

Office of Graduate Studies

VARIATION TO CANDIDATURE



RHD candidates wishing to vary their candidature or notify changes in any of the areas detailed below must ensure this form is completed, has any necessary supporting documentation attached and is signed by all parties.

The form is then to be lodged with the Office of Graduate Studies.

Certain variations (flagged #) cannot be approved or actioned after the census dates of 31 March for Semester 1, and 31 August for Semester 2. This is due to government reporting schedules and access to the candidate system.

Please retain a copy for your records.

Please check and clear your @studentmail account regularly.

All variations will require the following to be submitted to the office of graduate studies:

1. This page with all candidature details completed and variation request ticked.
2. Relevant variation page addressing the variation requirements (refer to menu numbers).
3. Signature page – fully signed by all relevant parties.

ONLY PRINT & SUBMIT THE PAGE/s RELEVANT TO YOUR VARIATION

Candidate Details

Candidate Number: _____ Family Name: _____

Other Names: _____ Title: _____

Current Program: _____ Faculty/School: _____

Are you an international candidate? Yes No Are you receiving a Scholarship? Yes No

Correspondence (postal) Address

No. and Street: _____

Suburb, State & Postcode: _____

Phone Number: _____ Email: _____ @studentmail.newcastle.edu.au

Variation Menu

Situations requiring approval/notification:

- | | Tick variation/s sought |
|---------------------------------------|--|
| 1. # Leave of Absence | [requires approval] <input type="checkbox"/> |
| 2. # Transfer of Program | [requires approval] <input type="checkbox"/> |
| 3. # Request for Coursework Component | [requires approval] <input type="checkbox"/> |
| 4. # Change of Load (full/part time) | [refer to requirements] <input type="checkbox"/> |
| 5. # Off-Campus Enrolment | [requires approval] <input type="checkbox"/> |
| 6. Supervisory Changes | [requires approval] <input type="checkbox"/> |
| 7. Change of Research Topic | [requires approval] <input type="checkbox"/> |
| 8. Extension of Candidature | [requires approval] <input type="checkbox"/> |
| 9. Change of Name | [notification only] <input type="checkbox"/> |

Please return to: Office of Graduate Studies, East Wing, The Chancellery

Telephone: (02) 4921 6537 Fax: (02) 4921 6908 Email: research-candidature@newcastle.edu.au

1. # LEAVE OF ABSENCE (LOA)

This variation must be approved and actioned in line with census dates: 31 March for Semester 1 and 31 August for Semester 2.

- May be requested after completion of one full-time year or part-time equivalent.
- **International** candidates may only apply for LOA on compassionate or compelling grounds...
- Not normally granted for more than twelve months during the period of candidature.
- Minimum period of LOA is 1 semester.
- In exceptional cases, a further twelve months may be granted by the Research Training Sub-Committee.

Scholarship Holders:

- Scholarship holders will automatically have their scholarship suspended on receipt of a request for leave of absence.
- Scholarship holders may be granted up to twelve months suspension after twelve months of scholarship.
- Suspension of scholarship is not possible for more than two years in total.
- Periods of approved scholarship suspension will not be deducted from the overall scholarship tenure provided approved leave of absence from candidature has been granted for the duration of the suspension.

1. For which Semester/s is LOA requested? (e.g. Sem1/2009) _____

2. Why is LOA being requested? (Medical certificates or other evidence should be attached where appropriate): _____

3. If applicable, please tick the type of scholarship held:

- APA (Australian Postgraduate Award)
- EIPRS (Endeavour International Postgraduate Research Scholarship)
- UNIPRS (UoN International Postgraduate Research Scholarship)
- UNRS(C) (UoN Research Scholarship-Centrally Funded)
- UNRS(E) (UoN Research Scholarship-Externally Funded)
- APAI (Australian Postgraduate Award-Industry) – ARC Linkage

Project scholarships also require Collaborating Organisation approval. Please attach.

Attach signatures and approvals page.

