



Graduate School

Changes to Conditions of Enrolment

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

- Reasons for all changes must be provided or the request will not be considered.
- International on-shore candidates should check with the International Office 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 Head of School 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

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

Family Name: Given names:

Student ID: Phone:

Email: School/SRC:

Address:

SECTION B: ENROLMENT DETAILS

Study type: Study location:

****Note for international students:**

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. Candidates must discuss their proposed changes to enrolment with the International Office prior to completing this form.

Have you contacted the International Office to discuss any visa/COE implications your request may have? YES NO

Current approved thesis topic:

Do you hold a scholarship? YES NO

If YES, what is the scholarship and end date?

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

SELECT TO SIGN

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:

*A change to your research topic may have implications for appropriate supervision of the topic and the School/SRC 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?

PART 4: Change to Supervision

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 to hdsupport@scu.edu.au.

Proposed new SCU Supervisors:

Please attach a document listing your current supervision responsibilities, including each candidate's name, course, attendance type, the type of supervision (Principal/Co/Associate).

Proposed External Supervisors:

Please provide a letter of consent including how your expertise is relevant to this research project as well as a CV.

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.

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

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

Highest Qualification:

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

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

Highest Qualification:

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

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

Highest Qualification:

Reason for proposed change:

Will this change entail a change of School or Special Research Centre? YES NO

If yes, in which School/SRC would you become enrolled?

Note: Where a change in supervisory team involves a staff member from another School/Centre then the incoming School Director Higher Degrees Research and the Head of School must sign this form.

SECTION D: SIGNATURES

Note: The Head of School is only required to sign the changes to conditions of enrolment form if there is supervisory changes, budgetary or scholarship implications.

Candidate Name: _____ **Email:** _____

Signature: _____ **Date:** _____

**Principal
Co/Assoc. Supervisor Name:** _____ **Email:** _____

Signature: _____ **Date:** _____

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

Exiting Supervisor Name: _____ **Email:** _____

Signature: _____ **Date:** _____

Comment: _____

Incoming Supervisor Name: _____ **Email:** _____

Signature: _____ **Date:** _____

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

**School Director
HDRT/DBA Director Name:** _____ **Email:** _____

Signature: _____ **Date:** _____

Head of School Name: _____ **Email:** _____

Signature: _____ **Date:** _____

Where a change in supervisory team involves a staff member from another School/Centre then the incoming School Director Higher Degrees Research and the Head of School must sign this form.

HDRT/DBA Director Name:

Email:

Signature:

Date:

Head of School 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

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