

Research Degree Transfer Regulations 2015/16

1 Scope of procedures

These procedures apply to candidates who wish to:

- a) transfer their research degree registration to University of the Arts London from another institution; or
- b) register with University of the Arts London to complete their research degree after withdrawing from registration at another institution; or
- c) register with University of the Arts London to complete their research degree after their registration at another institution has lapsed.

2 Applicant information requirements

All candidates wishing to apply for admission to read for a research degree at University of the Arts London should be required to state whether they are, or have previously been, registered for and not completed research degree study at another institution.

Transferring candidates will be expected to register with University of the Arts London for a period of no less than one year. Candidates who have been registered at another institution and who have not completed their research degree will be required to provide the following information:

- a) A letter from the administrative authority at the current or previous institution which provides detailed information about the candidate's research degree registration at that institution and where applicable confirms that the proposed transfer is acceptable to and supported by their institution. The details about the candidate's research degree registration must include:
 - i) the institution at which s/he is or was registered for research degree study
 - ii) the date on which s/he was registered as a research degree student at that institution
 - iii) the date of his/her confirmation (upgrade to PhD or MPhil) if passed.
 - iv) whether s/he is or was registered for full-time or part-time study
 - v) the degree for which s/he is or was registered, i.e. MPhil or PhD
 - vi) the name(s) and contact details of her/his supervisor(s) at that institution
 - vii) the title of her/his research project
 - viii) the total length of her/his registration, with the dates and reasons for any periods of suspended study
- b) A letter from the potential transfer student stating the details of why s/he wishes to transfer her/his registration to the University of the Arts London from that institution
- c) A completed application form for transfer and must include:
 - i) an academic reference from the candidate's supervisor or, if more appropriate, where s/he is or was registered for research degree study.
 - ii) a detailed case which explains the basis on which the candidate has satisfied the potential supervisor(s) and Director of Doctoral Programmes that s/he is in a position to successfully complete a research degree of the University of the Arts London.

3 Terms and Conditions of Registration

Once the admission recommendation has been approved by or on behalf of the Research Degrees Subcommittee, the candidate will be offered, and asked to accept, research degree registration on the understanding that s/he will normally be subject to a probationary period of six months for full-time students and twelve months for part-time students. At the end of this period an annual report must be

submitted to the College Research Degrees Subcommittee, following the same monitoring processes as other students, which should include:

- i) an assessment of the student's progress since registration with University of the Arts London;
- ii) details of the formal training undertaken, including performance in any related assessment;
- iii) details of the supervision arrangements, including frequency, approximate duration of sessions and date of most recent contact;
- iv) details of any academic contributions made by the student to publications, seminars, conferences;
- v) details of the progress review undertaken by College for the annual report;
- vi) details of any concerns about the student's performance and ability to successfully complete;
- vii) a recommendation about continuing registration and the degree for which the student's registration should be confirmed;
- viii) internal supervisor(s) signature and date;
- ix) the endorsement of the Director of Doctoral Programmes.