

# LOAD CHANGE APPLICATION FORM



**Use this form to request a change to the status of your Higher Degree by Research program from full-time to part-time (or vice-versa).**

This form and any accompanying documentation must be received no later than two weeks prior to the applicable census date (31 March for Semester 1 or 31 August for Semester 2) in order to take effect for that semester.

Approval is required from your Principal Supervisor, the Head of School/Nominee and the Assistant Dean Research Training.

**Notes:** If you are a scholarship holder, you must consider your scholarship conditions, as restrictions on part-time study may apply. Holders of an international student visa are required to maintain full-time study.

## CANDIDATE DETAILS

**Family Name:**

**Given Name:**

**Student Number:**

## LOAD CHANGE REQUESTED

**I request that my enrolment load be changed to:**

Part-time:

Full-time:

**Effective from:**

**Year:**

**Reason(s) for requesting load change:**

**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 Principal Supervisor. Once signed off, they will return to you, for you to forward to UON Graduate Research: [graduate-research@newcastle.edu.au](mailto:graduate-research@newcastle.edu.au). **You must copy in all of your supervisors when you submit the form to UON GR.**

## APPROVALS

**Supervisor Name:**

**Do you support this change request?** Yes:

No:

**Provide justification for this decision:**

**Signature:**

**Date:**

Please return the completed form to the candidate, who will forward to UON Graduate Research: [graduate-research@newcastle.edu.au](mailto:graduate-research@newcastle.edu.au). UON GR will coordinate approvals by the HoS and ADRT.

**Head of School  
Nominee Name:**

**Do you support this change request?** Yes:

No:

**Provide justification for this decision:**

**Signature:**

**Date:**

**Assistant Dean  
Research Training Name:**

**Do you support this change request?** Yes:

No:

**Provide justification for this decision:**

**Signature:**

**Date:**