

## Who should use this form?

To be completed by current University of Melbourne graduate research degree students requesting to transfer to a different graduate research degree (e.g. transfer from PhD to MPhil, PhD to other research doctorate, MPhil to other research masters).

### Notes:

- 1. Eligibility to transfer is based on candidature consumed in the current degree and candidature available in the degree you wish to transfer to.**

The maximum course duration in full-time equivalent years is:

- for a masters by research is 2 years
- for a doctorate 4 years

***For complete applications (i.e. including all signatures) received for students who have confirmed on or before 31 December 2017,*** if you have reached or exceeded the maximum course duration of your degree and you wish to transfer, you may transfer to lapsed candidature or be granted an extension beyond the maximum course duration.

***For complete applications received for students who have confirmed on or after 1 January 2018,*** if you have reached or exceeded the maximum course duration of your degree you wish to transfer you may be eligible for approval for late submission. Late submission is normally without formal enrolment, but may include an extension to enrolment beyond the maximum.

Maximum submission date is

- for a masters by research is 2 years full-time equivalent + 1 calendar year
- for a doctorate 4 years full-time equivalent + 2 calendar years.

*If you are not eligible for late submission or you are past your maximum submission date your application to transfer may not be approved.*

- 2. The information on this form will be used by authorised staff for the purpose** for which it was collected and will be protected against unauthorised access and use. You can view the University's detailed Privacy Policy available at [www.unimelb.edu.au/unisec/privacy/](http://www.unimelb.edu.au/unisec/privacy/). You can contact the Privacy Officer ([privacy-officer@unimelb.edu.au](mailto:privacy-officer@unimelb.edu.au)) with any questions about how the University deals with personal information. **International students on student visas.** The University must notify the Department of Immigration and Border Protection and issue a new Confirmation of Enrolment (COE) if changes are made to your enrolment. To avoid delays in obtaining a new COE or non-compliance with student visa conditions, please enclose a copy of your passport and current visa with this application.

## Lodging applications

Please lodge the application with your principal supervisor or the Graduate Research Administrator in your Faculty.

A listing of all Graduate Schools/Faculties can be viewed at: <http://gradresearch.unimelb.edu.au/key-contacts#school>

# Application to Transfer between Graduate Research degrees (excluding conversion to PhD)



## 1. PERSONAL DETAILS

Title	<input type="checkbox"/> Ms <input type="checkbox"/> Mr <input type="checkbox"/> Other, specify:	Student ID	
Family Name		Date of Birth (dd/mm/yyyy)	
Given Names		Gender	<input type="checkbox"/> F <input type="checkbox"/> M <input type="checkbox"/> Transgender/Intersex/Other
<b>Current Mailing Address</b>			
Street Address			
Suburb		State	
Country		Postcode	
Email		Phone	
<b>Residency Status</b>			
Are you: <input type="checkbox"/> An Australian Citizen <input type="checkbox"/> a New Zealand Citizen <input type="checkbox"/> a Permanent Resident of Australia			
<input type="checkbox"/> an International Student - <i>enclose a copy of your current passport and current visa with this application.</i>			

## 2. APPLICATION DETAILS

Converting to degree		Course code		Scholarship	
Department/School		Enrolment status	<input type="checkbox"/> Full time <input type="checkbox"/> Part time		
Thesis title					
Extension to candidature	<input type="checkbox"/> 6 months <input type="checkbox"/> 12 months <input type="checkbox"/> None		Late submission	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Lapsed candidature	<input type="checkbox"/> Yes <input type="checkbox"/> No				

**Note:** *If the length of candidature already undertaken is equal to or greater than the maximum course duration in the new course, you will be transferred to lapse or approved late submission (see item 1. under the notes section on the first page of this application form).*

### Details of current enrolment

Current degree		Commencement date: (dd/mm/yyyy)		Enrolment status	<input type="checkbox"/> Full time <input type="checkbox"/> Part time
Start and end dates for any and all periods of leave of absence from your studies:			Start and end dates for any variations to enrolment status: (eg Full-time 15/02/2012 -31/08/2012, Part-time 01/09/2012-04/06/2013)		

### 3. STUDENT 2018 ENROLMENT DECLARATION AND SIGNATURE

In consideration of my enrolment at the University of Melbourne ('University'), and the provision by the University of teaching services, educational resources and student services, I:

