APPLICATION FOR A CHANGE OF DEGREE PROGRAM

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 Departments, however, require a student to first enrol in a Master program before proceeding to the PhD program. At the end of the first year but before the end of the second year of a Master program, a student may apply to transfer to the PhD program. The student’s work is assessed against criteria set by the department and, if deemed satisfactory, the student may be considered for upgrading to the PhD.

Upgrading from a Master 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 Department. 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.

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.

A Master 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 Master 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 this application.

The date of commencement of the PhD candidature will remain the same as for the Master 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 research Master program will be deemed to have completed 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 Department and Supervisor(s) will need to make a special case for the upgrading of the student’s candidature.

Transferring from a PhD to a Master

A PhD student, for various academic or personal reasons, may wish to transfer to a Master program during the PhD candidature. An application should be made on this form accompanied by a revised research proposal and, where possible, the application should be made well before the end of the second year, and well in advance of the HECS census dates of 31 March and 31 August, to avoid any complications that may arise regarding the student’s RTS place and other fee liabilities.

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 Liaison Officer 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 forwarded to Scholarships for appropriate action.

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 Student Centre, on Level 4, Wills Building. For further information please consult Graduate Studies on 8303 5882.

Esther Tobin
Manager, Examinations, Graduations and Graduate Studies
Administrative Services Branch
April 2001
APPLICATION FOR A CHANGE OF DEGREE PROGRAM

Name: 

Student Number: 

Current Degree: 

Candidature commencement date: 

Faculty: 

Department: 

Field of study: 

Supervisor(s): 

I am an International Student.

I am in receipt of a living allowance scholarship administered by the Scholarships Office.

*1. Upgrading from a Master to a PhD

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

*2. Transferring from a PhD to a Master

I wish to apply to transfer from the degree of PhD to the degree of Master of __________. I enclose a copy of my revised research proposal.

*3. Attendance status

If this section is not completed, your attendance status remains the same. Changes to attendance status will be made effective the date of the change of degree program approval.

(Please note that “part-time” in Master is automatically changed to “half-time” in PhD and vice versa.)

I wish to change my attendance status from *full-time/*part-time/*half-time to *full-time/*part-time/*half-time.

________________________
Student’s Signature

________________________
Date

*I/*We endorse this application and the revised research proposal.

________________________
Supervisor(s)’ Signature(s)

________________________
Date

I endorse this application and the revised research proposal.

________________________
*Postgraduate Coordinator’s*
Head of Department’s Signature

________________________
Date

Approved by the Faculty Higher Degrees Committee.

________________________
Convener’s Signature

________________________
Date

(* Please delete as appropriate)
ATTACHMENT TO APPLICATION FOR A CHANGE OF DEGREE 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 field work 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 Department 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 department.

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 □

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 □

2. Has this ethics clearance been approved for your Master’s 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.

   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 degree program will not be confirmed until the required clearance(s) have been provided.
Please note:
Candidates whose research involves the use of animals (refer Animal Ethics Committee policy document) or human subjects (refer Human Ethics Committee policy document) need to obtain approval from the respective Adelaide University ethics committee. It is also necessary for candidates who conduct research at any other institution to obtain ethical clearance from both institutions. A candidate may not engage in research involving animals or human subjects including research in hospitals unless the project has been approved in advance by the relevant University and institutional ethics committee.

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 Attachment G of the Code of Practice?

YES ☐ NO ☐

Comments:

E. INTELLECTUAL PROPERTY ISSUES
(To be completed by the student, Supervisor(s), Head of Department or 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.)

• On receipt of this notification, Graduate Studies, will arrange for the signing, by the student, of a Student Project Participation Agreement.
• Please note that the approval of the proposed research is dependent upon the signing of this Agreement.

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 ☐

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 Department?

YES ☐ NO ☐

4. Please indicate below if you, your Supervisor, and/or Department 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

Comment: