



Application for Change of Department

For Graduate Researchers

Please complete this form if you wish to apply for a change of administrative department. Please ensure your application complies with all regulations relating to your degree.

A list of graduate research contacts and lodgement points can be viewed at: <http://gradresearch.unimelb.edu.au/key-contacts>

Privacy Statement: This information will be used by authorised staff for the purpose for which it was collected and will be protected against unauthorised access and use. The University has a detailed [Privacy Policy](#). You can contact the Privacy Officer with any questions about how the University deals with personal information.

STUDENT DETAILS

Student ID

Family name

Given name(s)

Residency / visa status

Local (Aust. or NZ citizen, Aust. permanent resident).

International

Scholarship* /
sponsorship**

*Some scholarships cannot be transferred between departments. For scholarship information and contact details, if you require assistance, visit: <http://services.unimelb.edu.au/scholarships/research/>.

**Discuss your change of department with your sponsor before submitting this form. For advice contact sa-sponsors@unimelb.edu.au.

DETAILS OF CURRENT ENROLMENT

Degree

Commencement date

Study rate

Full-time Part-time

Candidature as of today
(eg. 2.5 years)

Title of research
project

CHANGE OF DEPARTMENT APPLICATION DETAILS

From

To

Reasons for change
of department:

Do you anticipate any difficulties completing by your expected thesis submission date?

Yes No

If yes, what factors (include external commitments)
are likely to delay your completion?

ENROLMENT DECLARATION 2018

In consideration of my enrolment at the University of Melbourne ('**University**'), and the provision by the University of teaching services, educational resources and student services, I:

University Rules

1. Agree to be bound by the terms and conditions, statutes, regulations, policies procedures and guidelines of the University ('**University Rules**') whilst I am enrolled as a student of the University, including those relating to the ownership, use and control of any intellectual property in any work, invention, discovery or other thing made, created or developed by me in connection with my studies at the University and those relating to the payment and refunding of tuition and other fees.
2. Shall act in accordance with all lawful instructions of officers of the University.
3. Understand that falsification of records or details about myself either before or after my enrolment as a student, which may be construed as academic or non-academic misconduct, is subject to the right of the University to terminate my enrolment or impose other sanctions in accordance with the University Rules and may be exercised at any time during my studies at the University.
4. Consent to any work I submit for assessment being scanned, copied or used by the University or its agents for the purpose of identifying plagiarism and any other academic misconduct.

Fees and enrolment

5. Acknowledge that I am responsible for maintaining my enrolment, and acknowledge that this includes:
 - (a) recognising that I have until the subject census date to change my enrolment without those changes appearing on my academic record; and
 - (b) enrolling and re-enrolling within the given time frames and in the manner specified.
6. Acknowledge that, unless I withdraw from a subject prior to the subject census date, I will be liable for the subject's tuition fees or student contribution amount (except where a subject is exempt from fees or where the student has a legal entitlement to a refund of fees that have already been received by the University).
7. Acknowledge that as a graduate research candidate my fee liability or any funded candidature support usage will be calculated on a daily basis for every day that I am enrolled until my enrolment ceases. Enrolment cessation may include: leave of absence, thesis submission and examination, course withdrawal, or termination of enrolment.
8. Will also be liable for all student services or amenities fees or other fees or charges as set out in the University Rules as applicable to my enrolment. [This is not applicable if you are enrolled in a course governed by a contract between the University (acting through School of Melbourne Custom Programs of UoM Commercial Ltd, MCP) and an external organisation.]
9. Consent to receiving my Student Invoice electronically and, if I am a Commonwealth supported student, consent to receiving my Commonwealth Assistance Notice electronically.
10. Understand that it is my responsibility to check my Student Invoice on the student portal (my.unimelb.edu.au) and ensure payment by the due date.

My Personal Details

11. Will promptly notify the University of any change to my personal details (including changes to my mailing address and contact details) and I acknowledge that the University shall not be in any way liable for any matter arising out of a failure to notify the University of such changes.
12. Acknowledge that a failure to update my personal details (including my mailing address and contact details) will not be an acceptable reason for failing to respond to any correspondence from the University as required.
13. Declare that all information that I have provided to the University (whether directly or via VTAC or other institutions) is, to the best of my knowledge, complete, true, and correct.
14. Authorise the University to obtain information about me including information from previous educational institutions attended by me or at which I have sought enrolment.
15. Understand that the University is obliged to comply with the UN and Australian sanctions laws and regulations and may need to take appropriate actions.
16. Authorise the University to verify all details relating to my enrolment. This may include verification of my Australian visa details and study entitlements from the Department of Immigration and Border Protection (DIBP) Visa Entitlement Verification Online (VEVO) facility.

