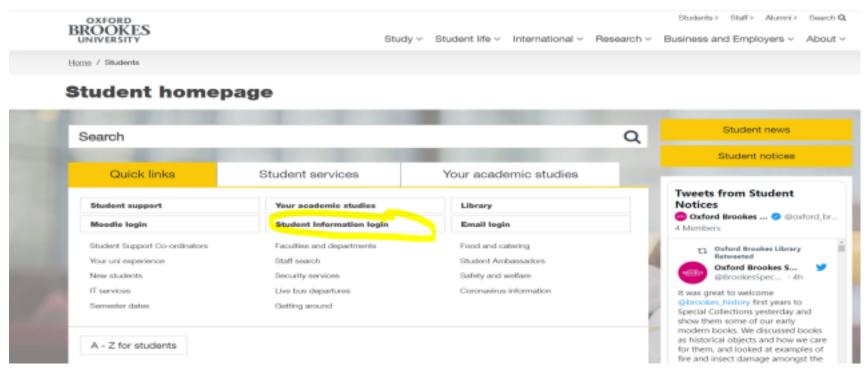
## **Student submission Registration and Transfer:**

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

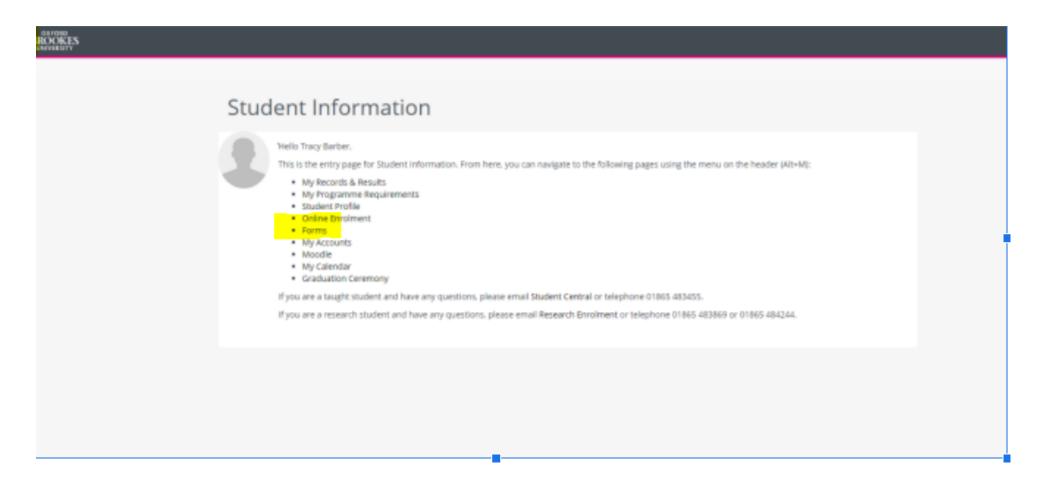
N.B this does not replace any internal Faculty processes with your supervisors, this is the final step when you have discussed and completed your application within the Faculty.

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)



**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.

## Faculty and Advisors 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

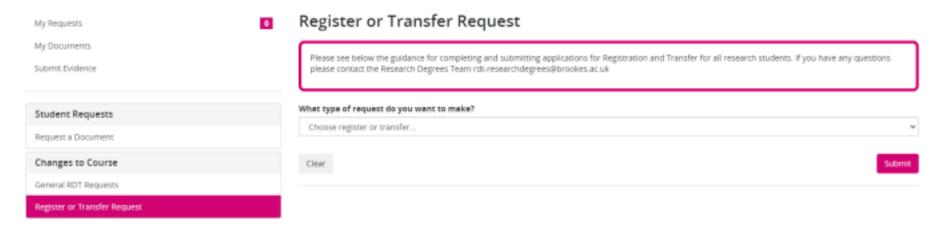
Student Reports

Curriculum Reports

Enrolment Reports

Graduation Prizes

Student Requests



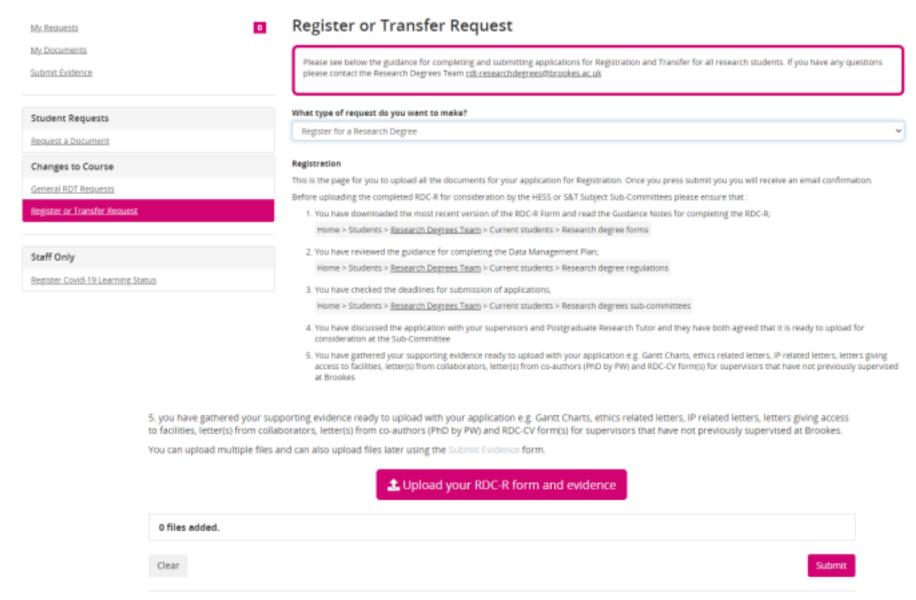
Step 5: Choose which type of request you want to make?

