

---

**Postgraduate Candidature Variation (see over for instructions)****Student Name:**

Family Name: \_\_\_\_\_ Given Name(s): \_\_\_\_\_ SID: \_\_\_\_\_

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

Please note that a request 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.

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** (additional statement required – see over for notes)
- I wish to **suspend** my candidature from \_\_\_\_\_ to \_\_\_\_\_
- 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 take **leave of absence** from \_\_\_\_\_ to \_\_\_\_\_
- I wish to apply for an **extension** of one semester. My current latest date is:
- I wish to **withdraw** from my degree

State your reasons (attach extra documentation if necessary):

---

---

---

---

Signature (Candidate):

Date:

**Approval of Supervisor/Course Co-ordinator:**

I approve / reject the requested candidature changes:

Comments:

---

---

---

Name:

Signature:

Date:

**Approval of Graduate School Director**

I approve / reject the requested candidature changes.

Comments:

---

---

---

  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Postgraduate Candidature Variation

The SCA Graduate School 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 Student Administration Office.

The Student Administration Office must receive request 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.

## Part-time study

An applicant wishing to convert to part-time candidature should submit, with this form, a detailed proposal including how the research will be carried out, and if relevant, its relationship to her/his employment and arrangements for attendance at a University affiliated site. The University is not willing to act simply 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.

## Full-time study

An applicant wishing to convert to full-time candidature should submit, with this form, a detailed explanation including how the change would enhance progress of their research studies.

## Suspension

Candidature is recorded in whole semesters. You may request a period of suspension, e.g. if you have been ill, or need to undertake full-time employment. Suspensions may be requested for one semester or, in exceptional circumstances, for two semesters. Shorter absences will be noted on your student file.

Requests for suspension must be made in advance and not retrospectively.

Scholarship holders must notify the Research Office of any periods of absence.

## Time away

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. If you wish to apply for time away or to complete your thesis away, the approval of your supervisor must be sought and the University will want to know what arrangements have been made for your continued supervision.

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.

## Leave of Absence

If your circumstances change and you are not able to study for a short period of time (that is, less than one semester) you should apply for a Leave of Absence. Leave of Absence is used to cover a period of illness or cause of substantial delay to your program of study. A Leave of Absence does not change your dates of completion, but will be entered on your record to explain any difficulties with progression or to provide background information for a later extension of candidature.

## Extension

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. Your application should explain why you do not expect to be able to meet the deadline and should refer to any difficulties that might have been experienced during the candidature. Evidence of difficulties is expected to be noted in annual progress reports. Your application should also contain a realistic estimate of the time you require to finish.

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.

## Withdrawal and failure to re-enrol

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 done up to your withdrawal, but you would be commencing a new candidature.

If in any year you 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.

For more information candidates can obtain a copy of the Postgraduate Studies Handbook at [http://www.usyd.edu.au/handbooks/handbooks\\_admin/postgraduate.shtml](http://www.usyd.edu.au/handbooks/handbooks_admin/postgraduate.shtml) or by contacting your Faculty Office.