

Guidelines on the Transfer Assessment Process (with effect from session 2013/2014)

Please note that the University's Joint Report of the Transfer Assessment Panel and the Progress Report: Transfer Stage (for completion by the supervisor(s) and the student) are available at: http://www.leeds.ac.uk/rsa/induction_progressandmonitoring/forstaff/upgrade.html

1. Background

(a) Purpose of the transfer assessment

The assessment at the "transfer" stage is intended to identify whether the individual student and the research project have the potential for research at doctoral level and also whether completion of a thesis within the standard period of study for the programme concerned is a reasonable expectation.

(b) Evidence upon which the decision on transfer is based

The Transfer Assessment Panel will have access to the following information (normally available via the Postgraduate Development Record (PDR)):

- Student's Transfer Report¹
- A planned schedule for completion of the thesis within the standard period of study (for example by using a Gantt chart)
- [Statement of Academic Integrity, Safeguarding Data and Ethical Requirements](#)
- Training Plan and record of training undertaken
- Reports on the student's progress from the supervisor(s) (the first formal progress² and transfer stage reports)
- University English Language Test Score(s) (UELTs) (where applicable)

All students must undergo a transfer interview and this should take the form of a *viva voce* examination.

Practice-led research degree students have additional requirements for transfer, these are listed in section 15 below.

(c) Composition of the transfer assessment panel

The University's Code of Practice for Research Degree Candidatures requires that the decision is taken by a Transfer Assessment Panel which must comprise a minimum of two individuals and include at least one independent individual who has not been involved in the supervisory support arrangements for the student. These arrangements, however, do not preclude a member of the supervisory team from serving as a member of the Panel. At least two members of a Panel (including the Independent Assessor) should be from the same or from a cognate subject area or discipline to the work submitted by the student³

¹ The Faculty Protocol will provide details of the required format for the student's Transfer Report

² For full-time candidates at six months (or earlier) and in the case of part-time candidates at nine months (or earlier)

³ The Faculty Protocol will include details of the constitution of a Transfer Assessment Panel within the Faculty and/or its constituent Schools

The Graduate Board is of the view that the following arrangements demonstrate good practice:

- for the decision on transfer to be taken by a Panel comprising of at least two individuals from a cognate subject or discipline who are independent of the supervisory team, who have read the written submission and conducted the *viva voce* examination (with the supervisor acting as an observer);
- for the Postgraduate Research Tutor or a small team of individuals (eg a pool of Chairs for Transfer Assessment Panels) to have an overview of the transfer process within the school. Such arrangements will ensure consistency of practice and standards through familiarity with the transfer process

In exceptional cases, consideration may be given by the Graduate Board for the use of an External Assessor on the Assessment Panel. Such cases might, for example, include situations where it is not possible to identify a member of staff at Leeds who has relevant expertise and who is unconnected with the supervision of the student⁴.

(d) Faculty/School specific guidance on the transfer process

Faculties/Schools should provide students with written guidance on the transfer process including details of the evidence upon which the decision is based and the composition of the transfer panel within the particular Faculty concerned. Further guidance will be included in the Faculty Protocol for the implementation of the University Code of Practice for Research Degree Candidatures.

Faculty Protocols are available at:

<http://www.leeds.ac.uk/ras/policies.html#formal>.

Where the Faculty Graduate School Committees identifies specific requirements (eg discipline specific questions) not covered in the University's Joint Report of the Transfer Assessment Panel these may be addressed in the Feedback/General Comments section of the Form. Careful consideration must be given, however, to ensure that students are not set additional hurdles at the transfer stage.

2. Transfer Interview

(a) Before the Transfer Interview

A member of the Transfer Assessment Panel (the Chair if there is one) should

⁴ In sending forward recommendations for the appointment of an External Assessor, Faculties/Schools will be required to provide the following information for consideration: details of the current employment of the proposed assessor (the normal expectation is that they will be senior members of the academic staff of a UK University or other UK higher education establishment). Where an External Assessor is approved for appointment, the relevant Postgraduate Research Tutor is responsible for ensuring that the Assessor is fully briefed upon the regulations and procedures of the University of Leeds. It is **not possible** for the same individual to act as the External Assessor at transfer stage and as the External Examiner for the final examination of the candidate.

ask the supervisor(s) if there are any issues/problems the Panel should be aware of that may be relevant to the outcome (eg illness, personal problems, mitigating factors).