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2. # TRANSFER OF PROGRAM

This variation must be approved and actioned in line with census dates: 31 March for Semester 1 and 31 August for Semester 2.

Upgrade

- After two semesters of full-time enrolment or four semesters of part time enrolment, the Pro Vice-Chancellor (or nominee) may consider an application for transfer from Masters to PhD candidature, provided the applicant meets the minimum criteria.
- Faculties may impose additional criteria at their discretion.
- Upgrade categories are as follows:

Category A: Candidates whose academic qualifications were of a sufficient standard for direct entry to PhD (Hons 1/ Hons 2A or equivalent) but where the School or Faculty requires them to commence at Masters level. The research potential of Category A candidates is already clear from their prior qualifications. These candidates would normally have been working on a PhD topic from the commencement of studies with the expectation that confirmation of PhD status would follow after one year of satisfactory progress.

Category B: Candidates who did not hold qualifications which would admit them directly to a PhD at initial enrolment (Hons 2B, qualifying program, overseas qualifications which are difficult to equate with Australian awards etc). Category B candidates must be able to demonstrate that despite marginal entry qualifications, their research potential and level of performance is at least comparable to that of a Category A candidate.

Downgrade

Candidates may also transfer from PhD to Masters. The following page and a document detailing the circumstances must be attached. Each signatory is required to provide comment and approval.

Sideways Transfer

Movements across programs, schools or faculties also require formal approval. The following page and a document detailing the circumstances must be attached. Each signatory is required to provide comment and approval.

Criteria for Upgrade Transfer

Supporting documentation/evidence must be presented addressing the following criteria:

1. The research topic is confirmed as being of the required scope, depth and rigour for doctoral studies. A detailed research plan may help to determine this.
2. The supervisory capacity of the School/Discipline/Faculty has been established and there are sufficient resources available to successfully support an extended candidature, including continued scholarship support if applicable. The Head of School (or nominee) is required to confirm this in writing.
3. The candidate is working well and consistently, and is in regular contact with the supervisor. As determined from the appropriate Annual Progress Report, or other report from the Supervisor and Head of School (or nominee).
4. The candidate has produced assessable evidence of quality research achievements and that any required skills have been gained. Different interpretations of 'assessable evidence' can apply across disciplines and can include publications, conference papers, presentation at school seminars, significant progress with literature review, thesis draft or data collection and analysis, performance or exhibition.

Transfer of Program continued over page.

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2. # TRANSFER OF PROGRAM continued

This variation must be approved and actioned in line with census dates: 31 March for Semester 1 and 31 August for Semester 2.

1. New Program Name in full (e.g. PhD (Computer Science): _____

2. Is the candidate a Scholarship holder? Yes: go to 3. No: go to 6.

Supervisor to complete the following detail:

3. Do you wish to continue the stipend at the current indexed rate? Yes: No: N/A

4. Do you wish to continue applicable supplementation at the existing rate? Yes: No: N/A

5. If NO to either of the above, specify new rates and account numbers:

STIPEND Payable per annum: \$ _____

Account number (+ fund source): _____

SUPPLEMENTATION to be paid per annum: \$ _____

Account number (+ fund source): _____

6. Is the Transfer of Program supported by the Supervisor/s? Yes: No:

7. Supervisor/s Supporting Statement: _____

8. Is further supporting documentation attached in support of this transfer? Yes: No:

NB: The Office of Graduate Studies cannot action this request without account number and rate details for altered stipends or supplementations.

Attach signatures and approvals page.

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3. # REQUEST FOR COURSEWORK COMPONENT

This variation must be approved and actioned in line with census dates: 31 March for Semester 1 and 31 August for Semester 2.

- Coursework may be undertaken as an essential component of a candidate's Research Higher Degree
- As a standard, each course is undertaken at 10 units per semester.
- By signing this request the signatories confirm that the coursework is required as part of the research program of study
- The Office of Graduate Studies will enrol the candidate in the specified course/s on receipt of this form.

