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|  | | | | | | Application for readmission and reinstatement of graduate research candidature |
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| Please complete this form if your candidature is suspended, cancelled or terminated and you wish to apply to be readmitted to your graduate research degree and have your candidature reinstated.  Readmission is only available in accordance with the Selection and Admission Policy.  Approval of readmission is based on several factors including:   * an assessment of likelihood of completion within the required timeframe, * availability of supervisors and University resources, * availability of the course.   Readmission is not available in the following circumstances:   * your enrolment was terminated for unsatisfactory progress (including failing to submit your thesis by the expiration of a late submission period or by maximum course duration where late submission was not approved).   Please submit your completed form to your local [graduate research administrator](http://gradresearch.unimelb.edu.au/key-contacts#school).  **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](http://www.unimelb.edu.au/governance/compliance/privacy). You can contact the Privacy Officer with any questions about how the University deals with personal information. | | | | | | |
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| applicant details | | | | | | |
| Student ID | |  | | | | |
| Family name | |  | Given name(s) | |  | |
| Residency / visa status | | Local (Aust. or NZ citizen, Aust. permanent resident)  International | | | | |
| Degree to be reinstated  (eg. PhD.- Arts) |  | | | Department | |  |
| Scholarship\*/ sponsorship\*\* | |  | | | | |
| \* If your candidature was cancelled for failure to re-enrol before your scholarship had completed or your scholarship(s) ceased and your application is successful, reinstatement of any scholarships held is not automatic or guaranteed. For advice visit <https://gradresearch.unimelb.edu.au/scholarships>.  \*\* If your application is successful, you will need to provide a new financial guarantee from your sponsor to cover your international course fees. For advice contact [sa-sponsors@unimelb.edu.au](mailto:sa-sponsors@unimelb.edu.au). | | | | | | |

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| application details | | |
| Reason candidature was cancelled or terminated | |  |
| What changes have been put in place to ensure completion of your degree? | |  |
| Requesting readmission to: | Enrolled to submit thesis  Enrolled Full-time  Enrolled Part-time  Lapse  Late submission \*\*\* | |
| *\*\*\* This is only possible if the maximum course duration has been reached, but the maximum submission date has not passed* | | |
| Resources required to complete my studies \*\*\*\* (eg. desk space, specialist equipment) | |  |
| \*\*\*\* *For readmission and reinstatement to enrolled candidature only.* | | |

