**Request for a Postgraduate Researcher transfer from another University**

Please read the policy on *Transfer of a PGR from another University* (Section 3.4 of the Code of Practice for Research Degrees) before completing this form, and note the following:

* A postgraduate researcher (PGR) can normally only transfer their research degree candidature if they are doing so because their supervisor is taking up a post at York St John University. Transfers without a supervisor may be considered under exceptional circumstances.
* The University requires that PGRs register for at least 12 months full-time or 24 months part-time study at York St John University. Before the School can request a transfer the PGR must complete an online application form (<https://www.yorksj.ac.uk/research/research-degrees/>).
* It is the responsibility of the PGR to initiate the transfer of any sponsorship.
* The PGR must provide an official letter from the other institution to verify details of the PGR and their candidature as specified in the above policy and procedure.

Please complete all sections of this form and submit it to Registry (research@yorksj.ac.uk).

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| --- | --- | --- | --- | --- | --- | --- |
| **School** | Arts |  | Education, Language & Psychology  |  | Humanities |  |
| Science, Technology & Health |  | York Business School |  | London |  |
| **Degree** | MA by Research |  | PhD |  |
| MA by Research (Practice-led) |  | PhD (Practice-led)  |  |
| MSc by Research |  | PhD (Distance Learning) |  |
| MPhil |  | PhD (Published Work) |  |
| **Mode of study** | Full time |  | Part time |  |
| **Proposed Start Date** |  |
| **Applicant’s full legal name**  |  |
| **Student number** |  |
| **Interview date** |  |
| **Interviewers** *(Minimum of* ***two*** *interviewers required)* | Interviewer One (chair) |  |
| Interviewer Two |  |
| **Others present at interview** |  |
|  |
| **Details of candidature at current institution:**  |
| Name of institution |  |
| Subject area |  |
| Title of thesis |  |
| Name of current supervisor |  |
| Start date |  |
| Mode of study |  |
| Details of length, start and end dates of any approved suspensions and/or extensions |  |
| Brief outline of the research project |  |
| **Transfer to YSJU:** |  |
| Proposed main supervisor and their supervisory workload upon commencement of applicant |  |
| Proposed co-supervisor(s) and their supervisory workload upon commencement of applicant |  |
| If the applicant is **not** requesting to transfer to YSJU with their current supervisor, a case for their acceptance under exceptional circumstances must be made here |  |
| School Postgraduate Research Tutor |  |
| Other PGRs in this subject area to provide peer support |  |

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| **Finance** | Self funded |  | Postgraduate Loan  |  |
| Studentship/Scholarship*Please provide further information below (A)* |  | Academic Associate post *Please provide further information below (B)* |  |
| Employer funded *Please provide further information below (C)* |  | YSJU staff fee remission*Please provide further information below (D)* |  |
| Other *Please provide further information below (E)* |  |
| 1. If Studentship/Scholarship, please provide details of the title of the scholarship (e.g. 50:50, HESPAL), the name of funding body or bodies, the proportion that will be funded, and whether funding will cover fees only or include a stipend:
 |
| 1. If Academic Associate post, please supply details and budget code:
 |
| 1. If Employer funded, please supply official confirmation (e.g. letter of award) of funding including contact details and address for the invoice to be sent to:
 |
| 1. If YSJU staff fee remission funded, please confirm date of application to fee remission scheme and outcome where applicable:
 |
| 1. If ‘Other’, please provide further information:
 |
| **Bench Fee** to be charged *(Biosciences courses only)*  |
| Band 0 – no bench fee |  |
| Band 1 – £1,000 pa |  |
| Band 2 – £2,500 pa |  |
| Band 3 – £5,000 pa |  |
| Band 4 – variable amounts above £5,000 pa (please state) |  |
| **Facilities and Resources***Please confirm that any specialist facilities and resources required for the research can be provided.* |
| Yes / No / Not applicable |
| Submitted by[[1]](#footnote-1):  | name | date |

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| **To be completed by Registry** |
| Number of months eligible from previous institution |  |
| Period of standard study at YSJU |  |
| Maximum period of registration at YSJU |  |

1. School Postgraduate Research Lead or their nominee. [↑](#footnote-ref-1)