

Postgraduate Research Students – Admissions: Transfers from other institutions

Policy

1. Postgraduate Research students who are currently registered for a research degree at another institution may only transfer to Leeds if their supervisor moves to Leeds. The following requirements for transfer will apply:
 - (i) Applicants can only transfer their candidature to Leeds when their supervisor takes up an appointment at Leeds;
 - (ii) Transfers can only take place at the point the supervisor's contract at Leeds begins;
 - (iii) Transfers will only be accepted from those institutions with research degree awarding powers;
 - (iv) The research studies already undertaken at the other institution may count towards the prescribed study for the research degree at Leeds;
 - (v) The research student must register at Leeds and pay the appropriate academic fees for their programme of study for a minimum of 12 months full time or 24 months part-time (overtime period is in addition to this period of time);
 - (vi) A student who has already completed more than 24 months full-time or more than 36 months part-time at the original institution would not be eligible for transfer;
 - (vii) The candidate meets the standard requirements with no loss of quality to be accepted for the degree;
 - (viii) The student is of good standing with the other institution both academically and financially.

Procedure

2. The following procedure will apply:
 - a) The student must complete a research study application form;
 - b) The School must complete a "Transfer in" form for each applicant wishing to transfer to Leeds. Postgraduate Research and Operations will check the details on this form with the student's previous institution;
 - c) The name of the supervisor(s), title of thesis and full information about the candidature at the other institution (eg start-date, type of degree, mode of study) must be provided;
 - d) If the student has been registered elsewhere for a period of 12 months or more full-time study (or 24 months part-time) confirmation that they have satisfied the other institution's progression review procedures for transfer to a degree category (eg to PhD) will be required;
 - e) It is the School's responsibility to arrange the transfer of the sponsorship. This must be arranged prior to the offer of a place at Leeds and evidence of this should be included with the application;
 - f) There is no loss or addition of time for the candidature in that this is continuous from the start date of other institution;
 - g) A letter of confirmation and release is received from the other institution;
 - h) If the research student is to be accepted on a split-site programme the arrangements must meet the minimum requirements for [split-site study](#) at Leeds;
 - i) All applications must be approved by the Programmes of Study and Audit Group (or by the Chair acting on its behalf);
 - j) The acceptance letter will clearly indicate how many months spent registered at the other institution may be counted towards the Leeds candidature;

- k) Where ethical approval is required, but not yet obtained, the University of Leeds ethical review procedures should be followed
<http://ris.leeds.ac.uk/CollaborativeResearchEthics> In situations where ethical approval has been obtained from another research organisation, a copy of the application and evidence of the approval should be submitted to researchethics@leeds.ac.uk for the FREC Chair to review.
- l) The acceptance letter will draw to the applicant's attention the possible differences in the regulatory framework between the two institutions. The following information will be included:

"Your attention is specifically drawn to the differences in the regulations for the degree of PhD at the Universities of Leeds and xxx. Please refer to the Ordinance, Regulations and Programme of Study for the University of Leeds which are available on the Student Education Service website at http://ses.leeds.ac.uk/info/22168/student_support-related_policies/646/ordinances"

Students accompanying their supervisors to Leeds but will retain their candidatures elsewhere

Students who wish to accompany their supervisor to the University but are ineligible for transfer to Leeds

3. Where a student has less than 12 months of the standard period of full-time study remaining (or less than 24 months of part-time study) and is, therefore, ineligible for transfer to Leeds the following arrangements will apply:
- The student will be permitted to accompany their supervisors to Leeds and to retain their candidatures at the other institution;
 - Consideration will be given to their acceptance as miscellaneous research students to be registered at Leeds for the remainder of their candidature. This will entitle them to study with their supervisor at Leeds, to receive a student ID card and to have access to library/IT facilities
 - No academic fees will normally be charged for this period of registration at Leeds.
4. The University will support such students as the situation is beyond their control and the University would not wish to disadvantage their studies. The other institution will continue to register the student and receive any HEFCE funding. The other institution will be responsible for Tier 4 sponsorship for international students and any attendance monitoring requirements. The student will submit for examination at the other institution and not to Leeds.

Students who are eligible for transfer to Leeds but choose to retain their candidature at the other institution

5. In those cases where a research student is eligible to transfer to Leeds with their supervisor, but chooses to retain their candidature at the other institution whilst accompanying their supervisor to Leeds, consideration will be given to their registration for Miscellaneous Postgraduate Research. The appropriate academic fee will be charged (currently £1600 per year or pro rata for 2015/16).
6. This policy is the responsibility of the Graduate Board.

ST

Ext 35778

(confirmed by Graduate Board 07/12/15)