



APPLICATION FOR CHANGE IN ATTENDANCE STATUS

POSTGRADUATE RESEARCH STUDENTS ONLY

If you are applying to change your candidature from full-time to part-time or from part-time to full-time, you must first complete this form. Please obtain your Head of Unit's recommendation before you return the form to the Student Administration Office. You must return this form to the Student Administration Office no later than 25th March for Semester One, and 25th August for Semester Two. Failure to return the form by these dates will affect your Research Training Scheme entitlements.

PLEASE OBTAIN THE HEAD OF UNIT'S RECOMMENDATION BEFORE RETURNING THIS FORM TO THE CONSERVATORIUM STUDENT ADMINISTRATION OFFICE

SECTION A: (To be completed by the Student)

Name: _____ SID: _____

Address: _____ Postcode: _____

Phone (Day): _____ (Mobile): _____

Email: _____

Degree: _____

Current Full-time or Part-time status: _____

Supervising Unit: _____ Supervisor: _____

A full time research candidate is expected to devote a full working week on average to the candidature throughout the year and not less than four working days on average per week.

A part-time research candidate is expected to devote not less than two working days on average per week to the candidature throughout the year.

On the basis of these guidelines, please indicate if you are applying to change your candidature:

To: Full Time Part Time

Commencing: Semester One _____ (Year) Semester Two _____ (Year)

Reason for Request: _____

If you are applying to undertake a Doctor of Philosophy on a part-time basis, please attach a statement to show:

* That you will have sufficient time available to be able to complete the degree requirements within the maximum period.

* That you yourself will plan and carry out the intended research.

* That you will, for the purposes of your research, be under the supervision and control of the University.

Your statement must also include a declaration from your employer, if you are in employment, confirming that you will have enough free time to pursue your candidature.

Signature: _____ Date: _____

SECTION B: (To be completed by Supervisor)

The request is: Supported Not Supported

Comments: _____

Signature: _____ Date: _____

SECTION C: (To be completed by Chair of Unit)

The request is: Supported Not Supported

Chair's signature: _____ Date: _____

Graduate Studies Committee (where applicable) _____

SECTION D: (To be completed by Associate Dean)

The request is: Supported Not Supported

Associate Dean's signature: _____ Date: _____

SECTION E: (To be completed by Faculty Administration Staff)

The dates for completion of requirements for the degree are now:

Earliest date: _____ Latest date: _____

Candidate record updated by: _____ Date: _____

Letter sent to candidate by: _____ Date: _____