**Postgraduate Research Student**

**Recognition of Prior Learning Assessment**

# **Guidance**

Where a candidate has previously undertaken research as a candidate for a research degree, they may be allowed to transfer and complete the research at the University of Huddersfield. If there has been a break in study between leaving one institute and the application to the University of Huddersfield, there should not normally be a break in study of more than two years.

Candidates will normally enrol at the same stage they were at in their previous institution.

If a candidate is transferring from or has completed work at another institution, this must have the agreement of both institutions involved.

In considering an application for the recognition of prior research for a candidate who has completed work at another institution, the Director of Graduate Education (or nominee) will normally require:

* A letter of agreement from the previous institute for the transfer of any data or completed research and confirmation of release from the previous institution.
* A statement of rationale from the candidate detailing why they wish to transfer from another institution.
* A copy of the original approved research project.
* The title of the research project and the names and contact details of supervisors at the previous institution.
* A report from the applicant of how the research has progressed and a projected timeline for completion of the project (3,000-6,000 words).
* The date of original enrolment and anticipated date of completion.
* The most recent progress report from the previous institution, which should confirm that the applicant has been progressing in accordance with the standard timescales for completion.
* In the case of international candidates, confirmation from the International Office that the candidate meets Home Office visa requirements.
* A short written statement from the proposed new supervisor/s confirming their willingness to supervise the project in its current form and their estimate of the remaining time needed for successful completion.
* The names of two referees, preferably the previous supervisors; or referees who are active researchers who know the candidate’s work.

**Recognition of Prior Learning for returning students**

Doctoral students (excluding Professional Doctorates) who voluntarily withdraw and subsequently wish to return to complete their research may be eligible to re-apply via the Recognition of Prior Learning Procedure.

The Recognition of Prior Learning procedure permits a student to resume their research under a new registration, provided they submit their new course application within two years of their date of withdrawing.

A Recognition of Prior Learning assessment will be undertaken as part of the application process, which will determine the point at which you can restart your research depending upon your past progress and any developments in your subject area. There is no guarantee that you will be permitted to return to the same point at which you left and you will be liable to pay full tuition fees from your point of re-entry, even if this means repeating part of your previous studies.

The admissions process will include an interview that will take the form of a progression monitoring examination. The admissions decision will be based on the candidate’s performance in the interview assessment and on the information in the application documentation. More information for applicants can be found on [our website](https://students.hud.ac.uk/grad/graduate-school/applicants/prior-learning/).

At any point of the application process, the DoGE (or nominee), can reject the candidate if it becomes apparent that the University are unable to resource the project, either due to supervisory availability, lack of facilities/resources or for any other reasonable reason.

# **The Assessment**

The assessment will take the form of a viva. The assessors will be two internal members of staff and will not include any members of the proposed supervisory team.

The School’s Director of Graduate Education (or nominee) will be responsible for the final approval of the entry point onto the programme, following the recommendation from the assessors and the proposed supervisors’ statement.

The assessment can take place either in person or remotely by video conference.

In support of the application, the candidate must prepare a full progress report on the work undertaken to date. The progress report should typically:

* Be 3,000 to 6,000 words in length.
* Include a brief overview and discussion of the work already undertaken.
* Include a statement of intended further work, including details of the original contribution to knowledge which is likely to emerge.
* Include a statement of authenticity confirming the work is entirely that of the candidate and is correctly referenced.
* Include a sample of practice-based work, if relevant to the project.
* Include clarification on what data the candidate is transferring with and whether there are any outstanding data protection related issues.
* The names of two referees, preferably the previous supervisors; or referees who are active researchers who know the candidate’s work.

In addition, at the discretion of the assessors, they may request previously completed research, undertaken to date, including draft chapters, for consideration as part of the assessment.

It is acceptable for the progress report to include work previously submitted for assessment of progression at another institution. However, there should be a clear indication of how the work has progressed since submission.

The assessment will take the following into consideration:

* The progression report provided by the candidate.
* The application completed by the candidate.
* The supporting documents as detailed above.
* A written statement from the proposed supervisor/s.

The assessors must complete the Recognition of Prior Learning Assessment report form.

**Recognition of Prior Learning Assessment Report Form**

The assessors should complete this report at the interview and return it to School PGR Admin Support team within 5 days of the assessment.

