

## PGP 2.1.1 Confirmation of Candidature

### Summary

Doctoral students are initially admitted provisionally into their programme of study. In order to transition from provisional to full candidature, doctoral students must prepare a detailed research proposal, for Confirmation of Candidature (PGR9 form).

### Purpose

This protocol outlines the requirements and process for doctoral students applying for confirmation of candidature.

### Scope

This protocol is to be used by doctoral students when undertaking the confirmation of candidature process.

### Application

#### 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 Should the PGR9 not be submitted at this stage the student will be withdrawn from the programme.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.

### *Te Reo*

If the student is completing their thesis in Te Reo then an English version of the summary section should also be supplied.

### Approval

Following initial approval from the supervisors, the student's PGR9 will be subject to a Faculty review process based on the principles of academic review, presentation at a Faculty forum and the provision of associated feedback from a minimum of 2 reviewers (at least one expert). 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.

The Faculty 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 Faculty Postgraduate Committee. However, where the reviewer or the Faculty Postgraduate Committee deems the PGR9 is unsatisfactory and deemed unable to meet the standard of a doctoral proposal, then the faculty may state that the PGR9 will not be approved and the student will be withdrawn from the doctoral programme.

The PGR9 proposal must be approved by the Faculty Postgraduate Committee (not a school programme committee) who are under delegated authority from the UPRB. The Faculty Postgraduate Committee 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 Faculty Postgraduate Committee. Where there is not a clear outcome the Faculty may refer the assessment of the PGR9 to the UPRB.

### 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

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