Research Degree Students: Transfer Credit Procedure

1. The College has made provision for students, in appropriate circumstances, to transfer their research degree registration from another university institution to Imperial; students accepted under these arrangements would be required to follow a programme of study at one of Imperial College’s campuses of not less than 12 months full-time (or 24 months part-time).

2. Applications for the Transfer of Credits (where applicable) will be referred to the Deputy Directors of the Graduate School (or nominees) who will consider each application on its individual merits on behalf of the Postgraduate Research Quality Committee (PRQC).

3. The following factors will be taken into account in deciding whether to approve the applications:

   (a) The suitability of the initial qualifications/credit (in terms of level, content, quality, currency)
   (b) The acceptability of the research topic
   (c) Whether the College has suitable facilities and is able to appoint an appropriate supervisor
   (d) Acceptable reasons to transfer
   (e) References from the other institution
   (f) Discussion with the candidate at the College
   (g) Production of a synopsis and/or giving a paper
   (h) Arrangements for transfer examination if applicable; if PhD transfer has already taken place, full details must be provided
   (i) Arrangements for the Early Stage Assessment or Late Stage Review
   (j) Details of transferable skills and other training courses followed at the institution where the candidate has been researching.

4. The Deputy Directors of the Graduate School will determine how much, if any, exemption can be granted from the training requirements required of Imperial research students.

5. Most transfer credit cases involve a supervisor taking up an appointment at Imperial College and bringing with them students already registered elsewhere under their supervision. In such cases the College requires a clear statement of the particular student’s research progress from the supervisor. However, in cases where a student is transferring from a supervisor at another institution to a supervisor at Imperial and transfer credit is sought, the situation is likely to be much less straightforward.

6. Transfer credit in respect of research undertaken at institutions outside the UK is permitted.

7. Students seeking admission to a research programme with transfer credit must submit the usual PG1 application form and associated documentation...
through the Admissions Section and comply with all other admission requirements.

Approved by Registry
December 2009