

LOAD CHANGE APPLICATION FORM



Use this form to request a change to the status of your Higher Degree by Research program from full-time to part-time (or vice-versa). This form and any accompanying documentation must be received no later than two weeks prior to the applicable census date (31 March for Semester 1 or 31 August for Semester 2) in order to take effect for that semester.

Approval is required from your Principal Supervisor and the Head of School/Nominee.

If you are a scholarship holder, you must consider your scholarship conditions, as restrictions on part-time study may apply. Holders of an international student visa are required to maintain full-time study.

CANDIDATE DETAILS

Family Name:

Given Name:

Student Number:

LOAD CHANGE REQUESTED

I request that my enrolment load be changed to:

Part-time:

☐

Full-time:

☐

Effective from:

Semester 1

☐

Semester 2

☐

Year:

Reason(s) for requesting load change:

SIGNATURE:

Date:

Please sign this form and email the completed version to your Principal Supervisor. Once signed off, they will return to you, for you to forward to Graduate Research:graduate-research@newcastle.edu.au. **Please copy in all of your supervisors when you submit the form to Graduate Research.**

APPROVALS

**Principal Supervisor
Name:**

Do you support this change request? Yes:

☐

No:

☐

**Provide justification for
this decision:**

**Principal Supervisor
Signature:**

Date:

Please return the completed form to the candidate, who will forward to Graduate Research: graduate-research@newcastle.edu.au. Graduate Research will coordinate approvals by the Head of School/Nominee

**Head of School/
Nominee Name:**

Do you support this change request? Yes:

☐

No:

☐

**Provide justification for
this decision:**

**Head of School/
Nominee Signature:**

Date: