

2.0 MANUAL PROCEDURE

TITLE : Transfer from Master's to Doctoral Program

OBJECTIVE : Process of application transfer from Master's to Doctoral program

SCOPE : Postgraduate Programme by Research

DEFINITION : CDD : Candidate
 PC : Programme Coordinator
 HOD : Head of Department
 URDC : University Research Degrees Committee

PROCESS NO.	DETAILS	INTERFACE	RESPONSIBILITY AND TIME-LINE	ACADEMIC REGULATION
2.1	Candidate applies for Transfer from Master's to Doctoral program: i) Candidate submit a Transfer Request Form ii) Progress Report on the work undertaken towards his/her master's degree (no more than 5000 words) iii) A review and discussion of research work undertaken so far iv) Evidence of further work that will lead to the development of the research to doctoral-level v) Together with statement of support from the supervisor.	Transfer Application Form and research statement	CDD	F4
2.2	Checks the application form and all other relevant documents. i) For complete documents, go to 2.3 ii) For incomplete documents, go to 2.1 (APP supplies missing information or validation)	Transfer Application Form and required documents	PC	
2.3	Evaluated application based on approved criteria and recommends candidature to URDC for decision: i) If meets SU requirement, go to 2.4 ii) Does not meet SU requirements, qualification go to 2.5	Completed application form and required documents	HOD	
2.4	URDC will appoint two internal reviewers to meet with the candidate to explore the merits of the proposed transfer: i) External reviewer(s) may be used if there are insufficient, suitable internal reviewers. ii) Reviewers with relevant subject expertise and experience of the doctoral programme requirements should be nominated by the supervisory team.	Completed application form and required documents	URDC	F4.5

	<ul style="list-style-type: none"> iii) the reviewers will provide a combined recommendation to the URDC as to whether the candidate should be allowed to transfer to the doctoral programme. 			
2.5	<p>Consider for recommendation and decide whether to allow the transfer.</p> <ul style="list-style-type: none"> i) Where the transfer request is not supported, the candidate shall be permitted one (1) further attempt to transfer, following the completion of any further period of study or research approved by URDC ii) Prior to the approval of transfer, the candidate shall remain registered as a masters student. 		URDC	F4.6
2.6	Prepares letter according to URDC decisions in 2.5. Forwards letter to candidate and places a photocopy of offer letter in APP's file.	Offer Letter	REO	

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Flow Chart	Departments	Notes
<pre> graph TD Start([Candidate to apply and submit Transfer Request Form to their School Program Coordinator]) --> HOD{Recommended by HOD} HOD -- no --> Start HOD -- yes --> URDC{Approved by URDC} URDC -- no --> Start URDC -- yes --> Offer[Issuance of official offer letter] Offer --> End([Candidate to proceed with Registration]) </pre>	<p>School</p>	<p>Candidates must meet minimum requirements for entry as approved by LAN/MQA.</p> <p><u>Form(s)</u> Transfer Request Form</p>