



Request for change of research details

Student ID Number:

Surname:

First name:

Last progress report date:

Programme:

CHANGE OF TOPIC

Approval is only required for major changes of topic. Use space overleaf if detailed justification required.

Previous topic:

Brief reason:

Changed topic:

Maximum 250 characters.

CHANGE OF SUPERVISORY ARRANGEMENTS:

For EFTS Split changes, please use the Request for update to Research Student EFTS Split form

	Current	%	New	%
Primary Supervisor:	
Co-Supervisor 1:	
Co-Supervisor 2:	
Co-Supervisor 3:	
Co-Supervisor 4:	
	Total 100		Total 100	

Signature(s) of new supervisor(s) (required)

My workload permits and I agree to supervise the candidate:

- The primary supervisor must be a leading researcher of very good national or international quality, and an Otago staff member;
- The primary supervisory should have the highest assigned percentage of supervision;

Doctoral supervision

- At least one supervisor, providing at least 33% of supervision, should have previously supervised a PhD to submission;
- All supervisors should have a PhD or equivalent qualification;
- In the case of new external supervisors, an external supervisory agreement should be completed and sent to Human Resources (see <http://www.otago.ac.nz/humanresources/policies/PhDExternalSuper.html>)

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CHANGE OF ADVISORY COMMITTEE MEMBERS

	Current	New
Member 1
Member 2
Member 3

CHANGE OF ADVISORS

	Current	New
Advisor 1
Advisor 2

CHANGE TO FULL-TIME/PART-TIME STATUS

	Current	New (please circle) Full-time / Part-time
Effective from: <i>(please circle)</i>	First Semester / Second Semester	Year:

International candidate: standard student visas do not permit part-time study; evidence of a variation allowing such study must be provided before a change to part-time can be approved.

CHANGE SUPERVISING DEPARTMENT or SUBJECT CODE

Current Supervising Department	New
Current Subject code	New

The subject code should only be one of those approved by Planning and Funding. Your department administrator can advise which subjects can be used.

DETAILS OF OFF-CAMPUS REQUEST *(multiple requests are acceptable):*

International students, New Zealand permanent residents and Australians should be aware that in order to qualify for domestic fees and scholarships, they must be primarily resident in New Zealand, except for temporary absences for the purposes of research. Permanent relocation to an overseas address, or for Doctoral students research-related travel exceeding twelve months total (across the course of the doctorate) will forfeit the right to domestic scholarships, and require the payment of international fees.

Location (address and institution)	Start date	End date	Personal
.....	Yes/No
.....	Yes/No

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	Yes/No
<ul style="list-style-type: none">Temporary travel overseas for personal reasons (exceeding two months) requires a deferral (for which there is a separate form).	
Returning to submit?	Yes/No
A health and safety plan will be completed prior to departure	Yes
REASON FOR OFF-CAMPUS TRAVEL/RELOCATION:	
<i>Strong justification is required for off-campus travel or relocation during thesis study. Please detail the reasons for your travel below, including any potential benefits to your thesis studies, arrangements and methods of contact to ensure adequate supervision while off-campus, and details of any institutions at which you may be based while off-campus.</i>	
<p><small>*The plan should include consideration of any risks and how these will be mitigated, regular contact details with the supervisor(s) and the department health and safety officer, emergency contact details, existing medical conditions (and how these may be affected in the fieldwork and how these will be dealt with), any safety equipment to be taken into the field, immunisation and travel insurance details.</small></p>	

ADDITIONAL PAPER ADDED (for PhD and DMA only)

In exceptional circumstances, candidates may be permitted to take additional paper(s), provided these do not delay the completion of their thesis. Strong justification is essential, and should be provided below. Authorisation is not required for candidates to attend lectures without enrolling. Guidelines on additional papers are available from the Graduate Research School.

Paper Code

Teaching period Summer school / S1 / S2 (circle one)

Year

Paper required * **Yes** **No**

Minimum grade required

Confirmation dependent on achievement of grade? **Yes** **No**

Reasons for recommending additional paper(s)*:

- Certificate of Proficiency (COP) – candidate attends classes, completes course work and sits any tests or exams. Credited with completed the paper (if successfully passed)

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- *International candidates completing papers towards a qualification other than a COP will be charged tuition fees for these papers at the international rate (Otago scholarships will not cover fees at this rate).*

REASON FOR CHANGES:

Justification is required for any changes. If space is insufficient, please attach details on a separate sheet.

SIGNATURES AND CONSENT:

Candidate: _____ **Date:**

Primary Supervisor: _____ **Date:**
Name *(printed)*

Head of Department: _____ **Date:**
Name *(printed)*

PVC Signature: _____ **Date:**
Name *(printed)*

Please return the completed form to
Doctoral - Graduate Research School, Clocktower Building (contact phd@otago.ac.nz)
Masters – Divisional representative for the Supervising Department

Dean, GRS: _____ **Date:**