



Enrolment / Change of Enrolment

Higher Degree by Research Students

Please read Part 4, "Conditions and Rules", before completing this form.

Please print using black or dark blue pen in the spaces provided.

The personal information collected on this form will be used by Curtin University for the sole purpose of providing requested and related services. Full privacy statement available at

<http://global.curtin.edu.au/legal/privacy.cfm>

Part 1: Students must complete this section

Student ID Number Title Mr Ms Other

If you are a Curtin Sarawak student, please also provide your Sarawak ID Number

Surname / Family Name

Given Names

Address for Correspondence

Title of Course

Course Code

Enrolling Area

Faculty

Home Phone

Work Phone

Facsimile

Mobile

E-Mail Address

1. Are you in receipt of a scholarship? Yes (If yes, please indicate below) No

Name of Scholarship (eg. APA, IPRS, AusAID)

2. Please indicate below the purpose of this application:

(i) Confirm/amend enrolment

(ii) Change study mode

(iii) Withdraw permanently from the course (go to Q4)

3. At what time-fraction do you wish to be enrolled? Full-time Part-time

Effective From:

(DD/MM/YY)

4. Withdrawal from course. Please briefly state the reason for your withdrawal (see Part 3.1.1). (go to Student Declaration)

5. Confirm/amend enrolment. *Please complete the table below as appropriate. (Note: The thesis unit is a one-off enrolment.)*

| Unit number | Unit title | Study Period eg. Sem 1 | Year eg. 2006 | Internal or Central External or Area External | Campus eg. Bentley | Enrol or Withdraw | Signature of Supervisor |
|-------------|------------|------------------------------|---------------------|---|--------------------------|-------------------------|----------------------------|
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Thesis Commencement Date: (DD/MM/YY)

Student Declaration

- I understand it is my responsibility to ensure that my enrolment is correct.
- I have sought appropriate academic counselling in relation to my enrolment.
- I confirm that if I am enrolling part-time I will have the necessary time to undertake the research program.
- I agree to be bound by the Statutes, Rules and Policies of the University as amended from time to time and agree to pay all fees, levies and charges directly arising from my enrolment.
- I consent to receiving information electronically from the University.
- I agree to access OASIS (student portal) at least once a week to receive official communications from the University (unless approval for exemption is granted). (See Part 3.3)
- I am aware of the conditions under which I am permitted to use University IT (computer) facilities.
- I acknowledge that I have read and understood the information on this form regarding Guild Membership. (See Part 3.4)
- I acknowledge that I have read and understood the University's Privacy Statement.
- I authorise Curtin University to reproduce any attachments provided with this form for administrative purposes only.
- I acknowledge that any expense, costs or disbursements incurred by the University in recovering any monies owing by me shall be the responsibility of the debtor, including debt collection agency fees and solicitor's costs on the amount outstanding and all other reasonable costs incurred in the recovery of outstanding monies.

Signature of Student

Date

(DD/MM/YY)

*Please obtain your Head of Enrolling Area's signature at Part 2
then give this form to your Faculty Graduate Studies Officer for completion of Part 3.*

Part 2: Head of Enrolling Area must complete this section

I endorse the enrolment/change of enrolment herein.

Signature of Head
(or appropriate alternate)

Date

(DD/MM/YY)

Part 3: Faculty Graduate Studies Officer must complete this section

Signature of FGSO

Date

(DD/MM/YY)

Please only submit pages 1 and 2 of this form. The information below is for your reference only.

Part 4: Conditions and Rules

3.1 Conditions

1. Notice to withdraw from a Unit, withdraw from the course, apply for Leave of Absence, or change study mode must be lodged before the Census Dates (see <http://students.curtin.edu.au/administration/dates/census.cfm>) in order to ensure that your financial liability (e.g. fees) and time limits for the course are amended accordingly. Notice to withdraw from the course must be lodged in writing. Withdrawal from the course cannot be backdated.
2. One full-time semester is usually the equivalent of 100 credits, or 0.5 EFTSL. One part-time semester is usually the equivalent of 50 credits, or 0.25 EFTSL. Part-time load is considered to be approximately 50% of full-time load.
3. Students in receipt of a Scholarship providing a stipend should be aware that the Scholarship Conditions of Award might require that students be enrolled full-time. Scholarship recipients should check with the Manager, Scholarships if in doubt.
4. Enrolment in the Thesis unit is continuous from the date first enrolled until the date the thesis is submitted. If you have already enrolled in the Thesis unit, you do not need to enrol in this unit again. Enrolment will be automatically suspended for an approved period of **Leave of Absence**. An Application for Leave of Absence can be made using the appropriate form and should be completed in consultation with the supervisor. An application must be lodged prior to the leave start date to allow time for the Faculty Graduate Studies Committee to consider the application.

