Graduate Research Transfer of Enrolment Policy

Section 1 - Purpose

(1) This Policy sets out the conditions under which graduate research students enrolled at Macquarie University may transfer their degree between either Departments/Schools and Faculties or between different types of graduate research degrees.

Background

(2) Graduate research students often seek to change the scope or topic area of their research and thesis during the course of their candidature.

(3) This Policy relates to requests to transfer graduate research study or candidature:

a. between Departments/Schools and Faculties;
b. between a Master of Philosophy and a Doctor of Philosophy or vice versa; and
c. from a PhD to a Joint PhD.

(4) This Policy does not apply to:

a. transfers between the Doctor of Philosophy and professional doctorate degrees. This type of transfer will require an application to be submitted to enter the new degree and will be assessed according to the current admission eligibility criteria;
b. transfers from the Master of Research to the Doctor of Philosophy or Master of Philosophy. This type of transfer will require an application to be submitted for direct entry to the Doctor of Philosophy or Master of Philosophy and will be assessed according to the current admission eligibility criteria;
c. transfers from the Doctor of Philosophy or Master of Philosophy to the Master of Research. This type of transfer will require an application to be submitted for the Master of Research and will be assessed according to the current admission eligibility criteria; and
d. transfers to or from another Australian Higher Education Provider.

Scope

(5) This Policy covers graduate research students in the following degrees:

a. Graduate Diploma of Research;
b. Master of Research (including the Master of Public Health (Research));
c. Master of Philosophy; and
d. Doctor of Philosophy (including the Combined PhDs and Joint PhDs).

(6) This Policy applies to all University staff engaged in the support of graduate research students.

This document may be varied, withdrawn, or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to always refer to Policy Central (https://policies.mq.edu.au) for the latest version.

Section 2 - Policy

(7) The University requires a change of enrolment of a graduate research student to reflect any change in Department/School, Faculty or specified graduate research degree.

(8) Transfer applications can be submitted to the Graduate Research Academy at any time and, if approved, are effective from the commencement of the next half year enrolment period.

(9) Enrolment periods commence on 1 January and 1 July. The closing date for receipt of transfer applications for the first enrolment period is 7 February and for the second enrolment period is 7 August.

(10) Transfer applications received after these dates will, if successful, take effect from the next enrolment period.

(11) Fees or fee contributions may change depending on the new course/discipline.

Transfers for Master of Research, Master of Philosophy (MPhil) and Doctor of Philosophy (PhD)

Departments/Schools

(12) Transfers between Departments/Schools for Master of Research, Master of Philosophy or Doctor of Philosophy must have the approval of:

a. the current principal supervisor;
b. current Head of Department/School (or nominee); and
c. the proposed Head of Department/School (or nominee).

Faculties

(13) Transfers between Faculties for Master of Research, Master of Philosophy or Doctor of Philosophy must have the approval of:

a. the current principal supervisor;
b. current Head of Department/School (or nominee);
c. proposed Head of Department/School (or nominee); and
d. the Associate Dean, Research Training and Performance of the proposed Faculty.

Degrees

Transfers from Master of Philosophy to Doctor of Philosophy

(14) The Pro Vice-Chancellor, Graduate Research may, on the recommendation of the Associate Dean, Research Training and Performance of the Faculty, in which a student for a Master of Philosophy is enrolled, approve the transfer of candidature to a Doctor of Philosophy (PhD) after a minimum of one (1) year and a maximum of one and a half (1.5) years (or part time equivalent) following enrolment in the MPhil.

(15) The Faculty must provide assurance that adequate supervision and facilities are available in the Faculty to support the student. The period of prior enrolment in the MPhil will be counted toward the maximum period in the PhD.

(16) In order for the transfer to be considered, the Principal Supervisor must provide a case which confirms that the student is working at a pace and a level which will enable them to satisfy examination of the work at the end of the

This document may be varied, withdrawn, or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to always refer to Policy Central (https://policies.mq.edu.au) for the latest version.

new maximum period of candidature if the transfer is approved. That is, the Principal Supervisor must provide a report about the student's achievements and progress containing:

a. a short statement about the nature of the work being undertaken within the current candidature;
b. the stage reached in the work;
c. how the work will be extended to reach PhD standard. That is, likely to reach a level which would satisfy the expectations of examiners with respect to it making a distinct contribution in the area with which it deals; having an originality which will be shown by the discovery of new facts; demonstrating independent critical thinking; and likely to contain material suitable for publication;
d. if applicable, evidence of journal articles undertaken within the MPhil that have been accepted for publication; and
e. if applicable, evidence of directly related work experience.