#### University Rules

1. Agree to be bound by the terms and conditions, statutes, regulations, policies, procedures and guidelines of the University ('University Rules') whilst I am enrolled as a student of the University, including those relating to the ownership, use and control of any intellectual property in any work, invention, discovery or other thing made, created or developed by me in connection with my studies at the University, and those relating to the payment and refunding of tuition and other fees.
2. Shall act in accordance with all lawful instructions of officers of the University.
3. Understand that falsification of records or details about myself either before or after my enrolment as a student, which may be construed as academic or non-academic misconduct, is subject to the right of the University to terminate my enrolment or impose other sanctions in accordance with the University Rules. Termination and/or other sanctions may be exercised at any time during my studies at the University.
4. Consent to any work I submit for assessment being scanned, copied or used by the University or its agents for the purpose of identifying plagiarism and any other academic misconduct.

#### Fees and enrolment

5. Acknowledge that I am responsible for maintaining my enrolment, and acknowledge that this includes:
  - a. recognising that I have until the subject census date to change my enrolment without those changes appearing on my academic record; and
  - b. enrolling and re-enrolling within the given time frames and in the manner specified.
6. Acknowledge that, unless I withdraw from a subject prior to the subject census date, I will be liable for the subject's tuition fees or student contribution amount (except where a subject is exempt from fees or where I have a legal entitlement to a refund of fees that have already been received by the University).
7. Acknowledge that as a graduate research candidate my fee liability, or any funded candidature support usage, will be calculated on a daily basis for every day that I am enrolled until my enrolment ceases. Enrolment cessation may include: leave of absence, thesis submission and examination, course withdrawal, or termination of enrolment.
8. Will also be liable for all student services or amenities fees or other fees or charges as set out in the University Rules as applicable to my enrolment. [This is not applicable if you are enrolled in a course governed by a contract between the University (acting through School of Melbourne Custom Programs of UoM Commercial Ltd, MCP) and an external organisation.]
9. Consent to receiving my Student Invoice electronically and, if I am a Commonwealth supported student, consent to receiving my Commonwealth Assistance Notice electronically.
10. Understand that it is my responsibility to check my Student Invoice on the student portal ([my.unimelb.edu.au](http://my.unimelb.edu.au)) and ensure payment by the due date.

#### My Personal Details

11. Will promptly notify the University of any change to my personal details (including changes to my mailing address and contact details) and I acknowledge that the University shall not be in any way liable for any matter arising out of a failure to notify the University of such changes.
12. Acknowledge that a failure to update my personal details (including my mailing address and contact details) will not be an acceptable reason for failing to respond to any correspondence from the University as required.
13. Declare that all information that I have provided to the University (whether directly or via VTAC or other institutions) is, to the best of my knowledge, complete, true, and correct.
14. Authorise the University to obtain information about me including information from previous educational institutions attended by me, or at which I have sought enrolment.
15. Understand that the University is obliged to comply with the UN and Australian sanctions laws and regulations and may need to take appropriate actions.
16. Authorise the University to verify all details relating to my enrolment. This may include verification of my Australian visa details and study entitlements from the Department of Immigration and Border Protection (DIBP) Visa Entitlement Verification Online (VEVO) facility. University communication, notices and records
17. Acknowledge that University correspondence, including formal notices and other communications, will be issued to me electronically via my University student email address and the student portal ([my.unimelb.edu.au](http://my.unimelb.edu.au)).
18. Agree to check my student portal ([my.unimelb.edu.au](http://my.unimelb.edu.au)) notices and University emails on a regular basis, which is at least twice per week, including during University breaks or Leave periods. [Where a student is enrolled in a course with MCP, the University may issue correspondence to the student's designated email address.]
19. Understand that upon graduation, the details of my qualifications will be included in the Graduate Roll of the University and become a matter of public record.

#### My confirmation

20. Have read and understood all information relevant to my enrolment and made available by the University, including the University of Melbourne Student Privacy Statement set out below as the Appendix to this enrolment declaration.
21. Consent to the collection, management, use and disclosure of my personal information in accordance with the University of Melbourne Student Privacy Statement.
22. If applicable, consent to the University releasing other information about my enrolment where required for the administration of my Australia Awards Scholarship to the Australian Government Department of Foreign Affairs and Trade, and other external parties engaged by the University to provide services under the Australia Awards Scholarship program (such as the University's preferred travel agency and health insurance provider).
23. Acknowledge that the terms of this enrolment declaration, as set out above, are legally binding and may be enforced by the University.