3.2 Rules

1. Extracts from Section 4, Enrolment and Duration of Study; of Rule 10: Degree of Doctor by Research and Rule 11: Degree of Master by Research:
 - (a) A candidate may enrol in a Doctoral degree either full-time or part-time. Enrolment shall be continuous with the exception of periods of Leave of Absence as approved by the Faculty Graduate Studies Committee.
 - (b) Enrolment in the Doctoral degree shall be for a minimum period of two years and a maximum period of four years of equivalent full-time study. The time limits shall be adjusted for approved periods of Leave of Absence. In exceptional circumstances the periods of enrolment noted above may be varied by the University Graduate Studies Committee upon the recommendation of the Faculty Graduate Studies Committee.
Note, for Rule 11: Degree of Master by Research, the first sentence of this clause reads: Enrolment in the Degree of Master shall be for a minimum period of one year and a maximum period of two years of equivalent full-time study.
 - (g) No candidate may be enrolled in a Doctoral degree/Master's program at the University while simultaneously enrolled in any other higher degree, Bachelor's degree, or diploma course at this or any other institution, without the approval of the University Graduate Studies Committee.
 - (i) A candidate who is unable to pursue his/her studies may be granted Leave of Absence (see Section 10).
2. Extracts from Section 10, Leave of Absence; of Rule 10: Degree of Doctor by Research and Rule 11: Degree of Master by Research:
 - (a) In accordance with Section 4(a), a candidate shall remain enrolled continuously until the thesis has been submitted for examination to the Thesis Examinations Officer, except during periods of approved Leave of Absence.

- (b) A candidate who is unable to pursue his/her studies may be granted Leave of Absence and have enrolment suspended for a period of one to twelve months by the Faculty Graduate Studies Committee on the recommendation of the Head of Enrolling Area. In exceptional circumstances, the Faculty Graduate Studies Committee may approve further periods of Leave of Absence. Candidates are required to lodge the application for Leave of Absence on the prescribed form prior to the start date of the proposed period of leave. Applications for retrospective periods of Leave of Absence may be considered in exceptional circumstances. Leave of Absence shall not normally be approved until after Candidacy is approved by the Faculty Graduate Studies Committee.
- (c) For International Students who have a student visa, approval of Leave of Absence is subject to the requirements of the Department of Immigration and Citizenship (DIAC).
- (d) A candidate who is not on approved Leave of Absence and is deemed by the Head of Enrolling Area, following consultation with the Supervisor, not to be actively pursuing their research program may, upon recommendation to the Faculty Graduate Studies Committee by the Head of Enrolling Area, be withdrawn from enrolment and have their status changed to Absent Without Leave for a period of six months.
- (e) In exceptional circumstances a candidate whose status is Absent Without Leave may be re-enrolled on the recommendation of the Head of Enrolling Area to the Faculty Graduate Studies Committee after a period of time on whatsoever terms and conditions the Faculty Graduate Studies Committee may prescribe consistent with the Higher Degree by Research Rules for Doctoral Degrees.
Note, for Rule 11: Degree of Master by Research, the Rules for this clause are referred to as: 'the Higher Degree by Research Rules for Degree of Master (by Research)'.
- (f) A candidate whose status is Absent Without Leave for a period exceeding six months may have his/her enrolment terminated by the University Graduate Studies Committee in accordance with Section 16.

3.3 OASIS – Online Access to Student Information Services



OASIS is Curtin's student portal. Through OASIS, students are provided with access to their student record (eStudent), the Official Communications Channel (OCC), and a range of other online services including a student email account and learning support systems. **It is a condition of enrolment at Curtin that students activate their OASIS account and access OASIS at least once a week to receive official communications from the University via the OCC.** Students may be granted exemption from the requirement to access OASIS in exceptional circumstances only. Please check www.oasis.curtin.edu.au for more information.

3.4 Guild Membership

Under the Curtin University of Technology Act, all students automatically become members of the Student Guild on enrolment.

In order that the Guild may provide services to you whilst you are a member, your name, student ID number, preferred contact address, home phone number, email addresses, gender, year of birth, course of study, campus location and other basic enrolment details will be made available to the Guild. These details will remain confidential.

You may elect not to become a member of the Guild at the time of enrolment or may resign from the Guild at any time after enrolment. If you elect not to become a member, your details will not be provided to the Guild. If you resign from the Guild, the Guild will no longer have access to your details and you will cease to be eligible for membership benefits.

If you do not wish to be a member of the Guild, you will need to complete a form advising that you do not wish to be a member. The form is available from Faculty Student Services Offices, Student Central or on the web at <http://students.curtin.edu.au/administration/forms.cfm>. The completed form must be returned to Student Central for processing.