**SOCIAL SCIENCES DIVISION**

**Transfer of status - Assessors report form**

**General notes for completion**

**Assessors should complete this report form immediately following the student’s assessment interview, and upload it to eVision within three weeks of the date of the assessment interview.**

Please continue on a separate page if required. Assessors will need to ensure that any additional sheets are combined with this report so that it can be uploaded as a single document on to eVision.

**Assessors are reminded that this is a formal examination of the University of Oxford and they are required to provide a report on the student’s work and interview.** This information will be reviewed by the department. The student and their supervisor(s) will then receive a copy of the report once the report and recommended outcome are agreed.

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| **Student name & number:** |  |
| **Date interviewed:** |  |
| **Research title:** |  |
| **Recommendation:**  (*please tick one)*  See below for further information | ❑ Pass (outright / following minor clarifications) – *delete as appropriate, see option 1 below*  ❑ Referral for a second attempt at Transfer  ❑ Transfer to MLitt  ❑ Transfer to MSc (Res)\*  ❑ Reject |

*\*Departments that offer the* ***MSc(Res)*** *as an exit award: Department of Education, Oxford Internet Institute, School of Archaeology and School of Geography and the Environment.*

**Recommendation options:** *After the first attempt at transfer only options 1 or 2 should be chosen. After the second attempt, only options 1, 3 or 4 should be chosen.*

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| **1** | **Pass / Successful transfer (outright)**  Accompanied by suggestions and advice for future progress. |
| **Pass /Successful transfer (following completion of minor clarifications)**  Assessorsmay request further minor clarifications before making a first recommendation. In such cases, it should normally be possible to complete the additional work within one month of the assessment.  If you are requesting minor clarifications, please wait to receive these before submitting this form and the report. However, you should inform the relevant GSA that you are waiting for clarifications. |
| **2** | **Referral for a second attempt at transfer** [[1]](#footnote-1)  This should normally involve the same assessors and take place within one term of the first attempt. In such cases, it should normally be possible to complete the additional work within 3 months of the assessment. This process of assessment must always include an interview with the applicant. |
| **3** | **Transfer to MLitt or MSc(Res) (if applicable to your department\*)**  Although the work presented was not suitable for transfer to DPhil status, nonetheless, the assessors felt it was still strong enough for the lower award which is a less demanding and shorter-timescale research degree. |
| **4** | **Reject the application**  The assessors cannot recommend transfer to either DPhil status or the lower award. |

**ASSESSORS’ REPORT**

**(Please continue on a separate page if required, or attach/append your report to this form.)**

*Please add comments and a description of the assessment interview and the work submitted. Any corrections required may also be included in this section.*

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| **Assessor (1)** | | | |
| Signature: |  | Date: |  |
| Full name: |  | | |
| **Assessor (2)** | | | |
| Signature: |  | Date: |  |
| Full name: |  | | |

1. A candidate whose first application for transfer to D.Phil. status is not approved shall be permitted to make one further application, and shall be granted an extension of time for one term if this is necessary for the purposes of making the application. [↑](#footnote-ref-1)