

# Application and Confirmation of Candidature for Conversion from a Graduate Research Degree to the Degree of Doctor of Philosophy



1. **To be completed by current University of Melbourne candidates wishing to convert from Masters (by Research) or other doctorates to PhD.**
2. **Applicants must fulfill the entry requirements for the PhD for conversion to be approved.** PhD entry requirements are detailed in the PhD Handbook online at <http://handbook.unimelb.edu.au/>
3. **The date of commencement of your PhD will be backdated to the date of commencement of your Masters or other doctoral candidature.**
4. **Normally students who convert from Masters to PhD candidature are admitted into confirmed candidature.** Therefore, it is important that the confirmation procedure (see p. 2) is completed prior to applying to convert.
5. **International students on student visas.** The University must notify the Australian Departments of Education and Immigration and issue a new Confirmation of Enrolment (COE) if changes are made to your enrolment. To avoid delays in obtaining a new COE or non-compliance with student visa conditions, please enclose a copy of your passport and current visa with this application.

## Lodging Applications

Please lodge the application with your principal supervisor or the Graduate Research Administrator in your Graduate School /Faculty.

A listing of all Graduate Schools/Faculties can be viewed at:  
<http://www.gradresearch.unimelb.edu.au/current/faculty-contacts>.

**Privacy Statement:** The information on this form will be used by authorised staff for the purpose for which it was collected and will be protected against unauthorised access and use. The University has a detailed Privacy Policy available at [www.unimelb.edu.au/unisec/privacy/](http://www.unimelb.edu.au/unisec/privacy/). You can contact the Privacy Officer ([privacy-officer@unimelb.edu.au](mailto:privacy-officer@unimelb.edu.au)) with any questions about how the University deals with personal information.

## Confirmation procedure

The objectives of the confirmation process are to:

- assess progress to date and the academic preparedness of the student to complete
- determine whether the student has developed a clearly defined, coherent and feasible research project and contribute suggestions for its successful completion
- provide an opportunity for the student to demonstrate written and oral presentation skills appropriate to graduate research study
- publicly acknowledge a major milestone in the project and inform others about the research project.

### Review of Probationary Candidature (See B)

Students must submit a written report to their Advisory Committee containing:

- an abstract of approximately 100 words that includes a concise statement of the research question/problem/aims/hypothesis
- a critical summary and analysis of relevant literature
- an explanation of the conceptual framework to be used and/or a summary of experimental methods and equipment requirements
- a summary of preliminary data, resources developed, etc
- a bibliography
- an argument for the relevance and importance of the study.

Recommended report length<sup>†</sup>:

- 2000 – 5 000 words.

<sup>†</sup>***Check with your Department/School/Faculty for any discipline-specific requirements, including additional word limits.***

it is strongly recommended that candidates prepare, with their supervisors, a Turnitin originality report for a substantial piece of writing (eg. a chapter, a section of a chapter, or the written progress report). To access Turnitin go to the *Thesis Similarity Checking* community under 'My Communities' on the LMS. There is a link to the LMS under 'Learning Tools' on the 'Home' tab of the my.unimelb (<https://my.unimelb.edu.au/>).

# Application and Confirmation of Candidature for Conversion from a Graduate Research Degree to the Degree of Doctor of Philosophy



## A. APPLICANTS SECTION

### A1. PERSONAL DETAILS

Title	<input type="checkbox"/> Ms	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Mr	<input type="checkbox"/> Other, specify:	Student ID	
Family Name					Date of Birth (dd/mm/yyyy)		
Given Names					Gender	<input type="checkbox"/> F	<input type="checkbox"/> M
<b>Current Mailing Address</b>							
Street Address							
Suburb					State		
Country					Postcode		
Email					Phone		
<b>Residency Status</b>							
Are you: <input type="checkbox"/> An Australian Citizen							
<input type="checkbox"/> a New Zealand Citizen							
<input type="checkbox"/> a Permanent Resident of Australia							
<input type="checkbox"/> an International Student - <i>Please enclose a copy of your current passport and current visa with this application.</i>							

### A2. APPLICATION DETAILS

Converting to degree	<input type="checkbox"/> PhD	<input type="checkbox"/> MPsych/PhD	<input type="checkbox"/> MEdPsych/PhD	Scholarship	
Department/School(s)				Enrolment status	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Title of Research Project					
<b>Details of current enrolment</b>					
Current degree		Commencement date: (dd/mm/yyyy)		Enrolment status at commencement	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time:
Start and end dates for any and all periods of leave of absence from your studies:			Start and end dates for any variations to enrolment status: (eg Full-time 15/02/2012 -31/08/2012, Part-time 01/09/2012-04/06/2013)		
Please note that the date of commencement of your PhD will be backdated to the date of commencement of your Masters or other doctoral candidature.					

