



Faculty of Arts and Education Higher Degree by Research

Transfer Confirmation Procedures

The Faculty's confirmation take two forms:

1. First year confirmation Transfer and/or
2. upgrading confirmation

HDR Transfer [or Upgrading]

The following procedures should be read in light of the Schedule B, of the [Higher Degree by Research \(HDR\) Academic Progress Procedures](#).

It is possible to transfer from a Masters to a doctoral program and vice-versa under certain conditions. Masters candidates who wish to apply for a transfer can do so, but they need the support of their principal supervisor and the Faculty office must be notified in advance if a transfer is to be scheduled. Transfers are applied for at the time of confirmation. If the candidate is passed at a Master's level, the panel at that time can recommend a transfer based on the completed confirmation work and is deemed at a PhD standard, e.g. the project is suitable, the research questions are appropriate, the theoretical/conceptual work and methodology are all of sound quality.

Transfer time lines

If originally MA (F/T) confirmation occurs six months into candidature, with an allowance of up to three months to respond to minor amendment (re working the research questions) as part of the transfer considerations.

If originally MA (P/T) confirmation occurs within 12 months of candidature, with an allowance of up to three months to respond to minor amendment (re working the research questions) as part of the transfer considerations.

If the Master's candidate is passed without hesitation at the Master level, they have up to 3months (regardless of Part Time, Full Time or change of candidature from Full time to Part Time) to complete any transfer tasks, which should not be substantive. Candidates who have gone to a Part Two confirmation are not eligible for a transfer as they have not met the Master requirements.

Transfer approval sequence

There will be cases where the candidate is not required to undertake additional transfer tasks due to the quality of the work. The confirmation panel will note this in their report for the faculty HDR Coordinator's deliberation.

For those candidates who are required to address very minor issues the transfer process is set out below.

Once the required transfer tasks are received and distributed to the panel, all panel members are requested to send a confidential report to the Faculty HDR Coordinator who will consider these and the previous confirmation report and transfer document.

Criteria for MA candidate's transfer panel's review - Has the MA candidate:

- been able to interpret the advice correctly (have they done what has been asked of them?)
- enacted the panel's advice that reflects what would be expected of an early phase candidature (e.g. 12months into candidature)
- demonstrated progress since confirmation (does the document now reflect what would be expected of a PhD candidate? e.g. articulate and conceptually well - conceived)
- provided a clear methodological approach
- clearly outlined their analytical processes
- a research question that is suitable for PhD research

The candidate will be advised of the final outcome and the process for completing the transfer once the final deliberation has been made. The candidate will be requested to go [online](#) to apply formally for a transfer between degrees and upload the Confirmation report with the application, the record won't be updated until this final part of the process is completed. Once approved, the doctoral candidature is considered to date from the commencement of the Master's candidature.

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