INTRODUCTION

In the case of a change in circumstances, an HDR Candidate may request to change their enrolment status from full-time to part-time or vice versa. The Candidate may do so at any time during the period of candidature, in consultation with their Principal Supervisor and their Supervisory Panel. The application is then considered by the relevant faculty Pro Vice-Chancellor.

COMPLIANCE

This is a compliance requirement under the:

- Higher Education Standards Framework (Threshold Standards); and
- National Code of Practice for Providers of Education and Training to Overseas Students

INTENT

To outline the procedures an HDR candidate is to follow to apply for a change to their enrolment status from full-time to part-time or vice versa.

To outline the procedures by which the faculty Pro Vice-Chancellor may, following a change of circumstances experienced by the candidate, and on the recommendation of the Head of School, alter the enrolment status of a candidate at any time during the period of candidature.

RELEVANT DEFINITIONS

In the context of this document

HDR means Higher Degree by Research and includes PhD candidates, Masters by Research candidates and Research Professional Doctorate candidates;

Principal Supervisor means an academic staff member of the University who holds a degree and/or experience deemed by the Deputy Vice-Chancellor, Research and Innovation as equivalent to the degree being undertaken by the candidate and who is primarily responsible for the rigorous supervision of the program of study of the candidate; an

Supervisory Panel means a group of individuals approved by the Research and Research Training Committee to provide academic and administrative support to the Candidate that ensures timely submission of a high quality Thesis. The Supervisory Panel must consist of at least a Principal Supervisor and two Associate Supervisors.
PROCEDURES

Application

Candidate in consultation with the Principal Supervisor and the Supervisory Panel prepares a written application addressed to the Pro Vice-Chancellor of the faculty, requesting a change of status and outlining the reasons for the request. [Note: there is no prescribed form for this procedure].

Approval

The Principal Supervisor will either support or reject the application and forwards their recommendations to the Pro Vice-Chancellor. The Pro Vice-Chancellor will then decide to accept or reject the application and then forwards their recommendation to the relevant Faculty Office.

If the application is unsuccessful, the candidate has the right of appeal against the decision in accordance with the University’s Students - Academic Grievance Procedures.

The Pro Vice-Chancellor will provide written advice to the candidate explaining the reasons why an application was unsuccessful within two (2) weeks of the decision.

Notification

If the application is successful, the relevant Faculty Office notifies the candidate, Supervisory Panel and Head of School of outcome, and updates internal records and then forwards the paperwork to the Office of Research and Innovation to update internal student records and the student file.

ESSENTIAL SUPPORTING INFORMATION

Internal

Responsible Conduct of Research Policy

Students – Academic Grievance Procedures

External
## Document History and Version Control

<table>
<thead>
<tr>
<th>Version</th>
<th>Date Approved</th>
<th>Approved by</th>
<th>Brief Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>20 May 2005</td>
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</table>
| 1.01    | 04 Mar 2010   | Governance                | • Change process into new process format  
• Change DVC Research to DVC Research and International to reflect title change.  
• Change Research Office to Office of Research and Innovation to reflect title change |
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