



Help guide Change of study load form

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

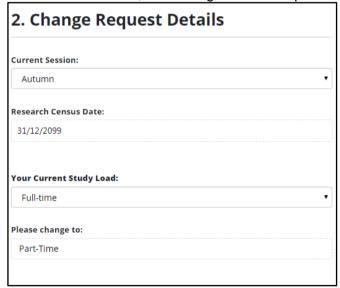
Notes before you begin:

- The form must be submitted by the <u>coursework census date</u>; 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.

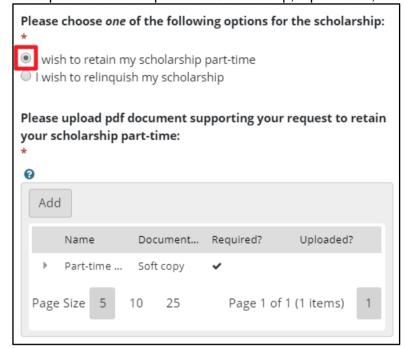


If you are a **scholarship student**, please check your conditions of award to determine your eligibility to continue accessing the scholarship part-time. Refer to your scholarship team to inquire about the requirements surrounding your scholarship.

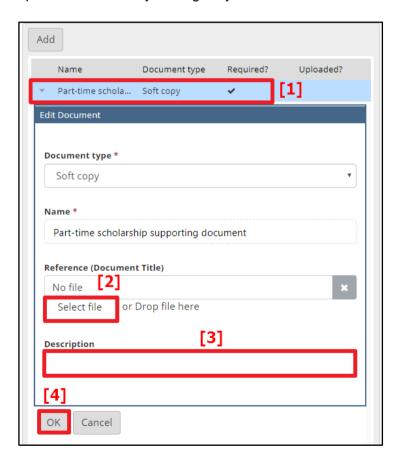




The option to retain a part-time scholarship, if permitted, will appear for scholarship students:



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



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].





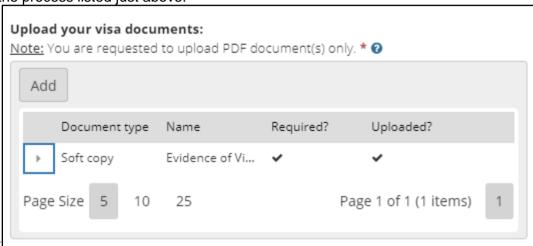


Do you wish to continue your study load change if your scholarship cannot be retained to support your part-time load? *

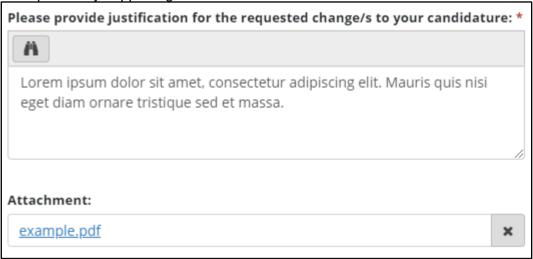
• Yes No

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:



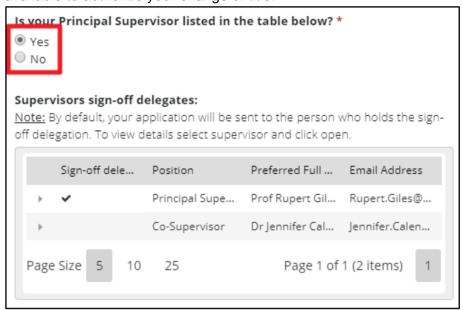
For all students, add a brief description of the justification for your change/s (500 characters max), and upload any supporting documentation.







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

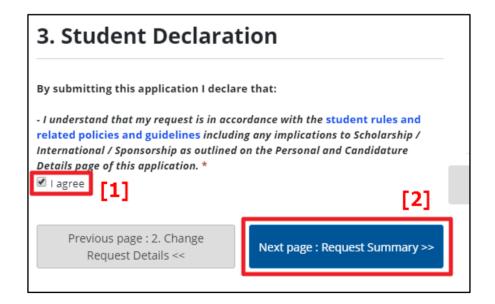


If you select "No", your form will be sent to the Faculty Research Office for review upon submission instead of your supervisor.

Click on "Next page: 3. Student Declaration >>":



Confirm your agreement with the student declaration [1]:

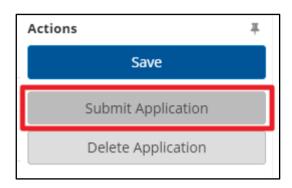






Then click "Next page: Request Summary >>" [2].

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



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".

