

Who should use this form?

To be completed by current University of Melbourne students wishing to transfer from Masters (by Research), Master of Philosophy (MPhil), or other doctorates to PhD.

Notes:

- 1. Students must fulfil the entry requirements for the transfer to PhD to be approved.** PhD entry requirements are detailed in the PhD Handbook online at handbook.unimelb.edu.au.
- 2. The date of commencement of your PhD will be dated to the date the conversion is approved by the Associate Dean (Research Training).**
- 3. Normally students who transfer from Masters to PhD candidature are admitted into confirmed candidature.** Therefore, it is important that the confirmation procedure (see p.2) is completed prior to applying to transfer.
- 4. International students on student visas.** The University must notify the Australian Departments of Home Affairs and issue a new Confirmation of Enrolment (COE) if changes are made to your enrolment. To avoid delays in obtaining a new COE or non-compliance with student visa conditions please enclose a copy of your passport and current visa with this application.

Lodging Applications

Please lodge the application with your principal supervisor or the Graduate Research Administrator gradresearch.unimelb.edu.au/key-contacts#school in your Faculty.

Privacy Statement: The information on this form will be used by authorised staff for the purpose for which it was collected and will be protected against unauthorised access and use. The University has a detailed Privacy Policy available at www.unimelb.edu.au/unisec/privacy/. You can contact the Privacy Officer privacy-officer@unimelb.edu.au with any questions about how the University deals with personal information.

Confirmation procedure

The objectives of the confirmation process are to:

- assess progress to date and the academic preparedness of the student to complete
- determine whether the student has developed a clearly defined, coherent and feasible research project and contribute suggestions for its successful completion
- provide an opportunity for the student to demonstrate written and oral presentation skills appropriate to graduate research study; and
- publicly acknowledge a major milestone in the project and inform others about the research project.

Review of Probationary Candidature (See B)

Students must submit a written report to their advisory committee containing:

- an abstract of approximately 100 words that includes a concise statement of the research question/problem/aims/hypothesis
- a critical summary and analysis of relevant literature
- an explanation of the conceptual framework to be used and/or a summary of experimental methods and equipment requirements
- a summary of preliminary data, resources developed, etc
- a bibliography; and
- an argument for the relevance and importance of the study.

Recommended report length[†]:

- 3000 – 10 000 words.

[†] **Check with your Department or Faculty for any discipline-specific requirements including additional word limits.**

It is strongly recommended that students prepare, with their supervisors, a Turnitin originality report for a substantial piece of writing (eg a chapter, a section of a chapter, or the written progress report). To access Turnitin go to the *Thesis Similarity Checking* community under 'My Communities' on the LMS. There is a link to the LMS under 'Learning Tools' on the 'Home' tab of my.unimelb.edu.au.

A. STUDENT'S SECTION

A1. PERSONAL DETAILS

Student ID

Family name

Date of Birth (dd/mm/yyyy)

Given names

Gender F M Transgender/Intersex/Other

Current Mailing Address

Street address

Suburb

State

Country

Postcode

Email

Phone

Residency status

Are you: an Australian Citizen a New Zealand Citizen a Permanent Resident of Australia

an International Student - *Please enclose a copy of your current passport and current visa with this application.*

A2. APPLICATION DETAILS

Converting to degree

PhD MPsych/PhD MEdPsych/PhD

Scholarship

Converting to course code

Enrolment status

Full Time Part Time

Department/School(s)

Thesis title

Details of current enrolment

Current degree

Commencement date: (dd/mm/yyyy)

Enrolment status at commencement

Full Time Part Time

Start and end dates for all periods of leave of absence from your studies.

Start and end dates for any other variations to enrolment status: (eg Full time 15/02/2012 -31/08/2012, Part-

Please note that the date of commencement of your PhD will be dated the date your form is signed by the dean (or delegate).

For use by Graduate Research (Academic Services) only

Start	Convert to	PR	EWS	Ext	NA / 6m / 12m
FoE	FoR	EFTSL	CW		Conf / Prob
Supv			GR Adm.	Date	

A3. Residency

All students including those who transfer from a graduate research course at another institution must complete at least one-third of the course duration, as specified in the Handbook, studying at the University unless studying at an approved outside institution www.unimelb.edu.au/__data/assets/pdf_file/0007/2119993/Approved-Outside-Institutions_October-2016.pdf.

The residency requirement is defined in the Graduate Research Training Policy section 7 policy.unimelb.edu.au/MPF1321#section-7.

