How to submit a candidature request
For HDR Candidates
1. What candidature requests can I submit online?

- Attainment of Milestone
- Extension of Milestone
- Request for Leave
- Return from Leave
- Change of Academic Load
- Change of Advisor or Advisory Team
- Change of Enrolling School of Institute
- Change of Research Project
- Change of RHD Program
- Change of Thesis Title
- Enrolment in or Cancellation of Additional Courses
- Notification of Remote Status
- Request to Enrol in Concurrent Program
- Scholarship Variation
- Withdrawal from Candidature

2. Where do I go to submit a candidature request?

Visit: my.uq.edu.au
3. Log in using your **student** username and password if required*

* Your student username will start with an “s” and is followed by the first 7 digits of your student number. If you do not log in with your student username you will not be able to submit a request.
4. Choose “My Requests” from the menu on the left of your dashboard.

5. Choose the request you would like to submit from the menu.

Would you like to make a request?

Possible requests:
- Attainment of Milestone RHD
- Change of Academic Load RHD
- Change of Advisor or Advisory Team RHD
- Change of Enrolling School or Institute RHD
- Change of Research Project RHD
- Change of RHD Program RHD
- Change of Thesis Title RHD
- Enrolment in or Cancellation Of Additional Courses RHD
- Extension of Milestone RHD
- Notification of Remote Status RHD
- Request for Leave RHD
- Request to Enrol in Concurrent Program RHD
- Return from Leave RHD
- Scholarship Variation RHD
- Withdrawal from Candidature RHD
6. Each new request will show a snapshot of your candidature details

<table>
<thead>
<tr>
<th>Candidate Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID:</td>
</tr>
<tr>
<td>Student name:</td>
</tr>
<tr>
<td>Student email:</td>
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<tr>
<td>International:</td>
</tr>
<tr>
<td>Overdue fees:</td>
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<tr>
<td>Program:</td>
</tr>
<tr>
<td>Start date:</td>
</tr>
<tr>
<td>Years &amp; months since commencement:</td>
</tr>
<tr>
<td>Enrolling unit:</td>
</tr>
<tr>
<td>Academic load:</td>
</tr>
<tr>
<td>Remote status:</td>
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<tr>
<td>Principal advisor:</td>
</tr>
</tbody>
</table>
7. Then there will be important policy information and instructions relevant to your request

Policies & Guidelines
For PhD candidates, a maximum of three extensions of three months full-time equivalent (FTE) each are permitted during candidature. For MPhil students, a maximum of 4.5 months FTE of extension is permitted for the entire candidature, allocated at the discretion of the candidate and advisory team. Extensions are for research-related delays only. If your progress is delayed due to ill health or other personal circumstances, you should consider an interruption to your candidature.

Please note that all extensions are taken from the official due date (the date in Si-net), not the date that the form is submitted to the Graduate School. For more information, please refer to 4.60.05 Research Higher Degree Candidature Progression and Development.

8. For fully online requests you can then fill out the “Request Details” section

Request Details
Milestone (required)
- Confirmation of Candidature
- Mid-Candidature Review
- Thesis Review
- Submission

Requested Extension Date (MPhil Students only)

Please provide, in detail, the reason(s) for the extension request.
Extension Reason(s) (required)

Please provide a detailed plan addressing your reason(s).
Detailed Plan (required)
8. For PDF requests you will need to download the PDF form, complete it, save it and attach it to your request

Request Details

Please download the form from here. You will need to complete the form using Adobe Acrobat and save it on your computer. Once completed, please upload the form.

PDF Form (required)
9. You can provide additional comments and supporting documentation (such as a medical certificate) if you need to.
10. You will need to tick the acknowledgement of conditions box

I agree to the statements as listed below:

- I understand that these changes may require the endorsement of my advisory team and of the postgraduate coordinator. I have checked the conditions of any scholarships I hold and certify that my request is consistent with any applicable conditions.
- I agree to repay any over payments of my scholarship.
- I have expressed any additional concerns in the Additional Comments section.

11. You can then click “Submit” to finalise your request
12. Your request will now appear in your “Active” request tale in the “My Requests” section of my.UQ

<table>
<thead>
<tr>
<th>Active</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request detail</td>
<td>Status</td>
</tr>
<tr>
<td>Change of Academic Load RHD</td>
<td>Submitted</td>
</tr>
</tbody>
</table>

Here you can see the status of your request as well as your request ID and a link to view the details of your request.
12. When your request is approved/rejected/cancelled you will receive an email notification and you will be able to see the request in the “Completed” section of My Requests in my.UQ

<table>
<thead>
<tr>
<th>Request detail</th>
<th>Status</th>
<th>Requested date</th>
<th>Completed date</th>
<th>ID</th>
<th>Assigned to</th>
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<tbody>
<tr>
<td>Change of Academic Load</td>
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<td>17 Jan 2017</td>
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<td>UQ</td>
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<td>10007</td>
<td>UQ</td>
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</tbody>
</table>

13. See the other how-to guides for instructions on how to view and see updates to your request and how to provide more information if required.