



Transfer of Registration from M.Phil. Degree to Ph.D. Degree

A guide for students when writing a transfer report

Before requesting a transfer, students are to present a progress report of their research project which should be around 3000 words long.

Report Layout

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| Introduction | This should lead the members of the ad hoc committee to become acquainted with the student's particular research question of the dissertation in order to be able to gauge his or her knowledge already acquired in the field. |
| Objectives | List the objectives of the Ph.D. project and link them with any gaps in the literature currently available, thus highlighting the originality of the project. Explain also the methodology that the project is operating by as well as any delimitations and criteria against which any possible analysis and interpretation of the gathered material is made. |
| State of the project | First, give an overall synthesis of the dissertation and how it will be divided into the different chapters. Then, discuss which objectives have been achieved so far and how these have been achieved. Discuss the rationale for any divergences from the original proposal. Refer to the original proposal (which will be available to the committee) and concisely describe the change. |
| Future work | Explain briefly how the rest of the objectives/structure of the Ph.D. will be achieved/developed. |
| Expected contribution to knowledge | Discuss concisely what the contribution of the dissertation will be to the field being studied upon completion of the project. |
| Publications and conference presentations | List any personal publications and conference presentations to date (please attach copies) as well as upcoming ones. |