I am able to meet the residency requirement that applies to the PhD

Yes No

A4. ACADEMIC QUALIFICATIONS

Tertiary Qualifications

- List below ALL tertiary level studies you have undertaken *prior to that in which you are currently enrolled* (whether you have completed them or not) **beginning with the most recent**.
- [‡]Program length is the usual duration of the program on a full time basis (eg 3 years).

Name of Degree	Name of Institution and Country	NC-Incomplete CO -Complete	Date completed (mm/yy)	Program Length [‡]

RIOT research integrity online training

- The student has provided the advisory committee with evidence of successful completion of the RIOT
See: gradresearch.unimelb.edu.au/being-a-candidate/confirmation

B. REVIEW OF PROBATIONARY CANDIDATURE *(student to complete section B.1-B.5)*

B1. Written report^{†‡}

Students must submit a written report to their advisory committee containing:

- an abstract of approximately 100 words that includes a concise statement of the research question/problem/aims/hypothesis
- a critical summary and analysis of relevant literature
- an explanation of the conceptual framework to be used and/or a summary of experimental methods and equipment requirements
- a summary of preliminary data, resources developed, etc
- a bibliography
- an argument for the relevance and importance of the study.

[†]Recommended report length:

- 3000 – 10 000 words.

[†]Check with your department or faculty for any discipline-specific requirements, including additional word limits.

[‡]Students are strongly encouraged to submit their report/draft chapters to Turnitin to obtain an originality report on their work.

B2. Thesis / research plan

Provide a plan outlining the proposed thesis structure and/or the research objectives to be achieved. Describe the progress made to date and plans for the coming review period. Include timeframes for any regulatory approvals still required (eg ethics or copyright clearances, goods handling, police checks).

Students may either use the table below or attach their research and/or chapter plans.

Research /chapter/ creative work etc	Notes	Progress (% complete)	Expected date for completion

B3. Research outputs

If applicable Provide a list of publications (eg peer reviewed articles, conference proceedings), presentations, curated works or other research outputs either completed in this review period or planned for the coming review period.

Completed (C) /
Output Planned (P)

B4. General comments

Add any comments you wish to make in regards to the progress of your candidature. For example, challenges that have arisen/are likely to arise, whether additional training or assistance is required.

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LODGING THE APPLICATION FORM

Signing the form:

- If you are applying to be admitted to **Confirmed PhD candidature**, do not complete the declaration and signature sections (p.11) in this form until *after your Confirmation Committee meeting*.
- If you are applying to be admitted to **Probationary PhD candidature**, you need to complete the STUDENT'S ENROLMENT DECLARATION AND SIGNATURE (p.11) sections, *prior to submitting the form* to your Faculty.

Please lodge the application with your principal supervisor or the Graduate Research Administrator in your Faculty.

C. SUPERVISOR SECTION

Principal supervisor to complete prior to the advisory committee meeting

STUDENT'S ELIGIBILITY

Questions C1-3. relate to the entry requirements as described in the Resolutions on Selection in about.unimelb.edu.au/academicboard/resolutions

C1. Minimum qualifications

- The student has completed:
- A four-year bachelor degree in a relevant discipline which includes a substantial research component equivalent to at least 25% of one year of full time study and has achieved a minimum weighted average of 75% in the final year subjects or (University of Melbourne) equivalent; or
 - A masters degree in a relevant discipline which includes a substantial research component equivalent to at least 25% of one year of full time study and achieved a minimum weighted average of 75% or (University of Melbourne) equivalent; or
 - A qualification and professional experience considered to be equivalent; or
 - None of the above (If 'none of the above' a special case for admission must be completed at 3 below)

C2. Residency requirement

For PhD / Masters leading to PhD

The student will complete *at least* one-third of the standard course duration at the University

Yes No

If 'no' a special case for admission must be completed at 3 below

C3. Case for waiver of requirements (if applicable)

- I wish to make a case for waiver of the **minimum entry requirements**
- I wish to make a case for waiver of the **English language requirement**
- I wish to make a case for waiver of the **minimum residency requirement**

In the space below provide detailed reasons supporting the case for a waiver.

Case for waiver request

C4. PERIOD OF CANDIDATURE

The date of commencement of PhD candidature will be dated the date the conversion was approved by the Associate Dean (Research Training). Students are given a three-year submission date from commencement of the original degree. The normal progress reports during candidature will be required.

If the student is an international student please advise if the student will require the extension time (maximum of 12 months) at conversion so that their Confirmation of Enrolment (COE), which is used to apply for a visa extension, can be issued.

