

VICTORIA UNIVERSITY OF
WELLINGTON
TE HERENGA WAKA

1

Wellington - Te Herenga Waka	Rearbench Project	Checkpoints
Committees	Title	Project dates
Upcoming meetings	Candidate	Project history
Past meetings	Supervisor	Supervisory team history
Calendar	Primary (internal)	Supervision meetings
Online modules	Status	Course summary
Past events	Milestone Stage	Application to move to Full Registration
Guides/Help	Workload FT/PT	Progress Report
Accessibility	Qualification Type	Review of Unsatisfactory Academic Progress
	Programme	Examinations
	Course	TRAINING AND DEVELOPMENT
	Examiner	Training Needs Analysis
	Internal	Researcher Development Plan
	External	Events Management
	External	Candidature Change Requests
	Assessor	Absence
	Progress Report	Eis upload
	Study location	

2

[← Back](#)

Candidature Management overview:

Victoria University of Wellington - Te Herenga Waka

- Committees
 - Upcoming meetings
 - Past meetings
- Calendar
 - Online modules
 - Past events
- Guides/Help
- Accessibility

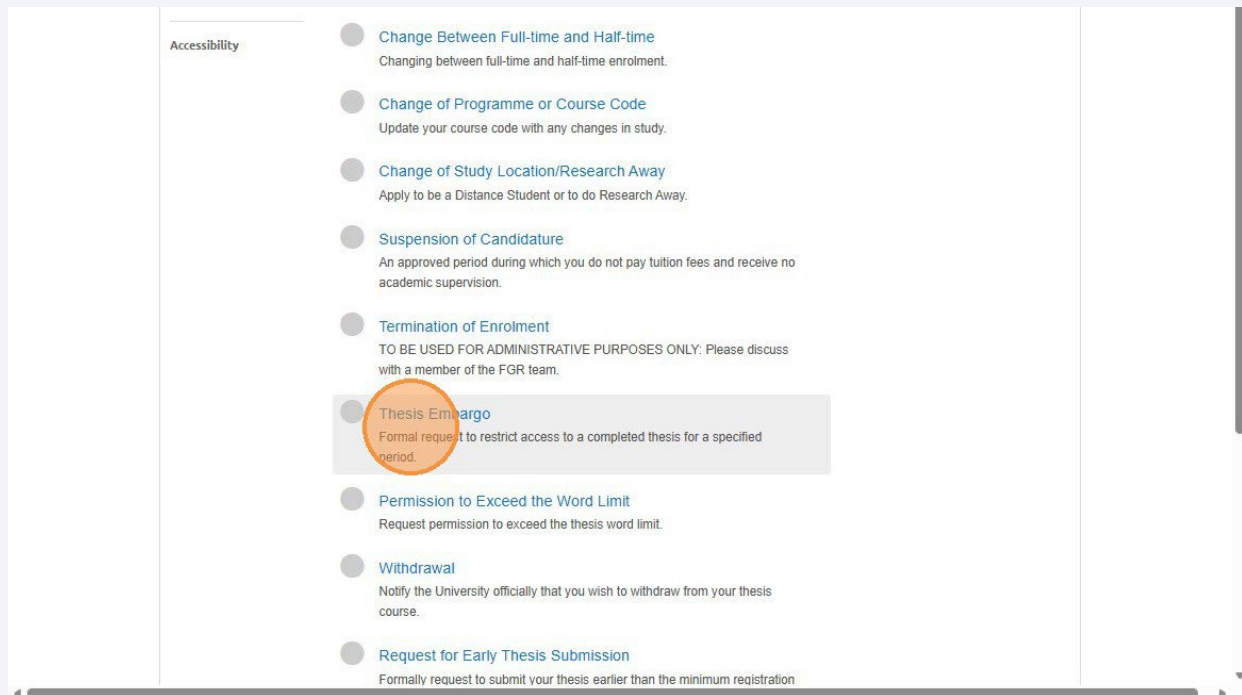
Use the below button to view all the forms needed to keep your candidature up to date:
 i.e. Extensions, Change between Full-time and Half-time, Suspensions, and Course code changes

If you are a supervisor, please use the below button to change the Supervisory Team.

