

## PGP 2.3.3 Transfer of External Doctorate to AUT

### Summary

Where a student is seeking to transfer their doctoral candidature from an external institution to a doctoral programme at AUT, the University will assess that the entry criteria has been met 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 a doctoral student from an external institution to AUT University.

### Scope

This protocol applies to all doctoral research students from external universities who seek to transfer to AUT University. 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

#### Entry Criteria

In order to transfer to the AUT doctoral programme applicants must demonstrate they meet the entry criteria for the AUT Doctoral programmes. Please refer to the *Doctoral Admissions protocol*.

#### Admission

Students wishing to transfer their doctoral candidature to AUT are required to submit the following documentation:

##### *Transfer requirements:*

- Completed and signed *PGR3 - Transfer of PhD Candidature Form*;
- If the application is transferring as a provisional admission, a copy of the current institution's equivalent to the AUT PGR2 will be required. If the applicant is transferring as a confirmed admission, a copy of the current Institution's equivalent to the PGR9 will be required;
- Copies of all progress reports;

Once admission is approved an offer will be issued with the following conditions:

- A letter from the external institution to confirm;
  - withdrawal from the doctoral programme
  - The amount of time completed in the programme. Normally, students transferring must have completed no more than 3 years full time equivalent. Transfers exceeding his might be considered on a case by case basis.
  - Transfer of Intellectual Property (if applicable)

##### *Review by Faculty Postgraduate Committee*

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 PGR3 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 that the normal entry criteria have been met and all required documentation has been received the will refer the transfer request to the University Postgraduate Board for approval.

The initial admission status will be determined by the University Postgraduate Board as provisional or confirmed depending on the documentation received.

### *Scholarships*

Students who hold a scholarship/award/sponsorship from an external organisation and wish to transfer to AUT University will need to contact the scholarships office in the first instance.

## Outcome

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

## Review

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