

CHECKLIST

DOC6

DOC6 – Change to Doctoral Candidate's Registration

Name:		Student ID:	
Student/ Supervisor	DEPT	Department:	Student Centre
KEEP IN ORDER:			
<input type="checkbox"/>	<input type="checkbox"/>	a) This Check List	<input type="checkbox"/>
N/A		b) Doctoral Registration Summary	
<input type="checkbox"/>		c) DOC6 Form	
		d) Attachments (if required)	
DOC6 Form:			
<input type="checkbox"/>	<input type="checkbox"/>	1. Personal Details: <ul style="list-style-type: none"> Name ID 	<input type="checkbox"/>
Parts 2 – 8: please complete one or more of the following required changes accordingly TICK THE BOXES OF (ONLY) THOSE WHICH HAVE BEEN CHANGED			
<input type="checkbox"/>	<input type="checkbox"/>	2. Change of Supervision: <ul style="list-style-type: none"> Current and proposed names provided If a new co-supervisor is being proposed, and only the main supervisor signs (see 9 below), then the proposed co-supervisor must sign here beside their name to confirm their agreement. <i>(Note: If a new supervisor is proposed together with a new project (see 7 below), the PhD may need to be terminated and started afresh through a new AFA)</i>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	3. Suspension: <ul style="list-style-type: none"> Blanks (time period, start date, end date) filled in Suspension must be for at least 2 months Suspension end-date must be within maximum submission date (see Doctoral Registration Summary) Memo attached (with evidence if needed) 	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	4. Absence: <ul style="list-style-type: none"> Blanks (time period, start date, end date) filled One of the boxes ticked Detailed timetable attached 	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	5. Extension: <ul style="list-style-type: none"> Blank (expiry date) filled in – this should match that on the Doctoral Registration Summary 	<input type="checkbox"/>
<input type="checkbox"/>		<ul style="list-style-type: none"> Blank (new end-date) filled in Detailed timetable and memo attached 	
<input type="checkbox"/>	<input type="checkbox"/>	6. Part-time / Full-time Registration: <ul style="list-style-type: none"> One of the Blanks (part-time start-date or full-time start-date) filled in Memo attached 	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	7. Other changes: <ul style="list-style-type: none"> Filled in (additional documents can be attached) 	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	8. Termination: <ul style="list-style-type: none"> All blanks filled in (candidate or HoD) Reason given 	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	9. Approval by Candidate and Supervisor: <ul style="list-style-type: none"> Candidate signature Supervisor signature 	<input type="checkbox"/>
N/A	<input type="checkbox"/>	10. Approval by HoD: <ul style="list-style-type: none"> Signature The 'I confirm that ...' box needs to be ticked only if the main supervisor is changed (see #2 above) <i>(Note: Both HoD signatures are required if the student is interdisciplinary)</i>	<input type="checkbox"/>
Student Sign Off / Date:		Department Sign Off / Date:	Student Centre Sign off / Date: