**APPLICATION FOR TRANSFER OF A GRADUATE**

**STUDENT FROM ONE STATUS TO ANOTHER**

**General notes for completion**

SECTIONS 1 and 2 to be completed by the student, SECTION 3 by the current supervisor, SECTION 4 on behalf of the College/Society, SECTION 5 on behalf of the Department/Faculty (via the relevant Graduate Studies Administrator), SECTION 6 by the assessor(s) and SECTION 7 on behalf of the Department/Faculty (via the relevant Graduate Studies Administrator).

* Please save this form in Word format only so that it can be completed by other parties (please do not convert to PDF).
* Where requested, please note that electronic signatures are acceptable.

***Staff notice:*** *This form contains personal data and may contain sensitive information. Please ensure that downloaded or printed copies are stored securely. Please retain information only for as long as you need it and then dispose of it confidentially. Further advice about handling student data can be found* [*here*](https://academic.admin.ox.ac.uk/student-data)*.*

***Student notices:*** Please refer to the current [*Examination Regulations*](https://examregs.admin.ox.ac.uk/) and your Student Handbook where full details of the relevant transfer requirements are given.

You should make sure that you are aware of the maximum fee liability you will incur in your proposed new status, and consult your college or Graduate Studies Administrator if in doubt.

Students who require adjustments to the assessment arrangements for Transfer of Status due to disability, under Section 6 of the [General Regulations for Research Degrees](https://examregs.admin.ox.ac.uk/Regulation?code=grgoveresedegr), should also complete the GSO.19 Application for Adjustment to Assessment Arrangements form available [here](https://www.ox.ac.uk/students/academic/guidance/graduate/progression). Guidance for Directors of Graduate Studies on such adjustments is available in Annex C of the [Policy and Guidance on Research Degrees](https://academic.admin.ox.ac.uk/research-degrees).

**SECTION 1** – to be completed by the student.

*Declaration of consent*

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| I understand that the information and any materials that I supply in support of this application will be processed by the University in accordance with the [Student Privacy Policy](https://compliance.admin.ox.ac.uk/student-privacy-policy). I consent to my information being used for the purposes of this application. | | | |
| **I consent to disclosure within the above limits** | | YES ❑ | NO❑ |
| **Signature of Student:** |  | | |

**SECTION 2 –** to be completed by the student.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Surname: | |  | | Title (Mr/Mrs/Miss/Ms/etc.): |  |
| First name (in full): | |  | | Student Number: |  |
| Email address: | |  | Phone/mobile number: |  | |
| College/Hall: | |  | Department: |  | |
| Date of admission as graduate student: | | | / / | | |
| Current status (e.g. PRS / MSc(Res) / MLitt): | | |  | | |
| Status to be transferred to (e.g. DPhil / MSc(Res) / MLitt): | | |  | | |
| ❑ First submission ❑ Second submission | | | | | |
| ❑ | I confirm that I am aware of the University fee liability applicable to the proposed new status (Please tick box to confirm) | | | | |
| Title of thesis proposed or branch of study: | | | | | |
|  | | | | | |
| ❑ | *I am aware that I must deposit a digital copy of my thesis following successful completion of my degree, and am aware of copyright issues. Further information can be found* [*here*](https://ora.ox.ac.uk/deposit)*.* (Please tick box to confirm) | | | | |

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| **SPECIAL ARRANGEMENTS**  In addition to assessing your written work, assessors are appointed to meet with you to discuss your work. Please indicate if you would like to request any special arrangements for your interview (e.g. as a result of a Student Support Plan or other circumstances) and provide details in the form GSO.19 (Application for Adjustments to Assessment Arrangements) available on the University website [here](https://www.ox.ac.uk/students/academic/guidance/graduate/progression?wssl=1). | ***(Please tick ONE box only)***  ❑ I do not require adjustments to my assessment arrangements  ❑ I [require/have had] adjustments to my assessment arrangements [please delete as appropriate] |

**RESEARCH INTEGRITY**

Students are reminded that they need to have completed the University’s online research integrity training before applying for transfer of status. The training is available [here](https://researchsupport.admin.ox.ac.uk/article/research-integrity-online-training-in-good-practice-in-research).

The University’s research integrity policies can be found [here](https://researchsupport.admin.ox.ac.uk/governance/integrity/policy). The University takes seriously any concerns raised about research practice, and those found to have engaged in research misconduct may face disciplinary action.

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| I confirm that I have completed the online research integrity training and I attach the emailed certificate of completion as evidence.  *If you have not yet completed the training, please do so before submitting this form* | ❑ Yes |

**RESEARCH ETHICS APPROVAL (Please tick ONE box only)**

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| 1. I confirm that my research will not involve human participants or require the use of personal data and therefore ethical approval will not be required. ❑ |
| 1. My research may involve human participants or require the use of personal data and I will seek the appropriate ethical approval before commencing my research. ❑ |
| 1. My research involves human participants or requires the use of personal data. I have completed a CUREC1/1A and my research poses no/low risk; or I have completed an OxTREC minimal risk application.   ***Please indicate your current approval status:*** (a) I am awaiting approval of my CUREC1/1A (or OxTREC minimal risk application) from the appropriate REC. ❑ OR (b) I have received approval of my CUREC1/1A (or OxTREC minimal risk application) from the appropriate REC. ❑ |
| 1. My research involves human participants or requires the use of personal data. I have completed a CUREC1/1A and my research poses high/indeterminate risk; or I have completed an OxTREC full application:   Please indicate your current approval status: (a) I am awaiting approval of my CUREC2 (or NHS REC or OxTREC full application) from the appropriate REC. ❑ OR (b) I have received approval of my CUREC2 (or NHS REC or OxTREC full application) from the appropriate REC. ❑ |

**FURTHER INFORMATION TO BE PROVIDED BY THE STUDENT**

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| The University recognises that the identification of particular areas of skills training and development is a regular aspect of a student’s work with their supervisor(s). It regards transfer of status as an appropriate point at which to ask the student, with the help of their supervisor(s), to:   * *record those subject-specific and personal and professional skills which the student has already acquired in the course of Probationary Research Student status;* * *identify any such skills which might require further development or refinement;* * *note any other related activities, e.g. presentation of posters, attendance at conferences, etc., which have made a contribution to the development of the student’s work.*   In making this record available to transfer assessors and to those responsible for approving applications for transfer, the University does not wish to make this a formal aspect of the transfer process, but to acknowledge the importance of such activities in a research student's training and to provide assessors and others with a fuller picture of an individual student’s progress. It also aims to help individual students cope with the increasing expectation on the part of Research Councils and other funding bodies that, in conjunction with their supervisor(s), they will maintain a record of such skills and achievements throughout the course of their career as a research student. | |
| **A.** | **Please describe briefly any subject specific research skills that you have developed or improved in the course of your time as a Probationary Research Student. For example, these might include: research methodology; data analysis and management; record keeping; bibliographical skills; presentation of research.** |
|  | |
| **B.** | **Please describe briefly any personal and professional skills in which you have received training or which you have enhanced during the course of your time as a Probationary Research Student. For example: time management, language skills, IT skills, team work, problem solving, presentation skills, teaching skills, career planning.** |
|  | |
| **C.** | **Please identify any subject-specific or personal and professional skills in which you (and your supervisor(s)) foresee the need for further development or training.** |
|  | |
| **D.** | **Please list any other activities which have contributed to the development of your work. For example, these might include courses attended, conference presentations given, publications, opportunities to undertake teaching, etc**. |
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| Signature: |  | Date: |  |

**SECTION 3** – to be completed by the current supervisor

*Supervisors are asked to provide a statement containing their view of the proposed research subject for a thesis and of the readiness of the candidate to undertake advance research and, where applicable, to provide details of potential assessors. A supervisor may delay an early application in the interests of the student but must enable students to apply for their assessment within the prescribed times limits.*

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| **Comments on the proposed research subject and the readiness of the candidate to undertake advanced research. In addition, if exceptionally nominating an assessor who is external to the university, please also provide the justification in this section.** | | | | | |
| In addition to the comments above, please tick **one** of the following options:   |  |  | | --- | --- | | ❑ | I have no concerns regarding this student’s readiness to apply to transfer status. | | ❑ | I have mild concerns regarding this student’s readiness to apply to transfer status, and have discussed these with the student. | | ❑ | I have serious concerns regarding this student’s readiness to apply to transfer status, and have discussed these with the student. | | | | | | |
|  | | | | | |
| **TRANSFER OF STATUS ASSESSORS**  *Please provide details of potential assessors (if applicable for your department).* | | | | | |
| **Assessor One:** | | | | | |
| Full Name: |  | | | | |
| Email Address: |  | ❑ | Please tick if informally invited to act | | |
| **Assessor Two:** | | | | | |
| Full Name: |  | | | | |
| Email Address: |  | ❑ | Please tick if informally invited to act | | |
| **Reserve Assessor:** Please suggest the name of a reserve in case one of the above assessors is not able to act. | | | | | |
| Full Name |  | | | | |
| Email Address: |  | | | | |
|  | | | | | |
| **Supervisor’s Signature:** |  | | | **Date:** |  |
| **Full name:** |  | | | | |

