

# Instructions on how to complete the Postgraduate Research Enrolment Form

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## STUDENT TO COMPLETE

## SECTIONS 1 – 6

Please ensure that you have completed ALL the information on the enrolment form, noting particularly that:

- Your Student ID Number (also called an Empl ID) appears in the top left hand corner of your enrolment form. You should make a note of the number in your diary.
- Some personal details (e.g. date of birth, name) have already been completed for you. Please check your details carefully, enter any missing details and correct any mistakes in the unshaded areas.
- A local mailing address within Australia is required (International Students must provide a home address in their country of origin).
- Email address: In accordance with University policy, you are required to regularly read correspondence sent to your campus email address which for most students will be of the form [firstname.lastname@student.adelaide.edu.au](mailto:firstname.lastname@student.adelaide.edu.au) and for other students (usually those who are or have been paid by the University eg Scholarship students, tutors/demonstrators) will be of the form [firstname.lastname@adelaide.edu.au](mailto:firstname.lastname@adelaide.edu.au); any student who prefers to use a different email address must set up forwarding from their campus email address to their preferred email address by following the instructions at: <http://www.adelaide.edu.au/its/webmail/userguide/>
- You need to complete your Campus or Hospital location to show where you will be physically located whilst pursuing your research; select from one of the following alternatives:
  - ATP NSW (ECIC),
  - Dental Hospital,
  - IMVS,
  - Lyell McEwin Hospital,
  - Modbury Hospital,
  - North Terrace Campus
  - Queen Elizabeth Hospital,
  - Roseworthy Campus,
  - Royal Adelaide Hospital,
  - Thebarton,
  - Waite Campus,
  - Women's & Children's Hospital,
  - Remote (select 'remote' if you are a remote student studying externally).
- Also enter the selected Campus or Hospital location on the back of the enrolment form under Campus/Hospital Location.
- Please specify an emergency contact who is resident in Australia (preferably Adelaide)
- Please specify your next of kin (if your emergency contact and next of kin are the same person, provide the contact details for another person who can be contacted in the event of an emergency).

## DECLARATION AND SIGNATURE

- Please ensure that you read the declaration and sign and date the enrolment form. A form without a signature will not be processed.

## ENROLMENT DETAILS

Once you have completed Sections 1-6 and the declaration, please complete the information above 'THIS SECTION TO BE COMPLETED BY THE SCHOOL/DISCIPLINE'. You will need to take the form over to your School/Discipline so that the remaining details can be completed. First discuss the information that needs to be provided with your supervisors and then take the form to your Head of School/Discipline for endorsement. Some information that may assist you and your School/Discipline to complete the back of the enrolment form is provided below:

### **STUDENT TO COMPLETE:**

Student ID:	<i>Student to complete:</i> (your Student ID can be found on the front of the enrolment form).
Career: (describes the type of study)	All Higher Degree Research Students are in the Career of PGRS (postgraduate research).
Name of Program:	<i>Student to complete:</i> Full name of the degree e.g. Doctor of Philosophy or Master of Engineering Science.
Commencement Date of Candidature:	<i>Student to Complete:</i> Denotes the start date of the student's candidature and where applicable, their scholarship and RTS entitlement.
Research Topic:	<i>Student to Complete:</i> Please Provide a Brief Description of your Topic (Not Exceeding 250 Characters) in Title Case. Your research topic will appear on your academic transcript.
Faculty: School: Discipline: Campus/Hospital Location:	<i>Student to complete:</i> Please indicate the Faculty/School/Discipline in which you are to be enrolled and the Campus/Hospital Location to show where you will be physically located. The Campus/Hospital Location alternatives are included in the instructions for the front of the enrolment form.
Staff Members:	<i>Student to Complete:</i> Please indicate whether you are a University of Adelaide staff member and, if you are, whether you have obtained the necessary clearance to study.
Coursework:	<i>Student Information:</i> If you are required to enrol in coursework that is prescribed in the academic program rules for the degree, your School or Discipline will process the coursework enrolment. Please ask your supervisor or local administrator for information on how to enrol.

