

Nomination for a Master of Philosophy (No Honours) Upgrade to PhD Scholarship



This nomination form is to be read in conjunction with the University of Adelaide Master of Philosophy (No Honours) Upgrade to PhD Scholarships General Information document.

The University of Adelaide Master of Philosophy (No Honours) Upgrade to PhD Scholarship provides a living allowance at the Australian Postgraduate Award (APA) rate. In 2011 they will be available to Australian Citizens or Permanent Residents who have not previously been in receipt of any type of scholarship funding, who are studying full time and upgrading from a Masters to PhD.

Schools are required to nominate students upgrading from a Masters of Philosophy (No Honours) to PhD who they consider will benefit from the scholarship. Please note, as this is a reimbursement scheme, the School will forfeit reimbursement rights should the student fail to complete within one month of the expiry date of the Scholarship. Please ensure adequate funds are available before submitting nomination.

Up to 5 Master of Philosophy (No Honours) Upgrade to PhD Scholarships will be awarded annually, subject to available funds, to full-time students upgrading from Masters to PhD.

Nominations are not accepted directly from students, and only candidates who have not previously received any form of scholarship support are eligible for nomination. **Nomination of previous scholarship holders will not be considered.**

Master of Philosophy (No Honours) Upgrade to PhD Scholarships will be paid at the current rate of the Australian Postgraduate Award (APA).

Eligibility Criteria

Nominated student should:

- Be an Australian Citizen or Australian Permanent Resident
- Be currently enrolled, on a full time basis, in a Master of Philosophy (No Honours) and applying for Upgrade to PhD at the University of Adelaide (must have completed 18 months of candidature to be eligible to upgrade)
- Have met all required Milestones (eg Core Component, Annual Reviews etc)
- Not have previously been in receipt of any type of scholarship funding
- Have support from their Principal Supervisor

Nomination for a Master of Philosophy (No Honours) Upgrade to PhD Scholarship



For current domestic students upgrading from a Master of Philosophy (No Honours) to PhD in any discipline area at the University of Adelaide who would benefit from financial assistance to complete their research program

Please return completed form and all attachments to:

Adelaide Graduate Centre
Level 6, 115 Grenfell Street
Adelaide SA 5000

1. STUDENT DETAILS

Surname: _____ Given Name: _____

School/Discipline: _____

Date of Birth: _____ Student ID: _____

Contact Address: _____

Contact telephone number/s: _____

Email: _____

Candidature Commencement Date: _____ Expected thesis submission date: _____

Application to Upgrade form lodged with Adelaide Graduate Centre:	Yes / No
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2. INFORMATION FOR SELECTION

Please provide the following as attachments to this nomination:

- (1) **Summary of Thesis Progress**
Please **attach** a copy of the latest Annual Review of Progress and a one-page summary of progress made to date
- (2) **Completion Plan**
Please **attach** a detailed time plan and milestones for completion of the thesis, signed by the student and nominating supervisor (example attached)
- (3) **List of Publications and Conference Presentations**
Please **attach** a list of publications and conference presentations (if applicable)
- (4) **Statement of Recommendation by Supervisor or Head of School**
To be completed below or attached to nomination should you require additional space

In nominating this candidate for a Master of Philosophy (No Honours) Upgrade to PhD Scholarship it is understood that all stipend payments will be made initially from the nominated Faculty/School/Discipline account.

If the candidate submits the thesis within 1 month of the expiry date of the scholarship full reimbursement to the Faculty/School/Discipline will be made. If the thesis is not submitted by this date, there will be a financial penalty to the School and 100% of the funding will be lost – there will be no reimbursement from central scholarship funds.

It is the responsibility of the person completing this form to ensure that funds are/will be available in this account to cover the costs of the scholarship. If a University code is not provided the scholarship cannot be established.

The Scholarship will commence after completion of 18 months of candidature.

Please provide a University account code:

Business Unit: _____

Fund Code: _____

Department Code: _____

Campus Code: _____

Project Code: _____

Finance Officer of School/Discipline/Centre (please print name): _____

3. TO BE COMPLETED BY NOMINATING SUPERVISOR

Name: _____

School: _____ Discipline: _____

Phone No: _____ Fax No: _____

Email Address: _____

Signature: _____ **Date:** _____

4. CONFIRMATION BY HEAD OF SCHOOL/DISCIPLINE

I confirm that the applicant has support from their supervisor/s, and there are adequate funds available to support this scholarship.

Name: _____

Signature: _____ **Date:** _____

5. GRADUATE SCHOLARSHIPS COMMITTEE APPROVAL

Approved / Not Approved (Delete which is not applicable)

Name: _____

Signature: _____ **Date:** _____

Office Use Only:

Candidature Start date: _____ Candidature End Date: _____

FTE Days of Candidature consumed as at nomination: _____

Nomination Procedures and Conditions of Award

- Nominations are accepted at any time during the year, and must be submitted at least 8 weeks prior to the intended Upgrade to PhD effective date.
- In consultation with Supervisors, Heads of Schools make nominations to the Graduate Scholarships Committee, using the Nomination for a Master of Philosophy (No Honours) Upgrade to PhD Scholarship form.
Please note that students must meet the eligibility criteria to be nominated for selection. Nominations will NOT be accepted from students.
- The nomination consists of a summary of the student's progress to date, list of publications and conference presentations (if applicable), and a copy of the latest Annual Review of Progress.
- A detailed time plan and milestones for completion of studies, signed by the student and nominating supervisor, must be attached to the nomination (example attached).
- Heads of School or Deans of Faculties and Supervisors are required to certify that nominated candidates will benefit from the Scholarship.
- Selection will be based on progress to date, the likelihood of completion and publications record (if applicable).
- Master of Philosophy (No Honours) Upgrade to PhD Scholarship holders are required to meet all required Milestones (eg Annual Review of Progress) and continued funding is subject to satisfactory progress being maintained.
- The Head of School will be required to provide the University Account Code from which the scholarship funds will be drawn at the time of nomination.

Payment of stipend

- Stipend payments will be made on a fortnightly basis direct to the student's nominated bank account.
- Payments will only commence after Upgrade to PhD and only after completion of 18 months of full-time candidature.
- All stipend payments will be made from the Faculty/School/Discipline University Account Code as indicated in the nomination form.
- If submission occurs within 1 month of the expiry date of the Scholarship, all stipend costs will be reimbursed by the Adelaide Graduate Centre. If the thesis is not submitted within one month of the Scholarship Expiry date, the School will forfeit reimbursement rights – there will be no reimbursement from central scholarship funds.

Submission of nomination forms and enquiries to:

Adelaide Graduate Centre
The University of Adelaide
Level 6, 115 Grenfell St
ADELAIDE SA 5000

Ph: 08 8303 4739 or 8303 3929
Fax: 08 8303 5725
Email: scholarships@adelaide.edu.au