INTRODUCTION

In certain exceptional cases, a candidate who is admitted into a Masters by Research program may, within 12 months FTE of commencing the program, apply to convert from the Masters to a PhD program.

COMPLIANCE

This is a compliance requirement under the:

- Higher Education Standards Framework (Threshold Standards); and
- National Code of Practice for Providers of Education and Training to Overseas Students

INTENT

This document outlines the procedures by which an eligible HDR candidate is able to convert from a Masters by Research to a PhD program within 12 months of commencement.

RELEVANT DEFINITIONS

In the context of this document

DVCRI means Deputy Vice-Chancellor, Research and International

FTE means Full-time equivalent course load

HDR means Higher Degree by Research and includes PhD candidates, Masters by Research candidates and Research Professional Doctorate candidates.

Principal Supervisor means an academic staff member of the University who holds a degree and/or experience deemed by the DVCRI as equivalent to the degree being undertaken by the candidate and who is primarily responsible for the rigorous supervision of the program of study of the candidate.

Supervisory Panel means a group of individuals approved by the Research and Research Training Committee to provide academic and administrative support to the Candidate that ensures timely submission of a high quality Thesis. The Supervisory Panel must consist of at least a Principal Supervisor and two Associate Supervisors.

PROCEDURES

Application

Required documentation includes written support from the Principal Supervisor, Supervisory Panel and School, and a detailed PhD Research Proposal.
The Candidate, Principal Supervisor and Supervisory Panel discuss conversion and if in agreement, the Candidate completes the application within 12 months FTE of commencing Masters.

Candidate provides their PhD Research Proposal, including the form HDR-13 Research Proposal Cover Sheet. The Research Proposal should include: significance; aims and objectives; timeline; methodology; resource implications; and literature survey. Any draft chapters or publications from the Masters work, should also be attached. The Research Proposal is to be drafted in close consultation with the Principal Supervisor and the Supervisory Panel.

Principal Supervisor completes the form HDR-20 Application for Upgrade Form, and all members of the Supervisory Panel sign to support/reject the application. The Principal Supervisor will then forward their recommendation to the relevant faculty Pro Vice-Chancellor.

Approval

The relevant faculty Pro Vice-Chancellor supports/rejects the application. The HDR-13 form and Research Proposal are forwarded to the Office of Research and Innovation if the application is successful.

The Pro Vice-Chancellor will provide written advice to the Candidate explaining the reasons why an application was unsuccessful within 2 weeks of the decision.

If the application is unsuccessful the Candidate has the right of appeal against the decision in accordance with the University’s Students - Academic Grievance Procedures.

The Office of Research and Innovation supplies any necessary details about Candidature and forwards the Supervisory Panel and Pro Vice-Chancellor’s recommendation to the DVCRI.

The DVCRI approves/rejects the application. Where the request for conversion from Masters (by research) to PhD is approved, the date of commencement for the Masters Degree becomes the date of commencement for the PhD (unless the DVCRI determines otherwise).

Notification

The Office of Research and Innovation advises the Candidate, Principal Supervisor and Pro Vice-Chancellor of the outcome and updates internal student records if applicable.

ESSENTIAL SUPPORTING INFORMATION

Internal

HDR-13 Research Proposal Cover Sheet

HDR-20 Application for Upgrade Form

Responsible Conduct of Research Policy

Students - Academic Grievance Procedures

External
### Document History and Version Control

<table>
<thead>
<tr>
<th>Version</th>
<th>Date Approved</th>
<th>Approved by</th>
<th>Brief Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>02 May 2005</td>
<td>Academic Board</td>
<td>Original process posted to web</td>
</tr>
<tr>
<td>1.01</td>
<td>03 Dec 2007</td>
<td>Deputy Vice-Chancellor, Research</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>1.02</td>
<td>03 Mar 2010</td>
<td>Governance</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>2.00</td>
<td>26 Nov 2010</td>
<td>Academic Board</td>
<td></td>
</tr>
<tr>
<td>2.01</td>
<td>17 Aug 2011</td>
<td>Governance</td>
<td></td>
</tr>
<tr>
<td>2.02</td>
<td>13 Aug 2013</td>
<td>Governance</td>
<td></td>
</tr>
<tr>
<td>2.03</td>
<td>15 Dec 2017</td>
<td>Governance</td>
<td></td>
</tr>
</tbody>
</table>