

PGP2.1.2 Confirmation of Candidature Submitted in Te Reo Māori Protocol

Summary

The University has a goal of becoming a university of choice for Māori students and is committed to enabling students to write their theses in te reo Māori. This protocol outlines the requirements and procedures for completing the PGR9 – Confirmation of Candidature process in te reo Māori.

AUT recognises that presenting theses/dissertations in te reo Māori is a choice for students to make and in so doing, recognises that te reo Māori is one of the three official languages in New Zealand/Aotearoa. Any work submitted for assessment should only be assessed in the language of submission and that the assessor's response must also be in the same language.

When a student intends to present a doctoral thesis/exegesis in te reo Māori this must be discussed with the faculty at the time of admission to ensure that appropriate resources, supervisors, reviewers, and examiners will be available for their particular topic. Once the reviewers have been appointed the Graduate Research School (GRS) will facilitate the process as part of a trial for two submissions, with a review after the first submission to consider any refinements. (Faculties also have the option to manage the PGR9 process as per standard practice). A cross-University committee (*provisionally called Kōmiti Whakamau Ākonga Kairangi*) will be formed to consider and approve the confirmation of candidature.

Scope

This protocol is to be used by doctoral students intending to undertake their thesis /exegesis in te reo Māori.

Admission

Research Proposal

Any student intending to undertake presentations of their thesis/exegesis in te reo Māori is required to clearly indicate this on the Research Proposal – Admission to a Doctoral Programme (PGR2) form. Preliminary discussions should be made between the School and with the Faculty Associate Dean (Postgraduate) (ADP) to ensure that there are suitable supervisors, PGR9 reviewers (may be external if required), examiners and resources available as part of the admission process.

Timeframes

Doctor of Philosophy

The transition from provisional admission to full registration (Confirmation of Candidature) normally occurs no later than 12 months after enrolment in the programme. The student should aim to complete the PGR9 – confirmation of candidature review process 6 to 9 months after provisional admission to the doctoral programme with a view to submit the completed PGR9 to the University Postgraduate Research Board (UPRB) within 12 months of provisional admission.

Professional Doctorates

Students in a professional doctorate will normally submit a full research proposal (PGR9) within 1-2 months of completing the coursework component.

Unsatisfactory Progress and Withdrawal

Students who have not submitted their PGR9 within the timeframes, noted above, will be sent a letter by the faculty reiterating the timeframes and stating an expectation that it be completed within six months. If the PGR9 is not

submitted within this period then the unsatisfactory progress process will be initiated, giving students a further six months. Should the PGR9 not be submitted at this stage the student will be withdrawn from the programme.

Note:

In exceptional circumstances, an extension to a PGR9 submission date may be considered only when a student has extenuating circumstances and will be considered on a case-by-case basis in discussion with the Associate Dean (Postgraduate). If approved, the student is required to submit a progress report.

Content

Guidelines on the expected content and format can be found on the PGR9 form and should be considered along with the following:

Approval of Pilot Study

If collection of data prior to confirmation is required, for the purposes of completing a pilot study that pertains to the student's research topic, this needs to be outlined in the students' PGR2 Research proposal and approved during the admission to the doctoral programme process.

Ethics Applications

If required, students may begin their ethics applications at any time, but should not normally collect data until both the ethics application and PGR9 have been approved. However, it is recommended that both the PGR9 and ethics application be developed at the same time.

It is incumbent on the student and supervisors to ensure that any requirements for ethical approval are met prior to the commencement of data gathering, if applicable. A copy of the ethics approval letter should be appended to the PGR9 application if data gathering has already commenced.

Confirmation of Candidature

Students are required to complete their PGR9 Confirmation of Candidature Research Proposal, presentation and receive their reviews in te reo Māori. An English version of the summary section only is required to be supplied (approx. 1 page). The summary must include: the research question/problem, theoretical framework, research design, data collection methods, data analysis, potential significance of the research, and resources and budget. Once the PGR9 has been submitted and reviewers appointed the process will be facilitated by the GRS (unless the Faculty has opted to manage the process).

Requirements of Reviewers

The confirmation of candidature of theses/exegeses is assessed on the quality of the argument and research, potential original contribution to knowledge, clarity of presentation and scholarship. The PGR9 will be reviewed by a minimum of 2 reviewers.

Reviewers of theses/exegeses in te reo Maori will need to have:

- Competency in te reo Maori
- Knowledge of the topic/field/practice

Presentation and Venue

The venue or location of the PGR9 presentation will be culturally appropriate and will be considered on a case-by-case basis. The Kōmiti Whakamau Ākonga Kairangi will recommend the name of a convenor to the GRS. The format of the presentation will observe tikanga (cultural protocols) as well as those university procedures identified in the Postgraduate Handbook. The presentation should be between 40-60 minutes. The student will have the opportunity to receive and comment on the feedback and, where appropriate, incorporate it into a revised PGR9.

Whānau may accompany the student and will be acknowledged accordingly through a mihi whakatau (welcome) and karakia. The GRS in consultation with the relevant faculty will coordinate the arrangements and refreshments for the mihi whakatau. The GRS will cover catering costs during the trial.

Approval

Kōmiti Whakamau Ākonga Kairangi (Committee Confirming Doctoral Candidates) to consider and approve PGR9 Confirmation of Candidature in te reo Māori.

The Kōmiti Whakamau Ākonga Kairangi will be convened to consider and approve PGR9 Confirmation of Candidature Research Proposals in te reo Māori under delegated authority from Faculties. The committee approving the PGR9 will comprise a Chair (te Arahi mō te Kōmiti) and two members. These members will be selected based the proposed PGR9 submitted at the time.

Members of the Committee considering theses/exegeses submitted in in te reo Māori should normally have (at least one of the following):

- knowledge in the topic field;
- competency in te reo;
- relevant expertise and knowledge about te ao Māori (the Māori world) including tikanga (customary lore, values), mātauranga Māori (Māori knowledge) and indigenous research ethics.
- Experience as a doctoral supervisor with knowledge of the University's requirements for doctoral confirmation

The PGR9 review has a set of assessment criteria that are required to be met in order for the PGR9 to be approved. These criteria can be assessed as being met, not met or more work required. Normally, a student will not be able to submit their PGR9 for approval more than twice to the Kōmiti Whakamau Ākonga Kairangi. However, where the reviewer or the committee deems the PGR9 unsatisfactory and unable to meet the standard of a doctoral proposal, then the committee may state that the PGR9 will not be approved, and the student will be withdrawn from the doctoral programme.

The Chair, or te Arahi mō te Kōmiti, of the Kōmiti Whakamau Ākonga Kairangi sends recommendations to the UPRB which can:

- 1) Confirm candidature or;
- 2) Approve continued provisional admission for an agreed period of time or;
- 3) Discontinues candidature and is transferred to another programme if available or;
- 4) Terminates candidature.

Where a recommendation is made under the termination/discontinuation (clause 3/4) the recommendation to the UPRB will include any conditions that were not met. Candidature registration will be terminated if the conditions have not been fulfilled to the satisfaction of the UPRB.

The outcome is determined by the Kōmiti Whakamau Ākonga Kairangi. Where there is not a clear outcome the committee may refer the assessment of the PGR9 to the UPRB.

The appointed Chair will be responsible for providing a report (in English) to the Faculty and the University Postgraduate Research Board. This should cover a simple summary of the proceedings and the outcome.

Head of School will sign off all resource and budget requirements.

A list of potential Kōmiti Whakamau Ākonga Kairangi members is provided in Appendix A.

Outcome

Students who undertake their theses/exegeses in te reo Māori are aware of the requirements and procedures for successfully completing their Confirmation of Candidature.

The Chair of the Kōmiti Whakamau Ākonga Kairangi will ensure a report is provided (in English) to notify the Faculty and University Postgraduate Research Board of the outcome. This should cover a simple summary of the proceedings and the outcome.

Approval of Confirmation of Candidature

Students who have their PGR9 approved are notified of the outcome by the Graduate Research School (GRS).

