

# Financial and Enrolment Information – Doctorate, Master’s Thesis, and Dissertation Students Policy

Covering 2018- 2020

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<b>Approval Authority</b>	Deputy Vice-Chancellor
<b>Contact Officer</b>	Enrolments Team Leader – Student Services and Communications

## Introduction

The following policy provides financial and enrolment information for Doctorate, Master’s Thesis and Dissertation students.

## Definitions

**Retrospective suspension** – an academic suspension period that falls in a previous enrolment year and/or calendar year (January to December).

## Policy

### 1. Enrolment

#### 1.1. All Students

- a. All Doctorate Master’s Thesis and Dissertation students must complete an Application to Enrol whether it is their initial enrolment or on their annual re-enrolment date.
- b. An Enrolment Offer must be formally accepted, and students must agree to the enrolment declaration and pay the requisite fees before becoming officially enrolled. Instructions on how to complete this process and the available methods of payment will be included with the Enrolment Offer.
- c. Students are not officially enrolled until their tuition fees are paid or suitable payment arrangements have been made. Acceptance of the Enrolment Offer indicating ‘Loan’ as payment method is deemed to be a suitable arrangement.

- d. There is no provision for payment by instalments.

## 1.2. New Doctorate, Master's Thesis or Dissertation Students

- a. New Doctorate students can apply to enrol at any time. Applications to enrol are subject to approval from the Dean of Postgraduate Research. Students applying for PhD should submit a [new application online \(University Enrol webpages\)](#). Students applying for EdD or DMA should submit a new application via form [Apply for a Doctor of Philosophy \(PhD\) or Doctor of Musical Arts \(University Enrol website\)](#).
- b. New Master's Thesis students can apply to enrol at any time. Acceptance of application to enrol is subject to the approval of the Academic Manager of the relevant College.
- c. New Dissertation students can apply to enrol at any time. New Dissertation students should complete an Application to Enrol and have their course approved by the relevant College office.

## 1.3. Continuing Students

- a. Continuing Doctorate and Master's Thesis students should start the re-enrolment process approximately one month before their re-enrolment is due.
- b. PhD students will be emailed re-enrolment information two weeks prior to their anniversary date.
- c. Continuing Doctorate students who have not completed their re-enrolment within four weeks following the anniversary of their annual enrolment date will have their Doctorate Enrolment discontinued.
- d. Master's Thesis students will need to coordinate with the relevant College Office regarding their re-enrolment procedures.

## 1.4. Dissertation Students

- a. Dissertation students are required to enrol for a 52 week period with approved start dates of
  - 01 March, or
  - 01 August, or
  - an approved start date assigned by the relevant College Office.
- b. The Shortened Enrolment Period Option (see [section 5.2\(a\)](#) of this policy) does not apply to Dissertation students.

- c. The part-time thesis option (see [section 6](#) of this policy) **does not** apply to Dissertation students.
- d. The suspension of thesis (see [section 7](#) of this policy) does not usually apply to Dissertation students.

### 1.5. International Students

- a. The University requires all international thesis students to complete their enrolment on campus at the Student Services Centre, bringing with them the documents specified on the [International Students website \(University International Students website\)](#).
- b. International PhD students who study outside New Zealand for a cumulative period of more than 12 months over the course of their PhD enrolment tenure will incur international fees.
- c. International DMA students incur international fees regardless of whether they are studying in New Zealand or outside New Zealand.
- d. The EdD is not offered to international students, due to its part time study structure which does not comply with Immigration New Zealand study requirements.

## 2. Minimum Period of Enrolment

The minimum periods of enrolment for:

- PhD prior to October 2017: 2 years at full-time or 3 years at part-time.
- PhD after 1<sup>st</sup> October 2017: 36 months full-time and 55 months part-time. For individual PhD's refer to [Qualification Regulations 'Doctorates' \(University Regulations website\)](#)
- EdD from 1<sup>st</sup> January 2018: the minimum period of enrolment for both Parts II and I is 48 months. For individual EdD's refer to [Qualification Regulations 'Doctorates' \(University Regulations website\)](#)
- DMA from 1<sup>st</sup> January 2018: 36 months full-time and 55 months part-time. For individual DMA's refer to [Qualification Regulations 'Doctorates' \(University Regulations website\)](#)
- Master's, refer to [Qualification Regulations 'Master's Degree' \(University Regulations website\)](#)

### 3. Change of Enrolment

Should Master's Thesis students intend to enrol for other courses, this can be done after their Master's Thesis enrolment has been completed using the Change of Enrolment process through [myUC \(University Enrol website\)](#):

Should Doctorate students intend to enrol for other courses, this can be done after their Doctorate enrolment has been completed, with the assistance of Enrolments, Student Services Centre. Additional courses will be charged accordingly.

