

Transfer Protocol for Postgraduate Research Students from Other Institutions

1. The University has made provision for students, in appropriate circumstances, to transfer their research degree registration from another university to Queen's University Belfast. However, this is subject to formal consideration and approval through the University admissions processes.
2. Most transfer of registration cases involve a supervisor taking up an appointment at Queen's and bringing with them students already registered elsewhere under their supervision.
3. The research studies already undertaken at the original institution will be considered and will count towards the period of study for the research degree at Queen's, discounting any periods of temporary withdrawal.
4. Students must register at Queen's, and pay the appropriate fees, for their programme of study for a minimum of 12 months full-time or 24 months part-time.
5. Students who have already completed more than 24 months full-time or 48 months part-time at the original institution would not be eligible for transfer. Students who have gone beyond this limit should remain registered at their existing institution and, where appropriate, the supervisor based at Queen's may act as an external supervisor.
6. Students must be of good academic standing with the original institution.
7. The student/supervisor is responsible for ensuring that their funder's terms permit transfer of their award between institutions. If the student is transferring to Queen's with funding that will be administered through the University's systems then the school must notify the Postgraduate Awards Team to facilitate payment.
8. Students that require a UK visa and/or an ATAS certificate to study must ensure they hold the correct permissions at the point of registration. These permissions must relate to Queen's University Belfast and not to the student's previous institution (i.e. a Student Route visa sponsored by Queen's, an ATAS certificate issued to permit postgraduate research at Queen's University Belfast).
9. In addition to the standard application requirements, the following documents must also be supplied:
 - (i) Formal release of all Intellectual Property (IP) from original institution;

- (ii) Formal statements of registration from original institution, including dates of registration and any dates of temporary withdrawal;
 - (iii) Formal statements of academic progress from original institution with details (including dates) of interim assessments;
 - (iv) A report from the original supervisors on the candidate's work to date;
 - (v) A report from the candidate stating his/her reasons for moving institution.
10. Applications for the transfer of research degree registration to Queen's will be considered by the relevant School Postgraduate Research Committee (SPRC) and referred to the relevant Faculty Dean for final approval, on behalf of the Education Committee (Quality and Standards).

The following procedures will apply:

- a. Applicant must complete a standard research study application form, via the Direct Application Portal and indicate in the Additional Information section that they are a transfer student.
- b. School should seek the additional documentation required, as outlined in the protocol above (paragraph 9). If the applicant is accompanying their supervisor to the University, this can be in progress following the appointment of the supervisor.
- c. If the applicant has funding associated with their research degree, the School should seek advice from the Postgraduate Awards Team.
- d. SPRC to consider the transfer application, applying the criteria outlined in the protocol above, and refer endorsed applications to the appropriate Faculty Dean for approval.
- e. When entering the recommended decision on Qsis, the School should clearly state in the Selector's text box that the applicant is a Transfer Student, to enable the appropriate communication to be sent by the Admissions and Access Service.
- f. Admissions and Access Service, in liaison with the School, will communicate the decision to the applicant.
- g. Upon registration, School should advise Student Registry of the transfer decision to ensure that the student's record and milestones within the Research Student Lifecycle system are amended to take account of their full period of study. This should include their registration at their previous institution.

September 2021