In compliance with the RTS guidelines, it is not possible to make retrospective changes to attendance status across the census dates of 31 March and 31 August.

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### APPLICATION FOR CHANGE OF ATTENDANCE STATUS

**IN HIGHER DEGREE CANDIDATURE**

Please read carefully the instructions on the reverse side before you complete this Form (*Delete where appropriate*)

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Student Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Course:</td>
</tr>
<tr>
<td>E-mail address:</td>
<td></td>
</tr>
</tbody>
</table>

I am a Scholarship holder  YES ☐ NO ☐
I am an international student YES ☐ NO ☐

1. **Full-time, part-time or half-time**

I apply to change my attendance status FROM *full-time/*part-time/*half-time TO *full-time/*part-time/*half-time with effect from / / .

2. **Permission to Write Up Outside**

Having satisfied my Supervisor(s) and *Head of Department/*Postgraduate Coordinator that I have fulfilled all the conditions required, I apply for permission to complete the writing up of my thesis outside the University with effect from / / . I enclose a statement stating my reasons for this application.

3. **Notification of Intention to Submit/Appointment of Potential Examiners**

I hereby give notice that I intend to submit my thesis for examination on / / .

*I enclose/*I will submit shortly a summary of my thesis by / / .

I certify that I have discussed the appointment of potential examiners with my Supervisor(s) and

☐ I have no objection to the appointment of any particular examiner;

☐ I object to the appointment of a particular examiner(s) and I enclose a statement detailing my objection.

**Certification by Student**

Student’s Signature: ___________________________  Date: ___________________________

**Endorsement by Supervisor(s) and *Head of Department/*Postgraduate Coordinator**

Supervisor(s): ___________________________  *Head of Department/*Postgraduate Coordinator: ___________________________

Date: ___________________________  Date: ___________________________

**For office use only**

Approved*Noted as specified above. The new expiry date of your candidature is ______________________ (where this is applicable) and the new expiry of your RTS (HECS exemption) is ______________________ (where applicable).

Manager, Examinations, Graduations and Graduate Studies: ___________________________  Date: ___________________________  Comments: ___________________________
Please read the following carefully before you complete the form.

In compliance with the RTS guidelines, it is not possible to make retrospective changes to attendance status across the census dates of 31 March and 31 August.

The Supervisor(s) and either the Head of Department or Postgraduate Coordinator must endorse all applications. Two different signatures are required.

Where reasons are required for a change of attendance status, please provide them on a separate sheet of paper and attach it to this application.

Full-time, Part-time or Half-time

A change in attendance status from full-time to half/part-time may affect the RTS eligibility and HECS status of some students and a new HECS form may be required. If in doubt, please contact the Student Centre for further details. An effective date for the change is required.

Writing Up Outside

Before you apply for permission to complete the writing up of your thesis outside the University, you must have completed at least two years of full-time study (PhD only), have completed experimental (where applicable) and other required work, and have progressed sufficiently to permit satisfactory and independent completion of the thesis outside the University. If approved, regardless of your attendance status at the time of application, you will be allowed either 12 months or until the expiry of the candidature, whichever is the lesser. This may, in effect, shorten your candidature. Please note that writing up outside is automatically half-time.

Notification to Submit/Appointment of Examiners

You are reminded that you must give at least three months' notice of your intention to submit your thesis. A thesis summary should accompany this notice.

You are also reminded that you should, at the same time, discuss the appointment of potential examiners with your Supervisors. If you have any objection to the appointment of particular examiner(s) you must notify Graduate Studies at the same time or earlier than the notification of intention to submit, and attach a statement detailing the reasons for your objections. Please note that your objection is not a veto and an examiner will be appointed on academic grounds.

GENERAL ENQUIRIES: The Student Centre, Level 4, Wills Building. Tel.: 8303 5208 Email: sio@adelaide.edu.au

INTERNATIONAL STUDENTS: You should seek advice from the International Student Liaison Officer before applying for any amendments to your candidature because any such amendments may result in changes to your fees and/or visa requirements. Applications (EXCEPT notification of intention to submit/appointment of potential examiners) by international students require authorization (for tuition and visa matters) by the International Student Liaison Officer before they can be considered by Graduate Studies.

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 becomes effective.

Further Information
For further details regarding the procedures for application to change attendance status, please refer to Section 6 of Part II of the “Code of Practice”.

Lodging application
Completed applications (with appropriate authorisation for international students) must be lodged with the Student Centre, Level 4 of the Wills Building.