



This form is used to apply for approval of any proposed variation to the terms of candidature approved at the time of first enrolment, including change of attendance mode, change of enrolment type, change of research direction, change of school, change of supervision, downgrade/upgrade, enrolment in coursework units, and withdrawal. The completed form should be submitted to pghelp@postgraduate.uwa.edu.au

SECTION 1 - STUDENT DETAILS

Student Number	Surname
Given Names	Title
School	Degree
<input type="checkbox"/> My personal details are correct in studentConnect	Note: Your semester address, home address, and emergency contact must be kept up to date: student.sims.uwa.edu.au/connect/webconnect

Student visa expiry date (if applicable)

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

Name of scholarship(s)	Scholarship expiry date (dd/mm/yy)
1.	
2.	
3.	

SECTION 2 - CHANGE OF ATTENDANCE MODE

<input type="checkbox"/> Internal	An internal student is a person undertaking study towards a higher degree by research who, except for approved periods, will conduct research and study towards the higher degree on a campus of the University for most or all of their period of candidature	From date (dd/mm/yy)
<input type="checkbox"/> External	An external student is a person undertaking study towards a higher degree by research who, as a result of their location, cannot conduct research and study towards the higher degree on a campus of the University for most or all of their period of candidature Note: If you wish to change to external enrolment, you must submit a Remote Supervision Plan (please attach) postgraduate.uwa.edu.au/staff/supervisors/supervisors/plan-for-extended-periods-of-absence	From date (dd/mm/yy)

SECTION 3 - CHANGE OF ENROLMENT TYPE

<input type="checkbox"/> Full-time	Students working, on average, 30 hours per week or more on their postgraduate research work are classified full-time	From date (dd/mm/yy)
<input type="checkbox"/> Part-time	Students working, on average, less than 30 hours per week on their postgraduate research work are classified part-time	From date (dd/mm/yy)

SECTION 4 - CHANGE OF RESEARCH DIRECTION

4.1 What is your new research topic?

Change of Research Direction

4.2 Has your research topic changed **significantly**? Yes No

Note: If YES, you must provide a new Research Proposal Coversheet and 15 page proposal. Your proposal must have undergone rigorous review within your school before approval including an oral presentation to your advisory panel.
postgraduate.uwa.edu.au/students/proposals

SECTION 5 - CHANGE OF SCHOOL

5.1 What is your current enrolled school?

Change of School

5.2 What is your proposed enrolled school?

Note: If changing schools, you must have acknowledgement from your current school (below), propose new supervision arrangements (Section 6), and have approval from your new school (Section 10).

Signature of Coordinating Supervisor (*current school*)

Date (*dd/mm/yy*)

Name

Signature of Graduate Research Coordinator (*current school*)

Date (*dd/mm/yy*)

Name

Comments

SECTION 6 - CHANGE OF SUPERVISION

6.1 Provide the name, role, and percentage contribution of your proposed supervisors

Name (<i>Title, Given Name, Surname</i>)	UWA School	Supervisor Role	100%

Provide a CV for any **new** external supervisors including title, current position, email, and full mailing address (*please attach*)

Supervisor Roles

The **Principal Supervisor** provides primary academic leadership in the supervision.

The **Coordinating Supervisor** takes primary responsibility for the academic management of the student's candidature and ensuring that all administrative and reporting requirements of the supervision are met. This person must be an employee of UWA.

The **Principal and Coordinating Supervisor** provides primary academic leadership in the supervision and takes primary responsibility for the academic management of the student's candidature, ensuring that all administrative and reporting requirements of the supervision are met.

The **Co-supervisor** will have specific expertise that is useful to the student's research program and will be available as an independent person from whom the student may seek advice during the course of the candidature. They will also serve as a backup for the Principal and/or Coordinating Supervisor. This person need not be an employee of UWA but will be expected otherwise to hold adjunct, emeritus, or honorary status.

An **External Supervisor** is 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.

An **External End User Supervisor** is 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, and will directly use or directly benefit from the output, outcome, or results of your research.

A **Research End User Supervisor, adjunct to the University**, is a supervisor who is not a member of UWA staff but does hold formal adjunct, emeritus, or honorary research fellow status at UWA, and will directly use or directly benefit from the output, outcome, or results of your research.

