

INFORMATION FOR APPLICANT

Please read all the information below before filling out the Upgrade from Research Masters to Doctoral Candidature application.

Please complete this form in **BLACK INK** using **CAPITAL LETTERS**.

The information collected on this form does not replace that on MySR. Students should ensure MySR is updated with correct and current residential, postal and emergency contact details.

1 - ELIGIBILITY REQUIREMENTS

- In some circumstances a student and supervisory panel may consider an upgrade from a research masters to a doctoral program
- Upgrades are not to be seen as a way of circumventing doctoral admission rules but as a step to be taken when it can be demonstrated that the quality and depth of the student's work warrants such consideration. The student's scholarship will be demonstrated by markers such as written research design and analysis, the Confirmation of Candidature document, a literature review, completed chapters and publications
- Applicants should be aware that the demands of doctoral research are much higher than the research masters in terms of use of methodology, the significance of the research findings and the contribution of knowledge to the discipline
- The assessment of an upgrade application is a rigorous process and the student and panel must provide information that will allow the College Research and Higher Degrees Committee and the UWS Research Studies Committee to be convinced that all criteria (see below) are met and that the student has sufficient time to complete a doctorate. Thought must also be given to the type of doctorate being considered, for example, some professional doctorates where the student completes a portfolio may not be appropriate as the student will not have sufficient time to address specific course requirements
- Often, applications to upgrade will occur around the time of Confirmation of Candidature and in such cases, the applicant should provide the confirmation document and the confirmation report with the application to upgrade
- In some circumstances the application will be made at a later stage and the Confirmation of Candidature should be considered in these circumstances as well. However, it may be a good idea to present the case for upgrading to a panel within the College. The principal supervisor should discuss this with the College Associate Dean Research
- In all cases the time spent enrolled in the research masters will be deducted from the time allowable in the doctorate

2 - CRITERIA

1. The quality and originality of the research already completed:
General quality will be reflected in an original methodology or procedure of originality and merit and/or original analysis of compelling significance. +
2. The scope and complexity of the project:
It must be shown that the scope and complexity of the project are beyond that which could be expected of a Research Masters degree. The project must be shown to have a clear focus that will fulfil the requirements of a doctoral degree by leading to the uncovering of new knowledge by the discovery of new facts, the formulation of theories or the innovative re-interpretation of known data and established ideas.
3. Research capabilities of the applicant:
The assessment of the research capability of the applicant will normally be demonstrated by the completion of a significant body of material, including written research design and analysis.

In providing my personal information to the University, I understand that, other than as authorised by law, the University will only use this information for the purposes for which it is being collected in accordance with the University's functions and activities associated with my enrolment. In some instances, the University may need to disclose information to any Government department which administers or has authority regarding education or immigration policy and law and any other Government agencies (State, Territory or Federal, an affiliated entity of the University, or to third parties for the purposes of recovering unpaid University fees or other debts owed to the University, and I consent to such disclosure. I also understand that all information will be collected, stored, accessed and disseminated or destroyed in accordance with privacy, records management and other relevant laws, and the University's policies.

3 - PROCESS

The application must be supported by the supervisory panel and will be considered by the College Research Committee and referred to the UWS Research Studies Committee for a decision.

4 - APPLICATION

Applications must include:

1. A completed cover sheet.
2. A resume of all relevant work and qualifications.
3. A submission making a claim to the quality and scope of the work completed. This should be demonstrated by the inclusion of pieces of written analysis, or other documents, which support the claim. In particular, evidence will need to be provided to illustrate that the project has the breadth and depth required for doctoral studies.
4. A statement of the proposed changes in the project if it was to become a PhD project, including resource needs.
5. A revised timeline.
6. Other evidence that supports the three criteria listed above.
7. A statement of support from all members of the supervisory panel.
8. International students will be required to show evidence that they have approval from their funding body and/or employer in their country of origin (if applicable) and UWS International.

IMPORTANT INFORMATION

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1 - PERSONAL DETAILS

Student ID number

Date of birth

Title

Given name(s)

Family name

Home phone number

Work phone number

Mobile phone number

Commencement Date:

Confirmation of Candidature (CoC) Date:

Basis of Admission:

Upgrade to:

Thesis title:

Achievements:

2 - SUPERVISORY PANEL APPROVAL

Principal Supervisor

Signature

Date

Associate Supervisor
(Print name)

Signature

Date

Associate Supervisor
(Print name)

Signature

Date

3 - SCHOOL CENTRE APPROVAL

Print Name

Signature

Date

4 - COLLEGE APPROVAL

Associate Dean Research

Signature

Date

5 - UWS RESEARCH STUDIES COMMITTEE

Signature of Chair or Nominee

Date

7 - OFFICE USE ONLY

Student notified: _____

Supervisor notified: _____

UWS IO notified: _____

Callista: _____