

UNIVERSITY OF TASMANIA

SCHOOL OF ENGLISH, JOURNALISM AND EUROPEAN LANGUAGES

POLICY FOR TRANSFER FROM RESEARCH MASTERS TO DOCTORAL CANDIDATURE

The purpose of the policy is to clarify the procedures for RHD candidates in the School of English, Journalism and European Languages who wish to transfer from the research Masters program to the PhD program.

The policy will be the responsibility of the School's Graduate Research Committee, and should be read in conjunction with the University of Tasmania's Rules of Graduate Research.

Procedures for Application to Transfer

- 1.1 All research Masters candidates should submit a Preliminary Research Plan within 3 months of enrolment.
- 1.2 Candidates who wish to transfer to PhD candidature should, after approximately 12 months (not less than 10 months and not more than 14 months), submit the following to the Graduate Research Co-ordinator:
 - a high quality draft of 2 chapters or equivalent (approximately 15,000 words of the thesis) and
 - a new Preliminary Research Plan.
- 1.3 The Graduate Research Co-ordinator will arrange for the material submitted to be read by the candidate's supervisor and one other member of staff not on the candidate's supervisory committee. Based on the material submitted, each will prepare a confidential short written report (approximately 1 page) on the candidate's progress and achievement to date.

Note: The candidate's level of achievement will be assessed, not the candidate's potential.
- 1.4 The Graduate Research Co-ordinator will consider all materials submitted, including the two reports and advise the Head of School.
- 1.5 The Head of School will notify the candidate in writing of his/her recommendation. If requested, the Head of School will also provide the candidate with either a verbal or short written summary of the confidential reports.

- 1.6 If the Head of School recommends the request to transfer be approved, the application will be forwarded to the Dean of Graduate Research for consideration.

Note: Should the Dean approve the application and the candidate hold an Australian Postgraduate Award or Tasmania Graduate Research Scholarship, the duration of the scholarship will automatically be extended by one year to three years, providing there are no special conditions attached to the Scholarship.

- 1.7 If the Head of School decides not to recommend that the request to transfer be approved, the candidate may ask for a review of the decision in writing to the Head of School in the first instance, and within 10 working days of notification of the decision.

November 2007