



Graduate Research School
**APPLICATION FOR VARIATION OF TERMS
 OF CANDIDATURE (1)**
 (for variations to school/centre or supervision)

VAR1

This form is to be used for application to vary the approved terms of research higher degree candidature. It is for use by scholarship and non-scholarship holders. Scholarship holders intending to vary their enrolment must first discuss this with the relevant Scholarships Officer. This form should be forwarded to the Graduate Research School, Hackett Hall (M358).

STUDENT DETAILS

FAMILY NAME: _____ **STUDENT ID:** _____
GIVEN NAMES: _____ **TITLE:** Mr, Ms, Mrs, Dr, etc. _____
SCHOOL: _____ **TELEPHONE NO:** _____
DEGREE: _____

DOMESTIC STUDENT **INTERNATIONAL STUDENT** - Student Visa expiry date: ___/___/___

If you have held a scholarship in the past 12 months please complete the following:

Name of scholarship/s:	Expiry date of scholarship/s:
1.	
2.	
3.	

**For all variation requests to do with SCHOOLS –
 please complete the following section:**

1. ADDITION OF NEW SCHOOL OR CENTRE TO CREATE 50/50 JOINT SCHOOL ENROLMENT

To create joint school enrolment (50%/50%) **Name of current school/centre:** _____
Name of proposed additional school/centre _____

2. CHANGE TO A NEW SCHOOL OR CENTRE TO CREATE NEW SINGLE SCHOOL ENROLMENT

- Students intending to change schools PRIOR to enrolment should contact the Graduate Research School for advice.
- Students intending to change schools must have acknowledgement from their current school and approval of the proposed new school.
- Some scholarship recipients who seek approval to change schools may lose their entitlement to an award.
- Students whose proposed school changes will result in significant changes to their research direction will normally be expected to provide a new Research Proposal.

To change single school enrolment (100%) **Name of school/centre you wish to exit:** _____
Name of school/centre you wish to enter: _____

CURRENT SCHOOL'S COORDINATING OR PRINCIPAL & COORDINATING SUPERVISOR, AND GRADUATE RESEARCH COORDINATOR ACKNOWLEDGEMENT AND COMMENT

(To be completed by current Coordinating OR Principal & Coordinating Supervisor – please comment on the reasons for this request indicating acknowledgement with signature.)

Current Coordinating OR Principal & Coordinating Supervisor signature:	Date:
Current Coordinating OR Principal & Coordinating Supervisor name (please print):	
Current Graduate Research Coordinator signature:	Date:
Current Graduate Research Coordinator name (please print):	
PROPOSED NEW SCHOOL'S COORDINATING OR PRINCIPAL & COORDINATING SUPERVISOR, AND GRADUATE RESEARCH COORDINATOR APPROVAL AND COMMENT	
Do you approve the student's request for new school? Comment:	
	<input type="checkbox"/> YES <input type="checkbox"/> NO
Will the student be required to lodge a new Research Proposal?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If YES, please recommend a deadline for submission of the new proposal.	Date:
(Please comment on the reasons for this change of school request, indicating approval or otherwise, and then complete the checklist.)	
<p>Checklist. The Board seeks the assurance of the proposed new Graduate Research Coordinator that:</p> <p><input type="checkbox"/> the research topic and change of school have been discussed with the student and supervisor;</p> <p><input type="checkbox"/> the research may appropriately take place within the proposed new School;</p> <p><input type="checkbox"/> the research may appropriately take place within the current degree program;</p> <p><input type="checkbox"/> equipment, techniques, literature and financial support for the student's research will be available throughout the candidature.</p> <p>(Please tick to indicate assurances)</p>	

CLASSIFICATION CODES – Please complete ALL sections, even if codes have not changed due to change of School. These codes are important and they must be correct.	
2008 FIELDS OF RESEARCH (FOR) CLASSIFICATION CODE/S:	
Details may be found at: http://www.planning.uwa.edu.au/statistics/research-codes (Up to 3 codes may be selected. Please select field or group codes that are as specific as possible, not from the top 'division' level).	
2008 CODE/S	% - must total 100%
2008 SOCIO-ECONOMIC OBJECTIVE (SEO) CODE/S:	
Details can be found at: - http://www.planning.uwa.edu.au/statistics/research-codes (Up to 3 codes may be selected. Please select objectives or codes that are as specific as possible)	
2008 CODE/S	% - must total 100%

RESEARCH ACTIVITY TYPE	<input type="checkbox"/> Pure Basic <input type="checkbox"/> Strategic Basic <input type="checkbox"/> Experimental <input type="checkbox"/> Applied
The definitions for each type are at: Australian and New Zealand Standard Research Classification (ANZSRC), 2008	

**For all variation requests to do with SUPERVISION –
please complete the following section:**

3. CHANGE OF SUPERVISION

Coordinating supervisor: The Coordinating supervisor must be a member of UWA staff and is responsible for the overall management of the student’s program of candidature and for ensuring that all administrative and reporting requirements of the supervisors are met. This supervisor will receive all correspondence from the Graduate Research School relating to the student and is responsible for **communication with and between** other supervisors. Please note that students enrolled in **joint schools** must have a Coordinating Supervisor in each School listed.

Principal supervisor: The Supervisor who provides primary academic leadership in the supervision of the research project of a higher degree by research student. This person must be research active as defined by the relevant faculty/School to which they are attached, have research expertise and experience relevant to the area of the student’s research and provide evidence of continuing and active involvement in research.

