



Faculty of Engineering
Department of Electrical and Electronic Engineering

COURSEWORK POSTGRADUATES
SUBJECT VARIATION FORM

Please Return Form to:

David Strover
Room 3.22a
3rd Floor

Dept of Electrical and Electronic Engineering
Building 193
The University of Melbourne
Phone: 8344 6925

Important Deadlines for 2004

First Semester	
Last date for withdrawing from Semester 1 or year long subjects before incurring a WD (withdrawn on your academic record)	Friday 12 March 2004
Last date for withdrawing from Semester 1 or year-long subjects before incurring a HECS liability. If you are a fee paying student please contact Student Administration.	Monday 31 March 2004
Last date for withdrawing from Semester 1 subjects before incurring a fail on your academic record.	Friday 7 May 2004
Second Semester	
Last date for withdrawing from Semester 2 subject before incurring a WD (withdrawn on your academic record)	Friday 6 August 2004
Last date for withdrawing from Semester 2 or year-long subjects before incurring a HECS liability. If you are a fee paying student please contact Student Administration.	Tuesday 31 August 2004
Last date for withdrawing from Semester 2 or year-long subjects before incurring a fail on your academic record.	Friday 8 October 2004

*For information about the impact of withdrawing from subjects on the payment of HECS, fees and PELS please contact Student Administration on 8344 6026

STUDENT DETAILS			
Name:		Student Number:	
Address:			
Home Phone:		Daytime Phone/Mobile:	
Name of Course:			

SUBJECT CHANGES – if you are seeking to withdraw from all your subjects, please use a Leave of Absence or Discontinuation Form.			
Add/Delete Subject	Subject Number	Subject Name	Semester (1 / 2 / Y)

SUPPORTING DOCUMENTATION	
I have attached to this application:	
<input type="checkbox"/>	All relevant academic transcripts
<input type="checkbox"/>	A supporting statement

STUDENT SIGNATURE	
I understand the implications of withdrawing from subjects in relation to University deadlines concerning the payment of HECS, fees, PELS and understand the dates after which 'withdrawn' or 'fail' will appear on my academic transcript.	
Student Signature:	Date:

INTERDEPARTMENTAL APPROVAL		
Department Name:		
Head of Department / Course Advisor's Signature:		Date:

EEE COURSE ADVISOR'S RECOMMENDATION		
Is the student's request supported?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Comments:		
Is an interview with, or further information from, the student required?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Comments:		
Course Advisor's Signature:		Date:

Department Office Use Only:		
<input type="checkbox"/> Student interview / further information not required		
<input type="checkbox"/> Student interview / further information arranged	Date:	Time:
Student interview held and application supported?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Faculty Office Use Only:		
<input type="checkbox"/> Entered on Merlin		
Administrative Signature:		Date: