

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.

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 "Head of School Report and Recommendation Form Application for Candidature" which can be located on the web at the following address:

<http://www.une.edu.au/researchservices/forms/hosreport&recommendationform.doc>

Please note that it is important that the Head of School complete Recommendation Number 1.2 (page 3) on the above form, so as to advise whether the student be allowed any Advanced Standing for the period of candidature that they have already completed during the Masters candidature.

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 accepted by the Dean of Graduate Studies, an offer letter for PhD candidature will then be forwarded 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".
6. Once payment has been confirmed from the International Precinct the student will then need to complete and send to Research Services the 2008 Enrolment form which can be located on the web at the following address:

<http://www.une.edu.au/research-services/forms/hdrenrol2008.pdf>

The student will note that the guidelines and registration codes for completing the enrolment form are found at the following web site:

<http://www.une.edu.au/research-services/forms/guidelines&codes08.pdf>

To effect the student's enrolment they must:

Return the completed Enrolment form and your Application for an ID Card (web address: <http://www.une.edu.au/idcards/app-id-card.pdf>) to Research Services.