

Process	Program transfer
Related Policy:	Higher Degrees by Research Policy.
Objectives	To define the processes for the management of HDR program transfer at RMIT
Exclusions	RMIT students who are not enrolled in a higher degree by research program
Definitions and acronyms	
Centre: In Higher degrees by research processes this term denotes an academic unit at RMIT Vietnam campus. PhD: Doctor of Philosophy For further definitions refer to the Higher Degrees by Research Policy.	
Process Steps	
<p>1. Program transfer – eligibility and approvals</p> <ol style="list-style-type: none"> 1.1. For candidates who are transferring between HDR programs or to RMIT from another university the transfer will be supported if less than 3 EFTSL has been consumed in a PhD, or less than 1 EFTSL consumed in a Masters by research. 1.2. A transfer after 3 EFTSL (PhD) or 1 EFTSL (Masters by research) may take place in exceptional circumstances. 1.3. Candidates may request a transfer to another HDR program by submitting a Change of program form and supporting documentation as outlined in 2.1, 2.2 and 2.3. Candidates must discuss their proposed change of program with their supervisory team (and proposed supervisory team if a change of supervisor is required) before submitting the documentation to the HDR Administrator in the School/Centre offering the proposed program. 1.4. The transfer application must be endorsed by the Dean/Head of School/Centre (or nominee) in the School/Centre offering the proposed program, after consultation with the proposed supervisory team. If the application is endorsed, the HDR Administrator must submit the documentation for approval by the Dean, SGR. 1.5. Candidates who are subject to sanctions assessment must have a new sanctions assessment completed by their Senior supervisor (or proposed Senior supervisor) before any transfer can be processed (refer to the HDR sanctions assessment process). <p>2. Supporting documents</p> <ol style="list-style-type: none"> 2.1. Transfer at the same level (Masters to Masters or PhD to PhD) <ol style="list-style-type: none"> 2.1.1. Supporting documentation required: <ol style="list-style-type: none"> 2.1.2. the reasons for the request 2.1.3. a summary of work completed 2.1.4. an outline of the work remaining 2.1.5. a timeline for the completion of the work remaining 2.1.6. evidence of support from the Senior supervisor (or proposed Senior supervisor) 2.1.7. a Change of supervisor form, if a change of supervisor is required (refer to section 4 of the for more detail). 2.2. Transfer from a Masters to a PhD program <ol style="list-style-type: none"> 2.2.1. Candidates who wish to transfer from a Masters to a PhD program must demonstrate that they can expand the scope of their research to doctoral level by presenting a PhD-level Confirmation of Candidature in place of a Masters-level Second milestone review (refer to Supporting HDR progress process for further information on milestone reviews). 2.2.2. Supporting documentation required: <ol style="list-style-type: none"> 2.2.3. PhD Confirmation of Candidature outcome notification from SGR inviting candidate to submit a change of program form 2.2.4. evidence of support from the Senior supervisor (or proposed Senior supervisor) 2.2.5. a , if a change of supervisor is required (refer to section 4 of the Supervision arrangements process for more detail). 2.3. Transfer from a PhD to a Masters program <ol style="list-style-type: none"> 2.3.1. Candidates who wish to transfer from a PhD to Masters program must demonstrate that 	

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they can reduce the scope of their research to Masters-level by presenting a Masters-level milestone.

2.3.2. Supporting documentation required:

2.3.3. Masters-level milestone review outcome notification from SGR inviting candidate to submit a change of program form

2.3.4. evidence of support from the Senior supervisor (or proposed Senior supervisor)

2.3.5. a Change of supervisor form, if a change of supervisor is required (refer to section 4 of the Supervision arrangements process for more detail).

Key words for search engine

HDR, masters, PhD, program, research, sanctions, transfer.

PREVIOUS VERSION

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