Upgrading from a Research Master to a Doctoral Program

Upgrading from a Research Master to a Doctoral program should normally take place within the first 6-12 months of the Masters candidature.

Please be aware the full-time equivalent (FTE) days consumed during the time in the Research Masters degree will be deducted from the total FTE days allocated for the Doctoral program. For domestic students, this may affect the Research Training Program (RTP) allocated days. For more information on this, please contact the HDR Team.

Once the Principal Supervisor has provided their support for the student to upgrade, the following process takes place:

1. The student should provide their Principal Supervisor with either:
   (i) Two chapters of their current Masters degree. These 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 recognised publisher.

2. When the reviewers’ reports or refereed publications have been provided, the School will need to provide these to the HDR Team in Research Services, along with a completed Head of School Report and Recommendation Form and a letter of support from the proposed Principal Supervisor and Head of School.

3. Upon receipt of the above documents, a HDR Support Officer will calculate candidature consumed in the Masters and deduct that from the duration of the Doctoral program. The request will then be sent to the Graduate Research Subcommittee (GRS) for consideration via flying minute.

4. Once the upgrade request is approved by the GRS, the HDR Support Officer will send an offer letter for the Doctoral program to the student, supervisors, Head of School and International Office (if applicable).

5. International students must formally accept their offer and provide payment for the First Semester of the Doctoral program to the International Office. Once payment has been confirmed by the International Office, the student will need to complete and return the HDR Enrolment form to Research Services.

6. To activate the student’s enrolment in the Doctoral program they must complete the HDR Enrolment Form. Once the upgrade is officially processed in the system, the student, supervisors and School will be notified in writing.

For further information, please contact the HDR Team in Research Services.