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| * Candidates who have completed research that is comparable to an Honours 1 or 2A are eligible to upgrade
* Typically, the candidates must have submitted a paper or completed a chapter that outlines some completed research, such as a pilot study or systematic review
* **The principal supervisor** must complete and sign the form, but all supervisors must agree to this upgrade
* The form should be submitted within the first year of candidature if the candidate studies full time and within the second year of candidature if the candidate studies part time.
* Only candidates whose performance exceeds the typical standard of a Masters program will be upgraded—as demonstrated by the annual progress report.
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| **Section 1: Candidate section**  |
| Student number |  | Course Commencement Date |  |
| Name of candidate |  |
| Faculty |  |
| Field of Research Code |  |  |  |  |  |  | Nominate one of the Field of Research Codes, listed by the ABS; a link to the list of codes is available from the CDU Research and Innovation Office website at <https://www.cdu.edu.au/research-and-innovation/higher-degree-research/current-students>  |

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| **Section 2: Risks of the project**  |
| The principal supervisor and candidate must read the document at [Helping candidates upgrade to PhD](https://www.cdu.edu.au/files/2021-02/Helping%20candidates%20upgrade%20to%20PhD.docx) |
| 1. Will the project change extensively enough to warrant an interim review? | [ ]  Yes [ ]  No  |
| 2. Will the project demand a variation to ethics or an additional ethics application? | [ ]  Yes [ ]  No  |
| 3. Could the changes in this project breach sanctions or defence control measures? | [ ]  Yes [ ]  No  |
| 4. Do you believe the candidate is more likely than not to complete the PhD on time? | [ ]  Yes [ ]  No  |
| 5. Have all the supervisors of this candidate explicitly agreed to this upgrade? | [ ]  Yes [ ]  No  |

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|  **Section 3: Attachments**  |
| 1. Have you written and attached a support letter. For sample letters, read the document at [How to change your Project](https://www.cdu.edu.au/files/2021-02/How%20to%20change%20your%20project.docx)
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| This letter should outline* what the candidate has achieved so far on his or her research
* the research project the candidate had planned to complete
* how the candidate plans to extend this work if enrolled in a PhD
* the benefits or significance of this extension
* the qualities and strengths of this candidate that will facilitate completion
 | [ ]  Yes [ ]  No  |
| 1. Have you attached a paper or chapter, written by the candidate since enrolment, that reports some completed research, such as a pilot study or systematic review
 | [ ]  Yes [ ]  No  |

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| **Section 4: Signatures** |
|  | Approved | Name | Signature | Date |
| Principal Supervisor | [ ]  Yes [ ]  No  |  |  |  |

***Candidate:*** *Please submit form to your Faculty or School HDR Administration team once endorsed by Principal Supervisor.*

***Faculty HDR Administration:*** *Please submit form to* *research.degrees@cdu.edu.au* *once endorsed by Faculty PVC/Delegate or Director/Delegate.*