**Suspension**

Research students should submit a request for Suspension, in advance, if they require more than one month away from their study. It is expected that an application for Suspension will include a revised plan for thesis completion. This plan must have been reviewed by your senior supervisor.

A Suspension application is not required for the purpose of a holiday break, though these should be discussed with your senior supervisor. It is expected that all research students should take up to four weeks of holiday each year, and this does not need to be taken all at once.

PhD students will not be permitted to suspend their enrolment for more than 12 months in total across the duration of their studies. Students in other doctoral programmes must spend at least 18 months studying on-campus. We recommend that doctoral students book an appointment with a Kaitoko | Research Student Advisor within Te Kura Tāura to discuss their individual circumstances and obtain advice before applying for a suspension. We recommend that research Master’s students discuss any changes with their faculty Student Advisors or Graduate Research Coordinator.

An approved Suspension results in a complete withdrawal from study for that period of time. During the period of Suspension:

* Research students will not have access to any UC resources, including supervision.
* Payment of UC Scholarship stipends will be placed on hold during the approved Suspension period. If a student is receiving a scholarship which is not managed by the UC Scholarships Office, it is the student’s responsibility to inform the provider of any approved suspension. If a student does not do so and a stipend is paid to them in error, they must repay these funds to the provider.

Please note:

* Suspensions can only be applied for in whole months, starting from the first day of the month and for a minimum period of one month.
* Students should submit their Suspension application as soon as possible, and prior to the proposed Suspension start date. In exceptional circumstances, applications submitted no later than 2 months after the requested start date will be considered (i.e., a backdated Suspension). However, a refund of fees for any approved backdated Suspension is not guaranteed. Please refer to Section 7 of the [Financial and Enrolment Information](https://www.canterbury.ac.nz/about-uc/corporate-information/policies/financial-enrolment-information-phd-masters-thesis-dissertation-) policy for further information.
* Suspension requests will be considered in line with relevant Regulations and Policies.
* Where a student is funded by a student loan, the impacts of requesting this change to your study should be discussed with the loan provider prior to applying.

If you have any queries regarding fees, please email thesis-enrolment@canterbury.ac.nz or visit the Thesis Enrolment team in Te Pātaka (Level 3, Puaka-James Hight).

If a Suspension is being requested on medical grounds, a medical certificate must be provided in support of the request.

**International students** are advised to speak with the Thesis Enrolment team to discuss their individual circumstances, including potential visa implications, prior to applying for a Suspension. If a student requires personalised advice regarding visas and immigration status, they should contact [Immigration New Zealand](https://www.immigration.govt.nz/). UC is required to notify Immigration New Zealand of all suspensions.

**Section A**

*This section should be completed by the student. Before applying for any change in your study, you must first discuss the matter with your supervisors.*

|  |  |
| --- | --- |
| Student name: |  |
| Student ID number: |  |
| Senior Supervisor: |  |
| Department/School:  |  |
| Qualification (e.g., PhD in Biology): |  |
| Course code (e.g., BIOL790): |  |

|  |  |
| --- | --- |
| Proposed start date of suspension: |  |
| Proposed return date following suspension: |  |
| Reason(s) for request (check all that apply): | [ ]  Academic reasons[ ]  Family/Whānau commitments[ ]  Financial reasons[ ]  Health issues | [ ]  Personal circumstances[ ]  Work commitments[ ]  Other |

|  |  |
| --- | --- |
| Please elaborate on the reason for your request:*Supply detailed information and append any supporting evidence.* *If the reason(s) for this request are private/confidential please indicate the severity of the impacts of any issues.*  |  |
| Using bullet points only, please detail which chapters/research tasks have been completed to date: |  |
| Using bullet points only, please provide a proposed plan to thesis completion that includes estimated delivery dates for each chapter/research task, considering the requested Suspension period: |  |
| Please provide details (including dates) of any previously approved Suspensions: |  |
| Please note any further information you would like the relevant Dean to consider in their decision making: |  |
| Name/e-signature: |  |
| Date: |  |

**PLEASE FORWARD THE FORM TO YOUR SENIOR SUPERVISOR**

***You must ensure that any supporting documents are submitted along with the application.***

**Section B**

*This section should be completed by the Senior Supervisor. The Senior Supervisor should meet with the student and discuss the implications of making changes to their study before supporting any request.*

Is the revised plan to thesis completion realistic?

[ ]  Yes

[ ]  No

Are you able to continue as senior supervisor until the proposed new completion date?

[ ]  Yes

[ ]  No

Do you support this request?

[ ]  Yes

[ ]  No

|  |  |
| --- | --- |
| Please add any further comments here, with a more detailed description if you have answered “no” to any of the questions above: Please comment on any areas of concern, e.g., effects of this change on the timeline for degree completion, availability of resourcing and supervision. |  |
| Name/e-signature: |  |
| Date: |  |

**PLEASE FORWARD THE FORM TO YOUR HEAD OF DEPARTMENT/SCHOOL OR THEIR DELEGATE**

***You must ensure that any supporting documents are submitted along with the application.***

**Section C**

*This section should be completed by the Head of Department/School (or the person/s with appropriate delegated authority under UC’s Academic and Research Delegations).*

Do you support this request?

[ ]  Yes

[ ]  No

|  |  |
| --- | --- |
| Please add any further comments here: Please comment on any areas of concern, e.g., effects of this change on the timeline for degree completion, availability of resourcing and supervision. |  |
| Name/e-signature: |  |
| Date: |  |

**FOR DOCTORAL APPLICATIONS, PLEASE FORWARD TO** **GRADUATESCHOOL@CANTERBURY.AC.NZ**

**FOR RESEARCH MASTER’S APPLICATIONS, PLEASE FORWARD TO THE RELEVANT ADMINISTRATOR**

***You must ensure that any supporting documents are submitted along with the application.***

**Section D**

*This section should be completed by the Relevant Dean (or the person/s with appropriate delegated authority under UC’s Academic and Research Delegations).*

This request is:

[ ]  Approved

[ ]  Approved with conditions (specify below)

[ ]  Declined

|  |  |
| --- | --- |
| Please add any further comments here: Include any required conditions for continued enrolment and any reasons for declining a requested change. |  |
| Name/e-signature: |  |
| Date: |  |