

## Graduate Research Academy

Level 2, 16 Wally's Walk, Macquarie University

<https://www.mq.edu.au/research/phd-and-research-degrees>

Email: [gr.candidatesupport@mq.edu.au](mailto:gr.candidatesupport@mq.edu.au)

Phone: +61 2 9850 4741



**MACQUARIE**  
University

## TRANSFER APPLICATION (TRF)

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 Session.

**Transfer Policy:** <https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/higher-degree-research-degree-transfer>

**Closing Dates: 7 February for Session 1 (January - June)**  
**7 August for Session 2 (July - December)**

Student Number													
Family Name						Other Names							
Email address						Telephone							
Are you an international student? No <input type="checkbox"/> Yes <input type="checkbox"/>													
Are you a paid scholarship holder? No <input type="checkbox"/> Yes <input type="checkbox"/> ➔ Name your scholarship _____													

### TRANSFER DETAILS

<input type="checkbox"/> <b>Applying to transfer to another area of study in the same Department</b> (e.g. From Cultural Studies [Discipline] to Media [Discipline] within the Department of Media, Music and Cultural Studies) From Discipline: _____ To Discipline: _____
<input type="checkbox"/> <b>Applying to transfer to another Department and remaining in the same Faculty</b> (e.g. From Department of Mathematics to Department of Statistics within the Faculty of Science) From Department : _____ To Department: _____ Discipline: _____
<input type="checkbox"/> <b>Applying to transfer to another Faculty</b> (e.g. From Faculty of Arts [in Department of Sociology] to Faculty of Business & Economics [in Department of Economics]) From Department and Faculty: _____ To Department and Faculty: _____ Discipline: _____
<input type="checkbox"/> <b>Applying to transfer to another program (including upgrade / downgrade)</b> (e.g. From MPhil in Ancient History to PhD in Ancient History) From: _____ To: _____

Please provide the names of <b>all</b> of your current supervisors (please PRINT Title~First Name~Last Name) <i>*please cross out whichever not applicable.</i>	
Principal Supervisor / Acting Principal Supervisor	Associate Supervisor / Acting Associate Supervisor
Adjunct HDR Supervisor	Other title (please print):

### NEW SUPERVISORY ARRANGEMENTS

Please provide the names of <b>all</b> of your new supervisors (please PRINT) <i>*please cross out whichever not applicable.</i>	
Principal Supervisor / Acting Principal Supervisor	Associate Supervisor / Acting Associate Supervisor
Adjunct HDR Supervisor	Other title (please print):

## CANDIDATURE DETAILS

- a) Will you be studying full time or part time? ☐ Full time ☐ Part time
- b) In which Session do you wish to commence the transfer? ☐ S1, 20\_\_\_\_ ☐ S2, 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 <https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/higher-degree-research-degree-transfer>

## TRANSFER APPLICANT (HDR CANDIDATE)

Signature

Date

## AUTHORISATIONS

### CURRENT Principal Supervisor / Acting Principal Supervisor

Name (please print)

Signature

Date

### CURRENT Head of Department

Name (please print)

Signature

Date

### CURRENT Associate Dean (HDR)

Name (please print)

Signature

Date

### NEW Principal Supervisor / Acting Principal Supervisor

Name (please print)

Signature

Date

### NEW Head of Department

Name (please print)

Signature

Date

### NEW Associate Dean (HDR)

Name (please print)

Signature

Date

OHD RTP USE ONLY

SESSION / YEAR

CONSUMED EFTSL

FT/PT

RTP/INTL

### Director, Graduate Research Academy

Approved ☐ Not approved ☐

Signature & date

Comments: