

Return the completed form to the

**Adelaide Graduate Centre**  
graduate.centre@adelaide.edu.au



THE UNIVERSITY  
of ADELAIDE

# Application for Change of Attendance Status

## Division of Research and Innovation

- This form applies if changing from Full-time to Half-time, from Half-time to Full-time.
- A research student may apply to change attendance status from half-time to full-time or vice versa throughout the duration of candidature - Scholarship holders are normally full-time only.
- The change must be supported by the student's supervisors and endorsed by the Head of School or Discipline/Postgraduate Coordinator.
- A PhD or Masters student is permitted to enrol only as a full-time or half-time student in either the internal or remote (external) mode.
- A change in attendance status of a research degree from full-time to half-time may affect the student's RTP expiry date. If in doubt, please contact the [Adelaide Graduate Centre](#) or [Student Finance](#) for clarification.

### Scholarship Holders

- Under normal circumstances, students in receipt of a scholarship and, international students who are in Australia on a student visa are required to maintain a full-time enrolment. We recognise, however, that COVID-19 has impacted many current students and that some may experience limitations on their ability to undertake full-time research e.g. due to social distancing rules around laboratory/facility access.
- For University-funded scholarships, the University may approve part-time study at its discretion where there are compassionate and compelling reasons to do so; the adverse impacts of COVID-19 fall into this category.
- Applications for part-time study for current students will be considered on a case-by-case basis. If you wish to change your attendance status to half-time due to the impact of COVID-19, you should first discuss this with your supervisor, to ensure that you are able to progress your studies at a rate consistent with a half-time study load.
- If you are in receipt of a scholarship funded by an external organisation, please check whether the conditions of your scholarship permit part-time study.
- International students should check with International Student Support regarding how their visa may be affected before submitting this form.
- Half-time awards are not considered to be exempt from taxation. Please note however, they may fall under the taxation threshold, depending on the individual situation of the recipient.
- Half-time awards are not available to applicants seeking to undertake paid employment.
- The following supporting documentation is required:
  - For conversion to a half-time attendance status: a [Tax File Number Declaration form](#)
  - For caring responsibilities: birth certificates of children
  - For medical reasons: medical certificate(s) from the relevant medical practitioners

### COVID-19

- Before applying to change attendance status to half-time for related to COVID-19, students should consider in consultation with their supervisors:
  - whether conversion to half-time study is necessary; or,
  - if changes could be made to their research activities to accommodate the COVID-19 working environment. Alternatives to lab-based research include researching and writing a literature review, data analysis, forward planning of experiments, learning code or analysis software, thesis drafting etc.

## APPLICATION FOR CHANGE OF ATTENDANCE STATUS

Student Name	
Student ID	
School/Discipline	
Program	
E-mail address	
I am a scholarship holder	<input type="radio"/> Yes <input type="radio"/> No
I am an international student	<input type="radio"/> Yes <input type="radio"/> No

I am currently:  full-time  half-time

I apply to change my attendance status to:  full-time  half-time

I apply to change my attendance status with effect from \_\_\_\_ / \_\_\_\_ / \_\_\_\_

If you are an International Student and/or a Scholarship holder applying to change your attendance status from full-time to half-time, please outline the impact that COVID-19 has had on your research AND Indicate why full-time study is no longer feasible.

### Certification by Student

\_\_\_\_\_  
Student's name

\_\_\_\_\_  
Sign here

\_\_\_\_\_  
Date

### Supervisor Comment (optional)

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### Endorsement by Principal Supervisor School/ Discipline Postgraduate Coordinator

\_\_\_\_\_  
Principal Supervisor's/Postgraduate Coordinator's name

\_\_\_\_\_  
Sign here

\_\_\_\_\_  
Date

For Office Use Only	
Approved as specified above. New expiry date of your candidature is: _____ New expiry date of your RTP (HECS exemption) is: _____ New expiry date of your scholarship is: _____ Date: _____	Comment:

[www.adelaide.edu.au/graduatecentre](http://www.adelaide.edu.au/graduatecentre)

#### Further Information

**Ph:** (08) 8313 5882

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