



## Suspension of Candidature Policy: Counselling

Title: Suspension of Candidature Policy: Counselling  
Author: Dean for Academic and Regional Development  
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### Policy overview

Morling College recognises that students' circumstances may change over the course of their period of study and that there may be times when a *Suspension of Candidature* may be appropriate for the student.

A *Suspension of Candidature* allows the defined time limitation for course completion to be suspended.

Morling College encourages students to effectively communicate their needs and altered circumstances with College staff in a timely manner in order to assist students when making decisions about their academic goals and expected outcomes. While advice may be given, it is ultimately the student's responsibility to manage their course enrolment and course completion within the expected timeframes.

### Policy objectives

The objectives of this Policy are:

- To define the scope of a *Suspension of Candidature*
- To define the guidelines when applying for a *Suspension of Candidature*

### Policy scope

#### *Inclusions:*

This Policy is applicable to Counselling students of Morling College. Theology students are required to comply with ACT policies governing a *Suspension of Candidature*.

#### *Exclusions:*

This Policy is not relevant for Education students.

*Restrictions:* All overseas students who are enrolled at Morling College. Restrictions apply as per the National Code 2007.

## Policy guidelines

### 1. General:

- 1.1. A *Suspension of Candidature* may be the preferred option for students who are intending to complete their course of study but, due to circumstances such as overseas missionary service or settling into a new parish ministry, are unable to continue their studies for a period of time.
- 1.2. Prior to formally requesting a *Suspension of Candidature*, the student is advised to inform and discuss their situation with the Dean of Counselling.
- 1.3. Suspension may be granted for a maximum of two (2) years after which the time limitation for the award will re-apply.
- 1.4. International students must be aware that there may be immigration consequences for students who drop below a full-time load.
- 1.5. Students will no longer have access to the Library or to Moodle for the period of the *Suspension of Candidature*.
- 1.6. Request for *Suspension of Candidature* must be made in writing to the Dean of Counselling.

### 2. Re-commencement of studies:

- 2.1. A student may recommence with their course of study by completing an enrolment form.
- 2.2. A student is able to recommence their studies prior to the end of the requested *Suspension* period through the completion of an enrolment form.
- 2.3. At the end of the *Suspension* period, the student must either re-enrol or withdraw from the course.
- 2.4. At the end of the *Suspension* period, if re-enrolment does not take place, candidature shall be deemed to have lapsed and all credit for that award will be nullified, unless the student notifies MC in writing of exceptional circumstances that need to be considered.

## Notification of a Suspension of Candidature

### 1. Student Process

- The student submits a written request outlining the period of suspension required and the reasons for the request.
- Submit the form or written request for *Suspension of Candidature* to:
  - The College Reception in person, marked for the attention of the Dean of Counselling  
120 Herring Road

Macquarie Park

**OR**

- Mail it to:  
The Dean of Counselling  
Morling College  
120 Herring Road  
Macquarie Park NSW 2113
- It is the student's responsibility to manage their *Suspension of Candidature* and to either re-enrol or withdraw from the course of study at the completion of the *Suspension* period.
- If the student does not contact MC at the end of the specified period, then MC will deem that that candidature is lapsed and all credit for that award will be nullified.

## 2. Staff Process

- Registrar's Office will process the application as it relates to all administrative considerations. Student information will be updated to show the student's *Suspension of Candidature* status.
- The Library will suspend the student's borrowing rights and library access for the duration of the *Suspension of Candidature* period.
- Access to Moodle will be suspended for the duration of the *Suspension* period.

### ***Related documents***

*Leave of Absence Policy*

*Special Circumstances Policy*

*Variation to Enrolment Policy*