

Suspension of Studies at NTNU

TA/Professor/Department Director

Flowchart

- 1 Log onto the NTNU Administrative Portal / User System / Academic Affairs Related System / Suspension and School Leaving Application System
- 2 Different suspension of studies flowcharts will be presented depending on the student's level of study (PhD, master's, undergraduate), student type (ordinary, indigenous peoples, international, state financed), reason for student's suspension of studies, whether there is a departmental library, whether the student has applied for tuition fee reduction, and whether there are student loans, etc.
- 3 After the student submits a suspension of studies application form, the system will automatically send a notification to the teaching assistant and director of the relevant department office. After the teaching assistant confirms that the student advisor in the system is correct, the system will then send a notice to the student's advisor.
- 4 After three (3) days, if the application form has yet to be signed and approved, the system will automatically send a notification to the student's advisor of the fact.
- 5 Once an administrative/academic unit signs the form stating their approval, the approval process will move to the following administrative/academic unit. However, **if any administrative/academic unit does not approve of the suspension, the approval process will be terminated.** If the results of the application approval process are "pending" or "not approved," the system will automatically send any related comments to the student.