TRANSFER APPLICATION

Use this form to apply to transfer from one research degree to another or from one Faculty or Department or area of study to another. Please note that there is no need to complete a ‘Change of Supervisor’ (SUP) form. Change of supervisors will be processed based on information provided on this form. The effective date of transfer will also be the effective date of changeover of supervisors. Applications received after the closing date will be considered for transfer in the following Enrolment Period.

Transfer Policy: http://www.hdr.mq.edu.au/information_for/current_candidates/rules_and_policies

Closing Dates: 7 February for Enrolment Period 1 (Jan-Jun) 7 August for Enrolment Period 2 (Jul-Dec)

Student Number

Family Name

Other Names

Email address

Telephone

Course

Faculty/Department

Are you an international student? Yes ☐ No ☐

Are you a paid scholarship holder? Yes ☐ No ☐

Name your scholarship_________________________

TRANSFER DETAILS

☐ Applying to transfer to another area of study in the same Department
(e.g. From Cultural Studies [Discipline] to Media [Discipline] within the Department of Media, Music, Communication and Cultural Studies)

From Discipline: ____________________________ To Discipline: ____________________________

☐ Applying to transfer to another Department and remaining in the same Faculty
(e.g. From Dept of Mathematics to Dept of Statistics within the Faculty of Science)

From Dept: ____________________________ To Dept: ____________________________

Discipline: ____________________________

☐ Applying to transfer to another Faculty
(e.g. From Faculty of Arts [in Dept of Sociology] to Faculty of Business & Economics [in Dept of Accounting and Corporate Governance]

From Dept and Faculty: ____________________________

To Dept and Faculty: ____________________________

Discipline: ____________________________

☐ Applying to transfer to another program
(e.g. From MPhil in Ancient History to PhD in Ancient History)

From: ____________________________

To: ____________________________

Discipline: ____________________________

Please provide the names of all of your current supervisors (please PRINT)

Principal Supervisor: Title ~ First Name ~ Family Name

Associate Supervisor: Title ~ First Name ~ Family Name

Co-Supervisor: Title ~ First Name ~ Family Name

Adjunct Supervisor: Title ~ First Name ~ Family Name

HDRO USE ONLY

RULE(2/4) (2/7) PRIOR EFTSL FT/PT RTS/INTL APPROVAL DATE
NEW SUPERVISORY ARRANGEMENTS

Please provide the names of all of your new supervisors (please PRINT)

Principal Supervisor: Title ~ First Name ~ Family Name

Associate Supervisor: Title ~ First Name ~ Family Name

Co-Supervisor: Title ~ First Name ~ Family Name

Adjunct Supervisor: Title ~ First Name ~ Family Name

CANDIDATURE DETAILS

a) Will you be studying full time or part time?  
☐ Full time  ☐ Part time

b) In which Enrolment Period (EP) do you wish to commence the transfer?  
☐ EP 1, 20___  ☐ EP 2, 20 ___

THESIS TITLE

Please provide the name of thesis tile, if different from your current thesis title

TRANSFERRING TO ANOTHER PROGRAM

If applying to transfer from a Master to a PhD degree, procedures outlined in the transfer policy must be followed. The Higher Degree Research Committee must be satisfied that the candidate is working at the pace and a level which will enable the candidate to satisfy the examination of the work within the required maximum candidature period.

Supervisors are required to provide information as outlined in the transfer policy and attach it to this application

http://www.hdr.mq.edu.au/information_for/current_candidates/rules_and_policies

HDR Guide for Supervisors and Candidates

http://www.hdr.mq.edu.au/information_about/hdrguide/b/candidature_changes/transfers_and_upgrades

TRANSFER APPLICANT (HDR CANDIDATE)

Signature ___________________________ Date __________________

AUTHORIZATIONS

CURRENT Principal Supervisor

Title ___________________________ Name (please print) ___________________________ Signature ___________________________ Date __________________

CURRENT Head of Department

Title ___________________________ Name (please print) ___________________________ Signature ___________________________ Date __________________

CURRENT Associate Dean (HDR)

Title ___________________________ Name (please print) ___________________________ Signature ___________________________ Date __________________

NEW Principal Supervisor

Title ___________________________ Name (please print) ___________________________ Signature ___________________________ Date __________________

NEW Head of Department

Title ___________________________ Name (please print) ___________________________ Signature ___________________________ Date __________________

NEW Associate Dean (HDR)

Title ___________________________ Name (please print) ___________________________ Signature ___________________________ Date __________________