**Department of Computer Science**

**MPhil-to-PhD Transfer Guidance**

This guidance is not intended as a mandatory form or a checklist; it is intended to give you some idea of the standard and expectation for students undertaking their Transfer Viva.

Under UCL policy, Research Students should submit their transfer report and undergo a Transfer Viva within the first 12 to 18 months of the start of their programme. This is a formal assessment of your progress and is necessary to achieve a PhD qualification at UCL.

Your Report should include the following elements however; this can vary depending on your area of research. Please consult with your supervisor to determine if more is expected or if anything is unnecessary.

* **Problem statement**: Describe the research problem that your work is addressing (approx. 5-6 sentences)
* **Literature review**/ details of any research literature you have reviewed and conclusions drawn
* **Summary of the contribution** your PhD is intended to make to already existing literature on the topic
* **Scope of the thesis**; state the boundaries of your research – what will be included, what not?
* **Research Progress:** Activities (reviews, studies, experiments, simulations, etc.) that you have carried out, and their results.
* **Activities** you are planning to do to further your thesis/ your plan going forward.
* Any **draft chapters** for your final thesis you have already prepared
* Any **publications** you have submitted/ intend to submit to a conference or journal.
* Draft **timetable**