Enrolling in compulsory coursework for your research program (PhD or MPhil)

All research students who commenced their program from 2011 must complete 24 units of coursework (MPhil and PhD students), or request an exemption (based on previous experience/study). Course selection must be discussed and approved by the Chair of your supervisory panel.

To enrol in coursework you must complete an Application for Enrolment Variation form, which can be found on the ANU Student Forms page, or the CASS HDR Current Students forms page.

Forms must include student details, course catalogue number (eg ARTS8101), class number and title, and reason.

Course information is available at the following web pages under Program Requirements (lists all courses for different disciplines):


To find a class number: Go to the course entry on Study@ (click on the individual courses from the Program Requirements page). The class dates (start date, last day to enrol, census date etc) as well as class numbers are available at the bottom of the Fees & Dates tab.

Important information: Enrolment requests made after the census date for the course will not be processed. Each course has its own census date for each session/semester it is offered, which can be found on the Fees & Dates tab also. Semester 1 courses generally have a census date of 31 March each year, so if you wish to complete courses during your first semester you must submit your Enrolment Variation form before the 31 March 2012.

*** Students cannot enrol in a course with a census date before their program commencement date. ***

Reason section should be completed with one of the following three comments:
- Coursework requirement (means this course is part of the 24 units required for the program)
- Necessary adjunct (means this course is taken as a necessary adjunct in addition to the 24 units required for the program)

Approval:
Delegated Authority 1 is the Chair of Panel (principal supervisor)
Delegated Authority 2 is the Head of School/Centre
The form will then be sent to the CASS Student Office to ensure all details and approvals are correct, and will then sent to the Enrolments Office for processing.

NOTE: Currently all coursework courses must have fees attached to them, including those designed for research students. Domestic student fees are covered by RTS (research training scheme) and international students on ANU fee scholarships will be covered by their scholarship. International fee-paying students will be liable for the additional fee attracted by coursework enrolment.

Student Office contact details
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