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**Adelaide Graduate Research School**  
graduate.research@adelaide.edu.au



THE UNIVERSITY  
of ADELAIDE

# Application to Upgrade Candidature from Masters to PhD

Division of Research and Innovation

## IMPORTANT

Rule 1 of the degree of Doctor of Philosophy (PhD) states that “the academic standing required for acceptance as a candidate for a Doctor of Philosophy in the University shall be an Honours degree of Bachelor of at least a IIA standard or a degree of Master by Research degree of the University of Adelaide or the equivalent thereof...” However, some students may be advised to first enrol in a Master’s program before proceeding to the PhD program. After completion of the Major Review of Progress and at the end of the first year but before the end of the second year of a Master’s program, a student may apply to transfer to the PhD program as defined in the academic program rules of the Master in which the student is currently enrolled. The student’s work is assessed against recorded output criteria set by the discipline and, if deemed satisfactory, the student may be considered for upgrading to the PhD. Approval to upgrade will normally only be granted where there is evidence of research output, such as publications, refereed conference papers, scholarly works and creative arts etc. Upgrade may not be based simply on satisfactory progress at Masters level. In recommending an upgrade consideration must also be given to the timelines of the proposed doctoral completion.

### 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.

### Career and Research Skills Training (CaRST)

**In considering an upgrade to a Doctor of Philosophy program, it is important to be aware that it is compulsory for all students who enrol or transfer into a PhD from 2017, to complete 120 hours of CaRST activities prior to thesis submission.**

Any CaRST activities previously completed during the Master of Philosophy can be counted towards the total.

### 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 a new research proposal.

A Masters student who is in receipt of an **RTP 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 RTP 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 Master’s 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 1, the School/Discipline and Supervisor(s) will need to make a special case for the upgrading of the student's candidature.

### **International Students**

International students who commence a Master degree as a full fee paying student and upgrade to a PhD will be required to remain as full fee paying and will be required to pay tuition fees at the relevant PhD rate. Students who complete the Master degree may apply for entry to a PhD and at the same time elect to be considered for a PhD scholarship.

**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 International Student Support in the first instance.

Any additional visa fees incurred to upgrade to a PhD must be met by the student.

### **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 Research School.

### **Completion of the Application form**

Please ensure that all relevant sections of the form are correctly completed, including the appropriate signatures. This will ensure that the application is not unduly delayed as a result of incomplete information. If the space provided is insufficient, please enclose the information on a separate sheet of paper.

## Application to Upgrade Candidature from Masters to PhD

Student Name	
Student ID	
Email address	
Current School and Discipline	
Current Program	
I am a scholarship holder	<input type="radio"/> Yes <input type="radio"/> No
If yes: Scholarship title	
I am an international student	<input type="radio"/> Yes <input type="radio"/> No
If Yes: I am from a country subject to autonomous sanctions	<input type="radio"/> Yes <input type="radio"/> No

Have you completed the Major review of Progress? YES  NO   
(Students must complete the Major Review of Progress prior to an Upgrade)

Amount of candidature already consumed in Master's program: 12 months  18 months

### New Program Details

Academic Program: \_\_\_\_\_ Academic Plan: \_\_\_\_\_  
Codes are available on the [Adelaide Graduate Research School enrolment website](#).

### New Research Studies Details

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

Codes are available on the [Adelaide Graduate Research School enrolment website](#).

### Research Topic: (No more than 250 characters)

### Socio-Economic Objective Code(s) (SEO) Must be 6 digits

\_\_\_\_\_ % \_\_\_\_\_ % \_\_\_\_\_ % (total = 100%)

SEO codes are available at <https://www.adelaide.edu.au/graduate-research/staff-resources/admission-and-scholarship/enrolment-guide-for-supervisors#socio-economic-objective-seo-code>

### Field of Research Code (FOR) Must be 6 digits

\_\_\_\_\_ % \_\_\_\_\_ % \_\_\_\_\_ % (total = 100%)

FOR codes are available at <https://www.adelaide.edu.au/graduate-research/staff-resources/admission-and-scholarship/enrolment-guide-for-supervisors#field-of-research-for-code>

## 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 also answer questions 2 and 3.)

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?

**Note.** 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 Adelaide Graduate Research School, 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", indicate which of the following clearances are required

- Animal Ethics Committee
- Human Ethics Committee
- Biohazards Committee
- Biosafety Committee

**Note** Please attach a copy of the respective clearances and/or documents

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 Masters research?

Yes  No

3. If "YES" to Q2, is this clearance applicable/transferable 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.

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: <https://www.adelaide.edu.au/research-services/ethics-compliance-integrity/animal-ethics>

(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: <https://www.adelaide.edu.au/research-services/ethics-compliance-integrity/human-research-ethics>

## 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 Research Student Handbook?

Yes  No

Comment:

## E. Intellectual Property Issues

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

Have you, your Supervisor, and/or Discipline/School signed a commercial and/or confidentiality agreement or contract with any organisation or funding body relating to this research?

