

Re: Transfer to 4-yr PhD

Name of student: _____

University no.: _____

I write to confirm the following:-

(1) Funding is available for supporting (Name of student) _____'s remaining 4-yr PhD study period;

(2) The seminar conducted on _____ which has already been endorsed by me, the Advisory Panel and the DRPC Chair could also be used for the purpose of the transfer to 4-yr PhD

(Name of Supervisor):

Supervisor

Date:

Checklist for Transferring to PhD (RPG)

If you would like to apply for transferring to PhD, please ensure the following have been done:-

| | Items | Done (please ✓) |
|---|---|----------------------------|
| 1 | Completed the procedure of passing the Probation | |
| 2 | Write a letter to apply for transferring to PhD, state the reason, your signature and supervisor's signature | |
| 3 | Update Research Proposal and obtain signature from supervisor | |
| 4 | Obtain a declaration letter from Josie. The letter shows that supervisor has sufficient fund and declare that your probation seimnar can be used for transferring | |