature:		
Date:		

**For Office Use Only – Graduate Studies**

Send email of approval to the Student/Supervisor/Head/Records Office

Student	Supervisor	Head of Dept

Send copy to the Records Office

Records Office

Action	Date	Staff Signature
Copy Sent to Student Records Office		

**Registry Use Only – Tracking of Progress**

Staff Signature	Date	Student Advised	Graduate Studies Advised