



THE UNIVERSITY OF
MELBOURNE

SCHOOL OF GRADUATE STUDIES

Notification of Lodgement of Application for Conversion from Other Research Higher Degree Candidature to the Degree of Doctor of Philosophy

Step 1: Lodge application with the proposed Department

Step 2: Lodge this slip with the School of Graduate Studies

Title: Family Name: DOB: / /

Given Name(s) : Gender: M / F

Address:

Suburb: State: Postcode:

Phone :

Email :

Current University of Melbourne Student Number:

Department:

Enrolment Status: Full time Part time

Supervisor/s:

Date Lodged with the Department: / /

Lodged with: Postgraduate Co-ordinator

Department Office

Supervisor

Name of person lodged with: _____





School of Graduate Studies

GSIB

Application for Conversion from Other Research Higher Degree Candidature to the Degree of Doctor of Philosophy

To be completed by current University of Melbourne candidates wishing to convert from Masters (by Research) or other doctorates to PhD.

Note that applicants must fulfill the entry requirements for the PhD for conversion to be approved. PhD entry requirements are detailed in the PhD Handbook online at <http://www.gradstudies.unimelb.edu.au/phd/enrolcandid/phd/bk/> or in hard copy at the School of Graduate Studies reception.

Please lodge the application with your Department (e.g. Postgraduate Co-ordinator) and return the Notification of Lodgement slip to the School of Graduate Studies.

The University's privacy statement can be viewed at <http://www.unimelb.edu.au/unisec/privacy/studentinfo.html> or a copy can be requested from the School of Graduate Studies reception.

APPLICANT SECTION

Personal Details

Title: Family Name: DOB: / /

Given Name(s) : Gender: M / F

Address:

Suburb: State: Postcode:

(Please update your address on the Student Information System at <https://sis.unimelb.edu.au/> if it changes)

Phone: Home: Mobile:

Fax: Email:

Current University of Melbourne student number:

Residency Status

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

(Please provide evidence of residency or visa status – refer to the checklist for details.)

Application Details

1. Degree: PhD MPsych/PhD MEdPsych/PhD

2. Department(s):

3. Enrolment Status: Full time Part time

4. Title of research project

FOR OFFICE USE ONLY (SCHOOL OF GRADUATE STUDIES)

Candidature dates:	<input type="text"/>
Supervisor(s):	<input type="text"/>
Conditions:	<input type="text"/>
Comments:	<input type="text"/>
SGS approval:	<input type="text"/>
	Date: <input type="text"/>

Tertiary Qualifications

5. Please provide below details of all tertiary courses in which you have been enrolled. Include both complete and incomplete courses. Attach original or certified copies (with official signature and stamp) of all transcripts provided by institutions other than the University of Melbourne - refer to the checklist for details. Transcripts must be accompanied by a numerical key to the grading system used (e.g. the University of Melbourne grading system: H1 = 80-100%, H2A = 75-79%, H2B = 70-74%, H3 = 65-69%, P = 50-64%.) For completed courses, a statement that the course has been completed must appear on the transcript. Documents not in English must be accompanied by an official, certified translation.

Name of course:	Grade awarded: (if applicable)	Name of institution:	Course length: (number of years of full time study normally required to complete the course)	Completion date: (or write 'incomplete' and give last date of enrolment)

6. Details of current enrolment:

Commencement date: / / Status at commencement: Full time Part time

Exact dates and details of any Leave of Absence:

Exact dates and details of any variation in status between full time and part time:

Research Experience

7. Have you ever submitted a thesis towards any of your qualifications listed above?

Yes No

8. If you have completed a Masters degree, what percentage of the course was research (eg: thesis component)

Name of course Percentage research %

Name of course Percentage research %

Are the examiners' reports from your Masters degree available? Yes No

If yes, please attach a copy of the examiners' reports.

9. Excluding your current enrolment, briefly describe any research (eg: thesis, research project, subject/s) you completed **as part of your tertiary studies**. Please only provide details of research completed at the fourth year level or higher.

