

Admissions Process

Research Degree Students Transferring from Another Institution

Summary

This document outlines the process for any student who request to transfer to Edge Hill from another institution mid-way through their research degree. The process applies to transferring MRes, PhD and Professional Doctorate students.

The Graduate School will consider any request to transfer into Edge Hill provided the applicant meets the necessary, entry requirements, requirements expected for their level, and supervisory capacity is available. For the purposes of this document, the student who wishes to transfer will be referred to as 'the prospective student'. When discussing 'the academic unit', the research degree contact for each unit of assessment will be the main point of contact.

Any questions about this document should be directed to the Graduate School (graduateschool@edgehill.ac.uk) in the first instance.

Transfer Request Process

The request to transfer from an institution to Edge Hill requires the prospective student to contact the Graduate School directly with the following information using the [Transfer Request Form](#):

- Details of their project such as a title and abstract.
- Date of when they, ideally, would like to start at Edge Hill. *This is not a guaranteed start date.*
- Contact details of their current institutions Graduate School (or equivalent):
 - Website link for the institution
 - Contact email and phone number
- *Prospective international students* - the Graduate School will need to know if the student is an international student and what their IELTS score, or equivalent, is. This is to ensure support is in place regarding their visa and that the English language criteria has been met.

The applicant must submit the transfer request form to the Graduate School along with the following additional paperwork:

- Scanned copies of their qualifications
 - 2 references (name, contact email, contact number, association to you)
 - IELTS paperwork (or [accepted alternative](#)) for International applicants
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Once the Graduate School has received the above information, we will get in touch with the prospective student's current institution to request the following information:

- Their research degree registration date
- Where the prospective student is currently up to in relation to their examinations e.g. project registration, progression, writing up and so on.
- Mode of study and duration of degree on that mode in days.
- Dates of any approved interruptions of study
 - The Graduate School do not need details of these interruptions from the prospective student's institution at this point, however it is important for the prospective student to inform the Graduate School of any on going concerns that may impact their studies.
- Date of ethical approval and letter of ethical approval confirmation.
- Confirmation as to how the research degree is currently being funded
 - This is particularly important for any externally funded projects as there may be restrictions to transferring institutions.

Normally once the Graduate School has submitted this request to the prospective student's institution, said institution will need to speak directly with the prospective student to request permission to send this information to us. **It is the prospective student's responsibility to provide this information in good time to process this transfer as quickly as possible.**

Once the prospective student's institution has sent through the necessary details to the Graduate School, the following actions will be taken:

- The academic unit will be made aware of the transfer request, along with access to the necessary information above.
- The academic unit will provide the Graduate School with a [shortlisting checklist](#) for the prospective student. The transfer request will be reviewed by the Graduate School, confirming supervisory expertise with the necessary academic unit, and eligibility to study at Edge Hill.
- If the transfer is agreed at this point, the academic unit will arrange an interview with the prospective student, following the [interview guidance](#), to determine:
 - What stage the student is at with their project
 - Training Requirements
 - Wellbeing needs
 - Any other considerations needed to be noted including visa considerations.
- The academic unit will provide the Graduate School with an overview of this interview along with an [interview checklist](#) detailing the interview recommendation.

Offer Process

Subject to Graduate School approval of the interview outcome, the Graduate School will contact the prospective student informing them of their transfer date and deadlines for any upcoming examinations. The Admissions team, or International Office for International students, will send out an offer letter to the prospective student.

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