

Change of Faculty Protocol

Summary

In order to change faculties a student will need to discuss their project with the new Faculty and find out whether they can be supervised within that Faculty. The new Faculty Postgraduate Committee or Board will need to approve their transfer by assessing their confirmation of candidature form and previous progress reports. The change of faculty should be completed by mutual agreement with both faculties.

Purpose

The purpose of this protocol is to provide a mechanism for students to change faculties when it becomes apparent that their project may be more suited in a different faculty and/or with different supervisors.

Scope

This protocol outlines the processes governing when students in the Doctor of Philosophy and Master of Philosophy programmes may change faculties. All other programmes are out of scope.

Application

In order to change faculty a student needs to demonstrate that their research is more suited to be undertaken within a new Faculty. This change may be because of the student's supervisor changing faculty or may involve the appointment of new supervisors.

Approval Process

In the first instance, the student needs to meet with the Associate Dean (Postgraduate) in the Faculty they wish to transfer to, as they need to ensure there are resources, including supervision, available for the transfer. The student should then discuss the transfer request with their current Faculty's Associate Dean (Postgraduate). The change of faculty should be completed by mutual agreement with both faculties.

If the existing supervisor has changed faculty then the appropriate documents need to be provided as outlined below.

If the student requires new supervisors then appropriate supervisors need to be found and approved prior to compiling the required documents.

The Head of School for the new faculty is required to ensure that resources are available for the research.

Requirements

- A complete 'Change of Faculty' form
- Statement from the student outlining the rationale for the change and how the research fits within the new Faculty. If the supervisor has moved to the new Faculty, a note to this effect will be sufficient.
- Statement from the new supervisory team supporting the transfer. If the supervisor has moved to the new Faculty, a note to this effect will be sufficient.
- Copy of the Confirmation of Candidature form, if confirmed
- Copy of admission documents including the approved research proposal, and previous transcripts, including any conditions and whether they have been met
- Copies of all previous progress reports
- A brief outline on current progress and timeline for completion

Once the new Faculty approve the transfer, the Change of Faculty form is signed by the Associate Deans from both Faculties before forwarding to the University Postgraduate Research Board (UPRB) for endorsement.

Outcome

The result of this process is to manage a successful transfer to a new faculty following consultation between the student, supervisors and both Faculty's, including the Head of School for the new Faculty.

Review

Original Approval Date

March 2016

Version Approvals

V1.0 March 2016

V1.1 May 2020

V1.2 June 2023

Review Date

June 2023

Effective Date

March 2016