Students should be given the opportunity either before or during the transfer interview to discuss their progress and supervision in the absence of the supervisor(s).

(b) Transfer Interview

One member of the Transfer Assessment Panel (usually the Chair) should:

Prior to the student being present:

- ask Panel members for their initial impression, but no decision should be made at this stage, nor should the student be told the likely outcome;
- clarify any division of responsibility amongst the Panel regarding the focus of the questions eg panel member X will concentrate on methodology, member Y on the planned schedule for completion of the thesis etc. However, it is usually the case that there will be some overlap.

On the arrival of the student:

- welcome the student and introduce Panel members;
- put the student at their ease as far as possible (seating, welcome, introductions) so he or she can present their work and answer questions to the best advantage;
- briefly explain the purpose of the assessment, go through the format for the assessment interview and how things will work;
- explain the possible recommendations the Transfer Assessment Panel can make (see 7. below);
- explain that success at the transfer process has no direct bearing on upon whether the student will be successful at final examination. To qualify for a doctoral award a student meet the required learning outcomes for the degree and satisfy the examiners that his/her achievement is of sufficient merit and that your thesis contains evidence of originality and independent critical ability and matter suitable for publication
- if appropriate explain to the student that after the interview he or she will be asked to withdraw from the meeting whilst the Panel confers on their decision before asking them to return;
- ask the student if they have any questions;
- give the student the opportunity to make a brief presentation of their work;

- invite questions from the Transfer Assessment Panel;
- at the close of the interview ask the student if they feel the interview has covered all points they were expecting or if there is anything further they wish to raise;
- explain that approval of transfer to doctoral registration has no direct bearing upon whether the student will be successful at final examination. It merely confirms that the Transfer Assessment Panel is satisfied that the student and the project have the potential for success. It is, then, for the student to demonstrate that they meet the criteria for award through their further work;

In the event of a student becoming distressed the Chair should offer the student a break in order to compose himself/herself before continuing with the interview.

3. [Supporting Disabled Postgraduate Research Students](#)

The transfer process can be particularly problematic for some disabled students depending on the nature of their disability and their existing strategies for managing their disability. Faculties/Schools are obliged to make reasonable adjustments to the process in order to accommodate a student's disability. Further information, including examples of reasonable adjustments, is available at <http://www.leeds.ac.uk/rsa/support/disability.html>

4. [Language/Communication Skills](#)

The language/communication skills of all students should be assessed by the Assessment Panel at the transfer stage.

The Assessment Panel should consider, whether writing a thesis at a standard suitable for submission for a research degree and defence of the thesis at an oral examination is a realistic prospect for the student and whether any additional support is necessary to enable the student to achieve the appropriate standard. Where the Assessment Panel believes additional support is required this should be clearly outlined in the Panel's report.

Where a student's first language is not English the Assessment Panel should consider the student's English language skills and in particular their competence in written English.

All students whose first language is not English are required to take the UELT within one month of the commencement of study. Any student scoring below 60% is required to take any English language classes recommended by the Language Centre and may be required to re-take UELTs prior to the Transfer Assessment. The Assessment Panel should consider the University English Language Test (UELТ) score(s). Scores are available in the PDR system (see "English Test Scores" tab).

The supervisor(s) must report on the student's English language writing and speaking skills in the transfer stage progress report prepared by the supervisor(s).

Where the Transfer Assessment Panel believes additional English language support is required this should be clearly outlined in the panel's report.

5. Statement of Academic Integrity, Safeguarding Data and Ethical Requirements

All students are required to complete a Statement of Academic Integrity, Safeguarding Data and Ethical Requirements (http://www.leeds.ac.uk/rsa/assets/word/Forms/ac_integrity_transfer.doc) and upload this to the PDR with their transfer document. This document should be reviewed by the panel and will assist with discussions in the following areas:

(a) Academic Integrity and Plagiarism

All research students are required to maintain high standards of academic conduct and, in particular, to avoid conduct amounting to the fabrication of research results or plagiarism. Further information and guidance on academic integrity and plagiarism is available in the Research Student Handbook and the Guide for Research Degree Supervisors <http://www.leeds.ac.uk/rsa/handbooks.html>

The procedures for investigating plagiarism in research degree work prior to the submission for a research degree (e.g. an allegation of plagiarism in a student's transfer document/report) are set out at <http://www.leeds.ac.uk/rsa/policies.html#complaints>

Where plagiarism is suspected in a transfer document the Transfer Assessment Panel should follow the procedures outlined in this document. Further advice and guidance is available from Research Student Administration

A sample of student transfer documents should be checked by the Faculty/School for plagiarism (for example through Turnitin). After students have uploaded their transfer document into the PDR System, administrators may download the files into a zip folder which can in turn be uploaded into Turnitin. The Faculty/School administrator shall inform the Postgraduate Research Tutor that the Turnitin error report is available. The Postgraduate Research Tutor will then take appropriate action with individual students if necessary.

