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 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 ☐ Yes ☐
Are you a paid scholarship holder? No ☐ Yes ☐ → 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 and Cultural Studies)

From Discipline: ____________________________ To Discipline: ____________________________

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

From Department: ____________________________ To Department: ____________________________

Discipline: ____________________________

☐ Applying to transfer to another Faculty
(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: ____________________________

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

From: ____________________________

To: ____________________________

Please provide the names of all of your current supervisors (please PRINT Title~First Name~Last Name)
*please cross out whichever not applicable.

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 all of your new supervisors (please PRINT) *please cross out whichever not applicable.

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

**THEESIS 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](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/higher-degree-research-degree-transfer)

**TRANSFER APPLICANT (HDR CANDIDATE)**

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**AUTHORISATIONS**

**CURRENT** Principal Supervisor / Acting Principal Supervisor

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<th>Name (please print)</th>
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**CURRENT** Head of Department

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<th>Name (please print)</th>
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<th>Date</th>
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**CURRENT** Associate Dean (HDR)

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<th>Name (please print)</th>
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**NEW** Principal Supervisor / Acting Principal Supervisor

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**NEW** Head of Department

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**NEW** Associate Dean (HDR)

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**OHDRTP USE ONLY**

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<tr>
<th>SESSION / YEAR</th>
<th>CONSUMED EFTSL</th>
<th>FT/PT</th>
<th>RTP/INTL</th>
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Director, OHDRTP

Approved [ ]  Not approved [ ]

Signature & date

Comments: