

MASTERS (by Research) MAJOR THESIS – CHANGE TO RESEARCH DETAILS

Please note:

- Students must complete Section A and Section B and have their supervisor sign Section C BEFORE submitting the form to Faculty Research Services

The information on this form is collected for the primary purpose of assessing your application for changing your major thesis research details. Other purposes of collection include attending to administrative matters, reporting changes to your candidature to the Faculty Research Committee, corresponding with you and statistical analyses. If you choose not to complete all the questions on this form, it may not be possible for the Faculty of Information Technology to change your research details. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer on 9905 6011.

SECTION A: Personal Details

Student ID Number: _____ Course: _____

Surname: _____ Given Name(s): _____

Address: _____

Telephone:(BH) _____ (AH) _____ (M) _____

E-mail: _____

SECTION B: Please complete the section below, relevant to the change you wish to make

- **Supervisor amendment:** (please tick) Change existing supervisor Add new supervisor

Current Supervisor (main): _____ Current Supervisor (assoc): _____

New Supervisor (main): _____ New Supervisor (assoc): _____

- **Change of thesis percentage:**

Current Percentage: _____ Proposed Percentage: _____ Date to take effect: __/__/__

- **Change of attendance status:**

Change from (please tick) full-time to part-time OR part-time to full-time

- **Request Extension:** From: __/__/__ To: __/__/__

- **Request Intermission:** From: __/__/__ To: __/__/__ New due date: __/__/__

- **Request Writing up-away:** From: __/__/__ To: __/__/__ New due date: __/__/__

- **Request Discontinuation:** From: __/__/__

Explanation of requested change: _____

Student's Signature: _____ Date: __/__/__

SECTION C: Supervisor Approval

Name and Title: _____

Signature: _____ Date ____ / ____ / ____

Comments (MUST BE COMPLETED)

SECTION D: Head of School or Nominee Approval

Name and Title: _____

Signature: _____ Date ____ / ____ / ____

Comments (MUST BE COMPLETED)

SECTION E: Faculty Approval (Associate Dean Research or Nominee)

Name and Title: _____

Signature: _____ Date ____ / ____ / ____

Comments:

Office Use Only

Keyed on Callista ____ / ____ / ____ Keyed on Variations Log ____ / ____ / ____ Letter Sent to Student: ____ / ____ / ____ Student File Updated ____ / ____ / ____