

THE UNIVERSITY OF HONG KONG
LI KA SHING FACULTY OF MEDICINE

**Notes for Guidance of Applicants for Transfer of Candidature
to the Degree of Doctor of Philosophy (PhD)**

Conditions for Transfer

1. Under the University's Regulations for the Degree of Master of Philosophy (MPhil), a candidate whose candidature has been confirmed and who has satisfactorily completed all coursework requirements may be permitted to transfer the candidature to the degree of PhD, provided that such transfer is approved and effected at least **three months** prior to the expiry of the MPhil candidature.
2. In applying for transfer, the candidate should
 - (a) demonstrate that substantial results have been achieved for the MPhil research (*e.g.* in the form of a paper accepted for publication, or a manuscript in preparation, submitted, being reviewed or under revision, aiming for publication in international peer-reviewed journals;
 - (b) specify how the MPhil research results will be used in the proposed PhD research programme; and
 - (c) highlight the academic merits of the PhD proposal.
3. The candidate should also be clear about what he or she will continue to do for the MPhil programme if the application for transfer is not approved.
4. It is important to note that transfer of candidature to the PhD degree should not be treated as a rescue for candidates who are not able to obtain sufficient data or achieve good results for the MPhil programme, or those who cannot write up the MPhil thesis in time.

Procedures

1. Application for transfer of candidature to the degree of PhD should be submitted **at least four months prior to the expiry of the MPhil candidature** to allow sufficient time for the Faculty Higher Degrees Committee (FHDC) to consider the application. Late applications will **not** be considered.
2. The transfer, if approved, shall take effect only on the first day of any calendar month. The candidate's period of study for the 4-year PhD degree shall be counted from the initial date of registration.
3. To apply for transfer of candidature to the degree of PhD, a candidate shall submit the following documents for consideration by the FHDC:
 - (a) A letter setting out the following:

- i. the reasons for applying for transfer;
- ii. the progress of the MPhil research;
- iii. a report on substantial results achieved in the MPhil research, and how the findings lead to the proposed PhD project;
- iv. the academic merits of the PhD proposal; and
- v. what the candidate will do for the MPhil programme if the application is unsuccessful.

The letter should be endorsed by the supervisor(s) and the Chairman of the Departmental Research Postgraduate Committee concerned.

- (b) A research proposal for the PhD degree.
 - (c) Evidence of any awards received/achievements made during the MPhil study, *e.g.* scholarships/grants received, a paper accepted for publication in international peer-reviewed journals, or a manuscript in preparation, submitted, being reviewed, or under revision, aiming for publication in international peer-reviewed journals.
 - (d) A letter of recommendation from the supervisor(s).
4. The candidate may be required to make a 5-minute presentation at a meeting of the FHDC. The presentation should focus on the requirements as set out in paragraph 2 under Conditions for Transfer above.
 5. Any decision made by the FHDC is final. There shall be no appeal against the FHDC's decision unless the candidate is able to provide new evidence to substantiate his/her case within 2 weeks upon receipt of a written notice from the Faculty Office on the result of his/her application.

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