Provide:

Course Code	
Course Name	
Semester & year of enrolment	
Grade required	

NB: Admission into coursework after the first two weeks of Semester is at the discretion of the Course Coordinator. The Office of Graduate Studies will refer requests for late entry into coursework to the Course Coordinator, however it is suggested that candidates discuss their reasons for late entry with the Course Coordinator prior to submitting their application.

Attach signatures and approvals page.

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4. # REQUEST LOAD CHANGE

This variation must be actioned by the Office of Graduate Studies in line with census dates: 31 March for Semester 1 variations and 31 August for Semester 2 variations

- Scholarship holders have restrictions on part-time study. Refer to scholarship conditions and contact Office of Graduate Studies for advice
- International candidates are required to maintain full-time study load

1. I request my enrolment be amended to the following status (indicate part-time or full-time):

Load:		
Effective From	Semester:	Year:

2. Have you discussed your change of load with your supervisor/s? Yes No

3. If you are a scholarship holder, provide a justification for part-time study demonstrating heavy carer commitments or a medical condition. Refer to your specific scholarship conditions.

- Approvals for part-time study are only necessary for scholarship holders. Attach signatures and approvals page. Final approval for part-time enrolment for scholarship holders rests with the Dean of Graduate Studies.
- Non scholarship holders should send the cover page and this page to the Office of Graduate Studies.

Candidate Signature: _____ Date: _____

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5. # OFF-CAMPUS ENROLMENT

This variation must be approved and actioned in line with census dates: 31 March for Semester 1 and 31 August for Semester 2.

- Under the Rules Governing Research Higher Degrees *"a candidate shall be required to carry out the program in the University, except as otherwise permitted by the Pro Vice-Chancellor (or nominee)"*.
- However, off-campus candidature may be available to candidates who reside and work outside a 50km radius of the Callaghan or Ourimbah campuses.
- It is a requirement of the Code of Practice for Research Higher Degree Candidature that:
 - i) Off-campus candidates attend the campus at least once each year for discussions with the supervisors; and
 - ii) an oral presentation is given to a confirmation committee at a School-based seminar as part of the confirmation year process.
- Candidates are responsible for providing their own resources and must be aware that the University does not provide special services for candidates who wish to undertake this mode of study.

1. Justification for request: _____

2. What will be the primary means of contact with Supervisors? (e.g., Phone, fax, email, meetings)

3. What facilities do you have access to? (e.g., reliable computer, web, phone, fax)

4. How many planned face-to-face meetings and visits to campus have been arranged?

5. How will you deliver your annual presentation/seminar or defence of research proposal?

6. In signing this request the candidate agrees to the conditions listed at D(vii) and D(xvi) in the Code of Practice (available at: <http://www.newcastle.edu.au/research/rhd/docs/codesupr.html>).

7. The final approval for off-campus enrolment for international candidates rests with the Dean of Graduate Studies.

Attach signatures and approvals page.

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6. SUPERVISORY CHANGES

Variations notifying Supervisory changes may be submitted at any time of the year.

- Changes to supervision require consultation and approval.
- They must be advised to the Office of Graduate Studies as they occur.
- Supervisors are routinely copied into all correspondence sent to RHD candidates.

1. What are the **current** supervisory arrangements?

Principal Supervisor:

Name _____ Supervision load ____% School _____

Co- Supervisor/s:

Name _____ Supervision load ____% School _____

Name _____ Supervision load ____% School _____

Name _____ Supervision load ____% School _____

Name _____ Supervision load ____% School _____

2. What are the proposed **new** supervisory arrangements?

Principal Supervisor:

Name _____ Supervision load ____% School _____

Co- Supervisor/s:

Name _____ Supervision load ____% School _____

Name _____ Supervision load ____% School _____

Name _____ Supervision load ____% School _____

Name _____ Supervision load ____% School _____

3. What is the effective date of this supervisory change? _____

4. Is the candidate aware of the changes to supervision? Yes No

5. Are the former supervisor(s) aware of the changes to supervision? Yes No

6. Are the new supervisor(s) aware of the changes to supervision? Yes No

Attach signatures and approvals page.

