

APPLICATION TO SUSPEND HIGHER DEGREE RESEARCH CANDIDATURE AND/OR A POSTGRADUATE
RESEARCH SCHOLARSHIP

These notes should be read carefully before completing the form.

It is the candidate's responsibility to take this form to his or her supervisor and the Postgraduate Co-ordinator/Head of School for the necessary approval, and return it to the Research and Graduate Studies Office, level 2, David Myers Building, Bundoora Campus.

Please attach a detailed statement outlining the reasons for this request and the stage reached in your research.

This application is made to the Higher Degrees Committee (Research).

If candidature is suspended, a scholarship must also be suspended.

A yellow copy of the form will be posted to you. Please note your candidature and/or scholarship expiry date; you will not receive a reminder.

Candidates who wish to suspend their scholarship should note that their candidature may still be continued as normal. Please note, however, that periods of study undertaken towards the degree during suspension of the scholarship will be deducted from the period of tenure of the scholarship. Such deductions will be on a one to one basis for every day of full-time candidature, or half the period of part-time candidature.

Candidates should be aware that the need to seek employment is not usually regarded as a sufficient reason to suspend candidature but they may be permitted to change their course load status to part time.

Candidates on suspension are not permitted to do research or writing on the thesis.

Suspensions of candidature and/or scholarship shall not normally exceed a total of twelve months throughout the candidature/scholarship period.

International students must seek advice from the Department of Immigration and Multicultural and Indigenous Affairs (DIMIA) regarding suspending candidature and are reminded that the University is obliged to inform DIMIA once you suspend your candidature. Any suspension granted for longer than 6 months will normally result in the cancellation of your student visa. After suspending your candidature you have 28 days to leave the country or apply for another visa.

Resumption after a period of suspension

Candidates resuming candidature and/or scholarship after a period of suspension must complete a Notification of Commencement or Resumption form available from the Research and Graduate Studies Home Page (located at <http://www.latrobe.edu.au/rgso/information>), have it signed by the Head of School, and return it to the Research and Graduate Studies Office, level 2, David Myers Building, Bundoora Campus and ensure that all re-enrolment formalities have been completed.

Candidates who are resuming candidature after a period of suspension are required to complete the necessary re-enrolment formalities within one week of the resumption date. **FAILURE TO COMPLY WITH THIS RE-ENROLMENT REQUIREMENT WILL RESULT IN THE IMPOSITION OF A LATE ENROLMENT FEE.**

Candidates must complete the formalities to resume candidature within 30 days of the due resumption date. If this requirement is not met the scholarship will terminate and/or the candidature will lapse automatically.

Any candidate who cannot resume on the due date, should discuss the situation with his or her supervisor(s) and seek further advice from the Research and Graduate Studies Office.

The due date for resumption should be noted carefully. A reminder will NOT be sent.

6. International students are reminded that it is your responsibility to ensure you hold a valid visa when resuming your candidature.

La Trobe University respects the privacy of your personal information. We collect personal information about you on this form to facilitate the suspension of your candidature. For this purpose, we will use this information and typically disclose it to the Department of Education Science and Training. If your personal information is not provided to us on this form, then we cannot process your application. You may have the right to access your personal information that we hold about you subject to any exception in laws by contacting us on (03) 9479 2971.

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