



### Application for Change to Master of Engineering Science (Research) Candidature

Please note: PhD candidates must complete different forms. These are available from the Monash Research Graduate School or the MRGS website. <http://www.mrgs.monash.edu.au/research/students/variation.html>

#### Personal Details

Student ID         Date of Birth *DD/MM/YY*

Title:       
 Surname/Family name:                      
 Given Name/s:

Are you an International Student on a Student Visa? (refer to last page) Yes  No

Scholarship: APA – MGS – MDS/MRS - OTHER Yes  No

#### Postal Address

Is this a change of address? Yes  No

Number & Street  
 Suburb/Town Phone (AH)  
 State/Region Phone (BH)  
 Country Postcode Facsimile

#### Course Details

Course Code      Course Title  
 Home Campus

#### 1. Intermission of Candidature

Intermission Start From \_\_\_ / \_\_\_ /20 To: \_\_\_ / \_\_\_ /20  
 Reason for applying for Intermission: (attach any supporting documentation):  
 .....  
 .....  
 .....

**International Students Only** - intermission will only be approved in exceptional circumstances (see last page) and please contact Monash International for advice

#### 2. Extension of Candidature

Extension From \_\_\_ / \_\_\_ /20 To: \_\_\_ / \_\_\_ /20  
 Reason for applying for Extension: (will usually on be granted for a period on 3 months):  
 .....  
 .....  
 .....

<b>3. Writing Up Away (please tick appropriate box)</b>					
Within	Victoria		Interstate		Overseas
From		Until			
<i>(Please note that a draft thesis must be submitted to your supervisor before writing-up status is approved)</i>					
<b>4. Transfer to Part-time (local students only)</b>					
Date transferred:			New thesis due date		
Reason:					
<b>5. Transfer to Full-time</b>					
Date transferred:			New thesis due date		
Reason:					
<b>Student's Signature:</b>		<b>Date</b>	/	/	

**\* NB: YOUR ORIGINAL THESIS DUE DATE WILL CHANGE AS A RESULT OF SUBMITTING THIS CHANGE TO CANDIDATURE FORM.**

<b>To be completed by main supervisor:</b>	
I support the student's application on the following grounds/conditions: <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	
<b>Supervisor's Name (Please print):</b>	
<b>Supervisor's Signature:</b>	<b>Date</b> /        /
<b>To be completed by Head of Department or School:</b>	
<input type="checkbox"/>	I support the student's application on the following grounds/conditions:
<input type="checkbox"/>	I do not support the student's application on the following grounds/conditions
<b>Name of Head (Please print):</b>	
<b>Signature of Head:</b>	<b>Date:</b>
Endorsement by the Research Training Committee or Graduate and Further Education Committee	
Approved / Not Approved	
<b>Signature</b>	<b>Date</b> /        /
<b>Chair of the Research Training Committee/Graduate and Further Education Committee</b>	

## Essential Information for students taking an Intermission

An intermission de-activates your enrolment for the period you nominate. You should refer to the Student Resources Guide regarding financial and academic penalties that may apply. You can access it at this web address: <http://www.monash.edu.au/pubs/handbooks/srg/>

**Please note:** even if you take an intermission you must still complete your course within the maximum time limit set for your award in the regulations.

Re-enrolment information will be sent to your current address in second semester for students resuming in first semester of the following year. Student only taking intermission for first semester, should ensure that they are already enrolled for second semester before they leave. The majority of Engineering students are expected to re-enrol on the Web Enrolment System (WES)(except for research students). ***It is your responsibility to ensure that your enrolment is correct.***

### Special Guidelines for International Students

Under Australian Government regulations, intermission can only be approved on grounds of genuine illness or for compassionate reasons.

To expedite the decision by the Faculty, you must provide the original or acceptable certified copy of one (or more) of the following:

- A medical certificate in English (translation acceptable) or other evidence as appropriate;
- A letter or other documentation from your family requiring you to return home;
- A statement from you if the reason is financial outlining why you cannot continue study;
- An academic statement if your reason for intermission is academic;

#### **PLUS**

- A copy of your departure ticket (applications will not be approved unless it is attached).

Once your application for intermission has been approved the Faculty will:

- provide you with a letter confirming the decision, including the basis upon which approval has been granted, and the date the decision is to take effect;
- send a copy of your application and the approval letter to Monash International on the relevant campus;
- send a copy of the approval letter, with full documentation, to Student Administration to be placed on your file;
- insert a note detailing the decision on Callista (the student database).

You should be aware that:

- Even though your Faculty may have approved your application for intermission, the Department of Immigration & Multicultural & Indigenous Affairs (DIMIA) may not accept the reasons provided and may proceed to cancel your visa and impose a three-year ban on re-application for student visa.
- Information concerning your intermission will be transmitted to DIMIA who are likely to make enquiries concerning the reasons for leave and are able to check movement records to determine whether you have left Australia.
- You will be asked to sign a statement confirming that you have obtained advice concerning the visa implications of your application for intermission.