After a minimum of 6 months of full-time or 12 months of part-time enrolment in a Masters by Research degree, students can apply to convert to PhD candidature. In order to do this, students must at the time of their enrolment in the Master’s degree meet the University of Melbourne’s PhD eligibility criteria. These are published in the University of Melbourne’s PhD Handbook and are: an honours degree or postgraduate qualification, with a high level of academic achievement, demonstrated evidence of research ability through successful completion of a thesis, research report or authorship of a paper, current knowledge in the discipline and professional commitment.

(please see [http://gsserv.registrar.unimelb.edu.au/phd/enrolcandid/phdhbk/admission/standardentry.html](http://gsserv.registrar.unimelb.edu.au/phd/enrolcandid/phdhbk/admission/standardentry.html))

Students should obtain an Application to Convert from the School of Graduate Studies and prepare for Conversion to PhD candidature via the following process:

1. Prepare a conversion report of at least 3,000 and possibly up to 10,000 words, depending on Centre or Unit requirements which should include:
   - project title
   - a statement of the research question, and aims or hypotheses
   - theoretical background, context and significance of the research
   - discussion of key ethical considerations (where appropriate)
   - the proposed research methods, including data collection and analysis to address the research question
   - a brief list of references
   - a statement of completed work and progress to date that demonstrates the capacity to undertake the project;
   - an achievable timeline for completing the PhD
   - a list of training activities, including seminars and classes attended
   - a list of presentations made to date

   The report is expected to demonstrate that: the student has identified an original research question; has designed an appropriate and feasible study of adequate scope to investigate the research question; is able to write competently; has made significant progress with the investigation to date and has an achievable timeline for completion. The report should make it evident that from work completed thus far, the student has the capacity to undertake and complete a quality dissertation in a timely manner.

2. If applicable prepare a draft application to be submitted to the School of Population Health’s Departmental Human Ethics Advisory Committee and one of the University of Melbourne’s Human Research Ethics Committees.

3. Present the proposed research at a Conversion Seminar to the Centre or Unit. This presentation should be open to staff and students of the School of Population Health. It will also be attended by members of the student’s Conversion Committee.

4. The Conversion Committee will include the student’s supervisor(s), the Head of Centre or Unit or that person’s delegate, another member of academic staff from the Centre or Unit and an invited academic expert in the field who is not a member of staff in the Centre or Unit.

5. The Conversion report is to be circulated to members of the Conversion Committee at least two weeks prior to the Conversion Seminar.
6. It is the obligation of the principal supervisor in consultation with the Centre/Unit RHD Co-ordinator (where appropriate) to invite the other members to join the Conversion Committee.

7. Once all these requirements are satisfied it is the student’s obligation to ensure that the Application to Convert Report Form is completed, signed by the members of the Conversion Committee and submitted with the required attachments to the School of Graduate Studies.

It is to be noted that individual Centres and Units may have additional requirements including pre-conversion seminars or the completion of chapters of the thesis. These will be found in the individual Centre or Unit student manuals. Conversion to PhD candidature is not automatic and the Committee must be confident that the proposed project is original, feasible and of adequate scope to satisfy the University of Melbourne’s expected standards for a PhD. Following the Conversion Seminar, the possible outcomes are:

- The student’s conversion to PhD candidature will be confirmed.
- The Committee may require additional work to be done to its satisfaction prior to conversion to PhD candidature.
- The committee may recommend that the student completes the Masters degree.

For more information on conversion, please refer to the SGS PhD Handbook available online at http://www.gradstudies.unimelb.edu.au/pgstudy/phd/handbk/.

The School of Graduate Studies requires that applicants fill in the “Application for Conversion from the Degree of Masters (by research) to Doctor of Philosophy” form available online at http://gsserv.registrar.unimelb.edu.au/currentpg/forms/.