

Variation of Candidature Procedure

Version	Approved by	Approval date	Effective date	Next full review
4.0	Pro Vice-Chancellor Research Training	9 September 2024	9 September 2024	July 2027

	<p>The relevant Conditions for Award Policy should be read in conjunction with this procedure).</p>
<p>Are Local Documents on this subject permitted?</p>	<p>Yes, however Local Documents must be consistent with this University</p>

6.3. Sick leave

- 6.3.1. For short periods of standard sick leave that are less than a term, no formal application is required, and enrolment status is maintained. Such absences should be discussed between the candidate, supervisor and School either prior to or at the time of the absence. Documentation about sick leave should be kept in case this impacts on candidature progress and should be recorded at the next Research Progress Review.
- 6.3.2. For cases of extended sick leave which require one term or more, candidates should seek advice from the GRS on the options. If longer than a term, candidates will be required to take program leave. Applications must be made through GRIS as program leave.
- 6.3.3. If on a scholarship, refer to the [Higher Degree Research Scholarships Procedure](#) for standard and extended sick leave entitlements.

6.4. Annual leave

- 6.4.1. All candidates are entitled to 20 days annual leave from their HDR program. This must be taken in each year /Span 4MCID 9/Lang tB/F1 9.96 Tf1 0 0 1 339.07 774.12 Tm0 g0 G[. S)-5(uc)-3(h a)

7.3 Work away for personal reasons

- 7.3.1 The university does not support external enrolment unless there is a compelling research reason and a comprehensive engagement plan that addresses how the candidate has appropriate access to supervision, facilities and resources, and the UNSW research community.
- 7.3.2 For cases where a candidate needs to be based away from UNSW for personal reasons (eg employment or family), these will be assessed by the Dean of Graduate Research on a case-by-case basis.
- 7.3.3 A compelling case will need to be presented that ensures the candidate has appropriate access to supervision, facilities and resources, and the UNSW research community.
- 7.3.4 Candidates in receipt of a scholarship who wish to work away from UNSW should consult the HDR scholarships procedure for ongoing eligibility requirements.

8. Transfer to part time or full time enrolment

Candidates may request a change to their enrolment status from part time to full time or the reverse. For the change to be applied to the current term and an accurate consumption recorded, the request must be submitted to the GRS before the census date of the term.

8.1. International candidates

International candidates have conditions on their visa which may limit the circumstances under which part time enrolment can be approved. International candidates should seek advice from the GRS before requesting a change to enrolment status.

8.2. Scholarship considerations

Changes to part time enrolment

- 9.2.3. Candidates can request up to 1.0 EFTSL of over-time enrolment. This is 4 terms for full time candidates and 8 terms for part time candidates.
- 9.2.4. All requests must be approved by the supervisor and the PGC or Head of School before review by the Associate Dean Research Training (or equivalent) and approval by the Dean of Graduate Research.
- 9.2.5. The GRS will notify the candidate in writing of whether the request for over-time has been approved.

9.3. Follow up progress review

- 9.3.1. Candidates that have been approved for over-time enrolment must participate in a follow up review in approximately 0.25 EFTSL (3 months full time, 6 months part time) following the last review unless they have already submitted their thesis for examination.
- 9.3.2. The purpose of this review is to check that the candidate is on track to submit by the newly approved submission date and is meeting agreed milestones.
- 9.3.3. If the candidate has not achieved the milestones and is not on track to submit their thesis, they may be asked to Show Cause in accordance with the [Show Cause for Research Candidates Guideline](#).

10. Withdrawal of candidature

Candidates may choose to withdraw from their HDR program for a range of reasons.

- a) Candidates should first discuss withdrawal of candidature with their supervisor/s and can also seek advice from the GRS.
- b) Candidates must submit a variation request to withdraw from their candidature via GRIS. No additional approvals for withdrawal of candidature are required.
- c) Candidates will be notified in writing once the withdrawal has been processed.

11. Discontinuation of candidature

There may be circumstances where the candidate is discontinued from an HDR program by the University. These circumstances are outlined in Sections 11.1 to 11.4 below.

11.1. Lapsed candidature

- 11.1.1. Candidates must enrol each term to continue their candidature. Failure to re-enrol will result in a lapsed candidature notice being sent to the candidate
- 11.1.2. Candidates who fail to respond to a lapsed candidature notice or who make an inadequate response may have their candidature discontinued by the University.
- 11.1.3. If the candidature is discontinued, the candidate will be notified in writing.
- 11.1.4. Candidates who are discontinued

11.3.4. If the candidature is discontinued, the candidate will be notified in writing.

11.4. As the result of an unsatisfactory response to Show Cause

11.4.1. In cases where a candidate has been asked to Show Cause in accordance with the [Research Progress Review and Confirmation of Research Candidates Procedure](#) and [Show Cause for Research Candidates Guideline](#). A failure to respond or an unsatisfactory response may result in having the candidature discontinued by the University.

11.4.2. If the candidature is discontinued, the candidate will be notified in writing.

