

## Variation to Candidacy Details

### Higher Degree by Research Students

Please read Part 6, "Rules and Guidelines", before completing this form.  
If not completing electronically, please print using black or dark blue pen in the spaces provided.

Please indicate the variation/s for which approval is sought

**Change of Thesis Title** (see Part 2(a))

**Change of Thesis Committee** (see Part 2(b))

#### Part 1: Student and Supervisor/Chairperson must complete this section

Student ID Number  Title Mr Ms Other \_\_\_\_\_

If you are a Curtin Sarawak student, please also provide your Sarawak ID Number

Surname / Family Name  Given Name

Postal Address

Title of Course  Course Code

Enrolling Area  Faculty

Home Phone  Work Phone

Mobile

E-Mail Address

1. What is your anticipated thesis submission date?  (DD/MM/YY)

2. Please state your existing Thesis Title:

Please forward to Head of Enrolling Area for completion

**Part 2: Student and Supervisor/Chairperson must complete this section**

**Change of Thesis Title AND/OR Thesis Committee**

(a) (i) Please state your proposed **Thesis Title**.

(ii) Does this title change represent a significant change of focus in your research? Yes (*go to (iii)*)      No (*go to (b)*)

(iii) Have you submitted a revised Application for Candidacy? Yes      No  
(*State reason*)

(b) Please state the existing and proposed **Thesis Committee**.

	Current	%	Proposed	%	Reason for Change
<b>Chairperson</b>		N/A		N/A	
<b>Supervisor</b>					
<b>Co-Supervisor</b>					
Proposed Co-Sup. Status:	Academic Staff <b>or</b>		Adjunct/Emeritus		
<b>A/Supervisor</b>					
Proposed A/Sup. Status:	Academic Staff <b>or</b>		Adjunct/Emeritus <b>or</b>		External Associate
<b>A/Supervisor</b>					
Proposed A/Sup. Status:	Academic Staff <b>or</b>		Adjunct/Emeritus <b>or</b>		External Associate

**Confirmation and Signature:**

*It is confirmed that the student has agreed to the Thesis Title and/or Thesis Committee changes outlined in Part 2.*

Change of Thesis Title (*Part 2(a)*)

Change of Thesis Committee (*Part 2(b)*)

**Signature of Student**

**Date**   
(DD/MM/YY)

**Name of Supervisor/Chair**

**Signature of Supervisor/Chair**

**Date**   
(DD/MM/YY)

### Part 3: Head of Enrolling Area Approval

I endorse the recommendation for the following item/s

Change of Thesis Title (see Part 2(a))

Change of Thesis Committee (see Part 2(b))

Name of

Head of Enrolling Area

(or appropriate alternate)

(please print)

Signature of

Head of Enrolling Area

(or appropriate alternate)

Date

(DD/MM/YY)

Please forward completed form to the Graduate Research School

Email: [GRS.CurrentStudents@curtin.edu.au](mailto:GRS.CurrentStudents@curtin.edu.au)

### Part 4: Faculty Approval

Chair, FGSC Executive Decision:

OR

FGSC Meeting where recommendation considered:

Date

(DD/MM/YY)

Date

(DD/MM/YY)

Outcome:

Approved

Not approved

Name

Please print

Position

Signature

Date

(DD/MM/YY)

### Part 5: Graduate Research School (Office use only)

Entered on S1:

Student/Thesis Committee notified:

Processed by (GSO):

Date:

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## Part 6: Rules and Guidelines

**Doctoral Degrees** - *The following Sections have been extracted from Rule 10: Degree of Doctor by Research.*

**Master's by Research Degrees** – *The Sections of Rule 11: Degree of Master by Research read the same, except that the term 'Doctoral' is replaced by the term 'Master's (by Research)'.*

### 8 Thesis Committee and Supervisors for Confirmed Candidature

- (a) At the time of application for Candidacy, the Head of Enrolling Area shall, following consultation with the candidate, nominate a Thesis Committee of at least three persons, comprising a Chairperson, Supervisor and either one or more Associate Supervisors or a Co-Supervisor or a combination of both. The nominated Thesis Committee shall be submitted to the Faculty Graduate Studies Committee for approval. Members of a Thesis Committee shall be appointed in accordance with the *Register of Supervisors of Higher Degree by Research Students Policy and Procedures*.
- (b) The Chairperson shall be a member of the academic staff of the University and possess a Doctoral qualification or be deemed by the Faculty Graduate Studies Committee to be of equivalent status.
- (c) The Supervisor shall be a member of the academic staff of the University. A Supervisor shall possess a Doctoral qualification or be deemed by the Faculty Graduate Studies Committee to be of equivalent status with recognised standing in the field of study. Only a full-time or fractional-time staff member shall be the Supervisor. Where a member of staff has a limited-term appointment, the Head of Enrolling Area shall certify at the time of appointment of the Supervisor that adequate supervision is available for the duration of the proposed research program.
- (d) The Associate Supervisor(s) shall be appointed from within or outside the University to assist the Supervisor in the supervision of the Doctoral candidate. Where two nominated members of a Thesis Committee, excluding the Chairperson, possess a Doctoral qualification in the field of study or are deemed by the Faculty Graduate Studies Committee to be of equivalent status with recognised standing in the field of study, an Associate Supervisor may be appointed who does not possess a Doctoral qualification in the field of study or has not been deemed by the Faculty Graduate Studies Committee to be of equivalent status with recognised standing in the field of study. If external to the University, the Associate Supervisor(s) shall consent in writing to this appointment.
- (e) A Co-Supervisor shall be a member of academic staff, an Adjunct Fellow<sup>4</sup> or an Emeritus Professor of the University. The Co-Supervisor shall possess a Doctoral qualification or be deemed by the Faculty Graduate Studies Committee to be of equivalent status with recognised standing in the field of study.  
(<sup>4</sup> The term Adjunct Fellow is used to cover the following appointments: Adjunct Professor, Adjunct Associate Professor, Adjunct Research Fellow, Adjunct Teaching Fellow, Adjunct Research Associate, Adjunct Teaching Associate.)
- (f) A member of staff who is enrolled in a Doctoral program shall not be appointed a Supervisor or Co-supervisor of a Doctoral candidate.
- (g) After Candidacy has been approved the Faculty Graduate Studies Committee may approve changes to the composition of the Thesis Committee on the recommendation of the Head of Enrolling Area. The Head of Enrolling Area should consult with the candidate prior to making such recommendations to the Faculty Graduate Studies Committee.
- (h) In the event that an appointed Supervisor, or Co-Supervisor is unable to supervise the candidate for a period exceeding three months, the Head of Enrolling Area shall, following consultation with the candidate, nominate a replacement Supervisor or Co-Supervisor for the relevant period for approval by the Faculty Graduate Studies Committee.
- (i) In the event that the Chairperson of the Thesis Committee is unable to perform the assigned duties for a period exceeding three months, the Head of Enrolling Area shall nominate a replacement Chairperson for the relevant period for approval by the Faculty Graduate Studies Committee.