Student submission Registration and Transfer:

Please see below step by step guidance for the student submission for the Registration and Transfer applications.

N.B this does not replace any internal Faculty processes with your supervisors, this is the final step when you have discussed and completed your application within the Faculty.

This is the upload of the agreed form and evidence where required for the Registration and Transfer process as part of your Research Degree.

Step 1:Go to :Oxford Brookes Homepage(brookes.ac.uk)> Student Information Portal>Student Requests> Register or Transfer Request

Step 2: Log into Student Information with your student ID and password (single sign-on)

Student Information

Hello Tracy Barber,

This is the entry page for Student Information. From here, you can navigate to the following pages using the menu on the header (Alt+M):

- My Records & Results
- My Programme Requirements
- Student Profile
- Online Enrolment
- Forms
- My Accounts
- Moodle
- My Calendar
- Graduation Ceremony

If you are a taught student and have any questions, please email **Student Central** or telephone 01865 483455.

If you are a research student and have any questions, please email **Research Enrolment** or telephone 01865 483869 or 01865 484244.

Step 3: On the landing page> Click the 'Forms' short cut link

Step 4: From the Navigator panel- choose 'My Requests' - it states 'Student Requests' here as I am a member of staff- your portal will only show your requests.

Student Search

Class List

Faculty Detail Schedule

Google Calendar

Assignment History

Class Schedule

Office Hours

Enter Grades

Advising Student Profile

Module Catalogue

CMIS Go

Reasonable Adjustments

Registration Audit

Argos Dashboard

Student Requests

Student Reports   >

Curriculum Reports   >

Enrolment Reports   >

Graduation Prizes

Step 5: Choose which type of request you want to make?

**Registration - please refer to 5. Registration of Policies and Procedures Handbook -
Research Degrees Policies and Procedures Handbook**

Please note that before submitting a RDC-R form and additional documentation that you have followed the guidance on the portal, in particular that you have the latest form from RDT webpages. Research Degrees Forms> RDC-R.

And that you have discussed the application with your supervisors and Postgraduate Research Tutor and they have both agreed that it is ready to upload for consideration at the Sub-Committee.

☐ 0

Register or Transfer Request

Please see below the guidance for completing and submitting applications for Registration and Transfer for all research students. If you have any questions please contact the Research Degrees Team rdt-researchdegrees@brookes.ac.uk

Student Requests

Request a Document

Changes to Course

General RDT Requests

Register or Transfer Request

Staff Only

Register Covid-19 Learning Status

What type of request do you want to make?

Register for a Research Degree ⌄

Registration

This is the page for you to upload all the documents for your application for Registration. Once you press submit you you will receive an email confirmation.

Before uploading the completed RDC-R for consideration by the HESS or S&T Subject Sub-Committees please ensure that :

1. You have downloaded the most recent version of the RDC-R Form and read the Guidance Notes for completing the RDC-R;

   Home > Students > Research Degrees Team > Current students > Research degree forms.

2. You have reviewed the guidance for completing the Data Management Plan;

   Home > Students > Research Degrees Team > Current students > Research degree regulations

3. You have checked the deadlines for submission of applications;

   Home > Students > Research Degrees Team > Current students > Research degrees sub-committees

4. You have discussed the application with your supervisors and Postgraduate Research Tutor and they have both agreed that it is ready to upload for consideration at the Sub-Committee

5. You have gathered your supporting evidence ready to upload with your application e.g. Gantt Charts, ethics related letters, IP related letters, letters giving access to facilities, letter(s) from collaborators, letter(s) from co-authors (PhD by PW) and RDC-CV form(s) for supervisors that have not previously supervised at Brookes.

5. you have gathered your supporting evidence ready to upload with your application e.g. Gantt Charts, ethics related letters, IP related letters, letters giving access to facilities, letter(s) from collaborators, letter(s) from co-authors (PhD by PW) and RDC-CV form(s) for supervisors that have not previously supervised at Brookes.

You can upload multiple files and can also upload files later using the Submit Evidence form.

⬆ Upload your RDC-R form and evidence

0 files added.

