



Postgraduate Research Degrees: Request for Changes in Enrolment

SECTION A: STUDENT DETAILS (Please complete all blanks)

Family Name:	Given Names:	Title: Miss / Ms / Mrs / Mr / Dr (please circle)
Address:		
Suburb:	State:	Postcode:
Email:	Student ID number:	
Daytime Phone No:	Mobile	Fax:
Student Status (please tick): <input type="checkbox"/> Domestic <input type="checkbox"/> International		
Degree (please circle): PhD MPhil MER Year commenced:		

SECTION B: REQUEST DETAILS (please tick relevant box and complete all blanks)

<input type="checkbox"/> DEFER COMMENCEMENT OF DEGREE	Specify semesters (max. 2): Proposed commencement date:/...../.....
<input type="checkbox"/> SUSPEND DEGREE PROGRAM	Proposed return to candidature date:/...../.....
<input type="checkbox"/> EXTEND DEGREE PROGRAM	Revised completion date:/...../.....
<input type="checkbox"/> LEAVE OF ABSENCE (less than 1 semester)	Specify dates of duration of absence:/...../..... to/...../.....
<input type="checkbox"/> COUNTING TIME AWAY	Specify dates of duration of absence:/...../..... to/...../..... *Please include on a separate sheet details of how you will be maintaining contact with your supervisor
<input type="checkbox"/> COMPLETE AWAY	Intended date of submission/...../..... *Please include on a separate sheet details of how you will be maintaining contact with your supervisor
<input type="checkbox"/> ANNUAL LEAVE	Specify dates of duration of leave:/...../..... to/...../..... Total Number of working days of leave..... *Research students are granted twenty days of annual leave Per year.
<input type="checkbox"/> WITHDRAW / DISCONTINUE DEGREE PROGRAM TOTALLY	

Reason for request:

N.B. Where relevant, SEPARATE supporting documents / detailed description of valid reasons should be attached. Examples of reasons are personal hardship, medical ill health, or student exchange. Please ensure supervisor's signed support and comments. The **maximum time** allowed to defer commencement or suspend candidature is **two (2) semesters**. If you are away for longer than two semesters, you must write in as you might have to re-apply for the degree.

Student signature:	Date:
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SECTION C: ACKNOWLEDGEMENT *(Must be completed by the Supervisor)*

Comments (required):

Supervisor Name: Supervisor Signature:

Date:

SECTION D: SCHOOL APPROVAL *(Official use only)*

APPROVED / NOT APPROVED / ACKNOWLEDGED *(please circle)*

Comment:

Director, Research Studies signature:

Date:

SECTION E: ASSOCIATE DEAN APPROVAL *(Official use only)*

APPROVED / NOT APPROVED / ACKNOWLEDGED *(please circle)*

Comment:

Associate Dean (Research) signature:

Date:

GSE Office: Defer Suspend Extend LOA Count time Withdraw Complete Away Annual Leave

Revised Completion dates

Earliest _____ / _____ / _____

Latest _____ / _____ / _____

Process completed (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 Academic Director before returning** to the Graduate School of Engineering and Information Technologies.

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.

Research students holding a scholarship should also note any obligations you may have to notify your Scholarship provider of any and all periods of absence. It is your responsibility to notify the Scholarships provider and/or the University of Sydney's Research Office of your absence.

INTERNATIONAL STUDENTS ONLY:

As full-time study is a requirement for all International students who hold an Australian Student Visa, the International Office is required to notify the Department of Immigration and Citizenship (DIAC) within **14 days** of your ceasing studies, either as a Suspension or as a Total Discontinuation.

If you are applying for a Suspension for one semester for either medical or extenuating compassionate reasons, and you can provide appropriate supporting documentation, DIAC may permit you to retain your student visa. If you intend leaving Australia during the period that you have suspended your studies, please contact the closest DIAC office (131881) to make an appointment to confirm your visa status prior to departing.

If you are suspending your studies for any other reason you will need to apply for another student visa to resume studies. Please email **compliance@io.usyd.edu.au** if you need further advice as to how your Suspension will affect your student visa. The Graduate School of Engineering and Information Technologies will notify the International Office when your request has been assessed and approved.

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