



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:

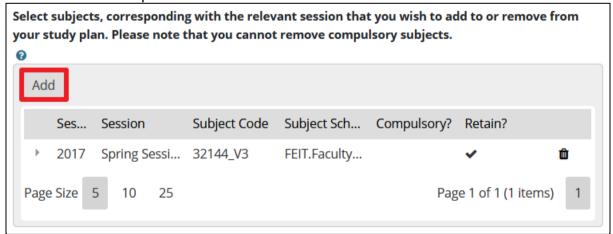
- To add a coursework subject, please allow sufficient time for faculty consideration as faculty approval must be given by the last date to enrol in coursework subjects.
- To remove an optional coursework subject, this must be done by the coursework census date for the subject. Coursework census dates 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:

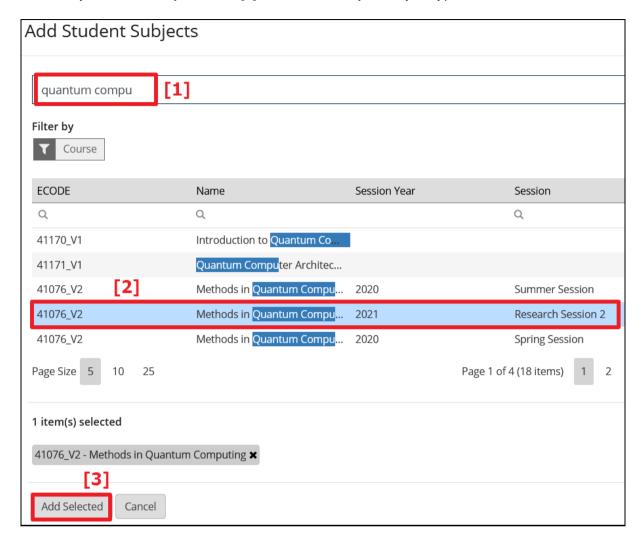


This will launch the subject selection pop-up.





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



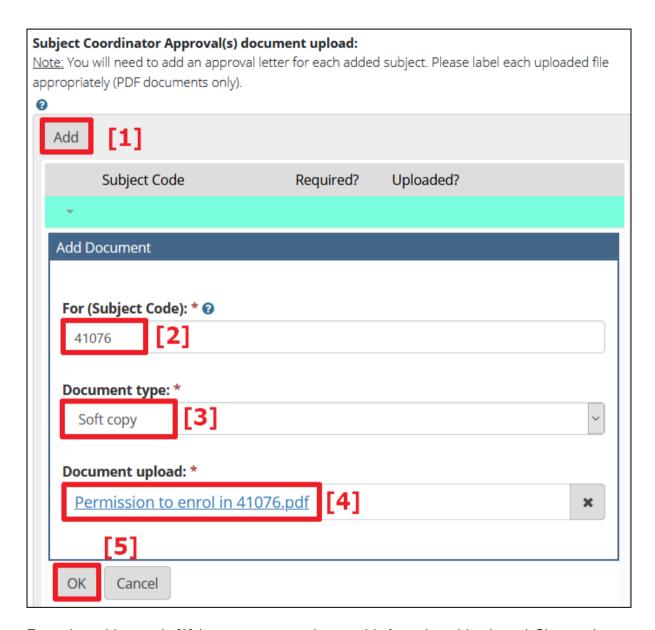
Select the session you wish to enrol in [2]. If you are unsure when the next session is, consult the subject coordinator.

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]:



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].

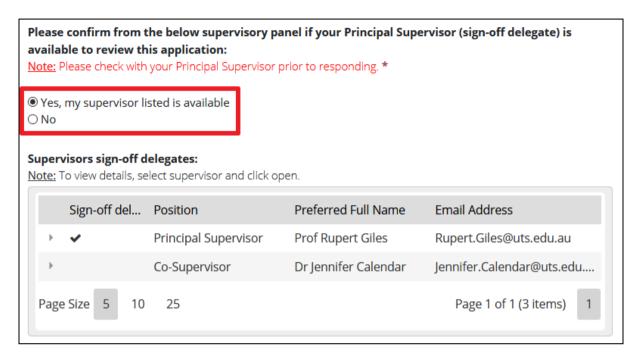
NOTE: If the subject to be added is from a faculty other than your own, you must also upload the approval of your request from the Responsible Academic Officer (RAO) of the faculty which is responsible for the intended coursework subject.

Refer to the <u>faculty contacts document</u> for a list of relevant faculty RAO for assistance with locating the right personnel.



