

Graduate Research Variations to Candidature Policy

Schedule 1: Graduate Research Supporting Evidence Requirements

1 PURPOSE

This Schedule sets out the relevant documentary evidence required for supporting a variation to candidature request for graduate research students [students in Doctor of Philosophy (PhD), Combined Master/PhD in Psychology, Master of Philosophy (MPhil), Cotutelle and Joint PhD with approved partner university, and Master of Research (MRes)] enrolled at Macquarie University.

Where health related documentation is required it must be from a health professional registered with a National Board of the Australian Health Practitioner Regulation Authority (see [National Boards](#)), or appropriate international agency.

Supporting evidence should be provided in English or with a certified English translation.

The Schedule must be read in conjunction with the [Graduate Research Variations to Candidature Policy](#).

In addition to the below, students who are Cotutelle, Joint PhD, co-funded, externally funded or sponsored must upload evidence of approval for the applicable variation from the organisational partner.

2 SCHEDULE

Variation Provision	Typically only one document in each of the relevant sections is required.
Annual leave	<ul style="list-style-type: none"> Evidence is not required.
Sick Leave	<ul style="list-style-type: none"> Medical Certificate Professional Authority Form Other health related documentation <p>Medical documentation should state that the student is unable to conduct their research activities for the requested duration.</p>
Parental Leave	<ul style="list-style-type: none"> Medical Certificate Professional Authority Form Other related documentation Birth Certificate <p>Medical documentation should state the expected date of birth and/or date of birth.</p>
Internship Leave	<ul style="list-style-type: none"> The written agreement between the student, the University, and the host organisation in accordance with the Guiding Principles for Research Internships.

<p>Other Personal Leave</p>	<p>Medical</p> <ul style="list-style-type: none"> • Medical Certificate • Professional Authority Form • Other health related documentation <p>Major political upheaval or natural disaster</p> <ul style="list-style-type: none"> • Statutory declaration <p>Traumatic experience</p> <ul style="list-style-type: none"> • Police report • Official letter from relevant source/authority • Statutory Declaration • Medical Certificate • Professional Authority Form • Other related documentation <p>Family/caring responsibilities</p> <ul style="list-style-type: none"> • Medical Certificate • Professional Authority Form • Statutory Declaration • Birth Certificate • Other related documentation <p>Compassionate or bereavement leave</p> <ul style="list-style-type: none"> • Statutory Declaration • Medical Certificate • Professional Authority Form • Death Notice/Certificate <p>Family and Domestic Violence leave</p> <ul style="list-style-type: none"> • Police report • Official letter from relevant source/authority • Statutory Declaration • Medical Certificate • Professional Authority Form • Other related documentation <p>Medical documentation should state that the student is unable to conduct their research activities for the requested duration.</p>
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Extensions	Evidence to support reasons for extension will include a personal statement, and may include evidence as outlined in the leave provisions above.
Changes of Attendance	<ul style="list-style-type: none">• Medical Certificate• Professional Authority Form• Other related documentation
Change of Residency	<ul style="list-style-type: none">• Visa Grant Letter• Citizenship Certificate