### For office use only (Graduate Research Admissions)

Start		Convert		PR		EWS		Ext	NA / 6m / 12m
FoE		For		EFTSL		CW			Conf / Prob
Supv						GR Adm.		Date	

### A3. Residency

All students, including those who transfer from a graduate research course at another institution, must complete at least one-third of the course duration, as specified in the Handbook, studying at the University unless studying at an outside institution listed in Schedule A – Approved Outside Institutions.

For information on residency requirements and how to apply for special residency status, please visit the following website: <https://policy.unimelb.edu.au/MPF1284#section-3.6>.

I am able to meet the residency requirement that applies to the PhD

Yes

No

### A4. ACADEMIC QUALIFICATIONS

#### Tertiary Qualifications

- List below ALL tertiary level studies you have undertaken *prior to that in which you are currently enrolled* (whether you have completed them or not) **beginning with the most recent**.
- <sup>‡</sup>Program length is the usual duration of the program on a full-time basis (eg. 3 years).

Name of Degree	Name of Institution and Country	NC-Incomplete CO -Complete	Date completed (mm/yy)	Program Length <sup>‡</sup>

### B. REVIEW OF PROBATIONARY CANDIDATURE *(student to complete section B.1-B.5)*

#### B1. Written report<sup>†‡</sup>

Students must submit a written report to their Advisory Committee containing:

- an abstract of approximately 100 words that includes a concise statement of the research question/problem/aims/hypothesis
- a critical summary and analysis of relevant literature
- an explanation of the conceptual framework to be used and/or a summary of experimental methods and equipment requirements
- a summary of preliminary data, resources developed, etc
- a bibliography
- an argument for the relevance and importance of the study.

Recommended report length<sup>†</sup>:

- 2000 – 5 000 words.

<sup>†</sup> **Check with your Department/School/Faculty for any discipline-specific requirements, including additional word limits.**

<sup>‡</sup> Students are strongly encouraged to submit their report/draft chapters to [Turnitin](#) to obtain an originality report on their work.

#### B2. Thesis / research plan

Provide a plan outlining the proposed thesis structure and/or the research objectives to be achieved. Describe the progress made to date and plans for the coming review period. Include timeframes for any regulatory approvals still required (eg ethics or copyright clearances, goods handling, police checks).

*Students may either use the table below or attach their research and/or chapter plans.*

Research /chapter/ creative work etc	Notes	Progress (% complete)	Expected date for completion

### B3. Research outputs

**If applicable** Provide a list of publications (eg peer reviewed articles, conference proceedings), presentations, curated works or other research outputs either completed in this review period or planned for the coming review period.

Completed (C) / Planned (P)	Output

### B4. General comments

Add any comments you wish to make in regards to the progress of your candidature. For example, challenges that have arisen/are likely to arise, whether additional training or assistance is required.

## LODGING THE APPLICATION FORM

### Signing the form:

- If you are applying to be admitted to **Confirmed PhD candidature**, do not complete the declaration and signature sections (pp.11) in this form until *after your Confirmation Committee meeting*.
- If you are applying to be admitted to **Probationary PhD candidature**, you need to complete the STUDENT'S ENROLMENT DECLARATION AND SIGNATURE (p. 11) sections, *prior to submitting the form* to your Graduate School/ Faculty.

**Please lodge the application with your principal supervisor or the Graduate Research Administrator in your Graduate School / Faculty.**

## C. SUPERVISOR SECTION

Principle supervisor to complete prior to the Advisory Committee meeting

### APPLICANT'S ELIGIBILITY

Questions 1-3 relate to the entry requirements as described in the Resolutions on Selection (<http://about.unimelb.edu.au/academicboard/resolutions>)

#### C1. Minimum qualifications

- The applicant has completed:
- A four-year bachelor degree in a relevant discipline which includes a substantial research component equivalent to at least 25% of one year of full-time study and has achieved a minimum weighted average of 75% in the final year subjects or (University of Melbourne) equivalent; OR
  - A masters degree in a relevant discipline which includes a substantial research component equivalent to at least 25% of one year of full-time study and achieved a minimum weighted average of 75% or (University of Melbourne) equivalent; OR
  - A qualification and professional experience considered to be equivalent OR
  - None of the above (If '*none of the above*' a special case for admission must be completed at 3 below)

#### C2. Residency requirement

For PhD / Masters leading to PhD

The candidate will complete *at least* one-third of the standard course duration at the University