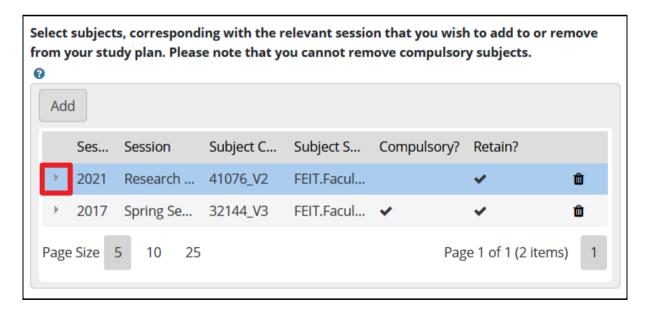


Finally, indicate if your supervisor is available to sign-off your form. If they are unavailable, the form will be sent to your Faculty Research Officer (RO) instead:



Remove an optional subject

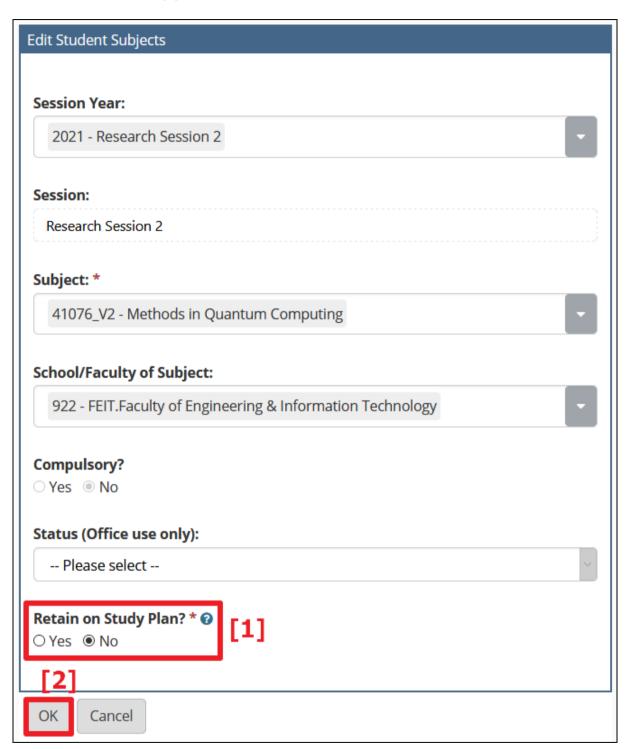
To remove an optional subject, click on the arrow in the subject row to expand the subject details:







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

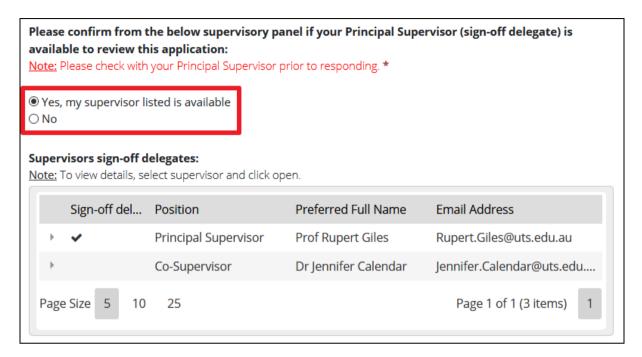


NOTE: If you attempt to remove a compulsory subject, your form will be rejected on review. You may only remove optional subjects.





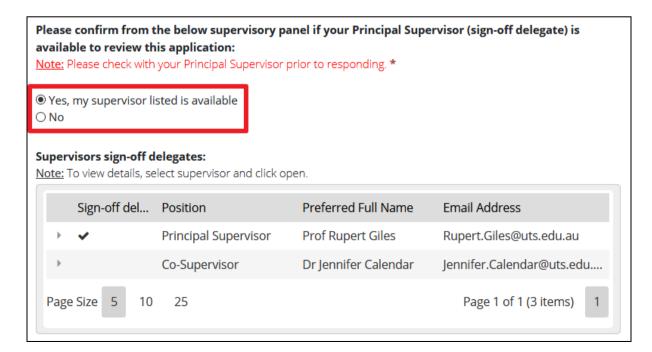
Finally, indicate if your supervisor is available to sign-off your form. If they are unavailable, the form will be sent to your Faculty Research Officer (RO) instead:



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:

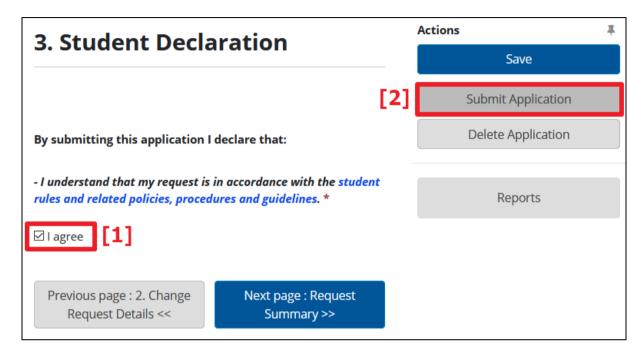






Student Declaration

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



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.