

## **Admission with Advanced Standing for Doctoral Students Policy**

---

1. The College has made provision for doctoral applicants, in appropriate circumstances, to register with advanced standing where approval is gained to:
  - a) Transfer their research degree registration from another university or institution to Imperial College London.
  - b) Recognise prior experiential learning (herein RPEL) undertaken as an employee, Research Assistants/Clinical Research Fellow (RAs/CRFs) of Imperial College London, or staff of the Imperial College Healthcare NHS Trust.
2. Applicants accepted under the above arrangements will register with a curtailed (shorter) registration period, but would be required to follow a course of study of not less than 12 months (full-time) or 24 months (part-time). Admission with advanced standing will be subject to the approval of the relevant Director of Postgraduate Study (or nominees) and the approval of the Deputy Directors of the Graduate School (or nominees) who will consider each application on its individual merits on behalf of the Postgraduate Research Quality Committee (PRQC).

Departments seeking approval for admissions with advanced standing for a doctoral student must complete the follow steps prior to making the applicant a formal offer with admissions:

- a) The department must complete the 'Admission with Advanced Standing for Doctoral Students' form available [here](#) and send this with appropriate documentary evidence to the Director of Postgraduate Study (or nominee) for review and approval. If approved, the form must be signed and then sent to the relevant [admissions team](#).
- b) Admissions will check the completed form and send this to the Deputy Directors of the Graduate School (or nominees) for review and final approval. The outcome may be that the case is rejected, that more information is required, the case is approved as sought, or approved with modifications/adjustments. The decision of the Deputy Directors of the Graduate School will be final.
- c) The Deputy Directors of the Graduate School will confirm the final outcome completing the form and returning this to the relevant admissions team.
- d) The relevant admissions team will confirm the final decision to the department and where approved, the department can then issue the formal offer to admissions. When processing the offer, the department will need to confirm the period of exemption sought in the number of days as part of the offer conditions.

Departments will need to be mindful that the intended applicant start date will always be a future date and that the above proceedings, along with the fulfilment of any offer conditions will need to be completed prior to the applicant being able to enrol.

The following factors are guiding principles that will be taken into account when considering cases for admissions with advanced standing;

- a) Period of registration exemption sought
- b) The department's case for recognising exemption and the support of the nominated authorities
- c) Acceptable reasons to transfer registration
- d) The applicant's Research Plan and the arrangements for the Early Stage Assessment (ESA) and/or Late Stage Review (LSR)
- e) Details of professional skills and other training courses completed with Imperial's Graduate School or where followed at another institution.
- f) Correspondence or minutes of meetings in terms of research progress and supervision.
- g) Other documentation evidencing engagement in doctoral studies for the period of exemption sought. This may include, but not be limited to; research presentations, publications, department progress reports, or meeting abstracts.

3. Doctoral students seeking admissions with advanced standing onto a research programme must submit the usual application form and associated documentation to Admissions and comply with all other admission requirements.

Approved by QAEC  
June 2022

<b>Document title:</b>	Admission with Advanced Standing for Doctoral Students		
<b>Version:</b>	1	<b>Date:</b>	June 2022
<b>Location and filename:</b>	R:\7.Quality Assurance\3. Policy Framework\2. Admissions, Registration & Withdrawal\Admissions with advanced standing for doctoral students		
<b>Approved:</b>	QAEC June 2022		
<b>Effective from:</b>	Late Summer Term 2021/22		
<b>Originator:</b>	Admissions		
<b>Contact for queries:</b>	Head of Admissions		
<b>Cross References:</b>	Academic Regulations for PhD and MPhil – 4.5		
<b>Notes and latest changes:</b>	Replaces 'Transfer of registration for research degree students' policy and procedures		