

Transfer Colloquia Procedures

Since August 2001, the Faculty has adopted an academic review in the form of postgraduate colloquia in addition to the University's Annual Reviews every September/October.

The Faculty's colloquia take two forms:

- (1) First year confirmation colloquia
- (2) Transfer and/or upgrading colloquia

Transfer [or Upgrading] Colloquia

The following procedures should be read in light of the section on "Transferring Between Degree Programmes" in the latest issue of the "Guide to Candidature," namely,

It is possible to transfer from a masters to a doctoral program under certain conditions. Masters candidates who have the necessary formal qualifications to undertake a doctoral program may transfer at any time if the project is suitable and the request is supported by the supervisor and Head of School. Application for transfer should be made to the Research and Research Training Committee (RRTC) through your Principal Supervisor and Head of School.

It may also be possible to transfer from a masters to a doctoral program without the prescribed formal entry qualifications after the first full year of candidature.

You must have demonstrated the ability to undertake research at doctoral level and a substantial written report will be required. The Head of School must be able to certify that you have achieved an academic standard equivalent to at least that of a bachelors degree with second class honours (upper division). The project must be suitable for a doctoral program, and the transfer must be supported by your Principal Supervisor and the Head of School.

Following approval of the transfer, the doctoral candidature is considered to date from the commencement of the masters candidature.

Transfer between doctoral programs and from a doctoral to a masters program is also possible.

Before the formal endorsement of Principal Supervisor(s) and School Head is sought, students applying for upgrade of or transfer between degree programmes are to present their case before a transfer colloquium panel in order to demonstrate:

- * **how the proposed upgraded project substantially advances that of the current one and why;**
- * **and in what way or ways it is an original contribution to knowledge.**

Students whose work leads to a **conventional thesis** should present a document for the colloquium of approximately 15,000 words (usually based upon two draft chapters—Literature Review and Research Methodology & design--as outlined below). The document should be forwarded **three weeks in advance to the HDR Administrative Officer** (preferably as a PDF or MS Word document with 1.5 line spacing, 11 or 12 point Times New Roman).

The document should comprise six major sections

**1. Statement of Problem and Context
(approximately 750 words):**

Including:

- a brief statement of the overarching **research problem or question**;
- the **rationale** for the proposed research and its **significance**;
- a discussion of **relevant theoretical perspectives**;
- and the disciplinary or intellectual **context** in which the research will be conducted.

**2. Literature Review
(approximately 9000 words)**

Students should demonstrate that they are familiar with the **relevant literature**, i.e. relevant current debates

**3. Research Methodology and Design
(approximately 5000 words)**

Students should demonstrate that they are able to discuss their proposed **research methodology and design**, i.e. how the overarching problem or question is to be resolved and its appropriateness for the particular research problem or question;

**4. Bibliography
(approximately 250 words)**

Key representative works consulted or cited, presented in the format typically used in the relevant field of enquiry.

5. Ethics Clearance

A brief statement of whether the research project requires ethics clearance, and, if so, anticipated time of application should be noted in (6).

6. Research Plan and Timetable

Students should demonstrate that they can clearly describe their work **schedule** to date and indicate their future work schedule up to the anticipated submission of the thesis, usually:

- 3yrs FT or 6yrs PT (PhD)
- 2yrs FT or 4yrs PT (Masters)

on a chapter-by-chapter or phase-by-phase basis.

Exegetical Format

Exegetical students not involved in the traditional or conventional thesis, that is, those involved in **studio practice, creative writing, or folio component**, should also develop a document for the colloquium equivalent to 15,000 words, but which can be adjusted in proportion to the creative and exegetical components of their research project.

Such exegetical students should, as a minimum, document a structural plan of their work, the framework of their research, their positioning in the field, a literature review, and, at the same time, **specify the relationship between the exegetical and creative components** of their research project.

The document should have seven major sections

**1. Statement of Problem and Context of Practice/Creative/Performance/Folio Component
(approximately 750 words):**

Including:

- a brief statement of the overarching **research problem/question**;

- the **rationale** for the proposed research and its **significance**;
- a discussion of **relevant theoretical perspectives**;
- and the disciplinary or intellectual **context** in which the research will be conducted.