Transfers from Doctor of Philosophy to Master of Philosophy

(17) The Pro Vice-Chancellor, Graduate Research may, on the recommendation of the Associate Dean, Research Training and Performance of the Faculty, in which a student for a PhD is enrolled, approve the transfer of candidature to a Master of Philosophy where they are satisfied that the student has fulfilled all of the requirements of that degree and/or where the student is no longer able to continue in the PhD due to extenuating circumstances.

(18) If a transfer to the Master of Philosophy is approved, the maximum course duration will be determined on a case by case basis.

Transfers between Doctor of Philosophy and Joint Doctor of Philosophy

(19) The Pro Vice-Chancellor, Graduate Research may, on the recommendation of the Associate Dean, Research Training and Performance of the Faculty, in which a student for a PhD is enrolled, approve the transfer of candidature to a Joint PhD where:

a. the joint degree is with an approved Partner University;
b. the joint degree course is planned in line with Guiding Principles for Cotutelle and Joint PhD enrolment;
c. the student has qualified for admission to candidature for a PhD, at the Partner University; and
d. an individual joint doctoral supervision agreement with the Partner University covering the student's period of joint enrolment has been finalised.

(20) The period of prior enrolment in the PhD will be counted toward the maximum period in the Joint PhD.

Transfers for the Graduate Diploma of Research

Faculties

(21) Graduate Diploma of Research students seeking to transfer between faculties must:

a. meet the standard and any additional admission requirements as outlined in Schedule 2: Additional Entry Requirements to Research Training Courses for the proposed discipline in the new Faculty;
b. have achieved a satisfactory performance in the current Graduate Diploma of Research course at the time of request to transfer; and
c. have the approval of the proposed new Graduate Diploma Advisor/Director.

(22) Credit transfer is not automatic and will be assessed on a case by case basis and in accordance with the Recognition of Prior Learning Policy.

This document may be varied, withdrawn, or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to always refer to Policy Central (https://policies.mq.edu.au) for the latest version.

International Students

(23) A new letter of offer and Confirmation of Enrolment (CoE) will be issued for an international student transferring between courses. This will specify the relevant fees and course duration.

(24) Transfers between courses may impact the student's visa and students should seek advice from the Department of Home Affairs before initiating a transfer request.

Section 3 - Procedures

(25) Nil.

Section 4 - Guidelines

(26) Nil.

Section 5 - Definitions

(27) The following definitions apply for the purposes of this Policy:

a. Joint PhD means joint enrolment by a student in a PhD course at Macquarie University and selected international partner universities. A student has supervisors at both universities and spends time at both universities. The final thesis is jointly examined and the two universities may jointly award a degree.
b. Partner University means an institution which has entered into a formal written agreement with Macquarie University to facilitate Higher Degree Research courses.
c. Combined PhD refers to the following three courses: Combined Master of Clinical Psychology and Doctor of Philosophy; Combined Master of Clinical Neuropsychology and Doctor of Philosophy; and Combined Master of Organisational Psychology and Doctor of Philosophy.

This document may be varied, withdrawn, or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to always refer to Policy Central (https://policies.mq.edu.au) for the latest version.

Status and Details

Status	Current
Effective Date	5th August 2025
Review Date	5th August 2030
Approval Authority	Academic Senate
Approval Date	5th August 2025
Expiry Date	Not Applicable
Responsible Executive	Sakkie Pretorius Deputy Vice-Chancellor (Research) +61 2 9850 8645
Responsible Officer	Simon Handley Pro Vice-Chancellor, Graduate Research +61 2 9850 8030
Enquiries Contact	Catherine Murphy Director, Graduate Research Services and Governance +61 2 9850 7275

This document may be varied, withdrawn, or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to always refer to Policy Central (https://policies.mq.edu.au) for the latest version.