

Division of the Deputy Vice-Chancellor and Vice-President (Research) Adelaide Graduate Centre

APPLICATION FOR CHANGE OF ATTENDANCE STATUS IN HIGHER DEGREE CANDIDATURE

Please read notes before you complete this form

(*Delete where appropriate)

Student Name: _____ ID No: _____

School/ Discipline: _____ Program: _____

E-mail address: _____

I am a Scholarship holder YES NO

I am an international student YES NO

Full-time to Half-time ((0.5) or Half-time (0.5) to Full-time or Remote to Internal
NB: Students wishing to change from Internal to Remote (External) may apply on this form only if an 'Application for Remote Candidature' form has been lodged and approved previously and the reasons for this proposed change remain the same as those previously approved. If the reasons have changed OR a remote application has not been previously approved, an application must be lodged on the 'Application for Remote Candidature' form.

I apply to change my attendance status **FROM** *full-time/*half-time **TO** *full-time/*half-time with effect from ___/___/___.

I apply to change my attendance status **FROM** remote (external) **TO** internal with effect from ___/___/___.

I have previously lodged a successful application for remote candidature and as per the terms of that application wish to apply to change my attendance status **FROM** internal **TO** remote (external) with effect from ___/___/___.

If you are a scholarship holder approval to change your attendance status to half-time will only be given in acceptable circumstances. Please attach a separate sheet outlining reasons for your proposed change (details on acceptable circumstances for half-time attendance are available in the Conditions of Award).

Please Note:

A research student may apply to change attendance status from **half-time** to **full-time** or vice versa throughout the duration of candidature. (Scholarship holders are normally full-time only.) The change must be supported by the student's supervisors and endorsed by the Head of School or Discipline /Postgraduate Coordinator.

A PhD or Master's student is permitted to enrol only as a full-time or half-time student in either the internal or remote (external) mode. An application for remote candidature must be submitted on the "Application for Remote Candidature" form available on the web at <http://www.adelaide.edu.au/graduatecentre/forms/>. A student may apply to change from internal to remote on this form only if an 'Application for Remote Candidature' form has been lodged and approved previously and the reasons for this proposed change remain the same as those previously approved. If the reasons have changed OR a remote application has not been previously approved an application must be lodged on the 'Application for Remote Candidature' form

A change in attendance status of a research degree from full-time to half-time may affect the student's RTS expiry date. If in doubt, please contact the Graduate Centre or Student Finance for clarification.

Certification by Student

Student's Signature _____ Date _____

Endorsement by Principal Supervisor and *Head of School or Discipline/*Postgraduate Coordinator

Principal Supervisor _____ *Head of School or Discipline/*Postgraduate Coordinator _____

Date: _____

Date: _____

Lodging application & Enquiries:

Completed applications (with appropriate authorisation for international students) must be lodged with the Graduate Centre, Level 6, 115 Grenfell Street. Tel: 8303 5882 Email: graduatecentre@adelaide.edu.au

For Office Use Only

Approved as specified above. New expiry date of your candidature is _____	Comments:
New expiry date of your RTS (HECS exemption) is _____	
New expiry date of your scholarship is _____	
Date: _____	