[Start a new application](#)

Application	Date	Status
Suspension of Candidature - * Extension & Resession	18 Jul 2025	Approved

3 Click "Thesis Embargo."

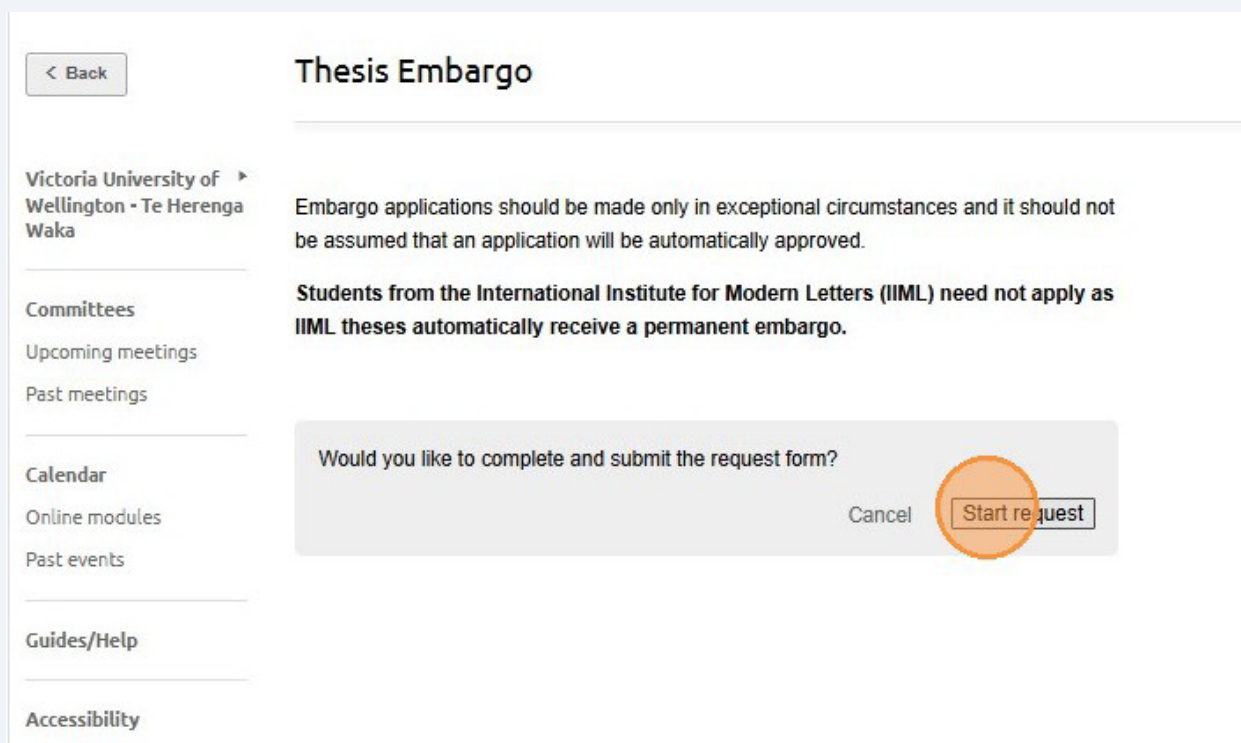


A screenshot of a web interface showing a list of request types. The list is titled "Accessibility" on the left. The items are:

- Change Between Full-time and Half-time
Changing between full-time and half-time enrolment.
- Change of Programme or Course Code
Update your course code with any changes in study.
- Change of Study Location/Research Away
Apply to be a Distance Student or to do Research Away.
- Suspension of Candidature
An approved period during which you do not pay tuition fees and receive no academic supervision.
- Termination of Enrolment
TO BE USED FOR ADMINISTRATIVE PURPOSES ONLY: Please discuss with a member of the FGR team.
- Thesis Embargo**
Formal request to restrict access to a completed thesis for a specified period.
- Permission to Exceed the Word Limit
Request permission to exceed the thesis word limit.
- Withdrawal
Notify the University officially that you wish to withdraw from your thesis course.
- Request for Early Thesis Submission
Formally request to submit your thesis earlier than the minimum registration

The "Thesis Embargo" item is highlighted with an orange circle.

