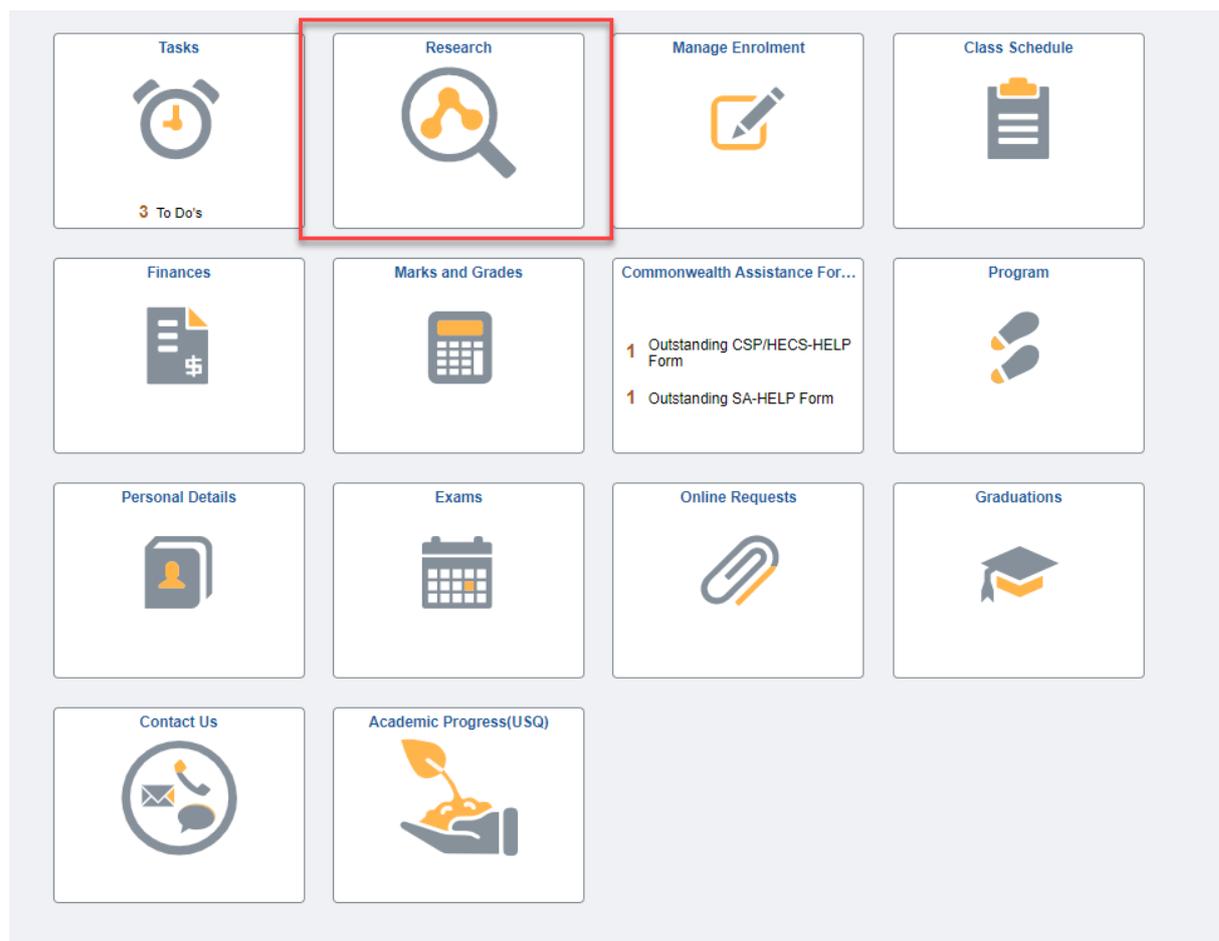# Academic Load Change – HDR Student

The Academic Load Change request is used for HDR students to apply to change their academic load from full-time to part-time or part-time to full-time. This request is required to be approved by the Graduate Research School. The Scholarship team also need to review the request prior to the Graduate Research School approval.