10. In the last five years, have you gained any research experience that is relevant to your proposed research project through employment? Yes No

If yes, please give details:

11. Has your work been published in a refereed journal? Yes No If yes, please give details:

Date:	Title of article:	Pages:	Full author list (as listed in journal):	Name of journal/publisher:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Intellectual Property

12. Is your research project supported by a grant or studentship or contract with an outside party (e.g. where a research agency, company or government department is funding the project)? *(If in doubt please consult your supervisor.)* Yes No

13. If yes, have you signed a Student Researcher Deed (an IP deed of assignment) and returned this to the Melbourne Research and Innovation Office (MRIO)? Yes No

If you have not signed and returned the Deed, please ask your supervisor to contact MRIO urgently (see <http://www.research.unimelb.edu.au/ridg/ip/>).

14. If you are based at an approved outside institution* e.g. a medical research institute, the CSIRO etc. have you signed that institution's agreement covering intellectual property? N/A Yes No

(*see <http://www.gradstudies.unimelb.edu.au/phd/enrolcandid/phd/bk/appendixa/outside.html>)

If you have not signed the agreement, please consult your supervisor.

For further information and advice please see the Research and Innovation office Student IP help page on the web at <http://www.research.unimelb.edu.au/>

Ethics Clearance

15. Will you require ethics approval for the use of animals or humans in your research project? Yes No

Commitment of Applicant

16. Please outline below all employment commitments you expect to have during your candidature:

A full time candidate may undertake paid part time employment. The University of Melbourne does not stipulate the maximum hours to be worked, but recommends as a guide that more than six hours per week on average would be undesirable.

Name of employer:

Address at which you will be employed:

Position title: Hours of employment each week:

Brief outline of duties:

17. Give details of how you propose to fund your participation in this course. Include details of any **scholarships** or research grants currently held or applied for:

18. Are you able to devote adequate time to complete the proposed research project and to interact satisfactorily with the supervisor(s) and Department(s)? (A full time student would be expected to devote at least forty hours per week and a part time student about half of this.) Yes No

Comments:

19. Will you be able to meet the University's residency requirement? (12 months full time; 24 months part time from commencement) Refer to Supervisor Section, Q11.

Yes No

Applicant's Comments

20. How often do you consult with your supervisor(s)?

Daily Weekly Monthly Other _____

21. Have there been any interruptions to your supervision? Yes No

Please elaborate:

22. Have there been any difficulties affecting the progress of your work? Yes No

Please elaborate:

23. Would you like additional help in the areas of language/writing/communication skills? Yes No

Please elaborate:

24. Do you anticipate any difficulties completing in the allowed time? Yes No

If yes, what factors (including employment of other commitments) are likely to delay completion?

English Language Proficiency (to be completed by all applicants)

Please refer to the admissions website for the latest information on the University's English language requirements including required IELTS and TOEFL scores: <http://www.futurestudents.unimelb.edu.au/courses/pgenglishreq.html>

25. Please tick the box that indicates how you have satisfied English language requirements for admission to the University. **Please provide documentary evidence.**

- In an institution where English is the language of instruction and assessment for the entire institution, satisfactorily completing either; at least the first year of a tertiary course within the last two years; OR at least a two year tertiary degree within the last five years
- Satisfactorily completed the final two years of study in an approved secondary school with English as the medium of instruction and gained a pass in English in the final year
- Satisfactorily completed GCE 'A' levels and attained a grade of C or better in the General Paper.
- Satisfactorily completed secondary studies in a country where **English is the official language** and gained a satisfactory pass in final year English (applicants from countries with more than one official language may be required to undertake an IELTS or TOEFL test – see below).
- Undertaken the American Test of English as a Foreign Language (**TOEFL**), including the Test of Written English (or the essay writing component in computer-based testing) in the 24 months preceding application, and obtained scores as prescribed by the relevant faculty.

Score obtained: Written component: Date of test: /
month year

Undertaken the International English Language Testing System (**IELTS**) in the 24 months preceding application and obtained scores as prescribed by the relevant faculty.

