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

This form is for current Postgraduate Coursework students who are Australian citizens, Permanent Residents or New Zealand citizens intending to transfer info Master of Engineering by research candidature.

Submit this form along with your research proposal 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** |  |

**Course details**

|  |  |
| --- | --- |
| **Current course** |  |
| **School** |  |
| **Proposed course** |  |
| **Proposed thesis topic** |  |
| **Study rate** | Full Time / Part Time |
| **Location – campus name/external** |  |

**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 principal supervisor |

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** |
|  |  |  |  |  |  |  |  |

*\* 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 030801006 – 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: 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)** |
| **Supervisor** |  |  |  | YES / NO |  |
| **Graduate Research Coordinator** |  |  |  | YES / NO |  |
| **Course Coordinator** |  |  |  | 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 D |  |

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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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