



ENROLMENT GUIDE

Higher Degree by Research

FOR YOU TO COMPLETE

SECTIONS 1 - 6

Please ensure that you have reviewed all pre-populated information and made any necessary amendments, before completing Sections 1-6. The following information will assist you to complete Sections 1-3.

Section 1

- For future reference, your Student ID Number appears in the top left hand corner of your enrolment form.
- A local mailing address within Australia is required for all students. If you are an international student, it is a condition of your visa that you provide your Australian residential mailing address and telephone number within 7 days of arriving in Adelaide, even if it's temporary, and update your details within 7 days of changing address. Your permanent home address should be the address in your home country.
- Email address: Important information, news items and general communications will be sent to your campus email address. If you prefer to use a different email address you can forward emails from your campus email to your preferred email account 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 conducting your research. If you are unsure where you will be situated, you can consult your supervisor. Please select from one of the following options:
 - ATP NSW (ECIC)
 - Dental Hospital
 - IMVS
 - Lyell McEwin Hospital
 - Modbury Hospital
 - North Terrace Campus
 - Queen Elizabeth Hospital
 - Royal Adelaide Hospital
 - Roseworthy Campus
 - Thebarton
 - SAHMRI
 - Waite Campus
 - Women's & Children's Hospital

Section 2

Please ensure that the Previous Studies section is complete and include information on the following:

- Item 6.** Post Graduate Program: (Graduate Certificate, Graduate Diploma, Master, PhD)
- Item 7.** Degree Program: (Bachelor)
- Item 8.** Non VET sub Degree Program (Diploma, Advanced Diploma)
- Item 9.** VET award Program (Vocational Education Program)
- Item 10.** Final year of Secondary Education at School or TAFE: (Year 12, Matriculation)
- Item 11.** Other Qualification not included above

Each item must be answered fully with an X in the appropriate box 1, 2 or 3 and a year of last enrolment in the program recorded, corresponding to the answers in box 2 or 3.

Section 3

- Please specify an emergency contact who is resident in Australia (preferably Adelaide). If you are an international student, your supervisor may agree to be contacted in an emergency.
- Please specify your next of kin (responsible family member). 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 and sign the declaration on the front of the Enrolment Form and the Intellectual Property Section on the back of the form. Forms that are incomplete or without signatures cannot be processed and will delay your enrolment.

ENROLMENT DETAILS

Once you have completed Sections 1-6 and the declaration, please complete the information on the opposite side of the form under:

'THIS SECTION TO BE COMPLETED BY THE STUDENT'.

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|------------------------------|---|
| Student ID | Your Student ID can be found on the front of the enrolment form. |
| Research Topic | Please provide a brief description of your topic (Not Exceeding 250 Characters) in Title Case. Your research topic will appear on your academic transcript. |
| Personal Email | Please provide your personal email address. The email address will be used to send your Enrolment Confirmation. |
| Intellectual Property | All research students must sign and agree to comply with the University Policy on Intellectual Property: http://www.adelaide.edu.au/policies/1263 |
| Staff Members | 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: http://www.adelaide.edu.au/hr/handbook/pdp/study/ |

ADDENDUM TO PREVIOUS STUDIES SECTION (6-11)

Please ensure that you complete this addendum (ORANGE FORM) which must accompany your completed enrolment form.

TAKE YOUR ENROLMENT FORM TO THE SCHOOL FOR FINALISATION

To complete the remaining information you will need to take the form to your School or Discipline. Your supervisor(s) will facilitate completion of the form which must be endorsed by the Head of School or Discipline before being returned to the Adelaide Graduate Centre.

Information to assist your supervisor and School or Discipline to complete the back of the Enrolment Form is available at <https://www.adelaide.edu.au/graduatecentre/forms/enrolment/codes/>

Completed forms should be returned to the Adelaide Graduate Centre, Level 2 Schulz Building.