RESEARCH HIGHER DEGREE – Change Attendance Status

Part A: Student details

Family name ___________________________ First name ___________________________

Student ID ______________ Degree __________________________ Scholarship ____________

(AIf applicable)

Academic element ___________________________ Campus __________________________

Part B: Details of request

Before completing this form, please consult relevant information online via:
Griffith Portal > Research > Research higher degrees

■ I wish to change my attendance status from ___________ to ___________

■ This change will take effect from ___________ Day / Month / Year

■ Are you currently in receipt of a scholarship?  Yes ☐ No ☐  S'Ship Title _______________

If ‘Yes’, immediately email the effective date to rhd-scholarship@griffith.edu.au in order to avoid an overpayment of stipend payments.

■ Are you an international student?  Yes ☐ No ☐

If ‘Yes’, complete Part C of this form and take Part D to Griffith International for approval.

Signature ....................................................  Date ............. / ............ / ......................

Take this form to your principal supervisor for recommendation.

Part C: To be completed by international students

Requests by international students to change to part-time status will be granted only in compassionate and compelling circumstances.

■ Is your enrolment supported by a sponsor?  Yes ☐ No ☐  Sponsor’s Name if Applicable _______________

■ Has your sponsor agreed to your request to change enrolment status?  N/A ☐ Yes ☐ No ☐

Take this form to Griffith International to obtain the following approval.

Part D: To be completed by Griffith International

■ Is the student required to leave the country whilst enrolled on a part-time basis?  Yes ☐ No ☐

■ Application supported and noted by Griffith International.

Comment ____________________________________________________________

take this form to your principal supervisor for recommendation.
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Part E: Principal supervisor recommendation

- Is the application to change attendance status supported? [ ] Yes [ ] No
  If ‘No’ provide a reason for your recommendation.

- Where the change in attendance status is from part-time to full-time, can the candidature be accommodated in terms of supervision? [ ] Yes [ ] No

[ ... ]

Signature Print Name Date

Return this form to the Griffith Graduate Research School Level 2, Macrossan Building (N16), Nathan campus or to a campus Student Centre for on-forwarding

Part F: Element/Dean/Deputy Dean (Research) approval

Student candidature details are included in the covering memorandum.

- Is the principal supervisor's recommendation supported? [ ] Yes [ ] No
  If ‘No’ provide a reason for your recommendation.

- Where the change in attendance status is from part-time to full-time, can the candidature be accommodated in terms of supervision and resources? [ ] Yes [ ] No

[ ... ]

Signature Print Name Date

Return this form to the Griffith Graduate Research School Level 2, Macrossan Building (N16), Nathan campus or to a campus Student Centre for on-forwarding

Part G: Griffith Graduate Research School

Approved / Not Approved / Not Required ........................................……………………  ………………………

Dean, Griffith Graduate Research School Date

New Min Sub Date .............. New Max Sub Date .............. New Conf Date ..............

Current Progress Report Submitted Yes/No/N/A PSC Advised Yes/N/A

RHDO .................................................. Date ..................................................

Salaries Officer Advised Yes/N/A New Scholarship Expiry ..................................................

PSC .................................................. Date ..................................................

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