

# Programme transfer guidance

## Introduction

Please read the general guidance on the [Change of Circumstances page](#) before continuing. Programme Transfer Form can be found at the link at the bottom of the page, but you are strongly advised to read the guidance first.

- In **exceptional circumstances**, such as a substantive change of research topic and/or supervisor, you might wish to request a programme transfer. The School cannot guarantee a transfer but will consider all requests in full.
- You should speak with your current department (supervisor, Doctoral Programme Director and/or Head of Department) before completing this form. You should also discuss your transfer request with the Department whose programme you wish to transfer onto before completing this form. If you require advice about a possible transfer, please contact the PhD Academy in the first instance by [submitting an enquiry](#). If you have a student visa, you must seek advice from the [Student Advice and Engagement Team](#) before submitting your request.
- Departments can only consider a request to transfer into their programme if they can be satisfied that the request meets the criteria below. In order to establish this, they will access information held on your LSE student file, including your original application to the School. **If your research proposal has changed substantively since that time, you should provide the Department with a revised version of it attached to this form.**

The Department will be assessing whether:

- your academic qualifications meet the published admissions criteria for the programme;
- there is sufficient supervisory expertise and availability within the Department in line with the School's [Regulations for Research Degrees](#);
- the taught courses/examinations you have already taken during your registration on your original MPhil/PhD programme are considered equivalent to those required on the new programme<sup>1</sup>;
- the time remaining on your registration is sufficient to complete the programme in light of the transfer (in transferring programme, no additional time will be granted and you will be expected to complete your thesis

---

<sup>1</sup> The default assumption when students transfer programmes is that students will be required undertake all of the training set out in the relevant programme regulations unless there is a compelling reason for the Research Degrees Sub-Committee Chair to agree otherwise. Accordingly, it is very important that students' applications and departments' authorisations clearly state whether any training requirements should be waived as part of the programme transfer, and the reasons for it.

within your remaining registration period);

- whether there are any additional (to the normal programme requirements) academic progress requirements that would be necessary in light of the programme transfer; and
  - if you are in receipt of funding, there are any additional conditions that might impact on a possible transfer.
- If agreed, any conditions for the transfer will be put in writing to all parties when the final decision is confirmed with you. Until a decision is made on your request, you continue to be registered on your existing programme and should continue to meet the requirements of it.
  - **If you currently have Academic Technology Approval Scheme (ATAS) clearance for your research and your transfer request is approved, you will need to apply for new clearance within 28 days of the decision being taken. Please speak to the PhD Academy and the International Student Visa Advice Team for further information.**
  - If you hold a student visa, you must contact the Student [Advice and Engagement Team](#) before submitting any change in circumstances forms to understand any potential implications the transfer may have for your visa status.
  - **If you are in receipt of School administered scholarship/studentship funding (e.g. LSE PhD Scholarship, /ESRC DTP Studentship /AHRC Studentship/Grantham or Leverhulme) please [contact the Financial Support Office](#) to discuss your situation before submitting any application.**
  - **Please note that incomplete applications will not be considered.** The Programme Transfer Form can be accessed through the [online portal](#).

September 2024