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

This form is for current international Bachelor (Honours) students in their final semester 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

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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** |  |
| **Are you a permanent resident of Australia?** | YES / NO |
| **Current visa type** | Student / Visitor / Spouse / Other |
| **Visa subclass number as shown on your visa label** |  |

**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 |
| **Are you intending to also apply for PhD candidature and scholarship?** | YES / NO |
| **Are you able to self-fund without a scholarship?** | YES / NO |
| **Have you received an external scholarship or sponsorship to undertake your research at La Trobe University?** | YES / NO |
| **\*If yes, please provide the name of the sponsor** |  |

**Declaration and agreement**

* I am not a permanent resident or citizen of Australia, nor a citizen of New Zealand.
* I am aware of the conditions relating to my admission into La Trobe University.
* I declare to the best of my knowledge that the information supplied on this application form and all supporting documentation is correct and complete, and that any supplementary application documents (personal statement, folio or additional requirements) are my own work. I acknowledge that La Trobe University reserves the right at any stage to vary or reverse any decision regarding admission or enrolment which has been made on the basis of incorrect, fraudulent or incomplete information. Giving false or misleading information is a serious offence under the Criminal Code
* Act 1995 (Australia). I authorise the University to seek verification of my academic and professional qualifications, and work experience.
* The University also reserves the right to vary courses, subjects, the mode of delivery, assessment and admission requirements at any time at its discretion.
* I acknowledge La Trobe University places restrictions on program and institution transfers and that I may not be permitted to change my program or institution without permission.
* I consent to the University using and disclosing my personal information under the conditions relating to the Refund Policy as set out at: latrobe.edu.au/international/fees
* Information I have provided on this form and during enrolment may be made available to the Australian Government, state agencies and other designated authorities under the ESOS Act 2000 and the National Code 2018. Information about me can be disclosed without my consent where authorised or required by law. I further understand that La Trobe University, as an education provider, is required to provide information about my enrolment to the Department of Immigration and Citizenship (DIAC) upon request. I understand that the University reserves the right to inform other tertiary institutions and regulatory agencies if any of the material presented to support my application is found to be false.
* If sponsored by a government body or private institution, I give La Trobe University permission to provide my sponsor with information about my application, enrolment and academic progress.
* I authorise the University to disclose information relevant to my application and enrolment to the University’s preferred OSHC provider and other third parties for the purposes of arranging my OSHC, progressing my application and enrolment, and administering my course. I also authorise La Trobe University to access the DIAC’s Visa Entitlement Verification Online system (VEVO) to obtain information on my visa status.
* I understand any fees listed in this publication are an estimate only, based on the subjects in which I enrol, and will vary depending on the subject and the actual subject enrolment load. I agree to pay all fees for which I am liable. I acknowledge that the tuition fee is exclusive of the cost of text books, health insurance or living expenses such as food, accommodation, transport and medical costs. Details on any additional costs can be found within course descriptions on the La Trobe University website: latrobe.edu.au/courses
* I acknowledge that tuition and other fees are subject to change each year. The University reserves the right to vary fees on an annual basis. Tuition fees will not normally rise above seven per cent per year. Should the University decide to increase its fees, that increase will take effect on 1 January of the following year.
* I understand that if I have any school-aged children or dependants accompanying me to Australia, they must attend school and I will be required to pay a full fee if they are enrolled either in a government or non-government school.
* I have completed all sections of the application form.
* I accept that this application and supporting documentation become the property of La Trobe University and are not returnable.
* I understand this agreement does not remove my right to take further action under Australia’s consumer protection laws.
* I have read and I understand the declaration above.

**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: Masters by research supervision details –** to be completed by 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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| **Academic approvals** |

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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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| **La Trobe International Authorisation** |

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| **Genuine Temporary Entry (GTE) Outcome** |  |
| **Any visa restrictions** |  |
| **Sponsored student** | YES / NO |
| **Details** |  |

**I,\_\_\_\_\_\_\_\_\_\_\_\_\_, confirm my support of this application. Date: \_\_\_\_\_\_\_\_\_**

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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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