Students who wish to make any changes to their Enrolment Offer must contact Enrolments, Student Services Centre.

### 4. Late Enrolment

- a. Late enrolment applications are subject to the approval of the Dean of Postgraduate Research or Academic Manager of the relevant College office.
- b. Students who do not complete their enrolment by the end of the official course start date may have their enrolment withdrawn and/or lose access to all student services such as Canterbury Card, IT and Library.

### 5. Compulsory Fees

Students both domestic and international, pay two types of compulsory University fees – tuition and non-tuition:

- Compulsory fees can be added to a New Zealand Student Loan.
- The minimum tuition fee payable is for the full period of initial enrolment (52 weeks).
- Fees are charged from the annual enrolment date of each student.
- All international PhD students will pay fees at the domestic rate while studying in New Zealand.
- All international DMA student will pay fees at the international rate while studying in New Zealand or outside New Zealand.
- The EdD programme is not currently open to International students, due to a part time study component required in the programme structure. Part time study is not an option under a student visa granted by Immigration New Zealand.
- International students, New Zealand Residents, Australian Citizens and Australian Permanent Residents who study outside New Zealand will pay fees at the international rates.

## 5.1. Non-Tuition Fees

### a. Student Services Levy

- i. The Student Services Levy ('SSL') is calculated per point of study in an academic year. Capped at a maximum amount of 150 points of on-campus study.
- ii. SSL is a compulsory non-tuition fee payable by all students for each academic year they are enrolled.

Refer to the [Student Services Levy Policy \(PDF, 322KB\)](#).

### b. Late Enrolment Penalty Fee

- i. This is a fee charged to all students who do not complete their enrolment by their official course start date
- ii. This fee is not payable by New Zealand Student Loan or Fees Free.

## 5.2. Tuition Fees

The tuition fee is calculated by the EFTS (Equivalent Full Time Study) of the course multiplied by the appropriate fee band. The fee bands for Tuition Fees are available at [General Regulations \(University Regulations website\)](#).

- There is no automatic cap on tuition fees and students are charged for any additional papers they might take.
- A full-time thesis has a course weighting of 1.00 EFTS.
- A part-time thesis has a course weighting of .650 EFTS.
- Once thesis students commence study ('the negotiated date') they are charged fees each year until they submit their thesis.
- Should thesis students fail to provide scheduled progress reports during their study and then return at a later date to submit their thesis, they will be charged fees for the period up to the acceptance of their submitted thesis.
- Should no progress reports have been submitted during their study, the student will have to apply for permission to re-enrol from the Dean of Postgraduate Research or College office.
- The Dean of Postgraduate Research or the appropriate College office may approve a suspension of enrolment (see [section 7](#) of this policy).

### a. Shortened Enrolment Period Option – Final year only

Towards the end of study for Doctorate or Master's Thesis students, additional time may be required by the students to complete their thesis. The University provides the option of a shortened period of enrolment (whole months only) in their final year, allowing students the option to apply to pay the pro-rated value of the annual tuition fee. This option is intended to provide some flexibility in place of charging a full year's tuition fees:

- Thesis students who will complete the minimum required period of enrolment (see section 2) and intend to submit their thesis within 12 months of their enrolment anniversary date, may request a Shortened Enrolment Period option (with the approval of their Supervisor of Studies).
- The Shortened Enrolment Period option is only granted once.
- A letter/email from their Supervisor of Studies confirming the student's expected date of submission will be required.
- Should a student fail to submit their thesis within the agreed time frame, the student will be automatically enrolled and invoiced for the remaining of months until the end of their current enrolment or estimated submission date (whichever is earlier).  
International students will be contacted and advised to come to Student Services to complete any necessary requirements, e.g., visa, insurance, etc.