Score obtained: Written component: Date of test: / /
day month year

Please note that only original IELTS or TOEFL results will be accepted.

Undertaken English studies equivalent to the above. Please provide details for consideration by the Chair of the Research Higher Degrees Committee:

Minimum English test results required*:

TOEFL: TWE: Computer TOEFL: Essay Writing: IELTS:

* some faculties may require higher scores.

PERIOD OF CANDIDATURE (please read carefully)

Please note that the date of commencement of your PhD will be backdated to the date of commencement of your Masters or other doctoral candidature. Normally students who convert from Masters to PhD candidature are admitted into confirmed candidature. Therefore, it is important that the following conversion/confirmation procedure is completed prior to applying to convert.

CONFIRMATION PROCEDURE

Confirmation is a key point in candidature. Its purpose is to determine whether or not work to date on the research proposal indicates a strong likelihood that it will result in a high quality PhD thesis, completed in the required time. The purposes of confirmation are to:

- assess progress to date and the academic preparedness of the candidate to complete,
- determine whether the candidate has developed a clearly defined, coherent and feasible research project and contribute suggestions for its successful completion,
- determine that any specific requirements for confirmation of candidature have been met,
- provide an opportunity for the candidate to demonstrate written and oral presentation skills appropriate to PhD level study, and
- publicly acknowledge a major milestone in the project and inform others about the research project.

The Confirmation Committee

A confirmation committee of three or more persons is nominated for each candidate by the Head of Department, who will also nominate the Chairperson. The committee will comprise the supervisor(s), other academic members of staff and external persons (as appropriate). The Head of Department will advise candidates of the composition of their Confirmation Committee.

Confirmation Process

For confirmation, each candidate is required to:

- (i) prepare a written proposal of at least 3,000 (Faculty of Arts 8,000 - 10,000 words), depending on Departmental requirements (guidelines for the format of the proposal are outlined below),
- (ii) make an oral presentation on the project of 20 – 30 minutes duration (allowing time for questions) in a departmental postgraduate seminar or similar forum,
- (iii) verbally defend the proposed research project with the Confirmation Committee. During the defence, the Confirmation Committee will assess the feasibility and resource requirements of the proposed project and offer suggestions towards its successful completion,
- (iv) have met any special requirements noted at enrolment and necessary for confirmation, and

In the case of creative arts disciplines, the supervisor and candidate should present to the confirmation committee for endorsement, a proposal on an integrated format appropriate for a thesis of this nature. In the examination process equal weighting will be given to the written dissertation and the creative work. After confirmation, the Confirmation Committee will inform the Research Higher Degrees Committee of the form and presentation of the thesis.

Candidates should note that the Confirmation Committee (or similar) may be utilised throughout candidature, as appropriate, to assist the candidate with progress.

Please submit a report to your department on your proposed program of research. The report should be at least 3,000 words (Faculty of Arts 8,000-10,000 words). Check with your supervisor or the Postgraduate Co-ordinator in your department for specific departmental requirements for confirmation. The content and structure will vary across disciplines but should include:

- I. **a concise statement of the research question(s) (attach copy to this form),**
- II. a critical summary and analysis of relevant literature,
- III. as appropriate to the discipline of study, an explanation of the conceptual framework to be used and/or a summary of experimental methods and equipment requirements,
- IV. a summary of progress to date including preliminary data, resources developed etc.,
- V. an argument for the relevance and importance of the study,
- VI. **a proposed schedule and timeline for the phases of the study, including a date for submission, which should be on or before the date determined by SGS (attach copy to this form),**
- VII. a brief bibliography, and
- VIII. a list of publications produced or presentations made during probationary candidature,
- IX. if applicable, a fieldwork plan and budget (note: Faculty of Arts students must submit the fieldwork plan and budget to the Faculty of Arts to be eligible for fieldwork funding after confirmation.)

Please attach to this form only the following sections of your report: (I) the concise statement of the research question(s) and (VI) the proposed schedule and timeline for the phases of the study, including a date for submission. Do not submit the whole report to SGS.

SELF ASSESSMENT OF SKILL DEVELOPMENT

The table below lists the attributes the University of Melbourne expects its doctoral graduates to have on completion of their studies. It is expected that as students proceed through their candidature they will improve their skills in these areas. You are invited to complete the table as a self-assessment exercise prior to discussion with your supervisor(s). Your responses are a means by which you can discuss further skill development and design a development plan if necessary. Your responses will not be used in the assessment of your thesis. Please use the final column to indicate any areas you wish to discuss with your supervisor(s).

Attributes of the Doctoral Graduate	Level of Confidence					My confidence in this area has grown during the past year (Yes/No)	I would like to discuss with supervisor(s)
	Not confident at all	A little confident	Reasonably confident	Confident	Highly confident		
An advanced ability to initiate research and to formulate viable research questions							
A demonstrated capacity to design, conduct and report sustained and original research							
The capacity to contextualise research within an international corpus of specialist knowledge							
An advanced ability to evaluate and synthesize research-based and scholarly literature							
An advanced understanding of key disciplinary and multi-disciplinary norms and perspectives relevant to the field							
Highly developed problem-solving abilities and flexibility of approach							
The ability to analyse critically within and across a changing disciplinary environment							
The capacity to disseminate the results of research and scholarship by oral and written communication to a variety of audiences							
The capacity to cooperate with and respect the contributions of fellow researchers and scholars							
A profound respect for truth and intellectual integrity, and for the ethics of research and scholarship							
An advanced facility in the management of information, including the application of computer systems and software where appropriate to my field of study							
An understanding of the relevance and value of my research to national and international communities of scholars and collaborators							
(if applicable to your research) An awareness where appropriate of issues related to intellectual property management and the commercialisation of innovation							
(if applicable to your research) An ability to formulate applications to relevant agencies, such as funding bodies and ethics committees							

Please use this self-assessment exercise to discuss a development plan, if necessary, with your supervisor(s) and include this with your Report on Research Program. In formulating your development plan the School of Graduate Studies invites you to consider the *SGS UpSkills Program* that offers seminars, workshops and more substantial short courses. Refer to the program on: http://www.sgs.unimelb.edu.au/prog_services/programs/upskill/

Checklist

A certified copy is a photocopy of the original document which has the signature and official stamp of one of the following people: Barrister or Solicitor, Police in Charge of Station, pharmacist, Doctor, Dentist, Principal of School, Justice of the Peace, Clerk of Court, indicating that they have sighted the original document. The signature and stamp must appear on every page of the document. **A photocopy of a certified copy is not acceptable.**

The following documents are attached:

- Original or certified copy of either a birth certificate, citizenship certificate or evidence of Australian Permanent Residency status.
- Original or certified copies of transcripts for institutions other than the University of Melbourne. Please retain original transcripts if you only have one set (Refer to Q5).
- Original IELTS or TOEFL/TWE certificate (if applicable) to meet English language requirements. (Refer to Q25)
- Original or certified transcripts of Graduate Management Admissions Test (GMAT) or Graduate Record Entry test (GRE) (If required by the proposed department. Compulsory for Department of Finance applications.)
- From your confirmation report: the concise statement of the research question(s); and the proposed schedule and timeline for the phases of the study, including a date for submission.

DO NOT SIGN THIS REPORT UNTIL AFTER YOUR CONFIRMATION COMMITTEE MEETING

I DECLARE that the information I have submitted with this application is a true and complete record of all tertiary courses I have undertaken at every university and tertiary educational institution I have attended and I hereby **AUTHORISE** the University of Melbourne to make enquiries of, and to obtain official records from, any university or tertiary educational institution concerning my current or previous attendance which, in its absolute discretion, it believes are necessary to be made or obtained.

I ACKNOWLEDGE that my failure to disclose my true and complete tertiary academic record, the provision of incorrect information or the withholding of relevant information, may result in my being excluded from the University. I acknowledge that all documentation supplied with this application will remain the property of the University of Melbourne.

