Form CD

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

APPLICATION FOR AMENDMENT TO CANDIDATURE DETAILS
IN HIGHER DEGREE CANDIDATURE

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

Student Name: _______________________________ Student No: ____________________

Department: _______________________________ Course: ____________________________

E-mail address: __________________________________________________________________________

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)

1 Extensions

I apply to extend my candidature for a period of twelve (12) months (for PhD)/ _______ months (for Masters) and I enclose a statement stating the reason(s) for my application. I wish to remain on/change to*full-time*/half-time*/part-time study during the period of my extended candidature with effect from _____ / _____ / ___. I also enclose a revised HECS form stating my preferred payment option.

2 Changing Supervisor(s)/Appointment of Acting or Replacement Supervisor(s) *see note about supervisor categories on reverse side of this form

*I wish to inform you that I *have had/*will have a change of Supervisor(s) with effect from _____ / _____ / ___.

My previous Supervisor(s) were (list all supervisors) ____________________________________________

And my current Supervisor(s) are (list all supervisors and their categories) ____________________________

*My acting/replacement supervisor(s) will be responsible for my supervision from _____ / _____ / _____ to _____ / _____ / _____.

*(If your new supervisors are from different departments/faculties, make sure that the “Research EFTSU’s % Split Across Departments” form is completed by the relevant Heads of Department. Please see notes on the reverse side of this form.)

3 Changing Field of Study

I wish to inform you that my field of study has been changed with effect from _____ / _____ / ___.

My previous field of study was: _______________________________________________________________________________________

My new field of study is: _______________________________________________________________________________________

This change involves a major change in my research topic (not a refinement of the topic/thesis title) and I enclose a copy of my revised research proposal. (Please see notes on the reverse side of this form.)

4 Changing *Department/*Faculty

I wish to inform you that I have changed from the Department/Faculty of __________________________/ __________________________ to __________________________/ __________________________ with effect from _____ / _____ / ___.

5 Withdrawal from Candidature

*I wish to withdraw/*I have withdrawn from my *Master of __________________________*/PhD candidature with effect from _____ / _____ / ___.

I enclose a statement stating the reason(s) for my withdrawal.

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

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

Manager, Examinations, Graduations and Graduate Studies Date: ____________________

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

- **Retrospective approval of changes to attendance status**: across the census dates of 31 March and 31 August is not possible.

- All applications must be endorsed by the supervisor(s) and either the Head of Department of Postgraduate Coordinator. 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.

- **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 they can be considered by Graduate Studies.

**SPOONED 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.

**Extensions**
Doctor of Philosophy students are allowed one twelve (12) month extension of their candidatures only, irrespective of whether they are full-time or half-time. Master students must stipulate the length of time required. Requests will only be considered if approval is permitted by the regulations governing the course. If a change of attendance status is required, please indicate the effective date.

Please note that non-tuition fee paying students will be HECS liable for the extended period of candidature. A revised HECS form which indicates the preferred payment option must be lodged with the application.

**Changing/Appointment of Acting or Replacement Supervisor(s)**
A student's supervisory arrangement may be altered in the event of a change in the department in which the student is enrolled. In this case the Head of Department, in consultation with the student, will nominate a replacement Supervisor. If a student has a sole Supervisor who is going to be absent for a period of more than one month, the Head will nominate an acting Supervisor. There may be other reasons why a change of Supervisor may be desirable. In these cases the Associate Dean, Research Education Policy, in consultation with the Head of Department, will appoint a new Supervisor(s).

* Supervision may be categorised as “Sole” or, in the case of two or more supervisors, “Principal and Co-”. A Sole supervisor must be from the department in which the student is enrolled. In multiple supervision, the Principal must be from the department in which the student is enrolled. The other(s) are designated Co-.

**EFTSU Split Across Departments**
Please note that if your new supervisors are from different departments/faculties, you should make sure that the relevant Heads of Departments complete the “Research EFTSU’s Percentage Split Across Departments” form which must be returned with the CD Form.

This is to ensure that the appropriate postgraduate research EFTSU’s are accrued to the departments concerned. A copy of this “EFTSU Split” form is obtainable from the web on: [http://www.adelaide.edu.au/Graduate_Studies/courses/index.html](http://www.adelaide.edu.au/Graduate_Studies/courses/index.html)

**Changing Field of Study**
If a major change in the field of study (as a result of a change in the research topic) is requested, a revised research proposal is required and should accompany this application. The title of the field of study should accompany this application. The title of the field of study should be general and should preferably be in line with the fields as listed by DETYA. A copy of the fields is available, for reference, from your department office, Student Centre, or from the WWW on [http://www.adelaide.edu.au/GSSO/Postgraduate/pgresearch.html](http://www.adelaide.edu.au/GSSO/Postgraduate/pgresearch.html). A change in field of study (if approved) which results in the previous study not being counted in the new study will involve a “withdrawal” from the current candidature and the commencement of a new candidature effective from the date of change to the new research topic. This will affect the RTS place (HECS exemption).

If no revised research proposal is attached to Form CD, it will be assumed that the change is only a refinement of the field of study/thesis title.

**Changing Department/Faculty**
A change of Department, whether within the same Faculty or one that involves another Faculty, requires the agreement of both the Departments. In this case, signatures from both Heads of Departments involved are required.

**Withdrawal from Candidature**
Students are requested to inform the Manager, Administrative Services Branch, of their withdrawal from candidatures (and the reasons for the withdrawal) well in advance of the HECS census dates of 31 March or 31 August. Failure to do so may result in the students being liable for HECS and Union Fees or an opportunity to reallocate the unused RTS place to another eligible student being missed.

For further details regarding the procedures for application to change attendance status, please refer to the Sections 6 & & of Part II of the “Code of Practice”, or the Student Centre.

**Lodging Applications**
Completed applications (with appropriate authorisation for international students, if applicable) must be lodged with the Student Centre, Level 4 of the Wills building.

General Enquiries
Tel: 08 8303 5208
Email: sio@adelaide.edu.au