TRF

Higher Degree Research Office

Higher Degree Research Office (HDRO)
http://www.hdr.mq.edu.au
Level 3, Research HUB, C5C East ~ Macquarie University NSW 2109

MACQUARIE University

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

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, Communication 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)

Principal Supervisor	Associate Supervisor
Co-Supervisor	Adjunct Supervisor

***NEW* SUPERVISORY ARRANGEMENTS**

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

Principal Supervisor	Associate Supervisor
Co-Supervisor	Adjunct Supervisor

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**

TRANSFER APPLICANT (HDR CANDIDATE)

_____ _____

Signature Date

AUTHORISATIONS

CURRENT 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

_____ _____ _____

Name (please print) Signature Date

NEW Head of Department

_____ _____ _____

Name (please print) Signature Date

NEW Associate Dean (HDR)

_____ _____ _____

Name (please print) Signature Date

HDRO USE ONLY	EP / YEAR	CONSUMED EFTSL	FT/PT	RTS/INTL

Director, HDRO

Approved ☐ **Not approved** ☐ _____

Signature & date

Comments: _____