

Student Administration - Operations Guidelines To Vary Research Candidature / Scholarship

Student Administration Postgraduate Research
Locked Bag 1797, Penrith South DC NSW 1797



Please read these guidelines before submitting your request. Scholarship holders should refer to their Conditions of Award for specific information about their scholarship. The advice provided here applies to MOST scholarships. Your signed Conditions of Award will take precedence over any information provided here.

DO NOT RETURN THESE GUIDELINES WITH THE COMPLETED FORM

1 – PERSONAL DETAILS

These items will be actioned by Student Administration upon receipt and do not require approval. The University is informed of changes via the networked student record system.

If you have changed your name, you must supply a *certified copy of proof of your name change such as a marriage certificate or deed poll certificate.

2 – CURRENT PROGRAM AND SCHOLARSHIP DETAILS

No documentation or signature required for this section.

3 – LEAVE OF ABSENCE FROM CANDIDATURE/SUSPENSION OF SCHOLARSHIP

Students may normally apply for a maximum of two sessions leave/suspension during their candidature.

Students should apply for leave well before the census date of the two main research sessions, ie, by end of March for Autumn session and by end of August for Spring session. You should 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. Please indicate the date you wish your scholarship payments to cease.

In most cases, scholarship holders must not continue to study during periods of suspension. If you continue to enrol while on suspension, an equivalent period of time will be deducted from the scholarship tenure.

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 you must inform your supervisor and you must email the dates of your leave to the Research Scholarships Development Officer: t.mills@uws.edu.au

If you are applying for sick or maternity leave, then you must attach a medical certificate.

Your Principal Supervisor and College Associate Dean, Research must endorse this request.

4 – APPLICATION FOR LEAVE FROM SCHOLARSHIP ONLY

Most students on scholarship may apply for up to 3 months extended sick leave if they suffer from a protracted illness during the tenure of the scholarship. Many are also eligible for 3 months maternity leave if they give birth after the first 12 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.

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

Your Principal Supervisor and College Associate Dean, Research must endorse this request.

5 – CHANGE OF MODE

You may change your mode of study between full and part time enrolment if necessary. International students are not permitted to enrol part time. Under normal circumstances, scholarship holders must be enrolled full time.

Your Principal Supervisor and College Associate Dean, Research must endorse this request.

6 – VARIATION OF THESIS TOPIC OR TITLE

Your thesis title is recorded on the student record system. Students may refine their topic and this should be officially recorded so that University records accurately reflect your work. Major changes that indicate a substantial shift in direction must be justified. Please note changes in topic or methodology do not extend your maximum candidature time. It is usual to have a "working title" for most of the candidature.

Your Principal Supervisor must endorse any change to the title of your thesis.

The College Associate Dean, Research must also endorse a change of thesis topic.

7 – EARLY SUBMISSION / EXTENSION OF TIME

Permission to submit earlier than your minimum submission date may be approved on application. Your Principal Supervisor must attest to the quality of your work and the appropriateness of early submission and attach a written statement to your application.

Your Principal Supervisor and College Associate Dean, Research must endorse this request.

You may apply for an extension of candidature if you have reached, or are close to reaching, the maximum period of candidature. You must provide a compelling explanation for the delay and proposed timeline for completion. Extensions are granted for a maximum period of one session.

You must attach a supporting statement as well as a supporting statement from your Principal Supervisor outlining the circumstances which have delayed the research and a detailed timeline for completion.

Your Principal Supervisor and College Associate Dean, Research must endorse this request.

8 – EXTENSION OF SCHOLARSHIP

Some doctoral scholarship holders may apply to extend the award by up to 6 months provided the grounds are related to study, not of a personal nature and are beyond the control of the student. Please allow at least 6 weeks to process your application. Payments will be suspended if the extension is not approved prior to the expiration of your scholarship.

You must attached:

- a statement outlining the circumstances which caused the delay;
- a statement from your Principal Supervisor confirming and supporting your statement;
- a detailed timeline for completion, including a summary of work already completed and remaining work to be done.

Your Principal Supervisor and College Associate Dean, Research must endorse this request.

9 – CHANGE OF SUPERVISOR OR CO-SUPERVISOR

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. If your panel changes, you must seek approval. Please include some indication that the current panelists have been informed and that the proposed supervisor(s) agrees.

Your Principal Supervisor and College Associate Dean, Research must endorse this request. New panel members must also sign in Section 11 of the form.

10 – OVERSEAS STUDY LEAVE

Students 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 students should contact UWS International to seek advice about the validity of their visa if they leave Australia for any period. 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 after completion of your research aims.

Your Principal Supervisor and College Associate Dean, Research must endorse this request.

*CERTIFICATION OF DOCUMENTATION

Documents can be certified by any of the following:

- a Justice of the Peace; or
- a Student Administration Postgraduate Research Officer or a staff member from the Office of Research Services;
- the Administration Office or Official Records Department of the institution which originally issued the document/s;
- a Bank Manager;
- a Solicitor;
- a Senior Police Officer.

The Certifying Officer must print "this is a true copy of the original document sighted by me". They should also record their name, contact address, telephone number, profession, occupation or organisation, date verified, and then sign the document.

The Certifying Officer should include the official stamp or seal of the Certifier's organisation on the copy, if the organisation has such a stamp. In addition to the above, a Justice of the Peace must also print their registration number and provide details of the state in which they are registered.

LODGING YOUR APPLICATION

Please return the Application to Vary Research Candidature/Scholarship form together with any supporting documentation to:

Student Administration Postgraduate Research Unit
University of Western Sydney
Building K1-111, Penrith Campus
Locked Bag 1797
PENRITH SOUTH DC NSW 1797

Student Administration - Operations
Application To Vary Research Candidature / Scholarship

Student Administration Postgraduate Research
Locked Bag 1797, Penrith South DC NSW 1797



IMPORTANT INFORMATION

Please complete this application in **BLACK INK** using **CAPITAL LETTERS**
Please read the Guidelines prior to completing this form

I wish to vary my: Research Candidature and/or Scholarship

1 – PERSONAL DETAILS

UWS student ID number Are you an international student?

Yes No

Title Family name

Given name(s)

Date of birth Preferred name

Postal address

Unit no.	<input type="text"/>	Street no.	<input type="text"/>	Street name	<input type="text"/>
Suburb	<input type="text"/>	State	<input type="text"/>	Postcode	<input type="text"/>
Country	<input type="text"/>				

Home phone number Work phone number Mobile phone number

Email address

Does the information above differ from your current enrolment details?

Yes No

2 – CURRENT PROGRAM AND SCHOLARSHIP DETAILS

Type of degree enrolled in:

PhD EdD DBA DCA LLM Masters Honours

Mode of attendance:

Full time Part time

Are you a scholarship holder?

Yes No

Type of scholarship:

3 – LEAVE OF ABSENCE FROM CANDIDATURE/SUSPENSION OF SCHOLARSHIP

How many sessions do you wish to apply for a leave of absence for?

One Two

Please specify which session(s)

Spring Session Year
Autumn Session Year

Have you had leave granted previously during your candidature?

Yes No

Please specify previous period of leave:

From / / To / /

Date scholarship payments are to cease: / /

4 – APPLICATION FOR LEAVE FROM SCHOLARSHIP ONLY

Type of leave:

Sick Leave Maternity Leave Other If Other please specify:

Period of Leave Required:

From / / To / /

5 – CHANGE OF MODE

I wish to change to: Full time Part time

Please indicate the reason for the change:

6 – VARIATION OF THESIS TOPIC OR TITLE

I wish to vary: My Thesis Topic The Working Title of my Thesis

New Thesis Title:

Does this represent a substantial change in topic or methodology? Yes No

If yes, please give details:

7 – EARLY SUBMISSION / EXTENSION OF TIME

Are you applying for:

Permission to submit your thesis prior to your minimum candidature date? Yes No

An extension of your candidature past your maximum submission date? Yes No

Current minimum submission date: / /

Current maximum submission date: / /

Date extension requested to: / /

Date you wish to submit (if early): / /

8 – EXTENSION OF SCHOLARSHIP

I wish to apply to extend the tenure of my scholarship. I require weeks extension of time.

The reason for my request for extension is:

9 – CHANGE OF SUPERVISOR OR CO-SUPERVISOR

All changes to your supervisory panel must be endorsed by your current Principal Supervisor in Section 11. New panel members should sign this section to indicate their willingness to act on the panel.

Please state the reason for the change:

	Principal Supervisor	Co-supervisor (2)	Co-supervisor (3)
Current Panel			
New Panel			

10 – OVERSEAS STUDY LEAVE

I wish to apply for permission to undertake study overseas during the following period:

From / / To / /

The proposed place of study and the reason for overseas study is:

11 – SIGNATURES

Please refer to the attached guidelines to determine who is required to endorse each action.

I endorse this request	
Name	Position
<input type="text"/>	<input type="text"/>
Signature of Principal Supervisor	Date
<input type="text" value="X SIGN HERE"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

I endorse this request	
Name	Position
<input type="text"/>	<input type="text"/>
Signature of Associate Dean, Research	Date
<input type="text" value="X SIGN HERE"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

OPTIONAL: Comments from UWS Signatories

If you would like to provide any comments in relation to this request, please do so below. This may include reasons for supporting or not supporting the student's request etc.

12 - STUDENT DECLARATION AND SIGNATURE

I declare that I have read the Information Sheet and that all the information submitted is true and complete.

I understand that changes to my candidature require the endorsement of my Supervisor and the College Associate Dean, Research.

I understand that information collected via this form will only be used by the University for the purposes for which it is being collected in accordance with the University's functions and activities. In some instances, information may need to be provided to external bodies such as UAC, DEST, other Government agencies and the Student Associations. All information will be collected, stored, accessed, disseminated and destroyed in accordance with relevant privacy and records management laws and the University's policies and practices.

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 they apply from time to time. I also understand 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 they are subject to change.

Applicant's signature

Date

<input type="text" value="X SIGN HERE"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
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ADMINISTRATIVE USE ONLY

Request:

Approved Not Approved

RSC Endorsement Date:

/ /

Student Notification Date:

/ /