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| **Course Transfer from PhD to Masters by Research Application Form** |
| **For Higher Degree by Research students** |

**Graduate Research School** [**grs@uts.edu.au**](mailto:grs@uts.edu.au) **Level 2, Building 15, 622-632 Harris Street, Ultimo**

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| **1. Student section** |

***Must be requested by the Coursework Census date of each session***

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| Surname |  | | First name | |  | | | | | |
| Faculty |  | | Course name | |  | | | | | |
| Student ID |  | | New course | |  | | | | | |
| New course code |  | | Study rate | |  | full time |  | | part time | |
| **Reason for requesting a transfer from PhD to a Masters by Research degree** | | | | | | | | | | |
|  | | | | | | | | | | |
| **Please attach the following supporting documentation** | | | | | | | | | | |
| 1. Proposal which addresses how the project will be redefined for the masters level | | | | | | | |  | | attached |
| 1. Revised timeline which accounts for the revised EWS date | | | | | | | |  | | attached |
| 1. Supporting statement from principal supervisor, indicating reasons for the transfer. *Note: if there are changes to the principal supervisor, the statement of support will need to come from the new principal supervisor.* | | | | | | | |  | | attached |
| 1. Statement of support from Faculty RAO. | | | | | | | |  | | attached |
| *I understand and declare that my request for a downgrade is in accordance with the student and related rules,* [*Section 11 Graduate Research Study*](http://www.gsu.uts.edu.au/rules/11-index.html) | | | | | | | | | | |
|  | |  | |  | | | | | | |
| **Signature** | | **Date** | |  | | | | | | |

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| **2. Faculty section** |

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| **Complete the following information, if no change is required please put “no change” in those boxes.** | | | | | | | | | | | | | | | |
| New supervisory panel | | | | | | | |  | | | | | | | |
| New Thesis topic | | | | | | | |  | | | | | | | |
| New FOR code/s | | | | | | | |  | | | | New SEO code/s |  | | |
| **Faculty approval**  *I support/do not support the student’s request for a transfer from PhD to a Masters by Research degree.* | | | | | | | | | | | | | | | |
|  | Support | | |  | | | Do not support | | | | | | | |
| **Principal**  **Supervisor** | | | | | | | | |  | |  | | |  | |
|  | | | | | | | | | **Name** | **Signature** | | | | **Date** | |
|  | | | | | | | | | | | | | | | |
| *I support /do not support the student’s request for a transfer from PhD to a Masters by Research degree.* | | | | | | | | | | | | | | | |
|  | Support | |  | | | Do not support | | | | | | | | |
| **New Principal**  **Supervisor (if applicable)** | | | | | | | | |  | |  | | |  | |
|  | | | | | | | | | **Name** | **Signature** | | | | **Date** | |
|  | | | | | | | | |  |  | | | |  | |
| *I endorse/do not endorse the student’s request to transfer from PhD to a Masters by Research degree.* | | | | | | | | | | | | | | | |
|  | | Endorse | | |  | | Do not endorse | | | | | | | | |
| **Responsible Academic Officer** | | | | | | | | |  | |  | | |  | |
|  | | | | | | | | | **Name** | **Signature** | | | | **Date** | |

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| **3. Graduate Research School section** |

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| **Dean, Graduate Research School**  *I approve/do not approve the request for a transfer from PhD to a Masters by Research degree.* | | | | | |
|  | approve |  | not approve | | |
|  | | | |  |  |
| **Signature** | | | | **Date** |  |
| Comments | | | | | |
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