A Master of Philosophy candidate seeking to upgrade needs to demonstrate an ability to conduct research at the Doctor of Philosophy level. Please provide your department with:

- A detailed thesis outline
- Draft chapters from your Master of Philosophy thesis of not less than 35,000 words total or equivalent.

Your application to upgrade should be made prior to the fourth semester (full-time equivalent) of Master of Philosophy candidature.

Research Topic: ____________________________

Proposed Attendance Status: [ ] Full-time or [ ] Part-time

**Note:** A full-time research candidate is expected to devote a full working week on average to the candidature throughout the year, and not less than four working days on average per week. A part-time research candidate is expected to devote not less than two working days on average per week to the candidature throughout the year.

If you are applying to undertake a research degree on a part-time basis, please attach a statement to show:

- that you will have sufficient time available to be able to complete the degree requirements within the maximum period
- that you yourself will plan and carry out the intended research
- that you will, for the purposes of your research, be under the supervision and control of the University

Together with your statement, you must provide a declaration from your employer, if you are in employment, confirming that you will have enough free time to pursue your candidature.

**DECLARATION:** I am aware that it is the policy of the University that my program of advanced study and research should result in the lodging of a thesis that can be made available for use immediately, either to be read, photocopied or microfilmed. I declare that the information submitted in this application is correct and complete. I understand that the University reserves the right to vary any decision made on the basis of incorrect or incomplete information. I undertake to advise the Faculty immediately of any changes to the information submitted in this application.

Student’s Signature: ____________________________ Date: ________
SECTION B: (TO BE COMPLETED BY SUPERVISOR)

The request is:  □  Supported  □  Not supported (tick as appropriate)

Comments: ________________________________________________________________

                                                                                     
                                                                                     
                                                                                     
Supervisor’s Signature:______________________________________________ Date:_____

SECTION C: (TO BE COMPLETED BY HEAD OF DEPARTMENT/POSTGRADUATE CO-ORDINATOR)

The request is:  □  Supported  □  Not supported (tick as appropriate)

The student has submitted to the department:

□  A detailed thesis outline and

□  A draft of not less than 35,000 words total or equivalent
   (completed as part of his or her Master of Philosophy candidature)

Comments: ________________________________________________________________

                                                                                     
                                                                                     
                                                                                     
HoD Signature:______________________________________________ Date:_____

SECTION D: (TO BE COMPLETED BY ASSOCIATE DEAN)

The request is:  □  Approved  □  Not approved (tick as appropriate)

Comments: ________________________________________________________________

                                                                                     
                                                                                     
                                                                                     
Associate Dean’s Signature:______________________________________________ Date:_____

PGRSC (where applicable):____________________________________________________