

In compliance with the RTS guidelines, it is not possible to make retrospective changes to candidature details across the reporting dates of 30 June and 31 December.



PLEASE DO NOT BIND OR STAPLE THIS FORM OR ANY ATTACHMENTS. SECURE PAPERS TOGETHER WITH A BULLDOG CLIP.

**APPLICATION TO TRANSFER CANDIDATURE  
FROM PhD TO MASTERS**

Please read the instructions on the reverse side before you complete this Form.

(\* Delete where appropriate)

Student Name: \_\_\_\_\_ ID No: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Current Discipline: \_\_\_\_\_ Current Program: \_\_\_\_\_

Are you a scholarship holder? YES  NO  AUSAID Scholarship? YES  NO

Are you an International Student? YES  NO  (If "YES", please see notes on the reverse side of this form)

**New Program Details**

Faculty: \_\_\_\_\_ School/ Discipline: \_\_\_\_\_

Academic Program: \_\_\_\_\_ Academic Plan: \_\_\_\_\_ Academic Sub-Plan: \_\_\_\_\_

(Codes are available on the Graduate Centre website at <http://www.adelaide.edu.au/graduatecentre/pgcodes/>)

Internal Study  Remote Study  Attendance Status: Full Time  Half Time

(If an Application for Remote Candidate was not approved for your PhD please complete the form found at: <http://www.adelaide.edu.au/graduatecentre/policy/>)

**New Research Studies Details**

Subject Area: \_\_\_\_\_ Description: \_\_\_\_\_ Catalogue Number: \_\_\_\_\_  
(E.g. RSCHENG) (E.g. ChemE(50)/MechE(50)) (E.g. 8108)

Research Topic: \_\_\_\_\_  
(No more than 250 characters)

Socio-Economic Objective Code (SEO): \_\_\_\_\_ Field of Research Code (FOR): \_\_\_\_\_

(Codes are available on the Graduate Centre website at <http://www.adelaide.edu.au/graduatecentre/pgcodes/>)

**Supervisor Details & Endorsement**

Supervisor's Name	Principal (P) / Co-(C) / External (E)†	% Responsibility for Supervision	Supervisor's Signature I endorse this application

**Certification by Student**

I wish to apply to transfer from the degree of PhD to the degree of Master of \_\_\_\_\_

\_\_\_\_\_  
Student's signature Date

**Endorsement by \*Head of School or Discipline/\*Postgraduate Coordinator**

\_\_\_\_\_  
\*Head of School or Discipline/\*Postgraduate Coordinator Date

**Endorsement by the Faculty Higher Degrees Committee (Note: The specified date below will be the effective date of Transfer)**

\_\_\_\_\_  
Convener's Signature Date

*For Office use only*

*Approved as specified above. New expiry date of your candidature is _____. New expiry date of your RTS (HECS exemption) is _____. New expiry date of your scholarship is _____. Date: _____	Comments:
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# IMPORTANT

## Transferring from a PhD to a Masters Program

A PhD student, for various academic or personal reasons, may wish to transfer to a Masters program during this PhD candidature. An application should be made on this form well before the end of the second year, and well in advance of the reporting dates of 30 June and 31 December, to avoid any complications that may arise regarding the student's RTS place and other fee liabilities.

## Sponsored International Students

Sponsored international students should note that any application for a change in degree program is subject to the approval of the sponsor. Before submitting an application, sponsored international students must consult the International Student Centre in the first instance.

## Scholarship Holders

Scholarship holders will have the length of their scholarships adjusted to the maximum entitlement. A copy of this application will be actioned by the Scholarships section of the Graduate Centre. If you have been enrolled for more than 2 years, your scholarship will cease from the effective date on this form.

## Re-addressing some Research Related Issues

In the process of transferring from a PhD to Masters by Research candidature if your research will change particularly in relation to financial implications, access to restricted data and/or materials, ethics and safety clearance, authorship and/or intellectual property issues please also complete the attached proforma.

## Completion of the Application form

Please ensure that all relevant sections of the form are correctly completed, including the appropriate signatures. This will ensure that the application is not unduly delayed as a result of incomplete information. Where an asterisk (\*) appears, delete the part that is not applicable. If the space provided is insufficient, please enclose the information on a separate sheet of paper.

## † Supervisors

All Higher Degree Research students must be supervised by a panel comprising a Principal and at least one Co or External Supervisor. The Principal Supervisor must be a member of the Discipline in which the student is enrolled and may include an affiliate, adjunct or clinical title holder of that Discipline. A Co-Supervisor can be an academic employee from any University Discipline including an affiliate, adjunct or clinical title holder. An External Supervisor has no formal or official association with the University and does not have affiliate or adjunct status.

## Lodging of Applications

The application form should be lodged with the Graduate Centre, on Level 6, 115 Grenfell Street. For further information please consult the Graduate Centre on 8303 5882.

