

# ResearchPoint Graduate Research



## Candidature Management Forms

### Instructions for Graduate Researchers

Guidance for Graduate Researchers to submit Candidature Management Forms via ResearchPoint – Graduate Research including;

- Candidature Engagement Form
- Candidature Withdrawal
- Change of Candidature
- Change of Research Topic
- Extension of Candidature
- Extension of Scholarship
- Intermission & Leave



## Candidature Management Forms in ResearchPoint

Graduate Research (GR) candidates can complete and submit certain Candidature Management Forms via ResearchPoint. Once submitted, the form is converted into a “Workflow” which is available for review and approval by relevant parties, such as your Principal Supervisor and Head of Academic Unit.

If you are requesting change to your candidature, please ensure you have discussed the change with your supervisory team and have read and understood the procedures relevant to your request.

Some useful websites include:

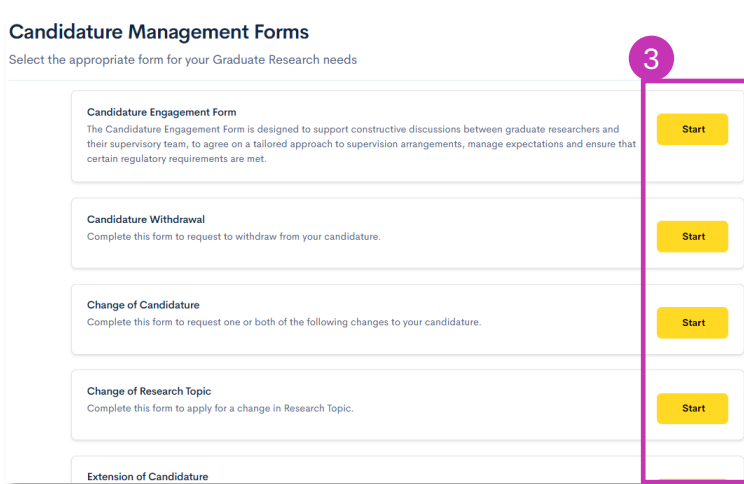
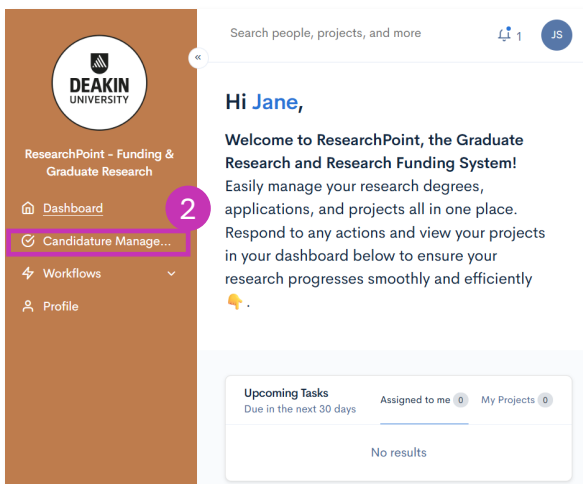
- [Changes to Candidature](#)
- [Candidature FAQs](#)
- [Higher Degrees by Research \(HDR\) Policy](#)

If you need support, the Researcher Development Academy is here to help. Please contact the team relevant to your form type

- For **Extension of Scholarship requests**, contact [Admissions and Scholarships](#)
- For **all other request types**, contact [Current Candidature](#)

## Starting a Candidature Management Form

- 1 Access [ResearchPoint](#) with your Deakin Student SSO credentials.  
**Important:** If you also have a staff SSO, do not use it to access ResearchPoint for your candidature matters.
- 2 ResearchPoint will open on the dashboard. In the System Menu (located on the left-hand side of the screen), select **Candidature Management Forms**
- 3 Select **Start** next to the relevant type of Candidature Management Form to open and start your request



## Completing a Candidature Management Form

This example uses the Change of Candidature form, although the same steps can be followed for all forms.

1

A new page will display the form. The Workflow Owner and Organisation Unit fields will automatically populate using your details. **Do not make any changes** to these fields.

WORKFLOWS

### New Change of Candidature

Complete this form to request one or both of the following changes to your candidature:

1. a change to your **study load** (for example, full-time to part-time), and/or
2. a change to your **study mode** (for example, on-campus to off-campus) and/or
3. a change to your **campus location** (for example, Burwood to Waurn Ponds) and/or
4. a change to your **examination type** (for example, Conventional Written Thesis to Thesis by Publication (during))

Please refer to the Higher Degrees by Research (HDR) Candidature Procedure for further information, including the rules relating to candidature study mode and study load.

It may take up to 10 Deakin working days to receive an outcome of your application.

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**1** Request

<b>Workflow Owner</b>	<b>Organisation Unit *</b>
Kirsty Richards School of Education	Do not change the Organisation Unit, as it is linked to request approvals. School of Education

2

Complete the **Candidate Details** section carefully, as the information entered determines the approval pathway and ensures the form is routed to the correct approvers. You can verify your details in [CandIS](#).

Candidate Details

**CandIS**

Are your details in CandIS correct? \*

Prior to completing this form, verify your details in CandIS. If any details are incorrect, please request an update using the following methods:

- Submit this request to update your study load/mode/campus location
- Email the Current Candidature team for any other update/s

Yes, my details are correct

**locality**

Are you an international or domestic candidate? \*

International

**study\_rights**

Do you hold an Australian Student visa (subclass 500)?