The Principal supervisor must normally hold a qualification at least equivalent to the level of qualification being supervised and normally will have previously supervised a research higher degree student to successful completion at this or another recognised tertiary institution. The Principal supervisor must be an employee of this University or hold formal adjunct, emeritus or honorary research fellow status. The Principal supervisor must reasonably expect to hold a University appointment for the duration of the student’s candidature.

Principal & Coordinating supervisor: In cases where the Principal and the Coordinating Supervisor are the same person, they will be designated as the **Principal & Coordinating Supervisor**. This is a supervisor who is responsible for both the primary academic leadership of the research project and the overall management of the student’s program of candidature. In such cases a Co-supervisor must be appointed.

Co-supervisor/s: The supervisor who is a member of UWA staff and is neither the Principal nor the Coordinating supervisor. The role of the Co-supervisor must be discussed (and recorded) with the student and other co-supervisors listed.

External Supervisor: A supervisor who is not a member of UWA staff and who does not hold formal adjunct, emeritus or honorary research fellow status at UWA, but has expertise essential for the research project. The role of the External supervisor must be discussed (and recorded) with the student and the Coordinating and Co supervisors listed. A brief CV must be attached (please include affiliation, title and contact details).

Guidelines for Graduate Research Supervisors can be found at: <http://www.postgraduate.uwa.edu.au/students/policies/supervisors>.

ADDING A NEW SUPERVISOR						
	Title and name	Please tick one				
		Coordinating (must have access to staffConnect)	Principal & Coordinating	Principal only	Co-supervisor	External <input type="checkbox"/> Please attach A CV and provide contact details
1						
2						
3						
4						
5						

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Contribution Percentage (COMPULSORY): Please estimate your contribution to the supervision as a percentage. Note: the total must add up to 100%.

DELETING AN EXISTING SUPERVISOR

	Title and name	Signature	Date
1			
2			
3			
4			
5			

REVISED SUPERVISION PERCENTAGES (if applicable)

<u>SCHOOL 1</u>		<u>SCHOOL 2 (if Joint School)</u>	
Name of Supervisor	%	Name of Supervisor	%
Coordinating OR Principal & Coordinating:		Coordinating:	
Principal:		Principal:	
Co-supervisor/External:		Co-supervisor/External:	
Co-supervisor/External:		Co-supervisor/External:	
Co-supervisor/External:		Co-supervisor/External:	

PROPOSED NEW COORDINATING OR PRINCIPAL & COORDINATING SUPERVISOR, AND GRADUATE RESEARCH COORDINATOR – COMMENT AND APPROVAL ON SUPERVISION CHANGES

(Please comment on the reasons for this variation of supervision, indicating approval or otherwise, and then complete the checklist below)

CHECKLIST - The Board seeks the assurance of the proposed new Graduate Research Coordinator that:

- Coordinating supervisor has a Callista account and access to staffConnect (to apply for Callista access see <http://www.staff.uwa.edu.au/teaching/student-systems/student-information-management-system/access-and-support> and forward to Student Systems M009).**
- all new supervisors have read and understood the University Policy on Graduate Research Training, in particular Section 4., Appointment of Supervisors, item 4.3.10.: <http://www.universitypolicies.uwa.edu.au/search?method=document&id=UP12%2F11>, and
- the University Code of Ethics and Code of Conduct , in particular Section 3., item 3.11 Conflicts of Interest at: http://www.hr.uwa.edu.au/publications/code_of_ethics;
- all new supervisors are contracted to the University for the entire period of the student’s candidature, or have provided

written evidence of expected continuation from the Head of School (please attach).

(Please tick to indicate assurance)

4. REASON(S) FOR REQUEST FOR CHANGES – to be completed by student for ALL types of variation

(Please attach additional pages if more space required)

SIGNATURES – to be completed for ALL types of variation requests

SIGNATURE OF STUDENT

Signature:

Date:

International Students Only: I am aware of the student visa implications that this application may cause and that I'm required to contact the Department of Immigration and Border Protection (DIBP) for visa related enquiries (Please tick and sign below)

(Postgraduate International Student Officer)

(Print name)

Date

SIGNATURE OF PROPOSED NEW COORDINATING SUPERVISOR OR PRINCIPAL & COORDINATING SUPERVISOR, AND GRADUATE RESEARCH COORDINATOR

Coordinating Supervisor OR Principal & Coordinating Supervisor signature:

Date:

Coordinating Supervisor OR Principal & Coordinating Supervisor name (please print):

Graduate Research Coordinator signature:

Date:

Graduate Research Coordinator name (please print):

JOINT SCHOOL SIGNATURES (if applicable):

Coordinating Supervisor signature:

Date:

Coordinating Supervisor name (please print):

Graduate Research Coordinator signature:

Date:

Graduate Research Coordinator name (please print):

SCHOOL MANAGERS (if the split of completion funds is to be other than that indicated by the student's enrolment)

The current agreed split of completion funds for this student as follows:

School: _____ %

Manager's signature:

School: _____ %

Manager's signature:

GRADUATE RESEARCH SCHOOL USE ONLY

Approved

Not approved

Associate Director, Graduate Research School, OR
Manager, Graduate research candidature

Date

Candidature Office Init: Date:

Scholarships Office Init: Date:

Finance Office Init: Date:

International Centre Init: Date:

(notified if required)

Action Required: