



## DOCTORAL COMMITTEE

### Transfer Report Format and Presentation Guidelines

#### Transfer Report Format Guidelines

The transfer report shall not exceed a maximum of 20,000 words excluding references and appendices. It must be prepared on A4 format using one and a half line spacing and Calibri 12 point font size for the main text. The report is to be submitted through the VLE and will be screened for plagiarism by Turnitin. The report should contain the following and shall not exceed **80 pages in total**;

**Title:** Should be exact, concise and clear.

**Abstract:** Should summarize the research conducted including research problem and objectives, research methodology and techniques used in solutions, main findings and conclusion.

**Introduction:** Should describe the context of research problem, relevance of the research, detailed definition of research problem (highlighting research gap, new research problem with unknown solution, continuing/furthering previously conducted research), and proposed solution(s).

**Literature Review:** To critically review and evaluate relevant and significant existing research and identify any gaps in knowledge in the research area.

**Research Work Done:** Should summarize the research work that has been done including the experiments conducted with initial findings or shortcomings as well as their evaluation and how they will be used and tackled respectively in the next research plan.

**Research Work Planned:** Should describe the remaining tasks including the target dates to perform the tasks, and a Gantt chart might be included.

**Conclusions:** Should conclude the main findings and shortcomings of the research.

**References:** Should be listed properly using an appropriate referencing style, IEEE format is recommended

**Appendices (where applicable):** Should include only necessary material that might be useful for the report presentation, such as computer codes, large tables or figures, tedious or lengthy mathematical proofs etc.

#### The Oral Examination

During the examination, the student is expected to deliver a 20-minute presentation. The Transfer Assessment Board members will then proceed to jointly examine the student.

## **The Transfer Assessment Process and Procedures for the Transfer of Registration from the M.Phil. Degree to the Ph.D. Degree**

For a detailed description of the transfer assessment process, the possible outcomes of the transfer assessment process and the applicable procedures, you are advised to refer to the “Procedures for the Transfer of Registration from the Master of Philosophy (M.Phil.) Degree to the Doctor of Philosophy (Ph.D.) Degree” published by the Doctoral School.

### **Applicability and Transition Period**

These guidelines are applicable from October 2023 onwards. A transition period will be allowed from the 11<sup>th</sup> October 2023 until the 31<sup>st</sup> January 2024, where students can also submit their transfer reports in line with the previous guidelines.

Updated: October 2023