



THE UNIVERSITY OF THE WEST INDIES CAVE HILL CAMPUS

The School for Graduate Studies and Research

[See last page for instructions before completing this form.](#)

Request Form for Upgrade from MPhil to PhD

SECTION A: STUDENT INFORMATION

Student Name:

Student ID:

Date of Initial Registration:

Faculty:

Department:

Degree for which
you are registered:

SECTION B: UPGRADE REQUEST

I hereby request consideration for upgrade of my registration from MPhil to PhD.

Proposed Title of Research:

SECTION C: STUDENT CHECKLIST

Upgrade Proposal Prepared:

- ☐ Upgrade proposal completed
- ☐ Includes introduction, literature review, methodology, work plan and bibliography

Departmental Requirements:

- ☐ All required coursework/courses completed (only where appropriate at this stage)
- ☐ At least one research seminar completed (only where appropriate at this stage)

☐ I confirm that the information provided is accurate and I am prepared for assessment.

Signature of Student

Date:



THE UNIVERSITY OF THE WEST INDIES CAVE HILL CAMPUS

The School for Graduate Studies and Research

SECTION D: SUPERVISOR CONFIRMATION (SUPERVISOR SHOULD ALSO REVIEW STUDENT SECTION OF FORM)

- ☐ Student has made (at least) satisfactory progress to date ~confirm 'progress report' has been completed/submitted
- ☐ Student is ready for upgrade assessment
- ☐ Proposal is of appropriate quality
- ☐ Supervisor supports upgrade request

Comments:

Supervisor (Name):

Signature:

Date:

SECTION E: HEAD OF DEPARTMENT REVIEW

- ☐ I support the upgrade request
- ☐ I do not support the upgrade request (comments required)

Comments:

Head of Department (Name):

Signature:

Date:



Fillable PDF Form User Guide

How to Fill, Save, and Sign the Form Correctly

This guide explains how to correctly complete, save, and sign fillable PDF forms on Windows, Mac, iPhone, and Android devices. Following these steps will help prevent the form from becoming locked, flattened, corrupted, or uneditable before submission.

1. Recommended Order to Complete the Form

Please follow this order:

1. Download and install Adobe Acrobat Reader.
2. Download the PDF file to your device.
3. Open the PDF directly in Adobe Acrobat Reader, not in a browser or preview window.
4. Fill all required fields before adding your signature.
5. Add your signature only after everything is final.
6. Save the final signed version for submission.



Important Note Before You Start

Typing into fillable fields does not usually lock the form. However, adding a signature — especially using mobile devices or non-Adobe PDF apps — may permanently lock or flatten the form fields.

Always complete and review the full form before adding your signature. A locked or flattened PDF may still appear normal visually, but the fields may no longer be editable.

2. For Windows & Mac Users

Recommended App: **Adobe Acrobat Reader**

1. Open the PDF in Adobe Acrobat Reader.
2. Fill in each field carefully.
3. Complete all required sections before signing.
4. After reviewing everything, add your signature using Fill & Sign.
5. Save the final signed copy.

4. For iPhone and Android Users

Recommended App: **Adobe Acrobat Reader**

1. Open the PDF in Adobe Acrobat Reader.
2. Tap each fillable field and type your information.
3. Complete all sections before signing.
4. Review the full form carefully and add your signature using Fill & Sign.
5. Save the final version.

3. What To Do If the Form Becomes Locked

1. Do not continue editing the locked version.
2. Return to your completed but unsigned backup copy.
3. Open the unsigned version directly in Adobe Acrobat Reader.
4. Make the necessary corrections before signing again.
5. Save a new final signed version for submission.
6. If you only have the locked version and no unsigned backup copy, you may need to complete the form again from the beginning.

Apps & Methods to Avoid

- ✗ Browser PDF viewers (Chrome, Safari, Edge)
- ✗ Apple Preview on Mac
- ✗ WhatsApp or email preview windows
- ✗ "Print to PDF" or "Save as PDF" functions
- ✗ Non-Adobe mobile PDF editing apps
- ✗ Direct editing inside cloud storage previews

5. Final Reminders Before Submission

- Some mobile PDF apps may flatten or lock the PDF after signing, so Adobe Acrobat Reader is recommended.
- Avoid using browser previews any other PDF previewer, as they may not work properly with fillable PDF fields.
- Always download the file to your device before completing it. Avoid editing directly from cloud storage, email previews, or messaging apps.
- Do not use "Print to PDF" or "Save as PDF" after completing the form, as this may flatten the fields permanently.
- If corrections are needed later, return to the unsigned version, make the edits, and then sign a new final copy.
- If the signed PDF becomes locked, return to the completed but unsigned copy, make the required changes, and sign it again.
- Keep a completed but unsigned copy as a backup, and use the final signed copy for submission.

This is link to '[Optional Video on how to complete and sign fillable pdf forms](#)'