Yes  No  Not Answered

**scholarship**

Are you currently receiving a scholarship? \*

Yes  No  Not Answered

## Completing a Candidature Management Form (continued)

**3** Continue completing the remaining sections of the form and attach any required documents, **ensuring the total file size does not exceed 50MB.**

**4** Read the declaration carefully. Once you are satisfied that all form requirements have been completed, acknowledge and accept the disclaimer and click “Submit Request”

**Declaration**

D1

Upon submitting this request \*

I declare that the information provided is true and accurate to the best of my knowledge. I agree to abide by University processes and understand that submission of this request does not guarantee approval.

[Submit Request](#)

4

If a required field has not been completed, a validation error will appear when you attempt to submit the form. Review the form and ensure all required fields are completed before submitting again.

**Validation errors have occurred**

- CandIS - "Are your details in CandIS correct?" is required
- Change - "What would you like to change?" is required
- D1 - "Upon submitting this request" is required

## Tracking the status of your workflow

Once your request has been successfully submitted, a **workflow** will be created and reviewed by the relevant parties. Please allow up to **10 Deakin working days** for an outcome to be provided.

**1** You can track the status of your request within from within the workflow

**WORKFLOW**

A0190 Change of Candidature - Ms Kirsty Richards

Requester: Ms Kirsty Richards | Organisational Unit: School of Education

In Review - International Student Support Office

Overview | Change of Candidature | Attachments (1) | Watchers (0) | Comments (0)

**Candidature Management Form**

Approval workflow: Change of Candidature

**Attachments**

Medical Certificate.pdf

**Linked Workflows**

No linked workflows.

**1 Workflow**

**1. ISISO Approval** International Student Support Office | 18 May 2026 | 1 business day

As the requesting candidate holds a student visa, approval from the International Student Support Office must be obtained before proceeding.

Pending action by International Student Support Office

Add Comment

**2. Supervisor Review and Endorsement** RDA - Current Candidature

The RDA Current Candidature team will delegate to the principal supervisor for endorsement. If the Confirmation of Candidature(CoC) has been completed then skip the "Faculty Approval" step.

**3. School/Department Approval** GR Coordinator - School of Education

Review and approve this request.

**4. Process the request in Deakin systems** RDA - Current Candidature

Where required:

- Update Callista and Research Master as per work instructions.
- Scholarship approval steps are only required where the student holds a scholarship and the request includes a change to study load and/or study mode from on-campus to off-campus. Otherwise, skip these steps.

## Tracking the status of your workflow (cont.)

2

Your dashboard will provide a snapshot of your current ongoing workflows and the status.

Hi **Kirsty**,

Welcome to ResearchPoint, the Graduate Research and Research Funding System!

Easily manage your research degrees, applications, and projects all in one place. Respond to any actions and view your projects in your dashboard below to ensure your research progresses smoothly and efficiently 🚀.

### 4 ONGOING WORKFLOWS

<b>A0188</b>	Change of Candidature	Approve - GR Coordinator - School of Education	18/05/2026	<b>A0189</b>	Change of Candidature	Approve - RDA - Current Candidature	15/05/2026
<b>A0190</b>	Change of Candidature	Pending - International Student Support Office	18/05/2026	<b>A0191</b>	Intermission and leave application	Request Information - RDA - Current Candidature	18/05/2026

### Upcoming Tasks

Due in the next 30 days

Assigned to me  My Projects

No results

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3

When your workflow is finalised, you will receive a notification to your Deakin student email advising of the outcome.

## Retrieving finalised workflows

Once a workflow has been finalised, it will no longer appear on your dashboard. You can access details of previous submissions through the *My Workflow* screen.

1

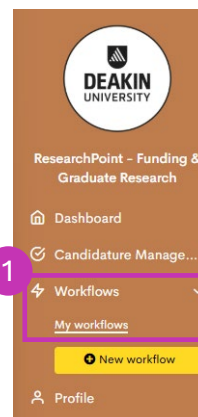
In the System Menu (located on the left-hand side of the screen), select **Workflows > My Workflows**

2

The default view will show all you a history of your Candidature Management Form submissions. You can sort and filter on different items.

3

Click the **blue icon** in the **ID Column** to open a workflow.



2

workflows

My workflows

Explore + Add view

Search  Access  Type  Category  Created  Workflow Status

Search multiple columns  My Workflows

Assigned To (Users)  Assigned To (Groups)

Add Filter  Columns  Refresh Export

3

ID	DESCRIPTION	TYPE	EXTERNAL ORGANISATION(S)	ORGANISATION UNIT	REQUESTED BY	REQUESTED FOR	MANA
<b>A0191</b>		Intermission and leave application		School of Edu...	Kirsty Richards	Kirsty Richards	
<b>A0190</b>		Change of Candidature		School of Edu...	Kirsty Richards	Kirsty Richards	
<b>A0189</b>		Change of Candidature		School of Edu...	Kirsty Richards	Kirsty Richards	
<b>A0188</b>		Change of Edu...		School of Edu...	Kirsty Richards	Kirsty Richards	

Show 20 entries Showing 1 to 4 of 4 entries