

In compliance with the RTS guidelines, it is not possible to make retrospective changes to candidature details across the reporting dates of 30 June and 31 December.



APPLICATION TO UPGRADE CANDIDATURE FROM MASTERS TO PhD

Please read the instructions on the reverse side before you complete this Form. (* Delete where appropriate)

Student Name: _____ ID No: _____

E-mail address: _____

Current Discipline: _____ Current Program: _____

Are you a scholarship holder? YES NO AUSAID Scholarship? YES NO

Are you an International Student? YES NO (If "YES", please see notes on the reverse side of this form)

New Program Details

Faculty: _____ School/ Discipline: _____

Academic Program: _____ Academic Plan: _____ Academic Sub-Plan: _____

(Codes are available on the Graduate Centre website at <http://www.adelaide.edu.au/graduatecentre/pgcodes/>)

Internal Study Remote Study Attendance Status: Full Time Half Time

(If an Application for Remote Candidate was not approved for your PhD please complete the form found at: <http://www.adelaide.edu.au/graduatecentre/policy/>)

New Research Studies Details

Subject Area: _____ Description: _____ Catalogue Number: _____
(E.g. RSCHENG) (E.g. ChemE(50)/MechE(50)) (E.g. 8108)

Research Topic: _____
(No more than 250 characters)

Socio-Economic Objective Code (SEO): _____ RFCD Code: _____
(Codes are available on the Graduate Centre website at <http://www.adelaide.edu.au/graduatecentre/pgcodes/>)

Supervisor Details & Endorsement

Supervisor's Name	Principal (P) / Co-(C) / External (E)†	% Responsibility of Supervision	Supervisor's Signature I endorse this application and the revised research proposal

Certification by Student

Having fulfilled the requirements of my Discipline/School (details enclosed), I apply to upgrade from the degree of Master to the degree of PhD. I enclose a copy of my revised research proposal and the completed Attachment accompanying this form.

Student's signature Date

Endorsement by *Head of School or Discipline*/Postgraduate Coordinator

Head of School or Discipline/Postgraduate Coordinator Date

Endorsement by the Faculty Higher Degrees Committee (Note: The specified date below will be the effective date of Upgrade)

Convener's Signature Date

For Office Use Only

*Approved as specified above.
New expiry date of your candidature is _____
New expiry date of your RTS (HECS exemption) is _____
New expiry date of your scholarship is _____
Date: _____

Comments: _____

IMPORTANT

Rule 4 of the degree of Doctor of Philosophy (PhD) states that "*the academic standing required for acceptance as a candidate shall be an Honours degree of Bachelor of at least a IIA standard or a degree of Master of the University of Adelaide or the equivalent thereof....*" Some Disciplines/Schools, however, require a student to first enrol in a Masters program before proceeding to the PhD program. At the end of the first year but before the end of the second year of a Masters program, a student may apply to transfer to the PhD program. The student's work is assessed against criteria set by the discipline and, if deemed satisfactory, the student may be considered for upgrading to the PhD.

Upgrading from a Masters to a PhD

An application for upgrading to PhD must have the support of the Supervisor(s) and the Postgraduate Coordinator or the Head of School/Discipline. It will normally be considered by the Faculty Higher Degrees Committee. In most cases, the Convener of the Higher Degrees Committee will approve the recommendation executively on behalf of the Committee.

† **NOTE:** All Higher Degree Research students must be supervised by a panel comprising a principal and at least one co or external Supervisor. The principal supervisor has the primary responsibility for supervision and must be a member of the academic staff of the School/Discipline in which the student is enrolled, or, an affiliate, adjunct or clinical titleholder with that School/Discipline. A co-supervisor may be an academic employee from any University School/Discipline (including an affiliate, adjunct or clinical titleholder). An external supervisor has no formal or official association with the University and does not have affiliate or adjunct status. Each supervisor on the panel must be assigned a minimum of 20% of the responsibility for the supervision (10% where there are 4 or more panel members) and the principal supervisor must always be assigned a greater percentage responsibility for the supervision than any other supervisor. All applications are to be endorsed by the principal supervisor and either the Head of School/Discipline or Postgraduate Coordinator. Two different signatures are required.

Re-addressing some Research Related Issues

- In considering an upgrade to a PhD, it is expected that the scope of the student's research will be broadened and that the various research related issues, such as the costs involved, access to and disclosure of restricted data/materials, intellectual property and ethics clearance, etc., need to be reviewed. In submitting an application for upgrade, students are therefore asked to re-address these issues by completing the **Attachment** accompanying this form and by completing a new research proposal.
- A Masters student who is in receipt of an **RTS place (with HECS exemption)** and who wishes to upgrade to a PhD must lodge this application at least three months before the end of the second year of the Masters candidature. This is to avoid any complications that may arise regarding the student's continued eligibility (or otherwise) of the RTS place.
- A revised research proposal must accompany applications to upgrade candidature.
- The date of commencement of the PhD candidature will remain the same as for the Masters program, but the candidature expiry date will be adjusted to accommodate the extra time permitted for PhD studies.
- A student who has completed twelve months of a Masters by Research program will be deemed to have completed the Core Component of the Structured Program required for the PhD.

Applicants with non-standard entry qualifications

If a student does not have the 'standard' entry qualifications required under Rule 4, the School/Discipline and Supervisor(s) will need to make a special case for the upgrading of the student's candidature.

Sponsored International Students

Sponsored international students should note that any application for a change in degree program is subject to the approval of the sponsor. Before submitting an application, sponsored international students must consult the International Student Centre in the first instance.

Scholarship Holders

Scholarship holders will have the length of their scholarships adjusted to the maximum entitlement. A copy of this application will be actioned by the Scholarships section of the Graduate Centre.

