MACQUARIE University

Change of Program
Master of Research Year 2

This form is to be completed by MRes Y2 candidates only.

Please obtain the MRes Advisor approval and then lodge the form at your Faculty HDR Office. They will obtain the Associate Dean's approval before submitting the form to the Higher Degree Research Office.

Surname:	**First Name:**	**Student Number:**
Email:	**Study Load:** ☐ **Full time** ☐ **Part time**	☐ **Domestic Student** ☐ **International Student**
Faculty:	**Discipline:**	**Sub-discipline:**
Are you a paid scholarship holder? ☐ No ☐ Yes Name of scholarship:_____		

1. Total withdrawal from the program ☐ Yes ☐ No

Reason/s: _____

_____

2. Change of Attendance

☐ Part Time to **Full Time** ☐ Full Time to **Part Time**

Reason/s: _____

_____

NB. If you are a scholarship holder and wish to apply for continuation of the scholarship on a part time basis, please attach a written case for exceptional circumstances to support your application.

3. Change of Supervisor

i. Adding a supervisor

Position	**Title** (eg. Prof, A/Prof, Dr)	**Supervisor Name** (Surname, First name)	**Start Date*** DD/MM/YYYY	**MQSR** Yes/No
1. Principal				
2. Associate				
3. Adjunct				
	Place of work and/or institution: Email: Phone : Honorary Appt (Y/N):			
4. Co-supervisor				
5. Acting				

ii. Deleting a supervisor

Position	**Title** (eg. Prof, A/Prof, Dr)	**Supervisor Name** (Surname, First name)	**End Date*** (DD/MM/YYY)
1. Principal			
2. Associate			
3. Adjunct			
4. Co-supervisor			
5. Acting			

If a supervisor is to be replaced, the start date of the incoming supervisor must be later than the end date of the outgoing supervisor

Please provide a brief explanation for this change:

_____

_____

_____

_____

_____

_____

4. Addition or change of tentative Thesis Title (*only Principal Supervisor's approval is required*)

State new or changed title (please print):

_____

_____

_____

Candidate Acknowledgement

I have read "Guidelines for completing a Change of Program" on the last page of this form, have attached all necessary supporting documentation and have clearly completed all sections of the form. The information I have provided is true and correct.

_____ _____

Candidate signature Date

NB. Where possible, you must obtain the signatures of your current and new Principal Supervisor (if applicable) before forwarding this form for further approval.

5. Recommendation and Approvals

Recommendation and Approvals	Name	Signature	Date
Current Principal Supervisor			
New Principal Supervisor (if applicable)			
Head of Department / MRes Advisor (or delegate)			
Associate Dean, HDR (or delegate)			
Director, HDRO			

Faculty HDR Office use only *(if applicable)*

I have placed a copy of the Adjunct Supervisor's acceptance of appointment on the candidate's file.

Name _____ Signature _____ Date _____

HDR Office use only

AMIS amended ☐ Spreadsheet ☐ Candidate notified ☐ Faculty notified ☐ Scholarship notified ☐

HDR Scholarships *(if applicable)*

Research Master amended ☐ HR notified ☐ Candidate notified ☐

Guidelines for completing a Change of Program form

This form is to be completed by MRes Y2 candidates only.

Withdrawal from Candidature

- This question is compulsory.

Change of Attendance

- 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.
- 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.

Change of Supervisor

- When adding or deleting a supervisor, please select the relevant supervisor position/s and complete the supervisor/s details.

  Principal Supervisor: This person has the main supervisory responsibility for the MRes candidate.

  Associate Supervisor: This position has a lesser fractional supervisory load compared to the Principal Supervisor.

  Co-Supervisor: This person is an academic staff member who is new to supervision.

  Adjunct Supervisor: This title describes all other supervisory appointments.

  An **Acting Supervisor** is a person appointed as a short term replacement for the Principal Supervisor for periods of up to six months only and as the need arises.

  In each of the above positions, the supervisor is a staff member who is in an employee relationship with the University and is expected to be familiar with Doctoral and Masters by Research Degree Rules and any guidelines relating to HDR candidature. These are outlined in the HDR Guide for Candidates and Supervisors. These supervisors are required to be listed on the Macquarie University Supervisor Register. All Principal, Acting and Associate Supervisors must have a continuous appointment to the University of three years or longer. For further information, please see the Higher Degree Research Supervisor Policy.

- Please indicate the dates for changes of any of the supervisory positions. Enter new or additional supervisors with a start date. If changing supervisors enter both the end date for previous supervisor and start date for new supervisor. If your Principal Supervisor is on leave please indicate start date for Acting Supervisor and end date if known. Further explanation to clarify complicated changes should be written in the comments section on page 2.
- Changes should be discussed with and supported by your Principal Supervisor and endorsed by the Faculty. If you are changing your Principal Supervisor please discuss with the Mres Advisor and/or the Associate Dean (HDR) of your Faculty. Both old and new Principal Supervisors need to sign the form to indicate agreement. The Principal Supervisor must ensure that supervisors of any category who are being added or deleted have agreed to the change and are aware of their responsibilities. The endorsement of all changes from the Mres Advisor and the Associate Dean (HDR) is required for all changes to research candidature.

Addition or change of tentative Thesis Title

- Print the new title in the space provided. Scholarship holders should indicate if this is a change of topic.

Candidate Acknowledgement and Approvals

- All changes must be discussed and supported by your Head of Department / MRes Advisor. Endorsement from the Associate Dean (HDR) is also required before changes can be made. ***Candidates must sign the form, and ensure that the required signatures are obtained before submitting the form.***

Checklist

- ☐ Have you completed your personal details?
- ☐ Have you signed and dated the declaration on the front of this form?
- ☐ Have you obtained support from your Head of Department / MRes Advisor?