

# GS9 – Transfer Assessment Report (master's to PhD Register) and Recommendations 2023-2026

**SECTION A: should be completed by the Principal Supervisor.**

**SECTION B: should be completed by the Chairperson of the Assessment Panel.**

**SECTION C: to be completed and signed by the Chairperson of the Assessment Panel. Must be signed by examiners also.**

**SECTION D: To be signed by the Chairperson of the Assessment Panel, Examiner 1 and Examiner 2**

**SECTION E: To be signed by the Chair of the Faculty Research Committee and Dean of Graduate Studies.**

**The form should be forwarded to the Graduate School for noting at Postgraduate Studies and Research Subcommittee.**

**Copies should be made available to the student and Principal Supervisor.**

**SECTION A – Research Candidates details** (**to be completed by the Principal Supervisor)**

|  |  |
| --- | --- |
| Research Student Name  |     |
| Research Student Number  |     |
| Programme Code and Title   |    |
| Title of Research Project   |    |
| Department and Faculty |     |
| Research Institute, Centre or group  |     |
| Name of Principal Supervisor    |    |

**Section B: Report on the viva voce examination – to be completed by the Chairperson of the Assessment Panel**

Please provide a short report on the conduct of the viva voce examination including the time the examination began and ended, the total time elapsed, confirmation of attendees, the number of breaks taken, at what times the breaks occurred (if there were any) and if there were any unusual occurrences (max. 200 words).

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| **Signature:****Chair of Examination Panel:** |  |
|  |  |
| **Date:** |  |

**SECTION C – to be completed by Assessment Panel**

Assessment Panel Recommendations. Please tick only one box.

|  |  |
| --- | --- |
| Progress to doctoral (PhD) programme |  |
| Re-submit for assessment (indicate month/year of resubmission) |  |
| Complete studies on master’s programme |  |
| Student should be removed from the register |  |

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| **Signed:****Chairperson of Assessment Panel** |  |
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| **Date:** |  |
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**Signature of Examiner 1**

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**Signature of Examiner 2**

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**Section D -** **Joint Report (maximum 200 words)**

This report should document the rationale for the recommendation outline above in line with details provided by the student in his/her written report and during the viva examination. Where both examiners agree on the content of the report, a single report signed by both will fulfil this requirement. If a disagreement arises between the examiners, the chairperson is required to clarify and, where possible, reconcile differing viewpoints. If this is not possible, the examiners should submit separate reports (max. 500 words in total or for each examiner if submitting separately, and please note that you can use separate sheets if necessary)

**Signed: Examiner 1**

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**Date:**

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**Signed Examiner 2**

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**Date**

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**SECTION E – to be completed by the Chair of the Faculty Research Committee and the Dean of Graduate Studies**

The chairperson and examiners’ transfer reports were submitted to the relevant faculty, the Graduate School and noted at the Postgraduate Studies and Research Subcommittee.

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| **Signed:****Chair,** **Faculty Research Committee** |  |
|  |  |
| **Date:** |  |

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| **Signed:****Dean of Graduate Studies** |  |
|  |  |
| **Date:** |  |