**Te Kaupeka Ako | Faculty of Education**

Application for Suspension of a Master’s Thesis

**IMPORTANT NOTES**

1. Before applying for a suspension, please first discuss the matter with your supervisors.
2. This application may affect your StudyLink support entitlements. Students should contact StudyLink to discuss any changes to their enrolment.
3. A suspension to study means a complete withdrawal from study for a period. During the period of suspension, you should not be working on your thesis and will not have access to any UC resources (including supervision) during that time. **Payment of UC Scholarship stipends will stop for the duration of a suspension of a thesis**. Any scholarship stiped payments received while on suspension, including for a back-dated suspension, will need to be repaid to the University.
4. **If a suspension is applied for in advance, tuition fees will be refunded for any months paid. If a backdated suspension is granted, a refund is not automatic. A separate application must be made to Student Services for refund of tuition fees.**
5. **Suspensions may start on any day of the month, but they can only be granted for whole months, and are for a minimum period of one month.**
6. International students should contact Student Services to discuss their visa situation before applying for a suspension of their studies.
7. Students who are suspended should fully expect to return to their studies after their suspension period.

**SECTION A – STUDENT TO COMPLETE**

|  |  |  |  |
| --- | --- | --- | --- |
| Student name: |  | Student ID: |  |
| Email: |  | Degree: |  |
| Senior Supervisor: |  | Thesis start date: |  |
| Suspension details |
| Suspension beginning date |  | Suspension end date |  |
| Is the application for a backdated suspension? | [ ]  Yes [ ]  No [ ]  Part |
| Is the application to extend a current suspension? | [ ]  Yes [ ]  No |
| Reason for suspension |
| Please include any supporting documentation (if appropriate) |
| Signature: |  | Date: |  |

**SECTION B: SUPERVISOR TO COMPLETE**

|  |
| --- |
| Supervisor comments |
|  | Supported?[ ]  Yes [ ]  No |
| Signature: |  | Date: |  |

**SECTION C: HEAD OF SCHOOL (OR DELEGATE) TO COMPLETE**

|  |
| --- |
| HOS comments |
|  | Supported?[ ]  Yes [ ]  No |
| Signature: |  | Date: |  |

**SECTION D: DEAN TO COMPLETE**

|  |
| --- |
| Dean comments |
|  | Supported?[ ]  Yes [ ]  No |
| Signature: |  | Date: |  |

**PLEASE FORWARD THE COMPLETED FORM ALONG WITH ANY SUPPORTING DOCUMENTS (IF APPLICABLE) TO:** EducationPGThesisAdmin@canterbury.ac.nz

**SECTION E: ADMINISTRATION**

|  |  |
| --- | --- |
| Previous submission deadline (with eligibility for Distinction or Merit) |  |
| New submission deadline (with eligibility for Distinction or Merit) |  |
| Submission deadline with eligibility for Distinction or Merit |  |
| Next Progress Report due |  |
| Information updated on SMS and notification sent to student, supervisors, HOS, thesis enrolment |  |
| Deans Resolution (example): |
| The Associate Dean Academic of Education has resolved that:The application of **[Name]**, **[UC ID:]** for a **[backdated]** suspension to **[course]** from **[start date of suspension]** to **[end date of suspension]**, **while retaining eligibility for honours shall be approved,** Associate Dean Academic, \_\_\_\_\_\_\_\_\_\_\_\_\_, **[Date].** The new submission date is **[New date]**. The application was made on: **[Date].** |