



### CHANGE OF PROGRAM (COP)

Student Number							
Family Name _____ Other Names _____							
Course _____ Faculty/Department _____							
Are you an international student? YES <input type="checkbox"/> NO <input type="checkbox"/>							
Are you a paid scholarship holder? YES <input type="checkbox"/> NO <input type="checkbox"/> ➔ Name your scholarship _____							
Are you a Cotutelle or Joint Research Degree enrolled candidate? YES <input type="checkbox"/> NO <input type="checkbox"/>							

**All candidates should answer question 1.**

**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)**

Change of attendance received after the census date will only be processed for the following Enrolment Period.

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

**Note:**

1. Candidates who have consumed 3 EFTSL (who commenced prior to 2014) or 2.5 EFTSL (who commenced from 2014) for PhD or 1.5 EFTSL for MPhil will **not** be permitted to change attendance to part time.
2. 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.

Reason(s) \_\_\_\_\_  
 \_\_\_\_\_

**3. CHANGES TO UNITS OF STUDY**

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

**3a. ADDITION OF UNIT(S)**

Unit Name e.g. Reading and Method Research	Unit Code e.g. SOC 864	Unit Session EP1/EP2/Full Year

Academic Comment \_\_\_\_\_  
 \_\_\_\_\_

**3b. WITHDRAWAL OF UNIT(S)**

Unit Name e.g. Reading and Method Research	Unit Code e.g. SOC 864							Unit Session EP1/EP2/Full Year

Academic Comment \_\_\_\_\_

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

State New or Changed Title (please print) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**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 \_\_\_\_\_ (at 30 June / 31 December)

Approved  Not approved

\_\_\_\_\_  
Signature & Date

# NOTES ON COMPLETING THE FORM



**MACQUARIE**  
University

## 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 closing dates (census dates):

*7 February for Enrolment Period 1 (EP1)*

*7 August for Enrolment Period 2 (EP2)*

Change of attendance received after the census date will only be processed for the following Enrolment Period.

- Candidates who have consumed 3 EFTSL (who commenced prior to 2014) or 2.5 EFTSL (who commenced from 2014) 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 from a unit

The Census Dates for coursework units may vary from year to year. Please check the Census Dates from the following HDRO website.

[http://www.hdr.mq.edu.au/information\\_for/new\\_candidates/important\\_dates](http://www.hdr.mq.edu.au/information_for/new_candidates/important_dates)

## 4. Addition or change of tentative thesis title

Print the new title in the space provided.

## 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](mailto:hdrschol@mq.edu.au)

## Where to submit forms

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