

CHANGE OF STUDY LOCATION

Summary

Postgraduate research students may need to change the location in which they are studying. In order to change study location the student will need submit a 'Change of Study Location' request within the Variation of Record/Change Requests form to gain approval, and outline in their supervision agreement how the supervision will managed.

Purpose

All research students will normally be required to conduct their study on one of the Auckland-based AUT campuses. However, in some circumstances, a student may need to change their study location, either within New Zealand or off-shore. This protocol documents conditions and a process whereby a student may be given permission to change their study location.

Scope

This protocol is to be applied to students enrolled in postgraduate research courses and professional doctorates. This does not cover coursework components of other postgraduate research programmes. This protocol does not cover students travelling off-campus and/or offshore for research related travel, refer to the [Postgraduate Research Student Travel Policy](#).

Application

The student is expected to remain in regular contact with their supervisor. Approval will need to be obtained by submitting a 'Variation of Record/Change Requests form' and completing the 'Change of Study Location details within the form. The form should be signed by the student and supervisors and submitted to the Faculty Postgraduate Committee.

Requirements in this situation are:

Definitions

Temporarily Off-Campus

Students whose research topic requires them to undertake data collection, can temporarily be off-campus for a period of three to twelve months. A *Notification of Research Related Travel* request form should be completed for this process, and not a *Change of Study Location* request.

Permanently Off-Campus

Students wishing to reside off-campus (off-shore or on-shore) for the duration of their research will be considered permanently off-campus. Doctoral students are normally required to be present in New Zealand for their Confirmation of Candidature presentation and oral examination. Any change in study location will require the student to complete a *Change of Study Location* request.

Supervision Meetings

Supervision meetings can include online meetings, email, phone or face-to-face etc. However, this may depend on the student's circumstances. In some circumstances where the nature of the research may require "face-to-face" meetings, students are responsible for funding and arranging travel for supervision meetings.

Study Location

The student will need to indicate whether they are changing the study location to:

- On Campus

- Off-Campus (Onshore- NZ)
- Off- Campus (Off-shore or on-shore)

International Students

International students and permanent residents should note that they may not qualify for domestic fees when residing overseas; this is dependent on the length of time they intend to spend overseas. In such cases, students should discuss with the Student Hub before committing to any plan that may affect this entitlement, and/or student visa requirements.

Scholarships

Students on scholarship should refer to the terms of reference of their scholarship for information on whether they can study off-campus. It is recommended that this is discussed with the Scholarships Office in the first instance.

Requirements

Progress reports should include updates on supervision meetings and how the student is progressing, with specific comments from both the student and supervisor on how the research is progressing while off-campus.

Process

Students should discuss their intention to change their study location with their supervisor before lodging a *Change of Study Location* request, including the potential addition of a local supervisor/advisor. Where applicable, a *Change of Supervisor* request will also need to be submitted.

When visiting the AUT Campus

Schools need to ensure that adequate space and computing resources are available. Students who are unfamiliar with the Campus can request an orientation tour through the Graduate Research School. A meeting can be arranged with the Postgraduate Student Advisor to discuss Student Support Services.

Outcome

Students gain approval to conduct their research, in part or in full, outside the wider Auckland area.

To establish sufficient supervision and support for students who require to conduct their study off campus.

Review

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