

Monash Research Graduate School

Resumption form for research scholarship holders and doctoral or MPhil candidates

MRGS use only

This form is to be completed and returned to the Monash Research Graduate School immediately upon resumption of studies following an approved period of leave, suspension of scholarship or study away. **Failure to notify the Research Graduate School of your return will jeopardize your enrolment and scholarship payments.**

The information on this form is collected for the primary purpose of providing notification of resumption of candidature and/or award. Other purposes of collection include attending to administrative matters, corresponding with you and statistical analysis. If you choose to complete only part of this form, it will not be possible for Monash Research Graduate School to resume / recommence / restart your candidature or award. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to access your personal information please contact the University Privacy Officer on 9905 6011.

Section A – To be completed by the candidate

Family name: Title:

Given Names: ID No:

Degree: Department/school:

Mailing address:

Telephone No: Home: Work:

Scholarship (if applicable) Commencement date: / /

I am returning from: (Please place X in the appropriate box)

<input type="checkbox"/> Intermission	<input type="checkbox"/> Suspension of scholarship	<input type="checkbox"/> Special leave
<input type="checkbox"/> Study Away	<input type="checkbox"/> Maternity Leave	<input type="checkbox"/> Sick leave

I certify that I recommended studies in my department on:
(cannot be a future date, student must have recommenced their studies) Date: / /

Candidate's Signature: Date: / /

Section B – To be completed by the Head of Department/ Graduate Coordinator

I certify that above mentioned student recommenced studies in this department/school on (please check date stated by candidate in section A): Date: / /

Grad Coordinator or Head of Dept name: Email:

Grad Coordinator or Head of Dept signature: Date: / /

Section C - MRGS use only

Approval - candidature	Check If On Schol	CHIP	If student returns early – check if confirmation date needs to be moved	Approval - payroll	Enrolled FT	TRIMMED

This completed form should be submitted to:

Monash Research Graduate School, Research Services
Building 3D, Clayton Campus, Wellington Rd
Monash University, VIC 3800, Australia
Telephone + 61 3 9905 3009 Facsimile + 61 3 9905 5042
CRICOS Provider number: 000008C