University communication, notices and records

17. Acknowledge that University correspondence, including formal notices and other communications will be issued to me electronically via my University student email address and the student portal (my.unimelb.edu.au).
18. Agree to check my student portal (my.unimelb.edu.au) notices and University emails on a regular basis, which is at least twice per week, including during University breaks or Leave periods. [Where a student is enrolled in a course with MCP, the University may issue correspondence to the student's designated email address.]
19. Understand that upon graduation, the details of my qualifications will be included in the Graduate Roll of the University and become a matter of public record.

My confirmation

20. Have read and understood all information relevant to my enrolment and made available by the University, including the University of Melbourne Student Privacy Statement set out below as the Appendix to this enrolment declaration.
21. Consent to the collection, management, use and disclosure of my personal information in accordance with the University of Melbourne Student Privacy Statement.
22. If applicable, consent to the University releasing other information about my enrolment required for the administration of my Australia Awards Scholarship to the Australian Government Department of Foreign Affairs and Trade and other external parties engaged by the University to provide services under the Australia Awards Scholarship program (such as the University's preferred travel agency and health insurance provider).
23. Acknowledge that the terms of this enrolment declaration, as set out above, are legally binding and may be enforced by the University.

Privacy

The University collects personal information for a number of purposes, including the proper administration of your course of study, the University's internal planning requirements, and the organisation of relevant health and welfare programs. Please read the Student Privacy Statement for information about how the University manages your personal information: <http://www.unimelb.edu.au/governance/compliance/privacy/privacy-obligations#student-privacy-statement>

By signing below you declare that you have read the above enrolment terms and conditions and the Student Privacy Statement for enrolment or re-enrolment into your course as stated above.

Student
signature

Date

Student organisation reminder

Students wishing to join or update, their membership of student organisations for the coming year are advised to go to the following websites:

Graduate Student Association www.gsa.unimelb.edu.au

The Student Union www.umsu.unimelb.edu.au

Melbourne University Sport www.sport.unimelb.edu.au

DEPARTMENT ASSESSMENT

Section A: To be completed by proposed new department if this application is **rejected**.

Sections B and C: To be completed by proposed new department if is **approved**.

Sections D: To be completed by head of current department if application has been approved by new department.

A: REJECT CHANGE OF DEPARTMENT

The Department / School of

does not approve the change of department request for this applicant.

Comments

Authorisation of head of department/school or delegated authority

Name

Signature

Date

B: APPROVE CHANGE OF DEPARTMENT *(to be completed by principal supervisor)*

B1. ENROLMENT REQUIREMENTS

1. Budgetary unit in which the student will be enrolled

Organisation code

Department / school name

Is the student being admitted to confirmed candidature in the new department?

Yes No

If no, please provide recommended date for confirmation:

Effective date

The effective date for the change will be backdated to the start of the current enrolment period (*either 1 January, or 1 July*) or the earliest available date in the current enrolment period unless you request a specific date. Note that in some instances a requested date is not able to be processed and an administrator will contact the principal supervisor and student.

(optional)

Effective date for change

B2. SUPERVISION REQUIREMENTS

1. Supervisor information

To be completed by each supervisor, beginning with the principal supervisor

- ▶ All principal and co-supervisors must be registered[‡] to supervise. See [Supervisor Eligibility and Registration Policy](#) for further information.
- ▶ For information on the requirements and expectations of supervisors, please visit: <https://staff.unimelb.edu.au/students-teaching/graduate-research/supervising-students/expectations-responsibilities>
- ▶ Former staff, former honorary fellows and appropriately qualified persons who do not have a current role at the University may participate as external supervisors only.
- ▶ **If a nominated external supervisor has not previously supervised University of Melbourne graduate researchers, they must complete the [Certification of External Supervisor form](#) and attach a CV.**

