



Help guide **Variation of Program form**

Use this form to add coursework subjects to or remove optional coursework subjects from your study plan, or change the session of an existing subject enrolment. You must have documented approval to add a new subject.

Notes before you begin:

- To add a coursework subject, please allow sufficient time for faculty consideration as faculty approval must be given by the last date to enrol in coursework subjects.
- To remove an optional coursework subject, this must be done by the coursework census date for the subject. Coursework census dates vary from session to session. To check the correct dates please ensure you visit the [UTS Handbook](#)
- You will need to attach the following documents to support your request:
 - **Subject Coordinator Approval**, if adding subjects to the study plan which isn't part of the compulsory course requirements
 - **Responsible Academic Officer (RAO) Approval**, copy of an approval letter for each added subject, if it is from a different faculty
- You cannot remove a compulsory subject.


See the [Create a New Form](#) guide for setup instructions and general ResearchMaster advice.

Change Request Details


Add an optional subject

Select “Add” from the top of the relevant table:

Select subjects, corresponding with the relevant session that you wish to add to or remove from your study plan. Please note that you cannot remove compulsory subjects.



Add

Ses...	Session	Subject Code	Subject Sch...	Compulsory?	Retain?
▶ 2017	Spring Sessi...	32144_V3	FEIT.Faculty...	✓	

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This will launch the subject selection pop-up.



Search by name or Subject Code [1]. Results will adjust as you type:

Add Student Subjects

quantum compu [1]

Filter by

Course

ECODE	Name	Session Year	Session
41170_V1	Introduction to Quantum Co...		
41171_V1	Quantum Computer Architec...		
41076_V2 [2]	Methods in Quantum Compu...	2020	Summer Session
41076_V2	Methods in Quantum Compu...	2021	Research Session 2
41076_V2	Methods in Quantum Compu...	2020	Spring Session

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1 item(s) selected

41076_V2 - Methods in Quantum Computing ✕

[3]

Add Selected

Cancel

Select the session you wish to enrol in [2]. If you are unsure when the next session is, consult the subject coordinator.

Confirm with “Add Selected” [3].



For each subject you add to your study plan which isn't part of your compulsory course requirements, your request must be approved by intended subject's coordinator. To upload evidence of the subject coordinator's approval below, click on "Add" in the document upload section [1]:

Subject Coordinator Approval(s) document upload:
Note: You will need to add an approval letter for each added subject. Please label each uploaded file appropriately (PDF documents only).

Add [1]

Subject Code	Required?	Uploaded?
Add Document		

For (Subject Code): * ?
 [2]

Document type: *
 [3]

Document upload: *
 [4]

[5]

OK

Enter the subject code [2] (you can copy and paste this from the table above.) Choose the document type [3] - a "Path" (URL) to a website where a file is hosted, or a "Soft copy" (file eg. PDF) you upload through ResearchMaster. We recommend uploading a "Soft copy" where possible.

If uploading a PDF, choose the file to upload [4], and confirm with "OK" [5].

NOTE: If the subject to be added is from a faculty other than your own, you must also upload the approval of your request from the Responsible Academic Officer (RAO) of the faculty which is responsible for the intended coursework subject.

Refer to the [faculty contacts document](#) for a list of relevant faculty RAO for assistance with locating the right personnel.



Finally, indicate if your supervisor is available to sign-off your form. If they are unavailable, the form will be sent to your Faculty Research Officer (RO) instead:

Please confirm from the below supervisory panel if your Principal Supervisor (sign-off delegate) is available to review this application:
*Note: Please check with your Principal Supervisor prior to responding. **

Yes, my supervisor listed is available
 No

Supervisors sign-off delegates:
Note: To view details, select supervisor and click open.

Sign-off del...	Position	Preferred Full Name	Email Address
▶ ✓	Principal Supervisor	Prof Rupert Giles	Rupert.Giles@uts.edu.au
▶	Co-Supervisor	Dr Jennifer Calendar	Jennifer.Calendar@uts.edu...

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Remove an optional subject

To remove an optional subject, click on the arrow in the subject row to expand the subject details:

Select subjects, corresponding with the relevant session that you wish to add to or remove from your study plan. Please note that you cannot remove compulsory subjects.

?

Ses...	Session	Subject C...	Subject S...	Compulsory?	Retain?
▶	2021	Research ...	41076_V2	FEIT.Facul...	✓ <input type="button" value="🗑️"/>
▶	2017	Spring Se...	32144_V3	FEIT.Facul...	✓ ✓ <input type="button" value="🗑️"/>

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On the subject details pop-up, to remove the subject select “No” on “Retain on Study Plan” [1], then confirm with “OK” [2]:

Edit Student Subjects

Session Year:

Session:

Subject: *

School/Faculty of Subject:

Compulsory?
 Yes No

Status (Office use only):

Retain on Study Plan? * ? [1]
 Yes No

[2]

NOTE: If you attempt to remove a compulsory subject, your form will be rejected on review. You may only remove optional subjects.



Finally, indicate if your supervisor is available to sign-off your form. If they are unavailable, the form will be sent to your Faculty Research Officer (RO) instead:

Please confirm from the below supervisory panel if your Principal Supervisor (sign-off delegate) is available to review this application:
*Note: Please check with your Principal Supervisor prior to responding. **

Yes, my supervisor listed is available
 No

Supervisors sign-off delegates:
Note: To view details, select supervisor and click open.

Sign-off del...	Position	Preferred Full Name	Email Address
▶ ✓	Principal Supervisor	Prof Rupert Giles	Rupert.Giles@uts.edu.au
▶	Co-Supervisor	Dr Jennifer Calendar	Jennifer.Calendar@uts.edu....

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Change a session enrolment date

To change an enrolment date, first follow the instructions for removing a subject and remove the subject listing with the existing session. Second, re-add the subject and select your new session.

Finally, indicate if your supervisor is available to sign-off your form. If they are unavailable, the form will be sent to your Faculty Research Officer (RO) instead:

Please confirm from the below supervisory panel if your Principal Supervisor (sign-off delegate) is available to review this application:
*Note: Please check with your Principal Supervisor prior to responding. **

Yes, my supervisor listed is available
 No

Supervisors sign-off delegates:
Note: To view details, select supervisor and click open.

Sign-off del...	Position	Preferred Full Name	Email Address
▶ ✓	Principal Supervisor	Prof Rupert Giles	Rupert.Giles@uts.edu.au
▶	Co-Supervisor	Dr Jennifer Calendar	Jennifer.Calendar@uts.edu....

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Student Declaration

On the last page, confirm the student declaration [1] and submit your Variation of Program form [2]:

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, procedures and guidelines. **

I agree [1]

Actions 📌

Save

[2] Submit Application

Delete Application

Reports

Previous page : 2. Change Request Details <<

Next page : Request Summary >>

What happens next?

Your form will go through a series of approvals as it works its way through to the Graduate Research School.

See [Managing existing forms in Research Master](#) 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", find further instructions at the above link.