

Once ALL signatures have been obtained, please forward to:

**Executive Officer, Committee of Graduate Studies  
Student and Administrative Services Unit  
Faculty of Art & Design  
Fine Arts Building, D1.02  
Caulfield Campus**

Regulation 8.1 of the Doctoral Regulations permits a candidate undertaking a masters degree by research to convert to PhD candidature.

It is assumed the research topic is substantially broadened, but remains essentially unchanged. PhD candidature is normally backdated to the commencement date of masters candidature.

Except in circumstances deemed exceptional by the Research Graduate School Committee, the conversion normally occurs BEFORE twenty-four months full-time equivalent candidature has elapsed.

Candidates MUST be enrolled for a minimum of 9 months equivalent full-time candidature before applying for conversion.

Candidates are REQUIRED to discuss their intention to convert from the Masters to PhD with their supervisor and if encouraged, to complete this form in consultation with their supervisor(s) and Head of Department.

Once completed, this should be submitted to the main supervisor and Head of Department for a recommendation to the Committee of Graduate Studies that the formal upgrade process may commence. On the basis of the information on this form, the Committee of Graduate Studies will resolve whether the candidate be formally invited to begin the conversion process.

**Once the Committee of Graduate Studies approves the intention to convert, the candidate is required to:**

- Complete and obtain appropriate signatures on the Monash Research Graduate School *Confirmation of PhD and MPhil Candidature* found online at: <http://www.monash.edu.au/phdschol/forms/confirm.html>
- Complete the Monash Research Graduate School PhD application available online at: <http://www.monash.edu.au/phdschol/forms/appforms.html#PhD>
- Give a seminar on their research before a Faculty review panel (candidates may ascertain whether previous seminars may be counted as the conversion seminar)
- Submit a 1,000 word written progress report including:
  - Thesis title
  - Statement of the research problem
  - Procedures
  - Timetable for completion
  - Brief Bibliography and
  - Publications produced during the masters candidature (if applicable)

Please ensure your application complies with all regulations relating to your degree. Information regarding each degree is in the handbook provided at the time of enrolment.

The University's privacy statement can be viewed at <http://www.monash.edu.au/legals/privacy.html>

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**SECTION 1: TO BE COMPLETED BY CANDIDATE**

Student #:  Department:

Degree: 0498 MA  2953 MFA  3111 MDES

Family Name:  Title:

Given Names:

Has the direction of your thesis topic changed?

Yes  No

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Please provide an outline of research to the present and reasons for applying to upgrade:

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**SECTION 2: TO BE COMPLETED BY SUPERVISOR**

Has the candidate:

diligently and effectively applied him/herself to this project?

Yes  No

shown initiative consistent with the requirements of the course?

Yes  No

made satisfactory progress in the research program?

Yes  No

shown potential/development required for PhD level research?

Yes  No

Briefly evaluate the candidate's progress to the present, and indicate any difficulties (personal, technical, etc) that may have impeded the candidate's research.

Please indicate the candidate's role in initiating, devising and developing the research project.

Please comment on the quality of the candidate's research.

Please indicate the reasons for upgrade.

Conversion seminar held Yes  No  → Proposed Date:     /     /  
Date:     /     /

Review Panel :	<u>Name</u>	<u>Signature</u>	<u>Date</u>
	_____	_____	/ /
	_____	_____	/ /
	_____	_____	/ /

I SUPPORT the application of intention to convert to PhD

I DO NOT SUPPORT the application of intention to convert to PhD

Supervisor's Name: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date:     /     /

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**SECTION 3: TO BE COMPLETED BY CANDIDATE**

**I have discussed my intention to convert from Masters by research to PhD with my supervisor(s) and Head of Department. I have read the report written on this form by my supervisor(s).**

Candidate's Signature: \_\_\_\_\_

Date:     /     /

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**SECTION 4: TO BE COMPLETED BY HEAD OF DEPARTMENT**

I SUPPORT the student's application of intention to convert to PhD

I DO NOT SUPPORT the student's application of intention to convert to PhD

**Comment:**

Head of Department's Name: \_\_\_\_\_

Head of Department's Signature: \_\_\_\_\_

Date:     /     /

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**SECTION 5: COGS ENDORSEMENT**

Approved

Not Approved

Executive Officer's Name: \_\_\_\_\_

Executive Officer's Signature: \_\_\_\_\_

Date:     /     /