

# CANDIDATURE VARIATION (See over for instructions)

## Student:

Family Name: \_\_\_\_\_ Given Names: \_\_\_\_\_ SID: \_\_\_\_\_

Degree: \_\_\_\_\_

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

Requests 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.

- 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**
- I wish to **transfer** my candidature from the degree of \_\_\_\_\_ to \_\_\_\_\_ and that credit of \_\_\_\_\_ semesters be given from my previous candidature.
- I wish to **suspend** my candidature for the following semesters: \_\_\_\_\_
- 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 **withdraw** from my degree

State your reasons (attach extra documentation if necessary): \_\_\_\_\_

Signature (Candidate): \_\_\_\_\_ Date: \_\_\_\_\_

## Approval of Supervisor:

I approve / reject the requested candidature changes:

Comments: \_\_\_\_\_

\_\_\_\_\_  
Name (Supervisor)

\_\_\_\_\_  
Signature (Supervisor)

\_\_\_\_\_  
Date

## Approval of Postgraduate Co-ordinator / Head of Discipline:

I approve / reject the requested candidature changes:

Comments: \_\_\_\_\_

\_\_\_\_\_  
Name (Postgraduate Co-ordinator)

\_\_\_\_\_  
Signature (Postgraduate Co-ordinator)

\_\_\_\_\_  
Date

## OFFICE USE ONLY

## Approval of Board of Postgraduate Studies:

I approve / reject the requested candidature changes.

Comments: \_\_\_\_\_

Signature (Chair): \_\_\_\_\_ Date: \_\_\_\_\_

# CANDIDATURE VARIATION

The Board of Postgraduate Studies in Dentistry, Medicine & Pharmacy 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 Postgraduate Student Administration Unit.

Requests must be received by the Postgraduate Student Administration Unit 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, its relationship to her/his employment and arrangements for attendance at a University affiliated site. The University is not willing to act solely 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.

## **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.

## **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/fstudent/postgrad/study/pub/handbooks.shtml> or by contacting the Postgraduate Student Administration Unit by e-mail [pg@med.usyd.edu.au](mailto:pg@med.usyd.edu.au)

## **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. A separate application form for extension of candidature can be found at [www.foh.usyd.edu.au/postgrad](http://www.foh.usyd.edu.au/postgrad).