### **SCHOOL/DISCIPLINE TO COMPLETE:**

Academic Program: (degree program in which the student is enrolled)	<i>Supervisor to complete:</i> the Program acronym (not numerical code) that corresponds with the name of the degree (and in some cases the broad research area) for which the student is enrolled. The codes are available from the web at: <a href="http://www.adelaide.edu.au/graduatecentre/pgcodes">http://www.adelaide.edu.au/graduatecentre/pgcodes</a>  Click on link entitled Program, Plan and Sub-Plan Codes for Research Degrees
Academic Plan: (broad field of education; determines whether funding is high cost or low cost)	<i>Supervisor to complete:</i> the Plan acronym (not numerical code) from the Program, Plan and Sub Plan acronym codes which are available from the web at: <a href="http://www.adelaide.edu.au/graduatecentre/pgcodes">http://www.adelaide.edu.au/graduatecentre/pgcodes</a>  Click on link entitled Program, Plan and Sub-Plan Codes for Research Degrees
Academic Sub Plan: (narrow field of education)	<i>Supervisor to Complete:</i> the Sub Plan acronym (not numerical code) from the Program, Plan and Sub Plan acronym codes which are available from the web at: <a href="http://www.adelaide.edu.au/graduatecentre/pgcodes">http://www.adelaide.edu.au/graduatecentre/pgcodes</a>  Click on link entitled Program, Plan and Sub-Plan Codes for Research Degrees

<p><b>Supervisor Details</b> (Principal supervisor to complete):</p>	<p>Supervisor role: The University's policy requires that all students be supervised by a panel comprising a principal and at least one co or external supervisor who has/have been approved for entry to the Register of Supervisors. More information regarding the Register of Supervisors is available on the web at: <a href="https://www.adelaide.edu.au/graduatecentre/supervisorregister/">https://www.adelaide.edu.au/graduatecentre/supervisorregister/</a></p> <p>The principal supervisor should normally hold a degree at the same level or higher than the degree for which the student is enrolled; if this is not the case, the supervisor should be active in research, as evidenced by current scholarly publications. No staff member should have a supervisory load exceeding six full time equivalent Higher Degree by Research Students except where approval has been granted by the Research Education and Development Committee. The principal supervisor carries the responsibility for the coordination of all communication between the supervisors and the student and has the primary responsibility for the supervision of the student. Staff who are inexperienced in supervision are to be appointed as co-supervisors with experienced staff in the first instance.</p> <p>Names and Titles (eg. Prof, Dr, Ms, Mr): the full name of each supervisor should be included. Where the supervisor has a preferred name which is different from their first name the preferred name should be included and underlined.</p> <p>School/Discipline (if internal): Where a supervisor is a staff member or an affiliate/adjunct/or clinical titleholder with a School/Discipline they are considered to be an 'internal' staff member of that School/Discipline for the purpose of completing the enrolment form. A University staff member or titleholder is eligible to act as a principal supervisor or a co supervisor. Where a supervisor is a staff member or titleholder with more than one School/Discipline, he or she must specify the School/Discipline that corresponds with the School/Discipline in which the student is enrolling. Staff, Affiliates or titleholders who have not been admitted to the Register should complete the 'Supervisor Registration Academic Staff and Affiliate and Titleholders' form and attach it to the enrolment form.</p> <p>The form may be downloaded from the web at: <a href="https://www.adelaide.edu.au/graduatecentre/forms/supervisor_registration_academic_staff_and_affiliate_and_titleholders.pdf">https://www.adelaide.edu.au/graduatecentre/forms/supervisor_registration_academic_staff_and_affiliate_and_titleholders.pdf</a></p> <p><b>External Supervisors</b> A supervisor who is not a staff member or titleholder of the University is an external supervisor, as external supervisors have no formal affiliation with the University they are not eligible to act as principal supervisors. If a nominated external supervisor has been approved to join the Register of Supervisors, his/her details will have been entered into Campus Community.</p> <p>If the nominated external supervisor has not applied for entry to the Register of Supervisors he/she should complete and return the "Supervisor Registration External Supervision not an Affiliate or Titleholder" form and attach it to the enrolment form.</p> <p>The form may be downloaded from the web at: <a href="https://www.adelaide.edu.au/graduatecentre/forms/supervisor_registration_external_supervisor_not_affiliate_or_titleholder.pdf">https://www.adelaide.edu.au/graduatecentre/forms/supervisor_registration_external_supervisor_not_affiliate_or_titleholder.pdf</a></p> <p>The % split denotes the responsibility for supervision each of the listed supervisors has. The total must add up to 100% and it is expected that the principal supervisor will have the greatest responsibility for supervision. Each individual supervisor should be assigned a minimum of 20% of the responsibility for the supervision. This figure may be reduced to 10% when there are 4 or more persons involved in the supervisory team.</p>
<p><b>Research Studies</b> (describes the student's subject area and determines the proportion in which School/Discipline(s) own the load associated with the enrolment.)</p>	<p><b>Head of School/Discipline to Complete</b> : Subject Area + Catalogue Number: To complete these codes, please refer to the document entitled "Information to complete the research studies section of the enrolment form" document, available from the web at: <a href="http://www.adelaide.edu.au/graduatecentre/pgcodes">http://www.adelaide.edu.au/graduatecentre/pgcodes</a> Click on link entitled <b>Research Studies Codes</b></p> <p>Note that the Course Description denotes the proportion in which the load (and therefore funding) associated with the student's enrolment is owned by the School(s)/Discipline(s) involved in the supervision process.</p>

<b>Academic Load</b>	<i>Student to complete:</i> Delete Full-time/Half-time as appropriate.
<b>Mode I or E</b> (internal or external mode of attendance)	<i>Student to complete:</i> External mode of attendance (remote candidature) is permissible only with the support of the School/Discipline and REDC and usually not until the candidate has completed the Core Component of the Structured Program. More information and the application form for remote candidature is available from the web at: <a href="http://www.adelaide.edu.au/graduatecentre/forms/remote_candidature.pdf">http://www.adelaide.edu.au/graduatecentre/forms/remote_candidature.pdf</a>
<b>Socio- Economic Objective (SEO) Code:</b>	<i>Supervisor to Complete:</i> Select the appropriate code from: <a href="http://www.adelaide.edu.au/graduatecentre/pgcodes">http://www.adelaide.edu.au/graduatecentre/pgcodes</a>  Click on link entitled Socio-Economic Codes (SEO codes)
<b>Field of Research Code:</b>	<i>Supervisor to Complete:</i> Select the appropriate code from: <a href="http://www.adelaide.edu.au/graduatecentre/pgcodes">http://www.adelaide.edu.au/graduatecentre/pgcodes</a>  Click on link entitled Field of Research Code
<b>Area of Research Strength:</b>	<i>Supervisor to Complete:</i> Please write the Discipline/School Area of Research strength into which the student's research project falls.
<b>Intellectual Property:</b>	The enrolment form must be accompanied by the IP/SPPA Questionnaire completed by the Supervisor and if required the SPPA in triplicate completed by the student. The 'IP and SPPA Scenarios' document available on the Graduate Centre website may provide assistance when completing the questionnaire. Both the SPPA and 'IP and SPPA Scenarios' documents are available on the web at: <a href="http://www.adelaide.edu.au/graduatecentre/policy/">http://www.adelaide.edu.au/graduatecentre/policy/</a>
<b>Head of School/ Discipline's Signature:</b>	By signing the enrolment form the Head of School/Discipline confirms that adequate resources and supervision will be available within the School/Discipline for the duration of the student's candidature and that all information recorded on the form is correct. The Head is also certifying that the nominated Principal Supervisor has agreed to participate in cases where a student is required to complete the Integrated Bridging Program (Research). <b>*NOTE:</b> Where the Head is a member of the supervisory panel, this section should be signed by another senior member of academic staff

**Completed forms should be returned to:**

Adelaide Graduate Centre  
The University of Adelaide  
Level 6, 115 Grenfell Street  
Adelaide, Australia, 5005

*Note: Please ensure that you read the declaration and sign and date the enrolment form. A form without a signature and/or missing/incomplete information will not be processed*

**Further information and assistance is available from the Graduate Centre:**

Tel: 8303 5882

Email: [graduate.centre@adelaide.edu.au](mailto:graduate.centre@adelaide.edu.au)