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| **THESIS AND RESEARCH PLAN** | | | |
| If you are not yet ready to submit your thesis for examination, provide a plan outlining the research objectives completed and yet to be achieved. Describe the progress made to date and plans for completion. Include timeframes for any regulatory approvals still required (eg. ethics or copyright clearances, goods handling, police checks).  *You may use the table below or attach research and/or chapter plans (no more than 4 pages).* | | | |
| Research /chapter/ creative work etc. | Notes | Progress  (% complete) | Expected date for completion |
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| **ENROLMENT DECLARATION AND STUDENT PRIVACY STATEMENT 2024** | | | |
| As a condition of my enrolment at the University of Melbourne ('University'), I:  **University Rules**  1. Agree to be bound by all 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:  a. the [Student Conduct Policy](https://policy.unimelb.edu.au/MPF1324) (MPF1324);  b. the [Student Academic Integrity Policy](https://policy.unimelb.edu.au/MPF1310) (MPF1310);  c. the [Research Integrity and Misconduct Policy](https://policy.unimelb.edu.au/MPF1318) (MPF1318);  d. 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 (including the [University Statute](https://about.unimelb.edu.au/__data/assets/pdf_file/0031/19777/University-of-Melbourne-Statute-31Aug16-v02.pdf)) and [Intellectual Property Policy](https://policy.unimelb.edu.au/MPF1320/); and  e. those relating to the payment and refunding of tuition and other fees (including the [Students Loans, Fees and Charges Policy](https://policy.unimelb.edu.au/MPF1325)).  2. Agree to act in accordance with all reasonable and 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 general misconduct, may result in the University terminating my enrolment or imposing other penalties in accordance with the University Rules. Termination and/or other penalties may be exercised at any time during my studies at the University, in accordance with relevant University policies and procedures which provide for transparent, fair and timely processes for addressing allegations of misconduct in accordance with principles of natural justice. Such policies include:  a. the [Student Conduct Policy](https://policy.unimelb.edu.au/MPF1324) (MPF1324);  b. the [Student Academic Integrity Policy](https://policy.unimelb.edu.au/MPF1310) (MPF1310);  c. the [Research Integrity and Misconduct Policy](https://policy.unimelb.edu.au/MPF1318) (MPF1318); and  d. the [Selection and Admission Policy (MPF1295)](https://policy.unimelb.edu.au/MPF1295/).  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 or research misconduct.  5. Agree to participate in and complete any programs or training reasonably required by the University. For example, the [Consent Matters e-learning module](https://students.unimelb.edu.au/student-life/policy-and-conduct/consent-matters) and Preparing for Placements module prior to undertaking a vocational placement.  **Fees and enrolment**  6. Acknowledge that I am responsible for maintaining my enrolment, and acknowledge that this includes:  a. Being aware of the course rules and key dates for my course as set out in the Student Handbook (handbook.unimelb.edu.au) and at students.unimelb.edu.au/your-course/manage-your-course/key-dates;  b. Ensuring that my enrolment is accurately reflected on my student portal (my.unimelb.edu.au) and that any subjects that I am undertaking to count towards my course requirements are shown as "enrolled" on my study plan by the census date;  c. Recognising that I have until the subject census date to finalise my enrolment and that any subjects that remain enrolled beyond this will appear on my academic record;  d. Enrolling and re-enrolling within the given time frames and in the manner specified;  e. Recognising that I am considered enrolled in my course when in each half-year period I am either (i) enrolled in at least one subject; or (ii) have an approved leave of absence;  f. Ensuring payment of mandatory fees which are set out in the Invoice/Statement of Liability issued by the University to me, and that I must pay those fees by the due date set out in the Invoice/Statement of Liability, or an extended date approved by the University on application for a fee date extension; and  g. Ensuring that I provide my valid Australian Government issued Unique Student Identifier (USI) within the required time frames.  7. Acknowledge that, I will be liable for the subject’s tuition fee or student contribution amount (except where the subject is exempt from fees) unless I withdraw from the subject by the subject census date or a fee remission in special circumstances is approved under the provisions of the Higher Education Support Act (2003) and the University [Student Loans, Fees and Charges Policy](https://policy.unimelb.edu.au/MPF1325) (MPF1325).  8. Acknowledge that if I am a graduate researcher, my fee liability or any funded candidature support usage, will be calculated on a daily basis for every day that I am enrolled (excluding any approved leave of absence) until I submit my thesis, or my enrolment ceases. Enrolment cessation may include: course withdrawal or termination of enrolment.  9. Acknowledge that, I will also be liable for all student services and amenities fees or other fees or charges specified in the University Rules as applicable to my enrolment, and which are set out in the Invoice/Statement of Liability, and that I must pay those fees and charges by the due date set out in the Invoice/Statement of Liability.  10. Consent to receiving any invoice electronically and, if I am a Commonwealth supported student, consent to receiving my Commonwealth Assistance Notice electronically.  11. Understand that it is my responsibility to check my Invoice/Statement of Liability on the student portal (my.unimelb.edu.au) and ensure payment by the due date or, if using the Higher Education Loan Program (HELP) loan to pay my fees, ensure I have a sufficient HELP balance to cover the invoiced amount.  12. Acknowledge that there are University academic progress requirements that apply to my enrolment including those outlined in the [Academic Progress Review Policy (Coursework) (MPF1291)](https://policy.unimelb.edu.au/MPF1291) or [Academic Progress Review Policy (Graduate Research) (MPF1363),](https://policy.unimelb.edu.au/MPF1363) and that there may also be course progression or other requirements that apply to the funding arrangement for my enrolment including in relation to any Commonwealth support and any scholarships/sponsorships that I receive. I acknowledge that if my academic progress is deemed unsatisfactory, I will be notified by email and invited to provide a written submission to the Course Academic Progress Committee (CAPC) and/or attend a CAPC meeting. I acknowledge that, after considering my submission, the CAPC may impose restrictions on my enrolment, suspend or terminate my enrolment and this may lead to changes to, or loss of, my funding, scholarship or sponsorship.  **My Personal Details**  13. Will notify the University of any change to my personal details (including changes to my mailing address and contact details) within 7 days and I acknowledge that the University is not responsible for any matter arising out of my failure to notify the University of such changes (except where my failure to do so is the University's fault).  14. Acknowledge that the University relies on my personal details being accurate to provide me with correspondence and accordingly my failure to update my personal details will not be an acceptable reason for failing to respond to any correspondence from the University as required.  15. 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.  16. Authorise the University to obtain information about me from other educational institutions for the purposes of verifying my details and managing my enrolment.  17. Understand that the University must comply with Australian laws and regulations, including those relating to export controls, and may need to take appropriate actions.  18. Will complete a foreign interest disclosure if requested by the University.  19. 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 Home Affairs Visa Entitlement Verification Online (VEVO) facility.  **University communication, notices and records**  20. 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).  21. 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. This includes making arrangements to access University emails while travelling outside of Australia.  22. Understand that upon graduation, the details of my qualifications will be included in the University’s records of graduation and awards and become a matter of public record.  **Graduate Research Thesis**  23. If I am a graduate researcher, I acknowledge that I will be required to make my thesis openly available to the public through the University’s institutional digital repository unless otherwise agreed with the University (for example where an embargo has been approved by the University for my thesis). I will ensure that I will retain all necessary rights to enable the University to publish and share my thesis and will not grant an exclusive copyright licence in my thesis to any other person or organisation.  **My confirmation**  24. I have read and understood all information relevant to my enrolment and made available to me by the University, including the University of [Melbourne Student Privacy Statement](https://about.unimelb.edu.au/strategy/governance/compliance-obligations/privacy/privacy-statements/student-privacy-statement) set out below as the Appendix to this enrolment declaration.  25. I acknowledge the collection, management, use and disclosure of my personal information in accordance with the University of [Melbourne Student Privacy Statement](https://about.unimelb.edu.au/strategy/governance/compliance-obligations/privacy/privacy-statements/student-privacy-statement)***.***  26. I acknowledge that if required for the administration of my Australia Awards Scholarship the University may release other information about my enrolment 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).  27. I acknowledge that if I am enrolled in a course run jointly by the University and another partner organisation or in a formal cross-institutional, study abroad or exchange program, the University may release information about my enrolment and results to the other organisation and any other entity providing financial sponsorship including but not limited to the Australian government or other foreign entity.  28. I acknowledge that the terms of this enrolment declaration, as set out above, are legally binding and may be enforced by the University.  The most recent substantive changes were made on 10 November 2023.  **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> | | | |
| Signature |  | Date |  |