I have witnessed the signatures of my supervisors and Confirmation Committee, and I also confirm that I have complied with the University's Code of Conduct for Research (see PhD Handbook). I give my approval for release of information about my progress to my sponsor (if applicable).

Signature: _____

Date: _____

**Please lodge this application form with your Department (e.g. Postgraduate Co-ordinator).
Please lodge with the administering Department where there is more than one.
It is recommended that you keep a copy of your application.**

**Complete the Notification of Lodgement slip and return it to the School of Graduate Studies.
On receipt of this slip, the School of Graduate Studies will monitor the progress of your application.**

SUPERVISOR SECTION

It is the responsibility of each Department to ensure that the number of supervisions for which a staff member is responsible does not exceed the recommended maximum of seven equivalent full time (EFT) students (including Honours students).

Please note that a candidate for the degree of Doctor of Philosophy may not be a supervisor of any other candidate for the degree of Doctor of Philosophy.

1. Supervision Arrangements

Please indicate which of the following arrangements are proposed for the management of candidature for this applicant:

In addition to the principal supervisor, at least one co-supervisor/adviser will be appointed for the duration of candidature:

Yes No

Or

In addition to the principal supervisor, a supervision committee/panel will be in place for the duration of candidature:

Yes No

Or

Sole supervision. Please give reasons and details of provision for supervision during the supervisor's absence: (Note: a statement that an alternative supervisor will be found is insufficient):

2. Supervisor(s) Nominated (to be completed by each supervisor, beginning with principal supervisor). **Note that where an applicant is to be based at an outside institution, the Head of the institution will also be required to approve the application.**

Title:	First name:	Surname:	Tenure or contract end date*:	Supervision details:			
				Number of equivalent full time (EFT) students currently supervising			
				Honours	PG Dip or equiv.	Masters	PhD
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Address for correspondence if not located in department:

Name: <input type="text"/>	Address: <input type="text"/>
Name: <input type="text"/>	Address: <input type="text"/>

*Describe below arrangements for carrying on supervision in the event of a supervisor's position not being renewed before the completion of the candidature, including the names of potential alternative supervisors:

3. Supervisory Experience (to be completed by each supervisor, beginning with principal supervisor).

(a) Have you supervised at least two RHD students to successful completion in the last five years?

Principal Supervisor: Yes No

Co Supervisor: Yes No

Co Supervisor: Yes No

(b) Have you attended any supervisory training courses in the last three years?

Principal Supervisor: Yes No

Co Supervisor: Yes No

Co Supervisor: Yes No

4. External Supervisors (to be completed by external nominee)

If an individual who is not a University of Melbourne staff member has been nominated as a co-supervisor, please ask her/him to supply the following information and attach a C.V. for approval by the Chair of the Research Higher Degrees Committee.

- (a) Name:
- (b) Are you willing to supervise under the University's "Principles for supervision of Research Degrees" and "Code of Conduct for Research"? Yes No
- (c) C.V. attached? Yes No

Criteria for Assessing the Applicant's Eligibility for Admission to PhD Candidature**5. Minimum Qualifications**

Applicants are normally required to have completed at least a four-year Honours degree at H2A standard from an Australian university, or a qualification or combination of qualifications considered by the RHD Committee to be equivalent. For particular disciplines applicants are also required to complete, at an appropriate level, a Graduate Management Admissions Test (GMAT) or a Graduate Record Entry (GRE) test.

Does the application meet the minimum qualifications for entry to the PhD? Yes No

If no, an evidence-based case making an academic argument for equivalence must be attached.

6. Minimum Level of Academic Achievement

Has the applicant achieved an overall H1 (80-100%) or H2A (75-79%) grade in the relevant qualification?

Name of qualification: Yes No

If no, an evidence-based case making an academic argument for equivalence must be attached.

7. Relevance and Currency of Applicant's Qualifications

The applicant's qualifications must be in an area that is relevant to the intended PhD, including sufficient specialisation, such that the applicant will have already developed an understanding and appreciation of a body of knowledge relevant to the intended PhD.

The applicant's qualifications and/or professional experience must also demonstrate that their knowledge of the discipline in which they plan to undertake their Research Higher Degree is current. It is therefore expected that an applicant will have completed their tertiary studies and/or any relevant professional experience in the 10 years immediately prior to their intended entry to the PhD.

Do the applicant's qualifications and/or professional experience meet the above criteria? Yes No

If no, an evidence-based case making an academic argument for admittance must be attached.

8. Research Proposal (to be completed by principal supervisor)

Please comment on the applicant's proposed research project with particular reference to its quality, feasibility and the methodology to be employed.

Please complete the following checklist to identify any resources or facilities required for successful completion of the research project. Indicate the source of funding (eg: grant) for each of the expenses identified.

<input type="checkbox"/> Fieldwork	<input type="text"/>
<input type="checkbox"/> Interviews or surveys	<input type="text"/>
<input type="checkbox"/> Experimental work	<input type="text"/>
<input type="checkbox"/> Conference attendance	<input type="text"/>
<input type="checkbox"/> Other resources or facilities	<input type="text"/>

Departments should note the responsibilities in the 'Statement of Infrastructure Support for Postgraduate Research Students: The Responsibilities of Academic Departments' available at:
<http://www.research.unimelb.edu.au/postgraduate/infrastructure.html>

9. Ethics Clearance (to be completed by principal supervisor)(a) Does the project require clearance from a university ethics committee? Yes No (b) If so, when is it envisaged that an application will be made? **10. Period of Candidature**

The date of commencement of PhD candidature will be backdated to the date of commencement of the Masters candidature. Students are given a three-year submission date from commencement of the Masters degree. The normal progress reports during candidature will be required.

If the candidate is an international student, please advise if the student will require the extension time (maximum of 12 months) at conversion. The Confirmation of Enrolment (COE) is issued by the International Centre based on the submission date recorded on the student's enrolment record. The COE is used to apply for a visa extension.

Is the applicant an international student? Yes No If yes, is an extension beyond 3 years from commencement of Masters required? Yes No The recommended extension is for how many months? 6 12 **11. Residency Requirement**

All PhD candidates are required to complete the equivalent of at least 12 months full time (24 months part time) advanced study and research in the University unless studying at an approved outside institution. Throughout their candidature, candidates are expected to attend the University in order to benefit from planning, conducting and writing up their research within a University community and environment.

Can the applicant meet the above requirement? Yes No

If difficulties are anticipated, please attach details. Under certain circumstances permission will be given to fulfil the residency requirement by means of two or more short periods of residency totalling 12 months full time.

12. Commitment of Applicant

Please note that the Department(s) must undertake an assessment of the level of understanding, motivation and time commitment of the applicant for the proposed candidature. A full time student would be expected to devote at least forty hours per week and a part time student about half of this.

Are circumstances of the candidature such that the candidate will have adequate time:

(a) To complete the proposed research project? Yes No (b) To interact satisfactorily with the supervisor(s) and the Department(s)? Yes No **13. Applicant's Progress**

Has the candidate:

	strongly disagree			strongly agree	
(a) diligently and effectively undertaken the project	1	2	3	4	5
(b) shown initiative consistent with the requirements of the research program/course and level of study	1	2	3	4	5
(c) made satisfactory progress throughout the past year	1	2	3	4	5
(d) shown that working at their current pace they will be able to complete the course in the period of candidature allowed?	1	2	3	4	5

It is the responsibility of the supervisor to keep the candidate regularly informed of their assessment of the candidate's progress. If you have circled 1-3 please comment:

Have any of the following problems affected progress over the past year? (Please tick)

