



INTERNAL PHD DEPARTMENT TRANSFER POLICY

ACADEMIC BOARD 26-001

DESCRIPTION OF THE INTERNAL PHD DEPARTMENT
TRANSFER POLICY

Abstract

Description of the Internal PhD Department Policy at Paragon International University

Hardcopy deposited at
Office of the Rector

Approved by Academic Board on 9 February 2026

WE, THE UNDERSIGNED MEMBERS OF THE ACADEMIC BOARD,
HAVE APPROVED THIS POLICY

INTERNAL PHD DEPARTMENT TRANSFER POLICY

Academic Board Policy 26-001

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ACCEPTED AND APPROVED ON THIS DAY

9 February 2026

INTERNAL PHD DEPARTMENT TRANSFER POLICY

1. Policy Rationale

This policy proposes allowing PhD candidates to transfer internally between departments during the first academic year (Semester 1 or Semester 2 only). The purpose is to improve alignment between students' research interests and departmental expertise, reduce attrition, foster interdisciplinary engagement, and retain high-quality doctoral candidates. Transfers beyond the first academic year will not be permitted, except in exceptional cases approved by the Dean of the Graduate School.

2. Eligibility Criteria

Applicants must meet the following conditions:

- The transfer request must be submitted within the first two semesters of enrollment.
- The student must be in good academic standing, with a minimum GPA of 3.0/4.0 or equivalent. This requirement applies to students in their second semester or those who have completed their first academic year.
- The student must have no record of disciplinary violations.
- Written approval must be obtained from the relevant department chair or coordinator and the Dean of the Graduate School.

3. Academic Requirements Following Transfer

3.1 Doctoral-Level Coursework

To maintain academic rigor, the student must complete all required doctoral-level courses of the receiving department, regardless of courses previously completed in another department, unless formally recognized as equivalent by an ad hoc review committee.

3.2 Ad Hoc Review Committee Composition

The ad hoc review committee shall consist of the following members:

- The Director or Coordinator of the sending (current) PhD program;
- The Director or Coordinator of the receiving PhD program;
- The Dean of the Graduate School; and
- The Assistant Secretary of the Graduate School (Assistant SGS).

This committee shall be responsible for evaluating course equivalency, reviewing the academic standing of the student, and making recommendations regarding the approval of the transfer in accordance with university regulations.

4. Comprehensive Examination

The student must follow the comprehensive examination requirements of the receiving department. Previously completed qualifying or comprehensive examinations will not be automatically recognized unless formally approved by the ad hoc committee.

5. Supervisor and Research Proposal

- A faculty member from the receiving department must formally agree to serve as the student's new supervisor.
- The student must submit a revised research proposal if necessary.
- The revised proposal must be reviewed and approved by the doctoral committee of the receiving department.

6. Funding and Assistantship

Approval of a transfer does not guarantee continuation of funding. Scholarships, assistantships, or other financial support are subject to availability and must be approved by the receiving department and the Graduate School.

7. Time-to-Degree Regulation

The maximum allowable duration of the PhD program remains unchanged. Transfer does not reset or extend the doctoral timeline. Any request for extension must follow the university's standard regulations.

8. Limitations

- Only one internal transfer is permitted during the PhD program.
- Transfers are not allowed after the student has completed the comprehensive examination.
- Transfers between different faculties require additional approval from the Graduate School.

9. Governance and Oversight

All transfer applications shall be reviewed by the Graduate School Committee established for this purpose. Complete documentation of the transfer process shall be maintained in the student's academic record to ensure transparency, accountability, and compliance with institutional regulations.

To ensure administrative efficiency and clarity, a formal decision shall normally be issued within 30 calendar days from the date of submission of a complete transfer application. In cases where additional documentation or review is required, the Graduate School shall notify the student in writing of any delay and the expected timeline for final decision.