



## HDR Change to External Status Form

This form is for current internal HDR candidates to apply to change their location status to External (off-campus). If approved, the candidate's status is updated to "External" in the Student Administration System. For further details, please see the [HDR guidelines to Change to External status](#) advice page. This form should be completed by the candidate before being emailed to the Chair of Panel for endorsement. Once endorsed please email it to your relevant local HDR administrator to be approved by the relevant Delegated Authority before it is sent to the Graduate Research Office for processing.

### 1. HDR Candidate Details

Given Names

Family Name

University ID U

Residency Status Domestic International I am on an Australian Student Visa: subclass 500

Program Type PhD MPhil

Program

College

School/Centre

### 2. Application Details

External Study Start Date

External Study End Date

Residency for the above period Onshore (in Australia) Offshore (outside of Australia)

Please briefly outline the reasons for your application in the box below:

Are any changes or adjustments required for your Research Project/Plan due to being an external candidate for the applied period? Yes No

If 'Yes', please provide a summary below and attach a copy of your updated research project/plan.

New residential address, if applicable:



**Australian  
National  
University**

**Graduate Research Office**

Office of the Dean HDR

Haydon Allen BLD 22

ACTON ACT 2601 Australia

CRICOS Provider 00120C

E: [hdr.candidature@anu.edu.au](mailto:hdr.candidature@anu.edu.au)

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### **3. Minimum Period of Attendance at University Campus:**

External Candidates are required to attend a campus of the University for a minimum of four weeks per year and list these intended dates upon application. These can be reviewed and updated as required.

Please list your intended attendance on campus dates for the period:

### **4. Request to Vary the Minimum Period of Attendance:**

Are you requesting to vary the minimum period of attendance requirements, as detailed above?

Yes

No

If yes, please briefly outline the request in the space below:

### **5. Access to Research Facilities and Resources**

Will you have access to satisfactory research facilities and library/resources?

Yes

No

Please provide details of the arrangements, including alternative arrangements:





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### 9. Candidate Declaration & Signature

I certify that the information supplied by me on this form is complete and true.

I acknowledge that:

- I have discussed this application with my Chair of Panel/Primary Supervisor.
- It is my responsibility to regularly (at least monthly) review any applicable risk assessment/s, discuss any changes in circumstances with my supervisor, and then if applicable update and re-submit the risk assessment/s and plan.
- It is my responsibility to ensure that all my contact details are [updated](#) in [ISIS](#) within 7 days of any change
- International Student Visa holders: If my visa or passport details have changed I have [updated my details](#) within 10 working days of any changes to these documents.
- External candidates remain subject to all progression indicators
- External candidates remain liable for fees such as the [Services Amenities Fee \(SAF\)](#) and [tuition fees](#) (if normally applicable) until the Maximum Submission Date
- Scholarship holders are responsible for checking their continued eligibility in the Scholarship Conditions of Award and/or policy/ procedures.
- I understand that whilst external I will not be covered by ANU Insurance.
- International students on a student visa only: My eCoE will be cancelled if I am moving Offshore.
- A failure to complete one or more progression indicators may lead to a revocation of external candidature, in addition to other consequences listed in the HDR Candidature Progression procedure.

**I acknowledge and agree that once approved for external study, it is my responsibility:**

- To confirm to the University the periods of attendance on an ANU campus by emailing [hdr.candidature@anu.edu.au](mailto:hdr.candidature@anu.edu.au) immediately after attendance. Note these dates cannot be recorded in advance.
- To regularly (at least monthly) review my risk assessment/s (if applicable), discuss any changes in circumstances with my supervisor, and then if applicable update and re-submit the risk assessment/s and plan.
- To notify my supervisor with 20 working days' notice of each intended attendance to an ANU campus to ensure facilities are available.
- To inform the University of any change to my study arrangements, including returning Onshore or extensions.
- To ensure that I have adequate health insurance or other means to ensure appropriate access to medical care.
- To attend campus for a minimum of 20 working days (consecutive or non-consecutive) per year of program or gain approval from the Delegated Authority for any variation to this requirement.
- To note any periods of attendance on campus within the relevant Annual Report milestone.

I have attached supporting documents:

Yes

No

Number

Comments:

HDR Candidates Signature:



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### **10. Approvals**

Please note that approval is considered to apply for all elements of this form, including any risk assessment and plan, unless stated below.

#### **Chair of Supervisory Panel**

Name Endorsed      Yes      No

Signature

Comments

#### **Delegated Authority**

Name Approved      Yes      No

Signature

Comments