### 5.3 Payment methods

- In person/By Mail (Credit Card or EFTPOS).
- Online (Visa/Mastercard only).
- Other Agent (Staff fee waiver, Scholarship, Sponsorship).
- Full payment Student Loan.
- Part Student Loan/Part other payment method.

### 5.4 Staff Waiver

Staff members and Post-Doctoral Fellows, whether full-time or part-time, who are employed by the University under a continuing employment contract, may apply to be exempt from payment of tuition fees for approved courses taken at this University. Information regarding the application for waiver can be found under [Apply for Staff Tertiary Study Assistance Within UC \(University Human Resources intranet\) \(staff only\)](#).

A copy of the approved application is to be provided to the Accounts Receivable Officer, Financial Services, prior to enrolment.

### **5.5 Payment by Scholarship**

- For students whose fees are being paid by scholarship, the scholarship amount will be applied against the student's tuition fee.
- In any year, and in individual cases, the scholarship entitlement period may be less than the full 52 week enrolment period. Unless the University has been advised that scholarship funding has been extended beyond the end-date that was set at enrolment, affected students will be liable for fees for the balance of the 52 week enrolment period and will be invoiced accordingly.
- The end of a scholarship does not relate to a student's enrolment/fee payment period. In these cases, a change in method of payment is necessary in order for the student to remain enrolled for the required period.
- Most scholarships are for tuition fees only and do not cover the compulsory Student Services Levy.
- Should scholarship funding be extended it is the student's responsibility to ensure Enrolments, Student Services are advised of this in writing by the scholarship provider.

### **5.6 Student Allowances and Loans**

- The University will not be involved in the administration of the loan and allowance schemes except to directly confirm with StudyLink a student's study details and length of course.
- It is the student's responsibility to advise StudyLink of the correct start date for his/her programme of study before completing enrolment. If the student is required to re-enrol for a subsequent year, an application for a new contract should be made with StudyLink before completing re-enrolment.

## **6 Part-time Doctorate, and Master's Thesis students**

Information regarding time limits and part time study in regards to individual qualifications can be found in the [qualification regulations \(University Qualifications Regulations webpage\)](#).

- Students who apply for and are granted 'part-time' enrolment under the regulations are liable to pay a fee of 65% of the full-time fee (0.656 EFTS).
- Doctorate students are to direct enquiries regarding applications for part-time enrolment to the Postgraduate Office.
- Master's Thesis students are to direct enquiries regarding applications for part-time enrolment to the Academic Manager of the relevant College office.

*Note: The part time option does not apply to Dissertation students.*

## 7 Suspensions from Thesis

Applications for suspension from thesis should be directed to the relevant college:

- Suspension from thesis will start on the first day of the month, will be for a minimum period of one month, and will be granted in whole months only.
- Each new suspension request will be treated as a separate event, unless the period requested is an extension to an existing suspension. If a suspension from thesis is applied for in advance and granted, tuition fees may be refunded for whole months only for the duration of the suspension.
- If a postgraduate thesis student receives approval in advance for a suspension, their SSL will be recalculated to reflect the adjusted point value of study in the academic year (see [5.1.a](#)). A partial refund may apply.
- A retrospective suspension from thesis if granted, is for academic purposes only and does not entitle the student to any refund of tuition fees for that period.
- Extensions to 'retrospective' suspensions from thesis may be approved a partial refund of fees for the period that extends into a current enrolment and/or calendar year.

## 8 Submission of a Thesis

### 8.1 Fees Implications at Submission

- Submission of a Thesis marks the end of Enrolment, but you may qualify for a refund of fees (see **section 8.2** below). Once a thesis is submitted to the Postgraduate Office, students cannot receive an extension for Student Allowance or Student Loan purposes if revisions are required to their Thesis.
- Extensions of time are granted for academic purposes only and will incur additional fees. It is the students' responsibility to check with Study Link regarding their eligibility if wishing to pay by Student Loan in these circumstances.

- Once a thesis is submitted a post submission enrolment for a period of six months is generated for Domestic students. No tuition fees or student services levy is invoiced for this period. International students are offered this enrolment, however must comply with Immigration New Zealand and Insurance criteria.

## 8.2 Early Submission Fees Refund

Students who submit a thesis during their current enrolment period may be eligible for a refund of tuition fees:

- Students must have completed the minimum enrolment period before any refund of tuition fees is applicable.
- Should a tuition fee refund be granted, the refundable period is from the beginning of the month following the submission until the end of their enrolment period.
- Should early submission result in a reduced point value of study for the academic year, SSL will be recalculated and partially refunded accordingly (see 5.1.a).
- Students who submit a thesis before the required minimum period of enrolment are not eligible for a part-refund of tuition fees (see [section 2](#)).
- Theses are submitted to the Postgraduate Office, however no evaluation of a thesis will be commenced until all fees owing are paid in full.

## 8.3 Extension of Submission Date

- Students must apply for an academic extension if they find they will be unable to submit on or before a due date.
- An academic extension does not result in an extension of scholarship funding.
- If an academic extension is approved the appropriate fees will be invoiced to the student.

## 9 Tertiary Fees Refund

- A refund is available for all students who withdraw from a complete course of study within two weeks of their official start-date.
- Withdrawal from a complete course will be confirmed by the Dean of Postgraduate Research or College Office.

- Doctorate students who withdraw from their studies prior to submitting their -registration (six months past enrolment) or who do not have their -registration approved, will be reimbursed the balance of the tuition fees paid in advance, from the date of withdrawal/termination. For Doctorate- students re-enrolling, the two-week refund date applies from their enrolment anniversary date.
- Doctorate and Master's Thesis students who have completed the minimum period of enrolment and all required course work, and who have re-enrolled to complete their thesis are entitled to a refund of tuition fees paid for the period from the beginning of the month following submission until the end of their enrolment period.

*Please Note: All refunds are sent back to the original source from which the tuition was funded.*

## Further Questions

If you have questions or require further clarification please contact Enrolments, Student Services Centre. Other contact details are also provided below.

### **Student Services Centre Enrolments/Fees**

Ext 94053

[thesis-enrolment@canterbury.ac.nz](mailto:thesis-enrolment@canterbury.ac.nz)

### **Finance**

#### **Accounts Receivable Officer**

Ext 93431

### **PhD Academic Queries**

#### **Postgraduate Coordinator**

Ext 8978 or Ext 6974

Direct Line 364 2987

[postgraduate-office@canterbury.ac.nz](mailto:postgraduate-office@canterbury.ac.nz)

### **Dean Postgraduate Research**

Ext 7285

[bruce.williamson@canterbury.ac.nz](mailto:bruce.williamson@canterbury.ac.nz)

## Related Documents and Information

### UC Regulations

- [Enrolment Regulations \(University Regulations website\)](#)
- [Fees and Fines Regulations \(University Regulations website\)](#)
- [Qualification Regulations 'Doctorates' \(University Regulations website\)](#)
- [Qualification Regulations 'Master's Degree' \(University Regulations website\)](#)

### UC Policy Library

- [Special Consideration Procedures and Guidelines \(PDF,315KB\)](#)
- [Student Services Levy Policy \(PDF, 233KB\)](#)

**UC Website and Intranet**

- [Apply for Staff Tertiary Study Assistance Within UC \(University Human Resources intranet\) \(Staff only\)](#)
- [Apply for a Doctor of Philosophy \(PhD\) or Doctor of Musical Arts \(University Enrol website\).](#)
- [International Students \(University International Students website\)](#)
- [Graduate and postgraduate qualifications application \(University Enrol webpages\)](#)
- [What is myUC \(University Enrol website\)](#)

**External**

- [Information Booklets and Application forms \(StudyLink website\)](#)

<b>Document History and Version Control Table</b>			
<b>Version</b>	<b>Action</b>	<b>Approval Authority</b>	<b>Action Date</b>
<i>For document history and versioning prior to 2013 contact <a href="mailto:ucpolicy@canterbury.ac.nz">ucpolicy@canterbury.ac.nz</a></i>			
1.00	Major review of document and conversion into new template. Updated related documents and information section.	Chair, Academic Board	May 2013
1.01	Updated hyperlinks.	Policy Unit	Nov 2013
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1.03	A/A changed from Chair, Academic Board to DVC(A&I).	Policy Unit	Mar 2014
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**This policy remains in force until it is reviewed.**