

## PhD Leave

Type of leave	Process	Academic implications	Additional information	Period of time	International students (Immigration NZ rules)
<b>Study away from Christchurch</b>	Student must complete the "Application to Study (or conduct research) outside Christchurch (PhD)" Form	<p>Enrolment/registration as PhD candidate continues</p> <p>Has permission from Dean of Postgraduate Research to be away from Christchurch for:</p> <ul style="list-style-type: none"> <li>▪ Research</li> <li>▪ data collection</li> <li>▪ to finish writing thesis</li> </ul> <p>Scholarship payments continue</p>	<p>Students must have:</p> <ul style="list-style-type: none"> <li>▪ determined a means by which supervision will continue at a distance</li> <li>▪ relevant ethics approval</li> <li>▪ any additional insurance cover required</li> </ul>	1 month minimum (no application needed for shorter periods)	<p>Student visa Continues</p> <p>If an international student is overseas for a cumulative time of more than 12 months during PhD tenure they become liable for international fees</p>
<b>Suspension</b>	Student must complete the "Application for Suspension" Form	<p>Student is not enrolled as a PhD candidate. During a period of suspension a student is <b>not entitled</b> to:</p> <ul style="list-style-type: none"> <li>▪ supervision</li> <li>▪ the use of any UC resources</li> </ul> <p>No tuition fees are paid during this period (provided suspension is arranged in advance)</p> <p>Scholarship stipend payments are discontinued for the period of the suspension</p>	<p>Students should only request to suspend their studies if they fully expect to return their studies.</p> <p>In granting a suspension the viability of the project and availability of ongoing resources, including supervision, is taken into consideration. If the project is not going to be viable after the requested period, then period of suspension may be declined or reduced in length and the student is requested to continue to study or withdraw from their studies</p>	<p>1 month minimum</p> <p>No maximum period but a suspension of greater than 12 months is only granted in exceptional circumstances</p> <p>Suspensions granted in whole months only</p>	<p>Immigration NZ are notified of suspensions by international students.</p> <p>A suspension of 3 months or longer result in termination of student visa and re-application is required at the end of the suspension period. If an international student wishes to live in NZ during this period of suspension s/he must apply for a Visitor's visa before the student visa is terminated.</p> <p>Granting of visas is entirely up to Immigration NZ</p>

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<b>Withdrawal</b>	Student must apply to withdraw from their studies	<p>Enrolment will cease at the time of withdrawal</p> <p>Any pre-paid fees (whole months) will be refunded at the time of withdrawal</p> <p>Scholarship stipends will cease at the time of withdrawal</p> <p>Once withdrawn, a student is <b>not entitled</b> to:</p> <ul style="list-style-type: none"> <li>▪ Supervision</li> <li>▪ The use of any UC resources</li> </ul>	A student may apply at a future date to enrol as a new PhD candidate		<p>Immigration NZ will be notified of a student's withdrawal and the student visa will be terminated</p> <p>If the student wishes to remain in NZ s/he should apply for a Visitor visa by the time the student visa is terminated</p> <p>Granting of visas is entirely up to Immigration NZ</p>
<b>Discontinuation</b>	<p>Department recommends termination because:</p> <ul style="list-style-type: none"> <li>• the project is no longer viable</li> <li>• the student's progress is not satisfactory</li> <li>• there has been a serious breach of conduct (e.g., health and safety breach)</li> </ul>	<p>Enrolment will cease at the time of termination</p> <p>Any pre-paid fees (whole months) will be refunded at the time of termination</p> <p>Scholarship stipends will cease at the time of termination</p> <p>Once discontinued, a student is <b>not entitled</b> to:</p> <ul style="list-style-type: none"> <li>▪ Supervision</li> <li>▪ The use of any UC resources</li> </ul>	For periods of >1 month, a period of suspension must be applied for		<p>Immigration NZ will be notified of a student's withdrawal and the student visa will be terminated</p> <p>If the student wishes to remain in NZ s/he should apply for a Visitor visa by the time the student visa is terminated</p> <p>Granting of visas is entirely up to Immigration NZ</p>

<b>Holiday</b>	No application to PG Office required for periods < 1 month Student and supervisors to discuss dates of holiday period	No effects		Total 4 weeks per year (plus statutory and university holidays)	Student visa continues
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