

FORM

**Graduate
Research
School**

Variation of HDR Candidature



www.jcu.edu.au/grs

GRS@jcu.edu.au

07 4781 5861 or 4735

Given Name: _____	Surname: _____
Student Number: _____	
Are you currently a Scholarship holder?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, what is the name of the Scholarship?	_____
Are you an international Candidate?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, what is your VISA expiry date (dd/mm/yyyy)?	_____
Are you applying for an extension to your International Student Confirmation of Enrolment?	Yes <input type="checkbox"/> No <input type="checkbox"/>

I want to:

	COMPLETE SECTION	AND APPROVAL SECTIONS
Add/Remove HDR coursework subjects	1	10,11
Extend my HDR candidature/scholarship/fee exemption	2	10,11,13
Take a break (includes leave of absence)	3	10,11,13
Change between full-time or part-time	4	10,11
Change between internal and external	5	10,11,12,13
Change course	6	10,11,12,13
Change thesis title	7	10,11
Make changes to my advisory panel	8	10,11,12,13
Withdraw from my HDR course	9	10,11

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.			
Please obtain the following information from eStudent: Candidature Start Date: _____ EFTSL Consumed: _____			
I am applying to extend my:	Current end date	Proposed new end date	First extension?
<input type="checkbox"/> Candidature			<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Scholarship			<input type="checkbox"/> Yes <input type="checkbox"/> No
<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

3. Take a break (includes leave of absence)

<p>For leave up to (6) months: - A letter must be attached to this form outlining the reason for requesting the leave with any supporting documentation. You must also attach a revised timeline for submission of your thesis by the revised due date and lodge a copy of any data obtained to date with your Advisors, preferably through eGRS (https://egrs.jcu.edu.au/).</p> <p>Leave greater than six (6) months: – The same requirements as above apply, plus confirmation from your Advisory Panel that they will be available to continue your supervision when your enrolment resumes. You must lodge a copy of any data obtained to date with your Advisors, preferably through eGRS (https://egrs.jcu.edu.au/).</p>
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.
Paid Recreation Leave <input type="checkbox"/> Paid Parental Leave <input type="checkbox"/> Paid Sick Leave <input type="checkbox"/> Unpaid Leave <input type="checkbox"/>

4. Change between full-time or part-time

<i>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>		
I wish to change to:	Part time <input type="checkbox"/>	Full time <input type="checkbox"/>
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 and external.

<i>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>		
I wish to change to:	Internal <input type="checkbox"/>	External <input type="checkbox"/>
Start Date (dd/mm/yyyy):		

6. Change HDR course

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.

A transfer from a Doctorate to a Masters should be considered carefully as it will normally be considered permanent. For upgrade from a Masters to Doctoral degree please refer to [HDR Course Upgrade Procedure](#).

Degree Currently Enrolled:

New Degree Requested:

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? Yes No

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 Name	Add	Remove	Position on Panel	Signature
	<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:

10. Candidate signature

I confirm that the information supplied by me in this application is correct and that all necessary documentation has been supplied. Where applicable, I have contacted 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:	
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11. Primary Advisor signature

Please select below if candidate applying for a candidature extension:

Application for first 6 month extension from 4 years: (4 EFTSL Consumed):			
Estimated likelihood of complete within six months:			
0-25%	25-50%	50-75%	75-100%
Estimated likelihood of complete within 12 months if second extension granted:			
0-25%	25-50%	50-75%	75-100%

Application for second 6 month extension after 4 years (4.5 EFTSL consumed):			
Estimated likelihood of complete within six months:			
0-25%	25-50%	50-75%	75-100%

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. In signing this form I affirm my commitment to the JCU Code of Conduct, 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.

Signature:		Date:	
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12. Secondary Advisor signature

I confirm that I support this application. In signing this form I affirm my commitment to the JCU Code of Conduct, 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.

Signature:		Date:	
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Please return to your *College HDR Academic Services Officer* to obtain the....

13. Dean of College signature

I confirm that I support this application.

Signature:		Date:	
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14. Dean, Graduate Research signature

I confirm that I support this application.

Signature:		Date:	
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