**To be completed by the PGR administrator**

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant name** |  | | |
| **Applicant number** |  | | |
| **Intended award** |  | | |
| **Name of assessor 1** |  | | |
| **Name of assessor 2** |  | | |
| **Date of interview** | Select | | |
| **The length of time the candidate was registered for equivalent programme at previous institution/school and whether this was FT/PT** | |  |
| **School PGR Admin Support team to ensure the following supporting documents are made available to the assessors** | | | |
| The candidate’s progress report | | Yes  No |
| A letter of agreement from the previous institute for the transfer of any data or completed research and confirmation of the candidate’s withdrawal. | | Yes  No |
| A statement of rationale from the candidate detailing why they wish to transfer to UoH | | Yes  No |
| The title of the research project and the names and contact details of supervisors at the previous institution/school. | | Yes  No |
| A copy of the original approved research project | | Yes  No |
| The date of original enrolment and anticipated date of completion | | Yes  No |
| A progress report from the previous institution/school, which should confirm that the applicant has been progressing in accordance with the standard timescales for completion | | Yes  No |
| In the case of international applicants, confirmation from the International Office that the applicant meets Home Office visa requirements | | Yes  No |
| The application completed by the candidate | | Yes  No |
| A statement from the proposed new supervisor/s | | Yes  No |
| The names of two referees, preferably the previous supervisors; or referees who are active researchers who know the candidate’s work. | | Yes  No |

# **Assessor Checks**

**To be completed by the examiners**

|  |
| --- |
| **1. Turnitin originality report** |
| **Insert % match:** |
| **Please confirm that you have reviewed the authenticity statement that the candidate submitted as part of their report:**  Yes  No |
| The assessors are responsible for carrying out a Turnitin review prior to interview. If the review raises concerns, the applicant must be given an opportunity to account for these in writing (e.g. overlap with their own recent progression report). If the assessors do not find the response acceptable and suspect research misconduct, the application will be rejected without an interview. |
| **Explanation:**  *(This box will expand as you type)* |

|  |
| --- |
| **2. Security sensitive research** |
| Does this project require the candidate to access security sensitive materials in their research?  Yes  No  For example, research that:   * Concerns terrorist or extremist groups; * Has been commissioned by the military; * Has been commissioned under an EU security call; * Involves the acquisition of security clearances; * Involves anything else that the University considers as putting researchers at risk. |
| **If the answer is yes** to any of the above, please notify the Chair of School Research and Ethics Committee and note that requirement here. Security sensitive research documentation must be completed as part of the ethical review. |

|  |
| --- |
| **3. Ethical approval** |
| Does this project involve consultation or engagement with human participants in any capacity?  Yes  No  Has ethical approval already been granted at a previous institute?  Yes  No  Please note, if the application is approved, previous ethics approvals will need to be lodged with the School Ethics and Integrity Committee who may also require ethical approval to be sought for any ongoing or future data collection. |

|  |
| --- |
| **4. Alternative format thesis submission** |
| Does the thesis include elements of practice or performance as research?  Yes  No  Does the work include material in addition to the written thesis (for example, submission of a  website; composition; software; a robot)?  Yes  No  Will the additional elements need to be demonstrated to the examining team by the candidate at final submission stage?  Yes  No  Not Applicable  **If the answer is yes to any of the above questions, please notify the Director of Graduate Education.** |

# **Assessor Report**

**Please comment as appropriate on the following aspects of the written submission and viva:**

* Clarity of the research purpose, questions or objectives.
* Understanding and appropriateness of the research methodology.
* Adequacy of research project planning, skills and management, and their potential for producing a doctoral thesis, including timetable for completion of research.
* Demonstration of appropriate research skills.
* Degree of progress towards doctoral-level expertise in the field and its literature.
* Appropriate level of critical analysis of the relevant literature.
* Satisfactory progress of any fieldwork and/or practice-based element.
* Quality of written and oral work in academic English.
* Potential for original contribution to knowledge.
* Completion of training and development as confirmed by the candidate and prior institution.
* The University has the expertise and resources to supervise the project.

|  |
| --- |
| **5. Assessors’ report** |
| *(This box will expand as you type)* |

# **Assessor Decision**

|  |
| --- |
| **6. Assessors’ recommendation on the candidate’s entry point** |
| **The candidate has made the expected progress** (please complete section 6)  The assessors confirm that the candidate has made the expected progress to date and this is in line with the standard timescales for completed. The assessors agree that if the candidate is offered a place on the course, they can enter the programme in:  [*Insert year of entry onto the programme*]    **The candidate has not made the expected progress** (please complete section 6)  The assessors confirm that the candidate has not made the expected progress to date and this is not in line with the standard timescales for completion. The assessors agree that if the candidate is offered a place on the course, they can enter the programme in:  [*Insert year of entry onto the programme*]  **The candidate’s work does not demonstrate the potential for completing a PhD programme** (please complete section 6) |

|  |
| --- |
| **7. Rationale of decision** |
| Please provide a rationale for the recommended outcome.  *(This box will expand as you type)* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessor 1 signature** |  | **Date** | Select |
| **Assessor 2 signature** |  | **Date** | Select |
| **Name Director of Graduate Education** |  | | |
| **Director of Graduate Education signature** |  | **Date** | Select |

**Please return this form to your School PGR Admin Team**