Is an extension beyond 3 years from commencement of original degree required?	Yes	No
The recommended extension is for how many months?	6	12

PROJECT REQUIREMENTS *(to be completed by the principal supervisor)*

Please ensure the facilities and resources required for this project are available and have been discussed in detail with the student staff.unimelb.edu.au/students-teaching/graduate-research/infrastructure-principles

C5. Field/s of Research (FoR) for this research project

The FoR classifications enable the University to quantify and classify its research activity in terms of application success, research income and expenditure and research output (such as publications). FoR codes must be entered for Government reporting requirements. FoR codes are available at research.unimelb.edu.au/reporting/for/index.html.

Please enter the primary FoR code and name for this student first. Additional codes may be added if you wish.

FoR code <i>(6 digit)</i>	Field of Research Name <i>(exactly as it corresponds to the 6 digit code)</i>

C6. Budgetary unit (department/school) in which the student will be enrolled

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C7. Location of the student

The student will be physically located at:

- Bio21
- An approved outside institution^{††} *Name of Institution:*
- An outside institution not on the approved list^{†§} *Name of Institution:*

‡ A list of approved institutions is available at www.unimelb.edu.au/_data/assets/pdf_file/0007/2119993/Approved-Outside-Institutions_October-2016.pdf

§ A case must be made to locate a student at an institution not on the approved list (make the case below).

Case to base a student at an institution not on the approved list (complete if applicable)

C8. Supervisor information

To be completed by each supervisor, beginning with the principal supervisor

- ▶ All principal and co-supervisors must be registered[†] to supervise. See staff.unimelb.edu.au/students-teaching/graduate-research/supervising-students for further information as well as the process for registration to follow if required.
- ▶ Former staff, former honorary fellows and appropriately qualified persons who do not have a current role at the University may participate as external supervisors only.
- ▶ If a nominated external supervisor has not previously supervised University of Melbourne graduate researchers, they must follow the process for certification as an external supervisor staff.unimelb.edu.au/students-teaching/graduate-research/supervising-students/supervisor-roles.

Supervisor contribution (must add to 100%)	Supervisor name	UoM employee ID	Supervisor department / school	Supervisor role (Principal/ Co-supervisor/ External)	Current GR load (EFT) ^{‡‡}	Registered supervisor [†]	
						Yes	No
%						<input type="checkbox"/>	<input type="checkbox"/>
%						<input type="checkbox"/>	<input type="checkbox"/>
%						<input type="checkbox"/>	<input type="checkbox"/>
%						<input type="checkbox"/>	<input type="checkbox"/>

† Your supervisor registration and current load details are available from Themis Staff Self Service – My Employment – RHD Supervisor Registration page themis.unimelb.edu.au. Prospective supervisors who are not registered should visit staff.unimelb.edu.au/students-teaching/graduate-research/supervising-students/supervision-registration

‡ The maximum load is 7 EFT for Masters by Research, MPhil, PhD and doctoral research students.

C9. Continuity of supervision

To be completed by the principal supervisor

I expect to be available to supervise this student for the usual duration of candidature:

Yes No*

*If no, describe arrangements for carrying on supervision. Include the names of potential alternative supervisors:

D. REVIEW OF PROBATIONARY CANDIDATURE *(Chair of the advisory committee to complete during meeting)*

- The Advisory Committee must discuss the student's performance against each of the criteria in D.1 and provide the outcome of the confirmation review in section D.3.
- The Chair of the Advisory Committee must give the student and the supervisors the opportunity to raise any issues or concerns separately and in confidence to members of the advisory committee.
- The responsibilities of supervisors and advisory committees are described in the Graduate Research Training policy policy.unimelb.edu.au/MPF1321 and the Supervisor Eligibility and Registration policy policy.unimelb.edu.au/MPF1322

D1. Assessment of probationary candidature

Date of confirmation meeting (dd/mm/yy)		Date of presentation (oral/performance) (dd/mm/yy)	
Names of participants who were present for the entire meeting (name all Advisory committee/faculty participants)			

Rate the student's proposal and progress against the criteria below.

Criterion	Below expectations	Reason (If below expectations)	Meets expectations	Exceeds expectations
The research proposal is appropriate to achieving the graduate attributes for the course	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
The student:				
• demonstrates sufficient oral and written communication skills to make completion likely	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
• demonstrates the required depth of understanding of the research topic	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
• is able to place their research in context of the discipline	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
• demonstrates independence in research planning and execution	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
• demonstrates technical competence in research activities	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
• is producing written work and/or its creative equivalent of the required standard	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
• (if applicable) has satisfactorily completed the requirements set by the dept/school/faculty, eg prerequisite subjects	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

D2. Comments

Provide any additional feedback to the student on their performance during this review period or on their proposed work plan for the coming review period.

