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| **Course Transfer 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 load |  | | full time | |  | | part time |
| **Reasons for applying for a transfer from current degree to another research degree** | | | | | | | | | | |
|  | | | | | | | | | | |
| **Please attach the following supporting documentation** | | | | | | | | | | |
| **1.** A proposal which addresses how the project will be redefined for the new course | | | | | | |  | | attached | |
| **2.** A supporting statement from your 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 | |
| **3.** Evidence of completion of Stage One Doctoral or Masters Assessment *(if applicable)* | | | | | | |  | | attached | |
| **4.** Evidence of satisfactory progress *(ie. most recent Review of Progress)* | | | | | | |  | | attached | |
| **5.** Supporting statement from the faculty RAO. *Note: if there are changes to your faculty or school, the statement of support will need to come from the new faculty/school RAO.* | | | | | | |  | | attached | |
|  | | | | | | | | | | |
| *I understand and declare that my request for a course transfer 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 if transferring from one faculty to another faculty** |

|  |  |  |  |  |  |  |  |
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| **Current faculty** | | | |  | |  |  |
| *I support/do not support this application for a transfer of course* | | | | | | | |
|  | | Support |  | | Do not support | | |
| **Current Principal Supervisor** | | | |  | |  |  |
|  | | | | **Name** | | **Signature** | **Date** |
|  | | | | | | | |
| *I endorse/do not endorse the student’s application for a transfer of course* | | | | | | | |
|  | Support | |  | Do not support | | | |
| **Responsible Academic Officer current faculty** | | | |  | |  |  |
|  | | | | **Name** | | **Signature** | **Date** |
| **New faculty** | | | |  | |  |  |
| *I support/do not support this application for a transfer of course* | | | | | | | |
|  | Support | |  | Do not support | | | |
| **New Principal Supervisor** | | | |  | |  |  |
|  | | | | **Name** | | **Signature** | **Date** |
|  | | | | | | | |
| *I endorse/do not endorse the student’s application for a transfer of course* | | | | | | | |
|  | Endorse | |  | Do not endorse | | | |
| **Responsible Academic Officer new faculty** | | | |  | |  |  |
|  | | | | **Name** | | **Signature** | **Date** |

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| **3. Faculty section if transferring within the faculty** |

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| *I support/do not support the student’s application for a transfer of course* | | | | | | | | |
|  | | Support |  | Do not support | | | | |
| **Current Principal**  **Supervisor** | | | | |  |  |  | |
|  | | | | | **Name** | **Signature** | **Date** | |
|  | | | | | | | | |
| *I support/do not support the student’s application for a transfer of course* | | | | | | | | |
|  | | Support |  | Do not support | | | | |
| **New Principal**  **Supervisor (if applicable)** | | | | |  |  |  | |
|  | | | | | **Name** | **Signature** | **Date** | |
|  | | | | | | | | |
| *I endorse/do not endorse the student’s application for a transfer of course* | | | | | | | | |
|  | | Endorse |  | Do not endorse | | | | |
| **Responsible Academic Officer** | | | | |  |  |  | |
|  | | | | | **Name** | **Signature** | **Date** | |
|  | | | | | | | | |
| **4. Faculty section for all applications** | | | | | | |

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| **Complete the following information, if no change is required please put “no change” in those boxes.** | | | | | | |
| Stage 1 Masters/PhD Assessment to count as Stage 1 Assessment in new course | | |  | Yes |  | No |
| If **no**, stage 1 Assessment should be taken within 6 months of the transfer or by: | | | |  | | |
| New supervisory panel |  | | | | | |
| New Thesis topic |  | | | | | |
| New FOR code/s |  | New SEO code/s | |  | | |

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| **5. Graduate Research School section** |

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| **Dean, Graduate Research School**  *I approve/do not approve the application for a transfer of course* | | | | | |
|  | approve |  | not approve | | |
|  | | | |  |  |
| **Signature** | | | | **Date** |  |
|  | | | | | |
| Comments | | | | | |
|  | | | | | |