

TRANSFER OF PROGRAM APPLICATION FORM



Use this form to transfer your degree program. This may be a 'sideways' transfer – resulting from a major change in research topic – or an upgrade from an MPhil to PhD (or vice-versa).

Approval is required from your Principal Supervisor and the Head of School/Nominee.

Be advised that a transfer of program will not take effect for the semester if processed after the applicable census date (Semester 1: 31 March; Semester 2: 31 August).

Note that candidates who upgrade into a new PhD program must be confirmed at that program level. It is recommended that transfers from MPhil to PhD are undertaken as part of the [confirmation process](#). If this is the case, the transfer will be approved by the Confirmation Committee and you are not required to complete this form.

Note for Iranian Citizens: Per [Student Visa Condition \(8203\)](#), you must not change your program of study, or your thesis or research topic, unless approval is given by the Department after it has obtained an assessment from the competent Australian authorities. Evidence of your approval must be submitted with this request.

CANDIDATE DETAILS

Family Name:

Given Name:

Student Number:

VARIATION TO CANDIDATURE

New Program Name
(in full*):

* See the [list of HDR programs](#)

New research topic
(if applicable):

Reason for the
change:

Note that in some cases, a change in research topic may warrant a supervisory change. If so, please complete and submit the [Supervisory Changes form](#) at the same time as submitting this form.

SIGNATURE:

Date:

Please sign this form and email the completed version to your Principal Supervisor. Once signed off, they will return to you, for you to forward to Graduate Research: graduate-research@newcastle.edu.au. **Please copy in all of your supervisors when you submit the form to Graduate Research.**

APPROVALS

Supervisor Name:

Do you support this change request? Yes:

☐

No:

☐

Provide justification for this decision:

If this variation results in a change of Field of Research (FOR) code please indicate the codes and percentages:

Signature:

Date:

Please return the completed form to the candidate, who will forward to Graduate Research: graduate-research@newcastle.edu.au. Graduate Research will coordinate approvals by the Head of School.

**Head of School/
Nominee Name:**

Do you support this change request? Yes:

☐

No:

☐

Provide justification for this decision:

Signature:

Date: