

**Variation in Enrolled Higher Degree by Research Course Form**

**Master by Research and Doctoral Degrees**

**This form is to be completed by HDR Candidates when applying to:**

1. transfer from a Master by Research (MbR) to a Doctor of Philosophy (PhD), or
2. transfer from a Doctor of Philosophy (PhD) to a Master by Research (MbR)

For further information, refer to the [Higher Degree by Research (HDR) Variation in Enrolled Course Guideline](https://intranet.ecu.edu.au/research/higher-degree-by-research/forms-policies-and-guidelines). **Please email your approved form to Graduate Research Services at** [**grs@ecu.edu.au**](mailto:grs@ecu.edu.au)

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| **SECTION A: TO BE COMPLETED BY CANDIDATE** | | | |
| Given Name(s): | Click to enter text. | Family Name: | Click to enter text. |
| Student Number: | Click to enter text. | School: | Choose an item. |
| Mode of Study: | Choose an item. | Enrolment Load (%) | Choose an item. |
| Are you in receipt of a scholarship:  Yes  No | | | |
| **Current** Course: | Choose an item. | EFTSL consumed: | Click to enter text. |
| Course **Applying to Enroll into**: Choose an item. | | | |
| Please provide details on your progress to date within your currently enrolled course, including details on academic progression, research excellence, scholarly activities and outputs. (400 words maximum) | | | |
| Click to enter text. | | | |
| Please provide brief details on your reason for requesting a change. Include details on how your newly proposed research differs from your original proposal and meets the expectations of the course you are applying to.  Please also include an indicative timeline of how the proposed doctoral research project will be completed within the maximum allowed course duration. (400 words maximum) | | | |
| Click to enter text. | | | |
| Please provide any additional or alterations in support required to complete the newly proposed research. This may include alterations in supervision, funding, equipment, infrastructure or other requirements to complete the proposed research. (400 words maximum) | | | |
| Click to enter text. | | | |

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| **Please attach the following:** | | | |
| Any completed chapters or written work of your currently enrolled course.  Curriculum Vitae.  Other evidence of research excellence and success (e.g. conference papers, journal articles/creative research outputs, and/or grant funding). | | | |
| **If applying for transfer to a PhD, please also attach:** | | | |
| Your final proposal and proposal reviewer reports from Milestone 2 of your Master by Research (MbR).  A new PhD research proposal that includes the following:   1. Introduction 2. Research questions and aims 3. Literature review 4. Methodology 5. Indicative timeline and activities plan to completion | | | |
| CANDIDATE SIGNATURE: | A white square with a blue border  AI-generated content may be incorrect. | DATE: | Click to select a date. |

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| **SECTION B: SUPERVISION** | | | | | |
| Will the change in course result in a change in your supervision panel.  Yes  No, go to SECTION C  **If yes**, fill out the proposed supervision panel details in the table below.  A new [candidate supervisor agreement](https://intranet.ecu.edu.au/research/higher-degree-by-research/forms-policies-and-guidelines) will also need to be provided with this application. | | | | | |
| **Proposed Supervision Panel**  **IMPORTANT:** The total supervision percentages for all supervisors, including external supervisors, must add up to 100%. External supervisors should not receive any funding allocation. | | | | | |
| **Supervisor Name** | | **School** | **Supervisor Role** | **Supervision %** | **Funding %** |
| Enter text here. | | Choose an item. | Choose an item. | Enter %. | Enter %. |
| Enter text here. | | Choose an item. | Choose an item. | Enter %. | Enter %. |
| Enter text here. | | Choose an item. | Choose an item. | Enter %. | Enter %. |
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| Enter text here. | | Choose an item. | Choose an item. | Enter %. | Enter %. |
| Enter text here. | | Choose an item. | Choose an item. | Enter %. | Enter %. |
| **External Supervisor Information**  Please provide the details of each external supervisor listed above (if applicable). | | | | | |
| **First Name** | **Last Name** | **Organisation** | **Position** | **Email Address** | |
| Enter text here. | Enter text here. | Enter text here. | Enter text here. | Enter text here. | |
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| **SECTION C: TO BE COMPLETED BY PRINCIPAL SUPERVISOR** | | |
| Please provide brief details on your assessment of the Candidate’s ability to undertake proposed research and complete the proposed course. (400 words maximum) | | |
| Click to enter text. | | |
| **Supervisor Declaration** | | |
| I make the declarations and acknowledgements below:   * I have discussed this change with all supervisors who endorse the recommendations above. * I have ensured that the appropriate supervision and other support can be provided for the proposed research. * I confirm that the proposed timeline for completion is achievable. * I endorse the proposed change in the course enrolment. | | |
| Click to enter text. |  | Click to select a date. |
| SUPERVISOR NAME | SIGNATURE | DATE |

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| **SECTION D: TO BE COMPLETED BY ASSOCIATE DEAN (RESEARCH)** | | | |
| I make the declarations and acknowledgments below:   * The Candidate is believed to have met the requirements for enrolment in the proposed course as outlined within the [Higher Degree by Research (HDR) Variation in Enrolled Course Guideline](https://intranet.ecu.edu.au/research/higher-degree-by-research/forms-policies-and-guidelines). * Appropriate supervision, infrastructure, facilities and other support can be provided to the Candidate to conduct the proposed project. * I have sighted all documents submitted by the Candidate for the required HDR Variation in Enrolled Course and confirm the School has retained copies in accordance with ECU’s data storage and retention policy. * I confirm that all supervisors on the supervision panel are compliant with the ECU HDR Supervisor Registration requirements. | | | |
|  | Application to change course endorsed; or | | |
|  | Application to change course not endorsed. | | |
| ASSOCIATE DEAN (RESEARCH) COMMENTS | | | |
| Click to enter text. | | | |
| Click to enter text. | | A white square with a blue border  AI-generated content may be incorrect. | Click to select a date. |
| ASSOCIATE DEAN(RESEARCH) NAME | | SIGNATURE | DATE |

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| **SECTION E: TO BE COMPLETED BY DEAN, GRADUATE RESEARCH** | | | |
|  | Application to change course approved; or | | |
|  | Application to change course not approved. | | |
| DEAN, GRADUATE RESEARCH COMMENTS | | | |
| Click to enter text. | | | |
| Click to enter text. | | A white square with a blue border  AI-generated content may be incorrect. | Click to select a date. |
| DEAN, GRADUATE RESEARCH NAME | | SIGNATURE | DATE |