

GUIDE FOR DOCTORAL STUDENT RE-REGISTRATION

If your PhD registration is due to expire on 31 December it will automatically be renewed for a further twelve months from 1 January. You can elect for a shorter re-registration period if:

- You'll submit your thesis during the next calendar year. In this case, you can choose a shorter registration period of three months (to 31 March), six months (to 30 June) or nine months (to 30 September)
- You intend to withdraw from PhD study, and therefore do not wish to renew your registration

If either of the above situations apply to you, complete a **PhD Registration Exception Form** and return it to fgr-postgrads@vuw.ac.nz or drop it into the FGR by **Tuesday 6th October**. If you have any questions about your registration for the next year please discuss with your supervisors and/or your home Faculty Advisor.

Confirmation of registration details will be emailed to you in early December.

For more details on how the re-registration process is managed, see the frequently asked questions below.

What if I am a scholarship holder?

If your scholarship is paid through Victoria University, your fees will be automatically paid and your fees assessment will only show how much, if any, of the fees you need to pay.

- If you're in the first two years of your PhD your scholarship will cover it's portion of your fees for the full 12 months
- If you're in the third year of the PhD your scholarship will pay your fees until the end of your funded period, any fees beyond the end of your scholarship will need to be paid by you
- If you plan to submit your thesis when your scholarship ends but are required to register for time you don't need contact us about a fees deferral. Student Finance can delay the due date for the portion of the fees beyond the end of your scholarship. If you don't submit your thesis when your scholarship ends you will become liable for any further fees.

If your scholarship does not cover your student levies and insurance you will need to arrange to pay these before 10 February 2021. Go to <https://www.victoria.ac.nz/study/student-finance/fees>.

What do I do if I'm renewing my visa and need my 2021 registration confirmed before December?

Please contact fgr-postgrads@vuw.ac.nz as soon as possible so that your registration can be processed separately, we will then provide you with your confirmation of study and a fees assessment.

What happens if I have an extension, or need to apply for one?

The re-registration process is independent of extension applications.

- If your re-registration period will take you beyond 4 years full-time (or equivalent) you must still apply for an extension at the appropriate time.
- If you already had an extension approved in 2020 with an end date in 2021 you should plan to submit your thesis before the extension expires. If you require a further extension you will need to re-apply and your home Faculty Office will manage your re-registration.

What if I re-register for a shorter period, but under-estimate the time needed to complete my thesis?

You will need to re-register through your home Faculty Advisor for a minimum of three months. Remember you must be registered for the three months immediately prior to submission.

What if I submit my thesis before my registration period ends?

The relevant portion of your tuition fees will be refunded in whole, unused calendar months. You may also qualify for a rebate of the Student Service Levy. Fees paid via a student loan are refunded to StudyLink, or if you paid the fees you will receive the refund.

What if I miss the 6 October deadline for returning my exception form?

Please contact us as soon as possible at fgr-postgrads@vuw.ac.nz

If you have further questions about registration, please email fgr-postgrads@vuw.ac.nz