



Application for Variation of Candidature

05.09.08

Full Name:..... Student Number.....

Scholarship Holder: yes no Name of Scholarship:.....

Proposed Changes

- I wish to apply for a six month extension of candidature.
(Reasons for the delay must be documented and a revised workplan with clear and measurable milestones for the completion of your thesis must be attached.)
- International tuition fee waiver requested for extension of candidature.
- I wish to apply for an extension to my scholarship.
(The grounds for extension must be related to study and be beyond the control of the candidate.)
- (Scholarship holders only.)* I wish to apply for paid recreation leave: From.....To.....
(20 days per annum permitted during scholarship tenure.)
- Change of Candidature Status: From..... To.....Date effective from
- (A revised workplan with clear and measurable milestones for the completion of your thesis must be attached.)*
- Leave of Absence requested From..... To.....
(Supporting documentation must be attached.)
- Change of Supervisor: From..... To.....
(All supervisors and RSM must sign the form if a Principal or Co-supervisor is to be replaced or deleted.)
- Add Associate Supervisor:
- (if external, details of department, organisation and email address must be attached.)*
- Change of Thesis Title:.....

Withdraw/Cancel Subject.....Semester Add Subject

1 January – 30 June				1 July - 31 December			
Subject	Mode	Location	Block Dates	Subject	Mode	Location	Block Dates

Mode: I = Internal (13 weeks on-campus) B = Block (less than 6 weeks duration)
 L = Limited attendance (flexible delivery some on-campus) X = External (flexible delivery all off-campus)
 Locations: C = Cairns T = Townsville

Student's Signature Date.....
 Recommended (Supervisor)..... Date

Recommended (Supervisor)..... Date

Recommended (RSM if appropriate)..... Date

Recommended (Head of School)..... Date

Internal sponsorship of tuition fee recommended for extension of candidature (Head of School).....
 Note: If student is in receipt of an Extension International Fee Waiving Scholarship, the school will not receive funding for the enrolment, but will receive RTS for the completion.

Approved (Dean, Graduate Research Studies) Date

Please Note: Confirmation of changes to candidature dates will be sent to the JCU email address of Student, Supervisor and Head of School.

Office use only:

LOA <input type="checkbox"/>	From	to	New Submission Date	/	/	/	Date entered	/	/	/
Extension <input type="checkbox"/>										

Student Finance Office use only:

Received	/	/	/	SIS updated	/	/	/	Spreadsheet updated	/	/	/
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