

**REQUEST FOR A SUSPENSION OF DOCTORAL/MASTER’S THESIS STUDY**

*Reference: Doctoral Regulations: for PhD and other Doctorates with Theses 4.4.3, Master’s Regulations 7.4*

***Instructions: Part A*** *is to be completed by the candidate and* ***Part B*** *by the supervisor. Forward the form, with evidence attached, to the home Faculty Student Advisor who will complete* ***Part C*** *and forward the form for the necessary approvals****.***

***Suspensions****:*

* *During a suspension, you pay no tuition fees and have no access to supervision or University resources other than the Student Services that are covered by your student levy.*
* *The minimum period of suspension is one month. Suspensions are granted in whole months only and pro-rata does not apply to part-time candidature.*
* *Suspension of study is neither necessary nor appropriate for such things as annual leave (up to a total of four weeks), conference attendance, academic meetings or short-term illness.*
* *If you are a scholarship holder you must advise the Scholarships Office of your intention to suspend as your scholarship payments must also be suspended. Scholarships holders may only suspend for up to a total of six months.*

***For Doctoral candidates***

* *The total period of suspension during your candidacy should not normally exceed 12 months.*
* *You must be registered (i.e. not on suspension) for the* ***three*** *months immediately prior to submitting your thesis.*
* ***Immigration New Zealand (INZ) regulations limit international students to a total of three months’ suspension in any 12 month period, up to a total of 12 months during candidature. All periods of suspension are notified to INZ. For further advice please contact the Visa Officer at Victoria International.***

***For Master’s candidates***

* *The total period of suspension during your candidacy should not normally exceed 3 months.*
* *You must be registered (i.e. not on suspension) for* ***one*** *month immediately prior to submitting your thesis.*
* ***Immigration New Zealand (INZ) regulations prohibit international Masters’ students from taking any suspension.***

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| **PART A** | | |
| **Candidate’s last name:** |  | |
| **First name/s** |  | |
| **Student ID number:** |  | **Scholarship holder**: Yes  No |
| **School:** |  | **Faculty:** |
| **Date of initial enrolment:** |  | **Study visa holder:** Yes  No |
| **Date current registration expires:** |  | **Course Code:** |
| **Name of Victoria Supervisor:**  (usually the primary supervisor) |  | |
| **Name of other supervisor/s:** |  | |
| **Dates of any previous suspensions:** |  | |
| **This request is for a suspension of:** (tick one) | **Doctoral Thesis**  **Master’s Thesis** | |
| **Length of suspension** (whole months only) | Total number of months:       Date from:       to: | |

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| **CANDIDATE’S REASON FOR REQUESTING A SUSPENSION** | | | |
| **Please indicate which of the following applies:**  Illness for more than one month (please provide evidence, e.g. medical certificate).  Work requirements/commitments (please provide information from your employer or a work contract).  Bereavement (please provide evidence if possible, e.g. a press notice or order of service).  Care responsibilities for a close family member over an extended period of time (please provide doctor’s letter or similar).  Pregnancy and/or childbirth (please provide a medical certificate).  Sustained and unforeseeable difficulties with fieldwork or laboratory experiments beyond your personal control (this will need to be verified by your supervisor).  Other (you will need to provide appropriate evidence).  **Please explain why you need to suspend your registration:** | | | |
| **Further information required:**  I have attached evidence in support of my application.  I understand that while I am on suspension, I have no access to supervision or University resources or facilities other than the Student Services that are covered by my student levy.  I understand that I am required to be registered for the three months immediately prior to submission (for doctoral candidates), or one month prior to submission (for Master’s candidates).  **For scholarship holders:**  I have advised the Scholarships Office that I am applying for a suspension.  **For international students on doctoral study visa:**  I am aware that I can only suspend my Doctoral study for up to three months in a 12 month period. | | | |
| Candidate’s signature: |  | Date: |  |

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| **PART B. VICTORIA SUPERVISOR’S STATEMENT** | | | |
| I support the candidate’s request for a suspension.  *Comments:* | | | |
| Name: |  | | |
| Signature: |  | Date: |  |

**Candidates: Please forward this form, with evidence attached, to the Student Advisor in your home Faculty who will complete any missing information on page one and forward the form for approval.**

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| **PART C. STUDENT ADVISORS TO COMPLETE** | | | |
| Please check that enrolment and registration information on the form is complete and correct and fill in any missing information.  Attach the candidate’s latest progress report (Candidate Development Plan or Masters’ Progress Reports).  Attach the SWAREGQ report. | | | |
| **PART D. APPROVALS AND RECOMMENDATIONS** | | | |
| **HOME FACULTY ASSOCIATE DEAN (PGR)**  Request approved  To FGR?  Request declined  *Comments (comments may be provided here to assist the Dean FGR):* | | | |
| Name: |  | | |
| Signature: |  | Date |  |
| **DEAN, WELLINGTON FACULTY OF GRADUATE RESEARCH -** required for any retrospective suspension and for any suspension extending beyond 12 months (doctoral candidates) or 3 months (Master’s candidates)  Request approved  Request declined  *Comments:* | | | |
| Name: |  | | |
| Signature: |  | Date |  |

**HOME FACULTY OFFICE USE ONLY**

Banner entry - Date:         
 Scholarships Office notified - Date:        
 HoS / School admin notified - Date:         
 VI notified (all suspensions for International students) - Date: