



**Graduate School**

**Changes to Conditions of Enrolment**

This form is for use by PhD, Master by Thesis, and Professional Doctorate students who seek to change the condition of their enrolment.

- Interruption to candidature will not be considered prior to the successful completion of Confirmation of Candidature.
- Reasons for all changes must be provided or the request will not be considered.
- Candidate's approved an interruption to their candidature should be advised that all ethics approvals, or any other relevant approvals in relation to their candidature are suspended for the period that they are on interruption, noting that whilst you are on interruption you are no longer considered to be an enrolled student for the duration of the interruption.
- International on-shore candidates should check with the Graduate School prior to completing the form regarding visa implications of making changes to their enrolment.
- Scholarship recipients must comply with the terms and conditions of their scholarship, and should review the scholarship agreement prior to requesting changes to their enrolment.
- The Associate Dean (Research) is only required to sign the changes to conditions of enrolment if there is supervisory changes, budgetary or scholarship implications.
- Upon completion of the form, please submit to [hdrsupport@scu.edu.au](mailto:hdrsupport@scu.edu.au)

**ATTENTION MAC USERS:** This form will be corrupted if opened in Preview.  
Please use Adobe Acrobat Reader to view and complete form.

**SECTION A: APPLICANT DETAILS**

<b>Family Name:</b>	<b>Given names:</b>
<b>Student ID:</b>	<b>Phone:</b>
<b>Email:</b>	<b>Faculty:</b>
<b>Address:</b>	

**SECTION B: ENROLMENT DETAILS**

<b>Study type:</b>	<b>Study location:</b>
<b>Are you an International student?</b>	<b>YES                      NO</b>
<b>**Note for international students:</b> Changes to conditions of enrolment for International on-shore candidates are subject to the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007.	
<b>Current approved thesis topic:</b>	
<b>Do you hold a scholarship?</b>	<b>YES                      NO</b>
<b>If YES, what is the scholarship and end date?</b>	

**SECTION C: CHANGE TO CONDITIONS OF ENROLMENT**

Please click on the appropriate requirement below to complete this form;

1. Application for Interruption to Candidature.
2. Change to Research Topic.
3. Change to Attendance Type.
4. Change to Supervision.

**PART 1: Application for Interruption to Candidature**

N/A

Dates during which you are seeking interruption: \_\_\_\_\_ to: \_\_\_\_\_

Reason for proposed interruption:

**PART 2: Change to Research Topic**

N/A

**SELECT TO SIGN**

\*Proposed topic:

Reason for proposed change:

Please note any Change to Research Topic will require a Change of Protocol to any ethics application.

Have you submitted a Change in Protocol?                      Yes      No      N/A (Ethics not required)

\*A change to your research topic may have implications for appropriate supervision of the topic and the Faculty in which you should be enrolled. Please discuss all such implications with your Supervisors.

**PART 3: Change to Attendance Type**

N/A

**SELECT TO SIGN**

Current attendance:

Campus:

Proposed attendance:

Campus:

Reason for proposed change:

Are there funding implications of the proposed change? If so, what are they?

**For all changes to supervision**

If Supervisory arrangements change or any additional Supervisors are joining the team, a [Supervisor Candidate Agreement form](#) must be signed and submitted along with the CCE to [hdrsupport@scu.edu.au](mailto:hdrsupport@scu.edu.au).

**Proposed External Supervisors:**

Please provide a CV and letter or email confirming consent to be an External supervisor including how your expertise is relevant to this research project.

N/A

SELECT TO SIGN

**Note: If requesting to remove a supervisor without a replacement, please indicate "None" in the relevant proposed field. \*\*Complete the load level for SCU Supervisors only.**

All incoming supervisors must enter the number of HDR candidates they are currently supervising.

**PRINCIPAL SUPERVISOR**

Current Principal Supervisor: Load: (10% - 100%)

Proposed Principal Supervisor: Load: (10% - 100%)

Highest Qualification:

Number of HDR candidates you are currently supervising:

**CO-SUPERVISOR**

Current Co-Supervisor: Load: (10% - 100%)

Proposed Co-Supervisor: Load: (10% - 100%)

Highest Qualification:

Number of HDR candidates you are currently supervising:

**Current:** Load: (10% - 100%)

**Proposed:** Load: (10% - 100%)

Highest Qualification:

Number of HDR candidates you are currently supervising:

**REASON FOR PROPOSED CHANGE:**

Will this change entail a change of Faculty?

YES

NO

If yes, in which Faculty would you become enrolled?

**Note: Where a change in supervisory team involves a staff member from another Faculty then the incoming Director Higher Degrees Research and the Associate Dean (Research) must sign this form.**

**SECTION D: SIGNATURES**

**Note: The Associate Dean (Research) is only required to sign the changes to conditions of enrolment form if there is supervisory changes, budgetary or scholarship implications.**

**Candidate:**

**Email:**

**Current supervisory team**

**Principal Supervisor:**

**Email:**

**Co-Supervisor:**

**Email:**

**Co-Supervisor**

**Email:**

*\*\*By submitting this form, the Principal/Co Supervisor verifies all other supervisors agree to the contents of the form and changes to conditions of enrolment.  
For the addition of new associate supervisors, written acceptance of addition to the supervisory team must be attached as an email.*

**Exiting Supervisor:**

**Email:**

**Comment** *(if applicable):*

**Exiting Supervisor:**

**Email:**

**Comment** *(if applicable):*

*\*\* Exiting supervisor only required to sign if remaining at SCU.*

**Incoming Supervisor role:**

**Incoming Supervisor role:**

**Incoming Supervisor role:**

*Please indicate how your expertise is relevant to the research project for this candidate and your current supervisory load.*

**Director HDRT:**

**Email:**

**Associate Dean:  
(Research)**

**Email:**

Where a change in supervisory team involves a staff member from another Faculty then the incoming Director Higher Degrees Research and the Associate Dean (Research) must sign this form.

Director HDRT Name:

Email:

Signature:

Date:

Associate Dean  
(Research) Name:

Email:

Signature:

Date:

### To submit this form:

1. All signatures must be obtained *prior* to submitting the form.
2. **Please save the form as a .pdf.**
3. Send the fully signed form and any documents or additional emails as attachments to:

[hdrsupport@scu.edu.au](mailto:hdrsupport@scu.edu.au)

4. Please ensure you copy in the Candidate and any other members of the supervisory team you deem necessary.