Research Committee

Confirmation of Registration and/or Transfer between MPhil and PhD
(Applicable to research students admitted before 1 July 2015)

Please read the following notes before completing Form RC/39.

I. Timing of confirmation of registration

Research students are required to apply for confirmation of registration, subject to a formal assessment, within the first half of their normal period of study, starting from the date of provisional registration. Students who fail to apply for confirmation of registration within the first half of their normal period of study will be considered as not progressing satisfactorily, and may be de-registered from their studies, in accordance with R11 of the Regulations for the Degrees of Master of Philosophy and Doctor of Philosophy offered by The Hong Kong Polytechnic University.

Students are encouraged to have their registration confirmed earlier if possible.

If the formal assessment was conducted after the first half of the student’s normal period had passed, the Chief Supervisor is required to provide justifications for the delay in the assessment report under Section 4.

II. Assessment Panel

The assessment panel should be formed by the DRC. It should consist of at least two staff members including:

(i) The Chief Supervisor; and
(ii) At least one full-time academic staff member of the University, other than the supervisors of the student.

III. Assessment

The assessment panel shall assess the student’s progress during his/her provisional registration period. It will also consider the recommendations made by the English Language Centre (ELC) concerning the student’s English proficiency.

If the student has not taken the compulsory Research Language Skills Assessment, the Assessment Panel may consider deferring his/her confirmation of registration.

IV. Report submitted by the student

Please note the following guidelines:

(i) The written report is a requirement for assessment.
(ii) The report should be type-written on A4-size paper. There is no page limit.
(iii) The following components, plus other relevant ones, should be included in the written report:
   a) A comprehensive literature review;
   b) A clear statement of the problem to be tackled;
   c) Discussion of the chosen research methodology;
   d) Preliminary results, if any;
   e) Discussion of possible results;
   f) Other pertinent information.
   g) Please indicate whether you have satisfactory access to the equipment, journals/books, laboratory/office, and other resources you need.
(iv) There is no need to send the report submitted by the student to the Research Office.

V. Please note that the information given in this form will only be used for processing this application.
Research Committee

Assessment Report on Confirmation of Registration and/or Transfer between MPhil and PhD

Instructions:
(a) Please complete Sections 1 to 8 and submit the report to the Research Office.
(b) Please “✓” the appropriate boxes.
(c) There is no need to send the report submitted by the student to the Research Office.

1. Student's Particulars

Name: ______________________________ Department/School: ________________

Degree: □ MPhil □ PhD Date of assessment: ___________________

Student no.: ________________

I am a *local / non-local student. I *am / am not a Teaching Company Associate (TCA).

Revised project title: ____________________________________________

______________________________________________________________ (if applicable)

☐ I have sought the Partner Company’s consent to the revised project title via the Chief Supervisor. The written consent is enclosed. (for TCA only)

2. Recommendation of the Assessment Panel

The Assessment Panel recommends that

2.1 ☐ the student’s registration be confirmed.

2.2 ☐ the transfer of registration from MPhil to PhD ##

☐ be approved (for local students admitted as MPhil candidates).
☐ be recommended for approval by the Director of Immigration (for non-local students admitted as MPhil candidates).

Using the following funding source(s):
☐ Departmental quota
☐ External fund
(please specify the source for the consideration of the FRC/SB Chair in Section 8)

Duration of normal study period to be extended:
☐ one-year full-time (student was admitted on the basis of a Master’s degree containing a significant research component)
☐ two-year part-time (ditto)
☐ two-year full-time (student was admitted on the basis of a Bachelor’s degree)
☐ four-year part-time (ditto)

2.3 ☐ the transfer of registration from PhD to MPhil ##

☐ be approved (for local students admitted as PhD candidates).
☐ be recommended for approval by the Director of Immigration (for non-local students admitted as PhD candidates).
2.4 ☐ the student should revise his/her report and make a second presentation on or before __________________ (within three months of the first assessment) because s/he failed to perform satisfactorily in the first assessment.

2.5 ☐ the student’s confirmation of registration be deferred until ______________________
☐ because his/her mastery of the Research Language Skills is not up to the required standard, as judged by the ELC. (This is applicable only to students admitted on or after 1 July 2005.)
☐ because s/he has not taken the compulsory Research Language Skills Assessment.

2.6 ☐ the application for confirmation be rejected and the student be de-registered.
(Recommendation for deregistration requires the approval of Departmental Research Committee.)

We have the following comments on the student’s report, the student’s presentation and other aspects (This section is compulsory. If there is not enough space, you can provide your comments on additional pages and attach them to this form).

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

## (For TCA, Partner Company’s written consent to the transfer of registration should be provided by the Chief Supervisor together with this report.)

3. **Provision of Resources** (for completion by the Assessment Panel)

The Panel noted that

☐ the student had made no comments on the accessibility of the equipment, journals/books, laboratory/office, and other resources needed.

☐ the student has satisfactory access to the equipment, journals/books, laboratory/office, and other resources needed.

☐ the student is not satisfied with the accessibility of the equipment, journals/books, laboratory/office, and other resources needed.

☐ the student had made the following comments relating to the provision of resources:
4. **Justifications for the delay in conducting the assessment** (for completion by the Chief Supervisor)

- The formal assessment was conducted after one half of the student’s normal period had passed and the justifications for the delay are as follows:

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

5. **Name, Post Title and Signature of Members of Assessment Panel**

Name: ___________________________ Post Title: ___________________________

(Chief Supervisor)

Signature: ________________________ Date: _____________________________

Name: ___________________________ Post Title: ___________________________

Signature: ________________________ Date: _____________________________

Name: ___________________________ Post Title: ___________________________

Signature: ________________________ Date: _____________________________

6. **The transfer as stated in Section 2 [2.2 or 2.3] is supported by Co-supervisor(s).** (For completion only when the Co-supervisor(s) are not members of the Assessment Panel.)

Name: ___________________________ (Co-supervisor 1)

Signature: ________________________ Date: _____________________________

Name: ___________________________ (Co-supervisor 2)

Signature: ________________________ Date: _____________________________

7. **Decision of the Departmental Research Committee**

- I confirm that the Assessment Panel has been formed by the DRC.

- I *approve / do not approve the recommendation of the Assessment Panel as stated in Section 2 [2.1-2.5] above.

- According to the *Regulations for the Degrees of Master of Philosophy and Doctor of Philosophy offered by The Hong Kong Polytechnic University*, a recommendation for deregistration as a result of unsatisfactory progress may be proposed by the Chief Supervisor and approved by the DRC. I confirm that I have consulted members of the DRC. On behalf of the Committee, I approve the recommendation of the Assessment Panel as stated in Section 2 [2.6] above.

(*Please delete as appropriate.)

(*Note: If the DRC Chair is one of the supervisors, Section 7 should be completed by the FRC/SB Chair.*)
In response, the department has the following comments/is planning to do the following to address the issue:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Signature: ______________________________    Date: _____________________________
(DRC / FRC / SB Chair)

8. **Decision of the Chair of the Faculty Research Committee/School Board (for completion only when the student is recommended for transfer of study from MPhil to PhD using external funds)**

I *endorse / do not endorse the use of the external funds to support the student’s transfer from MPhil to PhD as specified in Section 2 [2.2].

Signature: ____________________________________  Date: ________________________
(FRC/SB Chair)

(*Please delete as appropriate.)