



HONOURS – ATTENDANCE STATUS

This form should be completed if you seek to enrol in Honours on a part-time basis, or wish to change your current attendance pattern in an Honours program, e.g. from full time to part-time or vice versa. The form should be signed by your Honours Coordinator and returned to the Humanities and Social Sciences Faculty Office by **31 March** for semester 1 or **31 August** for semester 2.

The grounds for granting permission to study Honours part-time are:

- i. Students with caregiver responsibilities
- ii. Students with greater than or equal to half-time employment
- iii. Students with significant sickness or disability
- iv. Students enrolled for part of the honours program at an overseas institution
- v. Compassionate reasons

It should be clear that you are unable to (rather than choose not to) complete the requirements on a full time basis.

Documentary evidence must be included, e.g. a medical certificate, proof of employment etc.

International students are normally not permitted to study part-time due to student visa regulations. Students with special circumstances should consult an International Student Advisor at the International Student Centre.

Family name:		Given name(s):	
Student ID:		Phone Number:	
Email address:			
Honours Discipline(s):			
Supervisor(s):			

- i. I am only able to enrol in part-time study (complete below)
- ii. I am changing from full time to part-time study (complete below)
- iii. I am changing from part-time to full time study (no supporting information required)

Please outline the circumstances which require you to change to part time study and include documentation to support your statement (include a separate page if required):

Student signature:		Date:	
Honours Coordinator:		Date:	

<i>OFFICE USE ONLY</i> - Approved / Not Approved	Date:	
Student Notified:	TRIM:	
Amended Class #:		