

Postgraduate Researcher – Admissions: Transfers from other Institutions

Policy

1. Postgraduate Researchers (PGRs) who are currently registered for a research degree at another institution may only transfer to Leeds Trinity University (LTU) if their supervisor moves to LTU. The following requirements for transfer will apply:

- i. Applicants can only transfer their candidature to LTU when their supervisor takes up an appointment at LTU;
- ii. Transfers can only take place at the point the supervisor's contract at LTU 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 LTU;
- v. The applicant must register at LTU 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 PGR 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 applicant is of good standing with the other institution both academically and financially.

Procedure

2. The following procedure will apply;
 - a) The applicant must complete a research study application form;
 - b) The School must complete a "Transfer in" form for each applicant wishing to transfer to LTU. The Research and Knowledge Exchange Office (RKEO), in liaison with admissions, will check the details on this form with the applicant'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 applicant 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 LTU 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) All applications must be approved by the Programmes of Study and Audit Group (PASAG; or by the Chair acting on its behalf) through the RKEO in liaison PSAG;
 - i) The acceptance letter will clearly indicate how many months spent registered at the other institution may be counted towards the LTU candidature;
 - j) Where ethical approval is required, but not yet obtained, the LTU ethical review procedures should be followed
<https://www.leedstrinity.ac.uk/about/public-information/research/>. 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 ethicscommittee@leedstrinity.ac.uk for the Chair of the University Research Ethics and Integrity Committee, or nominated Faculty Chair, to review.
 - k) 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 at: https://ses.leeds.ac.uk/info/22168/student_support-related_policies/646/ordinances%E2%80%9D

PGRs accompanying their supervisors to LTU but will retain their candidatures elsewhere

PGRs who wish to accompany their supervisor to the University but are ineligible for transfer to LTU

3. Where a PGR 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 LTU the following arrangements will apply:

- The PGR will be permitted to accompany their supervisors to LTU and to retain their candidatures at the other institution;

- Consideration will be given to their acceptance as miscellaneous PGRs to be registered at LTU for the remainder of their candidature. This will entitle them to study with their supervisor at LTU, to receive an ID card and to have access to library/IT facilities
- No academic fees will normally be charged for this period of registration at LTU.

4. The University will support such PGRs 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 PGR and receive any HEFCE funding. The other institution will be responsible for Tier 4 sponsorship for international PGRs and any attendance monitoring requirements. The PGR will submit for examination at the other institution and not to LTU.

PGRs who are eligible for transfer to LTU but choose to retain their candidature at the other institution

5. In those cases where a PGR is eligible to transfer to LTU with their supervisor, but chooses to retain their candidature at the other institution whilst accompanying their supervisor to LTU, consideration will be given to their registration for Miscellaneous Postgraduate Research. The appropriate academic fee will be charged (refer to the following for current fees:

<https://www.leedstrinity.ac.uk/study/fees-and-finance/postgraduate-finance-uk-students/#d.en.35366>).

6. This policy is the responsibility of LTU RKEO in liaison with the Graduate Board at the University of Leeds.