



PLEASE SEE OVER FOR INSTRUCTIONS TO CANDIDATES

Postgraduate Coursework: Request for Changes in Enrolment

SECTION A: STUDENT DETAILS (Please complete all fields)

Family Name:	Given Names:	Title: Miss / Ms / Mrs / Mr / Dr (please circle)
Postal Address:		SID:
Suburb:	State:	Postcode:
Home/Business Phone No(s):	Fax:	
Email:		
Degree / Award Course:		
Student Status (please tick):	Domestic <input type="checkbox"/>	International <input type="checkbox"/>
School (please circle):	AMME   CBE   CIVIL   EIE   SIT	

SECTION B: REQUEST DETAILS (Please tick relevant box)

<input type="checkbox"/> SUSPEND DEGREE PROGRAM	Proposed return date:
<input type="checkbox"/> DISCONTINUE DEGREE PROGRAM TOTALLY	
Reason for request:	
<p><b>N.B.</b> Where relevant, SEPARATE supporting documents / detailed description of valid reasons should be attached. Examples of reasons are personal hardship, ill health, or student exchange. The <b>maximum time</b> allowed to suspend candidature is <b>two (2) semesters</b>. If you are away for longer than two semesters you may have to re-apply for the degree.</p>	

Student signature:	Date:
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SECTION C: SCHOOL APPROVAL (Official use only)

<p><b>APPROVED   NOT APPROVED</b> (please circle)</p>
Comments:
_____
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Director, Postgraduate Studies signature:	Date:
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SECTION D: GSE use only

GSE Office: <input type="checkbox"/> Suspend <input type="checkbox"/> Discontinue   Signature:	Date:
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## 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 2<sup>nd</sup> week of each semester for either a full-year suspension or for a suspension for just one semester.

Please have this form signed by the Director, Postgraduate Studies before returning to the Graduate School of Engineering and Information Technologies, University of Sydney NSW 2006. Coursework students will be withdrawn from Units of study upon approval of this form by the Director, Postgraduate Studies of the School your degree is associated with.

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.

Coursework students holding a scholarship should also note any obligations you may have to notify your Scholarship provider of any and all periods of absence.

**N.B.: It is your responsibility to notify the Scholarships provider of your absence.**

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

### 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 GSE will notify the International Office when your request has been assessed and approved.