

## Change of Units and Advanced Topics Bachelor of Philosophy/Master of Research

*This form is to be completed by BPhil/MRes Y1 candidates only.*

Please obtain the MRes Advisor approval and then lodge the form with a copy of your academic transcript to 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: <input type="checkbox"/> Full time <input type="checkbox"/> Part time | <input type="checkbox"/> Domestic Student <input type="checkbox"/> International Student |
| Faculty: | Discipline:                                                                       | Sub-discipline:                                                                          |

1. Total withdrawal from the program  Yes  No

*NB. If yes, you must also indicate your withdrawal from any enrolled units in question 3.*

Reason/s: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Additional units/advanced topics *(Your request must be received no later than two (2) weeks after the start of the relevant session)*

| I would like to add these units/advanced topics: |                |                                                |                          |                            |                |                            |                           |
|--------------------------------------------------|----------------|------------------------------------------------|--------------------------|----------------------------|----------------|----------------------------|---------------------------|
| MRes Unit Code                                   | MRes Unit Name | Advanced Topics: (enrolling under shell units) |                          | Session<br>S1<br>S2<br>S3* | Indicate       |                            | Faculty Approval (Yes/No) |
|                                                  |                | Unit Code                                      | Advanced topic Unit Name |                            | D<br>E<br>EX** | Day<br>Evening<br>External |                           |
|                                                  |                |                                                |                          |                            |                |                            |                           |
|                                                  |                |                                                |                          |                            |                |                            |                           |
|                                                  |                |                                                |                          |                            |                |                            |                           |
|                                                  |                |                                                |                          |                            |                |                            |                           |
|                                                  |                |                                                |                          |                            |                |                            |                           |

3. Withdrawal of units/advanced topics *(Your request must be received before the Census Date for the relevant session)*

| I would like to withdraw from these units/advanced topics: |                |                                                |                          |                            |                |                            |                           |
|------------------------------------------------------------|----------------|------------------------------------------------|--------------------------|----------------------------|----------------|----------------------------|---------------------------|
| MRes Unit Code                                             | MRes Unit Name | Advanced Topics: (enrolling under shell units) |                          | Session<br>S1<br>S2<br>S3* | Indicate       |                            | Faculty Approval (Yes/No) |
|                                                            |                | Unit Code                                      | Advanced topic Unit Name |                            | D<br>E<br>EX** | Day<br>Evening<br>External |                           |
|                                                            |                |                                                |                          |                            |                |                            |                           |
|                                                            |                |                                                |                          |                            |                |                            |                           |
|                                                            |                |                                                |                          |                            |                |                            |                           |
|                                                            |                |                                                |                          |                            |                |                            |                           |
|                                                            |                |                                                |                          |                            |                |                            |                           |

\* Only when the unit is offered in Session 3. \*\* Only when the unit is offered externally.

4. Is the change in your enrolment the result of a temporary interruption to your studies?

- No
- Yes, I will not be undertaking any study in session \_\_\_\_\_ 20 \_\_\_\_\_

If yes, please attach the following **required** documents:

- A letter explaining the interruption to your studies (including the date, name, student number and signature)
- A timetable for completion
- Certified copies of any associated documents – eg medical certificate, outgoing air ticket
- A copy of your passport photo page and visa (International Candidates only)
- A copy of your OSHC card with expiry date (International Candidates only)

5. Does the change in your enrolment relate to a change to your study load?  Yes  No

- Part Time to **Full Time**       Full Time to **Part Time**

Reason/s: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*NB. International candidates should check their visa requirements before requesting a change to their study load.*

**Candidate Acknowledgement**

I have read “Guidelines for Changing Units and Advanced Topics” on the last page of this form. I have attached a copy of my academic transcript and have clearly completed all sections of the form. The information I have provided is true and correct.

\_\_\_\_\_  
Candidate signature

\_\_\_\_\_  
Date

**Recommendation and Approvals**

| Recommendation and Approvals      | Name | Signature | Date |
|-----------------------------------|------|-----------|------|
| MRes Advisor 1                    |      |           |      |
| MRes Advisor 2*                   |      |           |      |
| Associate Dean, HDR (or delegate) |      |           |      |
| Director, HDRO                    |      |           |      |

*\*For units taken in another Faculty*

**HDR Office use only**

AMIS amended       Spreadsheet       Candidate notified       Faculty notified       Scholarship notified

# Guidelines for Changing Units and Advanced Topics

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## Withdrawal from Candidature

- Please provide a reason for your withdrawal. You must also indicate your withdrawal from any enrolled units in question 3.

## Changes to Units/Advanced Topics

- Adding and changing units/advanced topic – ***your request must be submitted within two (2) weeks of the start of the relevant session.*** No changes will be accepted after this date. If the change in unit falls into a higher HECS contribution band, you will be required to pay the difference in fees on the same day as enrolment into the new unit (unless you have chosen to defer your payment to HECS-HELP). If the new unit is in a lower HECS contribution band, you may seek a refund (or it will be adjusted for your deferred payment). Alternatively, the credit balance may be used to cover fees for the next session.
- Withdrawal from a unit/advanced topic – ***to withdraw without penalty, your request must be submitted any time prior to Census Date.*** Candidates who withdraw from a unit after the unit Census Date are liable for the relevant unit fees and the unit from which they have withdrawn is recorded with an W (Withdrawn) grade. Candidates who withdraw from a unit after the Last Day to Withdraw Without Academic Penalty, incur both a liability for the unit fees and an academic penalty where the unit from which they have withdrawn is recorded with an F (Fail) grade. A change of grade and remission of fees can only be obtained by special permission, under exceptional circumstances. For further information, see '[Changing your units of study](#)'.

For a full list of Macquarie census dates, [visit our important academic dates page](#).

## Change of Attendance

- To maintain a full time study load, you must enrol in a minimum of 3 units per semester.
- Domestic candidates changing from full time to part time will no longer be eligible for the scholarship/stipend.
- Domestic candidates who change from full time to part time attendance after payment of the scholarship/stipend will be required to reimburse the University for any payment/s received during the relevant session of change.
- International candidates studying under a student visa must be enrolled full time.

## Temporary interruption to studies

Current candidates planning to interrupt their studies for a session will need to withdraw from all units and provide supporting documents for the interruption prior to Census Date. A candidate will be considered to have *discontinued* their course if they:

- Withdraw from all of the units for which they are enrolled in that calendar year and for which a grade has not been determined, or
- Are not enrolled in any units for two consecutive sessions

For further information, see [Withdrawal and Discontinuance \(Coursework\) Policy](#).

## Note for International Candidates

In accordance with the Australian Government requirements, international candidates holding a student visa can temporarily suspend their studies in certain limited circumstances (compelling or compassionate), during the course through a formal agreement. Under Macquarie University's agreement you must complete this Change of Units and Advanced Topic form and attach the required documents. You will be notified of the outcome of your application in writing once a decision has been made.

Once international candidates are granted approved leave from their study, they will be reported to the Department of Immigration and Border Protection (DIBP). They will normally have to leave Australia for the approved leave period. If research candidates on a student visa wish to stay in Australia during an approved leave period, they need to get approval from DIBP, in writing, to do so.

## Candidate Acknowledgement and Approvals

- All changes must be discussed and supported by your MRes Advisor. Endorsement from the Associate Dean (HDR) is also required before changes can be made. ***Candidates must sign the form, attach a copy of their academic transcript, and ensure that the required signatures are obtained before submitting the form.*** It is the responsibility of the candidate to ensure that the form is received at HDRO by the required dates.

### Checklist

- Have you checked your unit codes and unit/advanced topic names?
- Have you signed and dated the declaration on the form?
- Have you attached a copy of your academic transcript?
- Have you obtained support from your Head of Department / MRes Advisor?