



## **Procedures for Postgraduate Research (PGR) Students transferring to or from the University of Liverpool (UoL)**

### **1. Students transferring to UoL**

This section of the procedures applies where an individual is registered as a PGR student at another Higher Education Institution (hereafter referred to as 'HEI') and wishes to transfer their registration to the University (hereafter referred to as 'UoL'). For the purposes of this Policy the term 'PGR student' includes those registered to study for an award of:

- PhD
- MD
- MPhil

For students on other PGR awards please contact the Manager of the Liverpool Doctoral College for advice on the correct process.

- 1.1 The application form to study as a PGR student at UoL should be completed through the normal online application system. All the normal UoL requirements apply regarding a PGR student application.
- 1.2 The minimum period of registration at UoL before submission of the thesis is defined in the relevant UoL Ordinances. If an applicant is accepted, the period of registration at UoL is taken to commence on the same date from which they were registered at their current HEI.
- 1.3 The School/Institute is required to seek approval from the Faculty Director of PGR (FDPR) before accepting the applicant.
- 1.4 To expedite the application, the School/Institute will require the following documentation and information from the student in addition to the normal requirements for a PGR applicant (please note some documents may cover more than one point in the list):
  - a) A letter from the current HEI confirming that they agree to the transfer.
  - b) Written documentation from the current HEI confirming the date on which the student was first registered for their PGR study.
  - c) A copy of the latest Progress Report, or equivalent documentation, from the current HEI that provides UoL with an assessment of the student's progress in their current research programme.
  - d) Where appropriate, a statement from the current HEI confirming the date on which the student was transferred from MPhil to PhD registration, or confirmation that this transfer has yet to occur.
  - e) Confirmation from the student as to their current mode of study and whether they are applying for part-time or full-time study at UoL. If part-time study is required the reasons for the request must be evidenced.

- f) A statement to confirm that the research data so far generated has not or will not be used by the student to qualify for any other degree awarded by another HEI.
  - g) Notification of any suspension requests made to their current HEI and the reasons for and length of the suspension if granted.
  - h) Letter from any sponsor or funding body, if appropriate, to confirm that they are in agreement with the proposed transfer.
  - i) Indication of the proposed start date at UoL.
- 1.5 International students **must** contact the International Advice and Guidance Team to discuss UKVI requirements regarding their proposed transfer of study to UoL.
- 1.6 The application must be sent by the School/Institute to the FDPR for approval. Once the transfer is approved by the FDPR, the normal admissions processes must be followed.
- 1.7 The student must engage in any training requirements identified by UoL in the normal way e.g. through UoL's Development Needs Analysis (DNA) process.

## **2. Students transferring from UoL**

Where an individual is registered as a PGR student at UoL and wishes to transfer their registration to another HEI:

- It is the responsibility of the student to make themselves aware of any rules in respect of their funding (if applicable) before they attempt to make a transfer.
- As a minimum, UoL will provide any factual information that the student requires.