Note: For any criterion assessed as 'below expectations' describe the improvement required to meet expectations.

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D3. OUTCOME OF CONFIRMATION REVIEW

Check one outcome only. Provide supporting information where required.

Admit to confirmed PhD candidature

Admit to probationary PhD candidature

Confirmation due date:

Do not admit to PhD candidature (conversion application unsuccessful) *Provide reasons:*

E. DECLARATIONS AND SIGNATURE(S)

E1. Supervisor(s)' declaration

I confirm that:

- ▶ The proposed project is appropriate and feasible within the time-frame of the course
- ▶ In accordance with the Principles for Infrastructure Support staff.unimelb.edu.au/students-teaching/graduate-research/infrastructure-principles, the facilities and resources required for this project are available and have been discussed in detail with the student
- ▶ I am aware of and willing to supervise under the University's Supervisor Eligibility and Registration Policy policy.unimelb.edu.au/MPF1322
- ▶ If required, ethics approval for this project will be sought from the relevant University ethics committee
- ▶ I have discussed with the student any restrictions on intellectual property or authorship that may apply to their project
- ▶ I am aware of the regulations in the Research Integrity and Misconduct Policy policy.unimelb.edu.au/MPF1318 pertaining to conflict of interest and have completed a disclosure declaration where a potential conflict of interest exists

E2. Advisory committee and supervisor signatures

Role	Name	Signature	Date
Committee chair			
Principal supervisor			
Co-supervisor			

E3. Student's 2018 Enrolment Declaration and signature

In consideration of my enrolment at the University of Melbourne ('University'), and the provision by the University of teaching services, educational resources and student services, I:

University Rules

1. Agree to be bound by the terms and conditions, statutes, regulations, policies, procedures and guidelines of the University ('University Rules') whilst I am enrolled as a student of the University, including those relating to the ownership, use and control of any intellectual property in any work, invention, discovery or other thing made, created or developed by me in connection with my studies at the University, and those relating to the payment and refunding of tuition and other fees.
2. Shall act in accordance with all lawful instructions of officers of the University.
3. Understand that falsification of records or details about myself either before or after my enrolment as a student, which may be construed as academic or non-academic misconduct, is subject to the right of the University to terminate my enrolment or impose other sanctions in accordance with the University Rules. Termination and/or other sanctions may be exercised at any time during my studies at the University.
4. Consent to any work I submit for assessment being scanned, copied or used by the University or its agents for the purpose of identifying plagiarism and any other academic misconduct.

Fees and enrolment

5. Acknowledge that I am responsible for maintaining my enrolment, and acknowledge that this includes:
 - a. recognising that I have until the subject census date to change my enrolment without those changes appearing on my academic record; and
 - b. enrolling and re-enrolling within the given time frames and in the manner specified.
6. Acknowledge that, unless I withdraw from a subject prior to the subject census date, I will be liable for the subject's tuition fees or student contribution amount (except where a subject is exempt from fees or where I have a legal entitlement to a refund of fees that have already been received by the University).
7. Acknowledge that as a graduate research candidate my fee liability, or any funded candidature support usage, will be calculated on a daily basis for every day that I am enrolled until my enrolment ceases. Enrolment cessation may include: leave of absence, thesis submission and examination, course withdrawal, or termination of enrolment.
8. Will also be liable for all student services or amenities fees or other fees or charges as set out in the University Rules as applicable to my enrolment. [This is not applicable if you are enrolled in a course governed by a contract between the University (acting through School of Melbourne Custom Programs of UoM Commercial Ltd, MCP) and an external organisation.]
9. Consent to receiving my Student Invoice electronically and, if I am a Commonwealth supported student, consent to receiving my Commonwealth Assistance Notice electronically.
10. Understand that it is my responsibility to check my Student Invoice on the student portal (my.unimelb.edu.au) and ensure payment by the due date.

My Personal Details

11. Will promptly notify the University of any change to my personal details (including changes to my mailing address and contact details) and I acknowledge that the University shall not be in any way liable for any matter arising out of a failure to notify the University of such changes.
12. Acknowledge that a failure to update my personal details (including my mailing address and contact details) will not be an acceptable reason for failing to respond to any correspondence from the University as required.
13. Declare that all information that I have provided to the University (whether directly or via VTAC or other institutions) is, to the best of my knowledge, complete, true, and correct.
14. Authorise the University to obtain information about me including information from previous educational institutions attended by me, or at which I have sought enrolment.
15. Understand that the University is obliged to comply with the UN and Australian sanctions laws and regulations and may need to take appropriate actions.
16. Authorise the University to verify all details relating to my enrolment. This may include verification of my Australian visa details and study entitlements from the Department of Immigration and Border Protection (DIBP) Visa Entitlement Verification Online (VEVO) facility.