**ATTACHMENT TO APPLICATION FOR A CHANGE OF ACADEMIC PROGRAM**

*(This Attachment is to be completed only by students applying to transfer from a PhD to a Master.)*

*If required – Refer to Important information dot point: Re-addressing some Research Related Issues*



**A. FINANCIAL IMPLICATIONS**

1. Does this project involve fieldwork or research outside the University (local/interstate/overseas); or require special facilities (such as inter-library loan); or access to specific materials/facilities/data?

YES

NO

*(If "YES", please answer questions 2 and 3 as well.)*

2. What are the likely total costs of this research?

3. Will your School/Discipline contribute to the costs?

YES

NO

- 3.1 If "YES", to what extent?

If "NO", you should note that it is your responsibility to arrange for funding for the research, or to bear any costs not covered by funding from the discipline.

**B. ACCESS TO RESTRICTED DATA AND/OR MATERIALS**

1. Does this research require access to restricted materials/information?

YES

NO

*(If "YES", please answer questions 2, 3 and 4 as well.)*

2. Has official permission been granted for the use of these materials/information?

YES

NO

3. Does the use of these materials/information restrict the publication of your thesis?

YES

NO

4. Is there an expectation of an embargo being placed on your thesis when it has been examined?

YES

NO

*(If "YES", you must lodge a written application for an embargo to be placed on your thesis, with the Graduate Centre, well in advance of your submission.)*

## C. ETHICS AND SAFETY CLEARANCE

1. Does the proposed research involve use of animals or human subjects, recombinant DNA or use of teratogens?

YES

NO

If "YES", is ethics clearance required?

YES

NO

If "YES", please indicate which of the following clearances is required **and attach a copy of the clearances and/or documents.**

Animal Ethics Committee

Human Ethics Committee

Biohazards Committee

Biosafety Committee

If clearance is required but has not been obtained, please enclose a statement giving the reasons why this is so and an indication of when the clearance can be obtained. Your change of academic program will not be confirmed until the required clearance(s) have been provided.

2. Has this ethics clearance been approved for your PhD research?

YES

NO

3. If "YES" to Q2, is this clearance applicable/transferable to your Master's research?

YES

NO

4. If "NO" to Q3, please make sure that this clearance is obtained prior to this application and a copy of the clearance is enclosed with this application.

### Please note:

*Application for ethical clearance is to be made in the name of the principal supervisor with the student involved also specified*

(i) Candidates whose research involves the **use of animals** must obtain approval in advance from the University of Adelaide Animal Ethics Committee. Candidates located within other institutions also require ethical clearance from the AEC at the place where research is to be conducted. Please refer to the AEC website for information on requirements

<http://www.adelaide.edu.au/secretary/staff/ethics/animal/>

(ii) Candidates whose research involves **human subjects** must obtain ethical approval in advance from the University of Adelaide Human Research Ethics Committee unless the following applies. *For a research proposal submitted by a member of its clinical staff (including any postgraduate research candidates) the University accepts protocol approval granted by the Ethics Committees of the Royal Adelaide Hospital, the Queen Elizabeth Hospital or the Women's and Children's Hospital. However, for candidates whose research is conducted (a) at these hospitals and is not supervised by a member of the University's clinical staff, or (b) at any other institution, ethical clearance must be obtained in advance from the University of Adelaide Human Research Ethics Committee as well as from the committee at the place where the research is to be conducted.* Please refer to the Committee's web site for information on requirements

<http://www.adelaide.edu.au/secretary/staff/ethics/human/>

## D. AUTHORSHIP

Have you and your Supervisor(s) discussed and arrived at a mutual agreement regarding authorship in the event that there are publications resulting from your higher degree research work, in accordance with the policy and guidelines set out in the document: Guidelines and Rules for Responsible Practice in Research? <http://www.adelaide.edu.au/graduatecentre/policy/>

YES

NO

Comment:

## E. INTELLECTUAL PROPERTY ISSUES

*(To be completed by the student, Supervisor(s), Head of School or Discipline / Postgraduate Coordinator.)*

1. Is this project likely to generate intellectual property which has potential for commercial development and in which the University itself or an outside funding body may have an interest?

YES

NO

*(If "YES", please answer Questions 2, 3, 4 & 5 as well.)*

*(If "NO", do not answer Questions 2, 3, 4 & 5.)*

- *If yes, please forward a signed Student Project Participation Agreement (SPPA) to the Graduate Centre.*
- *Please note that the approval of the proposed research is dependent upon the signing of this Agreement (where applicable).*

Comment

2a Have attempts been made by the Supervisor(s) to obtain external funding?

YES

NO

2b Are funds available for the establishment of a scholarship or supplementary scholarship to assist you in your research?

YES

NO

Comment:

3. Are you in an employment relationship with an outside organisation?

YES

NO

3.1 If "YES", have the intellectual property implications of this relationship been appropriately dealt with by your Supervisor and Discipline?

YES

NO

4. Please indicate below if you, your Supervisor, and/or Discipline/School has signed a commercial and/or confidentiality agreement or contract with any organisation or funding body relating to this research.

YES

NO

If "YES", please enclose a copy of the agreement/contract with this form.

5 Proposed title of Thesis