



University of
St Andrews

Postgraduate change of registration

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Purpose	This policy outlines the criteria for re-registering to a longer or higher postgraduate degree.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
2.1	Changes to the Associate Provost titles		Emily Feamster, Academic Policy Officer, Principal's Office	2 August 2021

UNIVERSITY OF ST ANDREWS

POLICY ON POSTGRADUATE CHANGE OF REGISTRATION

This policy defines how a student may change the degree for which they are registered to a longer or higher postgraduate degree within the University of St Andrews.

This policy is intended to support the recruitment and retention of postgraduate students at the University of St Andrews. It is intended to ensure that students are capable of completing the award for which they are registered and to help support their transition within the institution to higher degree programmes where desired. The policy is designed to ensure that when awarding degrees, the University is in line with SCQF guidelines both in terms of credit and length of study.

All degree awards, time allowances and exit awards are defined in the Postgraduate Regulations and reference to the regulations is recommended to understand the duration of study and assessment of each degree award.

In this policy the term 'Taught Masters' is used to encompass awards made for 120 taught credits and a dissertation usually written over the summer semester, eg MSc, MRes, MLitt.

The offer of a position to study for a degree does not guarantee funding to meet fee requirements.

Schools should ensure that all offers of transfer to higher degrees should be made unconditional as early as possible; this ensures the continuity of provision of services which in turn smooths the transition for the student.

Schools must notify Registry when a change of registration is proposed. All changes of registration must be approved by the Assistant Vice-Principal (Provost). This can normally be carried out by the Associate Provost Students on behalf of the Assistant Vice-Principal (Provost).

1. Re-registration from PGCert to a PGDip

A student may apply to their School to transfer to a PGDip after passing the 60 taught credits for the PGCert. These requirements are a minimum and the School may wish to set additional requirements which must be published in advance and be applied equably across all candidates. It is recommended that Schools make the decision as early as possible to smooth the student transition.

2. Re-registration from PGDip to a Taught Postgraduate Masters

A student may apply to their School to transfer to Taught Postgraduate Masters after completion of the 120 taught credits required for the PGDip. Student applications can be made after completion of the first semester. At this stage the School can make offers of upgrade to the Taught Masters, conditional upon completion of 120 credits. The School can make unconditional offers of transfer to candidates who have achieved 120 taught credits at any point prior to graduation with the PGDip award. These requirements are a minimum and the School may wish to set additional requirements which must be published in advance and be applied equably across all candidates. It is recommended that Schools make the decision as early as possible to smooth the student transition.

3. Re-registration from Taught Masters to MPhil (with taught modules)

A student may transfer to an MPhil after completion of 120 taught credits and at any point up to and including completion and reporting of a result for the Taught Masters dissertation. The student must choose not to graduate with the Taught Masters if the dissertation for the Taught Masters is to form part of the MPhil thesis.

Students who wish to transfer to an MPhil must submit a formal request to the Head of School.

Student applications can be made after completion of the first semester. At this stage the School can make offers of transfer to an MPhil student, conditional upon completion of 120 credits, with a minimum GPA of 13.5. The School can make unconditional offers of transfer to candidates who have achieved a minimum GPA of 13.5 in 120 taught credits at any point prior to graduation with the Taught Masters award. These requirements are a minimum and the School may wish to set additional requirements which must be published in advance and be applied equably across all candidates. It is recommended that Schools make the decision as early as possible to smooth the student transition: this could include choosing to make the decision to transfer the student based on the early submission of a draft dissertation. Upon being made an unconditional offer and being transferred to the MPhil programme, the student should not enrol in, or must withdraw from, the Taught Masters dissertation.

A student may also apply to study for an MPhil or an MPhil (by research route) after graduation with the Taught Masters. In this case, credit achieved and work for the dissertation in the Taught Masters programme must not form part of the MPhil. The time allowed for the MPhil is two years and these students will normally start at the beginning of the following academic year.

4. Re-registration from a Taught Masters or MPhil (with taught modules) into an MPhil (by research route) or a PhD

Students who wish to transfer to an MPhil (by research route) or a PhD must submit a formal request to the Head of School. This request can be made upon completion of 60 taught credits and the School can make an offer conditional on achieving a minimum GPA of 13.5 in 120 taught credits in addition to meeting School requirements or selection procedures. Normally application and acceptance to enter into a PhD or MPhil (by research route) should be made before completion of the research period for the Masters degree and should ideally allow successful candidates to engage in research degree orientation activities which normally occur at the beginning of the academic year.

Entry to research degrees must always be through the School's documented recruitment process and the application should be considered alongside those from outside the institution. The School must be satisfied that the candidate is capable of completing the MPhil (by research) or PhD in the time allowed.

If entry to the research degree is offered, there is no University requirement to complete the Masters dissertation unless the student wishes to graduate with the Masters degree or the School requests completion of the Masters degree as a condition of entry. A condition set by a School of completion of the Masters degree necessarily requires delayed entry to the PhD until after the reporting of the dissertation grade. In this case, no overlap of material between the Masters dissertation and the PhD thesis is allowed.

If the student chooses not to complete the Masters degree, any complete year engaged in full-time research which is relevant to the PhD after completion of the taught modules is incorporated into the PhD time period. Time engaged in taught modules is not incorporated into the PhD time period. Periods of research of less than one year are not incorporated into the PhD time period. A candidate who transfers into a PhD or MPhil (by research route) without graduating with the Taught Masters or MPhil (with taught modules) may graduate with the PGDip where so qualified.

5. Re-registration from a Taught Masters into the Master of Fine Arts (MFA)

A student must have passed the taught modules defined in the MFA programme specification or their equivalent to the satisfaction of the School concerned (normally GPA>13.5) before transferring into the MFA programme.

6. Re-registration from an MSc(Res), MSt(Res) or MPhil (by research route) into a PhD

This transition can occur upon recommendation by the supervisor and review team after the 9 month review and with approval of the Head of School.

Entry to all PhD degrees must always be through the School's documented recruitment process and the application should be considered alongside those from outside the institution. The School must be satisfied that the candidate is capable of completing the PhD in the time allowed.

If entry to the PhD is offered, there is no University requirement to complete the MSc(Res), MSt(Res) or MPhil unless the student wishes to graduate with the MSc(Res), MSt(Res) or MPhil. If the student chooses not to complete the MSc(Res), MSt(Res) or MPhil, any entire year doing research which is relevant to the PhD post completion of the taught modules is incorporated into PhD time period. Therefore, students who have completed one year of full-time research as part of an MSc(Res), MSt(Res) or MPhil programme, who choose not to graduate, and who wish to re-register for a PhD should enter into the second year of a PhD programme. Students who have completed two years of full-time research as part of an MPhil programme, who choose not to graduate with a MPhil degree, and who wish to re-register for a PhD, should enter into the third year of a PhD programme.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
01	To account for revisions to the PGT Marking and Classification System	Updated	-	June 2017
02	Changes to titles/contact details to reflect decanal restructuring	Updated	-	February 2021
2.1	Changes to the Associate Provost titles		Emily Feamster, Academic	2 August 2021

			Policy Officer, Principal's Office	