

JCU Graduate Research School (GRS)

Relevant Procedures and Information <https://www.jcu.edu.au/graduate-research-school/forms-and-policies/hdr-variation-and-extension-of-candidature-procedure>

Candidate's Details

First /Given Name:			
Surname / Family Name:			
Student ID:			
Are you currently a scholarship holder?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are you an International Candidate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

I want to

Section to complete	Approvals required		
	Primary Advisor	Secondary Advisor	College Dean or Delegate
1. Add/Remove HDR coursework subjects	Yes	No	No
2.1. Extend my HDR candidature and/or scholarship	Yes	No	Yes
2.2. Extend my HDR scholarship	Yes	No	Yes
2.3. Fee Exemption	Yes	No	Yes
2.4. Extension of the due date of a milestone	Yes	No	No
3. Take a break (includes leave of absence)	Yes	No	Yes
4. Change Campus or between full-time or part-time	Yes	No	No
5. Change Campus or between Internal and External	Yes	Yes	Yes
6. Change HDR course	Yes	Yes	Yes
7. Change thesis title	Yes	No	No
8. Make changes to my advisory panel	Yes	Yes	Yes
9. Withdraw from my HDR course	Yes	No	No

1. Add/Remove HDR coursework subjects

Higher Degree Research candidates are able to undertake up to 24 (including RD7003) credit points of coursework subjects related to their study, with a maximum of 12 credit points per research period. **Please submit subject additions at least 2 weeks before subject start date, and removals at least 2 weeks before subject census date.** Information on start and census dates can be found here:

<https://www.jcu.edu.au/students/important-dates>

Teaching Period	Subject Code	Subject Name	Subject Mode	Location (TSV/CNS)	Add/Remove

2. Extend my HDR candidature and/or scholarship

Applications must be accompanied by a detailed letter outlining the reason for extension and a revised timeline in the form of a Gantt Chart for thesis submission.

I am applying to extend my:		Current end date	Proposed new end date	First extension?			
2.1	<input type="checkbox"/> Candidature (dd/mm/yyyy)			<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
2.2	<input type="checkbox"/> Scholarship (dd/mm/yyyy)			<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
2.3	<input type="checkbox"/> Fee Exemption (International Candidates Only need tick this box)Also complete https://www.jcu.edu.au/_data/assets/pdf_file/0005/121973/jcuprd_056794.pdf			<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
2.4	Extension to the due date of a milestone	<input type="checkbox"/> Confirmation of Candidature	<input type="checkbox"/> Mid-Candidature Seminar	Date			

Reason for extension request

3. Take a break (includes leave of absence)			
<ul style="list-style-type: none"> • Candidates wishing to take more than 20 working days per year of leave from their course in a calendar year may apply for a maximum six (6) months Leave of Absence • Candidates who wish to take a period of Leave of Absence prior to completing the Confirmation of Candidature degree milestone must have a compelling reason for doing so 			
I wish to apply for leave of absence from my candidature:			
First day of Leave (dd/mm/yyyy)			
First day back from leave(dd/mm/yyyy)			
Please complete the following if you receive a scholarship. If you are unsure about the leave you are eligible for please refer to your scholarship conditions. Generally this is 20 days/year Paid Recreation, 12 weeks/year Paid Parental for Primary Carer, 10 days/year Paid Parental for Partner of Primary Carer, and 10 days/year Paid Sick Leave.			
<input type="checkbox"/>	Paid recreational Leave	<input type="checkbox"/>	Paid Sick Leave
<input type="checkbox"/>	Paid paternal leave	<input type="checkbox"/>	Unpaid Leave
Reason for Leave of Absence – also include a Gantt chart for revised timeline for submission			

4. Change between full-time or part-time			
Please note that most scholarship holders and all International student visa holders are required to be enrolled full-time for the duration of their degree			
I wish to change to:		<input type="checkbox"/>	Part time
		<input type="checkbox"/>	Full time
Start date (dd/mm/yyyy)		End Date (dd/mm/yyyy)	
The reason for this change - (e.g. work or family commitments)			

5. Change between Internal / External/ Change Campus

Applications must be accompanied by a detailed letter outlining: 1. the reason for the change, 2. How you will maintain contact with your Advisory Panel and how often (if requesting to change to external) and 3. What support services you will have access to in your new location (if requesting to change to external). Please note that scholarship holders are generally not permitted to be enrolled as an external candidate.

