CHANGE OF PROGRAM (COP)

Student Number

Family Name ____________________________________________ Other Names ______________________________________

Email Address __________________________________________

Course __________________________________ Faculty/Department _________________________________

Are you an international student?  No ☐ Yes ☐

Are you a paid scholarship holder? No ☐ Yes ☐  Name your scholarship __________________________

All candidates should answer question 1.

1. TOTAL WITHDRAWAL FROM THE PROGRAM

YES ☐  NO ☐

NB Withdrawal during a Show Cause will not be processed.

Reason(s) _____________________________________________

2. CHANGE OF ATTENDANCE

NB Candidates who have consumed 3 EFTSL for PhD or 1.5 EFTSL for MPhil will not be permitted to change attendance to part time.

Changes are effected from the commencement of the next appropriate Enrolment Period (EP). Applications received after the closing date will be processed in the following EP.

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) _____________________________________________

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. CHANGES TO UNITS OF STUDY

HDCC (Higher Degree Compulsory Coursework) or HDRT (Higher Degree Research Training) units

3a. ADDITION OF UNIT(S)

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<th>Unit Name</th>
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<td>e.g. SOC 864</td>
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Academic Comment ____________________________________________

______________________________________________________________
### 3b. WITHDRAWAL OF UNIT(S)

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Academic Comment
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

### 4. ADDITION OR CHANGE OF TENTATIVE THESIS TITLE (only Principal Supervisor’s approval is required)

State New or Changed Title (please print)
________________________________________________________________________
________________________________________________________________________

If you are a RAACE/imURS/MQRES/iMQRES scholarship holder and your new title indicates a change to your research topic, how does this new topic relate to your original topic?
________________________________________________________________________
________________________________________________________________________

### 5. All Candidates

Signature ___________________________ Date __________

### SIGNATURES ● APPROVALS ● ENDORSEMENTS

#### 6. Departmental/Faculty Administrator

I have checked and loaded all outstanding grades (HDRT/HDCC) for this withdrawing candidate on AMIS.

Name ___________________________ Signature ___________________________ Date __________

#### 7. 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

Name ___________________________ Signature ___________________________ Date __________

Head of Department

Name ___________________________ Signature ___________________________ Date __________

Associate Dean (HDR)

Name ___________________________ Signature ___________________________ Date __________

#### 8. Director, HDRO

EFTSL consumed ______ Approved □ Not approved □ ___________________________ Signature & date
NOTES ON COMPLETING THE FORM

1. **Total withdrawal from the program**
   This question is compulsory.

2. **Change of attendance**
   - 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 census dates:
     
     7 February for Enrolment Period 1
     7 August for Enrolment Period 2
     
     Change of attendance received after the census date will be processed for the following Enrolment Period.
   
   - Candidates who have consumed 3 EFTSL for PhD or 1.5 EFTSL for MPhil will **not** be permitted to change attendance to part time.
   
   - 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 enrolment period following scholarship expiry (i.e. 1 January or 1 July).

3. **Changes to units of study – HDCC or HDRT**
   
   3a. **Add a unit**
   The deadline to lodge an application with HDRO is:
   
   1 March for EP1 (January to June) and Full Year (January to December) units
   1 August for EP2 (July to December) units
   
   3b. **Withdraw a unit**
   The deadline to lodge an application with HDRO is:
   
   31 March for EP1 (January to June) and Full Year (January to December) units
   31 August for EP2 (July to December) units

4. **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.

5, 6 & 7. **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 HDRO by the due date.

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

5. **Where to submit forms**
Completed forms, including all required signatures, should be submitted to the HDRO for processing.