**2. Literature Review – both exegesis and relevant practice components
(approximately 7500 words)**

Students should demonstrate that they are familiar with the **relevant literature**, i.e. relevant current debates in both components

**3. Research Methodology and Design – both components
(approximately 4000 words)**

Students should demonstrate that they are able to discuss their proposed **research methodology and design**, i.e. how the overarching problem or question is to be resolved and its appropriateness for the particular research problem or question.

**4. Sample of Practice – Folio Component
(equivalent of 2500 words)**

5. Bibliography (approximately 250 words)

Key representative works consulted or cited, presented in the format typically used in the relevant field of enquiry.

6. Ethics Clearance

A brief statement of whether the research project requires ethics clearance, and, if so, anticipated time of application should be noted in (7).

7. Research Plan and Timetable

Students should demonstrate that they can clearly describe their work **schedule** to date and indicate their future work schedule up to the anticipated submission of the thesis, usually:

- 3yrs FT or 6yrs PT (PhD)
- 2yrs FT or 4yrs PT (Masters)

on a chapter-by-chapter or phase-by-phase basis.

Such exegetical students should, as a minimum document, a structural plan of their work, the framework of their research, their positioning in the field, a literature review and, at the same time, specify the relationship between the exegetical and creative components of their research project.

Panel & Proceedings

The **colloquium panel** should be organised by the Principal Supervisor(s) (in consultation with the HDR Administrative Officer approximately three months before the scheduled date). The panel includes:

- the principal supervisor
- the associate supervisor(s) (and research supervisor if applicable)
- the Faculty HDR Coordinator (or nominee) who shall chair the meeting and compile a report of the recommendation of the panel
- the School HDR co-ordinator (or nominee)
- and, if not represented by one of the above, an active researcher from within the Faculty or University.

It would be desirable but not mandatory for an external member to be invited with academic and/or professional experience relevant to the project.

The student should have the **option** of inviting additional interested staff and/or students to the colloquium, although they would not be considered panel members.

Although it is desirable that the student attend the transfer colloquium in person, in exceptional circumstances, should he or she be unable to attend in person for reasons of distance (residence overseas) or disability, then a voice-point may be organised.

Panel members would be expected to read the written document provided in advance by the student and to discuss the document during the colloquium with the student and his or her supervisor(s) in order to confirm:

- whether the candidate has the appropriate qualifications for the intended degree programme or has completed sufficient research in his or her current programme equivalent in length and standard to that held by appropriately qualified candidates in the intended degree programme,
- whether the candidate's research project in his or her current degree programme has been confirmed,
- whether the proposed project is worthwhile, as a substantial original contribution to knowledge in the field of enquiry,
- whether it needs modification,
- and whether it has the potential to be successful in a timely manner for the award for which the student is applying.

The panel may wish to meet alone following discussion with the student in order to discuss the project or thesis and its supervision and to make its **recommendations**. The candidate may be invited to join the panel following its deliberations in order to receive recommendations and discuss any implications, requirements or conditions.

Results of Recommendations:

Following the panel's recommendation, the Faculty HDR co-ordinator shall inform the Faculty's HDR Sub-Committee and upon its confirmation formally convey the recommendation to the Principal Supervisor, the candidate, the Secretary of the Faculty's HDR Sub-Committee, and to his or her counterpart in Research Services.

More specifically, in the case of transfer (or upgrading) colloquia, the University HDR Executive Officer (or nominee) shall inform the Candidate, the Principal Supervisor, the Head of School, and the Faculty and School H.D.R. Co-ordinators of the final outcome.

Checklist:

- 1. Prior due dates:**
If originally MA (F/T): Between six and nine months from commencement
If originally MA (P/T): Between twelve and eighteen months from commencement
If originally PhD (F/T): Up to twelve months from commencement
If originally PhD (P/T): Up to twenty-four months from commencement.
- 2. Booking:**
Three months before due date (above) by principal supervisor to the HDR Administrative Officer.
- 3. Submission of documentation:**
Three weeks (15 working days) prior to scheduled date (preferably as MS Word attachment) to the HDR Administrative Officer artsed-research@deakin.edu.au.