

Student Administration - Operations
Application to Vary Research Candidature/Scholarship

Postgraduate Research
Locked Bag 1797, Penrith South DC NSW 1797



This form is not to be used for extensions of candidature or scholarship.

Extension forms are available at www.uws.edu.au/research/research_candidates/forms
If you are applying to submit your thesis early, a statement must be attached as outlined in Section 10.
For leave of absence refer to Section 4.

1 - PERSONAL DETAILS

You can make changes to your personal information (except name changes) using MySR at <http://myuws.uws.edu.au>

UWS Student ID number

Are you an International student?

No Yes

Daytime contact phone number



Title

Family name

Given name(s)

Preferred name(s)

2 - NEW PERSONAL DETAILS

To make changes to your name, you must supply certified evidence of your name change, for example, a Marriage or Deed Poll Certificate. Download the Change of Name form at: <http://pubsites.uws.edu.au/student/forms>

3 - CURRENT PROGRAM AND SCHOLARSHIP DETAILS

I am enrolled in:

PhD EdD DBA DCA DCR MD Masters Honours

Attendance mode: Full time Part time

Type of scholarship

Are you a scholarship holder? No Yes

What School or Research Centre are you enrolled in?

PURPOSE OF THIS APPLICATION

- Section 4 - Leave of absence from candidature/
suspension of scholarship
- Section 5 - Sick leave or maternity leave
- Section 6 - Change of study mode

- Section 7 - Variation of thesis title/topic
- Section 8 - Variation of supervisory panel
- Section 9 - Overseas study leave
- Section 10 - Early submission of thesis



4 - LEAVE OF ABSENCE FROM CANDIDATURE AND SUSPENSION OF SCHOLARSHIP

Candidates may apply for a up to two sessions leave/suspension during their candidature. Leave is usually granted on a per session basis. International candidates must obtain approval from the International Student Advisor prior to submission.

You should apply for leave before the census date of the relevant session: 31 March for Autumn session and 31 August for Spring session. Please allow sufficient time for processing and approval of your application. Candidature is calculated in whole sessions, while scholarships are calculated as a number of days. Your scholarship will be suspended from the first pay day following approval of this application.

Most scholarship holders are entitled to take up to 20 days per annum paid recreation leave. You do not need to apply for recreation leave, but your Principal Supervisor should email the dates of your leave to the Research Scholarships Development Officer: t.mills@uws.edu.au

How many sessions of leave do you wish to apply for? One Two

Please specify which sessions: Autumn Year

Spring Year

Have you previously been granted leave from your candidature?

No Yes Please specify previous period of leave

Session/s	Year

Why do you require leave? Please provide supporting documents.

5 - SICK LEAVE/MATERNITY LEAVE - Scholarship holders only

Some scholarships provide for up to 3 months extended sick leave if a candidate suffers from a protracted illness during the tenure of their scholarship. Some awards also provide for up to 3 months maternity leave if a candidate gives birth after the first twelve months of commencing the scholarship. In most cases the scholarship tenure will be extended by an equivalent period. Approval of maternity or sick leave does not extend the length of candidature and in most cases candidates remain enrolled during these periods of leave.

Please attach a medical certificate which documents either the date of confinement or the length of illness/incapacity to work.

Type of leave

Sick Leave Maternity Leave Other please specify

Period of leave required

From	/	/	to	/	/
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6 - CHANGE OF MODE

You may apply to change your mode of study between full time and part time enrolment if necessary. International candidates are not permitted to enrol part time. Under normal circumstances scholarship holders must be enrolled full time. You should apply to change your mode before the census date for the relevant session: 31 March for Autumn session and 31 August for Spring session.

I wish to change to

Full time Part time

Please indicate the reason for the change

7 - VARIATION OF THESIS TOPIC/TITLE

Your thesis title is recorded on the student record system. It is usual to have a "working title" for most of the candidature and it is not necessary to formally report changes to the working title on a regular basis. Major changes that indicate a substantial shift in direction must be justified. You must have compelling reasons to change your topic as changes in topic or methodology do not extend your maximum candidature time. Topic changes are not usually grounds for a scholarship extension and do not automatically result in a change to your access to resources.

I wish to vary my: Thesis topic Thesis title

New thesis topic or title

Does this represent a substantial change in topic or methodology? Topic Methodology Neither

Please give details of any change

Will you require additional or different resources as a result of this change? No Yes *If yes, the Head of School/Centre Director must endorse this change below.*

Please explain your new resource requirements. You may be asked to provide additional information later.

I support this request and confirm the necessary resources are available to support the changes described above.

Name Position: Head of School Centre Director

School/Centre Signature Date

8 - VARIATION OF SUPERVISORY PANEL

The members of your supervisory panel may change during your candidature for various reasons. For example, the direction of your work may change, a supervisor may leave the employment of UWS or it may be a good idea to seek additional expertise. You must seek approval to change your panel.

Default workload percentages are 50/25/25 for a panel of three, and 60/40 for a panel of two.

Current and new panel members must sign below to acknowledge their agreement.

Please indicate the reason for the change.

Does this represent a substantial change in topic or methodology? Topic Methodology Neither

If the topic has changed, have you sought approval (See Section 7 above) No Yes

Are there any resource implications of this change? *If yes, please give details.* No Yes

	Principal supervisor	%	Co supervisor (2)	%	Co supervisor (3)	%
Current panel						
Signature current panel member						
New panel						
Signature new panel member						
What School/Centre is the new panel member located in						

9 - OVERSEAS STUDY LEAVE

Candidates may apply to undertake study overseas during their candidature. For example, you may need to work overseas to complete your data collection or undertake laboratory work. International candidates should contact UWS International to seek advice about the validity of their visa if they leave Australia for any period. This must be endorsed by an International Student Advisor (see Section 12). The overseas study must be essential to your research, contact with your Supervisor must continue unless an overseas Co-Supervisor is overseeing the research and you must return immediately upon completion of your research aims. You do not have to apply for overseas study leave to attend a conference. You must contact your school/centre regarding your etan - <http://staff.uws.edu.au/staff/adminorg/academic/fo/finop/fintrvl>

I wish to apply for permission to study overseas from / / to / /

Please indicate the proposed place of study and the reason for overseas study

10 - EARLY SUBMISSION OF THESIS

Candidates may apply to submit earlier than their minimum submission date.

Current minimum submission date / / Maximum submission date / /

Date you wish to submit the thesis for examination / /

Your Principal Supervisor must comment on the exam readiness of the thesis, appropriateness of early submission and expected date of submission here.

11 - CANDIDATE DECLARATION AND SIGNATURE

I declare that all the information submitted is true and complete.

I authorise the University to verify any information provided by me, including academic records and employment details.

I understand that the University may reject my application if it finds any information provided in relation to my application to be incomplete, inaccurate or misleading.

In providing my personal information to the University, I understand that, other than as authorised by law, the University will only use this information for the purposes for which it is being collected in accordance with the University's functions and activities associated with my enrolment. In some instances, the University may need to disclose information to any Government department which administers or has authority regarding education or immigration policy and law and any other Government agencies (State, Territory or Federal), an affiliated entity of the University, or to third parties for the purposes of recovering unpaid University fees or other debts owed to the University, and I consent to such disclosure. I also understand that all information will be collected, stored, accessed and disseminated or destroyed in accordance with privacy, records management and other relevant laws, and the University's policies.

I agree to abide by the University of Western Sydney Act, the University of Western Sydney By-Law and the Rules and Policies of the University, as amended from time to time. I also agree that it is my responsibility to ensure that I review the By-Law, Rules and Policies of the University during my period of study as the most current rules are applied and may differ from the time of my initial enrolment. I understand I have access to these documents through the University website.

Applicant's name (please print)

Applicant's signature

Date / /

12 - SIGNATURES/ENDORSEMENTS

International Student Advisor: Do you support this request? (Section 4 and 9)

No Yes

Name

Signature Date

Principal Supervisor: Do you support this request?

No Yes

Name

School/Centre Signature Date

School Postgraduate Research Coordinator: Do you support this request?

No Yes

Name

School/Centre Signature Date

Associate Dean, Research: Do you approve this request?

No Yes

Name

College Signature Date

Optional: You may wish to comment on your reasons for supporting/not supporting this request.

13 - LODGING YOUR APPLICATION

Please return this form together with any supporting documents to:

Student Administration Postgraduate Research Unit
University of Western Sydney
Building K.1.35, Penrith Campus
Locked Bag 1797
PENRITH SOUTH DC NSW 1797

OFFICE USE ONLY

Status Max sub date Completed EFTSL

Sighted by: Scholarships Officer Type of Scholarship

UWS IO notified of LOA No Yes Candidate /Panel notified No Yes

Processed Date / / Name

RSC NOTED

RSC Noted No Yes This request is approved by the delegated Research Studies Committee authority No Yes

Name Signature Date / /