SCHEDULE B: TRANSFERRING FROM MASTERS TO DOCTORAL CANDIDATURE

1. Candidates may transfer from a masters to a doctoral program under certain conditions. Where possible, it makes sense to integrate the transfer process with the confirmation of candidature process so that the candidate does not need to complete confirmation for both a masters and a doctorate. All doctoral candidates must have completed confirmation at that level.

2. Masters candidates who have the necessary formal qualifications to undertake a doctoral program may transfer at any time if the project is suitable and the request is supported by the supervisor and Head of School. Application for transfer should be made to the Research and Research Training Committee through the principal supervisor and Head of School using the "*Transfer between Research Degrees*" online form.

3. It may also be possible to transfer from a masters to a doctoral program without the prescribed formal entry qualifications. This is normally possible only after the first full year of candidature (or part-time equivalent). The candidate must have demonstrated the ability to undertake research at doctoral level and a substantial written report will be required. The Head of School must be able to certify that the candidate has achieved an academic standard equivalent to at least that of a bachelor degree with second class honours (upper division). The project must be suitable for a doctoral program, and the transfer must be supported by the principal supervisor and the Head of School. This ability to perform at doctoral level could be demonstrated through the normal doctoral confirmation process, without requiring any additional written report other than the confirmation document.

4. In the case of a masters candidate who wishes to combine the transfer and confirmation processes:

   a) supervisors, supported by their Head of School, may nominate masters candidates as having demonstrated the potential to be transferred to doctoral enrolment. A formal nomination documented must be recorded with Deakin Research

   b) candidates so nominated will have their masters confirmation process deferred by the Faculty/School. Instead, they will be required to go through a doctoral confirmation process after 12 months of full-time candidature or 18 months if enrolled part-time

   c) if the confirmation panel judges that the quality of the candidate's confirmation document, presentation and response to questions from the panel indicates that the candidate is capable of completing a doctoral degree, then the panel can recommend a transfer to doctoral enrolment

   d) if the confirmation performance is judged to indicate capacity to complete a masters by research but not a doctoral degree, then their enrolment in the masters will be confirmed

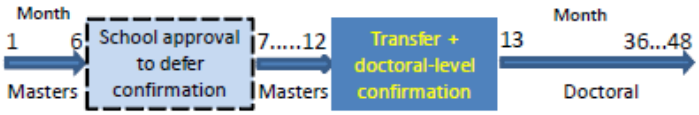
   e) if the confirmation is sub-standard, the candidate will be offered an opportunity to try again after three months

   f) following the second attempt, the outcomes could be: recommendation to enrol in doctoral candidature (i.e. transfer); recommendation to continue in a research masters (i.e. confirmation of enrolment at the current level); recommendation to withdraw from candidature (possibly enrolling in a coursework program); or exclusion from candidature. The confirmation process and its possible outcomes are discussed in more detail here: *www.deakin.edu.au/current‐students/research/what‐is‐confirmation.php*

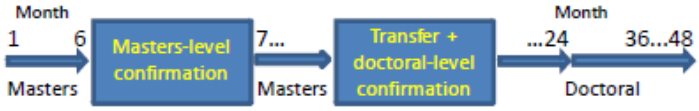
5. The schematic below shows how a transfer from master to doctoral candidature and confirmation can be handled in two possible scenarios.

Masters candidates who wish to transfer to doctoral candidature: confirmation and transfer process

Option 1:
Most efficient if the intention from early in candidature is to transfer to doctoral



Option 2:
May be appropriate if not certain early in candidature whether transfer to doctoral will be sought



Notes about candidature schematic:

- Examples shown are for a full-time candidate
- Not to scale

Following approval of the transfer, the doctoral candidature is considered to date from the commencement of the masters candidature. Transfer between doctoral programs and from a doctoral to a masters program is also possible.