Completion of the Application form

Please ensure that all relevant sections of the form and the **Attachment** are correctly completed, including the appropriate signatures. This will ensure that the application is not unduly delayed as a result of incomplete information. Where an asterisk (*) appears, delete the part that is not applicable. If the space provided is insufficient, please enclose the information on a separate sheet of paper.

Lodging of Applications

The application, together with the revised research proposal and the completed **Attachment** accompanying this form should be lodged with the Graduate Centre, on Level 6, 115 Grenfell Street. For further information please consult the Graduate Centre on 8303 5882.

ATTACHMENT TO APPLICATION FOR A CHANGE OF ACADEMIC PROGRAM

(This Attachment is to be completed only by students applying to upgrade from a Master to a PhD.)



A. FINANCIAL IMPLICATIONS

1. Does this project involve fieldwork or research outside the University (local/interstate/overseas); or require special facilities (such as inter-library loan); or access to specific materials/facilities/data?

YES

NO

(If "YES", please answer questions 2 and 3 as well.)

2. What are the likely total costs of this research?

3. Will your School/Discipline contribute to the costs?

YES

NO

3.1 If "YES", to what extent?

If "NO", you should note that it is your responsibility to arrange for funding for the research, or to bear any costs not covered by funding from the discipline.

B. ACCESS TO RESTRICTED DATA AND/OR MATERIALS

1. Does this research require access to restricted materials/information?

YES

NO

(If "YES", please answer questions 2, 3 and 4 as well.)

2. Has official permission been granted for the use of these materials/information?

YES

NO

3. Does the use of these materials/information restrict the publication of your thesis?

YES

NO

4. Is there an expectation of an embargo being placed on your thesis when it has been examined?

YES

NO

(If "YES", you must lodge a written application for an embargo to be placed on your thesis, with the Graduate Centre, well in advance of your submission.)

C. ETHICS AND SAFETY CLEARANCE

1. Does the proposed research involve use of animals or human subjects, recombinant DNA or use of teratogens?

YES NO

If "YES", is ethics clearance required?

YES NO

If "YES", please indicate which of the following clearances is required **and attach a copy of the clearances and/or documents.**

Animal Ethics Committee

Human Ethics Committee

Biohazards Committee

Biosafety Committee

If clearance is required but has not been obtained, please enclose a statement giving the reasons why this is so and an indication of when the clearance can be obtained. Your change of academic program will not be confirmed until the required clearance(s) have been provided.

2. Has this ethics clearance been approved for your Master's research?

YES NO

3. If "YES" to Q2, is this clearance applicable/transferrable to your PhD research?

YES NO

4. If "NO" to Q3, please make sure that this clearance is obtained prior to this application and a copy of the clearance is enclosed with this application.

Please note:

Application for ethical clearance is to be made in the name of the principal supervisor with the student involved also specified

(i) Candidates whose research involves the **use of animals** must obtain approval in advance from the University of Adelaide Animal Ethics Committee. Candidates located within other institutions also require ethical clearance from the AEC at the place where research is to be conducted. Please refer to the AEC website for information on requirements

<http://www.adelaide.edu.au/secretary/staff/ethics/animal/>

(ii) Candidates whose research involves **human subjects** must obtain ethical approval in advance from the University of Adelaide Human Research Ethics Committee unless the following applies. *For a research proposal submitted by a member of its clinical staff (including any postgraduate research candidates) the University accepts protocol approval granted by the Ethics Committees of the Royal Adelaide Hospital, the Queen Elizabeth Hospital or the Women's and Children's Hospital. However, for candidates whose research is conducted (a) at these hospitals and is not supervised by a member of the University's clinical staff, or (b) at any other institution, ethical clearance must be obtained in advance from the University of Adelaide Human Research Ethics Committee as well as from the committee at the place where the research is to be conducted.* Please refer to the Committee's web site for information on requirements

<http://www.adelaide.edu.au/secretary/staff/ethics/human/>

D. AUTHORSHIP

Have you and your Supervisor(s) discussed and arrived at a mutual agreement regarding authorship in the event that there are publications resulting from your higher degree research work, in accordance with the policy and guidelines set out in the document: Guidelines and Rules for Responsible Practice in Research? <http://www.adelaide.edu.au/graduatecentre/policy/>

YES

NO

Comment:

E. INTELLECTUAL PROPERTY ISSUES

(To be completed by the student, Supervisor(s), Head of School or Discipline / Postgraduate Coordinator.)

1. Is this project likely to generate intellectual property which has potential for commercial development and in which the University itself or an outside funding body may have an interest?

YES

NO

(If "YES", please answer Questions 2, 3, 4 & 5 as well.)

(If "NO", do not answer Questions 2, 3, 4 & 5.)

- *If yes, please forward a signed Student Project Participation Agreement (SPPA) to the Graduate Centre.*
- *Please note that the approval of the proposed research is dependent upon the signing of this Agreement (where applicable).*

Comment

2a Have attempts been made by the Supervisor(s) to obtain external funding?

YES

NO

2b Are funds available for the establishment of a scholarship or supplementary scholarship to assist you in your research?

YES

NO

Comment:

3. Are you in an employment relationship with an outside organisation?

YES

NO

3.1 If "YES", have the intellectual property implications of this relationship been appropriately dealt with by your Supervisor and Discipline?

YES

NO

4. Please indicate below if you, your Supervisor, and/or Discipline/School has signed a commercial and/or confidentiality agreement or contract with any organisation or funding body relating to this research.

YES

NO

If "YES", please enclose a copy of the agreement/contract with this form.

5 Proposed title of Thesis

REMINDER:

A Revised Research Proposal Must Accompany this Application