Note: At least two supervisors must be formally appointed. At least one of these supervisors must have previously supervised a higher degree by research student to successful completion and all must be listed on the Register of Supervisors (external supervisors excluded).

The proposed supervision must be meaningful and appropriate in accordance with the provisions outlined in the policy on Graduate Research Training and relevant University rules, regulations, policies, and procedures or will not be approved.

uwa.edu.au/policy/home (Teaching and Research Training > Research Training > **Graduate Research Training**).

6.2 If removing a supervisor, you must have acknowledgement from that supervisor

Name (Title, Given Name, Surname)

Signature

Date (dd/mm/yy)

SECTION 7 - DOWNGRADE OR UPGRADE

Downgrade a change in course from a PhD to a master's degree by research with no break in enrolment except as permitted by an approved period of suspension and where the research undertaken by the student will be modified to meet the requirements of the master's degree by research

Upgrade a change in course from a master's degree by research to a PhD with no break in enrolment except as permitted by an approved period of suspension and where the research undertaken by the student while enrolled for the master's degree will be continued in the PhD or modified to meet the requirements of a PhD

Note: You must provide a new Research Proposal Coversheet and 15-page proposal. Your proposal must have undergone rigorous review within your school before approval including an oral presentation to your advisory panel.

postgraduate.uwa.edu.au/students/proposals

Your Coordinating Supervisor and Graduate Research Coordinator must nominate a due date for Confirmation of Candidature in the Research Proposal Coversheet.

SECTION 8 - ENROLMENT IN COURSEWORK UNITS

8.1 Proposed coursework unit details

Unit Code	Unit Name	Location	Mode	Teaching Period
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Note: The Board of the Graduate Research School may permit a student to enrol in specified coursework units up to a maximum value of 24 points if it considers the specified coursework units to be necessary for successful completion of the higher degree by research program.

SECTION 9 - WITHDRAWAL OF CANDIDATURE AND/OR SCHOLARSHIP

Withdrawal of Candidature After you withdraw, you will no longer have an active PHEME account and will lose access to your student email within 28 days from the end of your enrolment. If you wish to keep a copy of your emails and files, you will need to organise this before your access expires. **From date (dd/mm/yy)**

Relinquish Scholarship Once a scholarship is relinquished it cannot be reactivated. Students should refer to the conditions of their award. **From date (dd/mm/yy)**

Withdrawal of Candidature and Relinquish Scholarship Students who withdraw from candidature will also be required to relinquish their award or scholarship. Students should refer to the conditions of their award. **From date (dd/mm/yy)**

9.1 Discontinuation reason

- | | | |
|---|--|---|
| <input type="checkbox"/> Change of course | <input type="checkbox"/> Changing institution | <input type="checkbox"/> Course dissatisfaction |
| <input type="checkbox"/> Financial | <input type="checkbox"/> Medical | <input type="checkbox"/> Personal |
| <input type="checkbox"/> Relocation (interstate/overseas) | <input type="checkbox"/> Study workload | <input type="checkbox"/> Unspecified reason |
| <input type="checkbox"/> Work commitments | <input type="checkbox"/> Other (provide details) | |

SECTION 10 - REASONS FOR REQUEST (TO BE COMPLETED FOR ALL VARIATION REQUESTS)

10.1 What are the reasons for this request?

SECTION 11 - ENDORSEMENT BY STUDENT

I confirm that the information I have provided is true and correct

Signature of student

Date (dd/mm/yy)

Student visa holders only: 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 for visa related enquiries

SECTION 12 - COORDINATING SUPERVISOR AND GRADUATE RESEARCH COORDINATOR APPROVAL

Signature of Coordinating Supervisor

Date (dd/mm/yy)

Name

Signature of Graduate Research Coordinator

Date (dd/mm/yy)

Name

Comments

SECTION 13 - JOINT SCHOOL APPROVAL (IF APPLICABLE)

Signature of Coordinating Supervisor

Date (dd/mm/yy)

Name

Signature of Graduate Research Coordinator

Date (dd/mm/yy)

Name

Comments

SECTION 14 - ATTRIBUTION OF COMPLETION (IF APPLICABLE)

Complete this section to attribute the completion other than according to the school of enrolment

School: %

School: %

SECTION 15 - GRS USE ONLY

Approved

Not approved

Comments