

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: <input type="checkbox"/> Full time <input type="checkbox"/> Part time	<input type="checkbox"/> Domestic Student <input type="checkbox"/> International Student
Faculty:	Discipline:	Sub-discipline:
Are you a paid scholarship holder? <input type="checkbox"/> No <input type="checkbox"/> Yes Name of scholarship: _____		

1. Total withdrawal from the program Yes No

Reason/s: _____

2. Change of Attendance

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: _____

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

Please ensure that all new supervisors align with minimum standards for appointment to a HDR supervision role as outlined in the Higher Degree Research Supervision Policy: <https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/higher-degree-research-supervision>

Adding Supervisor (s):

Position	Title	Family Name	Other Name	Start Date of Role DD/MM/YYYY
Research Masters Supervisor				
Adjunct HDR Supervisor	Place of work and/or institution: _____			
	Email: _____ Phone: _____			
HDR Cultural Advisor				
HDR Advisor				
HDR Supervisor (End-User Partnership)				

Deleting Supervisor(s):

If a Research Masters Supervisor or an acting Research Masters Supervisor is to be replaced, the start date of the incoming supervisor must be a day after the end date of the outgoing supervisor.

Position (eg. Research Masters Supervisor)	Title	Family Name	Other Name	End Date of Role DD/MM/YYYY

Please provide a brief explanation for this change:

4. Addition or change of tentative Thesis Title (only Research Masters 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 Research Masters Supervisor (if applicable) before forwarding this form for further approval.

5. Recommendation and Approvals

Recommendation and Approvals	Name	Signature	Date
Current Research Masters Supervisor			
New Research Masters 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.
- 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.

Change of Supervisor

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

HDR supervisors must meet the minimum standards for appointment to respective roles. This information is available on the HDR Supervision Policy <https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/higher-degree-research-supervision>

- 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 Research Masters Supervisor is on leave please indicate a start date for the 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 Research Masters Supervisor and endorsed by the Faculty. If you are changing your Research Masters Supervisor please discuss with the MRes Advisor and/or the Associate Dean (HDR) of your Faculty. Both old and new Research Masters Supervisors need to sign the form to indicate agreement. The Research Masters 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

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