Research Degrees: Request for Changes in Enrolment

Please see instructions over page before completing form

Student Details

<table>
<thead>
<tr>
<th>Family Name:</th>
<th>Given Name:</th>
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Title (please circle):  Miss | Ms | Mrs | Mr | Dr

Student Status (please tick): Domestic □ International □

SID: __________________________ University Email: __________________________ Phone No: __________________________

Degree: PhD □ MPhil □ Year Commenced: __________________________

School (please circle): AMME | CBE | CIVIL | EIE | SIT

All correspondence will be sent to your nominated correspondence address.
Please ensure your details are up to date in MyUni.

Request Details (please tick)

- **Suspend Degree Program** (the maximum suspension period allowed during your candidature is 2 semesters)
  - Suspend from: ___ / ___ / 20___
  - Proposed return date (please circle): March | July | 20__

- **Leave of Absence** (duration of less than one semester)
  - From ___ / ___ / 20___ to ___ / ___ / 20___

- **Counting Time Away**
  - From ___ / ___ / 20___ to ___ / ___ / 20___
  - Please include details of where you will be going, what you will be doing and how you will maintain contact with your supervisor during this time.

- **Complete Away**
  - Intended date of submission: ___ / ___ / 20___
  - Please provide information on how you will keep in contact with your supervisor, milestones that you will need to do to complete your thesis and how you believe you can manage that.

- **Annual Leave** (research students are granted 20 days of annual leave per year)
  - From ___ / ___ / 20___ to ___ / ___ / 20___
  - Total working days leave: ___

- **Change Attendance Status** (applications must be submitted with supporting documents and reasons)
  - From full time to part time □
  - From part time to full time □
  - PhD students changing to part time must provide milestones for each semester to show their progress.

- **Discontinue Degree Program Totally**

Please briefly state the reason/s for your request:

Student signature: __________________________ Date: __________________________

Supervisor’s Acknowledgement (required)

Comments (required):

Supervisors name: __________________________

Supervisors signature: __________________________ Date: __________________________
INSTRUCTIONS TO CANDIDATES – PLEASE READ CAREFULLY

All Students:

APPROVALS WILL NOT BE GRANTED RETROSPECTIVELY UNDER ANY CIRCUMSTANCES.

You must return this form along with any other supporting documentation to the Graduate School of Engineering and Information Technologies by the end of the 2nd week of each semester for either a full-year suspension or for a suspension for just one semester.

Please have this form signed by your supervisor and School Research Director before returning to the Graduate School of Engineering and Information Technologies, University of Sydney NSW 2006.

Please note that, if your application to suspend is successful, you must advise the Graduate School of Engineering and Information Technologies that you wish to recommence candidature 6 weeks prior to the start of the semester in which you intend to recommence. International students will need to advise the International Office on international.studentadvisers@sydney.edu.au at least three months prior to the start of the semester in which you intend to recommence to initiate a new student visa.

Research students holding a scholarship should also note that you may have to notify your Scholarship provider of any and all periods of absence and must note that changing from full to part time study may affect your scholarship agreement.

N.B.: It is your responsibility to notify the Scholarships provider and/or the University of Sydney’s Research Office of any absence or change in attendance pattern prior to submitting this form for approval.

International Students only:

As full-time study is a requirement for all International students who hold an Australian Student Visa, if you suspend your studies your eCoE will be cancelled. Therefore you may be required to leave Australia and you may be subject to visa cancellation.

You may be required to reapply for your visa when you are ready to resume study. Students who are resuming studies following an approved Leave of Absence or Suspension are advised to fill in the online recommencement form at least two months before commencing in order to obtain a new eCoE.

PLEASE NOTE: This administrative process may take up to 2 weeks, depending upon when you submit this form.