International oncampus candidates will not have access to request a change to their academic load due to visa requirements.
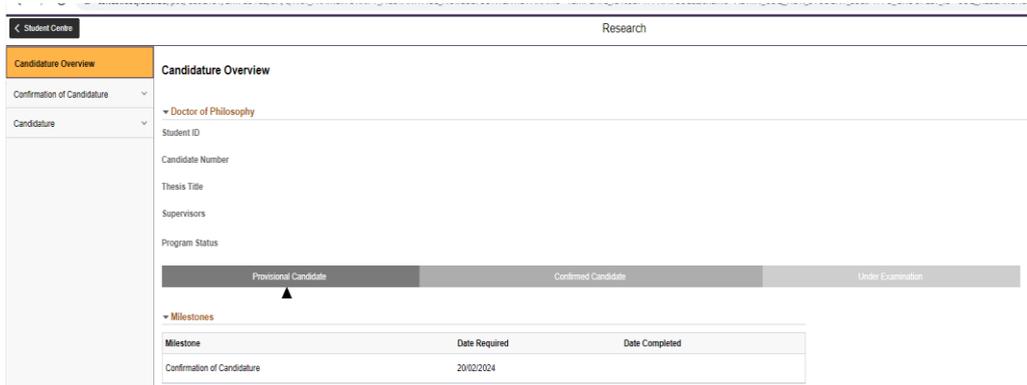
The Academic Load Change form will be shown to students in their 'Research' tile in their Student Centre under the Candidature menu.

To access the Academic Load Change Request form

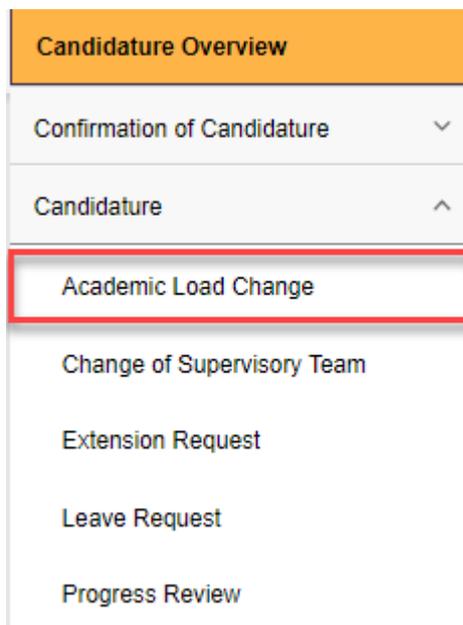1. Log in to Student Centre. Click on the Research tile.

This will open the Candidature Overview page as shown below.

(Note: Student name, candidate number, thesis title, Supervisors will be populated with your information)
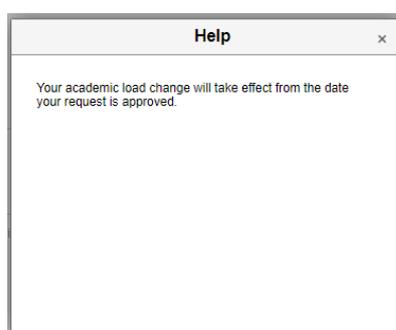
2. Click on Candidature menu (left hand side) and select 'Academic Load Change' from the options that appear.

This will open the page as shown below.

If you click on the ⓘ icon next to the Academic Load Change heading the following information is displayed.

3. Your 'Current Academic Load' will display, along with your 'Current Academic Plan' and 'Current Campus'. This form is used to request a change to academic load only. Any chance to your Academic Plan or Campus will need to be made to the Graduate Research School at grs@usq.edu.au. You can enter your 'new' 'Requested Academic Load' from the drop-down list.

4. You will need to enter a reason for your request to change academic load.

5. Please read the statement that follows and if you agree with the content slide the button across to indicate YES. When YES is selected the SUBMIT button will appear.

Academic Load Change ⓘ

▼ Doctor of Philosophy

Student ID

Candidate Number

Thesis Title

Supervisors

Request Details

Current Academic Load
Full-Time

*Requested Academic Load
Part-Time ▾

Current Academic Plan
Health

Current Campus
Toowoomba

*Reason/s for change

I understand that any information provided by me may be reported to government departments as required. I confirm that I have discussed the change to my program with my supervisory team and my supervisory team endorses my request. I declare that the information supplied by me in this form and relevant attachments is true and correct.

I agree with the above statement.
Yes ⬤

Submit

6. Click the 'Submit' button to complete the submission of the Academic Load Change and when complete the following confirmation will appear.

Your Academic Load Change request has been submitted.

7. When the Graduate Research School has approved or not approved your request, you will receive a confirmation email to your UniSQ email address similar to the one pictured below.

University of **Southern Queensland**

UniSQ Higher Degree by Research

Dear

Your Academic Load Change request has been approved.

Kind regards

Graduate Research School

The University of Southern Queensland acknowledges the traditional custodians of the lands and waterways where the University is located. Further, we acknowledge the cultural diversity of Aboriginal and Torres Strait Islander peoples and pay respect to Elders past, present and future.

UniSQ

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END