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# GS8: AMENDMENT OF REGISTRATION STATUS 2023-2026

|  |
| --- |
| **All personal information gathered will be processed in accordance with TUS privacy statements**  **This form can be used to:**   * **apply for a freeze** * **apply for readmission after a freeze** * **apply to change from full-time study to part-time study** * **apply to change from part-time study to full-time study**   **Section A to be completed by the Research Student**  **Section B & C to be completed by the Principal Supervisor**  **Section D to be completed by the Chairperson of the Faculty Research Committee and Dean of Graduate Studies, Head of the Graduate School.** |

**SECTION A:** **To be completed by the Research Student**

**Research Student Details:**

|  |  |
| --- | --- |
| Research Student Name |  |
| Research Student Number |  |
| Programme Code and Title |  |
| Title of Research Project |  |
| Department and Faculty |  |
| Research Institute, Centre or group |  |
| Principal Supervisor |  |
| Co-Supervisor(s) |  |
| Programme Start Date (date, month, year) |  |

**Please select the option you wish to apply for:**

|  |  |
| --- | --- |
| Freeze |  |
| Readmission after a freeze |  |
| Change from full-time to part-time |  |
| Change from part-time to full-time |  |

**Information on amendment of registration status**

|  |  |
| --- | --- |
| Date Amendment of Registration Status to come into effect (date/month/year) |  |
| In case of freeze please state expected date of readmission (date/month/year) |  |
| Please briefly state the reason(s) for your application. |  |
| Is your supervisor aware of your application? | Yes  No |
| If you are changing your registration status from full-time to part-time, can you please confirm you will attend any supervision sessions, modules, meetings with supervisors and induction which is required by all full and part time students? | Yes  No |

**SECTION B: Information on Research Funding**

**Are you in receipt of research funding?**

|  |  |
| --- | --- |
| **Yes** | **No** |

**If yes, please give details:**

|  |  |
| --- | --- |
| Funding Source |  |
| Commencement date of stipend (date/month/year) |  |
| Number of monthly stipends received to date |  |

**Will this funding be continued subsequently?**

|  |  |
| --- | --- |
| **Yes** | **No** |

|  |  |
| --- | --- |
| If yes, please give duration of funding remaining |  |
| If No, please state how you plan to fund the remainder of your research |  |

Signature of Research Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION C: To be completed by the Principal Supervisor if a change in registration from full time to part time (or vice versa) is applied for.**

**Please refer to GS 13 if a change of work programme must be applied also.**

**Are the resources available within the Department/Faculty/Institute for the research student to complete their research?**

|  |  |
| --- | --- |
| **Yes** | **No** |

**If you answered no, please supply further information on resources that will be needed.**

|  |
| --- |
|  |

**Has the research project substantially changed?**

|  |  |
| --- | --- |
| **Yes** | **No** |

**If yes, give details briefly:**

|  |
| --- |
|  |

Signature of Principal Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION D: To be completed by the Chairperson of the Faculty Research Committee**

**Is this application approved by the Faculty Research Committee?**

|  |  |
| --- | --- |
| **Yes** | **No** |

**If no, please give details:**

|  |
| --- |
|  |

Signature of Chairperson of Faculty Research Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Dean of Graduate Studies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note:**

* Minimum registration period cannot include periods of leave of absence
* On resumption of their studies, a research student who has completed the minimum registration period for their research degree must re-register and pay the appropriate academic fee.
* Permission to change from full time to part time can only be granted for students who can attend the Technological University for such periods as are necessary for student induction, adequate supervision and completion of taught modules.