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| **SCHOOL OF COMMUNICATION AND ARTS** |



### Changing your HDR program

**Transfer Process**

A research higher degree candidate may transfer between the MPhil and PhD programs under certain conditions:

<https://my.uq.edu.au/rhd-information-and-services/manage-my-candidature/changing-your-candidature>

The Dean of the UQ Graduate School must approve the new research program, advisory team, commencement date and thesis topic before activation of enrolment.

### Transfer from PhD to MPhil program

### A provisional PhD candidate may transfer to provisional MPhil candidature prior to completion of the confirmation milestone. A confirmed PhD candidate may transfer to confirmed MPhil candidature at any stage.

### Transfer from MPhil to PhD program

In order to transfer from the MPhil to the PhD program, MPhil candidature must first be confirmed. Confirmed MPhil candidates are permitted to transfer to the PhD program as a provisional candidate only. All transfer requests must be submitted prior to completion of the MPhil mid-candidature review, as long as this decision is supported by the advisory team and school.

In support of their application, candidates must submit the following transfer documents:

* A revised thesis prospectus that develops the project outline given in the MPhil prospectus to reflect the scale, scope, and depth required of a PhD project.
* A sample thesis chapter.

After incorporating feedback from the advisory team, these documents are emailed to the HDR administrator <rhdcommarts@uq.edu.au> for review by two expert readers who are asked to provide written reports within two weeks. When the readers’ reports are received, the School HDR committee meets and makes one of two possible recommendations to the Graduate School regarding the outcome of the transfer process:

1. *The school recommends that the candidate remain enrolled in the MPhil program, following the research plan in the original MPhil prospectus.*

The written feedback to the candidate and advisory team must explain why transfer to the PhD program is inappropriate or unfeasible at this time. Possible reasons include: the candidate does not yet have the academic skills needed to undertake this PhD project; the candidate’s MPhil project cannot be extended to meet the scope and depth required for a PhD project; the school cannot provide the necessary resources (such as advisors, funding, or facilities) to support the proposed PhD project.

1. *The school recommends admission to the PhD program as a provisional PhD candidate.*

If the transfer application is successful and provisional PhD candidature is recommended, the School HDR committee must set written and oral goals for the candidate’s confirmation milestone.

**Change of HDR program while holding a scholarship**

Unless otherwise prescribed in the scholarship rules, the recipient of a scholarship may transfer between the MPhil and PhD programs while holding the scholarship. The recipient’s previous period holding the scholarship counts against the maximum duration.

If an application to transfer between programs is approved, the maximum duration of the recipient’s scholarship is reset to that of the new program. This means that if a full-time MPhil candidate transfers to the PhD at 1.5 years into their candidature, they may receive an additional 1.5 years of PhD scholarship funding with the possibility of applying for a further two\* 6-month extensions. However, if the full term of an MPhil scholarship has already expired (e.g., two-years) by the time the application to transfer to the PhD program is approved, then additional scholarship funding for the PhD will not be available. If a PhD candidate who has used two years of their scholarship transfers to the MPhil, then their scholarship will end.

\*Applications for the career development (second) extension must demonstrate that the recipient has engaged significantly, in a sustained manner throughout candidature, in the Career Development Framework, including undertaking a placement as approved by the Dean. Recipients must have met the requirements outlined in the Second Scholarship Extension Guidelines (Career Development), agree to undertake an oral examination, and to submit their thesis by 3.75 years FTE. The candidate’s progress must also be otherwise satisfactory.