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| Department Assessment | | | | |
| **Section A:** To be completedif application is **rejected**.  **Section B:** To be completedif application is **approved**. | | | | |
| Is the graduate researcher eligible to be readmitted?   * Are they being considered for readmission to lapsed candidature and no [further lapse is available](https://policy.unimelb.edu.au/MPF1321#section-5.12)? * Are they being considered for reinstatement to late submission and the maximum submission date has been reached? * Was their candidature terminated due to unsatisfactory progress, misconduct, expiration of late submission period, thesis not submitted by maximum course duration where late submission was not approved? * Has their course code been discontinued? | | Yes No N/A Notes  Yes No N/A Notes  Yes No Notes  Yes No Notes | | |
| Does the graduate researcher applying to be readmitted and reinstated have a thesis draft ready to proceed to examination? | | Yes No Notes | | |
| Is timely completion likely? | | Yes No Notes | | |
| For a non-timely completion, and the graduate researcher is not yet ready to submit; is completion likely based on the graduate researcher’s plan for completion, current work seen to date, and personal circumstances? | | Yes No Notes | | |
| Has the research question or methodology changed? | | Yes No Notes | | |
| Has the thesis been updated to include current, relevant research or is it feasible to do so in the time available? This is particularly relevant if the graduate researcher has not been actively enrolled for some time. | | Yes No Notes | | |
| Is continuous supervision available for remaining candidature? | | Yes No Notes | | |
| Is the department able to provide the required resources? | | Yes No Notes | | |
| If the graduate researcher is not yet ready to submit, have arrangements been made to put in place continuous supervisory support with regular meetings to progress thesis finalisation including: discussion of expectations of supervisor support, thesis chapter feedback turn-around and number of times chapters will be reviewed, candidature management and completion within the time allowed? | | Yes No Notes | | |
| If the graduate researcher is being readmitted to submit or are close to submission, has a completion seminar been scheduled? | | Yes No Notes | | |
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| A: Reject READMISSION and REINSTATEMENT | | | | |
| The Department / School of |  | | | |
| does not approve the readmission and reinstatement request. | | | | |
| Comments |  | | | |
| Authorisation of head of department (or delegate) | | | | |
| Name |  | | | |
| Signature |  | | Date |  |

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| B: APPROVE READMISSION AND REINSTATEMENT (to be completed by principal supervisor) | |
| B1. ENROLMENT REQUIREMENTS | |
| After reinstatement, is thesis submission possible within the applicable maximum time to submit? (eg not exceed maximum period of lapsed candidature or late submission)  Yes  No (Academic Board waiver of maximum time to submit is required)  Notes | |
| What kind of candidature is the reinstatement to? Fill in as appropriate. | |
| Enrolled to submit thesis (1 month candidature extension given to allow iThenticate check prior to thesis submission)  Enrolled with candidature extension of       months  Full-time  Part-time | Lapse – extension to lapse period (not beyond maximum allowable lapse period)  Late submission (approval by Late Submission Panel must be attached) |
| The readmission and reinstatement effective date will be the date of the dean’s approval. If you would like a different effective date, please enter a date. |  |

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| B2. HEAD OF DEPARTMENT (OR DELEGATE) SIGNATURE | | | | | | |
| Is the application approved? | | | | | Yes  No | |
| If no, please include any comments or requested changes below | | | | | | |
| Comments |  | | | | | |
| Name |  | Department |  | | | |
| Signature |  | | | Date | |  |

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| B3. DEAN OR ASSOCIATE DEAN OF FACULTY | | | | |
| Is the application approved? | | | Yes  No | |
| If no, please include any comments or requested changes below | | | | |
| Comments |  | | | |
| Name |  | | | |
| Signature |  | Date | |  |
| B4. PRESIDENT OF ACADEMIC BOARD APPROVAL (required if maximum time to submit will be exceeded) (request via [acad‑sec@unimelb.edu.au](mailto:acad-sec@unimelb.edu.au)) | | | | |
| Is the application approved? | | | Yes  No | |
| If no, please include any comments or requested changes below | | | | |
| Comments |  | | | |
| Name |  | | | |
| Signature |  | Date | |  |

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| GraduaTE RESEarch ADMINISTRATOR Checklist | |
| **Please check the following before attaching this form to a** [**Graduate Research Enrolment Amendment (Service Now)**](https://unimelb.service-now.com/st?id=sc_cat_item&sys_id=bf58cef4dbca6b400032cae43a9619b9&category_id=294fa722db169740a5b2126b3a9619a3) **request for reinstatement of candidature and student IT access (if required).** |  |
| **Is the form complete?** | **StudentOne Screen(s) to check** |
| All signatures, including the enrolment declaration.  All relevant sections complete. | NA - check form. |
| **Eligibility?** | |
| Is the graduate researcher eligible for readmission? That is:   * were not terminated for unsatisfactory progress, misconduct, expiration of late submission period, thesis not submitted by maximum course duration where late submission was not approved (RTM sanction) * are not beyond maximum course duration and maximum submission date, or has waiver for maximum submission date approved by Academic Board President. | * SSP Work Submission Action History * Leave of absence search * Student Sanction * Student forms * Student overview |