Supervisor contribution	Supervisor name	UoM staff ID	Supervisor role (Principal/ Co-supervisor/ External)	Current GR load (EFT) ^{‡§}	Registered supervisor [‡]		Signature	Date
					Yes	No		
Must total 100%								
%					<input type="checkbox"/>	<input type="checkbox"/>		
%					<input type="checkbox"/>	<input type="checkbox"/>		
%					<input type="checkbox"/>	<input type="checkbox"/>		
%					<input type="checkbox"/>	<input type="checkbox"/>		

[‡] Your supervisor registration and current load details are available from Themis Staff Self Service – My Employment – RHD Supervisor Registration page <http://themis.unimelb.edu.au>. Prospective supervisors who are not registered can apply for registration by *following* the process outline at <https://staff.unimelb.edu.au/students-teaching/graduate-research/supervising-students/supervision-registration>

[§] The maximum load is 7 equivalent full-time (EFT) research students.

2. Advisory committee members

An advisory committee must be established for the student's enrolment in the new department. The advisory committee must be comprised of at least three people and must include a chair and the student's supervisors.

See <https://policy.unimelb.edu.au/MPF1321#section-4.5> for further details.

Role	Name	UoM staff ID	Registered supervisor?	
			Yes	No
Advisory committee chair			<input type="checkbox"/>	<input type="checkbox"/>
Committee member			<input type="checkbox"/>	<input type="checkbox"/>
Committee member			<input type="checkbox"/>	<input type="checkbox"/>

B3. LOCATION OF THE STUDENT (please complete if the student will not be primarily located in the department or school above)

The student will be physically located at:

- Bio21
- An approved outside institution[¶] *Name of Institution:*
- An outside institution not on the approved list^{††} *Name of Institution:*

[¶]A list of approved institutions is available at <http://www.policy.unimelb.edu.au/schedules/MPF1284-ScheduleA.pdf>

^{††}A case must be made to locate a student at an institution not on the approved list. See <https://policy.unimelb.edu.au/MPF1321#section-4.12> for the bases on which cases will be considered.

B4. FIELD OF RESEARCH (FoR) CODES FOR THIS RESEARCH PROJECT

The FoR classifications enable the University to quantify and classify its research activity in terms of application success, research income and expenditure and research output (such as publications). FoR codes must be entered for Australian Government reporting requirements. FoR codes are available at <http://research.unimelb.edu.au/reporting/for/index.html>.

Please enter the primary FoR code and name for this student first. Additional codes may be added if you wish.

FoR code (6 digit)	Field of Research name (exactly as it corresponds to the six digit code)

C: SIGNATURES

C1. OUTSIDE INSTITUTION APPROVAL *(please complete if the student is to be located at an outside institution)*

The signature of the head of any outside institution is required for University approval.

Name of centre / institution

Name of head of centre/institution

Signature

Date

C2. HEAD OF DEPARTMENT (OR DELEGATE) SIGNATURE

Comments

Name

Department

Signature

Date

C3. DEAN OR ASSOCIATE DEAN OF FACULTY APPROVAL *(only required if change involves change of faculty)*

Is the transfer approved?

Yes No

If no, please include any comments or requested changes below

Comments

Name

Signature

Date

D: PREVIOUS ADMINISTRATIVE DEPARTMENT HEAD OF DEPARTMENT (OR DELEGATE) APPROVAL

Comments

Name

Department

Signature

Date

FACULTY/GRADUATE SCHOOL STAFF CHECKLIST

Please check the following before forwarding this form for processing.

StudentOne Screen

Is the form complete?

- All signatures, including the enrolment declaration, the new and previous administrative department HoD, and faculty Dean or AD(RT) (if cross-faculty change of department)
- All relevant sections complete including: supervisor percentages, FoR codes, etc.

Outstanding candidature variations

- No current student forms awaiting processing. Confirm all previously completed forms are ticked off as processed, as required.

RHD Student Snapshot

Coursework subjects

- All completed coursework subjects have a result entered and are certified and ratified

Study Plan

Progress reviews and EWSD

- Check that progress reviews are up to date
- Check that the EWSD is not in the past

Student Study Package

Additional information for Graduate Research Candidature staff

Please provide **research option "bucket" code** (*if the code does not include the department name*) and the **research thesis subject code** the student should be enrolled into.

Study Plan