Yes  No

If '*no*' a special case for admission must be completed at 3 below

#### C3. Case for waiver of requirements (if applicable)

- I wish to make a case for waiver of the **minimum entry requirements**
- I wish to make a case for waiver of the **English language requirement**
- I wish to make a case for waiver of the **minimum residency requirement**

In the space below provide detailed reasons supporting the case for a waiver. Examples of the grounds on which waivers might be granted are available here:

- English language: <https://gradresearch-intranet.unimelb.edu.au/admissions/assessment.html#language-waiver>
- Residency: <https://gradresearch-intranet.unimelb.edu.au/admissions/assessment.html#residency-fulfil>

#### Case for waiver request

#### C4. PERIOD OF CANDIDATURE

The date of commencement of PhD candidature will be backdated to the date of commencement of the Masters or other doctorate candidature. Candidates are given a three-year submission date from commencement of the original degree. The normal progress reports during candidature will be required.

If the candidate is an international student, please advise if the student will require the extension time (maximum of 12 months) at conversion. The Confirmation of Enrolment (COE) is issued by the International Centre based on the submission date recorded on the student's enrolment record. The COE is used to apply for a visa extension.

Is the applicant an international student?  Yes  No

If yes, is an extension beyond 3 years from commencement of original degree required?  Yes  No

The recommended extension is for how many months?  6  12

#### PROJECT REQUIREMENTS *(to be completed by the principal supervisor)*

Please ensure the facilities and resources required for this project are available and have been discussed in detail with the candidate [www.gradresearch.unimelb.edu.au/current/infrastructure](http://www.gradresearch.unimelb.edu.au/current/infrastructure)

#### C5. Field/s of research (FoR) for this research project

The FoR classifications enable the University to quantify and classify its research activity in terms of application success, research income and expenditure and research output (such as publications). FoR codes must be entered for Government reporting requirements. FoR codes are available at [www.research.unimelb.edu.au/performance/quick/codes/FOR](http://www.research.unimelb.edu.au/performance/quick/codes/FOR).

Please enter the **primary** FoR code and name for this candidate first. Additional codes may be added if you wish.

FoR code <i>(6 digit)</i>	Field of Research Name <i>(exactly as it corresponds to the 6 digit code)</i>

#### C6. Budgetary unit (department/school) in which the candidate will be enrolled

#### C7. Location of the candidate

The candidate will be physically located at:

- Bio21
- An approved outside institution<sup>†‡</sup> *Name of Institution:*
- An outside institution not on the approved list<sup>†§</sup> *Name of Institution:*

‡ A list of approved institutions is available at <http://www.policy.unimelb.edu.au/schedules/MPF1284-ScheduleA.pdf>

§ A case must be made to locate a candidate at an institution not on the approved list (make the case below). See <http://policy.unimelb.edu.au/MPF1284#section-3.7> for the bases on which cases will be considered.

**Case to base a candidate at an institution not on the approved list** (complete if applicable)

**C8. Supervisor(s) information**

To be completed by each supervisor, beginning with the principal supervisor

- ▶ All principal and co-supervisors must be registered<sup>†</sup> to supervise. See [Supervision of Research Higher Degree Students Policy](#) for further information.
- ▶ Former staff, former honorary fellows and appropriately qualified persons who do not have a current role at the University may participate as external supervisors only.
- ▶ If a nominated external supervisor has not previously supervised University of Melbourne graduate researchers, they must complete the [Certification of External Supervisor Form](https://gradresearch-intranet.unimelb.edu.au/docs/supervisors/External-Supervisor-of-RHD-Student-Form.doc) from <https://gradresearch-intranet.unimelb.edu.au/docs/supervisors/External-Supervisor-of-RHD-Student-Form.doc> and attach a CV.

Supervisor contribution	Supervisor name	UoM employee ID	Supervisor department / school	Supervisor role (Principal/ Co-supervisor/ External)	Current GR load (EFT) <sup>‡‡</sup>	Registered supervisor <sup>†</sup>	
						Yes	No
%						<input type="checkbox"/>	<input type="checkbox"/>
%						<input type="checkbox"/>	<input type="checkbox"/>
%						<input type="checkbox"/>	<input type="checkbox"/>
%						<input type="checkbox"/>	<input type="checkbox"/>

<sup>†</sup> Your supervisor registration and current load details are available from Themis Staff Self Service – My Employment – RHD Supervisor Registration page (<http://themis.unimelb.edu.au>). Prospective supervisors who are not registered can apply for registration by completing the application at <https://gradresearch-intranet.unimelb.edu.au/supervision/index.html>

