

**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: