**Intention to Apply to Upgrade from Masters By Research to Doctoral Study**

BEFORE COMPLETING THE FORM, PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

If you are registered on a Master of Philosophy (MPhil) you are not required to complete this form.

1. **Student Loans**: There may be serious financial implications if you are in receipt of a UK student loan and apply to upgrade from a Masters by Research programme to doctoral studies at Exeter. You **must** contact your [PGR Support Team](https://www.exeter.ac.uk/research/doctoralcollege/support/contactus/) for advice if you are in receipt of any student loan (Masters or Doctoral) before completing this form.
2. **Scholarships & Studentships**: If you are in receipt of a University of Exeter or Research Council studentship, please contact your PGR Support Team to discuss implications of upgrade on your funding.
3. **Other Loans, Scholarships and Sponsorship**: It is your responsibility to discuss your upgrade and how it will affect your funding with your funding provider. The University will not negotiate any change to the terms of your funding with your funding provider on your behalf.
4. **Tier 4 & Student visa holders**: Upgrading to PhD could impact your Tier 4/Student visa and may have serious related financial and immigration consequences. You must contact International Student Support on sid@exeter.ac.uk to discuss this before submitting this form.
5. **General advice**: Students’ Guild Advice Unit – advice@exeterguild.com (Exeter Campuses)

 The Students’ Union Advice Service - advice@thesu.org.uk (Cornwall Campus)

1. **Academic advice**: Contact your [PGR Support Team](https://www.exeter.ac.uk/research/doctoralcollege/support/contactus/)

RETURN THIS FORM TO YOUR [PGR SUPPORT TEAM](https://www.exeter.ac.uk/research/doctoralcollege/support/contactus/) NO LESS THAN 4 WEEKS BEFORE THE FACULTY UPGRADE DEADLINE (see the [Faculty Handbooks](https://www.exeter.ac.uk/research/doctoralcollege/support/studenthandbook/milestones/#a4) for details).

You should understand that by signing this form, you will be permitted to apply for an upgrade assessment, and that completing this form does not guarantee your upgrade to Doctoral Study. Upgrade to Doctoral Study is dependent on successful completion of an upgrade assessment.

**Part 1 – To be completed by the Student**

|  |  |  |
| --- | --- | --- |
| **Name** |  | ***(Name in full)*** |
| **Student Number** |  |
| **Current Programme** |  |
| **Date of entry**  |  |
| **Fee Status**  | ☐Home ☐International |
| **Mode of Attendance** | ☐Full Time ☐Part Time (Please highlight FTE) 0.5 0.6 0.7 0.8 0.9 |

**Finance and Funding**

|  |  |
| --- | --- |
| **Have you received a scholarship for fees and/or maintenance for your studies from a sponsor, the University of Exeter or Research Council?**  | [ ] Yes [ ] No If yes, please state: |
| **Are you in receipt of a Student Loan from Student Finance England (or a loan from another loan provider)?** | [ ] Yes [ ] No Please state provider: |
| **Have you discussed and understand the implications of upgrading from Masters By Research to PhD on your student loan, studentship or other funding?** ***Note***: If the answer is no, you must contact your [PGR Support Team](https://www.exeter.ac.uk/research/doctoralcollege/support/contactus/) t**o** discuss student loans and studentships or your sponsor directly (for externally funded students). | [ ] Yes [ ] No  |

**Tier 4/Student Visas**

|  |  |
| --- | --- |
| Have you discussed the implications of upgrading from Masters by Research to PhD with the [International Student Support Office](https://www.exeter.ac.uk/students/international/visaconditions/retakingexamsormodules/) and understand the implications for your visa? | [ ] Yes [ ] No  |
| Have you attached email confirmation from the ISSO that you have discussed and understood the ramifications for your visa if you proceed with the upgrade from MByRes to PhD | [ ] Yes [ ] No  |

**Individual Learning Plan (ILP)**

If you have or are considering an ILP, please tick the statement that applies to you:

A [ ]  I have agreed an ILP with the University’s [Wellbeing Services or with an AccessAbility Advisor](https://www.exeter.ac.uk/students/wellbeing/accessability/support/) and would like the contents to be considered in accordance with the regulations governing [Assessing Candidates with Disabilities](http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/pgrexaminations/#assessing).

