

PGP 2.3.4 Transfer from AUT Doctoral Candidature to an AUT Master's Programme

Summary

Where a student is seeking to transfer their AUT doctoral candidature to an AUT master's programme, the faculty will assess if the student meets the criteria for advanced standing and admission to the programme, and that the required documentation has been received for approval by the Faculty Associate Dean (Postgraduate) and University Postgraduate Board.

Purpose

This protocol outlines the processes and procedures required for transferring an AUT doctoral student to an AUT master's programme.

Scope

This protocol applies to all AUT doctoral research students who seek to transfer to the research component of an AUT master's programme. This protocol does not apply to students seeking to transfer from a master's or bachelor with honours degree's to the AUT Doctoral programme.

It is not normally allowable for research close to completion to be transferred. Research already submitted for examination may not be transferred.

Application

Admission

A transfer to a master's programme from a doctorate will result in the withdrawal from the doctoral programme. Students can only transfer to a master's degree with a research component of 90 points and above ~~120 points~~. Where applicable, the faculty will assess if the student meets the criteria for advanced standing (recognition of having previously completed the paper requirements, or equivalent, of the master's programme).

Students wishing to transfer their doctoral candidature to an AUT master's programme are required to submit the following documentation:

Transfer requirements:

- Completed and signed 'Transfer to an AUT Master's Degree from an AUT Doctoral Programme form - PGR5;
- Timeline to completion;
- A supporting statement from the supervisor(s).

Note:

- A student who is transferring to a masters and submitting for examination in the same time period will be unable to change supervisors
 - The student will need to be enrolled in a paper for results and reporting. No fees will be charged.
- A student who is transferring to a masters and NOT submitting for examination in the same time period will be enrolled in a paper and required to pay fees.
 - International students may be required to pay international fee rates.

Review by Faculty Postgraduate Committee

Faculties will need to assess the following:

- Where applicable, that the student has met the criteria for advanced standing (as detailed above);
- The students' progress to date in the doctoral programme;
- The supervisors statement of support and the completion timeframe

The Faculty Postgraduate Office will review the application for completeness and obtain approval of the Faculty's Postgraduate Committee /Associate Dean (Postgraduate). Once approved by the Faculty, the PGR5 proposal together with the associated documents will be forwarded to the Graduate Research School for consideration by the University Postgraduate Board.

Review by the University Postgraduate Board

The Graduate Research School will check all required documentation has been received then will refer the transfer request to the University Postgraduate Board for approval.

Scholarships

Students who hold a scholarship/award/sponsorship will need to contact the scholarships office to inform about the intention to transfer and if there are implications with the scholarship.

Grades

A withdrawn (W) grade will be recorded against the Doctorate qualification if the transfer occurs prior to 3 completing year's study in the Doctoral Programme. Transfers after these timeframes will be recorded as Did Not Complete (DNC).

Outcome

Transfer applicants are aware of the requirements, regulations and application process that is undertaken for transfer from an AUT Doctoral programme to an AUT Master's programme.

Review

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