



Graduate Research School

Application to DOWNGRADE from Doctor of Philosophy to Master by research (by thesis) (for use by UWA candidates ONLY)

DG

1. CURRENT DETAILS - TO BE COMPLETED BY APPLICANT

SURNAME: _____ **STUDENT ID:** _____

GIVEN NAMES: _____ **TITLE:** (Dr, Ms, Mr, Miss etc) _____

POSTAL ADDRESS: _____ **Postcode:** _____

TELEPHONE NO: _____ **EMAIL:** _____

DETAILS OF CURRENT PROGRAMME **CURRENT SCHOOL:** _____ **COMMENCEMENT DATE:** _____

CURRENT SCHOLARSHIP/S: _____ **CURRENT FIELD OF STUDY:** _____

FEES STATUS Are you an international candidate? **YES** **NO**

2. PROPOSED PROGRAMME OF STUDY

DEGREE PROGRAMME:		FIELD OF STUDY	
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SCHOOL: _____

MODE OF STUDY **PART-TIME:** **FULL-TIME:**
PART-TIME EXTERNAL: **FULL-TIME EXTERNAL:**

3. PROPOSED SUPERVISORS

1. Surname:	Title:	Position: <i>(eg, Senior Lecturer)</i>
Given Name(s):	Email:	
UWA School:		
PROPOSED CO-SUPERVISOR		
2. Surname:	Title:	Position: <i>(eg, Senior Lecturer)</i>
Given Name(s):	Email:	
UWA/External Department: <i>(please provide mailing address)</i>		

4. FURTHER INFORMATION AND DECLARATIONS – Please answer all questions ‘YES’ or ‘NO’

Details of Proposed Research (following UWA Research Proposal & Details of Proposed Research Guidelines) must be attached.	<input type="checkbox"/>
What are the anticipated annual costs?	\$
How much will the school provide?	\$
If necessary, please indicate the source(s) of extra funds:	
If statistical advice is relevant to the proposal, is it available in the school? If not, how will it be obtained?	YES/NO
If there has been any formal School review of the proposal, please describe the process:	
The Board of the Graduate Research School seeks confirmation that: (a) the candidate’s proposal has been adequately discussed with the supervisor/s; and	YES/NO
(b) (i) the candidate’s proposal can be carried out with the available funding, facilities and equipment; or	YES/NO
(b) (ii) the necessary funding, facilities and equipment will be made available during the candidature.	YES/NO
Any comments on the proposal are invited. A covering letter or additional sheet is attached (if comments are provided).	<input type="checkbox"/>

Does this project involve fieldwork?	YES/NO
What are the costs of the fieldwork?	\$
Will the school undertake to pay the expenses?	YES/NO
If not, is the student aware of the possible financial obligations?	YES/NO
Are there confidentiality or intellectual property issues that need to be considered? (If "No" do not complete the next section)	YES/NO
Is there any aspect of the candidate's research which is likely to result in the generation of intellectual property of potential commercial value to the University?	YES/NO
Is there likely to be any restriction on the disclosure of information arising out of the candidate's research or provided to the candidate, for example, confidential information or patentable inventions?	YES/NO
Is there intellectual property that is already in existence in the school or the University which is pertinent to this particular project?	YES/NO
If "Yes" to any of the above an Intellectual Property Questionnaire available at http://www.postgraduate.uwa.edu.au/forms is attached	<input type="checkbox"/>

3. SCHOOL DECLARATION - TO BE COMPLETED BY ALL PARTIES

The Board seeks the assurance of the Head of School that the School approves the attached details of the proposed topic, supervision is appropriate and certifies that supervision, equipment, techniques, literature and financial support will be available throughout the candidature. All signatories confirm that they have read "The Code of Good Practice in Postgraduate Research and Supervision". Heads are further required to certify that **all necessary approvals** in relation to the attached proposal **will be** **have been (please tick as applicable)** obtained from the appropriate University committees (eg Animal Experimentation, Human Ethics) or **are not needed** for this project.

It is recommended that this candidate be permitted to downgrade from the degree of Doctor of Philosophy to the degree of Master by research (by thesis) at UWA in the School/s named in this application.

SIGNATURES

_____	_____
Candidate	Date:
_____	_____
Coordinating Supervisor	Date:
_____	_____
Head of School	Date:

International Students Only: I have discussed this application and its implications with the UWA International Centre.	
_____	_____
Candidate's initials	ISOP's initials

GRADUATE RESEARCH AND SCHOLARSHIPS OFFICE USE ONLY

Received GRSO _____	Sent to BGRS member _____	on: _____
(date)	(name)	(date)
Recommendation:	<input type="checkbox"/> Downgrade NOT Approved AT THIS STAGE. Details of research to be amended as per my attached comments and re-submitted.	
<input type="checkbox"/> Downgrade Approved.	<input type="checkbox"/> Downgrade NOT Recommended . See my comments attached.	
<input type="checkbox"/> Downgrade Approved. Candidate to note my comments as attached.	<input type="checkbox"/> Where Downgrade is approved Scholarship Expiry Date has been amended and candidate advised.	
<input type="checkbox"/> Scholarship is to be amended for the period applicable for Masters candidates	Date:	
<input type="checkbox"/> Other Comment:	Date:	

Callista updated	<input type="checkbox"/>	Date:
Scholarship Details Updated	<input type="checkbox"/>	Date:
Scholarships Finance Officer checked	<input type="checkbox"/>	Date:
International Centre notified	<input type="checkbox"/>	Date: