



SUSPENSION OF CANDIDATURE POLICY: COUNSELLING, CHAPLAINCY AND SPIRITUAL CARE

Responsible officer	Dean of Counselling, Chaplaincy and Spiritual Care	
Contact	counselling@morling.edu.au	
Approved by	Academic Board	
Responsible body	Academic Board	
Approval date	17 October 2017	
Effective date	17 October 2017	
Review date	October 2021	
Superseded documents	Suspension of Candidature Policy: Counselling 2015	
Related documents	Special Circumstances Policy: Education; Counselling, Chaplaincy and Spiritual Care Variation to Enrolment Policy: Education; Counselling, Chaplaincy and Spiritual Care	
Policy classification <i>Select a General OR an Academic option</i>	General	Academic Learning & Teaching

1. PURPOSE

To define the eligibility to suspend candidature and the terms under which it is granted.

2. DEFINITIONS

Key Term or Acronym	Definition
MC	Morling College

3. SCOPE

This policy applies to Morling College students enrolled in courses in Counselling, Chaplaincy and Spiritual Care.

International students must be aware of their visa conditions and that there may be immigration consequences for students who drop below a full-time study load.

4. POLICY STATEMENT

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 i.e. the clock stops.

MC 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.

5. PRINCIPLES

- 5.1 A *Suspension of Candidature* may be the preferred option for students who are intending to complete their course of study, but are unable to continue their studies for a period of time.
- 5.2 Prior to formally requesting a *Suspension of Candidature*, the student is advised to inform and discuss their situation with the Dean of Counselling.
- 5.3 Suspension may be granted for a maximum of two (2) years.
- 5.4 At the end of the approved suspension period, the time limitation for the award will be reinstated i.e. the clock restarts. For example, for a student enrolled in a Master of Counselling part-time, the time limit for completion is 6 years. If, after the second year, a suspension of candidature is granted for two years, at the end of the two-year suspension, there will be a further 4 years to complete.
- 5.5 A request for *Suspension of Candidature* must be made in writing to the Dean of Counselling, Chaplaincy and Spiritual Care, and include the period of suspension sought and the reason/s for the request.
- 5.6 Students will no longer have access to the Library or to Moodle for the period of the *Suspension of Candidature*.
- 5.7 It is the student's responsibility to manage their *Suspension of Candidature* and to either re-enroll or withdraw from the course of study at the completion of the Suspension period.
- 5.8 A student may recommence with their course of study by completing an enrolment form.
- 5.9 A student is able to recommence their studies prior to the end of the requested suspension period through the completion of an enrolment form.
- 5.10 At the end of the Suspension period, if re-enrolment does not take place, candidature shall be deemed to have lapsed.

6. RELATED DOCUMENTS AND LEGISLATION

[Special Circumstances Policy: Education; Counselling, Chaplaincy and Spiritual Care](#)

[Variation to Enrolment Policy: Education; Counselling, Chaplaincy and Spiritual Care](#)

7. REFERENCES

None

8. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
2	Academic Board	17 Oct 2018	17 Oct 2018	Removed the nullification of credit. Formatted to new template.
1	Academic Board	Nov 2015	Nov 2015	New Policy

*Always **download** this policy anew from the Policies folder on the Morling google share drive Policies, as it may have changed.*