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7. CHANGE OF RESEARCH COMPONENT

Variations notifying a change to research topic may be submitted at any time of the year.

- Changes to research topics are occasionally required where a slight change in direction or focus has occurred.
- Changes should be discussed with your supervisor/s and approved by the Head of School and Assistant Dean (Research Training).
- NOTE: If the change is significant and represents a change of program a separate process is to be followed. Refer to variation 2, Transfer of Program.

1. Previous research topic: _____

2. New research topic: _____

3. Reason for the change of topic: _____

4. List consequences of changing topic (e.g. change in supervision, revised research plan & targets, resources): _____

5. Complete a supervisor variation if necessary (Variation #6 - above).

Attach signatures and approvals page

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8. EXTENSION OF CANDIDATURE

- Extension of candidature **MUST** be sought if enrolment is to continue beyond the maximum period permitted by the Rules Governing Research Higher Degrees.
- Currently, maximum lengths of candidature are: Masters degree - 2 years full-time or part-time equivalent; Doctor of Philosophy degree - 4 years full-time or part-time equivalent.
- Candidates commencing Research Higher Degrees prior to 1998 or between 1999 and 2005 were governed by different rules to those currently in place. To ensure that no candidate is disadvantaged, the rules in place at the time of your enrolment will apply. Please contact the Office of Graduate studies to determine individual maximum candidature durations.
- Extensions for more than two semesters are unlikely to be approved.

1. Period of extension requested (e.g. Sem1/2009) _____

2. Reason for the extension _____

3. Details of any previous extensions: _____

4. A completion plan detailing specific tasks, targets and timelines, determined in consultation with the supervisor, is to be provided (attach a separate sheet if necessary): _____

5. Anticipated thesis submission date: _____

Attach signatures and approvals page.

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9. CHANGE OF NAME

Name changes may be notified at any time of the year.

- Australian citizens or permanent residents wishing to change their name with the University are required to provide acceptable documentation.
- International candidates please note: the University will record your name as it is shown on your passport/visa. The only changes that will be made are to correct data entry errors.
- Original documents are to be presented for sighting at the Student Enquiry Centre. Alternatively, documents certified by an authorised officer (e.g. Justice of the Peace, Postal Manager etc) should be forwarded to Student Enquiry Centre, University of Newcastle, Callaghan NSW 2308.

For Queries:

Phone: +61 2 4921 5000 Fax: +61 2 4985 4200

Email: EnquiryCentre@newcastle.edu.au

Please visit the following sites to apply for change of name:

Application form and guidelines:

http://www.newcastle.edu.au/study/forms/guidelines_for_name_change.pdf

Preferred name change form:

http://www.newcastle.edu.au/study/forms/name_change_preferred.pdf

Please forward an additional copy of your name change request to the Office of Graduate Studies.

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SIGNATURES AND APPROVALS

CANDIDATES:

Have you provided all the necessary documentation to support this variation request? Yes No

Comments: _____

Candidate's Signature: _____ Date: _____

FORWARD TO SUPERVISOR FOR APPROVAL AND SIGNATURE

SUPERVISOR:

Do you support this variation request? Yes No

Have you sighted all the necessary documentation to support this variation request? Yes No

Comments: _____

Supervisor's Name (print): _____

Supervisor's Signature: _____ Date: _____

FORWARD TO HEAD OF SCHOOL FOR APPROVAL AND SIGNATURE

HEAD OF SCHOOL:

Do you support this variation request? Yes No

Has consideration been given to supervisory and resource issues? Yes No

Comments: _____

Head of School Name (print): _____

Head of School Signature: _____ Date: _____

Obtain & provide relevant signatures for cross-school variations.

FORWARD TO ASSISTANT DEAN OF RESEARCH TRAINING FOR APPROVAL AND SIGNATURE

ASSISTANT DEAN RESEARCH TRAINING:

Do you support this variation request? Yes No

Comments: _____

Assistant Dean (print): _____

Assistant Dean Signature: _____ Date: _____

Obtain & provide relevant signatures for cross-faculty variations

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