

**SPECIAL REGISTRATION APPLICATION: ADVANCED RESEARCH FORM**

*This form must be completed prior to registration in any of the following course units  
and attached to the Semester Registration Sheet*

**X8500 RESEARCH METHODOLOGY (9 credit points)**  
**X9696 RESEARCH ESSAY (18 credit points) or X9690 RESEARCH ESSAY (36 credit points)**  
**X8598 BMin (Hons) or BTh (Hons) THESIS (45 credit points)**

**Student Name:** \_\_\_\_\_ **Student Number:** \_\_\_\_\_

**Telephone Number and Email Address:**

**H/W/M:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

I seek approval to register for the following course unit (code/title): \_\_\_\_\_

If seeking to register in a Research Essay please confirm that:

Your GPA is at least 1.8 (you have an average mark across all your units of at least 72%)

yes  no (if no, you cannot register in this unit)

You have successfully completed the unit X8500 Research Methodology in the relevant discipline

yes  no (if no, you cannot register in this unit)

You have completed at least 54 credit points towards your degree

yes  no (if no, you cannot register in this unit)

You have completed at least 36 credit points in the discipline area in which you plan to write the essay

yes  no (if no, you cannot register in this unit)

You are aware that Research Essay can take a maximum of one semester per 9 credit points

(i.e., two semesters max. for the 18 CP Research Essay or four semesters max. for the 36 CP Research Essay)

yes  no (if no, you cannot register in this unit)

**Discipline Area:** \_\_\_\_\_

**Proposed Topic:** \_\_\_\_\_

**Proposed Supervisor:** \_\_\_\_\_

*Please note that the supervisor must be an accredited teacher with the Sydney College of Divinity. Should the proposed supervisor not be a full time faculty member of CIS, the CIS Discipline Coordinator must approve them. The proposed supervisor's contact details must be listed below:*

**Semester/Year in which the course unit is intended to be commenced:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**APPROVALS**

**Proposed Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CIS Discipline Coordinator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CIS Research Committee Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Academic Registrar:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Copies are to be kept by the Supervisor, the CIS Research Committee Chair, the CIS Subject Area Coordinator and the Original by the Registry Officer**

## **The Following Must be Completed**

### **Financial Arrangements**

*How do you plan to pay for your course units? Please note that you shall be invoiced with Confirmation of Enrolment prior to Week 1 of the Semester:*

- I intend to pay by cash or cheque or credit card
- I belong to a Seminary, Formation, or Diaconate Program (*complete details below*)
- I intend to use FEE-HELP (If yes, you must have completed a FEE-HELP application and submitted it to the Registry)
- I am a Pensioner/Senior and request a discount (*If yes, please supply evidence for administration purposes if you have not already done so, e.g., Copy of Senior's Card*)

### **Update Contact Information**

*Please complete if you have recently had a change of address, phone, email or next of kin:*

Semester Residential Address: \_\_\_\_\_

Semester Postal Address: \_\_\_\_\_

Usual Residential Address (if different): \_\_\_\_\_

Usual Residential Postal Address: \_\_\_\_\_

Phone Number: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Mobile: \_\_\_\_\_ **Email Address:** \_\_\_\_\_

Next of Kin: Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address of Next of Kin: \_\_\_\_\_

Contact Phone Number of Next of Kin: \_\_\_\_\_

### **Graduation**

*For the purposes of Graduation Application for the next year:*

- I will be completing the requirements of my degree this semester
- I intend to apply for Graduation next year

#### **Cohort Details (for Registry Office and Formator Use):**

**Independently Invoiced**

**or**

**Diocesan Cohort**

**Non-diocesan Cohort**

*(Please specify)*

**or**

**Diaconate Cohort**

*(Please specify)*

**Other information:**