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| **PLEASE NOTE** | * ***This form must be typed. Handwritten forms will not be accepted.***
* ***Double clicking on the check boxes enables you to change them from not-checked to checked.***
* ***Changes to your enrolment may have an effect on student loans and allowances. If you have a student loan living costs please contact StudyLink to check your on-going eligibility.***
* ***Changes of mode of study (e.g. full-time to part-time) should normally occur at the end of your current enrolment period.***
* ***Deferment is normally granted for a maximum of 1 year prior to commencement of the programme***
* ***Leave of Absence is normally granted for a maximum of 1 year throughout the programme***
* ***If changing Faculties this form should be signed by the new Faculty and a PGR7 - Change of Supervisor form completed***
* ***If applying for an extension please attach an updated timeline for completion and complete a progress report (if not completed within the last 3 months)***
* ***If applying for an extension, students are required to pay an enrolment fee on a prorata basis for the extension***
* ***Where applicable, international students are responsible for ensuring they have sufficient time to apply for an extension to their visa***
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| **Student ID** |  | **Name**  |  |
| **Faculty** | Choose a Faculty | **School/Dept** |  |
| **Programme** |  |  |
| **Commencement** **Date** |  | **Current Submission Date** |  |
| **Research Title** |  |
|  |
| proposed change to record (check all that apply) |
|  |
| [ ]  | **Defer Programme** **Commencement** | ExpectedStart Date |  |  |  |
| [ ]  | **Leave of Absence** | From |  | To |  |  |
| [ ]  | **Extension** | New Submission Date |  |  |  |  |
| [ ]  | **Withdrawal** | Effective Date |  |  |  |
| [ ]  | **Mode of Study** **(Full-time/Part-time)**  | From |  | To |  | EffectiveDate |  |
|  | **(*does not apply to doctoral students*)** |  |  |  |  |  |  |
|  |
| COMPLETE THIS SECTION IF YOU WILL BE BASED OFF-CAMPUS DURING YOUR STUDIES: |
| If your circumstances have changed and you need to be off-campus, either permanently or temporarily, please complete the following: |
| **I intend to study off-campus:** | **Temporarily** [ ]  | **Permanently** [ ]  |
| **Dates will be off campus:** | **From** |  | **To** |  |
| **Where will you be based:** | **City:** |  | **Country:** |  |
| Note: * Contact your Faculty Postgraduate Coordinator with information relating to an additional supervisor located at the external location, and an off-campus plan (schedule of meetings, access to equipment, fees requirements, Intellectual property requirements, support and expectations/goals).
* Due to the COVID-19 pandemic s*tudent international travel for university purposes (such as data collection or writing) remains restricted until further notice. Any overseas travel will require pre-authorisation. PhD students who choose to return to their primary place of permanent residence (‘home country’) for study purposes must meet certain requirements for pre-authorisation by completing a PGR31 form – ‘Covid-19 International PhD Student Return Home’ form in lieu of this section of the PGR6 form.*
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| reason for change |
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| Timeline to Completion |
| ***Note: For leave of absence and extension requests please provide a timeline to completion.***  |
|  |
| school and faculty approvals |
|  |
| **Primary Supervisor** |  | **Signature** |  | **Date** |  |
| **Mentor of Primary Supervisor** |  | **Signature** |  | **Date** |  |
| **Student** |  | **Signature** |  | **Date** |  |
| **Associate Dean** |  | **Signature** |  | **Faculty****Approval Date** |  |
| **Dean GRS** |  | **Signature** |  | **Date** |  |