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

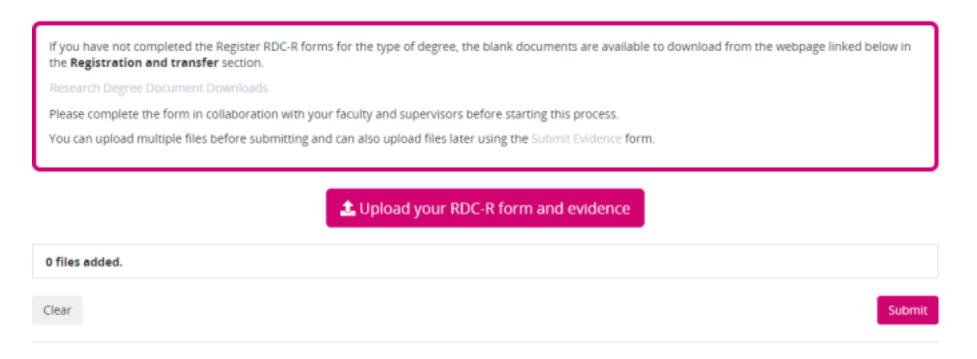
**Research Degrees Policies and Procedures Handbook** 

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.



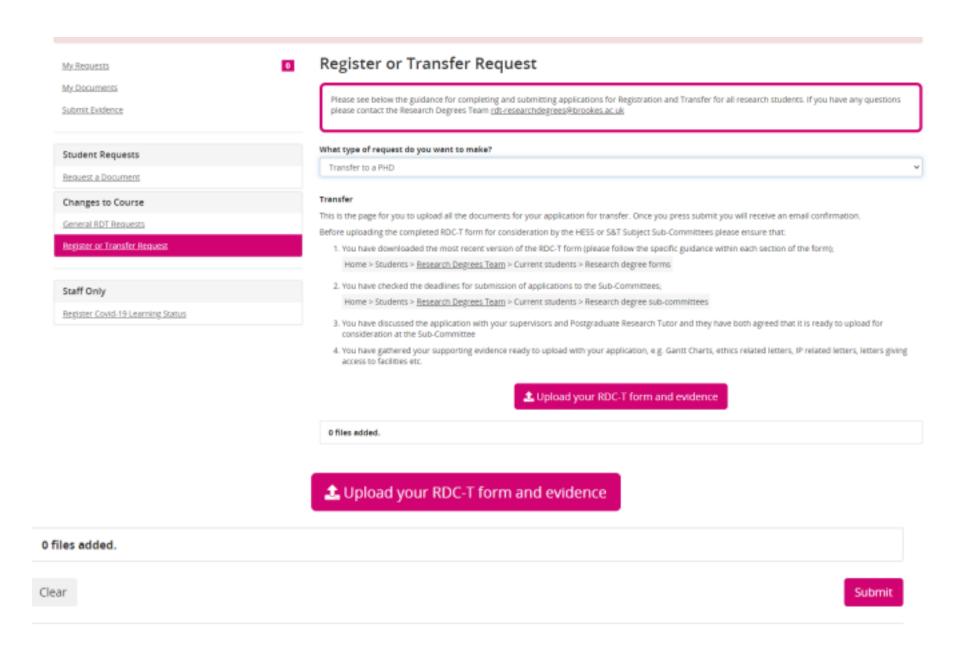
**Step 5 continued:** Please ensure you upload your finalised RDC-R form and any additional evidence if you are not sure what needs to be included then please discuss with your supervisors and refer to the <u>Research Degrees Policies and Procedures</u> Handbook 2022



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 <a href="mailto:rdt-researchdegrees@brookes.ac.uk">rdt-researchdegrees@brookes.ac.uk</a>

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

Step 1: Choose Transfer to a PhD:



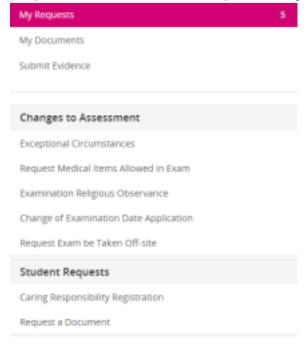
Step 2: Please ensure you have submitted the final version of your RDC-R form

**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 <a href="mailto:rdt-researchdegrees@brookes.ac.uk">rdt-researchdegrees@brookes.ac.uk</a>

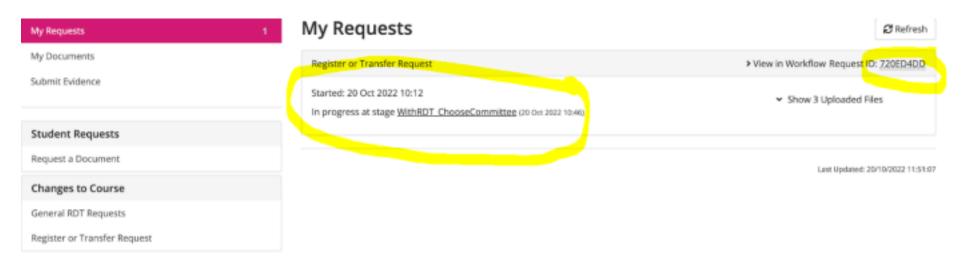
## **After submission for Registration and Transfer process:**

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 <a href="mailto:rdf-researchdegrees@brookes.ac.uk">rdf-researchdegrees@brookes.ac.uk</a> 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.