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| **SCHOOL OF COMMUNICATION AND ARTS** |



### Change of Research Higher Degree Program

**Transfer Process**

A research higher degree candidate may transfer between the MPhil and PhD programs under certain conditions. To transfer, the school must send a [*Change of Research Higher Degree Program*](http://www.uq.edu.au/grad-school/candidature-forms) form (available at <http://www.uq.edu.au/grad-school/candidature-forms>) to the Graduate School for final approval of their new research program, advisory team, commencement date and thesis topic by the Dean of the UQ Graduate School, and for activation of student enrolment.

### Transfer from PhD to MPhil program

### A PhD candidate may transfer to provisional candidature in the MPhil program at any stage of their candidature. A confirmed PhD candidate can transfer to confirmed MPhil candidature at any stage.

### Transfer from MPhil to PhD program

Information on transferring to the PhD is available at the following URL:  
<http://www.uq.edu.au/grad-school/changing-your-candidature>

In order to transfer from the MPhil to the PhD program, MPhil candidature must first be confirmed. Confirmed MPhil candidates may transfer to the PhD program at any stage of the MPhil candidature following confirmation, as long as this decision is supported by the advisory team and school and as long as the transfer application is submitted within the maximum time permitted to complete the MPhil.

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 principal supervisor, these documents are emailed to the RHD 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 milestone committee meets and makes one of three 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 candidate, pending required revisions or the submission of further documents.*

The written feedback must provide sufficient detail for the candidate and the advisory team to know what they need to do to meet the standard required for confirmation of candidature in the PhD program. For example, if the proposed project does not have sufficient scope or the methodology requires clarification, the written feedback must indicate what the candidate and advisory team need to work on, by a specified date.

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

If the transfer application is successful and full PhD candidature is confirmed, the milestone committee must set written and oral goals for the candidate’s mid-candidature review milestone.

**Change of Research Higher Degree 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 6-month extension. However, if the full term of an MPhil scholarship has already expired (e.g., a two-year APA) 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.