B [ ]  I will be applying for an ILP or an updated ILP with the University’s [Wellbeing Services or with an AccessAbility Advisor](https://www.exeter.ac.uk/students/wellbeing/accessability/support/). Once agreed, I would like the contents to be considered in accordance with the regulations governing [Assessing Candidates with Disabilities](http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/pgrexaminations/#assessing).

**Academic and relevant professional qualifications**

[Upgrade from Masters By Research to PhD](https://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/9-upgradefrommphiltodoctoralstudy/) is only available to students who meet the academic entry requirements for the doctoral programme. Details about entry requirements are available under the subject pages at [Research topics and degrees | Postgraduate Study - PhD and Research Degrees](https://www.exeter.ac.uk/study/pg-research/degrees/). This may include relevant professional qualifications and experience. Please confirm the details of your academic and relevant professional qualifications below:

|  |  |  |
| --- | --- | --- |
| **Bachelor’s degree details** | Degree title |  |
| Award date |  |
| Classification |  |
| Awarding institution |  |
| **Master’s degree details** | Degree title |  |
| Award date |  |
| Classification |  |
| Awarding institution |  |
| **Relevant Professional Qualifications*****Note***: This may be relevant for certain departments. You should discuss professional experience with your Department DPGR and supervisor. Only include details of qualifications relevant to your degree.Contact your [PGR Support Team](https://www.exeter.ac.uk/research/doctoralcollege/support/contactus/) if you have any questions. |  |  |

**Student Signature**

Please ensure that your contact details are up to date in [iExeter](https://i.exeter.ac.uk/campusm/home#select-profile) and check your University account regularly during the upgrade process.

By submitting this form, you, the student, agree that the information in the form is complete and accurate, that you have sought confirmation and clarity about the implications of upgrading from Masters by Research to PhD on any visas, loans or other financial support that you are in receipt of.

I understand that by signing this form, I will be permitted to apply for an upgrade assessment, and that completing this form does not guarantee my upgrade to Doctoral Study.

|  |  |
| --- | --- |
| Name in full (print) |  |
| Signature (or email confirmation) |  |
| Date |  |

**PART 2 - To be completed by the Supervisor(s)**

Please confirm that you have discussed the student’s intention to submit with the student, and have discussed the following areas:

|  |  |
| --- | --- |
| I believe that the student is making good academic progress. No progress concerns have been raised. | [ ] Yes [ ] No  |
| I believe that the project could be extended sufficiently to meet the requirements of doctoral quality as outlined in section [7.3 of the Regulations Governing the Degree of Doctor of Philosophy](http://www.exeter.ac.uk/staff/policies/calendar/part1/regulations/#collapseTwentynine). | [ ] Yes [ ] No  |
| The student meets the academic entry requirements for the MPhil/PhD | [ ] Yes [ ] No  |
| I certify that the student is aware of the following Teaching Quality Assurance Manual Statements of Procedure [Chapter 9 - Upgrade from MPhil to Doctoral Study](https://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/9-upgradefrommphiltodoctoralstudy/). | [ ] Yes [ ] No  |
| The student is aware of the implications of upgrading from Masters by Research on any Student Loans, studentships or other funding that they receive. | [ ] Yes [ ] No [ ] N/A |
| The student is aware of and understands the consequences of upgrading from MByRes to Doctoral Study on their student/Tier 4 visa.  | [ ] Yes [ ] No [ ] N/A |
| A member of the supervisory team will attend the upgrade viva as a non-participating observer. | [ ] Yes [ ] No  |

|  |  |
| --- | --- |
| 1st Supervisor signature (or email confirmation) |  |
| Print Name |  |
| Date |  |

RETURN THIS FORM TO YOUR [PGR SUPPORT TEAM](https://www.exeter.ac.uk/research/doctoralcollege/support/contactus/) NO LESS THAN 4 WEEKS BEFORE THE FACULTY UPGRADE DEADLINE (see the Faculty Handbooks for details).

**PART 3 – To be completed by PGR Support**

**Faculty Director of PGR Authorisation**

I, the Faculty DPGR, agree that the student meets the conditions to attempt upgrade from MByRes to PhD.

Note, by signing this form, you confirm that the student shall be offered the opportunity to be assessed for upgrade, but the outcome of the upgrade shall be decided by examination by an independent panel of assessors.

☐ Signature

☐ Submission via email (attached)