- | | |
|--|--|
| <input type="checkbox"/> Academic background | <input type="checkbox"/> English |
| <input type="checkbox"/> Settling in | <input type="checkbox"/> Access to books/equipment |
| <input type="checkbox"/> Experimentation | <input type="checkbox"/> Understanding work expected |
| <input type="checkbox"/> Communication with people | <input type="checkbox"/> Health/personal |
| <input type="checkbox"/> Financial | <input type="checkbox"/> Interruption to supervision |

Please indicate what steps you have taken or will take to help overcome these problems:

14. Confirmation Committee Report

(a) The report on the research program has been received and approved. It meets both SGS and departmental / faculty requirements. (For Faculty of Arts students only: if an application for fieldwork funding is envisaged, a fieldwork plan and budget has been submitted to the Faculty of Arts.)

Yes No

(b) The candidate has made a presentation of their proposed research at a postgraduate seminar or similar departmental forum

Date of presentation: _____ Yes No

(c) The candidate has met any special requirements noted on enrolment and required for confirmation.

N/A Yes No

(d) A Confirmation Committee meeting with the student was held, the candidate's progress has been reviewed and feedback given on the research proposal, supervisory arrangements and resources available.

Date of confirmation committee meeting: _____ Yes No

If you have ticked No to any of the above, admission will be to probationary candidature. Please recommend a confirmation due date: _____

Comments:

15. Signatures of Supervisors and Confirmation Committee

1. Principal Supervisor: _____	Date: _____
2. Co-Supervisor: _____	Date: _____
3. Co-Supervisor: _____	Date: _____
4. Committee member: _____	Date: _____
5. Committee member: _____	Date: _____

HEAD OF DEPARTMENT OR ACADEMIC NOMINEE SECTION

Please complete if acceptance is recommended by the Department(s). Otherwise, go to 6(b).

1. Department(s) in which the candidate will be enrolled:

Weight %

(1) _____	_____
(2) _____	_____

If weight is 50% per department, please specify the Administrative Department:

--

2. Supervisors Nominated

- (a) Please comment on the relevant kinds of expertise that the supervisor(s) are able to bring to the proposed research project:

- (b) If a nominated supervisor has not had previous experience of Research Higher Degree supervision, please nominate a senior academic who will act as their mentor:

Supervisor's name:

Mentor:

- (c) If any nominated supervisor is expected to be absent for a period longer than two months during the candidature, please indicate when, and what arrangements for alternative supervision have been made. (Note: a statement that an alternative supervisor will be found is insufficient.)

3. Resources and Facilities

Please indicate whether all resources and facilities required for successful completion of the proposed research project will be available at this University, or whether the candidate is expected to require materials outside the University. Give details of any outside source (eg. name of institution), travel or fieldwork that will be necessary.

Departments should note the responsibilities in the 'Statement of Infrastructure Support for Postgraduate Research Students: The Responsibilities of Academic Departments' available at:
<http://www.research.unimelb.edu.au/postgraduate/infrastructure.html>

4. Outside Institutions

The following questions should be answered if the applicant is to spend more than 40% of his/her time at an outside institution. **Please note that the signature of the Head of any nominated outside institution is required for university approval (Refer to Q7 Signatures).**

- (a) Name of institution:

- (b) Are facilities, academic environment and research of the institution equivalent to those in your Department, and sufficient to support the applicant's research project over the term of the candidature? Yes No

- (c) Have arrangements been made to your satisfaction for the applicant to participate adequately in the research activities of the Department? Yes No

5. Confidentiality and Intellectual Property Agreements

5. Will the student be required to sign a confidentiality agreement or an intellectual property agreement? Yes No

If yes, it is the responsibility of the Head of Department to ensure that any agreement is consistent with University policy, including Statute 14.1 Intellectual Property and Regulation 17.1.R8 Code of Conduct for Research, and the implications are discussed fully with the student. Statute and Regulations are at:
<http://www.unimelb.edu.au/ExecServ/Statutes/index.html>

6. Statement by the Head of Department

(a) The Head of Department is required to state whether the proposed research project is appropriate and feasible for PhD candidature in the Department(s) Yes No

(b) Recommendation:

Unconditional Offer

Conditional Offer upon:

Non-acceptance (please give reasons):

Unsuccessful applications must be endorsed by the Head of Department and returned directly to the School of Graduate Studies.

