

Information for Students: How to Convert to Another HDR Program

Higher Degree by Research Students

What you need to know

Changing courses before Milestone 1:

If you are on good standing, have not yet attained Milestone 1 (Candidacy), but want to transfer to another Higher Degree by Research, you need to apply for admission into the new program. If the application is accepted, you will be withdrawn from the first program and enrolled into the new program. Your initial enrolment will be counted towards your new program.

Changing courses after achieving Milestone 1:

If you have attained candidacy (Milestone 1) and would like to convert your enrolment to another Higher Degree by Research, you will need to apply for candidacy (Milestone 1) in the new program.

If your application is approved for the new program, your initial enrolment will be counted towards your new program.

The Steps to Follow (for changing courses after achieving Milestone 1)

1. Discuss your plans with your supervisor team and ensure you have their support.
2. Prepare a research proposal suitable for your proposed new program.
3. Complete the Milestone 1 (Candidacy) application form ensuring you write in the new course for which you wish your application to be assessed.
4. Submit to your Director of Graduate Research:
 - a. your completed Milestone 1 form
 - b. new research proposal with Turnitin report
 - c. a cover letter addressed to your Director of Graduate Research setting out the reason(s) for your request to change course
 - d. a letter of support from your supervisor.

What Next?

Your Director of Graduate Research will arrange for your Milestone 1 application to be assessed. You will be required to provide an oral presentation on your proposed project as part of this assessment.

You will be advised about the outcome by the Graduate Research School.