



Higher Degree Research Course Transfer Request Form

This form is for HDR candidates who wish to transfer to a different HDR course, change the course delivery mode to either on campus or distance, or change campuses, while **remaining under the same Principal Supervisor**.

If your course transfer involves a change in the Principal Supervisor, or if you are requesting to change your supervision panel, school or faculty, you will also need to submit the [Change in Supervision Panel Request Form](#).

Completed forms with all required signatures should be emailed to the Graduate Research School at graduate-research-school@uow.edu.au for the change to be processed.

CLOSING DATE: THREE WEEKS PRIOR TO THE CENSUS DATE OF SESSION

Before submitting your Form

<p>Check your eligibility</p> <p>Ensure that you have reviewed the Research Degree Transfers section of the HDR Award Rules.</p> <p>This section outlines the eligibility criteria, conditions, and procedures for transferring between HDR degrees, in the same field of study.</p> <p>Please check that you meet all the necessary requirements before proceeding with your transfer request.</p>	<p>Consider fee & scholarship changes</p> <p>If your transfer is successful, you will be liable for the fees associated with your new course. For more information, please refer to the Student Fees & Assistance page.</p> <p>Additionally, if you have received scholarships to cover tuition fees or a stipend, the duration and terms of these scholarships will be adjusted to align with the new course. Please ensure you review the impact of this change on your scholarships.</p>
<p>Time limits for course completion</p> <p>If your transfer is successful, the EFTSL accumulated from your previous course will be transferred to the new course, and the time limit for the new course will be reduced accordingly.</p> <p>Your commencement date for the new course will be based on your initial enrolment on the previous course—and not the transfer date.</p>	<p>Deadline to submit this form</p> <p>Course transfer requests should be submitted at least 3 weeks before the Census date of the session to enable sufficient processing time.</p> <p>Requests received on or after the Census date will be processed for the following session.</p>

Important information for international HDR candidates

- If you are an international student studying in Australia, an approved course transfer, may affect the duration of your Course, [Confirmation of Enrolment](#) (COE), and student visa.
- If your transfer is successful, you will be notified of the outcome and emailed a new Offer of Admission letter. This new offer will specify the updated end date of the course. To proceed with the transfer, you will need to sign and return the acceptance agreement. A new COE will then be issued, enabling your enrolment in the new course to be processed.
- Under the Education Services for Overseas Students (ESOS) Act, the University must notify the Australian Department of Home Affairs of any changes to the course duration of a student.
- If the following Conditions are attached to your student visa, you must not change the course of study, thesis or research topic without approval from the Minister of Home Affairs:
 - 8203 – Limited study change
 - 8204 – Study limitations
 - 8208 – No study change related to critical technology without approval
- You can check your Student Visa status and Conditions via [Check visa conditions online \(VEVO\)](#). For more information about your student visa, please contact Department of Home Affairs on 131 881 or visit their website: homeaffairs.gov.au

Section 1: Candidate details			
Candidate name		Student Number	
Faculty			
School or Institute			
Current course name			
Scholarship Name (if applicable)			

Section 2: Course transfer and new course information

Transfer type		Upgrade: transfer from a Master of Philosophy or a Professional Doctorate to a Doctor of Philosophy*		
		Downgrade: transfer from a Doctoral degree to a Master of Philosophy degree^		
		Downgrade: transfer from a Doctoral degree to a Master of Research degree^		
		Change in campus location		
		Change in course delivery mode —that is, on campus or distance		
		Change in major		
		Other. Please specify:		
New course name		Course code		
Campus		Delivery mode		
Major				
Transfer Session	<input type="checkbox"/> Autumn	<input type="checkbox"/> Spring	Year	
Expected thesis submission date – mm/yyyy				

Reason for this request:

Section 3: Sponsored Candidates

Are you supported by an approved, official sponsorship agreement between a sponsor and UOW?

<input type="checkbox"/>	Yes. Attach your updated financial guarantee for your new course. You are responsible for obtaining approval from your sponsor before changing your course and must attach a new financial guarantee approved by your sponsor.
<input type="checkbox"/>	No.

Section 4: Credit for Prior Learning (CPL)

Do you apply for any [Credit for Prior Learning](#) (CPL) for your new course?

- No**, because I am transferring to the PhD without coursework, no CPL is required. **Go to section 5.**
- Yes**, because I am transferring from a PhD without coursework to the Master of Philosophy. I understand that a 24-credit point of unspecified advanced standing will be granted towards to the Master of Philosophy. **Go to section 5.**
- Yes** for other transfers to a HDR degree that includes a coursework component. Please discuss with your supervisor and provide details of your CPL request below:

Specified Credits:

Subject code & name in previous study	Credit points	Subject code & name in the new course	Credit points

Unspecified Credit:

Subject code & name in previous study	Credit points	Subject level in the new course (800/900)	Credit points

Section 5: Candidate Declaration

- I have read and understood the information and conditions outlined on this form.
- I understand that, if my course transfer is approved, my commencement date will be based on my initial enrolment in the previous course. The EFTSL accumulated from my previous course will be transferred to the new course, and the time limit for the new course will be reduced accordingly.
- I understand that, if my course transfer is approved, my fees may be different, and that I am liable for the fees for my new course in the year of my transfer.
- **Scholarship Recipients:** I understand that, if my course transfer is approved, the duration and terms of my scholarship(s) will be adjusted to align with the new course.
- I understand that my application, if submitted after the deadline, may not be processed until the following available session.
- I understand the University reserves the right to vary or reverse any decision based on incorrect information.
- **International Students:** I understand that an approved course transfer may affect my course completion date and understand the implications of this on my student visa.

Candidate Signature		Date	
----------------------------	--	-------------	--

Section 6: Faculty Approval

The following approvals are required for all types of course transfers selected in Section 2.

* Note that, for **upgrades** from a Master of Philosophy or a Professional Doctorate to a Doctor of Philosophy, **signature in Section 6-1 is also required**. By signing this form, the candidate's supervisors, the Head of Postgraduate Studies or delegate, and an independent academic in this discipline agreed that this candidate has:

- completed all the required coursework and at least 0.5 EFTSL of their thesis component in the current HDR course, and
- present a seminar that outlines their past and proposed research, and
- proven their capacity to undertake independent research at a doctoral level.

^ Note that, for **downgrades** from a Doctoral degree to a Master of Philosophy or Master of Research degree, **signature in Section 6-2 is also required**.

Position	Name	Signature	Date
Principal Supervisor			
Head of Postgraduate Studies			
* Section 6-1 (required for upgrades):			
Position	Name	Signature	Date
Independent Academic			
^ Section 6-2 (required for downgrades):			
Position	Name	Signature	Date
Associate Dean – HDR			

Please email the completed forms with all required signatures to the Graduate Research School at graduate-research-school@uow.edu.au for the change to be processed in your enrolment record.