CONTINUING STUDENTS–ENROLMENT INSTRUCTIONS FOR ADDITIONAL UNITS

Higher Degree Research students no longer need to complete re-enrolment procedures at the beginning of each year unless they are in a program which involves course work or they are required to enroll in research seminar or additional coursework units. Candidature commences at the start date and is continuous throughout your research studies unless official leave of absence is granted or you discontinue.

Continuing research students enrolling in Higher Degree Research Training (HDRT) seminar units and/or additional coursework units OR professional doctorate students enrolling in Higher Degree Compulsory Coursework (HDCC) units use the revised Change of Program (COP) form for enrolment in these units. The COP form can be completed and submitted **any time up until and including the 24 February, 2006** for enrolments in first semester. The COP form is available from the HDRU enquiry counter and can also be downloaded at:


Please ensure you use the latest edition of the COP form.

After 24 February any further changes to units must be completed on a new Change of Program form. Addition and withdrawal of coursework units must be made according to coursework deadlines for registration in coursework units.

ENROLMENT STEPS

1. Enter additional units on the Change of Program form after discussing your enrolment with your supervisor or course adviser. You must arrange a time for advising in sufficient time to lodge the form by the 24 February deadline.

2. If you have any outstanding debts including fees or library fines you will need to complete payment in order to proceed with enrolment. Your Calendar and parking stickers may also be purchased from the Cashier.

3. Proceed to your department for academic advising, selection of units and completion of the Change of Program form including signature of the nominated departmental research coordinator. A list of research advisers available in February for enrolments is printed overleaf.

4. Submit the form at the HDRU enquiry counter Cottage C4C, or mail to Higher Degree Research Unit, Macquarie University, NSW 2109