HIGHER DEGREE RESEARCH
Short-term study away from the University

PART A: STUDENT DETAILS

<table>
<thead>
<tr>
<th>Griffith Identification Number</th>
<th>Family name:</th>
<th>Academic Element:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>First name:</td>
<td>Campus:</td>
</tr>
</tbody>
</table>

Degree: Scholarship (if applicable):  Yes  No
Title: 

PART B: DETAILS OF REQUEST

Before completing this form, please consult the website for information on studying away at

Period of absence requested:  to

Day / Month / Year  Day / Month / Year

Provide the following information below or as an attachment

- the location/s to be visited and the work to be undertaken
- the resources and facilities available to you at the location/s to support your research program (eg, library facilities, computing) while you are away
- a schedule of contact indicating the frequency and medium of communication between you and your University supervisors
- where practicable, advise the details (below) of a qualified person where you will be located who has agreed to act as a local associate supervisor
- a completed ‘Appoint/Change Supervisor’ form with details of a qualified person where you will be located who has agreed to act as a local associate supervisor

Are you an international student?  Yes  No
Are you a sponsored student?  Yes  No
If yes, you are responsible for seeking approval from your sponsor for short term study away from the University.

Signature: Date

PART C: LOCAL ASSOCIATE SUPERVISOR DETAILS

Attach the CV of the local nominated supervisor, along with the completed Appoint/Change Supervisor form.

Title: First Name: Surname:
Appointment held:
Institution/Organisation:
Area of expertise:

Take this form to your principal supervisor for recommendation.
### PART D: PRINCIPAL SUPERVISOR RECOMMENDATION

- **Yes**
- **No**

Is the application for short-term study away from the University supported?

Where a student is away from campus for more than three months it is expected that local supervision will be arranged if at all possible. If local supervision has not been arranged, provide a supporting case:

<table>
<thead>
<tr>
<th>Mail</th>
<th>In Person</th>
<th>Campus Student Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Griffith Graduate Research School N16_2.01 Griffith University 170 Kessels Road Nathan Qld 4111</td>
<td>Griffith Graduate Research School N16_2.01 (Macrossan Building), Nathan campus or G06_3.16 (Business 3), Gold Coast campus</td>
<td></td>
</tr>
</tbody>
</table>

### PART E: DEAN / DEPUTY DEAN (RESEARCH) APPROVAL

Student candidature details are included in the covering memorandum.

- **Yes**
- **No**

Is the application for short-term study away from the University supported?

- **Yes**
- **No**

Is a local associate supervisor to be appointed? If ‘Yes’, please ensure appoint/Change Supervisor form is also approved.

<table>
<thead>
<tr>
<th>Mail</th>
<th>In Person</th>
<th>Campus Student Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Griffith Graduate Research School N16_2.01 Griffith University 170 Kessels Road Nathan Qld 4111</td>
<td>Griffith Graduate Research School N16_2.01 (Macrossan Building), Nathan campus or G06_3.16 (Business 3), Gold Coast campus</td>
<td></td>
</tr>
</tbody>
</table>

### PART F: GRIFFITH GRADUATE RESEARCH SCHOOL

HDRO: [Date:]

### PROTECTING STUDENT PRIVACY

Griffith University collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University’s Privacy Plan at [www.griffith.edu.au/about-griffith/plans-publications/griffith-university-privacy-plan](http://www.griffith.edu.au/about-griffith/plans-publications/griffith-university-privacy-plan) or Telephone (+61 7) 373 57700 or (+61 7) 555 28811.