(b) Safeguarding Data

Students should be aware of and comply with the University's policy for Managing Research Data http://iss.leeds.ac.uk/info/362/policies/782/policy_on_safeguarding_data

Data storage and safeguarding issues should be discussed at the transfer viva, where appropriate, and the Transfer Assessment Panel should be satisfied that such matters are being appropriately addressed. It is the responsibility of the student to address any actions identified by the Transfer Assessment Panel for completion.

(c) Engagement in Research Ethics

Students should be aware of, and comply with, the University's ethics arrangements www.leeds.ac.uk/ethics

Students are required to provide information on the Academic Integrity, Safeguarding Data and Ethical Requirements Form about the arrangements they have made for ethical review of their research. This form is uploaded to the PDR with their transfer document. Engagement in research ethics should be discussed at the transfer interview, where appropriate and the Transfer Assessment Panel must be satisfied that such matters are being appropriately addressed and a reason for its decision must be given in the Panel's Report.

The University normally expects the need for any ethical review required by a research student's work to be identified before transfer. Due to the time it can take to obtain ethical approval for research leaving the seeking of ethical approval until after transfer may prejudice the ability of the student to complete the research within the normal period of study. However, the University recognises that there may be, in a limited number of cases, exceptions to this principle.

Where the Transfer Assessment Panel identify that ethical review is required but approval has not been granted the Panel is required to provide further information including details of the steps the student has been asked to take. Completion of these actions is the responsibility of the student. Where the Panel is not satisfied with the arrangements this should be clearly stated on the report form.

6. Time Limits

It is important that the University's prescribed time limits for transfer are adhered to:

Method of Study	Degree	Transfer interview to be held	Final Decision must be taken by no later than
Full-time	Postgraduate Research, Provisional PhD or MD	within the first 12 months of period of study	18 months from the date of commencement of study
Part-time	Postgraduate Research Provisional PhD	within the first 24 months of period of study	30 months from the date of commencement of study
Part-time	Provisional DBM	within the first 24 months of period of study	36 months from the date of commencement of study
Full-time	Postgraduate Research DHSC	within the first 15 months of period of study	21 months from the date of commencement of study
Part-time	Postgraduate Research DHSC	within the first 30 months of period of study	36 months from the date of commencement of study
Full-time	Provisional DClin Psychol, DClinDent, DPaedDent	within the first 18 months of period of study	24 months from the date of commencement of study

Part-time	Provisional DClinDent, DPaedDent	Within the first 30 months of period of study	38 months from the date of commencement of study
Part-time	Provisional MD	within the first 18 months of period of study	24 months from the date of commencement of study
Full-time	Provisional EdD	within the first 24 months of period of study	24 months from the date of commencement of study
Part-time	Provisional EdD	within the first 36 months of period of study	36 months from the date of commencement of study
Split-site	Provisional PhD	As specified in the Programme of Study for Models A, B or C ⁵	
Full-time	Integrated degree of PhD and Master	Students are accepted for study to the registration category of Postgraduate Research. Upon completion of the first year, the progress of students is reviewed and, where it is satisfactory, registration to a Provisional PhD candidature is permitted. If successful in progressing to Provisional PhD status, students will be required to undergo assessment by a formal Transfer Assessment Panel for transfer to PhD status before the end of the second year of study	

The Transfer Assessment Panel may recommend deferral of the decision by up to six months provided that in all cases a final decision is reached by no later than the time limit specified above.

7. [Possible Recommendations](#)

The recommendations that may be made by Transfer Assessment Panels are:

- (i) In the case of Provisional candidatures for doctoral degrees or Postgraduate Research candidatures, transfer to doctoral registration;
- (ii) In the case of Provisional candidatures for the degree of PhD or Postgraduate Research candidatures, transfer to M Phil registration⁶;
- (iii) On the first occasion only that the work is assessed, deferment of a decision about the transfer for a limited period to permit the work to be revised and then reassessed (see 8. below);
- (iv) A decision that the student withdraw from a research degree candidature.

Please note that transfer to a Mastership by Research at this stage of a candidature is not permitted.

⁵ Split-site doctoral students must be present in the UK for their transfer assessment. This equally applies to a second, or repeat, transfer assessment should one be needed. If a student is unable to be present in the UK at the appropriate time for the transfer assessment they may, in exceptional circumstances, be permitted a suspension to their period of study, until they can attend an assessment in the UK.

⁶ In the case of split-site candidates the option to transfer to MPhil registration is normally NOT available.

By the end of the appropriate period (or earlier if possible) the Graduate Board requires from Faculties/Schools the following information in respect of each student for whom the Faculty/School has responsibility:

- (i) whether the student should now be registered for the degree of PhD (or other doctoral programme) or MPhil
- (ii) the name(s) of the supervisor(s)
- (iii) the draft title of the thesis
- (iv) confirmation that the student has made satisfactory progress on the agreed training plan, appropriate ethical review arrangements are in place and that data storage and safeguarding issues have been addressed
- (v) any other factors which the Faculty/School wishes to draw to the attention of the Graduate Board.

Also, for students registered on practice-led programmes with effect from September 2010 only:

- (vi) details of the work that will contribute to their final submission.

8. [Deferral of the Decision](#)

A case for the deferral of the transfer decision can be made by the Transfer Assessment Panel on academic grounds to the Graduate Board.

The decision on transfer should be deferred when a realistic plan for completion of the thesis, within the standard period of study, is not evident. The decision should be deferred pending the receipt of a satisfactory plan.

The period of any deferral is normally no more than three months and in any event cannot be more than six months. In all cases a final decision must be reached within the time limit specified (see 6. above).

The student must be given, in writing, clear guidance on why the work submitted is not of the right standard, details of the further work required by the Assessment Panel and the revised deadline for submission.

In the event that a decision on transfer is deferred it is expected that all members of the Transfer Assessment Panel will be involved in the re-assessment.

It should also be explained to the student that they will be required to attend a second transfer interview if the Assessment Panel are not satisfied with the revised material.

All deferred students must be offered a second transfer interview if, after considering the resubmitted work, the Assessment Panel is of the view that, from the consideration of the written submission, the student has not met the criteria for transfer to Doctoral candidature. Students and Panel members must make themselves available for the second transfer interview within a reasonable period of time.

Deferred students should only proceed to further data collection following careful consideration by their supervisors and/or PGR Tutor.

If a Faculty/School is unable to make a recommendation that the student should proceed to either doctoral or MPhil study (where that option is available) within the time limit allowed then the student must withdraw. Where a student initially registered for a Provisional PhD is recommended to proceed to an MPhil, the grant awarding authority should be informed and the necessary adjustment in funding made.

9. [Postponement of the Decision on Transfer](#)

The regulations require that a decision on transfer will normally be taken by no later than 12 months from the date of commencement of full-time Provisional PhD study (see section 6 above).

The Graduate Board is of the view that postponement of the decision because the supervisor(s) believes the student is not ready for transfer or because a member of the Transfer Assessment Panel is unavailable should only occur in the most exceptional cases and subject to prior approval by the Programmes of Study and Audit Group.

In all cases a final decision on transfer must be taken within the time limits specified in section 6.

When the initial transfer assessment is conducted late this will reduce the timescale by which the Assessment Panel may defer a subsequent decision. For example, a full-time student commencing Provisional PhD study in October 2013 should undergo an assessment for transfer by no later than 30 September 2014. The Assessment Panel may defer the decision on academic grounds by up to 6 months with a revised deadline for a decision on transfer of 31 March 2015. However, if the first assessment is postponed until late December 2014 the Assessment Panel no longer has the option to defer the decision by 6 months – it may only defer the decision on transfer by 3 months until 31 March 2015.

10. [Informing the Student of the Decision](#)

The University recommends that a Faculty/School adopts a consistent approach for all students. This may be that the student is asked to leave the meeting whilst the members of the Transfer Assessment Panel deliberate their decision before being called back to the meeting to be informed of the Panel's recommendation. Alternatively the Faculty/School may adopt a procedure whereby the Transfer Assessment Panel forward a recommendation to the Faculty/School Postgraduate Research Committee, Head of School or Postgraduate Research Tutor before a decision is communicated to the student at a later date (preferably within a period of two weeks).

11. [Recording of the Decision](#)

The decision on transfer must be recorded on the University's Joint Report of the Transfer Assessment Panel pro-forma and agreed by all members of the Transfer Assessment Panel. As a minimum it must be signed by either the Chair or Independent Assessor confirming agreement on behalf of all parties.

Faculty Graduate School Committees may, however, agree that reports within their own Faculty should be signed by all members of the Panel. In such cases the Faculty should advise members of the Transfer Panel accordingly and ensure that appropriate checks are put in place before the PGR Tutor authorises the recommendation on transfer. In all cases the student will receive a copy of the Transfer Assessment Panel's report as this must be uploaded into the PDR system.

12. [Role of the Independent Assessor/Internal Examiner](#)

The Graduate Board has agreed that it is possible for the same individual to act as the Independent Assessor at the transfer stage and as the Internal Examiner in the final examination. However, if an Independent Assessor is to subsequently act as an Internal Examiner it was agreed that involvement in the assessment and monitoring of the work subsequent to the transfer assessment (for example reading and commenting on interim 2nd and 3rd year reports) and prior to the oral examination is not appropriate.

13. [Using the PDR to support the transfer process following the introduction of the new Joint Transfer Report form](#) (*Information of particular relevance to the PGR Tutor/ Administrator*)

- It is anticipated that on-line forms for all statutory processes will be incorporated into the PDR as part of PDR Part 2. In the meantime Word/PDF versions of the agreed forms must be uploaded to the PDR.
- For practical reasons a short period of grace will be permitted for transition to the new arrangements. For this reason the PDR will continue to accept transfer recommendations made using the old style *RSA Transfer Recommendation Form* until 01 January 2014. A work around has been put in place to enable transfer recommendations to also be made via the PDR using the new Joint Report of the Transfer Assessment Panel during this interim period. This section gives guidance on using the PDR with the new forms during this period.
- A development request has been submitted for changes to the PDR to permit only recommendations made using the new Joint Report of the Transfer Assessment Panel from 01 January 2014. Further advice will be issued in due course.

(a) *First assessment for transfer*

- On the first occasion that a student is assessed for transfer the process must be managed through the PDR from start to finish.
- The members of the transfer panel must be recorded using the PDR.
- The student is required to upload into the PDR
 - (i) their transfer document/report;
 - (ii) a completed [Statement of Academic Integrity, Safeguarding Data and Ethical Requirements](#).

- The new Progress Report – Transfer Stage must be uploaded to the PDR so the panel has access to this before the transfer assessment takes place.

Upload of the Joint Report of the Transfer Assessment Panel

- Once the Transfer Panel has completed its *Joint Report of the Transfer Assessment Panel* this should be uploaded to the PDR System at stage 4 (Currently 'Transfer Assessment Report'). Please upload the new *Joint Report of the Transfer Assessment Panel* to this step and under the document upload type of '*Transfer Assessment Report*'.
- At present the PDR requires two documents to be uploaded after the transfer assessment:
 - (i) STAGE 4 – Transfer Assessment Report (Panel's report)
 - (ii) STAGE 5 – Transfer Recommendation Report (RSA form)
- A document must be uploaded to both stages in order for the transfer to progress to the PGRT authorisation step (current Stage 6). Therefore for the interim period whilst both process are running concurrently, the following work around has been agreed:

	<u>For transfers using the old forms</u>	<u>For transfers using the new joint report of the panel</u>
STAGE 4 - Transfer Assessment Report	Upload the Transfer Panel's Report	Upload new joint report of the transfer panel
STAGE 5 – Transfer Recommendation Report	Upload the separate <i>RSA Transfer Recommendation Form</i>	Upload a blank, "dummy" document

- Without the 'dummy' upload to stage 5 the transfer process will 'stick' at stage 4 and the PGRT will not be able to release the recommendation to RSA. A development request has been submitted to remove Stage 5 (upload of the RSA Transfer Recommendation Form) from 01 January 2014 when use of the new joint report becomes mandatory. Further information will be provided in due course.

