

# ADJUST STUDY PERIOD REQUEST FORM



This form is for Jointly Awarded Doctoral Degree (JADD) and Dual Award Doctoral Degree (DADD) candidates only. Use this form to request an adjustment to your approved Study Period as outlined in your Candidate Agreement.

If you have recently arrived at or intend on departing the University of Newcastle within the next three weeks, please also complete the [Arrival/Departure Notification Form](#).

## CANDIDATE DETAILS

Family Name:

Given Name:

University of Newcastle  
Student Number:

Partner Institution  
Student Number:

## REVISED STUDY PERIOD

Please provide your total revised Study Period in the table below. The period should include all past enrolments, starting from your date of commencement, and cover a total of four years. Exact start and end dates must be provided. If a date is in the future an estimate can be provided.

Note that JADD and DADD candidates are required to spend a minimum of 12 months full-time equivalent candidature at each of the institutions during the candidature. Candidates will complete the requirements for the PhD within 4 years full-time equivalent study. A minimum 2 years full-time equivalent candidature is required. Refer to the [Jointly Awarded Doctoral Degrees and Dual Award Doctoral Degrees Policy](#) for more information.

Visit	Location	Start Date (e.g. 1/1/2018)	End Date (e.g. 29/9/2020)	Duration
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

## DECLARATION AND APPROVALS

Please sign this form using your Adobe Digital Signature. Click on the box below and follow the prompts.

**CANDIDATE SIGNATURE:**

**Date:**

Please email the completed form to your Principal Supervisor.

### University of Newcastle Principal Supervisor Declaration and Approval

**Supervisor Name:**

**Signature:**

**Date:**

### Partner University Principal Supervisor Declaration and Approval

**Supervisor Name:**

**Signature:**

**Date:**

Please send the completed form to Graduate Research: [HDR-Partnerships@newcastle.edu.au](mailto:HDR-Partnerships@newcastle.edu.au). Subject to approval by the Dean of Graduate Research, Graduate Research will then make a formal request to the partner institution to process changes to the Study Period.

### Graduate Research Approval

**Graduate Research  
Officer Signature:**

**Date:**