

HDR13a CONTINUING ENROLMENT FORM INSTRUCTIONS

PURPOSE OF THIS FORM

For students who have been accepted for admission into a Higher Degree by Research (HDR) course with Batchelor Institute and who are:

- Continuing a HDR course for the specified year.

MANDATORY INFORMATION

For all students who are seeking to enrolment in a Batchelor Institute HDR course, the following mandatory information must be provided on this form:

Section 1 – Personal Details

Section 2 – Course Details

Section 3 – Unit Details

Section 4 – Declaration & Signature

Failure to provide this information or not sign this form will result in this enrolment not being processed.

COURSE INFORMATION

Students who are enrolling in MA – Master of Philosophy or PhD – Doctor of Philosophy are required to become familiar with the Research Program Rules of their specified course.

The Research Program Rules provide students with an understanding of the requirements of the course including any milestones, as well as completion periods to be able to progress within the program.

The most current Research Program Rules can be found on the Batchelor Institute webpage
<https://www.batchelor.edu.au/research/current-candidates/>

PROOF OF ENROLMENT

Students will be sent a Confirmation of Enrolment to the email address provided on this form once their enrolment has been processed by Student Administration.

This can be used by students as Proof of Enrolment for Human Services (Centrelink).

It is a student's responsibility to advise Human Services of their study load, or any changes to their study load, while enrolled with Batchelor Institute.

WHERE TO SEND YOUR FORM

Your enrolment form can be emailed, posted, faxed or hand delivered to the Division of Higher Education & Research at Batchelor campus.

Email: graduateschool@batchelor.edu.au

Post: Division of Higher Education & Research

Batchelor Institute of Indigenous Tertiary Education

c/- Post Office

BATCHELOR NT 0845

For enquiries regarding this form:

Telephone: (08) 8939 7260

Facsimile: (08) 8939 7331

Free call: 1800 677 095

Email: graduateschool@batchelor.edu.au

Website: www.batchelor.edu.au

HDR13a - HIGHER DEGREES BY RESEARCH ENROLMENT FORM CONTINUING STUDENT

SECTION 1 - PERSONAL DETAILS

Student Number _____

Title Mr Mrs Ms Miss Dr

Surname _____

Given Names _____

Preferred Name _____

(optional - not a nickname)

Gender Male Female Gender X

Date of Birth _____

(dd/mm/yyyy)

Former Surname _____

(if applicable)

Email _____

Postal Address - All students must complete

Enter the address where you would like your correspondence sent and your preferred contact telephone number.

Number & Street _____

or PO Box _____

Suburb/Town _____

State _____ Post Code _____

Country _____

Work Phone _____

(including area code)

Mobile Phone _____

Fax Number _____

(including area code)

Are you a BIITE staff member? Yes No

Home Address - If different to your postal address

Enter your permanent Home Address. This address must not be a PO Box.

Number & Street _____

(Cannot be a PO Box)

Suburb/Town _____

State _____ Post Code _____

Country _____

Home Phone _____

(including area code)

Emergency Contact - All students must complete

Contact Name _____

Contact Phone 1 _____

(including area code)

Contact Phone 2 _____

(including area code)

Workplace Address - Optional

Employer name _____

Suburb/Town _____

State _____ Post Code _____

Telephone _____

(including area code)

Fax Number _____

(including area code)

Student Administration Use Only

Date Received	Date Processed	Processed By (name and signature)	Expected completion date of

This information will be collected and stored and used at Batchelor Institute in accordance with the Information Privacy Principles set out in the Northern Territory Information Act. If you have any queries regarding storage and collection of your information, please refer to the Institute's Privacy Statement www.batchelor.edu.au/privacy-statement or contact the Institute at privacy.officer@batchelor.edu.au.

SECTION 2 – COURSE DETAILS – All students must complete

Ensure that you discuss the course and location with the Graduate School Director.

Course Name _____

Course Location Batchelor

External

SECTION 3 – UNIT DETAILS – All students must complete

Ensure that the units you select have been discussed with your primary supervisor and/or the Director, Higher Degrees by Research.

Unit Code	Semester	Delivery Location	Unit Name

For students continuing their enrolment in the Masters of Indigenous Perspectives by Research (MIP) and the Doctor of Philosophy Indigenous Perspectives (PHDIP), the following units should be enrolled as per the suggested study plan for full or part-time students:

- MA520 – Master of Philosophy (Part-time load) or MA540 (Full time load)
- MIP520 – Masters Thesis (Part-time load) OR MIP540 – Masters Thesis (Full-time load)

OR

- PhD520 – Doctor of Philosophy unit (Part-time load) OR PhD540 – Doctor of Philosophy unit (Full-time load)
- PIP520 – PHD Thesis (Part-time load) OR PIP540 – PHD Thesis (Full-time load)

SECTION 4 - DECLARATION AND SIGNATURE - All students must complete

Please read the declaration, and sign and date the form if you agree.

1. I declare that the information I have supplied on this form is, to the best of my knowledge, correct and complete.
2. I understand that I am responsible for notifying Centrelink of study load or changes to study load where applicable.
3. I agree to be contacted via electronic means whilst I am a student at BIITE.
4. I understand that the giving of forged, false or misleading information may lead to the cancellation of my enrolment.
5. I acknowledge that while I am enrolled I will comply with the rules, policies and by-laws of the BIITE.
6. I further undertake to pay the prescribed incidental charges (if any) within the time allowed by BIITE for such payment.
7. I agree to indemnify BIITE against all debt collection cost, solicitors' costs and any disbursements incurred as a result of my non-payment of monies owed to BIITE.
8. I understand that BIITE will not disclose the information provided by me on this form to third parties, without my written consent, except to other educational institutions, to government bodies, as required or authorised by law or in accordance with BIITE's Privacy Policy, which is available at www.batchelor.edu.au or on request.
9. I acknowledge that I have access to, and have read the information supplied in the BIITE Student Guide.
10. I authorise Centrelink to confirm with Batchelor Institute of Indigenous Tertiary Education the current status of my Commonwealth Benefit and other details as they pertain to my concessional entitlement. This involves electronically matching details I have provided to the Participant with Centrelink or Department of Veterans' Affairs (DVA) records to confirm whether or not I am currently receiving a Centrelink or DVA benefit. I understand that this consent, once signed, is effective only for the period I am a customer of Batchelor Institute of Indigenous Tertiary Education. I also understand that this consent, which is ongoing, can be revoked any time by giving notice to the Batchelor Institute of Indigenous Tertiary Education. I understand that if I withdraw my consent, I may not be eligible for the concessions provided by Batchelor Institute of Indigenous Tertiary Education. A brochure is available from Centrelink that provides more details about the Centrelink Confirmation eService's or on Centrelink's website at www.centrelink.gov.au

Signature of student _____ Date _____