Release of the recommendation to RSA by the PGRT

- The Joint Report of the Transfer Assessment Panel must then be reviewed by the PGRT. The PGRT must be satisfied that the transfer assessment has been completed in accordance with the University's Code of Practice for Research Degree Candidatures and that the quality and appropriateness of the information provided and that this is consistent with the overall recommendation made by the Transfer Panel.
- PGRTs are asked to use the "Inform RSA" functionality within the PDR to

release the transfer recommendation to RSA. The Joint Report of the Transfer Assessment Panel does not need to be signed by the PGRT before upload to the PDR when using the "Inform RSA" function and no hard copy of the form needs to be sent through

- RSA staff will receive an automatic email to advise that the recommendation has been made and will go into the PDR to retrieve the Joint Report of the Transfer Assessment Panel and arrange for action to be taken on behalf of PSAG to consider the transfer recommendation before recording the decision on BANNER
- Faculty/School Administrators are asked to email the student and supervisor(s) when the report is released to RSA via the PDR following authorisation by the PGR Tutor. A change request for the PDR to generate an automatic email Has been agreed by the PDR User Group and RSA will advise when this is in place and the manual email is no longer required.

(b) Second assessment for transfer (after deferral)

- At present the PDR can only be used to support one assessment for transfer. If the outcome of the first transfer assessment is deferral then the Faculty/School will need to manage the second assessment for transfer outside of the PDR using a paper-based route. (Support for a second transfer after deferral is on the list of developments for PDR Part 2)
- Once the work has been reassessed (following a second transfer viva if required) the panel should prepare its Joint Report of the Transfer Assessment Panel. The PGRT should review this and sign a hard copy of the report to confirm approval to the recommendation.
- The candidate's revised transfer submission and the Joint Report of the Transfer Assessment Panel should be uploaded to the PDR using the "upload document" feature. This will ensure that all paperwork relating to the transfer process is held in one place and that a complete record is held in the PDR.
- The School/Faculty Administrator can then send a separate email to RSA to confirm that the re-assessment process is complete and that the Joint Report of the Transfer Assessment Panel has been uploaded to the PDR (rp_student@adm.leeds.ac.uk). RSA staff will go into the PDR to retrieve the report and arrange for action to be taken on behalf of PSAG. Alternatively a hard copy of the signed Panel's report can be sent to RSA.
- Faculty/School Administrators are also asked to email the student and supervisor(s) when the report has been approved by the PGRT and has been uploaded to the PDR.

14. Late Transfer Recommendations

When recommendations for transfer to a specific research degree category are submitted late the Graduate Board will formally request the Head of School to investigate the situation.

15. Information Relevant to Practice-led Research Degree Programmes

Additional information about transfer for students on practice-led research degrees ONLY

(a) Confirmation of practice-led status

The student and School should clarify at the transfer stage if the research project is still defined as practice-led. It is not possible to change to a practice-led research degree after transfer.

(b) Transfer assessment

A practice element should be a mandatory submission requirement at transfer assessment, which is indicative of the practice. This could be a contained performance, small installation or concept to demonstrate practice. The student must be required to demonstrate the ability to link practice with the written analysis.

(c) Defining the final submission

It is important to identify at transfer stage if the student intends to include live performance or practice as part of the final submission and, if this will take place prior to submission of the written element, to facilitate arrangements for the early appointment of examiners (the "Practice-led Research Degree Exam Entry Form" must therefore be filled in 3 months prior to the date of the first live practice).

An intention stated at the transfer stage to include live practice in the final examinations will not be binding. If research determines that a live element is no longer required (or dates change), this should be reported as soon as possible and will not have any adverse consequences for the student.

However, students who do not declare an intention to include live practice at transfer stage will not be permitted to include live practice as part of the submission.

In addition to the usual requirements for transfer, a practice-led student must set out what he/she expects to include for assessment as the final submission. This must meet the regulations for alternative submissions as set out in the Ordinances and Regulations and Programmes of Study for Research Degrees. A standard form is available from the RSA website (www.leeds.ac.uk/rsa).

(d) Deferral

In accordance with regulations for a PhD, students could be offered more time to rethink or redo the practice elements. A case for deferral of the transfer decision would have to be made on academic grounds to the Graduate Board. Cases for deferral must be submitted by School/Institute/Faculty. The period of any extension is normally no more than three months and in any event cannot be more than six months.

16. [Further Information](#)

If you require further information about the transfer process please contact:

Sarah Throp (s.throp@adm.leeds.ac.uk)

If you require further information about or using the PDR to support the transfer process, please contact:

Catherine Mills in RSA (c.m.mills@adm.leeds.ac.uk)

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18/07/2013