University communication, notices and records

17. Acknowledge that University correspondence, including formal notices and other communications, will be issued to me electronically via my University student email address and the student portal (my.unimelb.edu.au).
18. Agree to check my student portal (my.unimelb.edu.au) notices and University emails on a regular basis, which is at least twice per week, including during University breaks or Leave periods. [Where a student is enrolled in a course with MCP, the University may issue correspondence to the student's designated email address.]
19. Understand that upon graduation, the details of my qualifications will be included in the Graduate Roll of the University and become a matter of public record.

My confirmation

20. Have read and understood all information relevant to my enrolment and made available by the University, including the University of Melbourne Student Privacy Statement set out below as the Appendix to this enrolment declaration.
21. Consent to the collection, management, use and disclosure of my personal information in accordance with the University of Melbourne Student Privacy Statement.
22. If applicable, consent to the University releasing other information about my enrolment where required for the administration of my Australia Awards Scholarship to the Australian Government Department of Foreign Affairs and Trade, and other external parties engaged by the University to provide services under the Australia Awards Scholarship program (such as the University's preferred travel agency and health insurance provider).
23. Acknowledge that the terms of this enrolment declaration, as set out above, are legally binding and may be enforced by the University.

Privacy

The University collects personal information for a number of purposes, including the proper administration of your course of study, the University's internal planning requirements, and the organisation of relevant health and welfare programs. Please read the Student Privacy Statement for information about how the University manages your personal information: www.unimelb.edu.au/governance/compliance/privacy/privacy-obligations#student-privacy-statement

By signing below you declare that you have read the above enrolment terms and conditions and the Student Privacy Statement for enrolment or re-enrolment into your course as stated above.

I have read and understood the information contained in the document.

I understand the study commitment required (at least 40 hours per week for full time study and at least 20 hours per week for part time study) and agree to meet this commitment.

Name of student (*please print*)

Signature of student

Date (*dd/mm/yyyy*)

E4. Outside institution

To be completed if the student is to be located at an outside institution. The signature of the Head of any outside institution is required for University approval.

Name of Centre/Institution	Name of Head of Centre/ Institution	Signature	Date

E5. Head of department declaration and signature

Departments should note their responsibilities in the Principles for Infrastructure Support staff.unimelb.edu.au/students-teaching/graduate-research/infrastructure-principles.

In addition to endorsing the information contained in this assessment form, I confirm that:

- ▶ The student will have appropriate supervision for the duration of their candidature and the facilities and resources required for this project will be made available to the student.
- ▶ I am aware of my responsibility to ensure that any confidentiality or intellectual property agreements signed by the student are consistent with University policies including the Research Integrity and Misconduct Policy policy.unimelb.edu.au/MPF1318 as well as the Student Academic Integrity policy, and the implications have been discussed fully with the student.
- ▶ If the student will be based at an outside institution (as indicated above):
 - ▶ the facilities, academic environment and research of the institution are sufficient to support the student's research project over the term of the candidature
 - ▶ arrangements are satisfactory for the student to participate adequately in the research activities of the department
 - ▶ I am aware of the regulations outlined in the Research Integrity and Misconduct Policy policy.unimelb.edu.au/MPF1318 pertaining to conflict of interest and have submitted a disclosure declaration where a potential conflict of interest exists.

Department	Name	Signature	Date

E6. Dean or associate dean of faculty approval

Comments

Faculty	Name	Signature	Date

FACULTY STAFF Checklist

Please check the following before forwarding this form for processing.

StudentOne Screen

Is the form complete?

- All signatures, including the enrolment declaration, the administrative department HoD, and faculty Dean or AD(RT)
- All relevant sections complete including: supervisor percentages, supervisor staff ID, FoR codes, etc
- A copy of the passport and visa are attached for visa holders.

Current candidature status

- Check if the student is on leave of absence. The student will be returned from leave in the old course and placed on leave in the new course

RHD Student Snapshot

Outstanding candidature variations

- No current student forms awaiting processing. Confirm all previously completed forms are ticked off as processed, as required.

RHD Student Snapshot

Coursework subjects

- All completed coursework subjects have a result entered and are certified and ratified

Study Plan

Progress reviews and EWSD

- Check that progress reviews are up to date
- Check that the EWSD is not in the past

RHD Student Snapshot

Additional information for Graduate Research (Academic Services) staff

Please provide **research option "bucket" code** (if the code does not include the department name) and the **research thesis subject code** the student should be enrolled into.

Study Plan