Enrolment Information

STUDENT TO COMPLETE - SECTIONS 1 – 6

Please ensure that you have completed or amended ALL information on the enrolment form, Sections 1-6.

Section 1

- Your Student ID Number appears in the top left hand corner of your enrolment form. You should make a note of the number in your diary.

- Some personal details (e.g. date of birth, name) have already been completed for you. Please check your details carefully, enter any missing details and correct any mistakes in the un-shaded areas.

- A local mailing address within Australia is required. **International Students:** It is a condition of your visa that you provide your Australian residential mailing address and telephone number within 7 days of arriving in Adelaide and update your details within 7 days of changing address. To satisfy this obligation you must provide a street even if this is temporary while you seek more permanent accommodation.

- Email address: In accordance with University policy, you are required to regularly read correspondence sent to your campus email address which for most research students will be of the form firstname.lastname@adelaide.edu.au; any student who prefers to use a different email address must set up forwarding from their campus email address to their preferred email address by following the instructions at: http://www.adelaide.edu.au/its/webmail/userguide/

- Overseas students must specify country of citizenship

- You need to complete your Campus or Hospital location to show where you will be physically located whilst pursuing your research; select from one of the following alternatives:

  - ATP NSW (ECIC)
  - Dental Hospital
  - IMVS
  - Lyell McEwin Hospital
  - Modbury Hospital
  - North Terrace Campus'
  - Queen Elizabeth Hospital
  - Roseworthy Campus
  - Royal Adelaide Hospital
  - Thebarton
  - SAHMRI
  - Waite Campus
  - Women's & Children's Hospital

Section 2

- Please check your details carefully, enter any missing details and correct any mistakes in the un-shaded areas.

- Please ensure that the Previous Studies section is complete – items (6) through (11).

Section 3

- Please specify an emergency contact who is resident in Australia (preferably Adelaide).

- Please specify your next of kin (if your emergency contact and next of kin are the same person, provide the contact details for another person who can be contacted in the event of an emergency).

Sections 4-6

- Please check your details carefully, enter any missing details and correct any mistakes in the un-shaded areas.

Addendum to Items 6-11 of Previous Studies Section

- Please ensure that you complete this addendum which must accompany the enrolment form.

DECLARATION AND SIGNATURE

- Please ensure that you read the declaration and sign and date the enrolment form. A form without a signature will not be processed.

ENROLMENT DETAILS

Once you have completed Sections 1-6 and the declaration, please complete the information on the opposite side of the form entitled 'THIS SECTION TO BE COMPLETED BY THE STUDENT'. You will then need to take the form to your School/Discipline so that the remaining details can be completed. Please remember to take these instructions as well. First discuss the information required with your supervisors and then take the form to your Head of School/Discipline for endorsement. Some information that may assist you and your School/Discipline to complete the back of the enrolment form is provided below:

STUDENT TO COMPLETE:

Student ID	Your Student ID can be found on the front of the enrolment form.
Research Topic	Please provide a brief description of your topic (Not Exceeding 250 Characters) in Title Case. Your research topic will appear on your academic transcript.
Personal Email	Please provide your personal email address. The email address will be used to send your Password and Enrolment Confirmation.
Intellectual Property	**All research students** must sign and agree to comply with the University Policy on Intellectual Property: http://www.adelaide.edu.au/policies/1263
Staff Members	Clearance may be required before you undertake higher degree studies. Academic staff should approach the Faculty/School/Discipline for the appropriate clearance. General staff, please refer to: http://www.adelaide.edu.au/policies/1147
For International Students Only	**International Students** are required to indicate if they have completed or been exempted from the IBP-R in a previous Master program.

SCHOOL/DISCIPLINE TO COMPLETE:

Faculty **School** **Discipline** **Campus/Hospital Location**	Please indicate the Faculty/School/Discipline in which the student is to be enrolled. **NB. A HDR completion is attributed to the School/Discipline in which the research student is enrolled. Consequently a Faculty's total completion performance for the year is the sum of the HDR completions across all of its Schools and Disciplines.** Please indicate the Campus/Hospital Location to show where the student will be physically located. The Campus/Hospital Location alternatives are included in Section 1 of this document.
Academic Program (degree program in which the student is enrolled) **Academic Plan** (broad field of education; determines whether funding is high cost or low cost)	Please indicate the Program and Plan acronyms (not numerical codes) that correspond to the degree for which the student is enrolled. The codes are available from the web at: http://www.adelaide.edu.au/graduatecentre/forms/enrolment/codes/ Scroll down to the heading 'Program and Plan Codes for Individual Faculty Structures' and select the relevant Faculty and Program for the student's enrolment. First tier in the diagram depicts the Academic Program e.g. PHHSS. The second tier depicts the Academic Plan e.g. PHDGEOG
For Master of Philosophy and Master of Clinical Science students only	The Master of Philosophy and Master of Clinical Science degrees are awarded either solely on the thesis, the "100% research stream" or as a combination of thesis (67%) and coursework (33%) the "mixed research and coursework stream". Students indicate their preference by ticking the appropriate box. Once the enrolment form has been processed those who are enrolled in the mixed research and coursework stream will be sent an email advising them how to enrol in the coursework component. Please note: **International Students** are required to enrol in the mixed research and coursework stream unless an exemption has been granted from all the compulsory IBP-R courses.
Commencement Date of Candidature	Denotes the start date of the student's candidature and where applicable, the scholarship and RTS entitlement i.e. dd/mm/yy

Supervisor Details (Principal supervisor to complete)	Names and Titles (e.g. Prof, Dr, Ms, Mr): the full name of each supervisor should be included. Where the supervisor has a preferred name which is different from his/her first name the preferred name should be included and underlined. All higher degree by research students must be supervised by a panel comprising a principal and at least one other co or external supervisor. The principal supervisor has the primary responsibility for supervision and must be a member of the academic staff of the School/Discipline in which the student is enrolled, or be a titleholder (excluding visitors) with that School/Discipline. A co supervisor may be a staff member or titleholder (excluding visitors) with any of the University's schools. An external supervisor (including visitors) is not a University staff member and has no formal affiliation with the University. % Responsibility for Supervision: The % split denotes the responsibility for supervision for each of the listed supervisors. The total must add up to 100% and the principal supervisor must always be assigned a minimum of 60% responsibility for supervision. Each co or external supervisor on the panel must be assigned a minimum of 20% of the responsibility for the supervision. A maximum of 3 supervisors may be on any student's panel. **FURTHER INFORMATION REGARDING SUPERVISOR ROLES AND THE REGISTER OF ELIGIBLE POSTGRADUATE RESEARCH SUPERVISORS** The University's policy requires that all students be supervised by a panel comprising a principal and at least one co or external supervisor who has/have been approved for entry to the University's Supervisor Register. The principal supervisor should normally hold a degree at the same level or higher than the degree for which the student is enrolled; if this is not the case, the supervisor should be active in research, as evidenced by current scholarly publications. The principal supervisor carries the responsibility for the coordination of all communication between the supervisors and the student and has the primary responsibility for the supervision of the student. Staff and titleholders who have not been admitted to the Register should complete the 'Request for Entry onto the Supervisor Register' form and forward it to the Graduate Centre. If the nominated external (including visitors) supervisor has not applied for entry to the Supervisor Register he/she should complete and return the 'Request for Entry onto the Supervisor Register' to the Graduate Centre. A maximum of three supervisors are able to be added to a student's panel. The Principal Supervisor must have a minimum of 60% weighting (maximum 80%) and Co-Supervisors a minimum 20% (maximum 40%). Supervisor Registration forms are available at: http://www.adelaide.edu.au/graduatecentre/forms/supervision/ More information regarding the Supervisor Register is available online at: https://www.adelaide.edu.au/graduatecentre/staff/supervisor_register/ **Supervisors will not be added to the panel until applications to join the register are approved.**