<sup>‡</sup> The maximum load is 7 EFT for Masters by Research, MPhil, PhD and doctoral research candidates. *Note: at its discretion, a Faculty may include Honours and Masters by Coursework students in their internal load calculation.*

**C9. Continuity of supervision**

To be completed by the principal supervisor

I expect to be available to supervise this candidate for the usual duration of candidature:  Yes  No\*

\*If no, describe arrangements for carrying on supervision. Include the names of potential alternative supervisors:



## D. REVIEW OF PROBATIONARY CANDIDATURE *(Chair of the Advisory Committee to complete during meeting)*

- The Advisory Committee must discuss the student's performance against each of the criteria in D.1 and provide the outcome of the confirmation review in section D.3.
- The Chair of the Advisory Committee must give the student and the supervisors the opportunity to raise any issues or concerns separately and in confidence to members of the Advisory Committee.
- The responsibilities of supervisors and advisory committees are described in the *Supervision of Research Higher Degree Students Policy* (MPF1244) and *Graduate Research Progress Procedure* (MPF1264).

### D1. Assessment of probationary candidature

Date of confirmation meeting (dd/mm/yy)		Date of presentation (oral/performance) (dd/mm/yy)	
Names of participants who were present <b>for the entire meeting</b> (name all Advisory committee/faculty participants)			

Rate the student's proposal and progress against the criteria below.

Criterion	Below expectations	Reason (If below expectations)	Meets expectations	Exceeds expectations
The research proposal is appropriate to achieving the graduate attributes for the course	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
The student:				
• demonstrates sufficient oral and written communication skills to make completion likely	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
• demonstrates the required depth of understanding of the research topic	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
• is able to place their research in context of the discipline	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
• demonstrates independence in research planning and execution	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
• demonstrates technical competence in research activities	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
• is producing written work and/or its creative equivalent of the required standard	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
• (if applicable) has satisfactorily completed the requirements set by the dept/school/faculty, eg prerequisite subjects	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

### D2. Comments

Provide any additional feedback to the student on their performance during this review period or on their proposed work plan for the coming review period.

**Note:** For any criterion assessed as 'below expectations' describe the improvement required to meet expectations.

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### D3. OUTCOME OF CONFIRMATION REVIEW

Check one outcome only. Provide supporting information where required.

Admit to confirmed PhD candidature

Admit to probationary PhD candidature

Confirmation due date:

Do not admit to PhD candidature (conversion application unsuccessful) *Provide reasons:*

### E. DECLARATIONS AND SIGNATURE(S)

#### E1. Supervisor(s)' declaration

I confirm that:

- ▶ The proposed project is appropriate and feasible within the timeframe of the course
- ▶ In accordance with the [Statement on Infrastructure Support for Postgraduate Research Students: The Responsibilities of Academic Departments](#), the facilities and resources required for this project are available and have been discussed in detail with the candidate
- ▶ I am aware of and willing to supervise under the University's [Supervision of Research Higher Degree Students Policy](#) and [Code of Conduct for Research](#)
- ▶ If required, ethics approval for this project will be sought from the relevant University ethics committee
- ▶ I have discussed with the candidate any restrictions on intellectual property or authorship that may apply to their project
- ▶ I am aware of the [Managing Conflict of Interest in Selection and Admission of Students Procedure](#) and have completed a disclosure declaration where a potential conflict of interest exists.

#### E2. Advisory Committee members' and Supervisor(s)' signatures

Role	Name	Signature	Date
Committee Chair			
Principal Supervisor			

**ENROLMENT DECLARATION**

In consideration of my enrolment at the University of Melbourne ('University'), and the provision by the University of teaching services, educational resources and student services, I:

