# CHECKLIST

**DOC6 – Change to Doctoral Candidate’s Registration**

## Name:  

<table>
<thead>
<tr>
<th>Student/ Supervisor</th>
<th>DEPT</th>
<th>Department:</th>
<th>Student ID:</th>
</tr>
</thead>
</table>

### KEEP IN ORDER:
- a) This Check List
- b) Doctoral Registration Summary
- c) DOC6 Form
- d) Attachments (if required)

### DOC6 Form:

<table>
<thead>
<tr>
<th>1. Personal Details:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Name</td>
</tr>
<tr>
<td>• ID</td>
</tr>
</tbody>
</table>

### Parts 2 – 8: please complete one or more of the following required changes accordingly

1. **Change of Supervision:**
   - 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.
2. **Suspension:**
   - 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)
3. **Absence:**
   - Blanks (time period, start date, end date) filled
   - One of the boxes ticked
   - Detailed timetable attached
4. **Extension:**
   - Blank (expiry date) filled in – this should match that on the Doctoral Registration Summary
   - Blank (new end-date) filled in
   - Detailed timetable and memo attached
5. **Part-time / Full-time Registration:**
   - One of the Blanks (part-time start-date or full-time start-date) filled in
   - Memo attached
6. **Other changes:**
   - Filled in (additional documents can be attached)
7. **Termination:**
   - All blanks filled in (candidate or HoD)
   - Reason given
8. **Approval by Candidate and Supervisor:**
   - Candidate signature
   - Supervisor signature
9. **Approval by HoD:**
   - Signature
   - The ‘I confirm that …’ box needs to be ticked only if the main supervisor is changed (see #2 above)
10. **N/A**

### Student Sign Off / Date:  

<table>
<thead>
<tr>
<th>Department Sign Off / Date:</th>
<th>Student Centre Sign off / Date:</th>
</tr>
</thead>
</table>

(Note: Both HoD signatures are required if the student is interdisciplinary)