

August 2008

Dear Postgraduate Student

## **ANNUAL REVIEW, RE-ENROLMENT AND SCHOLARSHIP RENEWAL**

The Annual Review of Progress for 2008 form and associated documents have been made available for download from the web at <http://www.adelaide.edu.au/graduatecentre/review/>. If for any reason you are unable to download or print the documents please email [graduate.centre@adelaide.edu.au](mailto:graduate.centre@adelaide.edu.au) to request the Annual Review of Progress package be posted to you.

Please read all the documents carefully before you begin to complete the review form. It is your responsibility to ensure that your review is completed and the form lodged with the Graduate Centre by 31 October 2008. If, for reasons beyond your control, you are unable to complete the Annual Review by the due date, you should request that your principal supervisor email the Graduate Centre ([graduate.centre@adelaide.edu.au](mailto:graduate.centre@adelaide.edu.au)) to request an extension on your behalf. The reasons for the extension and the length of the extension must be specified.

Satisfactory completion of the 2008 Annual Review will result in automatic re-enrolment for 2009 and the continuation of any scholarship(s) until the end of 2009 or their maximum period of entitlement (3 years for a PhD or 2 years for a Master's by Research degree); whichever falls soonest. You are not required to lodge a re-enrolment form; however, you are required to check and amend (where necessary) your personal, enrolment and candidature details on Access Adelaide (refer to the leaflet on the web).

In order to re-enrol for 2009, you will need to print evidence of your 2009 re-enrolment from "Access Adelaide" (refer to the leaflet on the web) and provide this proof, together with your student card, to Card Services, who will issue you with a sticker to update your card for 2009. Information about the dates on which you can update your card will be circulated via the Adelaide Graduate Centre Newsletter (AGC News) in due course.

Please note that re-enrolment for 2009 may be jeopardised if you are in bad financial standing with the University e.g. through non-payment of tuition fees, or library fines.

Failure to return your Annual Review by the 31 October 2008 deadline will result in your candidature being suspended. If you are a scholarship holder, scholarship payments will stop with effect from the date of suspension. Any scholarship payments received during the period of suspension will be recovered. If candidature is not re-instated within three months you will be invoiced for the scholarship over-payment. Suspension means that you are not eligible to have access to University facilities, including laboratories, libraries and insurance; and you may not submit a thesis for examination.

The suspension can be lifted only if the completed Annual Review is lodged with the Graduate Centre within twelve months of the suspension date.

A candidature which has been suspended for twelve months is automatically terminated. Details about the policy may be obtained from <http://www.adelaide.edu.au/policies/100/>.

If you have any queries about the Annual Review, there are many sources of help available. In the first instance, please talk to your supervisor(s) or the Graduate Centre. Your Postgraduate Co-ordinator and Head of School/Discipline are also available to give you advice. International students with queries regarding fees or visa implications are encouraged to contact the International Student Centre on 8303 4828.

Please return your Annual Review form in person to the Graduate Centre, Level 6, 115 Grenfell Street; or post it to the Adelaide Graduate Centre, DX 650-202, The University of Adelaide, Adelaide SA 5005.

With best wishes for your studies in 2009,



ANNE WITT  
Manager, Graduate Administration and Scholarships