

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. Students must submit the electronic version of the completed form to [pghelp@postgraduate.uwa.edu.au](mailto:pghelp@postgraduate.uwa.edu.au). Hard-copy documents will not be accepted.

## STUDENT DETAILS

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

**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

<input type="checkbox"/> <b>To create joint school enrolment (50%/50%)</b>	<b>Name of current school/centre:</b> <b>Name of proposed additional school/centre</b>
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### 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 submit a new Research Proposal for approval.

<input type="checkbox"/> <b>To change single school enrolment (100%)</b>	<b>Name of school/centre you wish to exit:</b> <b>Name of school/centre you wish to enter:</b>
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### 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:
<b>Current Coordinating OR Principal &amp; Coordinating Supervisor name (please print):</b>		
Current Graduate Research Coordinator signature:		Date:
<b>Current Graduate Research Coordinator name (please print):</b>		
<b>PROPOSED NEW SCHOOL'S COORDINATING OR PRINCIPAL &amp; COORDINATING SUPERVISOR, AND GRADUATE RESEARCH COORDINATOR APPROVAL AND COMMENT</b>		
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><b>Checklist.</b> The Board seeks the assurance of the proposed new Graduate Research Coordinator that:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> the research topic and change of school have been discussed with the student and supervisor;</li> <li><input type="checkbox"/> the research may appropriately take place within the proposed new School;</li> <li><input type="checkbox"/> the research may appropriately take place within the current degree program;</li> <li><input type="checkbox"/> equipment, techniques, literature and financial support for the student's research will be available throughout the candidature.</li> </ul> <p>(Please tick to indicate assurances)</p>		

**3. 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.

**During the transition to new classification codes we are collecting both old and new codes for validation. Please enter codes from both the 2008 and 2020 classification sets.**

**3.1 a. FIELDS OF RESEARCH (FOR) CLASSIFICATION CODE/S (2008)**

Please select up to 3 codes. Select 6-digit field or group codes that are as specific as possible. See <https://www.spp.uwa.edu.au/ig-reporting/resources/research-codes>

2008 CODE/S	% - must total 100%

**3.1 b. FIELDS OF RESEARCH (FOR) CLASSIFICATION CODE/S (2020)**

Please select up to 3 codes. Select 6-digit field or group codes that are as specific as possible. See <https://www.spp.uwa.edu.au/ig-reporting/resources/research-codes>

2020 CODE/S	% - must total 100%

**3.2 a. SOCIO-ECONOMIC OBJECTIVE (SEO) CODE/S (2008):**

Please select up to 3 codes. Select objectives or codes that are as specific as possible. See <https://www.spp.uwa.edu.au/ig-reporting/resources/research-codes>

2008 CODE/S	% - must total 100%

**3.2 b. SOCIO-ECONOMIC OBJECTIVE (SEO) CODE/S (2020):**

Please select up to 3 codes. Select objectives or codes that are as specific as possible. See <https://www.spp.uwa.edu.au/ig-reporting/resources/research-codes>

2020 CODE/S	% - must total 100%

**2.3 RESEARCH ACTIVITY TYPE:**

**RESEARCH ACTIVITY TYPE**

The definitions for each type are at:

Australian and New Zealand Standard Research Classification (ANZSRC), 2020 – link to <https://www.abs.gov.au/AUSSTATS/abs@.nsf/mf/1297.0>

- Pure Basic
- Strategic Basic
- Experimental
- Applied

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

**3. CHANGE OF SUPERVISION**

**Guidelines for Graduate Research Supervisors can be found at:**

<http://www.postgraduate.uwa.edu.au/students/policies/supervisors>.

**Contribution Percentage (COMPULSORY):** Please estimate your contribution to the supervision as a percentage. Note: the total must add up to 100% and minimum of 10% must be assigned to any supervisory role.

**ADDING A NEW SUPERVISOR**

		Please tick one				
	Title and name	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						

**DELETING AN EXISTING SUPERVISOR**

	Title and name	Signature	Date
1			
2			
3			
4			
5			

**REVISED SUPERVISION PERCENTAGES (if applicable)**

<b>SCHOOL 1</b>		<b>SCHOOL 2 (if Joint School)</b>	
<b>Name of Supervisor</b>	<b>%</b>	<b>Name of Supervisor</b>	<b>%</b>
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.universypolicies.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](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: _____
<input type="checkbox"/> <b>International Students Only:</b> I am aware of the student visa implications that this application may cause and that I'm required to contact the Department of Home Affairs (DHA) for visa related enquiries (Please tick and sign below)	
_____ (International Student Signature)	_____ (Print name) _____ Date

ATTRIBUTION OF COMPLETION (for Coordinating Supervisor and GRC to complete)	
Please complete this section if the completion is to be attributed other than according to the student's enrolment.	
School: _____	% Split = _____
School: _____	% Split = _____

SIGNATURE OF PROPOSED NEW COORDINATING SUPERVISOR OR PRINCIPAL & COORDINATING SUPERVISOR, AND GRADUATE RESEARCH COORDINATOR	
Coordinating Supervisor OR Principal & Coordinating Supervisor signature: _____	Date: _____
<b>Coordinating Supervisor OR Principal &amp; Coordinating Supervisor name (please print):</b> _____	
Graduate Research Coordinator signature: _____	Date: _____
<b>Graduate Research Coordinator name (please print):</b> _____	

JOINT SCHOOL SIGNATURES (if applicable):	
Coordinating Supervisor signature: _____	Date: _____
<b>Coordinating Supervisor name (please print):</b> _____	
Graduate Research Coordinator signature: _____	Date: _____
<b>Graduate Research Coordinator name (please print):</b> _____	

GRADUATE RESEARCH SCHOOL USE ONLY	
<input type="checkbox"/> Approved	<input type="checkbox"/> Not approved
_____ Associate Director, Graduate Research School, OR Manager, Graduate Research Candidature	_____ Date
Candidature Office <input type="checkbox"/> Init: _____	Date: _____
Scholarships Office <input type="checkbox"/> Init: _____	Date: _____
Finance Office <input type="checkbox"/> Init: _____	Date: _____
<i>Action Required:</i>	