**DOCTORAL STUDY BY DISTANCE: GUIDELINES FOR STUDENTS**

**Reference: Doctoral Policy for PhD and other Doctorates with Theses** Section 4.5

Participation in the academic life of the University is an important aspect of doctoral study and students are strongly encouraged to be on-site in Wellington for the duration of their candidature. However, provided mandatory requirements can be met, the University will consider applications for enrolment as a distance student from candidates who are New Zealand citizens or who hold a residency visa. Enrolment as a distance student is not normally available to international students in New Zealand on a study visa.

Applicants should indicate on their admission application that they wish to be considered for enrolment as a distance student and, in conjunction with their School, complete the [*Agreement for Enrolment as a Distance Student for Doctoral Study* form](https://www.victoria.ac.nz/fgr/prospective-phds/starting/offcampus-study).

Candidates must agree to all mandatory attendance requirements at the following key points in their candidature:

* initial enrolment
* Initial meeting with the supervisory team
* compulsory PhD induction

*Inductions are held four times per year and the dates are advertised on the* [*WFGR website*](https://www.victoria.ac.nz/fgr/current-phd/induction)*. We recommend that you time your enrolment and your initial supervisory meeting to coincide with the date of an induction.*

* movement from provisional to full registration
* oral examination

Individual Schools or Faculties may set additional requirements e.g. negotiation of a timetable with milestones, attendance at progress meetings and events such as school seminars or postgraduate conferences. Any additional requirements will be noted on the agreement.

Applications are assessed on a case by case basis and candidates will need the agreement of their School and the approval of the Dean of the Wellington Faculty of Graduate Research. The agreement must be approved in advance of initial enrolment. In the case of students seeking to become a distance student part-way through their candidature, approval must be sought in advance of any change to their status.

Candidates will pay the appropriate tuition fees (according to their discipline) regardless of where they work on their doctoral research. The compulsory Student Services Levy will be applied at the reduced rate for approved distance students.

Distance candidates who are enrolled full-time are eligible to apply for Victoria Doctoral Scholarships.

**Exclusions:**

1. Doctoral candidates who are based off-site at a recognised research institution or who are enrolled in a PhD in the Graduate School of Nursing, Midwifery and Health, a PhD in the International Institute of Modern Letters, or in the Doctor of Education (EdD) are covered by specific programme arrangements.
2. Doctoral candidates who are away from the University in order to undertake their research elsewhere are not considered to be distance students. Research away from the University may include, for example, undertaking field work, gathering data away from Wellington, working in archives, libraries and museums located in other parts of New Zealand or overseas. In these situations, candidates must complete an [*Application to Undertake Research away from Victoria*](https://www.victoria.ac.nz/fgr/policies-and-resources/forms) and seek approval from their School Research Committee.

*Please note that international students are restricted to a total* of *12 months absence for approved research purposes during their candidature. Returning home to write up a thesis is not considered to be an approved research purpose and international fees will apply.*