

Variation to Candidature

NB: ALL applications for variation to candidature MUST be received in the Faculty Office one week before the Census Date in each semester. Otherwise, the Faculty cannot guarantee that they will be processed in time. Requests received after Census Date will

NOT BE CONSIDERED FOR THE CURRENT SEMESTER, UNDER ANY CIRCUMSTANCES.

Variations available to Research candidates are as follows:

Suspension: for periods of one semester or more – usually limited to two concurrent semesters. The Latest Date of submission of the Thesis is extended by the length of the Suspension. Research students holding a scholarship should also note any obligations they may have to notify the Research and Scholarships Office of any and all periods of absence NB: it is the student's responsibility to notify the Research and Scholarships Office of any absence. **SUSPENSIONS WILL NOT BE GRANTED RETROSPECTIVELY UNDER ANY CIRCUMSTANCES**, and forms must be submitted to the Faculty Office one week before the relevant Census Date. The form must be signed by the Supervisor and Head of School before returning to the Postgraduate Section, Faculty of Science, University of Sydney NSW 2006. Please note : students must advise the Faculty that they wish to recommence candidature a month prior to the start of the semester in which they intend to recommence; if you do not do this, you will not be able to enrol.

Leave of Absence: for periods of less than a whole semester. NOTE: Leave of Absence does not affect the dates of submission. However, a record is kept on file and can be used to support a request for Extension should it become necessary later in the candidature. This leave can be used for sickness, and students in receipt of funding must notify the Research Office of any absence.

Counting Time Away and Completing Away: there is provision for PhD candidates to complete their candidature away from the University. There may also be circumstances where it would be desirable to work at another institution within Australia or overseas where there would be access to some particular research or library facilities. If you wish to work off-campus you should apply with the support of your supervisor to the Faculty. The Faculty will wish to know what arrangements are being made for your continued supervision.

Extension: for a student in the last semester of candidature, when the student will be unable to submit the Thesis by the Latest Date and has reasonable grounds for being granted an Extension. A student cannot assume that an Extension will be granted: one aspect of the research training being undertaken is to complete a project within a deadline. A student can only apply for an extension during the last semester of candidature. If a student fails to extend the latest date of submission, the candidature will be considered as lapsed. This may be deemed as failure to make satisfactory progress which could lead to termination of the candidature.

Change in attendance status: from full-time to part-time or part-time to full-time. Part-time candidature is normally possible for research master's degrees. The Faculty will be concerned to ensure that the research work will be under the control of the University and may require undertakings from any employer to that effect.

For part-time PhD candidature, the Faculty needs to be satisfied :

- (a) that the applicant will have sufficient appropriate time to complete the requirements within the maximum period;
- (b) that the research will be planned and carried out by the applicant under the control of the University and that supervision arrangements are satisfactory; and
- (c) that the candidate will be able to attend at the University as required.

An applicant should submit a detailed proposal including how the research will be carried out, its relationship to her/his employment and arrangements for attendance at the University.

Notes on attendance status:

- **Research students and employment**

It is also possible for a person who is in employment to be admitted as a full-time candidate. This requires an employer certifying that the candidate can devote himself or herself full-time for the duration of the candidature to study and research under the control of the University and that the employer will inform the University in the event of the candidate being required to undertake any other duties. Full-time research candidates are permitted to undertake part-time teaching duties providing these duties do not interfere with their candidatures. Students are not obliged to teach, and have also no right to be given teaching duties. Fractional appointments of up to 3/5 are permitted. There may be occasions when a student is asked to perform duties on a fulltime basis in which case suspension of the candidature should be sought.

- **Scholarship holders**

There are other restrictions which apply to candidates on scholarships. Students on APAs and similar scholarships may engage in paid employment up to a maximum of 20 hours per week, evening, weekend and holiday work included. No student holding an award may hold another position within the University which could cause him or her to exceed this restriction. Some departments may offer a supplementary scholarship in conjunction with offers of casual teaching/demonstrating. Departments shall indicate a minimum number of hours that will be offered, up to a maximum number of contact hours that is not more than ten times the number of teaching weeks in the year. The scholarship holder is encouraged to take up the offer of part-time teaching within the department but is not obliged to do so. Teaching duties may be carried out throughout the calendar year except that the scholarship holders shall have a block of at least six weeks clear of teaching duties for research in addition to recreation leave. The heads of the departments in which the scholarship holders are located shall ensure that the students and their supervisors are clear on the rights and obligations attendant on taking up the scholarship. The supervisors should, in particular, be aware of the constraints that any teaching responsibilities may place on the student and monitor progress carefully.

- **International students**

International students who are in Australia on an international student visa are normally required under the terms of their entry visa to undertake full-time candidature only.

Upgrade to PhD from a research Master's degree

Students wishing to upgrade from a Master of Science to a Doctor of Philosophy must complete an *Application for Upgrade to PhD* form. A Master of Science candidate seeking to upgrade needs to demonstrate an ability to conduct research at the Doctor of Philosophy level. Before submitting this form you need to:

- discuss the possibility of an upgrade with your Supervisor and agree on a suitable research proposal
- have completed your MSc Annual Progress Report form and interview for the current year

Students who do not have Honours or equivalent in their Bachelor degree studies should be aware that they will not be eligible to apply for an APA/UPA Scholarship unless they successfully complete a Master's degree.

Transfer candidature: If you wish to DOWNGRADE from a PhD to a Master's by Research degree, you must complete an *Application to Transfer Postgraduate Candidature* form.

Variations available to Coursework candidates are as follows:

Suspension: for periods of one semester or more – usually limited to two concurrent semesters. **SUSPENSIONS WILL NOT BE GRANTED RETROSPECTIVELY UNDER ANY CIRCUMSTANCES**, and forms must be submitted to the Faculty Office one week before the relevant Census Date. The form must be signed by the PG co-ordinator or the Program Director and Head of School **before** returning to the Postgraduate Section, Faculty of Science, University of Sydney NSW 2006. **Please note:** students must advise the Faculty that they wish to recommence candidature a month prior to the start of the semester in which they intend to recommence; if you do not do this, you will not be able to enrol.

Coursework students will be withdrawn from Units of Study in which they are enrolled in the relevant semester/s, upon submission of this form to the Faculty Office. This must be done by the HECS Census date.

Transfer candidature: If you wish to DOWNGRADE in a degree program, you must complete an *Application to Transfer Postgraduate Candidature* form.

Upgrade to another Coursework degree: If you wish to apply to upgrade from a Graduate Certificate to a Graduate Diploma or from a Graduate Diploma to a Masters by Coursework, then you must submit a new application form.

Application forms for the above are available on the Web at <http://www.science.usyd.edu.au/cstudent/pg/forms.shtml> or at the Faculty of Science Office.

Complete both sides of the form, obtain the approval of your supervisor, if you are a Research student, or the Postgraduate Co-ordinator or Program Director if you are a Coursework student, and the Head of School* and submit the form to the Faculty Office. You will be notified in writing of the outcome of your request and your candidature will be varied accordingly.

*NB: If you do not obtain all approvals prior to handing the form in to the Faculty Office, the application will not be considered. All matters pertaining to candidature are the responsibility of the candidate.

HECS CENSUS DATES ARE 31ST MARCH FOR SEMESTER 1 / FULL YEAR, AND 31ST AUGUST FOR SEMESTER 2. FORMS SHOULD BE SUBMITTED A WEEK PRIOR TO THE CENSUS DATE IN ORDER TO BE PROCESSED IN TIME.