

4. PhD Regulations

4.1 TRANSFERS FROM MASTER'S LEVEL

4.1.1 A student who has been registered on the MA by Research, MSc by Research, or LLM by Research programmes may be transferred to PhD level by following the process below:

- (a) An improved research proposal should be submitted by the student, noting the reasons they believe upgrade is appropriate, and how their original project can be expanded to reach PhD standard. The research project must be scrutinised by the Supervisor(s) and the Research Officer to check it is appropriate to the higher level of degree
- (b) A transfer meeting must be held with student, Supervisor(s), and Research Officer. If the outcome approves the re-registration, Appendix 5. Transfer from Master's to PhD Form should be completed and sent to _____.
This transfer meeting will act as the first Annual Review at PhD level
- (c) The student will be re-registered onto the PhD programme

4.1.2 As the work at Master's level can be carried over to the higher degree, the time spent at Master's level may count directly towards the MPhil or PhD, if deemed appropriate by the Supervisor(s) and the Research Officer. Theoretically, a student may complete their postgraduate study in three years: one at Master's level and a further two at PhD level.

4.2 ANNUAL REVIEWS

4.2.1 The main progress review for each PhD research student is called the Annual Review. At each review, the student will discuss the progress of their project with the Research Officer and their Supervisor(s). Ideally, another academic from the School will join the panel. Reviews will be organised by the Research Administrator, who will contact all parties to arrange a suitable date ahead of each review.

4.2.2 For full-time students, the Annual Review will be conducted at the end of the first year of study (in the student's fourth or fifth term), and then in each subsequent year of study, at any time within the calendar year as appropriate to the student's needs and development. For part-time students the first three reviews follow this same pattern (i.e. yearly), but after the third-year review, assuming progress is good, the review may take place every 18 months.

4.2.3

degree. The review also serves to ensure appropriate plans have been made for the continuation of studies over the following year, including review of the work plan and timetable for those studies. In addition, it provides an opportunity for both student and Supervisor(s) to comment on matters concerning research support and supervision without the presence of the other, thus trying to identify