# 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 Arts 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.

<table>
<thead>
<tr>
<th>Family name:</th>
<th>Given name(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID:</td>
<td>Phone Number:</td>
</tr>
<tr>
<td>Email address:</td>
<td></td>
</tr>
<tr>
<td>Honours Discipline(s):</td>
<td></td>
</tr>
<tr>
<td>Supervisor(s):</td>
<td></td>
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</tbody>
</table>

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):

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Student signature:  
Date:  

Honours Coordinator:  
Date:  

**OFFICE USE ONLY**  
Approved / Not Approved  
Date:  

Student Notified:  
TRIM:  

Amended Class #:  