7. Signatures

Head of Outside Institution, if nominated:

Name: _____ Institution: _____

Signature: _____ Date: _____

Head of Department:

(For joint enrolments, signatures are required from both Heads of Department.)

Name: _____ Department: _____

Signature: _____ Date: _____

Name: _____ Department: _____

Signature: _____ Date: _____

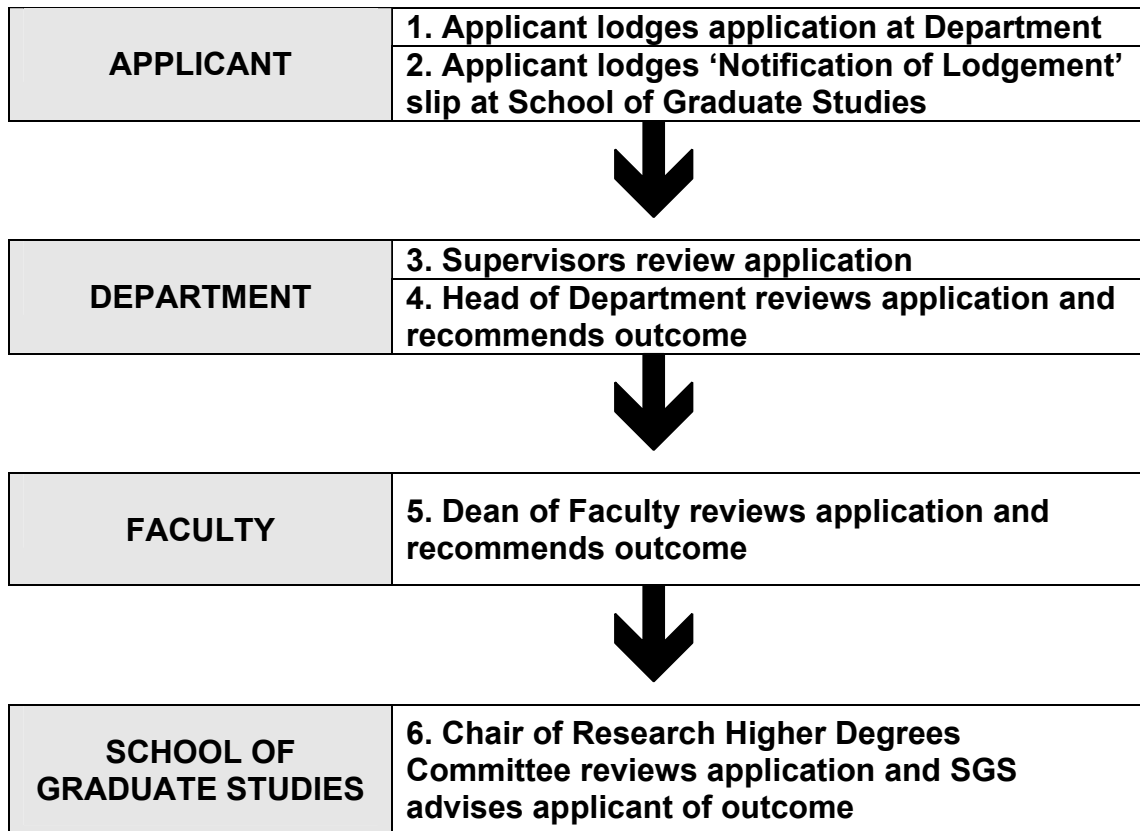
DEAN OF FACULTY SECTION

Comments:

Name: _____

Signature: _____ Date: _____

APPLICATION PROCESS



TIMEFRAME: This process takes approximately six to eight weeks.

APPLICATION ENQUIRIES: Please contact the Department in the first instance. Further enquiries can be directed to the School of Graduate Studies Admissions Officer: + 61 3 8344 8472.



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