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| **UPG-FORM-01**  **HDR Course Upgrade Application** | Description: JCU_Logo_RGB |
| JCU Graduate Research School (GRS) |  |
| **NOTE: Only Masters Candidates enrolled prior to the 1 January 2020 may apply to upgrade. Masters Candidates enrolling on or after this date are not eligible to upgrade.** | |

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| **Candidate’s Details** | | | |
| First /Given Name: |  | | |
| Surname / Family Name: |  | | |
| Student ID |  | | |
| Doctoral degree I want to upgrade to  (e.g. Doctor of Philosophy [Information Technology]): | |  | |
| Doctoral degree code I want to upgrade to (e.g. 110202): | | |  |

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| **I plan to attempt upgrade at** (please tick): | |
|  | **Option 1 (0.5-1 EFTSL):** Confirmation of Candidature |
|  | **Option 2 (no later than 1.5 EFTSL):** Mid-Candidature Review |
|  | **Option 3 (1.5-2 EFTSL):** Pre-Completion Evaluation, but must repeat Pre-Completion Evaluation for Doctorate candidature at 2.5-3.75 EFTSL and within 6 months before thesis submission, as per the Doctorate Pre-Completion Evaluation time frame. |
| **Please only complete this box if you have chosen Option 2 or 3 above.** Please summarise below how your current Masters level project will be expanded to the doctoral level. Please also attach a revised project proposal on COC-FORM-01 (not requiring external review) form of the scope and standard of a Doctorate. | |
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| **Candidate** | | |
| **I, the candidate, agree that I have complied with the HDR Course Upgrade Procedure and that the information contained in this form has been provided by me, in consultation with my Advisors and is to the best of my knowledge, complete and correct. I understand that should this application be successful, the time already used in my Masters degree will be deducted from the time permitted for my doctoral degree.** | | |
| **Documents Required**  I have: | | |
|  | If Option 1:Completed my Confirmation of Candidature at a Doctoral levelAttached all Confirmation of Candidature documents including evidence that the Confirmation of Candidature was done at the Doctoral level | |
|  | If Option 2:Completed a Masters Confirmation of CandidatureMet all the requirements for RD7003Completed a Mid-Candidature Review at the Doctoral level (note presentation/seminar is compulsory if upgrading at Mid-Candidature Review.Attached Mid-Candidature Review documents including evidence that the Mid-Candidature Review was done at the Doctoral levelAttached a revised project proposal on COC-FORM-01 at the Doctoral level | |
|  | **If Option 3:**   * Completed a Masters Confirmation of Candidature and Mid-Candidature Review * Completed a Pre-Completion Evaluation at the Doctoral level  Attached Pre-Completion Evaluation documents including evidence that the Pre-Completion Evaluation was done at the Doctoral level  * Attached a revised project proposal on COC-FORM-01 at the Doctoral level OR a draft of the entire doctorate thesis. | |
| **Comments (if any):** | | |
| Signature: | | Date: |

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| **Primary Advisor** | | | |
| **Final Evaluation and recommendation**  The Chair of the Candidature Committee and Independent Academic must make a recommendation to the Dean, Graduate Research regarding the application for candidature upgrade, after reading through the candidate’s revised research proposal and other milestone documents and being present at the candidate’s Upgrade seminar if applicable. | | | |
|  | Upgrade is supportedThe candidate has satisfactorily demonstrated that the project will be able to be expanded to the scope and standard of a doctoral degree and has demonstrated the capability to undertake doctoral work. The candidate’s Professional Development Plan is satisfactory.I confirm that I am able and willing to provide Advisory support and financial support to the candidate for the extended time required to complete the Research Doctorate. | | |
|  | Upgrade is not supportedThe candidate has not satisfactorily demonstrated that the project will be able to be expanded to the scope and standard of a doctoral degree and/or has not demonstrated the capability to undertake doctoral work.If the upgrade was not supported, please provide the rationale for this decision: | | |
|  | | |
| Name | | Signature | Date |

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| **Dean Graduate Research Approval** | | | |
| I acknowledge the recommendation of the Candidature Committee and I approve the following: | | | |
|  | That the upgrade be approved | | |
|  | That the upgrade not be approved | | |
|  | The matter be referred to the Research Education Sub-Committee prior to a final decision | | |
| Comments (if any): | | | |
| Name: | | Signature | Date |

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| **Graduate Research School use only** | | | | | |
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| **Details of Offer** | | | | | |
| The candidate is to be offered the degree (code and name): | | | | | |
| Date of commencement: |  | | | | |
| Duration of the degree: |  | | | | |
| Study Mode |  | Part time | |  | Full time |
| Citizenship status |  | International | |  | Domestic |
| Campus |  | Townsville | |  | Cairns |
| Field of Education: |  | | | | |
| **Advisory Panel** | | | | | |
| Primary Advisor | | | Secondary Advisor | | |
| Name: | | | Name: | | |
| Additional Secondary Advisor | | | Additional Secondary Advisor | | |
| Name: | | | Name: | | |
| Advisor mentor | | | External Advisor | | |
| Name: | | | Name: | | |