

Master Upgrade Checklist

Please see below the process that needs to be followed when a student wishes to upgrade from a Research Masters degree to the Doctor of Philosophy.

Upgrades to a Research Doctorate degree can normally take place within 6-12 months of candidature.

Please be aware the full-time equivalent (FTE) days consumed during the student's previous degree will be deducted from the total FTE days allocated for the upgraded course. For domestic students, this may affect the Research Training Scheme (RTS) allocated days, more information on this, please contact the HDR Team.

1. Advise your current Principal Supervisor of your wish to upgrade and provide him/her with either:
 - (i) Two chapters of your current Masters degree that will need to be reviewed by two reviewers, one may be internal and one must be external to the University. Reviewers should not have any direct involvement with the student's research project.
- OR
- (ii) At least two refereed research publications that have been accepted by a recognized publisher.
2. When the reviewers' reports or refereed publications have been provided, the School will need to complete the [HoS Report and Recommendation Form](#).
3. When the form has been completed, it is required that a letter of support from the proposed Principal Supervisor and Head of School be sent to Research Services along with all previous documentation listed.
4. Once the application has been received and accepted by Research Services, a HDR Support Officer will calculate prior candidature consumed in the Masters and deduct that from the total duration of the PhD. They will then send an offer letter for PhD candidature to the student, supervisor(s), Head of School and International Precinct electronically.
5. International students will also receive the "International Offer Guide" where they must complete and provide to International Precinct the "Offer Acceptance Form" along with payment for the First Semester of the PhD candidature and upon receipt the student will then be provided with a "Confirmation of Enrolment form". Once payment has been confirmed from the International Precinct the student will then need to complete and return the enrolment form as detailed below.

To activate the student's enrolment in the PhD they must complete and send to Research Services the [HDR Enrolment Form](#).

For further information, please [contact Research Services](#).