I wish to change to:	<input type="checkbox"/>	Internal	<input type="checkbox"/>	External
I wish to change campus:	<input type="checkbox"/>	Townsville	<input type="checkbox"/>	Cairns

Start date (dd/mm/yyyy)

Please ensure you log into eStudent to update your contact details

6. Change HDR course

- For upgrade from a Masters to a Doctorate, refer to the [HDR Course Upgrade Procedure](#).
- On approval of the application to change course, a system application will be generated by the Graduate Research School for the candidate and an offer will be sent to the candidate by University Admissions. All HDR course changes require that applicants have received and accepted an offer for the course they wish to change to.
- All applications for course transfer must include a letter explaining the reason for the request for course transfer, with an additional letter from the Primary Advisor confirming that they support the course transfer and will continue to supervise in the new course and the signature of the course coordinator of the new degree being requested.
- List on degree availability can be found at the following link <https://www.jcu.edu.au/courses-and-study/course-level/research-degrees>

Current Degree	Code	Name
New Degree	Code	Name

7. Change thesis title

Requests for a major change to the thesis title due to a change in thesis topic must be accompanied by a statement outlining why there has been a change in topic and a revised timeline for the project. Any changes to the Advisory Panel must also be completed on this form.

I wish to change my thesis title to:

Reason for change:

Will this substantially alter the thesis topic?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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8. Make changes to my advisory panel

Refer to [HDR Supervision Procedure](#) for what constitutes a valid Advisory Panel. If a Primary or Secondary Advisor is removed or replaced, all of the Advisory Panel must sign the form, including the previous Advisor(s) and the new Advisor(s). If a Primary Advisor is being replaced, please attach a completed [CAA-FORM-01 Candidate Advisor Agreement](#). Please also complete an [EFTSL Split Form](#) if you wish the supervisory load to span multiple disciplines.

Advisor Roles	Primary Advisor	Secondary Advisor	Advisor Mentor
	Primary Advisor/ Advisor Mentor	Secondary Advisor/ Advisor Mentor	External Advisor

If adding an external advisor the following information is required

Name and Title					
Email Address					
Institution /Address					
<u>Role on Panel</u>	<u>Level on Register</u>	<u>Advisor Name</u>	<u>Advisor Signature</u>	<u>Add</u>	<u>Remove</u>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

9. Withdraw from my HDR course

Research Higher Degree candidates may withdraw from their course at any time. However, prior to this, candidates are strongly encouraged to discuss their intention to withdraw with their Advisory Panel and their ADRE, and seek assistance for issues which may be affecting their progress. Withdrawal from the course will mean that you will cease to be a JCU student. International student visa holders must be aware that this will likely result in cancellation of your student visa as course withdrawals are reported to the Australian Government. Prior to withdrawing you must lodge a copy of any data obtained to date with your Advisors and the [Tropical Data Hub](#), and return any property of the College or JCU.

I wish to withdraw from my degree as of the (dd/mm/yyyy):

Reason for withdrawal:

Candidate	
I confirm that the information supplied by me in this application is correct and that all necessary documentation has been supplied. Where applicable, I will contact the JCU International Student Centre to request a new CoE and discuss my visa. If applying for leave or withdrawing from my course, I have spoken with my advisory panel, lodged any data with them and returned any property of JCU.	
Signature:	Date:

Approvals

Primary Advisor

<p>I confirm that I support this application and have assisted with the provision of the necessary documentation. For candidates applying for leave for a period greater than six (6) months, I have confirmed the availability to supervise on resumption of enrolment. For withdrawals, it is confirmed that this has been discussed with the candidate. For leave or withdrawal, any data has been lodged with the Advisors.</p> <p>In signing this form I affirm my commitment to the JCU Code of Conduct, the Principles for Respectful Supervisory Relationships, in particular that a sexual or romantic relationships between a supervisor and their student is never appropriate, and that the professional relationship between and supervisor and their student is characterised by mutual respect and trust. I commit to eliminating sexual harassment and sexual assault, and meeting JCU standards in relation to appropriate staff-student relationships, bullying and academic integrity. Consequences for breaches of that Code could include removal from the advisory relationship or disciplinary proceedings.</p>		
Name:	Signature:	Date:

Secondary

<p>I confirm that I support this application. In signing this form I affirm my commitment to the JCU Code of Conduct, the Principles for Respectful Supervisory Relationships, in particular that a sexual or romantic relationships between a supervisor and their student is never appropriate, and that the professional relationship between and supervisor and their student is characterised by mutual respect and trust. I commit to eliminating sexual harassment and sexual assault, and meeting JCU standards in relation to appropriate staff-student relationships, bullying and academic integrity. Consequences for breaches of that Code could include removal from the panel or disciplinary proceedings.</p>		
Name:	Signature:	Date:

Additional Advisors including Advisor Mentor if relevant

Name:	Signature:	Date:
Name:	Signature:	Date:

Once the Advisory Panel has signed this section and attached any required documentation, please forward to the College Academic Services Officer for College Dean or nominee approval.

College Dean (or nominee)

I confirm that I support this application.

Name:

Signature:

Date:

Graduate Research School Dean (or nominee)

I confirm that I support this application.

Name:

Signature:

Date: