

Return the completed form to the

Adelaide Graduate Research School

graduate.research@adelaide.edu.au



THE UNIVERSITY
of ADELAIDE

Application for Change of Faculty / School / Discipline

Division of Research and Innovation

Adelaide Graduate Research School

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

Please read this before you complete this form

A change of School/Discipline, requires the agreement of both the School/Disciplines. In this case, signatures from both Heads of Schools/Disciplines involved are required. The new Head of School or Discipline should complete the form in consultation with the student to ensure that the necessary facilities and resources will be available for the duration of the program.

All applications must be endorsed by both the existing and the new Head of School

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 must be a member of the academic staff of the School/Discipline in which the student is enrolled, or, titleholder (excluding visitors) with that School/Discipline. A co-supervisor may be an academic employee from any University School/Discipline (including a titleholder (excluding visitors)). An external supervisor (including visitors) has no formal or official association with the University and does not have affiliate or adjunct status. In all cases the Principal Supervisor carries the primary responsibility for the supervision and should be assigned the highest responsibility weighting of 80% to 60% respectively and each Co or External Supervisor, a weighting of 20 to 40%.

Where there are four or more supervisors, the Principal Supervisor should be assigned the highest weighting and each additional Co or External Supervisor must have a minimum weighting of 10% on the panel. Weighting splits must be in increments of 10%.

International Students should seek advice from International Student Support 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 authorisation (for tuition and visa matters) by the International Student Support before the Graduate Research School 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.

Application for Change of Faculty / School / Discipline

Student Name	
Student ID	
Current School and Discipline	
Academic Program	
Current PGC	
I am a Scholarship holder	<input type="radio"/> Yes <input type="radio"/> No
Scholarship Title	
I am an International Student	<input type="radio"/> Yes <input type="radio"/> No
I am from a country subject to autonomous sanctions	<input type="radio"/> Yes <input type="radio"/> No

New Program Details and Codes

Note: Students may not be enrolled in more than one Research Study Code in one semester. Therefore course description changes can only take place from the beginning of a semester and CANNOT be processed retrospectively across reporting dates.

Items marked with a * require codes which are available on the [Adelaide Graduate Research School enrolment website](#).

Faculty	
School and Discipline	
Campus / hospital location	
Academic Program *	
Academic Plan *	
PGC	
For Master of Philosophy Students Only	<input type="checkbox"/> 100% Research <input type="checkbox"/> Mixed Research and Coursework
Effective Date	1 January 20 _____ OR 1 July 20 _____
Subject Area * (e.g. RSCHEG)	
Description * (e.g. ChemE(50)/MechE(50))	
Catalogue Number * (e.g. 8081)	

	Code (6 digit)	%	Code (6 digit)	%	Code (6 digit)	%
SEO codes , must total 100%						
FOR codes , must total 100%						

SEO codes are available at <https://www.adelaide.edu.au/graduate-research/staff-resources/admission-and-scholarship/enrolment-guide-for-supervisors#socio-economic-objective-seo-code>

FOR codes are available at <https://www.adelaide.edu.au/graduate-research/staff-resources/admission-and-scholarship/enrolment-guide-for-supervisors#field-of-research-for-code>

New Research Topic Title: (No more than 250 characters)

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Supervisor Details and Endorsement

- Please list the role of each supervisor on the proposed supervision panel (Principal (P), Co-Supervisor (C) or External (E)), their School, percentage responsibility for supervision, current email address and supervision category.

Proposed supervision panel - please sign below to acknowledge retained or added to the student's supervision panel.

Full Supervisor's name	Role on panel	% Responsibility	School	Supervisor's current email address	Signatures

Supervisors leaving the panel - please sign below to acknowledge removal from the student's supervision panel.

Please provide the details of any Supervisor(s) leaving the Supervisory Panel.

Full Supervisor's name	School	Signatures (all must sign)

Minimum Resources

The following minimum resources will be available to the above-mentioned student for use relating to their postgraduate research candidature. Resource entitlements will be reviewed at the time of the annual review of progress.

- ☐ Regular and planned access to quality panel supervision
- ☐ Access to computing facilities appropriate to the needs of the candidate's research
- ☐ Unrestricted Internet access for research purposes at no cost to the student (monitored usage)
- ☐ Full access to Library resources and services
- ☐ The right to input into a School's book purchases and journal subscriptions
- ☐ Access to shared School office resources for research-related purposes including (i) a photocopier, (ii) a printer and (iii) mail
- ☐ 24-hour access to a shared postgraduate study area that meets the Health, Safety and Wellbeing requirements for lighting, noise and ventilation
- ☐ Individual desk or study area with an ergonomically sound chair and lockable storage located in an area that meets the Health, Safety and Wellbeing requirements
- ☐ Access to a shared telephone for research-related purposes
- ☐ Adequate laboratory space and bench space (if applicable) that meets the Health, Safety and Wellbeing requirements
- ☐ Access to a parking permit (if student is on a remote campus)
- ☐ Access to a School vehicle where necessary and where the Discipline is satisfied that the student has an appropriate licence and sufficient experience

If it is not possible to guarantee the minimum resources listed above, please indicate below (a) what alternative arrangements have been made and (b) the likely effect on the student's progress.

Attach a separate sheet if necessary.

A fixed amount to be agreed between the student and School/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)

\$ _____

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>

Please attach a separate sheet for any additional comments

Student Signature

Student name

Signature here

Date

If the Head of School is the Principal Supervisor, the Postgraduate Co-ordinator must sign the School/Discipline endorsement. If the Postgraduate Co-ordinator is the Principal Supervisor, then the Head must provide the endorsement. If both the Head and Postgraduate Co-ordinators are supervisors, the Deputy Head must sign. In the rare instance where the Head, Postgraduate Co-ordinator and Deputy Head are all supervisors, the endorsement must be provided by another senior academic staff member

By signing this endorsement you agree all members of the previous and current supervisory panels have been made aware of the listed changes.

Endorsement by Existing Head of School or PGC

Head of School / PGC (please circle)

Signature here

Date

Endorsement by New Head of School

Head of School

Signature here

Date

For Office Use Only

Approved as specified above.

Expiry date of your candidature is: _____

Expiry date of your RTP is: _____

Expiry date of your scholarship is: _____

Date: _____

Comment:

Course Description change effective date

1 January 20 _____

1 July 20 _____