4 Click "Start request"



A screenshot of the "Thesis Embargo" page. The page has a left sidebar with navigation links: "< Back", "Victoria University of Wellington - Te Herenga Waka", "Committees", "Upcoming meetings", "Past meetings", "Calendar", "Online modules", "Past events", "Guides/Help", and "Accessibility". The main content area is titled "Thesis Embargo" and contains the following text:

Embargo applications should be made only in exceptional circumstances and it should not be assumed that an application will be automatically approved.

Students from the International Institute for Modern Letters (IIML) need not apply as IIML theses automatically receive a permanent embargo.

Below the text is a grey box with the question "Would you like to complete and submit the request form?". To the right of the question are two buttons: "Cancel" and "Start request". The "Start request" button is highlighted with an orange circle.

5 Click "Continue"

< Back

Guidance: Thesis Embargo -

Victoria University of Wellington - Te Herenga Waka

Committees

Upcoming meetings

Past meetings

Calendar

Online modules

Past events

Guides/Help

Accessibility

Guidance Request Confirm

Please review the guidance below before continuing.

It is expected that theses/portfolios having a value of 90 points or more will become publicly available through the [University Library](#) once the degree has been awarded. However, permission to embargo a thesis for up to a maximum period of two years may be granted by the Dean, Faculty of Graduate Research.

Refer to the [Faculty of Graduate Research regulations, policies and guidelines](#) for more information.

Continue

6 Select the appropriate length of embargo requested.

< Back

Edit Request: Thesis Embargo -

Victoria University of Wellington - Te Herenga Waka

Committees

Upcoming meetings

Past meetings

Calendar

Online modules

Past events

Guides/Help

Accessibility

Guidance Request Confirm

Upon approval of this application by the Dean FGR, your thesis/portfolio may be embargoed for up to 2 years.

Length of thesis embargo *

☒ 6 months

☐ 1 year

☐ 2 years

☐ Permanent - only in exceptional circumstances

Reason for embargo application: *

☐ Protection of Intellectual Property pending commercialisation or filing for a patent

☐ Seeking Iwi approval before thesis is made publicly available

☐ Sensitive material that should not be made public

☐ Wanting to publish the thesis in situations where the publisher requires that the material should not be publicly accessible

☐ Other

Statement for reason for embargo.

Please elaborate on your response above with sufficient detail to allow the Dean FGR to make an informed decision.

Save and continue Save for later

7

Select the appropriate reason for the application from the list, or click "Other"

[< Back](#)

Edit Request: Thesis Embargo - I

Victoria University of Wellington - Te Herenga Waka

Guidance

Request

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 ☒ 2 years
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☐ Wanting to publish the thesis in situations where the publisher requires that the material should not be publicly accessible
☐ Other

Statement for reason for embargo.

Please elaborate on your response above with sufficient detail to allow the Dean FGR to make an informed decision.

Save and continue

Save for later

8

Complete the "Statement for reason for embargo" field.

[< Back](#)

Edit Request: Thesis Embargo - I

Victoria University of Wellington - Te Herenga Waka

Guidance

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Save and continue

Save for later

9 Click "Save and continue"

[< Back](#)

Victoria University of Wellington - Te Herenga Waka

Committees

Upcoming meetings

Past meetings

Calendar

Online modules

Past events

Guides/Help

Accessibility

Guidance

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☒ Other

Statement for reason for embargo.

Please elaborate on your response above with sufficient detail to allow the Dean FGR to make an informed decision.

Explanation for embargo request

Save and continue

Save for later

10 Click "Submit"

[< Cancel](#)

Victoria University of Wellington - Te Herenga Waka

Committees

Upcoming meetings

Past meetings

Calendar

Online modules

Past events

Guides/Help

Accessibility

Guidance

Request

Confirm

Submit

Cancel

Confirm: Submit

Notes (Notes can be seen by the applicant and all staff reviewing this application.)

Private note (Seen only by staff reviewing this application.)