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| **York St John University****Professional Doctorate****Joint Report of the Transfer Assessment Panel** |
| 1. *The report should be completed by the Chair of the Transfer Assessment Panel and must also be signed by the other members of the panel.*
2. *The Chair should complete this report and forward to the School Postgraduate Research Lead (SPGRL) for approval, along with the Progress Report, TDNA (or equivalent), Training Plan and supervision log, within* ***10 working days*** *of the meeting.*
3. *The SPGRL should send the report form, and other documentation, to Registry within* ***5 working days****.*
4. *Registry will provide the PGR and supervisor with a copy of the approved report.*
 |
| Name: |  |  | Student Number: |  |
| School: |  |  | Date of Meeting: |  |

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| 1. **Decision of the Transfer Panel**

Please indicate the recommendation of the Transfer Panel by selecting one of the Options A – C below |

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| 1. **Transfer to Degree Category**
 | **Professional Doctorate** |
| **Award: (delete as necessary)** | **Doctor of Education / Doctor of Ministry /** **Doctor of Applied Linguistics** |

**OR**

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| **B. Deferral of Decision** |  | The decision cannot be deferred for more than 6 months from the date the transfer was due (see section on transfer deadlines in the ‘Code of Practice for Research Degrees’).A decision to defer is only permitted on the first occasion that the work is assessed by the Transfer Assessment Panel.A reason for the decision must be given in 8 below together with details of the further work required. This feedback must be provided by the Chair of the Panel to the PGR within 2 working days of the meeting. |
| Defer Decision Until | (please enter date here) |

**OR**

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| **C. PGR required to exit programme** |  | Reasons for this decision must be given in section 9  |
| **Exit award:**  |  |

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| **2. Thesis title and supervisory team:** |
| Thesis Title |   |
| Main Supervisor and their supervisory workload once this PGR starts |    |
| Additional Supervisor(s) and their supervisory workload once this PGR starts (state if External) |  |
| Postgraduate Research Tutor |    |

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| 1. **Please confirm the following:**
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| The Transfer Panel has seen the ‘Progress Report: Transfer Stage’ completed by the supervisor(s) and PGR (which should have been supplied by the PGR as part of the transfer submission. Please refer to the progress report when completing sections 4, 5 and 6 of this report. |  |
| The Transfer Panel gave the PGR the opportunity to discuss their progress and supervision in the absence of the supervisor(s). | (tick yes even if the PGR declined the opportunity) |
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| 1. **Training Plan**
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| (i) | Please confirm the Transfer Panel has seen the agreed training plan  |  |
| Comment on whether the plan is sufficient to meet the likely remaining training needs of the PGR |  |
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| **5. Ethical review** (<https://www.yorksj.ac.uk/research/research-ethics--integrity/>)Please select one of the options below |
| (i) | Ethical review is not required |  |
| (ii) | Ethical approval has been granted (no further ethical approval anticipated) |  |
| (iii) | Ethical approval has been granted, but further review will be required at a later stage in the research *(please provide further details in the text box below)* |  |
| (iv) | Ethical review is required but approval has not yet been granted (please provide further details in the text box below). |  |
| Please indicate the steps the PGR has been asked to take if:* Option (iii) or (iv) has been selected; or
* The supervisor(s) is not satisfied with the arrangements.
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| **6. Research Data Management Policy** (<https://www.yorksj.ac.uk/policies-and-documents/library/research-data-management-policy/>) |
| (i) | Is the Transfer Panel satisfied that data storage and safeguarding issues are being appropriately addressed?  |  |  |
| (ii) | If no, please indicate the nature of the problem and the steps the PGR has been asked to take using the text box below. Completion of these actions is the responsibility of the PGR.  |
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| **7. Report on Transfer Assessment (Written Submission and Viva Performance)** |
| The Transfer Assessment Panel is asked to consider the potential of the PGR and the research project for study at doctoral level within the (standard) period of study for the relevant doctoral programme when responding to the following: |
| (i) Describe the panel’s view on the potential for originality within the investigation *(possibly including whether any aspects may be publishable):* |  |
| (ii) Explain how the PGR has demonstrated independent critical ability: |   |
| (iii) Describe the written style and overall presentation of the PGR’s proposal |   |
| (iv) Provide an assessment of the performance of the PGR in the oral examination (including language/ communication skills): |   |
| (v) Describe the PGR’s understanding of the area of study (including an awareness of the field of literature): |  |
| (vi) Describe the PGR’s knowledge of research methods/techniques: |   |
| (vii) Give the panel’s opinion on whether the planned schedule of work is considered to be achievable by the PGR within the standard period of study:  |   |
| (viii) Additional feedback and comments from the Transfer Panel (please include a brief assessment of the PGR’s progress): | *The Transfer Panel may wish to reserve this section for more discursive text (whilst still providing brief responses in each of the boxes above).*  |

