

CANDIDATURE VARIATION

The Combined Board of Postgraduate Studies in Dentistry, Medicine & Pharmacy must approve all variations to candidature. Candidates who wish to vary their enrolment may do so by completing this form and ensuring all the necessary approvals are sought before forwarding it to the Postgraduate Student Administration Unit.

Requests must be received by the Postgraduate Student Administration Unit before 31 March (for changes to Semester 1) and 31 August (for changes to Semester 2). If a request is received after these deadlines the request, if approved, will take effect in the following semester.

Transferring your candidature to another degree

In some cases it is possible to transfer from one degree program to another and obtain credit for work already completed. The Faculties of Dentistry, Medicine and Pharmacy offer several articulated coursework degree programs which enable students to upgrade to a higher degree with credit for units of study completed, subject to satisfactory progress and approval. For example, a student in the Faculty of Medicine may, on completion of the Graduate Certificate in Pain Management, upgrade to the Graduate Diploma in Medicine/Graduate Diploma of Science in Medicine (Pain Management) and then subsequently upgrade to the Master of Medicine/Master of Science in Medicine (Pain Management). Similarly, research students may apply to transfer degrees. For example, a Masters by research student may ask to upgrade to a Doctor of Philosophy and obtain credit for the research previously completed. Please note that it is also possible to transfer from a higher degree to a lower degree. All students wishing to transfer to another degree within the Faculties of Dentistry, Medicine or Pharmacy should complete the candidature variation form, indicating the degree that they wish to transfer from and to and obtain the approval of the postgraduate co-ordinator for each degree program before submitting the form to the Postgraduate Student Administration Unit. Research students should in addition obtain approval for the transfer from their supervisor.

Suspending your candidature

If you have to interrupt your candidature at any time after you have enrolled and commenced you must apply to suspend your candidature. Suspension of candidature is permitted for one semester or, in exceptional circumstances, for two semesters. Shorter absences will be noted on your student file. You are not permitted to apply for a suspension once you have reached the latest date for completion of your degree. Requests for suspension must be made in advance and not retrospectively and reasons for the suspension must be given. Research scholarship holders must notify the Research Office of any periods of absence. All students wishing to suspend their candidature should complete the candidature variation form, indicating the semester(s) to which the suspension will apply and obtain the approval of their postgraduate co-ordinator before submitting the form to the Postgraduate Student Administration Unit.

Please note that if you do not notify the Postgraduate Student Administration Unit of your wish to suspend and simply fail to re-enrol, your candidature will be regarded as having lapsed, and you will be required to re-apply for admission to candidature if you wish to continue your studies.

Withdrawing from your degree program

If your circumstances are such that you are unable to anticipate when you will be able to resume your candidature you should seek to withdraw from your candidature. Should you be able to resume at a later date you would have to re-apply for admission. Some credit might then be given for work that you had completed prior to your withdrawal, but you would, in effect, be commencing a new candidature. All students wishing to withdraw should complete the candidature variation form and submit it to the Postgraduate Student Administration Unit. It is not necessary to obtain the postgraduate co-ordinator's approval.

Changing from full-time to part-time (research candidates only)

All research students wishing to convert from full-time to part-time should complete the candidature variation form and obtain the approval of their postgraduate co-ordinator before submitting the form to the Postgraduate Student Administration Unit. In addition to submitting the candidature variation form, students must also provide a detailed proposal explaining how the research will be carried out, its relationship to their employment and arrangements for attendance at a University affiliated site. The University is not willing to act solely as an examining body. Any research must be under the direction and supervision of the University. There are certain restrictions that may apply to students on scholarships. Scholarship holders who wish to convert to part-time candidature should check with the Research Office first to make sure the conditions of the scholarship will allow for part-time study. International students are normally required to undertake full-time candidature under the terms of their entry visa.

It is not necessary for coursework students to request a change in their attendance pattern since whether they are full-time or part-time is determined solely by the credit point load of the units of study in which they are enrolled in a particular semester. If a coursework student is enrolled in units of study worth less than 18 credit points they are automatically considered to be part-time. If they are enrolled in units of study worth 18 credit points or more, they are considered to be full-time.

Changing from part-time to full-time (research candidates only)

All research students wishing to convert from part-time to full-time should complete the candidature variation form and obtain the approval of their postgraduate co-ordinator before submitting the form to the Postgraduate Student Administration Unit.

It is not necessary for coursework students to request a change in their attendance pattern since whether they are full-time or part-time is determined solely by the credit point load of the units of study in which they are enrolled in a particular semester. If a coursework student is enrolled in units of study worth less than 18 credit points they are automatically considered to be part-time. If they are enrolled in units of study worth 18 credit points or more, they are considered to be full-time.

Conducting research whilst away from the University of Sydney (research candidates only)

Time away is permitted for research candidatures only. There is provision to spend time in another university or institution during your candidature and also to complete your candidature away from the University of Sydney. There may, for example, be circumstances where it would be desirable to work at another institution within Australia or overseas where there would be access to some particular research or library facilities or expertise. All students wishing to spend time away or complete their thesis away should complete the candidature variation form, indicating the length of time that they will be absent from the University of Sydney, the institution at which they will be based while absent and details of the arrangements made for their continued supervision. Before submitting the form to the Postgraduate Student Administration Unit, students should obtain the approval of their supervisor and postgraduate co-ordinator. Please note that a PhD candidate pursuing candidature outside Australia must also complete a minimum of two semesters of candidature within the University before submission of the thesis. This need not be immediately prior to submission or a continuous two-semester period. Similarly, Masters students must complete a minimum of one semester within the University.

Extending your candidature (research candidates only)

Extensions apply to research candidature only. Should it appear during your last year of candidature that you will not be able to complete the requirements by the latest date, you should apply for an extension of your candidature. Extensions are granted one semester at a time. Candidates granted an extension are expected to complete their degree by the end of the extension period. Candidates are not permitted to apply for a suspension during the extension period. All students needing an extension should complete the candidature variation form, indicating why they do not expect to meet the deadline and referring to any difficulties that might have been experienced during the candidature. Evidence of difficulties is expected to be noted in annual progress reports. The application for an extension should also contain a realistic estimate of the time required to finish as well as the postgraduate co-ordinator's approval. You cannot assume that an extension will be granted. An aspect of the research training being undertaken is to complete a project within a deadline. Requests for extension must be made in advance and not retrospectively.

CANDIDATURE VARIATION FORM

Student: _____

Family Name: _____ Given Names: _____ SID: _____

Degree: _____

Variation requested: (please tick the appropriate box and state your reasons below)

Requests to vary candidature made after 31 March (for changes to Semester 1) and 31 August (for changes to Semester 2) will, if approved, take effect in the following semester.

I wish to **transfer** my candidature from the degree of _____ to _____
Supervisor's approval (research students only): _____ Date: _____

I wish to **suspend** my candidature for the following semesters: _____

I wish to **withdraw** from my degree

I wish to change from **full-time** to **part-time** (additional statement required – see over for notes)

I wish to change from **part-time** to **full-time**

I wish to apply for **time away** from the University from _____ to _____
I will be located at _____ (institution),
under the supervision of _____

I wish to apply for an **extension** of one semester. My current latest date is _____

State your reasons (attach extra documentation if necessary): _____

Signature (Candidate): _____ Date: _____

Approval of Postgraduate Co-ordinator / Head of Discipline:

I approve / reject the requested candidature changes:

Comments: _____

Name (Postgraduate Co-ordinator) Signature (Postgraduate Co-ordinator) Date

OFFICE USE ONLY Approval of Board of Postgraduate Studies:

I approve / reject the requested candidature changes.

Comments: _____

Signature (Chair): _____ Date: _____