

## Transfers

### Transfer within the University

The HDR Candidate may transfer between research degrees under certain conditions.

HDR Candidates in receipt of a scholarship must abide by the Conditions of Award and if permitted may apply for a transfer.

HDR Candidates with an active scholarship where the maximum scholarship duration has not been reached will have the duration of the scholarship already paid to the HDR Candidate under the previous degree subtracted from the maximum duration for the transferred degree.

HDR Candidates who have been paid the maximum scholarship duration applicable to the degree prior to the approval of the transfer will not receive additional scholarship funding.

<b>Current Degree (prior to transfer) and duration of scholarship paid to HDR Candidate</b>	<b>Transferred degree</b>	<b>Scholarship Impact</b>
Master by Research - six months paid	PhD	Scholarship duration will be automatically extended to three (3) years.
Master by Research - 1.5 years paid	PhD	Scholarship duration will be automatically extended to two (2) years.
Master by Research - two (2) years paid and scholarship has ended prior to applying to transfer	PhD	Scholarship will not be extended
PhD - six (6) months paid	Master by Research	Scholarship will be amended to conclude at two years full-time
PhD - two (2) years paid	Master by Research	Scholarship will cease on the date of transfer

### Transfer from Doctor of Philosophy to Master of Research

HDR Candidates may transfer to a Master of Research program at any stage of candidature.

The Graduate Research School must receive a completed Change of Research Higher Degree Program form with endorsement by the Principal Supervisor and approval by the both the Head of School or delegate (for example the HDR Coordinator) and the Associate Dean, Research.

The Dean, Graduate Research will review and if approved, the Graduate Research School will action the transfer.

### Transfer from Master of Research to Doctor of Philosophy

Master of Research HDR Candidates seeking to transfer to the Doctor of Philosophy must be confirmed following successful completion of Milestone 1 - Confirmation of Candidature.

The transfer must be endorsed by the supervision team, school/enrolling unit.

The HDR Candidate must include with the Change of Research Higher Degree Program form the following supporting documents:

- a. A revised research project proposal and literature review that develops the research project outline for the Master degree to reflect the scale, scope and originality of the research required of a Doctoral project; and
- b. A sample thesis chapter.

The Principal Supervisor should normally have reviewed the supporting documents and provided feedback to the HDR Candidate prior to submitting the items to the HDR Coordinator and Graduate Research School.

The Change of Research Higher Degree Program form and supporting documentation must be submitted prior to the maximum candidature duration for the Master of Research degree.

The HDR Coordinator and Principal Supervisor must nominate two (2) expert readers who are not members of the supervision team.

The Graduate Research School will send the expert readers the supporting documents and they will be asked to provide a written report within two (2) weeks.

Following receipt of the expert readers reports, the Graduate Research School will advise the Chair of the Milestone Review Panel and request a meeting is held to determine the outcome. The Milestone Review Panel should normally be the same as Milestone 1 – Confirmation of Candidature and as listed in the [HDR Milestone Policy](#).

The Milestone Review Panel may make one of three possible recommendations to the Graduate Research School:

- a. *The school recommends that the candidate remain enrolled in the Master of Research program, following the research plan in the original Master of Research project.*

The written feedback to the candidate and supervisors must explain why transfer to the Doctor of Philosophy program is inappropriate or unfeasible at this time. Possible reasons include:

- i. the candidate does not yet have the academic skills needed to undertake this Doctor of Philosophy project;
  - ii. the candidate's Master of Research project cannot be extended to meet the scope, depth, and originality required for a Doctor of Philosophy project;
  - iii. the school cannot provide the necessary resources (such as supervisors, funding, or facilities) to support the proposed Doctor of Philosophy project.
- b. *The school recommends admission to the Doctor of Philosophy program as a provisional candidate, pending required revisions or the submission of further documents for confirmation.*

The written feedback must provide sufficient detail for the candidate and the supervisors to know what they need to do to meet the standard required for confirmation of candidature in the Doctor of Philosophy program. For example, if the proposed project does not have sufficient scope or the methodology requires clarification, the written feedback must indicate what the candidate and advisory team need to work on, by a specified date.

- c. *The school recommends admission to the Doctor of Philosophy program as a confirmed Doctor of Philosophy candidate.*

If the transfer application is successful and full Doctor of Philosophy candidature is confirmed, the milestone committee must set written goals for the candidate's mid-candidature review milestone.

The Chair must complete the Change of Research Higher Degree Program form with approval by the Associate Dean, Research and send the form to the Graduate Research School.

If admission into the Doctor of Philosophy is recommended, the Graduate Research School will advise the Dean, Graduate Research who will review and if approved, the Graduate Research School will send a new offer of admission to the HDR Candidate.