



Faculty of Health Sciences
University of Sydney

Research Candidature Variation (see over for instructions)

STUDENT NAME:

Name:..... SID:.....

Degree:.....

VARIATION REQUESTED:

Please note that a request to vary your candidature made after 31 March (for semester 1) and 31 August (for semester 2) will, if approved, take effect in the following semester.

- I wish to change from full-time to part-time (additional statement required - see over for notes).
I wish to change from part-time to full-time (additional statement required - see over for notes).
I wish to transfer my candidature from the degree of to and that credit of semesters be given from my previous candidature.
I wish to suspend my candidature for the following semester(s):.....
I wish to apply for time away from the University from to I will be located at(Institution) under the supervision of
I wish to apply for an extension of one semester. My current latest date is
I wish to withdraw from my degree. State your reasons (attach extra documentation if necessary)
I wish to enrol in the following Unit /s of Study:

SIGNATURE (CANDIDATE) DATE:.....

SIGNATURE (UNIT OF STUDY CO-ORDINATOR): DATE:.....

SUPERVISOR'S COMMENTS: I approve [] I do not approve []
Signature (Supervisor) _____ Date _____

RESEARCH GROUP CONVENER'S COMMENTS: I approve [] I do not approve []
Signature (Convener) _____ Date _____

SUB DEAN (RESEARCH STUDENTS) COMMENTS: I approve [] I do not approve []
Signature (Sub Dean) _____ Date _____

The Board of Postgraduate Studies within the Faculty must approve all variations to candidature. Candidates who wish to vary their enrolment may do so by completing this form and ensuring all the necessary approvals are sought before forwarding it to the Faculty Office.

Request must be received by the Faculty Office before 31 March (for changes to Semester 1) and 31 August (for changes to Semester 2). If a request is received after these deadlines, the request, if approved, will take effect in the following semester.

Part-time study

An applicant wishing to convert to part-time candidature should submit, with this form, a detailed proposal including how the research will be carried out, and if relevant, its relationship to her/his employment and arrangements for attendance at a University affiliated site. The University is not willing to act simply as an examining body. Any research must be under the direction and supervision of the University.

There are certain restrictions that may apply to students on scholarships. Scholarship holders who wish to convert to part-time candidature should check with the Research Office first to make sure the conditions of the scholarship will allow for part-time study.

International students are normally required to undertake full-time candidature under the terms of their entry visa.

Full-time study

An applicant wishing to convert to full-time candidature should submit, with this form, a detailed explanation including how the change would enhance progress on their research studies.

Suspension

Candidature is recorded in whole semesters. You may request a period of suspension, eg, if you have been ill, or need to undertake full-time employment. Suspensions may be requested for one semester or, in exceptional circumstances, for two semesters. Shorter absences will be noted on your student file.

Requests for suspension must be made in advance and not retrospectively.

Scholarship holders must notify the Research Office of any periods of absence.

Time away

There is provision to spend time in another university or institution during your candidature and also to complete your candidature away from the University of Sydney. If you wish to apply for time away or to complete your thesis away, the approval of your supervisor must be sought and the University will want to know what arrangements have been made for your continued supervision.

A PhD candidate pursuing candidature outside Australia must also complete a minimum of two semesters of candidature within the University before submission of the thesis. This need not be immediately prior to submission or a continuous two-semester period. Similarly, Masters students must complete a minimum of one semester within the University.

Extension

Should it appear during your last year of candidature that you will not be able to complete the requirements by the latest date, you should apply for an extension of your candidature. Extensions are granted one semester at a time. Your application should explain why you do not expect to be able to meet the deadline and should refer to any difficulties that might have been experienced during the candidature. Evidence of difficulties is expected to be noted in annual progress reports. Your application should also contain a realistic estimate of the time you require to finish.

You cannot assume that an extension will be granted. An aspect of the research training being undertaken is to complete a project within a deadline. Requests for extension must be made in advance and not retrospectively.

Withdrawal and failure to re-enrol

If your circumstances are such that you are unable to anticipate when you will be able to resume your candidature, you should seek to withdraw from your candidature. Should you be able to resume at a later date, you would have to re-apply for admission. Some credit might then be given for work that you had done up to your withdrawal, but you would be commencing a new candidature.

If in any year you fail to re-enrol, your candidature will be regarded as having lapsed, and you will be required to re-apply for admission to candidature if you wish to continue your studies.

For more information candidates can obtain a copy of the Postgraduate Studies Handbook at http://www.usyd.edu.au/handbooks/postgrad_hb/Postgraduate_handbook_2008.pdf, page 25, or by contacting your Faculty Office.