

Return the completed form to the

Adelaide Graduate Centre  
graduate.centre@adelaide.edu.au



THE UNIVERSITY  
of ADELAIDE

# Application to Transfer Candidature from PhD to Masters

Division of Research and Innovation



**Please do not bind or staple this form or any attachments. Secure papers together with a bulldog clip**

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

## 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 RTP place and other fee liabilities.

### Career and Research Skills Training (CaRST)

It is important to be aware that it is compulsory for all students who enrol or transfer into a Masters from 2017, to complete 60 hours of CaRST activities prior to thesis submission.

Any CaRST activities previously completed during the Doctor of Philosophy can be counted towards the total.

### 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.

### International Students

International students who commence a PhD degree as a full fee paying student and Transfer to a Masters will be required to remain as full fee paying and will be required to pay tuition fees at the relevant Masters rate.

**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 International Student Support 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.

### 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.

## Application to Transfer Candidature from PhD to Masters

Student Name	
Student ID	
E-mail Address	
Current School/Discipline	
Current Program	

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

Are you a scholarship holder? YES  NO  If Yes, Name of Scholarship \_\_\_\_\_

AUSAID Scholarship? YES  NO

### New Program Details

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

Academic Program: \_\_\_\_\_ Academic Plan: \_\_\_\_\_

Codes are available on the [Graduate Centre website](#).

### New Research Studies Details

Subject Area: \_\_\_\_\_ Description: \_\_\_\_\_ Catalogue Number: \_\_\_\_\_

(E.g. RSCHENG)

(E.g. ChemE(50)/MechE(50))

(E.g. 8108)

Codes are available on the [Graduate Centre website](#).

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](#).

## 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 also answer questions 2 and 3.)

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?**

**Note.** 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 Adelaide Graduate 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", indicate which of the following clearances are required:**

Animal Ethics Committee

Human Ethics Committee

Biohazards Committee

Biosafety Committee

**Note** Please attach a copy of the respective clearances and/or documents

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.**

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: [www.adelaide.edu.au/research-services/oreci/animal/](http://www.adelaide.edu.au/research-services/oreci/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 website for information on requirements: [www.adelaide.edu.au/research-services/oreci/human/](http://www.adelaide.edu.au/research-services/oreci/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 University's [Authorship Policy](#)?

Yes  No

Comment:

## E. Intellectual Property Issues

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

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

Yes  No

**If "YES", has a copy of this agreement or contract to the Adelaide Graduate Centre?**

Yes  No

**If "NO", you must enclose a copy of the agreement/contract with this form.**

## F. Evidence of Research Output Assessed by the School/Discipline

## G. Supervisors' Details & Endorsement (Please List All Supervisors) †

Supervisor's Name	Principal (P) / Co-(C) / External (E)†	% Responsibility of Supervision	On Register Y/N	Supervisor's Signature I endorse this application and the revised research proposal

† **NOTE:** 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 has the primary responsibility for supervision and must be a member of the academic staff of the School/Discipline in which the student is enrolled, or, an affiliate, adjunct or clinical titleholder with that School/Discipline. A Co-Supervisor may be an academic employee from any University School/Discipline (including an affiliate, adjunct or clinical titleholder). An External Supervisor (including visitors) has no formal or official association with the University and does not have affiliate or adjunct status. A maximum of 3 supervisors is allowed on any one student's panel. The Principal Supervisor must have a minimum of 60% with the Co-Supervisors (including External) a minimum of 20%.

### Certification by Student

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

\_\_\_\_\_  
Student name

\_\_\_\_\_  
Signature here

\_\_\_\_\_  
Date

### Endorsement by Head of School or Discipline/Postgraduate Coordinator

\_\_\_\_\_  
Head of School or Discipline/Postgraduate Coordinator's  
name (circle as appropriate)

\_\_\_\_\_  
Signature here

\_\_\_\_\_  
Date

### Endorsement by the Faculty Higher Degrees Committee

The date specified below will be the effective date of transfer

\_\_\_\_\_  
Convener's name

\_\_\_\_\_  
Signature here

\_\_\_\_\_  
Date

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<p>*Approved as specified above.</p> <p>New expiry date of your candidature is _____</p> <p>New expiry date of your RTP (HECS exemption) is _____</p> <p>New expiry date of your scholarship is _____</p>	<p>Comment:</p>

[www.adelaide.edu.au/graduatecentre](http://www.adelaide.edu.au/graduatecentre)

#### Further Information

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