**Application to transfer between graduate research degrees:**

**Progress committee assessment**

This form is to be completed by the Progress Committee Chair and attached to the Chair’s section of the progress report.

**Process for transferring between degrees:**

The requirements for transferring between graduate research degrees are given in Part I of the [Graduate Research Candidature Procedure](https://policies.latrobe.edu.au/document/view.php?id=305).

Candidates may request a transfer at any point in their degree, though it is usually beneficial to transfer earlier in candidature and at a progress milestone such as confirmation.

Candidates wishing to transfer between degrees should first consult with their principal supervisor. Having obtained approval from their supervisor, candidates need to arrange a meeting of their Progress Committee (formerly known as the Research Progress Panel, or RPP) who will assess whether the candidate meets the level required for the proposed degree. If not at a scheduled milestone, candidates will need to email progress.grs@latrobe.edu.au to request an ad-hoc review form be created.

Candidates need to complete the usual progress report (ad hoc or milestone) and attach evidence of their capacity to undertake research at the proposed level. The type of evidence required will depend on the stage the candidate is at, but will always include a substantial proportion of their current research including their research plan and written work that demonstrates the candidate’s ability to write at an appropriate level for the degree (e.g. literature review, draft thesis chapters or publications). For guidance on the type of evidence considered appropriate, see the [Schedule of University-wide Requirements for Progress Milestones](https://policies.latrobe.edu.au/download.php?associated=1&id=203).

The Progress Committee will assess whether the candidate has the capacity to undertake research at the proposed level and that the research project is feasible in terms of time, facilities, equipment and source material for the proposed degree, taking into account consumed candidature. If the transfer request corresponds with a progress milestone (most commonly confirmation), candidates will need to meet the milestone requirements for their target degree. If the transfer request does not correspond with a milestone, the Progress Committee will determine the appropriate level using the milestone requirements as a guide, taking into account the timing of the transfer request relative to the candidate’s milestones.

Where a consensus cannot be reached, the final recommendation rests with the Chair. Once the Chair has submitted their report, the Graduate Research School will initiate a Transfer Between Degrees form and forward it along with the progress report and attached documentation for approval of:

1. the Graduate Research Coordinator
2. The School Director of Graduate Research
3. La Trobe International (in the case of international students on a student visa)
4. the Dean of Graduate Studies.

**What do I need to do?**

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| --- | --- | --- | --- | --- | --- | --- |
| **Candidate** | **🡪** | **Supervisor** | **🡪** | **Chair** | **🡪** | **GRS** |
| * Complete candidate’s section of progress report
* Attach supporting documentation
* Submit to principal supervisor
 | * Complete supervisor’s section of progress report
* Attach supporting documentation (if required)
* Submit to chair
* Circulate report to other members of progress committee
 | * Complete chair’s section of progress report
* Attach this form
* Submit to GRS
 | * Initiate Transfer Between Degrees form and coordinate approval from:
	+ GRC
	+ SDGR
	+ LTI (if applicable)
	+ Dean of Graduate Studies
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| **Personal details** |
| Student ID: |       | Family name: |       | Given name(s): |       |

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| **Recommendation – to be completed by the Progress Committee Chair and attached to the progress report** |
| 1. Does the candidate meet the milestone requirements of the proposed degree (or, if between milestones, the appropriate level relative to the candidate’s milestones)?

Comments:      | Yes: [ ]  No: [ ]  |
| 1. Is the research project feasible in terms of time, facilities, equipment and source material for the proposed degree, taking into account consumed candidature?

Comments:      | Yes: [ ]  No: [ ]  |
| 1. Do you recommend this candidate for transfer to the proposed degree?
 | Yes: [ ]  No: [ ]  |
| 1. Is the candidate’s thesis topic changing?
 | Yes: [ ]  No: [ ]  |
| * 1. If yes, please list the new thesis topic:

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| 1. Course load recommended:
 | F/T: [ ]  P/T: [ ]  |
| * 1. If part-time, please comment on the candidate's program for adequate and regular contact:

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| Chair name | Date |  |