**SECTION 4** – to be completed by the College’s Tutor for Graduates (or equivalent)

|  |  |  |  |  |  |  |
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| Does the college support the application? | | | YES ❑ | | NO ❑ | |
| Comments on behalf of the college: | | | | | | |
|  | | | | | | |
| Signature: |  | | | Date: | |  |
| Full name: |  | | | | | |
| Position (if not Tutor for Graduates) | |  | | | | |

**SECTION 5 –** to be completed by the Director of Graduate Studies (or equivalent)

**Please tick one of the following options:**

|  |  |  |  |  |  |
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| ❑ | | I approve the assessors\* proposed by the supervisor (*where supervisors nominate assessors*). | | | |
| ❑ | | I approve that the following two individuals be invited to form the assessment panel (*where the DGS or equivalent nominate assessors*). | | | |
| **Assessor One:** | | | | | | |
| Full Name: | |  | | | | |
| Email Address: | |  | | | | |
| **Assessor Two:** | | | | | | |
| Full Name: | |  | | | | |
| Email Address: | |  | | | | |
| **Reserve Assessor:** | | | | | | |
| Full Name: | |  | | | | |
| Email Address: | |  | | | | |
| **Comments** | | | | | | |
|  | | | | | | |
| I certify that this application has the approval of the candidate’s department | | | | YES ❑ | NO ❑ | |
| Signature of DGS (or equivalent): |  | | Date: |  | | |
| Full name: |  | | | | | |

\**Including the reserve, if provided.*

**THE FOLLOWING SECTIONS ARE COMPLETED BY THE ASSESSORS (Section 6) AND DIRECTOR OF GRADUATE STUDIES OR EQUIVALENT (Section 7), FOLLOWING THE INTERVIEW**

**SECTION 6 –** to be completed by the **Assessors** after the student’s assessment interview and, together with the assessors’ written report, submitted to the relevant Graduate Studies Administrator for the Director of Graduate Studies’ signature, within three weeks of the interview date.

**Assessors are reminded that this is a formal examination of the University of Oxford and they are required to provide a report on the student’s work and interview.** This information will be reviewed by the department. The student and their supervisor(s) will then receive a copy of the report once the report and recommended outcome are agreed.

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| **Date interviewed:** |  |
| **Recommendation:**  (*please tick one)*  See below for further information | ❑ Pass (outright / following minor clarifications) – *delete as appropriate, see option 1 below*  ❑ Referral for a second attempt at Transfer  ❑ Transfer to MLitt  ❑ Transfer to MSc (Res)\*  ❑ Reject |

*\*Departments that offer the* ***MSc(Res)*** *as an exit award: Department of Education, Oxford Internet Institute, School of Archaeology and School of Geography and the Environment.*

**Recommendation options:** *After the first attempt at transfer only options 1 or 2 should be chosen. After the second attempt, only options 1, 3 or 4 should be chosen.*

|  |  |
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| **1** | **Pass / Successful transfer (outright)**  Accompanied by suggestions and advice for future progress. |
| **Pass /Successful transfer (following completion of minor clarifications)**  Assessorsmay request further minor clarifications before making a first recommendation. In such cases, it should normally be possible to complete the additional work within one month of the assessment.  If you are requesting minor clarifications, please wait to receive these before submitting this form and the report. However, you should inform the relevant GSA that you are waiting for clarifications. |
| **2** | **Referral for a second attempt at transfer** [[1]](#footnote-1)  This should normally involve the same assessors and take place within one term of the first attempt. In such cases, it should normally be possible to complete the additional work within 3 months of the assessment. This process of assessment must always include an interview with the applicant. |
| **3** | **Transfer to MLitt or MSc(Res) (if applicable to your department\*)**  Although the work presented was not suitable for transfer to DPhil status, nonetheless, the assessors felt it was still strong enough for the lower award which is a less demanding and shorter-timescale research degree. |
| **4** | **Reject the application**  The assessors cannot recommend transfer to either DPhil status or the lower award. |

**ASSESSORS’ REPORT**

**(Please continue on a separate page if required, or attach/append your report to this form.)**

*Please add comments and a description of the assessment interview and the work submitted. Any corrections required may also be included in this section.*

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| **Assessor (1)** | | | |
| Signature: |  | Date: |  |
| Full name: |  | | |
| **Assessor (2)** | | | |
| Signature: |  | Date: |  |
| Full name: |  | | |

**SECTION 7 –** to be completed by the Director of Graduate Studies (or equivalent)

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| --- | --- | --- | --- |
| I certify that the outcome of the application for Transfer of Status is approved by the Department. | | | |
| Comments |  | | |
| Signature: |  | Date: |  |
| Full name: |  | | |

1. A candidate whose first application for transfer to D.Phil. status is not approved shall be permitted to make one further application, and shall be granted an extension of time for one term if this is necessary for the purposes of making the application. [↑](#footnote-ref-1)