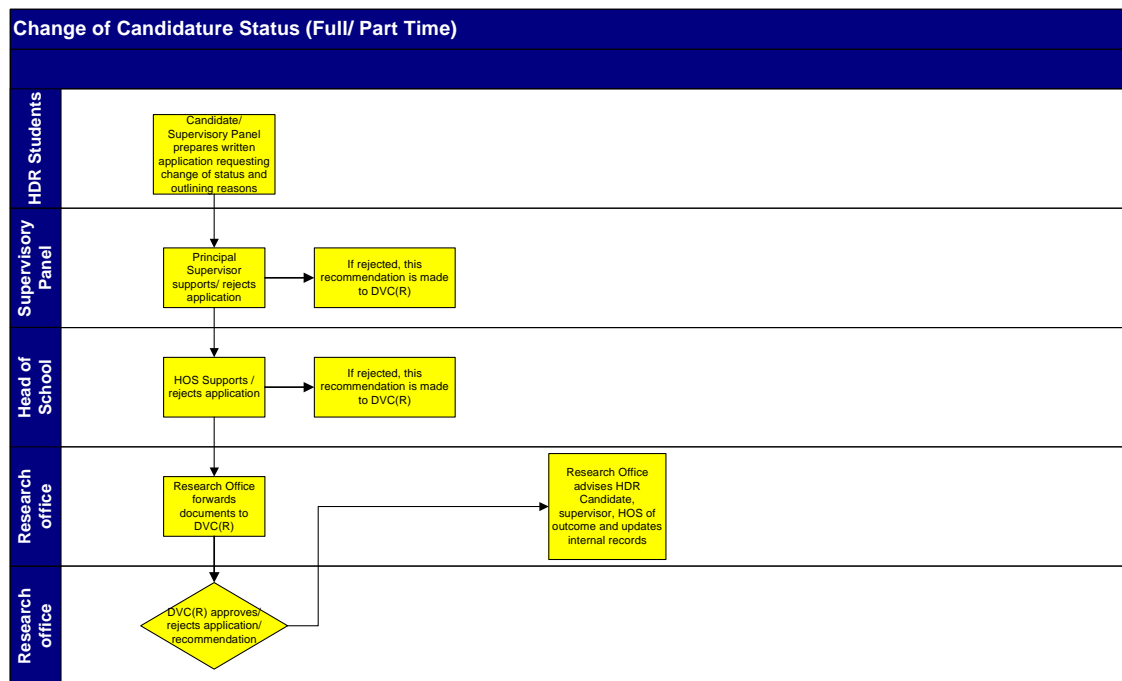


Endorsed by Academic Board at Meeting 02/05 on 20th May 2005

Intent:	Attributes:
The purpose of the process is to enable a Candidate to apply for a change to their enrolment status from full time to part time or vice versa.	Essential features of the process are that: <ul style="list-style-type: none"> The Panel may, following a change of circumstances experienced by the candidate and on the recommendation of the Head of School, alter the enrolment status of a candidate at any time during the period of candidature.



Process Step 

Decision Step 

Document: Change of Candidature Status Process	
Document approved: AcBd 02/05 200505	Document Controller: DVC (Research)
Version: 1.0	Version Status: current

Change of Candidature Status (Full/Part Time)

Process Step	Summary of Process	Responsibility
Candidate/Supervisory Panel prepares written application requesting change of status and outlining reasons	Candidate/Supervisory Panel prepares written application requesting change of status and outlining reasons	HRD Candidate, Supervisory Panel
Principal Supervisor supports/rejects application	Principal Supervisor supports/rejects application. If rejected this recommendation is made to DVC(R).	Principal Supervisor
HOS supports/rejects application	HOS supports/rejects application. If rejected this recommendation is made to DVC(R).	HOS
Research Office forwards documents to DVC(R)	Research Office prepares and forwards all documentation to DVC(R)	Research Office
DVC(R) approves/rejects application	DVC(R) approves/rejects application/recommendation	DVC(R)
Research Office advises Candidate, Supervisor, HOS of outcome	Research Office advises Candidate, Supervisor, HOS of outcome and updates internal records	Research Office

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