Clear   Submit

Step 5 continued: Please ensure you upload your finalised RDC-R form and any additional evidence if you are not sure what needs to be included then please discuss with your supervisors and refer to the Research Degrees Policies and Procedures Handbook 2022

If you have not completed the Register RDC-R forms for the type of degree, the blank documents are available to download from the webpage linked below in the **Registration and transfer** section.

Research Degree Document Downloads

Please complete the form in collaboration with your faculty and supervisors before starting this process.

You can upload multiple files before submitting and can also upload files later using the Submit Evidence form.

⬆ Upload your RDC-R form and evidence

0 files added.

Clear   Submit

Step 6: You will receive an email when you have uploaded and it has been accepted by Research Degrees Team if you have any questions then email rdt-researchdegrees@brookes.ac.uk

Transfer process:section 12 Transfer of registration from MPhil to PhD :

Step 1: Choose Transfer to a PhD :

Student Requests

Request a Document

Changes to Course

General RDT Requests

Register or Transfer Request

Staff Only

Register Covid-19 Learning Status

Register or Transfer Request

Please see below the guidance for completing and submitting applications for Registration and Transfer for all research students. If you have any questions please contact the Research Degrees Team rdt-researchdegrees@brookes.ac.uk

What type of request do you want to make?

Transfer to a PHD ⌄

Transfer

This is the page for you to upload all the documents for your application for transfer. Once you press submit you will receive an email confirmation.

Before uploading the completed RDC-T form for consideration by the HESS or S&T Subject Sub-Committees please ensure that:

1. You have downloaded the most recent version of the RDC-T form (please follow the specific guidance within each section of the form);

   Home > Students > Research Degrees Team > Current students > Research degree forms

2. You have checked the deadlines for submission of applications to the Sub-Committees;

   Home > Students > Research Degrees Team > Current students > Research degree sub-committees

3. You have discussed the application with your supervisors and Postgraduate Research Tutor and they have both agreed that it is ready to upload for consideration at the Sub-Committee

4. You have gathered your supporting evidence ready to upload with your application, e.g. Gantt Charts, ethics related letters, IP related letters, letters giving access to facilities etc.

⬆ Upload your RDC-T form and evidence

0 files added.

⬆ Upload your RDC-T form and evidence

0 files added.

Clear

Submit

Step 2: Please ensure you have submitted the final version of your RDC-R form

Step 3: You will receive an email when you have uploaded and it has been accepted by Research Degrees Team if you have any questions then email rdt-researchdegrees@brookes.ac.uk

After submission for Registration and Transfer process:

You will be able to check the status of an application and it will show the status of your application to 'In Progress'. You can check when you have submitted evidence (to track what has been submitted)

Step 1: Student Information portal> My Requests and you will see the files attached to a request

Step 2: You will also here be able to identify the Request ID :

Step 3: If you have any queries then contact Research Degrees Team on rdt-researchdegrees@brookes.ac.uk and reference the ID reference for your application which will be emailed to confirm submission to your Brookes student email address and check in Student Information as above.

Step 4: If you have any queries you can contact the Research Degrees Team, you can also see the status of your application at each stage of the approval process- pre-committee in "My Requests"

a) WithRDT_ChooseCommittee / WithRDT_AddingForm - is with the RDT to choose committee and add detail b) AwaitingApprovalDoS - the application has been emailed to your Director of Studies and is awaiting approval c) AwaitingApprovalPGRT- the application has been approved by your Director of Studies and is awaiting approval by your Postgraduate Research Tutor

 d) ApprovedTeamAwaitCommittee - this means it has been approved by your supervisory team and your Postgraduate Research Tutor and is awaiting to be reviewed at the next sub-committee for HESS or Science and Technology.

Please note that Post Committee :

You will be emailed with the outcome of your application and when approved you will be able to download a pdf version of the letter for Registration and Transfer from your Student Information portal> My Requests> My Documents

 If your application has any Chairs Actions then this will continue to be communicated via your supervisory team and your Postgraduate Research Tutor until any outstanding actions are approved and then you will receive the outcome as above.