Australian Postgraduate Awards: Transfer Guidelines

Approved by: Academic Board on 11/09/2002
Date of effect: 12/09/2002
Amended by: Academic Board on 29 August 2007

1. Policy

The DEST rule on transfer of APA funding for the 2002 onwards cohort is that if the receiving institution wishes to support any transferring-in student it must do so from within its allocated APA funding. This means that a transferring-in APA student in the 2002 onwards cohort will not bring an APA scholarship to the University, nor will a transferring-out student be able to take an APA scholarship with them.

2. Background

This policy has been developed to provide guidance on the process for consideration of APA scholarships to candidates seeking to transfer-in to the University.

3. Coverage

This policy covers candidates transferring in and out of the University who have been awarded APAs from the 2002 cohort onwards.

4. Procedures

4.1 Transferring-out students

4.1.1 A request by a student to transfer an APA from the University of Sydney will only be approved in exceptional circumstances, for example where the student's supervisor is leaving the institution and no suitable replacement supervisor is available. The approval of the transfer is made on the understanding that the student will need to secure APA funding from the receiving institution.

4.2 Transferring-in students

4.2.1 The University recognises that there is a difference between a student-driven transfer and a supervisor-driven transfer.

4.2.1.1 A student-driven transfer refers to incidents where the student wishes to study at this University for personal reasons.

4.2.1.2 A supervisor-driven transfer refers to cases where the students are following their **principal** supervisor who is taking up employment at this University.

4.2.2 Transferring-in students wishing to apply for an APA must first be admitted to candidature and complete enrolment by the relevant HECS census date.

4.2.3 In considering whether to admit to candidature a transferring-in student applying for an APA, faculties should refer any APA enquiries to the Manager, Research Scholarships, Research Office before admitting the student to candidature.

4.2.4 Faculties are not obliged to accept a student-driven transfer if the faculty is not satisfied that suitable and adequate supervision can be provided to the student concerned.

4.2.5 Requests from transferring-in students for an APA will not be accepted if the transfer occurs within the first semester of a student's candidature. However, students are able to apply for APAs or UPAs in subsequent scholarship rounds, in which their application will be ranked with all other applications received for that round in accordance with the guidelines for the APA Method of Award.

4. 2.6 A faculty may consider funding an unsuccessful APA application of a transferring-in student from its own resources.

5. Authority

5.1 Development/consultation

This policy was developed by the Postgraduate Awards Sub-Committee of the Research and Research Training Committee and approved by the Academic Board.

5.2 Management responsibility

Manager, Research Scholarships, Research Office

5.3 Implementation and monitoring

Manager, Research Scholarships, Research Office

5.4 Review

As required.

5.5 Communication

Manager, Research Scholarships, Research Office

5.6 Contact

Manager, Research Scholarships, Research Office

6. Related information

6.1 Related University legislation, resolutions, policies and procedures include:

6.1.1 Australian Postgraduate Awards (APAs) and University of Sydney Postgraduate Awards (UPAs): Method of Award (N.B. this document is only available to relevant staff – please contact the Scholarships Office for more information).