1. Agree to be bound by the statutes, regulations, policies procedures and guidelines of the University ('University Rules') whilst I am enrolled as a student of the University, including those relating to the ownership, use and control of any intellectual property in any work, invention, discovery or other thing made, created or developed by me in connection with my studies at the University.
2. Shall act in accordance with all lawful instructions of officers of the University.
3. Understand that falsification of records or details about myself either before or after my enrolment as a student, which may be construed as academic or non-academic misconduct, is subject to the right of the University to terminate my enrolment or impose other sanctions in accordance with the University Rules and may be exercised at any time during my studies at the University.
4. Consent to any work I submit for assessment being scanned, copied or used by the University or its agents for the purpose of identifying plagiarism and any other academic misconduct.
5. Acknowledge that I have until the subject census date to make any enrolment changes without those changes appearing on my academic record, and that I must re-enrol within the given time frames and in the manner specified.
6. Acknowledge that, unless I withdraw from a subject prior to the subject census date, I will be liable for the subject's tuition fees or student contribution amount (except where a subject is exempt from fees).
7. Acknowledge that as a graduate research candidate my fee liability or Research Training Scheme usage will be calculated on a daily basis for every day that I am enrolled until my enrolment ceases. Enrolment cessation may include: leave of absence, thesis submission and examination, course withdrawal, or termination of enrolment.
8. Will also be liable for all student services or amenities fees or other fees or charges as set out in the University Rules as applicable to my enrolment.
9. Consent to receiving my Student Invoice electronically.
10. Understand that it is my responsibility to check my Student Invoice on the student portal ([my.unimelb.edu.au](http://my.unimelb.edu.au)) and ensure payment by the due date.
11. Will promptly notify the University of any change to my personal details (including changes to my mailing address and contact details) and I acknowledge that the University shall not be in any way liable for any matter arising out of a failure to notify the University of such changes.
12. Acknowledge that a failure to update my personal details (including my mailing address and contact details) will not be an acceptable reason for failing to respond to any correspondence from the University as required.
13. Declare that all information that I have provided to the University (whether directly or via VTAC or other institutions) is, to the best of my knowledge, complete, true, and correct.
14. Authorise the University to obtain information about me including information from previous educational institutions attended by me or at which I have sought enrolment and information about my financial circumstances.
15. Understand that the University is obliged to comply with the United Nations (UN) and Australian sanctions laws and regulations and may need to take appropriate actions.
16. Authorise the University to verify all details relating to my enrolment. This may include verification of my Australian visa details and study entitlements from the Department of Immigration and Border Protection (DIBP) Visa Entitlement Verification Online (VEVO) facility.
17. Acknowledge that University correspondence, including formal notices and other communications will be issued to me electronically via my University student email address and the student portal ([my.unimelb.edu.au](http://my.unimelb.edu.au)), and I agree to check my student portal ([my.unimelb.edu.au](http://my.unimelb.edu.au)) notices and University emails on a regular basis, which is at least once a week.
18. Understand that upon graduation, the details of my qualifications will be included in the Graduate Roll of the University and become a matter of public record.
19. Have read and understood all information relevant to my enrolment and made available by the University, including the University's Privacy Statement.
20. Acknowledge that the terms of this enrolment declaration, as set out above, are legally binding and may be enforced by the University.

**Privacy Statement:** The information on this form will be used by authorised staff for the purpose for which is was collected and will be protected against unauthorised access and use. The University has a detailed Privacy Policy available at [www.unimelb.edu.au/unisec/privacy/](http://www.unimelb.edu.au/unisec/privacy/). You can contact the Privacy Officer ([privacy-officer@unimelb.edu.au](mailto:privacy-officer@unimelb.edu.au)) with any questions about how the University deals with personal information.

I have read and understood the information contained in the document "Intellectual Property Rights and Responsibilities: Information for Prospective Research Students" available at <http://go.unimelb.edu.au/f3c>.

I understand the study commitment required (at least 40 hours per week for full-time study and at least 20 hours per week for part-time study) and agree to meet this commitment.

Name of applicant (*please print*)

Signature of applicant

Date (*dd/mm/yyyy*)

#### E4. Outside institution

To be completed if the applicant is to be located at an outside institution. The signature of the Head of any outside institution is required for University approval.

Name of Centre/Institution	Name of Head of Centre/Institution	Signature	Date

#### E5. Head(s) of Department declaration and signature

Departments should note their responsibilities in the *Statement of Infrastructure Support for Postgraduate Research Students: The Responsibilities of Academic Departments*

**In addition to endorsing the information contained in this assessment form, I confirm that:**

- ▶ The applicant will have appropriate supervision for the duration of their candidature and the facilities and resources required for this project will be made available to the applicant
- ▶ I am aware of my responsibility to ensure that any confidentiality or intellectual property agreements signed by the candidate are consistent with University policies including Statute 14.1 Intellectual Property and Regulation 17.1.R8 Code of Conduct for Research ([www.unimelb.edu.au/ExecServ/Statutes/index.html](http://www.unimelb.edu.au/ExecServ/Statutes/index.html)), and the implications have been discussed fully with the candidate
- ▶ If the applicant will be based at an outside institution (as indicated above):
  - ▶ the facilities, academic environment and research of the institution are sufficient to support the applicant's research project over the term of the candidature
  - ▶ arrangements are satisfactory for the applicant to participate adequately in the research activities of the Department
- ▶ I am aware of the *Managing Conflict of Interest in Selection and Admission of Students Procedure* and have completed a disclosure declaration where a potential conflict of interest exists.

Department	Name	Signature	Date

#### E6. Dean or Associate Dean of Faculty approval

Comments

Faculty	Name	Signature	Date