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**TRANSFER from the PH.D. REGISTER to MASTER’S**

A complete form must be submitted to the office of the Dean of Graduate Studies at [**genadgso@tcd.ie**](mailto:genadgso@tcd.ie%20) for every student for whom transfer is being sought. Please ensure that the implications of the transfer have been discussed with the student. Please note that under NO circumstances will a request for transfer be considered without this document submitted and signed by the Director of Teaching and Learning (Postgraduate).

I seek the Dean’s approval for transfer to the Master’s register for the following student: Name (in CAPITALS):

I.D. Number:

Currently registered on:

Number of years on the PhD register:

Programme to transfer to:

This transfer is being sought as of 1 September 20

Supervisor’s name:

Supervisor’s signature:

I would like to confirm that the transfer is being sought as a result of an academic assessment carried out in the School with respect to the student.

School:

Director of Teaching & Learning (Postgraduate) (Signature):

Director of Teaching & Learning (Postgraduate) (Name):

Date of submission to the Graduate Studies Office:

Date of approval: Dean of Graduate Studies

Professor Martine Smith

(please retain a copy for your records)