

CHANGE OF PROGRAM (COP)

Student Number							
Family Name _____		Other Names _____					
Course _____		Faculty/Department _____					
Are you an international student? YES <input type="checkbox"/> NO <input type="checkbox"/>							
Are you a paid scholarship holder? YES <input type="checkbox"/> NO <input type="checkbox"/> ➡ Name your scholarship _____							
Are you a Cotutelle or Joint Research Degree enrolled candidate? YES <input type="checkbox"/> NO <input type="checkbox"/>							

The closing dates are: **7 February for EP1 (January to June) / 7 August for EP2 (July to December)**

☐ Part Time to **Full Time**

☐ Full Time to **Part Time**

Reason(s) _____

2a. ADDITION OF UNIT(S)

[illegible]

Academic Comment _____

[illegible]

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Academic Comment _____

3. All Candidates

Signature _____ Date _____

SIGNATURES ~ APPROVALS ~ ENDORSEMENTS

Approval of the Principal Supervisor, Head of Department and Associate Dean (HDR) is required for all program changes unless otherwise indicated. Supervisors and Associate Deans may provide supporting comments as appropriate below.

Principal Supervisor/Research Masters Supervisor

Name _____ Signature _____ Date _____

Head of Department

Name _____ Signature _____ Date _____

Associate Dean (HDR)

Name _____ Signature _____ Date _____

NOTES ON COMPLETING THE FORM



MACQUARIE
University

1. Change of attendance

Master of Research

- Candidates who are in the last session for MRes Year 2 will only be permitted to change their attendance to part time in compassionate or compelling circumstances.
- Change of attendance from full time to part time and vice versa will be recorded for Enrolment Period 1 (1 January to 30 June) and Enrolment Period 2 (1 July to 31 December). The completed application form must be received by HDRO before the following closing dates (census dates):
 - 7 February for Enrolment Period 1 (EP1)
 - 7 August for Enrolment Period 2 (EP2)
- Domestic candidates changing from full time to part time will no longer be eligible for the scholarship/stipend. Scholarship holders are only permitted to continue to be paid a part-time award under exceptional circumstances. Please refer to the conditions of your award and attach your written case for part-time candidature (with supporting documents where necessary).
- International candidates studying under a student visa must be enrolled full time.

MPhil/PhD

- Change of attendance from full time to part time and vice versa will be recorded for Session 1 (1 January to 30 June) and Session 2 (1 July to 31 December). The completed application form must be received by the Office of HDR Training and Partnerships (OHD RTP) before the following closing dates (census dates):
 - 7 February for Session 1
 - 7 August for Session 2

Change of attendance received after the census date will only be processed for the following session.

- Scholarship holders are only permitted to continue to be paid a part-time award under exceptional circumstances. Please refer to the conditions of your award and attach your written case for part-time candidature (with supporting documents where necessary).
- Scholarship holders wishing to change attendance to part time at the expiry of their scholarship must lodge this form for the change to be registered commencing at the next session following scholarship expiry (i.e. 1 January or 1 July).

2. Changes to units of study – HDCC or HDRT

2a. Add a unit

The deadline to lodge an application with OHD RTP is:

1 March for EP1 (January to June) and Full Year (January to December) units
1 August for EP2 (July to December) units

2b. Withdraw from a unit

The Census Dates for coursework units may vary from year to year. Please check the Census Dates from the following OHD RTP website.

<https://www.mq.edu.au/research/phd-and-research-degrees/how-to-apply/important-dates>

Signatures/Approvals/Endorsements

All changes must be discussed with, and supported by, your Principal/Acting Supervisor. Endorsement from the Head of Department and the Associate Dean (HDR) is required for all changes to research candidature unless otherwise indicated. Candidates should sign the form and ensure that the required signatures are obtained before

submitting the form. It is the responsibility of the candidate to ensure the form is received in the OHD RTP by the due date.

Advice is also available from the OHD RTP. Scholarship holders should contact the Scholarships Team for advice on any change that may affect their scholarship: hdschol@mq.edu.au

Where to submit forms

Completed forms, including all required signatures, should be submitted to the OHD RTP for processing.