

Enrolment / Change of Enrolment Form

Higher Degree by Research Students

Part 1: Personal details

Curtin ID		Title	Mr	Ms	Other	
Family Name		Given Name				
Postal Address						
Mobile		Home Phone				
Email Address						

Part 2: Course Details

Title of Course		<i>e.g. PhD, MPhil, DBA,</i>	
Enrolling Area		Faculty	

Part 3: Scholarship Details

Do you hold a Scholarship which is administered through Curtin University?

YES* Scholarship Title: NO

If you are the recipient of a research scholarship, you are expected to immediately notify **GRS – Research Scholarships, in writing, should you have a change of enrolment status that in any way affects your award eligibility. Any breaches of your award conditions may result in termination and/or scholarship overpayment. Repayment of scholarship overpaid amounts are required in accordance with the instruction of the University.*

Part 4: Enrolment/Change of Study Mode/Withdrawal Details

What do you wish to do? *(select one)*

- (i) Confirm/amend your enrolment
- (ii) Change your study mode
- (iii) Withdraw permanently from the course

At what time-fraction do you wish to be enrolled? Full-time Part-time

Effective From: (DD/MM/YY)

Confirm/amend enrolment. *Please complete the table below as appropriate.*
 (Note: The thesis unit is a once only enrolment.)

Unit number	Unit title	Study Period	Year	Campus e.g. Bentley	Enrol or Withdraw	Signature of Supervisor
e.g. CHEN7000	Doctoral Thesis – Chem Eng	RT1	2017	Bentley	E	

Thesis Commencement Date:

(DD/MM/YY)

Withdrawal from course - please briefly state the reason for your withdrawal

Part 5: Student Declaration and Signature

I have read and understood the Student Declaration on Page 3 of this form.

Signature of Student

Date

(DD/MM/YY)

*Please obtain your Head of Enrolling Area's signature at Part 6
 then return this form to the Graduate Research School for processing and completion of Part 7.*

Part 6: Head of Enrolling Area must complete this section

I endorse the enrolment/change of enrolment herein.

Signature of Head

Date

(or authorised officer)

(DD/MM/YY)

Part 7: Graduate Studies Officer must complete this section (Office use only)

Name of Actioning GSO	Confirmation email sent	☐
Signature of Actioning GSO	Thesis Committee advised	☐
Date	Research Scholarships Office advised	☐

Please direct all enquiries to the Graduate Research School

Level 1, Building 101

Tel: (+61 8) 9266 3337

Email: GRS.FutureStudents@curtin.edu.au (New Students/Coursework Enrolments)
GRS.CurrentStudents@curtin.edu.au (Study Mode Changes/Withdrawals)

Please only submit pages 1 and 2 of this form for processing. The information below should be retained for your reference.

Student Declaration

- I understand it is my responsibility to ensure that my enrolment is correct.
- I have sought appropriate academic counselling in relation to my enrolment.
- I confirm that if I am enrolling part-time I will have the necessary time to undertake the research program.
- If I am a recipient of a research scholarship administered through Curtin University I understand and agree to inform (in writing) the **Research Scholarships Office** in a timely manner and, where possible in advance, of any change in enrolment status which may affect my award eligibility.
- If I am a domestic student in receipt of a RTP Fee Offset Scholarship, I understand and accept the RTP Fee Offset Scholarship Conditions of Award governing the Scholarship, published on the [Curtin Scholarships website](#) and I agree to abide by these conditions and obligations outlined therein.
- I understand and acknowledge that, in the situation where my scholarship is overpaid, I am to repay any scholarship overpaid amounts in accordance with the instructions of the University.
- I agree to be bound by the Statutes, Rules and Policies of the University as amended from time to time and agree to pay all fees, levies and charges directly arising from my enrolment.
- I consent to receiving information electronically from the University.
- I consent to Curtin University requesting a Commonwealth Higher Education Student Support Number (CHESSN) on my behalf.
- I understand that:
 - Curtin University will use the information collected in this form for the purposes of assessing my eligibility for the Research Training Program (RTP) under the Higher Education Support Act 2003 and allocation of a CHESSN to me;
 - Curtin University will disclose this information to the Australian Government for those purposes;
 - The Australian Government will store the information securely;
 - Curtin University and the Australian Government will not otherwise disclose the information without my consent unless required or authorised by law.
- I agree to access OASIS (student portal) at least once a week to receive official communications from the University (unless approval for exemption is granted).
- I am aware of the conditions under which I am permitted to use University IT (computer) facilities.
- I acknowledge that I have read and understood the information on this form regarding Guild Membership. (See Part 4.4)
- I acknowledge that I have read and understood the University's Privacy Statement.
- I authorise Curtin University to reproduce any attachments provided with this form for administrative purposes only.
- I acknowledge that any expense, costs or disbursements incurred by the University in recovering any monies owing by me shall be the responsibility of the debtor, including debt collection agency fees and solicitor's costs on the amount outstanding and all other reasonable costs incurred in the recovery of outstanding monies.
- I will disclose research support accurately in any research outputs attributable to the work done during my enrolment, and where applicable acknowledge support through an "Australian Government Research Training Program Scholarship".

OASIS – Online Access to Student Information Services

- OASIS is Curtin's student portal. Through OASIS, students are provided with access to their student record (eStudent), the Official Communications Channel (OCC), and a range of other online services including a student email account and learning support systems.
- **It is a condition of enrolment at Curtin that students activate their OASIS account and access OASIS at least once a week to receive official communications from the University via the OCC.**
- Students may be granted exemption from the requirement to access OASIS in exceptional circumstances only. Please check www.oasis.curtin.edu.au for more information.

Guild Membership

All students automatically become members of the Student Guild on enrolment. In order for the Guild to provide services to you whilst you are a member, your name, student ID number, preferred contact address, home phone number, email addresses, gender, year of birth, course of study, campus location and other basic enrolment details will be made available to the Guild. These details will remain confidential. You may elect to opt out of Guild membership at any time via the Guild Membership Status Channel in OASIS (under the Campus Life & Guild tab). If you opt out of Guild membership, the Guild will no longer have access to your details and you will cease to be eligible for membership benefits.

Privacy Statement

At Curtin, the privacy of staff, students and other stakeholders of the University is taken very seriously. The personal information collected on this form will be used by Curtin University for the sole purpose of providing requested and related services. A full privacy statement is available at <http://rim.curtin.edu.au/privacy/>