

# STUDENT TO COMPLETE

## SECTIONS 1 – 6

Please ensure that you have completed or amended ALL information on the enrolment form, Sections 1-6.

### Section 1

- Your Student ID Number 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 also 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).
- Overseas students must specify country of citizenship

### Section 2

- Please check your details carefully, enter any missing details and correct any mistakes in the unshaded areas.
- Please ensure that the Previous Studies section is complete – items (6) through (11).

### Section 3

- 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).

### Sections 4-6

- Please check your details carefully, enter any missing details and correct any mistakes in the unshaded areas.

## 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 on the opposite side of the form entitled 'THIS SECTION TO BE COMPLETED BY THE STUDENT'. You will then need to take the form over to your School/Discipline so that the remaining details can be completed. Please remember to take these instructions as well. First discuss the information required 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:*

<b>Student ID:</b>	Your Student ID can be found on the front of the enrolment form.
<b>Research Topic:</b>	Please provide a brief description of your topic (Not Exceeding 250 Characters) in Title Case. Your research topic will appear on your academic transcript.
<b>Staff Members:</b>	Clearance may be required before you undertake higher degree studies. Academic staff should approach the Faculty/School/Discipline for the appropriate clearance. General staff, please refer to: <a href="http://www.adelaide.edu.au/policies/1147">http://www.adelaide.edu.au/policies/1147</a>
<b>Coursework:</b>	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 attach a completed 'Amendment to Coursework Enrolment for Postgraduate Research Students' form. This form is located at: <a href="http://www.adelaide.edu.au/graduatecentre/forms/cw_enrolment.pdf">http://www.adelaide.edu.au/graduatecentre/forms/cw_enrolment.pdf</a>

### *SCHOOL/DISCIPLINE TO COMPLETE:*

<b>Faculty:</b> <b>School:</b> <b>Discipline:</b> <b>Campus/Hospital Location:</b>	Please indicate the Faculty/School/Discipline in which the student is to be enrolled and the Campus/Hospital Location to show where the student will be physically located. The Campus/Hospital Location alternatives are included in Section 1 of this document.
<b>Academic Program:</b> (degree program in which the student is enrolled)  <b>Academic Plan:</b> (broad field of education; determines whether funding is high cost or low cost)  <b>Academic Sub-Plan:</b> (narrow field of education)	Please indicate the Program, Plan and Sub-Plan acronyms (not numerical codes) that correspond to the degree for which the student is enrolled.  The codes are available from the web at: <a href="http://www.adelaide.edu.au/graduatecentre/admission/codes.html">http://www.adelaide.edu.au/graduatecentre/admission/codes.html</a>  <b>Scroll down to the heading 'Program, Plan and Sub-Plan Codes for Individual Faculty Structures' and select the relevant Faculty and Program for the student's enrolment. First tier in the diagram depicts the Academic Program eg PHSS. The second tier depicts the Academic Plan eg PHDGEOG and the third tier depicts the Academic Sub-Plan eg PHYGEOG</b>
<b>Commencement Date of Candidature:</b>	Denotes the start date of the student's candidature and where applicable, the scholarship and RTS entitlement ie dd/mm/yy

<p><b>Supervisor Details</b> (Principal supervisor to complete):</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 his/her first name the preferred name should be included and underlined.</p> <p>School/Discipline: A supervisor who is a staff member or an affiliate, adjunct or clinical titleholder with a School/Discipline is considered to be an 'internal' staff member of that School/Discipline for the purpose of completing the enrolment form. Where a supervisor is a staff member, an affiliate, adjunct or clinical 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. A supervisor who is not a staff member or an affiliate, adjunct or clinical titleholder is considered to be an 'external' supervisor.</p> <p>% Responsibility for Supervision: The % split denotes the responsibility for supervision for each of the listed supervisors. 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. No staff member, affiliate, adjunct or clinical titleholder 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.</p> <p><b>FURTHER INFORMATION REGARDING SUPERVISOR ROLES AND THE REGISTER OF ELIGIBLE POSTGRADUATE RESEARCH SUPERVISORS</b></p> <p>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 University's Register of Eligible Postgraduate Research Supervisors.</p> <p>A University staff member or an affiliate, adjunct/or clinical titleholder is eligible to act as a principal supervisor or a co supervisor. A supervisor who is not a staff member or an affiliate, adjunct or clinical titleholder may be appointed as an external supervisor. External supervisors have no formal affiliation with the University and are not eligible to act as principal supervisors.</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. 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 and affiliate, adjunct or clinical titleholders who are inexperienced in supervision are to be appointed as co-supervisors with an experienced principal supervisor in the first instance.</p> <p>Staff, Affiliates, adjuncts or clinical 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 Graduate Centre.</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 Graduate Centre.</p> <p>Both forms may be downloaded from the web at: <a href="http://www.adelaide.edu.au/graduatecentre/forms/">http://www.adelaide.edu.au/graduatecentre/forms/</a></p> <p>More information regarding the Register of Supervisors is available on the web at: <a href="http://www.adelaide.edu.au/graduatecentre/staff/supervisor_register/">http://www.adelaide.edu.au/graduatecentre/staff/supervisor_register/</a></p> <p><b>NB. Supervisors will not be added to the panel until applications to join the register are approved.</b></p>
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<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>Subject Area, Catalogue Number &amp; Course Description: To complete these codes, please refer to the web link below:  <a href="http://www.adelaide.edu.au/graduatecentre/admission/codes.html">http://www.adelaide.edu.au/graduatecentre/admission/codes.html</a>  Under the heading 'Codes &amp; Information for Completing the Back of the Enrolment Form' click on link entitled 'Research Studies Codes'. Under the Subject column, select the code that relates to the School and enter this in the Subject Area section of the enrolment form. Enter the corresponding Catalogue number and course description.</p> <p><i>NB. 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.</i></p> <p>If none of the available course descriptions reflect the appropriate EFTSL split, please complete the 'New Research Studies Code' form available on the web at:  <a href="http://www.adelaide.edu.au/graduatecentre/forms/new_research_studies_code.pdf">http://www.adelaide.edu.au/graduatecentre/forms/new_research_studies_code.pdf</a></p>
<p><b>Academic Load</b></p>	<p>Delete Full-time/Half-time as appropriate.</p>
<p><b>Mode I or E</b> (internal or external mode of attendance)</p>	<p>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></p>
<p><b>Socio- Economic Objective (SEO) Code:</b></p>	<p>SEO is a hierarchical classification with three levels, namely Divisions (2 digits), Groups (4 digits) and Objectives (6 digits). SEO classification allows Research &amp; Development (R&amp;D) activity in Australia &amp; New Zealand to be categorised according to the intended purpose or outcome of the research, rather than the processes or techniques used in order to achieve this objective.</p> <p>Select the appropriate code from:  <a href="http://www.abs.gov.au/AUSSTATS/abs@.nsf/Latestproducts/CF7ADB06FA2DFD69CA2574180004CB82?opendocument">http://www.abs.gov.au/AUSSTATS/abs@.nsf/Latestproducts/CF7ADB06FA2DFD69CA2574180004CB82?opendocument</a></p> <p>Click on the relevant Division which will then take you to the Groups level. Scroll down to the bottom of the page and click on the relevant Group which will then take you to the list of available Objectives. Annotate the relevant 6 digit Objective code on the enrolment form.</p>
<p><b>Field of Research (FOR) Code:</b></p>	<p>FOR is a hierarchical classification with three levels, namely Divisions (2 digits), Groups (4 digits) and Fields (6 digits). Each Division is based on a broad discipline. Groups within each Division are those which share the same broad methodology, techniques and/or perspective as others in the Division. Each Group is a collection of related Fields of research. Groups and Fields of research are categorised to the Divisions sharing the same methodology rather than the Division they support.</p> <p>Select the appropriate code from:  <a href="http://www.abs.gov.au/AUSSTATS/abs@.nsf/Latestproducts/6BB427AB9696C225CA2574180004463E?opendocument">http://www.abs.gov.au/AUSSTATS/abs@.nsf/Latestproducts/6BB427AB9696C225CA2574180004463E?opendocument</a></p> <p>Click on the relevant Division which will then take you to the Groups level. Scroll down to the bottom of the page and click on the relevant Group which will then take you to the list of available Fields. Annotate the relevant 6 digit Field code on the enrolment form.</p>
<p><b>Area of Research Strength:</b></p>	<p>Please record the Discipline/School area of research strength into which the student's research project falls.</p>
<p><b>Intellectual Property:</b></p>	<p>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/forms/">http://www.adelaide.edu.au/graduatecentre/forms/</a></p>
<p><b>Head of School/</b></p>	<p>By signing the enrolment form the Head of School/Discipline confirms that adequate</p>

<b>Discipline's Signature:</b>	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: Where the Head is a member of the supervisory panel, this section should be signed by another senior member of academic staff.</b>
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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)