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| **8. Recommendation to Defer Decision on Transfer**This section should be completed only when the Transfer Assessment Panel recommends deferral of the decision on transfer |
| (i) Reasons for the recommendation to defer the transfer decision |   |
| (ii) Details of the further work required of the PGR (please state clearly what is required) |   |
| (iii) Deadline for the PGR to resubmit the Transfer Report | *Please specify date:*  |
| The Transfer Panel is reminded that all deferred candidates must be offered a second transfer interview if, after considering the resubmitted work, the panel is of the view that, from the consideration of the written submission, the candidate has not met the criteria for transfer to doctoral candidature. Where a second transfer interview is held the Transfer Panel must complete a new Joint Report Form in full. Where no second transfer interview is necessary, and the Transfer Panel wish to recommend transfer to doctoral study after assessment of the candidate’s resubmitted Transfer Report, the Panel must complete section 14 of this report form with details of its recommendation and how the candidate has addressed the deficiencies outlined in subsections (i) and (ii) above. |

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| **9. Recommendation to Require PGR to Withdraw from the Programme of Study** *This section should be completed when the Transfer Assessment Panel recommends withdrawal from the must be given before a decision to require withdrawal is made.* |
| Please state clearly the reasons for the decision to require the PGR to withdraw: |   |

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| **10. Members of Transfer Panel** *This report must be agreed and signed (or e-signature) by all members of the Transfer Assessment Panel.* |
| Name: | Role on Transfer Panel (e.g. Independent Assessor, Chair) | Signature (or E Signature): | Date: |
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| **11. Approval** I confirm that the transfer assessment has been made in accordance with the University requirements and the supervisory arrangements satisfy the University’s criteria for research degree supervision.  |
| I have read the documentation for this transfer assessment and would like to approve the contents of this report of the transfer assessment panel |  |
| I would like to refer this report of the transfer assessment panel, and supporting documentation, to RDSC for consideration at its next meeting |  |
| School Postgraduate Research Lead *(Where the SPGRL is the PGR’s supervisor, or has been a member of the Transfer Panel, an alternate must sign)* |  | Date: |  |
| Additional comments from the SPGRL (optional) |  |  |  |

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| **12. English Language**  |
| In those exceptional cases where a report from the supervisor(s) on the PGR’s English language writing and speaking skills has been requested, the School Research Lead should ensure the report from the supervisor is set out below. Transfer will not be confirmed until the report has been received. |
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| **13. Outcome following a Deferred Decision on Transfer** (where no second transfer interview was held) |
| **Recommendation to Transfer to Doctoral Study (without a second transfer interview):**Where the Transfer Panel has assessed the candidate’s resubmitted transfer report and wishes to recommend transfer to doctoral study without a second transfer interview, the Panel should complete the text box below with a summary of how the candidate’s resubmitted Transfer Report has addressed the Panel’s original concerns (outlined in section 8 above). The Transfer Panel may also use the text box below to provide feedback to the candidate. |
| 1. **Transfer to Degree Category**
 | **Professional Doctorate** |
| **Award: (delete as necessary)** | **Doctor of Education / Doctor of Ministry /** **Doctor of Applied Linguistics** |
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| **Recommendation of the Transfer Assessment Panel following a second transfer interview:**In all cases where a second transfer interview is held a new Joint Report form must be completed, in full, by the Transfer Assessment Panel. |
| Name: | Role (Independent Assessor or Chair) | Signature (or E Signature): | Date: |
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| **For Registry use only:**  |
| Report received in Registry |  |
| Copy sent to PGR and supervisor |  |

**This form should be sent, along with the Progress Report: Transfer Stage, TDNA (or equivalent) and Training Plan to the SPGRL for approval. The SPGRL should forward the documents to Registry.**