

Application to transfer from Professional Doctoral Candidature to Doctor of Philosophy (PhD) Candidature Form

Transfer into PhD Candidature from Professional Doctoral Candidature Guidelines:

Application for transfer from a Professional Doctoral degree to a PhD degree will be made to the Graduate School through the Principal Supervisor, Director, Higher Degree Research and Associate Dean (Research) using the appropriate form.

1. For candidates seeking transfer into a PhD award on the basis of non-formal or informal learning (where permitted by [Rules Relating to Awards - Rule 9](#)), the candidate must have demonstrated the ability to undertake research at doctoral level as follows:
 - a. the Associate Dean (Research) must be able to certify that the candidate has achieved the required academic standard for admission under the [Rules Relating to Awards – Rule 9](#);
 - b. the supervisors must be able to demonstrate that they are eligible to supervise at the PhD level; and
 - c. the project must be suitable for a PhD program, and the transfer must be supported by the Principal Supervisor, Director, Higher Degree Research and the Associate Dean (Research).
 - d. a substantial written report will be required where candidates meet the admission criteria on the basis of non-formal or informal learning i.e. research experience, research outputs where the candidate is first author etc.
2. Candidates will need to complete confirmation of candidature at PhD level regardless.
3. In the case of a Professional Doctoral candidate who wishes to combine the transfer and confirmation processes:
 - a. Candidates applying to transfer will be required to go through a doctoral confirmation period of at least 6 months and no longer than 9 months full-time equivalent or 12 months to 18 months if enrolled part-time upon enrolment in the thesis unit, or upon transfer to PhD enrolment if this precedes their enrolment into the thesis unit;
 - b. if the Confirmation Committee judges that the quality of the candidate's confirmation document, presentation and response to questions from the Committee indicate that the candidate is capable of completing a PhD degree, then the panel can recommend to the Dean, Graduate School that the candidate be transferred to PhD candidature;
 - c. If the confirmation performance is judged to indicate capacity to complete a Masters by Thesis but not a PhD degree, then the candidate will be given the option to enrol in the Masters by Thesis or remain in the Professional Doctorate.
 - d. if the confirmation performance is below both Doctoral and Masters by Thesis standard, the candidate may be offered an opportunity to try again after three months.
4. In the case of (3d), following the second attempt the Confirmation Committee will make one of the following recommendations to the Dean, Graduate School:
 - a. if the Confirmation Committee judges that the quality of the candidate's confirmation document, presentation and response to questions from the Committee indicates that the candidate is capable of completing a doctoral degree, then the Committee can recommend to the Dean, Graduate Studies that the candidate be transferred to doctoral enrolment;
 - b. if the confirmation performance is judged to indicate capacity to complete a Masters by Thesis but not a PhD degree, then the candidate will be given the option to enrol in the Masters by Thesis or remain in the Professional Doctorate.
 - c. if the confirmation performance is below both Doctoral and Masters by Thesis standard the Committee can recommend the following outcomes in accordance with [Rules Relating to Awards – Rule 8 Part G](#) with respect to Professional Doctorate candidature:
 - i. remedial action in accordance with [Rules Relating to Awards – Rule 8 - Part G](#); or
 - ii. recommendation to terminate candidature in accordance with [Rules Relating to Awards Part G](#).

**ATTENTION MAC USERS: This form will be corrupted if opened in Preview.
Please use Adobe Acrobat Reader to view and complete form.**

SECTION A: STUDENT DETAILS

Family Name:

First Name:

Student ID:

Campus:

Degree:

Faculty:

Scholarship (if applicable):

Do you meet the [admission criteria for PhD candidature?](#)

YES

NO

Are you an International student?

YES

NO

If **YES**, you will be required to satisfy the requirements of a new Genuine Temporary Entry (GTE) assessment which includes English language proficiency, qualifications check and financial assessments as part of this transfer request. This will include completing and having approved a new Statement of Purpose which forms part of the GTE.

Student Signature:

Date:

SECTION B: DETAILS OF REQUEST**Applicant's current Professional Doctorate research topic**

Title:

Description:

Word Limit: 1000 words

Applicant's proposed new PhD research project

Title:

Description:

Word Limit: 1000 words

SECTION C: PRINCIPAL SUPERVISOR RECOMMENDATION

To assist the Principal Supervisor/Director Higher Degree Research Training and the Associate Dean (Research) in preparing their recommendations, it's advised that candidates and referees consult the award rules: [Doctor of Philosophy](#)

Does this candidate meet the [admission criteria for PhD candidature](#)? YES NO

Has the candidate completed confirmation? YES NO

If **YES**, the recommendations in **SECTIONS C – E** will be required.

If **NO**, then the ability of this student to perform at PhD level must be demonstrated through the normal PhD confirmation process (providing they meet the admission criteria for PhD candidature as set out above in the guidelines), and the recommendations of the Principal Supervisor, Director Higher Degree Research Training and the Associate Dean (Research) on this form.

If a student wishes to combine the transfer and confirmation process please refer to the [above guidelines](#).

In your opinion has the candidate demonstrated the ability to undertake research at a PhD level?

YES NO

Do you support the transfer from Professional Doctoral candidature to PhD candidature for this candidate?

YES NO

Principal Supervisor highest academic qualification:

Co-Supervisor highest academic qualification:

Provide written comments supporting your recommendations:

Name:

Signature:

Date:

SECTION D: DIRECTOR OF HIGHER DEGREE RESEARCH TRAINING RECOMMENDATION

In your opinion has the candidate demonstrated the ability to undertake research at PhD level?

YES NO

Have you been provided with a substantial written report?

YES NO

Is the Principal Supervisor eligible to supervise at PhD level?

YES NO

Do you support the transfer from Professional Doctoral candidature to PhD candidature for this candidate?

YES NO

Name:

Signature:

Date:

SECTION E: ASSOCIATE DEAN (RESEARCH) RECOMMENDATION

In your opinion has the candidate demonstrated the ability to undertake research at PhD level?

YES NO

Have you been provided with a substantial written report?

YES NO

Is the Principal Supervisor eligible to supervise at PhD level?

YES NO

Do you support the transfer from Professional Doctoral candidature to PhD candidature for this student?

YES NO

Name:

Signature:

Date:

SECTION F: SUPERVISOR CANDIDATE AGREEMENT FORM FOR PhD CANDIDATURE

It is agreed that the Supervisors will remain the same and that the current Supervisor Candidate Agreement form will be extended and therefore be used for the purposes of the PhD Candidature.

YES NO

If supervisors are being replaced due to the transition from Professional Doctoral candidature to PhD candidature, it is acknowledged that a new Supervisor Candidate Agreement form will be required to be completed. The [Supervisor Candidate Agreement form](#) can be downloaded from the SCU website.

YES NO

To submit this form;

1. Save the form as a PDF in the format
2. Once form is completed, send the form as an e-mail to hdrapplication@scu.edu.au by pressing SUBMIT or attaching this completed PDF form to an e-mail.