

ARRIVAL/DEPARTURE NOTIFICATION FORM



This form is for **Jointly Awarded Doctoral Degree (JADD) and Dual Award Doctoral Degree (DADD) candidates only**. Use this form to notify UON Graduate Research that you have recently arrived at UON or that you intend on departing UON. Candidates departing UON must complete this form at least three weeks before their departure date.

If your arrival or departure requires a change to your approved Study Period, please also complete the [Request to Adjust the Study Period](#) form.

CANDIDATE DETAILS

Family Name:

Given Name:

UON Student Number:

Partner Institution
Student Number:

Instructions:

- If you have **recently arrived** at UON – complete Section A
- If you are **departing** UON – complete Section B

Section A – RECENTLY ARRIVED AT UON

Exact date of arrival:

Do you intend to remain at UON until you submit your thesis?

Yes:

No*:

*If No, please provide your estimated departure date:

Section B – DEPARTING UON

Exact date of departure:

Do you intend to remain at the partner institution until you submit your thesis?

Yes:

No*:

*If No, please provide your estimated date of arrival back at UON:

Please tick this box to confirm you have checked your scholarship conditions and understand that your living allowance may be suspended while you are outside of Australia:

Please tick this box to confirm that you will contact Allianz and request the suspension of your OSHC policy as soon as you depart Australia:

DECLARATION AND APPROVALS

Candidate Declaration

I confirm that I will spend a minimum of 12 months in total at each institution before submitting my thesis for examination.

CANDIDATE SIGNATURE:

Date:

Please sign this form using your Adobe Digital Signature. Click on the box above and follow the prompts. Email the completed form to your UON Principal Supervisor.

UON Principal Supervisor Declaration and Approval

I confirm the information in this form is true and correct to the best of my information, knowledge and belief.

I also confirm that the Partner Institution is aware of this arrangement.

Supervisor Name:

Signature:

Date:

Please send the completed form to UON Graduate Research: HDR-Partnerships@newcastle.edu.au.