

In compliance with the RTS guidelines, it is not possible to make retrospective changes to candidature details across the reporting dates of 30 June and 31 December.



## APPLICATION FOR CHANGE OF FACULTY / SCHOOL / DISCIPLINE

Please read the instructions on the reverse side before you complete this Form.

(\* Delete where appropriate)

Student Name: \_\_\_\_\_ ID No: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Candidature Commencement Date: \_\_\_\_\_

Current School: \_\_\_\_\_ Current Discipline: \_\_\_\_\_ Current Program: \_\_\_\_\_

Are you a scholarship holder? YES  NO

Are you an International Student? YES  NO

*(If "YES", please see notes on the reverse side of this form)*

### New Program Details

Faculty: \_\_\_\_\_ School: \_\_\_\_\_ Discipline: \_\_\_\_\_

Academic Program: \_\_\_\_\_ Academic Plan: \_\_\_\_\_ Academic Sub-Plan: \_\_\_\_\_

(Codes are available on the Graduate Centre website at <http://www.adelaide.edu.au/graduatecentre/pgcodes>)

### New Research Studies Details

Note: Students may not be enrolled in more than one research course description in one semester. Therefore course description changes can only take place from the beginning of a semester, i.e. 1 January or 1 July and changes CANNOT be processed retrospectively across reporting dates.\*\*

Subject Area: \_\_\_\_\_ Course Description: \_\_\_\_\_ Catalogue Number: \_\_\_\_\_  
 (E.g. RSCHENG) (E.g. ChemE(50)/MechE(50)) (E.g. 8108)

Research Topic: \_\_\_\_\_  
 (No more than 250 characters)

Socio-Economic Objective (SEO) Code: \_\_\_\_\_ RFCD Code: \_\_\_\_\_  
 (Codes are available on the Graduate Centre website at <http://www.adelaide.edu.au/graduatecentre/pgcodes>)

### Supervisor Details & Endorsement

Supervisor's Name	Principal (P) / Co-(C) / External (E) †	% Responsibility for Supervision	Supervisor's Signature I endorse this application and the revised research proposal

† See Information sheet for definition of Supervisor roles

### Certification by Student

\_\_\_\_\_  
 Student's signature

\_\_\_\_\_  
 Date

### Endorsement by Existing Head of School or Discipline/Postgraduate Coordinator and New Head of School or Discipline/Postgraduate Coordinator

A Minimum Discipline Resources Proforma must accompany the submission of this application.

\_\_\_\_\_  
 Existing \*Head of School / Discipline/\*Postgraduate Coordinator

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 New \*Head of School / Discipline/\*Postgraduate Coordinator

\_\_\_\_\_  
 Date

#### For Office Use Only

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

Comments:  
 \*\* Course description change effective date: 1 January 20\_\_\_\_\_  
 1 July 20\_\_\_\_\_

## IMPORTANT

Please read the following information carefully before you complete the form.

**Retrospective approval of changes to attendance status across the reporting dates of 30 June and 31 December is not possible.**

### **Changing Faculty / School / Discipline**

A change of Discipline, whether within the same Faculty / School or one that involves another Faculty / School, requires the agreement of both the Disciplines. In this case, signatures from both Heads of Disciplines involved are required. The new Head of School or Discipline / Postgraduate Coordinator should complete the attached Minimum Discipline Resources Proforma in consultation with the student to ensure that the necessary facilities and resources will be available for the duration of the program.

### **† Supervisors**

All Higher Degree Research students must be supervised by a panel comprising a principal and at least one co or external Supervisor. The principal supervisor has the primary responsibility for supervision and must be a member of the academic staff of the School/Discipline in which the student is enrolled, or, an affiliate, adjunct or clinical titleholder with that School/Discipline. A co-supervisor may be an academic employee from any University School/Discipline (including an affiliate, adjunct or clinical titleholder). An external supervisor has no formal or official association with the University and does not have affiliate or adjunct status. Each supervisor on the panel must be assigned a minimum of 20% of the responsibility for the supervision (10% where there are 4 or more panel members) and the principal supervisor must always be assigned a greater percentage responsibility for the supervision than any other supervisor. All applications are to be endorsed by the principal supervisor and either the Head of School/Discipline or Postgraduate Coordinator. Two different signatures are required.

All applications must be endorsed by the Principal Supervisor and either the Head of School or Discipline / Postgraduate Coordinator. Two different signatures are required.

**International Students** should seek advice from The International Student Liaison Officer before applying for any amendments to their candidature because any such amendments may result in changes to their fees and/or visa requirements. Applications by international students require authorization (for tuition and visa matters) by the International Studies Liaison Officer before the Graduate Centre can consider them.

**Sponsored Students** please note that where there are fee implications, approval of changes to candidature will not proceed without the sponsor's approval. You will need to allow sufficient time for this approval to be sought, prior to the date the requested change to candidature become effective.

**Scholarship holders** should refer to the conditions of their awards.

### **Attachments**

A Minimum Discipline Resources Proforma acknowledged by the student's Principal Supervisor, Postgraduate Coordinator and Head of School or Discipline must accompany the submission of this application.

### **Lodging Applications**

A Completed application and Minimum Discipline Resources Proforma must be lodged with the Graduate Centre, Level 6 of the 115 Grenfell Street building.

### **Enquiries**

Tel: 08 8303 5882

E-mail: [graduate.centre@adelaide.edu.au](mailto:graduate.centre@adelaide.edu.au)

## MINIMUM RESOURCES PROFORMA

Student Name: \_\_\_\_\_ ID No: \_\_\_\_\_

Current Discipline: \_\_\_\_\_ Current Program: \_\_\_\_\_

*This proforma indicates that the following minimum resources will be available to the above-mentioned student for use relating to his/her postgraduate research candidature. Resource entitlements will be reviewed at the time of the annual review of progress.*

### Minimum Resources (includes HDR students working at remote locations)

	Access to quality panel supervision for the duration of candidature as defined in the Research Student Handbook
	Access to shared computing facilities
	Unrestricted Internet access for research purposes at no cost to the student
	Full access to Library resources and services
	The right to request input into a Discipline's book purchases and journal subscriptions
	Access to shared Discipline office resources for research related purposes including (i) a fax, (ii) a photocopier, (iii) a pigeon hole and (iv) mail
	24-hour access to a shared postgraduate study area that meets the Occupational Health and Safety requirements for lighting, noise and ventilation
	Individual desk or study carrel with an ergonomically sound chair and two-drawer filing cabinet located in an area that meets the Occupational Health and Safety requirements
	Access to a shared telephone for research-related purposes
	Adequate laboratory space and bench space (if applicable)
	Access to a parking permit (if student is on a remote campus)
	Access to a Discipline vehicle where necessary and where the Discipline is satisfied that the student has an appropriate licence and sufficient experience

\$	A fixed amount to be agreed between the student and Discipline at the commencement of candidature (\$pa) (may include travel, conference and workshop attendances, photocopying, printing and binding of thesis, attending courses/training as part of Structured Program, inter-library loans, database searches etc)
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## ACCESS TO DISCIPLINE RESEARCH INFRASTRUCTURE

Please indicate below the major items of equipment/facilities that the student will have access to in the host discipline and the level of access that can be expected:

Equipment/Facility	Level of Access/Comment

## ACCESS TO EXTERNAL RESEARCH INFRASTRUCTURE

In the event that access to specific equipment and facilities not available in the discipline has been arranged, please list the name and location of the equipment/facility and the level of access the student can expect:

Equipment/Facility	Location	Level of Access/Comments
<i>E.g. Electron Microscope</i>	<i>CEMMSA</i>	<i>Twice per week</i>

<b>Acknowledged by:</b>	Principal Supervisor: _____	Signature: _____
	Postgraduate Coordinator: _____	Signature: _____
	Head of School / Discipline: _____	Signature: _____
	Candidate (signature): _____	Date: _____

\* Please attach a separate sheet to this form for any additional comments