



Research Degrees: Request for Changes in Enrolment

Please see instructions over page before completing form

Student Details

Family Name:		Given Name:	
Title (please circle): Miss Ms Mrs Mr Dr		Student Status (please tick): Domestic <input type="checkbox"/> International <input type="checkbox"/>	
SID:	University Email:	Phone No:	
Degree: PhD <input type="checkbox"/> MPhil <input type="checkbox"/>		Year Commenced:	
School (please circle): AMME CBE CIVIL EIE SIT			

**All correspondence will be sent to your nominated correspondence address.
Please ensure your details are up to date in MyUni.**

Request Details (please tick)

<input type="checkbox"/> Suspend Degree Program (the maximum suspension period allowed during your candidature is 2 semesters) Suspend from: ___ / ___ / 20___ Proposed return date (please circle): March July 20__	
<input type="checkbox"/> Leave of Absence (duration of less than one semester) From ___ / ___ / 20___ to ___ / ___ / 20___	
<input type="checkbox"/> Counting Time Away From ___ / ___ / 20___ to ___ / ___ / 20___ ➤ Please include details of how you will maintain contact with your supervisor during this time.	
<input type="checkbox"/> Complete Away Intended date of submission: ___ / ___ / 20___ ➤ Please include details of how you will maintain contact with your supervisor.	
<input type="checkbox"/> Annual Leave (research students are granted 20 days of annual leave per year) From ___ / ___ / 20___ to ___ / ___ / 20___ Total working days leave: ___	
<input type="checkbox"/> Discontinue Degree Program Totally	
Please briefly state the reason/s for your request:	
Student signature:	Date:

Supervisor's Acknowledgement (required)

Comments (required):	
Supervisors name:	
Supervisors signature:	Date:

Research Director's Approval

Approved / Not Approved / Acknowledged (please circle)	
Comments:	
Director signature:	Date:

Sub Dean Research Approval	
Approved / Not Approved / Acknowledged (please circle)	
Comments:	
Sub Dean Research signature:	Date:
GSE use only	
Suspend <input type="checkbox"/> Extend <input type="checkbox"/> L.O.A. <input type="checkbox"/> Time Away <input type="checkbox"/> Complete Away <input type="checkbox"/> Annual Leave <input type="checkbox"/> Discontinue <input type="checkbox"/>	
Revised Completion Dates: Earliest ___ / ___ / 20___ Latest ___ / ___ / 20___	
Process completed (signature):	Date:

INSTRUCTIONS TO CANDIDATES – PLEASE READ CAREFULLY

All Students:

APPROVALS WILL NOT BE GRANTED RETROSPECTIVELY UNDER ANY CIRCUMSTANCES.

You must return this form along with any other supporting documentation to the Graduate School of Engineering and Information Technologies by the end of the 2nd week of each semester for either a full-year suspension or for a suspension for just one semester.

Please have this form signed by your supervisor and School Academic Director before returning to the Graduate School of Engineering and Information Technologies, University of Sydney NSW 2006.

Please note that, if your application to suspend is successful, you must advise the Graduate School of Engineering and Information Technologies that you wish to recommence candidature 6 weeks prior to the start of the semester in which you intend to recommence. International students will need to advise the International Office on international.studentadvisers@sydney.edu.au at least three months prior to the start of the semester in which you intend to recommence to initiate a new student visa.

Research students holding a scholarship should also note any obligations you may have to notify your Scholarship provider of any and all periods of absence.

N.B.: It is your responsibility to notify the Scholarships provider and/or the University of Sydney's Research Office of your absence.

International Students only:

As full-time study is a requirement for all International students who hold an Australian Student Visa, the International Office is required to notify the Department of Immigration and Citizenship (DIAC) within **14 days** of your ceasing studies, either as a Suspension or as a Total Discontinuation.

If you are applying for a Suspension for one semester for either medical or extenuating compassionate reasons, and you can provide appropriate supporting documentation, DIAC may permit you to retain your student visa. Otherwise, **you must submit a copy of your ticket/itinerary with your application as evidence of your intention to leave Australia.** Please contact the closest DIAC office (131881) to make an appointment to confirm your visa status prior to departing.

If you are suspending your studies for any other reason you will need to apply for another student visa to resume studies. Please email international.studentadvisers@sydney.edu.au if you need further advice as to how your Suspension will affect your student visa.

PLEASE NOTE: This administrative process may take up to 2 weeks, depending upon when you submit this form.