

Guidelines for Transferring Between Research Degrees Faculty of Education

This document sets out the guidelines for the procedures to be followed within the Faculty of Education in instances where students (based on advice from their supervisors and the Director of Postgraduate Research and/or Associate Dean (Research and Graduate)) wish to transfer between research degrees (i.e., Masters of Arts (Research) or Master of Education (Research) to Doctor of Philosophy or Doctor of Education to Doctor of Philosophy).

Transfer Masters of Arts (Research) or Master of Education (Research) to Doctor of Philosophy

These guidelines are to be used in accord with the University of Wollongong General Course Rules (<http://www.uow.edu.au/handbook/generalcourserules/index.html>), specifically the clause that states:

10.7 Upgrading from Masters by Research to Doctor of Philosophy. To transfer from a Masters by Research degree to a Doctor of Philosophy in the same field of study the candidate must:

- a. have completed sufficient study in the Masters-Research program at this University to allow an assessment of the capacity of the student to undertake independent research. This would normally mean that candidates admitted to a program greater than 48 credit points would complete required coursework components of the degree and have completed approximately nine months of equivalent full-time candidature of their thesis component prior to application to transfer to a Doctoral degree;*
- b. prove their capacity to undertake independent research by presenting a seminar reporting on the research topic to a group which must include:
 - i the primary supervisor, and*
 - ii a representative from the Thesis Examination Committee (TEC) or their representative, and*
 - iii the Chair of the Faculty Research Committee (FRC) or the Head of Postgraduate Studies (HPS);**The primary supervisor will prepare a report on the candidate's seminar. The report, signed by the representative from the TEC, FRC or HPS will be presented to the TEC for final approval.**
- c. provide a written research proposal to the Committee noted in 10.7(b)ii. above;
If the above criteria is met and approved by the TEC, the Research Student Centre will transfer enrolment.*

Eligibility

Students enrolled in Masters research programs in the Faculty of Education may be considered for transfer to the Doctor of Philosophy degree if they have attained at least a Credit grade in each of the subjects from the EDGZ schedule as outlined in their program of study by the Director of Postgraduate Research (i.e., the Faculty's Head of Postgraduate Studies); successfully presented a research proposal at the Masters levels; and conducted a period of independent research on their topic.

A student enrolled in a Masters research program who intends to transfer to the Doctor of Philosophy program should work with their supervisors to plan a research study that would be appropriate at the Masters level but could be 'scaled' or 'enhanced' to be appropriate for the Doctoral level. This would ensure students who do not meet the Credit level requirement in coursework and thus not eligible to transfer will still be in a position to appropriately complete their Masters program. This would also ensure that a student who chooses not to transfer, although they may be eligible to do so, are also in a position to appropriately complete their Masters program.

Program of Study

For a student enrolled full time, the normal program of study would be:

| Timeframe | Activity |
|---|--|
| 1 – 4 months (i.e., 1 academic session) | Complete all required coursework at Credit level |
| 5 – 7 months | Present Masters research proposal (indicating transfer potential of the study). Seek necessary ethics committee approvals. |
| 7 – 13 months | Independent research on study. |
| 13 – 16 months | If eligible, apply to DPR for transfer. Presentation/written proposal to transfer to doctoral program (indicating progress of independent research and detailed methodology of revised study). Seek necessary additional ethics committee approvals. |
| 13 – 36 months | Further independent research on study (data collection, analysis, thesis writing) Thesis submission. |

This timeframe would be adjusted accordingly for a student enrolled part time.

Procedures

1. Students wishing to be considered for transfer to the Doctor of Philosophy should apply to the Director of Postgraduate Research with a letter indicating:
 - A short summary of the study
 - Work being undertaken within the current candidature
 - Potential of the study to reach PhD standard
 - A research plan to extend the study at the doctoral level
 - Accompanied by a letter of support from the supervisors
2. In considering the request for an transfer, the Director of Postgraduate Research will take into consideration:
 - a. Eligibility requirements including coursework grades
 - b. Letter of application for transfer
 - c. Progress reports previously submitted by supervisor(s)
3. If the Director of Postgraduate Research supports the planned transfer based on the eligibility requirements noted above and the application to transfer letter, the student will be asked to provide a seminar presentation with an accompanying written proposal (10,000 words maximum) which details the research already conducted and how the research will be developed for a doctoral level submission.
4. The written presentation and paper will be considered by a panel consisting of the student's supervisors, a TEC representative, and the Director of Postgraduate Research or Chair of the Faculty Research Committee. A review report will be prepared by the principal supervisor and signed by the panel. The signed report will then be forwarded to TEC for approval. Approved transfers will be effective in the subsequent session of enrolment.

Transfer Doctor of Education to Doctor of Philosophy

These guidelines are to be used in accord with the University of Wollongong General Course Rules (<http://www.uow.edu.au/handbook/generalcourserules/index.html>), specifically the clause that states:

10.8 Transferring from a Professional Research Doctorate to a Doctor of Philosophy. To transfer from a Professional Doctorate by Research to a Doctor of Philosophy in the same field of study the candidate must:

- a. have completed sufficient study in the Professional Doctorate program at this University to allow an assessment of the capacity of the student to undertake independent research.*
- b. prove their capacity to undertake independent research by presenting a proposal seminar reporting on the research topic and the proposed research to be undertaken for the Doctor of Philosophy to a group which must include:*
 - i the primary supervisor, and*
 - ii a representative from the Thesis Examination Committee (TEC) or their representative, and*
 - iii the Chair of the Faculty Research Committee (FRC) or the Head of Postgraduate Studies (HPS);*

The primary supervisor will prepare a report on the candidate's seminar. The report, signed by the representative from the TEC, FRC or HPS will be presented to the TEC for final approval.

- c. provide a written research proposal to the Committee noted in 10.8(b)ii. above.*

If the above criteria is met and approved by the TEC, the Research Student Centre will transfer enrolment. Note that if the transfer is accepted, the student will have satisfied the research proposal requirement for the Doctor of Philosophy degree.

Eligibility

Students enrolled in Doctor of Education (EdD) program in the Faculty of Education may be considered for transfer to the Doctor of Philosophy degree if they have attained at least a Credit grade in each of the subjects as outlined in their program of study by the Director of Postgraduate Research (i.e., the Faculty's Head of Postgraduate Studies) and, either:

1. have successfully presented a research proposal at the EdD level; and conducted a period of independent research on their topic that is deemed by their supervisors to be appropriate to the scope of a PhD (i.e., will make both a practical and theoretical contribution), or
2. write a research proposal that is deemed by their supervisors to be of the scope of a PhD (i.e., will make both a practical and theoretical contribution)

Program of Study

For a student enrolled full time, the normal program of study would be:

| Timeframe | Activity | |
|---|--|---|
| 1 – 12 months (i.e., 2 academic sessions) | Complete all required coursework at Credit level | |
| | Pathway 1 | Pathway 2 |
| 9 – 12 months | Present EdD research proposal (indicating transfer potential of the study). Seek necessary ethics committee approvals. | If eligible, apply to DPR for transfer. |
| 13 – 16 months | Independent research on study. | |
| 13 – 36 months | If eligible, apply to DPR for transfer. Presentation/written proposal to transfer to PhD program (indicating progress of independent research and potential for change in scope to PhD level). Thesis submission | Presentation/written proposal to transfer to PhD program (indicating progress of independent research and potential for change in scope to PhD level). Thesis submission |

This timeframe would be adjusted accordingly for a student enrolled part time.
 The maximum time for enrollment for the program of study cannot be extended by a transfer of degree.

Procedures

1. Students wishing to be considered for transfer to the Doctor of Philosophy should apply to the Director of Postgraduate Research with a letter indicating:
 - A short summary of the study
 - Potential of the study to reach PhD standard
 - Accompanied by a letter of support from the supervisors

2. In considering the request for an transfer, the Director of Postgraduate Research will take into consideration:
 - a. Eligibility requirements including coursework grades
 - b. Letter of application for transfer
 - c. Progress reports previously submitted by supervisor(s)

3. If the Director of Postgraduate Research supports the planned transfer based on the eligibility requirements noted above and the application to transfer letter, the student will be asked to provide a seminar presentation with an accompanying written proposal (10,000 words maximum) which details the study based on the Faculty research proposal template and documents work that has been conducted to date.

4. The written presentation and paper will be considered by a panel consisting of the student’s supervisors, a TEC representative, and the Director of Postgraduate Research or Chair of the Faculty Research Committee. A review report will be prepared by the principal supervisor and signed by the panel. The signed report will then be forwarded to TEC for approval. Approved transfers will be effective in the subsequent session of enrolment.

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| Approved by | Faculty Research Committee |
| Date approved | 23 April 2009 |
| Date effective | 23 April 2009 |
| Responsible Faculty staff | Director of Postgraduate Research (DPR) Associate Dean (Research and Graduate) (ADRG) |
| Supporting documents, procedures & forms of this policy | |
| References & Legislation | General Course Rules |
| Audience | Internet – public access |
| Review date | 1 January 2011 and/or if any relevant changes to Course Rules |