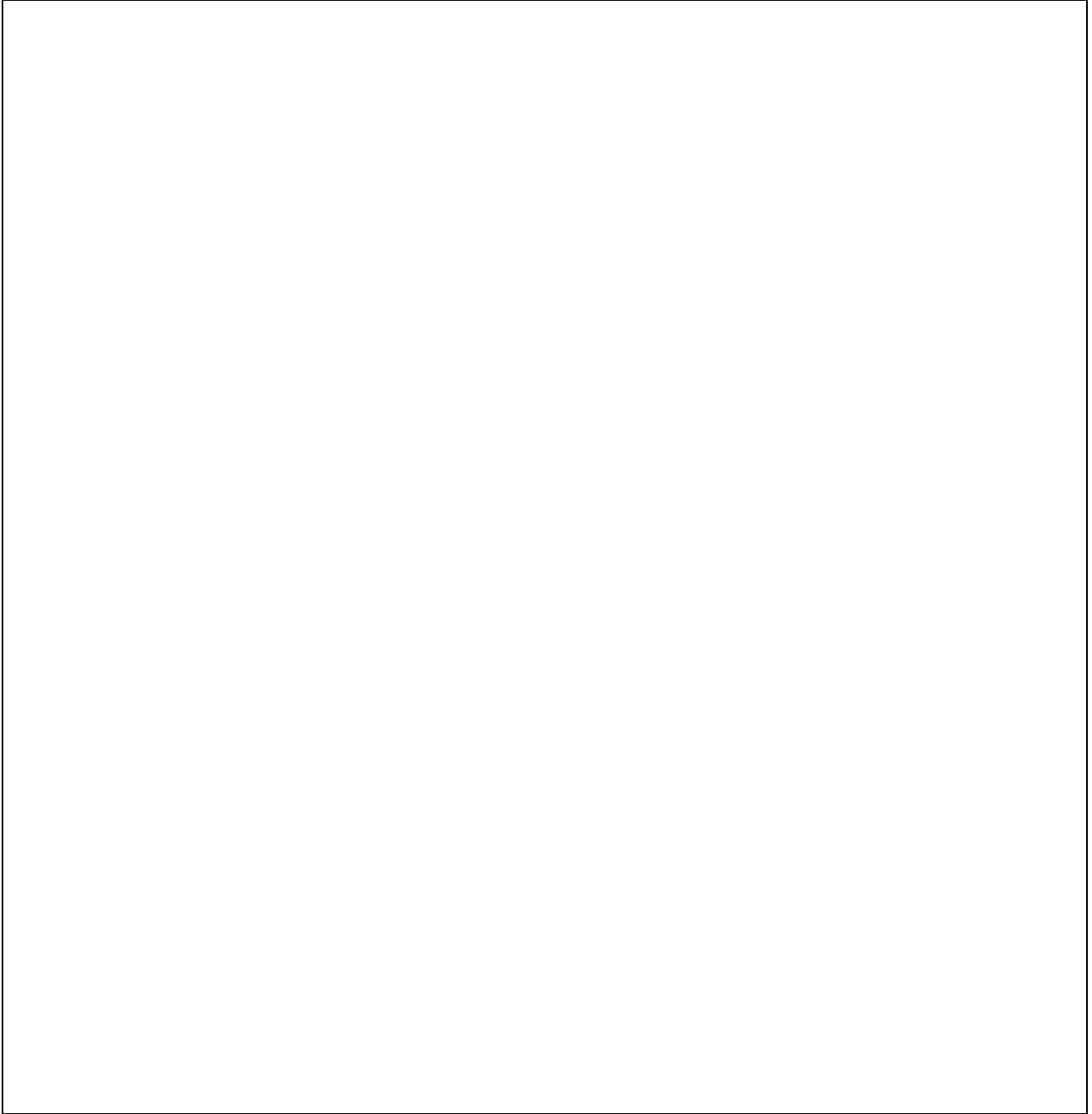
Yes  No

If "YES", have you previously supplied a copy of this agreement or contract to the Adelaide Graduate Research School?

Yes  No

If "NO", you must enclose a copy of the agreement/contract with this form.

**F. Evidence of Research Output Assessed by the School/Discipline**

A large, empty rectangular box with a thin black border, intended for the applicant to provide evidence of research output assessed by the school or discipline.

**REMINDER: A Revised Research Proposal Must Accompany this Application**

### G. Supervisors' Details & Endorsement (Please List All Supervisors) †

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

† **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 (including visitors) has no formal or official association with the University and does not have affiliate or adjunct status. A maximum of 3 supervisors is allowed on any one student's panel. The Principal Supervisor must have a minimum of 60% with the Co-Supervisors (including External) a minimum of 20%.

### Certification by Student

Having fulfilled the requirements of my Discipline/School, 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.

- All material in the enclosed research material is my own work except where there is clear acknowledgement and reference to the work of others. I have read the University Policy and Guidelines on Plagiarism (<http://www.adelaide.edu.au/policies/230/>) and give permission for my work to be evaluated for plagiarism if required. I also acknowledge that plagiarism associated with research will be dealt with under the Responsible Conduct of Research Policy (<http://www.adelaide.edu.au/policies/96/>).
- I acknowledge that I am required to conduct my research according to the requirements of The Australian Code for the Responsible Conduct of Research. I have undertaken the required training in the Code and read both it and the University's guide to research data management (<https://www.adelaide.edu.au/library/library-services/services-for-researchers/research-data-management/>). I understand that it is a requirement that I lodge all the original data or primary research materials with the University or my Principal supervisor. I recognise that if I fail to do so, I will be in breach of The Code and my thesis will not be accepted for examination.
- I acknowledge that if an upgrade to the Doctor of Philosophy is approved, I will be required to complete a minimum of 120 hours of Career and Research Skills Training (CaRST) activities prior to submission of my thesis for examination: <https://www.adelaide.edu.au/graduate-research/career-development/>.

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Head of School or Discipline / Postgraduate  
Coordinator's name (circle as appropriate)

\_\_\_\_\_  
Sign here

\_\_\_\_\_  
Date

