



Help guide **Change of study load form**

Use this form to change your candidature between full-time/part-time.

Notes before you begin:

- The form must be submitted by the research census date; if submitted after, the change will be reflected in the next session.
- **Scholarship students** should refer to the Graduate Research School (GRS) for assistance.
- **International students** are required to check their eligibility under their visa requirements. Please contact GRS for assistance.
- **Sponsored students** i.e. students receiving scholarship support from a source other than UTS must attach written support from their sponsor.

See the [Create a New Form \(link\)](#) and [Filling Out a Form \(link\)](#) guides for setup instructions.

Change Request Details

Your session details, and change should be pre-filled.

2. Change Request Details

Current Session:

Autumn ▼

Research Census Date:

31/12/2099

Your Current Study Load:

Full-time ▼

Please change to:

Part-Time

If you are a **scholarship student**, please check your conditions of award to determine your eligibility to continue accessing the scholarship part-time. Refer to your scholarship team to inquire about the requirements surrounding your scholarship.



The option to retain a part-time scholarship, if permitted, will appear for scholarship students:

Please choose **one** of the following options for the scholarship:

*
☒ wish to retain my scholarship part-time
☐ I wish to relinquish my scholarship

Please upload pdf document supporting your request to retain your scholarship part-time:

*
 ?

Add

Name	Document...	Required?	Uploaded?
Part-time ...	Soft copy	✓	

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If you are eligible and select “I wish to retain my scholarship part-time”, you will be prompted to upload evidence of your eligibility:

Add

Name	Document type	Required?	Uploaded?
Part-time schola...	Soft copy	✓	[1]

Edit Document

Document type *
 Soft copy

Name *
 Part-time scholarship supporting document

Reference (Document Title)
 No file [2] x

Select file or Drop file here

Description [3]
 [4]

OK Cancel

Click on the pre-filled Required document drop-down [1], ‘Select File’ [2] to choose and upload, and any description of the contents [3], and click ‘OK’ [4].



Do you wish to continue your study load change if your scholarship cannot be retained to support your part-time load? *

☒ Yes
 ☐ No

Confirm whether or not you would like to continue if you are unable to retain your scholarship.

If you are an **international student** you will be prompted to upload your visa documents. Follow the process listed just above:

Upload your visa documents:

Note: You are requested to upload PDF document(s) only. * ?

Add

Document type	Name	Required?	Uploaded?
▶ Soft copy	Evidence of Vi...	✓	✓

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1

For all students, add a brief description of the justification for your change/s (500 characters max), and upload any supporting documentation.

Please provide justification for the requested change/s to your candidature: *

📎

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Mauris quis nisi eget diam ornare tristique sed et massa.

Attachment:

example.pdf

✕



Check your supervisor details listed, and indicate whether your Principal Supervisor is listed and available to authorize your change of title:

Is your Principal Supervisor listed in the table below? *

☒ Yes
☐ No

Supervisors sign-off delegates:
Note: By default, your application will be sent to the person who holds the sign-off delegation. To view details select supervisor and click open.

Sign-off dele...	Position	Preferred Full ...	Email Address
▶ ✓	Principal Supe...	Prof Rupert Gil...	Rupert.Giles@...
▶	Co-Supervisor	Dr Jennifer Cal...	Jennifer.Calen...

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If you select “No”, your form will be sent to the Faculty Research Office for review upon submission instead of your supervisor.

Click on “Next page: 3. Student Declaration >>”:

Previous page : 1. Personal and Candidature Details << Return to Top **Next page : 3. Student Declaration >>**

Confirm your agreement with the student declaration [1]:

3. Student Declaration

By submitting this application I declare that:

- I understand that my request is in accordance with the [student rules and related policies and guidelines](#) including any implications to Scholarship / International / Sponsorship as outlined on the Personal and Candidature Details page of this application. *

☒ I agree [1]

Previous page : 2. Change Request Details << **Next page : Request Summary >>** [2]



Then click “Next page: Request Summary >>” [2].

Review your summary to make sure your details are correct, and then click “Submit Application” in the top-right corner:

Actions

Save

Submit Application

Delete Application

What happens next?

Your form will go through a series of approvals, starting with your supervisor and moving up through the faculty and various university bodies.

See “Tracking the Progress of Existing Forms” to learn how to follow its progress.

During the review process, your form may be returned to you for clarification or for additional information. If your form comes back with a Status of “Returned” and the Workflow State as “[STU] Student Amend”, follow the instructions under “Revising Returned Forms”.

My Forms						
Status	Date Submitted	Student ID	Full Name	Request Type	Primary Supervisor	Workflow State
Returned	09/03/2020	0240684	Ms Willow Ronsenb...	Change of Study Load v1.0	Prof Rupert Giles	[STU] Student Amend