Research Studies Code (describes the student's subject area and determines the proportion in which School/Discipline(s) own the load associated with the enrolment.)	Research Studies Codes: To complete these codes, please refer to the web link below: http://www.adelaide.edu.au/graduatecentre/forms/enrolment/codes/ Under the heading 'Codes & Information for Completing the Back of the Enrolment Form' click on link entitled 'Research Studies Codes'. Under the Subject column, select the code that relates to the School and enter this in the Subject Area section of the enrolment form. Enter the corresponding Catalogue number and course description. **NB. The Course Description denotes the proportion in which the load (and therefore funding) associated with the student's enrolment is attributed to School(s).** If none of the available course descriptions reflect the appropriate EFTSL split, please complete the' New Research Studies Code' form available on the web at: http://www.adelaide.edu.au/graduatecentre/forms/enrolment/codes/
Academic Load	Indicate Full-time/Half-time as appropriate.
Mode I or E (internal or external mode of attendance)	External mode of attendance (remote candidature) is permissible only with the support of the School/Discipline and REDC and usually not until the candidate has completed the Core Component of the Structured Program. More information and the application form for remote candidature is available from the web at: http://www.adelaide.edu.au/graduatecentre/forms/enrolment/
Socio- Economic Objective (SEO) Code	SEO is a hierarchical classification with three levels, namely Divisions (2 digits), Groups (4 digits) and Objectives (6 digits). SEO classification allows Research & Development (R&D) activity in Australia & New Zealand to be categorised according to the intended purpose or outcome of the research, rather than the processes or techniques used in order to achieve this objective. Select the appropriate code from: http://www.abs.gov.au/AUSSTATS/abs@.nsf/Latestproducts/CF7ADB06FA2DFD69CA2574180004CB82?opendocument Click on the relevant Division which will then take you to the Groups level. Scroll down to the bottom of the page and click on the relevant Group which will then take you to the list of available Objectives. Annotate the relevant 6 digit Objective code on the enrolment form. **There may be more that one SEO code per student but the % split should add up to 100%.**
Field of Research (FOR) Code	FOR is a hierarchical classification with three levels, namely Divisions (2 digits), Groups (4 digits) and Fields (6 digits). Each Division is based on a broad discipline. Groups within each Division are those which share the same broad methodology, techniques and/or perspective as others in the Division. Each Group is a collection of related Fields of research. Groups and Fields of research are categorised to the Divisions sharing the same methodology rather than the Division they support. Select the appropriate code from: http://www.abs.gov.au/AUSSTATS/abs@.nsf/Latestproducts/6BB427AB9696C225CA2574180004463E?opendocument Click on the relevant Division which will then take you to the Groups level. Scroll down to the bottom of the page and click on the relevant Group which will then take you to the list of available Fields. Annotate the relevant 6 digit Field code on the enrolment form. **There may be more that one FOR code per student but the % split should add up to 100%.**

Head of School/Discipline's Signature	By signing the enrolment form the Head of School/Discipline confirms that adequate resources and supervision will be available within the School/Discipline for the duration of the student's candidature and that all information recorded on the form is correct. The Head is also certifying that the nominated principal supervisor has agreed to participate, in cases where the Integrated Bridging Program (Research) IBP(R) or Master of Philosophy/Master of Clinical Science mandatory coursework courses is/are compulsory component(s) of the candidature, or where domestic students have elected to attend the IBP(R) . **Note: No member of the student's supervisory panel should sign as Head of School. Another senior member of academic staff should sign where the signatory is on the panel.**

PLEASE ENSURE THAT YOU READ AND SIGN THE DECLARATION ON THE FRONT OF THE ENROLMENT FORM AND THE INTELLECTUAL PROPERTY SECTION ON THE BACK OF THE ENROLMENT FORM. A FORM WITHOUT YOUR SIGNATURES, ENDORSEMENT BY THE HEAD OF SCHOOL/SIGNATURE AND/OR MISSING/INCOMPLETE INFORMATION WILL NOT BE PROCESSED.

COMPLETED FORMS SHOULD BE RETURNED TO THE ADELAIDE GRADUATE CENTRE.

Further Information

Adelaide Graduate Centre
Level 2, Schulz Building
The University of Adelaide
Adelaide, Australia, 5005
Ph: (08) 8313 5882
Fax: (08) 8313 5725
Email: graduate.centre@adelaide.edu.au
Web: www.adelaide.edu.au/graduatecentre

www.adelaide.edu.au/graduatecentre