

The University of Edinburgh

## Research student admission with credit for time and fees spent elsewhere

### **(transfers from another institution)**

PhD or MPhil students may exceptionally transfer their studies to Edinburgh having started elsewhere. Typically this may be because their supervisor has taken up a post at Edinburgh or because their research has changed its focus and more appropriate supervision is available here. Students who are admitted on this basis will normally be admitted with credit for time and fees spent at the other institution. The relevant regulation is as follows:

“Transfers from another Institution The research studies of candidates who apply to transfer from another institution in order to study for the PhD or MPhil degree of this University may be counted towards the prescribed period of study for the degree. In such cases the prescribed period of study at this University shall be not less than 12 months. Candidates whose prescribed period of study has concluded shall thereafter be registered as continuing students during the remainder of their permitted period of study.”

In order for such a transfer to be approved the relevant academic school would need to make a formal request to their College's PG Studies Committee. Any formal case would need to:

- detail the circumstances surrounding the proposed move and the specific amount of time for which the credit is being requested
- provide comment on how the candidate's work/progress to date equates to the corresponding period for which credit is being requested (eg the Committee would expect to receive details and confirmation that the student was at the same level which would normally be expected of a UoE student after the same period of study). Credit is not necessarily given for all prior studies
- demonstrate, via the provision of a completed University of Edinburgh application form (accompanied by the normal standard documentation), that the candidate is of the quality that the University would normally accept for the same degree
- demonstrate that the candidate is in "good standing" with his or her original university. This means that he or she should have made reasonable academic progress and that fee payments are up to date.

If approved the College Office would generate an offer of admission detailing the credit being provided (eg credit for time AND fees and the period of the credit) and the remaining prescribed period of study at the UoE.

Transfer to Edinburgh should be "seamless"; i.e. study should be continuous so that the start date at the original institution determines the candidate's maximum period here and possible liability for the continuation fee. Before final approval, any transfer must have the agreement of both institutions and of any Research Council or funding agency.

It should be noted that the regulations do not allow the admission of a full-time PhD student with more than 24 months credit for time and fees or an MPhil student with more than 12 months credit.

Mr C L Jowett, Academic Services, Policy and Planning, August 2006