

Student Transfer Arrangements

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The conditions for transfer of registration to a different course within the ICR are detailed in the ICR's Academic Regulations (Section 7). These are expanded upon in both the MPhil/PhD and MD(Res) Codes of Practice (Section 5 and Section 3 respectively).

These are the only two courses between which transfer could currently occur and it is rare. An internal guidance document is available for students and supervisors considering a transfer, including details of how transfer requests are assessed. However, emphasis is put on ensuring the initial choice of course type is the most appropriate for the student and proposed project.

Transfer into the ICR is also addressed in the ICR's Academic Regulations (Section 8). An administrative workflow is available internally for the transfer of a student to an ICR research degree, which mirrors the requests for documentation and evidence required of students registering with the ICR at the start of their degree programme. It does however also include liaison with the source HEI to determine progression to date so that an academic judgement can be made regarding the stage at which to enrol the student, as well as the management of other administrative issues.

For our taught course, the policy on Accreditation of Prior Learning from non-ICR courses is detailed in Section 16 of the Academic Regulations.

Research students may also **transfer to another HE provider** in the case where their supervisor leaves to take a post elsewhere. Where this happens, which is rare, the Student Protection Plan (SPP) is triggered. As stated in the SPP and detailed further in an internal Registry operating procedure, when a Group Leader leaves the ICR each individual student's circumstances are considered in close discussion with the student, along with any conditions on the studentship or student themselves (e.g. visa restrictions). The best outcome for the student is always the priority. The Refunds and Compensation Policy also states that in such rare cases, compensation may be considered if the fees of the new provider exceed those which the student would have paid to the ICR.

Any taught student who exits the course prior to award receives a credits-only transcript, enabling the student to provide evidence of their prior learning if enrolling on another course elsewhere.

Section cross-references are correct as of August 2024. For all up-to-date versions of policies mentioned please see the [Education Policies and Strategies](#) page of the external ICR website.

The Office for Students will be notified of significant changes to this policy, or if its location on the ICR website changes.