#### Privacy

The University collects personal information for a number of purposes, including the proper administration of your course of study, the University's internal planning requirements, and the organisation of relevant health and welfare programs. Please read the Student Privacy Statement for information about how the University manages your personal information: <http://www.unimelb.edu.au/governance/compliance/privacy/privacy-obligations#student-privacy-statement>

By signing below you declare that you have read the above enrolment terms and conditions and the Student Privacy Statement for enrolment or re-enrolment into your course as stated above.

I have read and understood the information contained in the document.

I understand the study commitment required (at least 40 hours per week for full-time study and at least 20 hours per week for part-time study) and agree to meet this commitment.

Name of student (*please print*)

Signature of student

Date (*dd/mm/yyyy*)

#### 4. a) SUPERVISOR(S) DECLARATION

I confirm that:

- ▶ The proposed project is appropriate and feasible within the timeframe of the course
- ▶ In accordance with the [Principles for Infrastructure Support](#) the facilities and resources required for this project are available and have been discussed in detail with the candidate
- ▶ I am aware of and willing to supervise under the University's [Supervisor Eligibility and Registration Policy](#) and the [Research Integrity and Misconduct Policy](#)
- ▶ If required, ethics approval for this project will be sought from the relevant University ethics committee
- ▶ I have discussed with the candidate any restrictions on intellectual property or authorship that may apply to their project
- ▶ I am aware of the requirements regarding conflict of interest and have completed a disclosure declaration where a potential conflict of interest exists.

#### 4. b) CONFIRMATION COMMITTEE MEMBERS AND SUPERVISORSSIGNATURES

Role	Name	Signature	Date
Committee chair			
Principal supervisor			
Co-supervisor			

#### 5. OUTSIDE INSTITUTION SIGNATURE

To be completed if the applicant is to be located at an outside institution. The signature of the head of any outside institution is required for University approval.

Name of Centre/Institutio	Name of head of Centre/ Institution	Signature	Date

## 6. HEAD OF DEPARTMENT DECLARATION AND SIGNATURE

Departments should note their responsibilities in the [Principles for Infrastructure Support](#)

**In addition to endorsing the information contained in this assessment form, I confirm that:**

- ▶ The student will have appropriate supervision for the duration of their candidature and the facilities and resources required for this project will be made available to the applicant
  - ▶ I am aware of my responsibility to ensure that any confidentiality or intellectual property agreements signed by the student are consistent with University's [Research Integrity and Misconduct Policy](#) , and the implications have been discussed fully with the student.
- ▶ If the student will be based at an outside institution (as indicated above):
  - ▶ the facilities, academic environment and research of the institution are sufficient to support the student's research project over the term of the candidature
  - ▶ arrangements are satisfactory for the student to participate adequately in the research activities of the department
  - ▶ I am aware of the requirements regarding conflict of interest and have completed a disclosure declaration where a potential conflict of interest exists.

Department	Name	Signature	Date

## 7. DEAN OR ASSOCIATE DEAN OF FACULTY APPROVAL

Comments

Faculty	Name	Signature	Date

<b>FACULTY STAFF Checklist</b>	
<b>Please check the following before forwarding this form for processing.</b>	<b>StudentOne Screen</b>
<b>Is the form complete?</b>	
<input type="checkbox"/> All signatures, including the enrolment declaration, the administrative department HoD, and faculty Dean or AD(RT)  <input type="checkbox"/> All relevant sections complete including: supervisor percentages, supervisor staff ID, FoR codes, etc.	
<b>Current candidature status</b>	
<input type="checkbox"/> Check if the student is on leave of absence. The student will be returned from leave in the old course and placed on leave in the new course	RHD Student Snapshot
<b>Outstanding candidature variations</b>	
<input type="checkbox"/> No current student forms awaiting processing. Confirm all previously completed forms are ticked off as processed, as required.	RHD Student Snapshot
<b>Coursework subjects</b>	
<input type="checkbox"/> All completed coursework subjects have a result entered and are certified and ratified	Study Plan
<b>Progress reviews and EWSD</b>	
<input type="checkbox"/> Check that progress reviews are up to date <input type="checkbox"/> Check that the EWSD is not in the past	RHD Student Snapshot
<b>Additional information for Graduate Research Candidature staff</b>	
Please provide <b>research option “bucket” code</b> ( <i>if the code does not include the department name</i> ) and the <b>research thesis subject code</b> the student should be enrolled into.	Study Plan