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| **VOC-FORM-01**  **Variation of HDR Candidature** | Description: JCU_Logo_RGB |
| JCU Graduate Research School (GRS) | |

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| **Relevant Procedures and Information** [**https://www.jcu.edu.au/graduate-research-school/forms-and-policies/hdr-variation-and-extension-of-candidature-procedure**](https://www.jcu.edu.au/graduate-research-school/forms-and-policies/hdr-variation-and-extension-of-candidature-procedure) |

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| **Candidate’s Details** | | | | | |
| First /Given Name: |  | | | | |
| Surname / Family Name: |  | | | | |
| Student ID: |  | | | | |
| Date of Degree Commencement: |  | | | | |
| Are you currently a scholarship holder? |  | Yes |  | No |
| Are you an International Candidate? |  | Yes |  | No |

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|  | I want to | | | | |
| Student to indicate required change/s | Section to complete | | Approvals required | | |
| Primary Advisor | Secondary Advisor | College Dean or Delegate |
|  |  | Add/Remove HDR coursework subjects | Yes | No | Yes |
|  | 2.1. | Extend my thesis submission due date | 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 | Yes |
|  | 3.1 | Unpaid leave of absence | Yes | No | Yes |
|  | 3.2 | Paid leave of absence (scholarship holders only) | Yes | No | No |
|  | 4. | Change between full-time or part-time | Yes | No | Yes |
|  | 5. | Change between Internal and External | Yes | Yes | Yes |
|  | 5.1 | Change Campus | 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 | Yes |

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| 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 |
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| 1. **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. **NOTE Expected timeframe: PhD 3.5 years and Masters 2 years.** | | | | | | | | | | | | | | |
| I am applying to extend my: | | | | | | Current date | | | | Proposed new date | First extension? | | | |
| **2.1** |  | | Thesis submission due date | | |  | | | |  |  | Yes |  | No |
| **2.2** |  | | Scholarship | | |  | | | |  |  | Yes |  | No |
| **2.3** |  | | Fee Exemption (International Candidates Only need tick this box)  Also, complete  [Tuition-Fee-internal-sponsorship-and-Exemption-Application](https://www.jcu.edu.au/__data/assets/pdf_file/0003/567390/Tuition-Fee-internal-sponsorship-and-Exemption-Application-110717.pdf) | | |  | | | |  |  | Yes |  | No |
| **2.4** |  | | Extension to the due date of Confirmation of Candidature milestone |  | Extension to the due date of  Mid-Candidature milestone | | |  | Extension to the due date of  Pre-Completion milestone | | New Date | | | |
| Reason for Extension | | | | | | | | | | | | | | |
| 1. **Take a break (includes leave of absence)** | | | | | | | | | | | | | | |
| * 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 | | | | | | | | | | | | | | |
| * International Student Visa holders wishing to take a Leave of Absence must have a compelling reason to do so. Please contact the International Student Support team for further advise prior to applying for leave | | | | | | | | | | | | | | |
| 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, 10 days/year Paid Sick Leave, 12 weeks Paid Parental for Primary Carer over the scholarship tenure or 10 days Paid Parental for Partner of Primary Carer over the scholarship tenure | | | | | | | | | | | | | | |
|  | | Paid recreational Leave | | | | |  | | Paid Sick Leave | | | | | |
|  | | Paid parental leave | | | | |  | | Unpaid Leave | | | | | |
| Reason for Leave of Absence – also include a Gantt chart for revised timeline for submission | | | | | | | | | | | | | | |

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| 1. **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: | | ☐ | Part time | ☐ | Full time |
| Start date (dd/mm/yyyy) |  | End Date  (dd/mm/yyyy) | |  | |
| The reason for this change - (e.g., work or family commitments) | | | | | |

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| 1. **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: | ☐ | Internal | ☐ | External |
| I wish to change campus: | ☐ | Townsville | ☐ | Cairns |
| Start date (dd/mm/yyyy) | | | | |
| Please ensure you log into eStudent to update your contact details | | | | |

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| 1. **Change HDR course** | | |
| * 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/postgraduate> | | |
| Current Degree | Code | Name |
| New Degree | Code | Name |

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| 1. **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 |

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| 1. **Make changes to my advisory panel** | | | | | |
| Refer to [HDR Supervision Procedure](https://www.jcu.edu.au/graduate-research-school/forms-and-policies/hdr-supervision-procedure) for what constitutes a valid Advisory Panel. If a Primary or Secondary Advisor is removed or replaced, all 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](https://www.jcu.edu.au/graduate-research-school/formstemplates). Please also complete an [EFTSL Split Form](https://www.jcu.edu.au/graduate-research-school/formstemplates) if you wish the supervisory load to span multiple disciplines. If the change in panel includes a change of college and/or the entire advisory panel, a completed [APP-FORM-01](https://www.jcu.edu.au/__data/assets/pdf_file/0005/225995/APP-FORM-01-Updated-02.07.2021.pdf) must accompany this form. | | | | | |
| 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 | |  | | | |
| Role on Panel | Level on Register | Advisor Name | Advisor Signature | Add | Remove |
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| 1. **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 [Research Data JCU](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fresearch.jcu.edu.au%2Fdata&data=04%7C01%7Cgrs.staff%40jcu.edu.au%7C0d4c10ce07cc4dfaae7208d8da11cb95%7C30a8c4e81ecd4f148099f73482a7adc0%7C0%7C0%7C637499117246188128%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=BjRhdRTWa4PAuC%2F94hEdmLDa7lJytmJlHewOS83Vu4s%3D&reserved=0), 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: |

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| **Candidate** | |
| I confirm that the information supplied by me in this application is correct and that all necessary documentation has been supplied. 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. If an international student, I confirm I have contacted the International Student Support team to discuss implications on my Student Visa. | |
| Signature: | Date: |

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| **Approvals** | | |
| **Primary Advisor** | | |
| 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, 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. | | |
| Name: | Signature: | Date: |
| **Secondary** | | |
| 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. | | |
| 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 **GRS@jcu.edu.au** approval. | | |

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| **College Dean (or nominee)** | | | | |
| I confirm that I support this application. | | Yes ☐ | | No ☐ |
| Comment: | | | | |
| Should comment be provided to candidate? | | Yes ☐ | | No ☐ |
| Name: | Signature: | | Date: | |

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| **Graduate Research School Dean (or nominee)** | | |
| I confirm that I support this application. | | |
| Name: | Signature: | Date: |
| Comment: | | |