Non-approval of Confirmation of Candidature

Students who have not met the acceptable standard of the PGR9 will not be confirmed in the doctoral programme.

Confirmation of candidature is a condition of admission in the doctoral programme and students who do not have their PGR9's approved will have their offer rescinded.

Review

Original Approval Date

June 2021

Version Approvals

V 1.0 June 2021

Review Date

June 2023

Effective Date

June 2021

Related Documents

Appendix A - Cross University Committee members

PGR9 in Te Reo - Review Procedures

Appendix A

Kōmiti Whakamau Ākonga Kairangi (Committee Confirming Doctoral Candidates)

List of potential Chairs (te Arahi mō te Kōmiti):

Professor Tania Ka'ai, Director of Te Ipukarea: The National Māori Language Research Institute

Dean Mahuta, Te Ipukarea: The National Māori Language Research Institute

Rachel Ka'ai Mahuta, Te Ipukarea: The National Māori Language Research Institute

Professor Hinematau McNeill, Associate Dean Te Ara Poutama

Associate Professor Georgina Stewart, School of Education (CSOC)

*Chair to be determined at the time a PGR9 is submitted.

List of potential members:

Associate Professor Ella Henry, Department of Management (BEL)

Professor Jarrod Haar, Department of Management (BEL)

Associate Professor Khylee Quince, Law School (BEL)

Dr. Valance Smith, Te Ara Poutama

Professor Denise Wilson, Director Taupua Waiora: Centre for Māori Health Research (HES)

Dr. Atakohu Middleton, School of Communication Studies (DCT)

Professor Nesta Devine, School of Education (CSOC)

CONFIRMATION OF CANDIDATURE IN TE REO MĀORI RESEARCH PROPOSAL REVIEW PROCEDURES

GENERAL INFORMATION

- **Responsibility & oversight:** *The GRS will undertake a trial (two submissions) by assisting Faculties to administer the process for submission of a PGRg in Te Reo Māori (unless the Faculty has opted to manage the process as per standard practice). Supervisors will nominate reviewers and specify the proposed date and venue of the presentation. The GRS will administrate the PGRg review process.*

PGRg REVIEW PROCESS

STAGE ONE

- Supervisors approach potential reviewers to check their availability and willingness to review the PGRg.
- Committee convenes to nominate the Chair and two members (kahui); plus the convenor
- Supervisors forward the names of the nominated reviewers to the Chair of the cross-University committee (Kōmiti Whakamau Ākonga Kairangi) for endorsement. Once endorsed, supervisors then forward the following to the GRS:
 - Names of reviewers and their contact details
 - Proposed date and venue of the presentation (note: PGRg normally sent to reviewers 4 weeks prior to the presentation)
 - Electronic copy of the PGRg.
- The Chair of the committee sends the name of the recommended convenor to the GRS.

STAGE TWO

- The GRS electronically sends each reviewer (a) the PGRg and (b) the template for review.
- The GRS books the venue and catering for the presentation and sends appointments to the reviewers and convenor.
- Reviewers complete their assessments and return the completed template to the GRS (normally within 4 weeks); (the return of the reports either prior to the presentation or after the presentation will be determined by the Chair and supervisors at the time of the PGRg submission.
- The GRS forwards the review reports to the supervisors and student, copying in Chair of committee

STAGE THREE

- Supervisors and student to consider the reviews.
- Student completes the 'Student Response' sections in each review report and amends the PGRg (if required), and returns the amended PGRg and review reports with their responses to their supervisors.

STAGE FOUR

- Supervisors check the amended / final PGRg meets the standards for review, signs off and forwards to the GRS
- If the amended PGRg is accepted by the reviewers, the GRS combines the PGRg and review reports and sends to the Kōmiti Whakamau Ākonga Kairangi for approval.
- If the amended PGRg is not accepted the Chair of the committee convenes a meeting with the supervisors and student to identify the necessary corrections.
- The Chair of the committee forwards the approved PGRg to the GRS who will then forward to the Faculty PG Office and University Postgraduate Research Board (UPRB) for reporting.