**Application to transfer from Honours to Masters by research candidature**

This form is for current Bachelor (Honours) students in their final semester who are Australian citizens, Permanent Residents or New Zealand citizens intending to transfer into confirmed Master of Arts by research or Master of Science by research candidature.

Once Parts A-D have been completed by student and supervisor, please submit this form to: [admissions.grs@latrobe.edu.au](mailto:admissions.grs@latrobe.edu.au)

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| **Part A: Application Details – applicant completes** |

**Applicant details**

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| **Student ID** |  |
| **Title** |  |
| **Family name** |  |
| **Given name** |  |
| **Student email** |  |

**Course details**

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| **Current course** |  |
| **School** |  |
| **Honours supervisor** |  |
| **Honours thesis topic** |  |
| **Proposed course** |  |
| **Proposed** [**specialisation**](https://www.latrobe.edu.au/researchers/grs/hdr/applying/transfer-process-from-honours-to-masters) |  |
| **Study rate** | Full Time / Part Time |
| **Location – campus name/external** |  |
| **Preferred commencement date, *if different than 06 February 2023*** | *Please note that applicants who are awarded a stipend will be required to commence during the period 1 – 28 February 2023.* |
| **Do you wish to apply for a Graduate Research Pathways Scholarship?** | YES / NO |
| **Do you wish to be considered for an Equity Scholarship?**  For details on eligibility and what additional information needs to be submitted, please check [here](https://www.latrobe.edu.au/scholarships/la-trobe-university-research-equity-scholarships2) | YES/NO |
| **Are you intending to also apply for PhD candidature and scholarship?** | YES / NO |

**I,\_\_\_\_\_\_\_\_\_\_\_\_\_, confirm this information to be true and accurate. Date: \_\_\_\_\_\_\_\_\_**

By typing your name and inserting the date, you indicate your support of this document.

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| **Part B: Supervision details –** to be completed by current Honours supervisor in conjunction with Masters Principal Supervisor (if different) |

All supervisors need to be registered to supervise at the appropriate level. La Trobe staff can apply to register as a supervisor or to upgrade supervision level using the Supervisor Registration (SR) [form](https://www.latrobe.edu.au/researchers/grs/hdr/candidature/forms-and-resources). For any new external supervisors, registration is managed by completing their details below and attaching their CV.

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| **Principal supervisor details** |

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| **Title** | **Name** | **School** | **Research org unit\*** | **Registered supervisor (Y/N)?** | **Current supervision load**  **(full-time equivalent)#** | **Total number of candidates currently supervising** | **% supervision** |
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| **Internal (La Trobe) co-supervisor details** |

*Add additional lines if required.*

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| **Title** | **Name** | **School** | **Research org unit\*** | **Registered supervisor (Y/N)?** | **Current supervision load**  **(full-time equivalent)#** | **Total number of candidates currently supervising** | **% supervision** |
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| **Progress committee chair details** |

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| **Title** | **Name** | **School** | **Research org unit\*** |
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*\* A list of research org units is available in GRWS* [*here*](https://uniforms.latrobe.edu.au/sites/research/grwsapp/SitePages/Org%20units%20and%20degree%20majors.aspx)(*link will open in new window). This is the four digit code associated with your academic discipline and is not the same as the cost centre, fund or WBS.*

*# As principal and co-supervisor. If unsure of the current supervision load, please check with the GRS College Liaison Team.*

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| **External co-supervisor details** |

*Add additional lines if required.*

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| **Title** | **Name** | **Registered supervisor (Y/N)?**  **(*if No, complete section 4.4)*** | **% supervision** |
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| **New external supervisor registration details** |

For any new external supervisors who have not already been registered to supervise at La Trobe, please complete details below and **attach a CV**. Copy section if more than one external co-supervisor.

**Supervisor contact details**

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| **Title** |  |
| **Given name** |  |
| **Family name** |  |
| **Email** |  |
| **Position title** |  |
| **Institution** |  |

**Research end user information:**

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| **This external supervisor:** | **Select one** |
| Works for a government, business, non-governmental organisation, community organisation |  |
| Works for a publicly funded research organisation (CSIRO, AIMS, ANSTO, NMI, DSTO etc.) |  |
| None of the above |  |

**Supervision related activity and experience:**

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| **This external supervisor:** | **Yes / No** |
| has obtained a PhD; OR |  |
| has extensive research and academic experience which is at least equivalent to that required for a doctoral degree and sufficient to qualify that supervisor to supervise candidates’ research |  |

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| is an active researcher |  |
| has recently published in refereed publications |  |
| has supervised honours students’ research |  |
| has supervised masters by research students |  |
| has supervised doctoral students |  |
| has supervised and/or trained staff in the research end-user organisation / industry |  |

**Please make sure that you have uploaded a CV to GRWS for any new external supervisors.**

External supervisors will be invited to be a supervisor once the candidate has enrolled and the student record updated once the supervisor has accepted.

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| **Part C: Project classification – to be completed by principal supervisor** |

Please provide the following Australian and New Zealand Standard Research classification (ANZSRC) codes. *A list of relevant codes is available in GRWS* [*here*](https://uniforms.latrobe.edu.au/sites/research/grwsapp/SitePages/Org%20units%20and%20degree%20majors.aspx)(*link will open in new window).*

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| **Thesis subject code and title**  eg R030801006 – Accounting (Doctoral Thesis) – Business School |  |
| **Field of Research (FOR) six-digit code and title**  eg 150103, Financial Accounting |  |
| **Socio-Economic Objective (SEO) six-digit code and title**  eg 970115, Expanding Knowledge in Commerce, Management, Tourism and Services |  |
| **Government Type of Activity one-digit code** (1, 2, 3 or 4) |  |

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| **Part D: Conditions of candidature** |

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| **Commencement Date** *– 06 February or another date within the commencement window of 1 – 28 February 2023* |  |
| **Conditions of candidature –** *minimum WAM requirement of 65 unless otherwise specified* |  |

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| **Part E: Approvals** |

**No signatures are required** – by typing in your name and date, you signify your approval / rejection.

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| **Supervisor Recommendation** |

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| **Role** | **Title** | **Given Name** | **Surname** | **Support of application** | **Date (DD/MM/YY)** |
| **Honours Supervisor** |  |  |  | YES / NO |  |
| **Masters Principal Supervisor (if different)** |  |  |  | YES / NO |  |
| **School Director of Graduate Research** |  |  |  | YES / NO |  |
| **Chair of the Board of Graduate Research** |  |  |  | YES / NO |  |

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| **GRS Office Use** |

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|  | Yes / No / NA |
| All project classification codes provided in correct formats |  |
| Both a principal and co-supervisor are listed |  |
| All internal supervisors registered at appropriate level |  |
| All external supervisors registered at appropriate level or registration details attached |  |
| All supervision loads within policy limits |  |
| All approvals obtained in Part E |  |

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| Relevant forms have been completed and attached in GRWS: | Yes / No / NA |
| CV for any new external supervisors |  |
| Autonomous sanctions form, if required |  |
| External candidature form if external candidature recommended |  |

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| Additional comments (if required): |
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