



ADMISSION

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PROGRAMME INFORMATION & ENTRY CRITERIA

Note: *Faculties may submit students' work through Turnitin as part of the approval process.*

The University's Academic Board approves the regulations for the University's qualifications. A copy of the regulation for each individual programme is found in the AUT Academic Calendar.

Admission to a research programme is only possible if the faculty in which the student will be registered is in a position to provide appropriate resources, including supervision, for the proposed course of study or research.

In the case of doctoral and Master of Philosophy degrees, application should only be made after discussion with the appropriate faculty staff (such as the Associate Dean (Postgraduate) or Postgraduate Programme Leader) regarding available resources for research and the availability of appropriate supervision.

Higher Doctorate

Characteristics

A Higher Doctorate may only be awarded as a Doctor of Literature or a Doctor of Science, and may only be awarded for a substantial collection of work which constitutes an original, substantial and distinguished contribution to scholarship, and:

- Indicates a record of special excellence in their original contributions in research or creative achievement;
- Shows the candidate to be a distinguished leader in the relevant field; and
- Provides an original and prestigious contribution to the relevant field of knowledge.

Higher Doctorates may be of two types:

- Doctor of Literature (DLitt): The scope of practice for a DLitt includes evidence of an original contribution of excellence in philosophical, social, cultural, historical, or linguistic knowledge – evidence that is considered to have international and authoritative standing in their discipline/field.
- Doctor of Science (DSc): The scope of practice for a DSc includes evidence of an original contribution of excellence in a branch of science that is considered to have international and authoritative standing in their discipline/field.

Eligibility

Applicants for a higher doctorate must comply with the Standard Qualification Regulations for Higher Doctorates which must be read in conjunction with the General Academic Regulations of the AUT Academic Calendar.

In order to be eligible to apply for a Higher Doctorate, an applicant must be: A graduate of the University; or a long standing-academic staff member of the University; or a person who has some other long-standing connection with the University.

The scope of practice for a DLitt includes evidence of an original contribution of excellence in philosophical, social, cultural, historical, or linguistic knowledge – evidence that is considered to have international and authoritative standing in their discipline/field.

The scope of practice for a DSc includes evidence of an original contribution of excellence in a branch of science that is considered to have international and authoritative standing in their discipline/field.

No person shall become a candidate for a DLitt or DSc until at least ten years after graduation of the qualifying degree.

Work submitted on a previous occasion for consideration of a DLitt/DSc will not be reconsidered for the Degree unless more than five years have lapsed since the previous submission and the resubmission includes new material.

Application to a Higher Doctorate

An applicant for a higher doctorate must send a complete application to the Dean of the Graduate Research School accompanied by the application fee.

Every application shall consist of:

- Four copies of the published work on which the candidature is based. Books should be submitted in the form in which they are published. It is the responsibility of the candidate to submit four copies of their material in a format suitable for examination.
- Four copies of a table of contents, giving full bibliographical references.
- A signed statement by the applicant that none of the material submitted has formed part of material accepted for any degree or diploma in this or any other university, and that none of the material is concurrently being submitted for any degree or diploma in this or any other university.
- If joint work is submitted, a statement is required in regard to each piece of joint work or where appropriate, each joint programme, as to the precise nature of the applicant's contribution to it (including contributions to the conception, experimentation or analysis, writing process, and administrative direction).
- Four copies of a curriculum vitae indicating, at least, the date of the qualifying degree (if applicable), positions held, honours granted and other publications.
- Four copies of a proposal, not exceeding 3,000 words, describing how and why this material is thought to meet the requirements for a Higher Doctorate.

Doctoral Degrees

Level and Characteristics

Doctoral degrees are awarded at postgraduate level and require a minimum of 360 points at level 10.

Doctoral degrees are characterised by advanced study and original research in a discipline, and as such:

- Demand extensive knowledge of the wider subject in which the topic for intensive investigation is situated;
- Conduct pure or applied research, creative planning and design, practical work and original scholarship to international standards, with graduates demonstrating well-developed skills of research, critical analysis and application so as to demonstrate independence of thought in their area of specialisation;
- Require sustained self-directed study and independent work;
- Require excellent communication skills for creating, synthesising, evaluating and persuading;
- Expect graduates to participate in international academic discussion in their field of study;
- Expect a tangible output that is an original contribution to knowledge in a discipline or field of study to an international standard.

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Doctorates may be of two types:

- Doctor of Philosophy (PhD): the thesis constitutes the entire body of work on which the qualification is judged;
- Professional doctorates: a doctorate in a specified field or discipline. A coursework component (papers) forms part of the programme along with a thesis.

Graduate Profiles

All programmes at the Auckland University of Technology have a graduate profile. These profiles include the expectations of graduates from each programme and make the University's values and qualities transparent to students and the community. Doctoral students will attain knowledge, values and attributes which allow them to make significant contributions to their professional communities and societies through further high quality research, and developments.

Doctor of Philosophy Graduate Profile

A Doctor of Philosophy graduate will undertake advanced research, develop their careers personally and professionally, make significant contributions to societies and obtain (but not be limited to):

- Advanced specialist/discipline knowledge that makes an original contribution to a particular field of enquiry and as appropriate to local and global communities;
- A mastery of a body of knowledge, including a high level of understanding of

- conceptual and theoretical elements, in the field of study;
- A high level of understanding and appreciation of the philosophical basis, methodologies and characteristics of scholarship, research and creative work in their field of study;
- An advanced ability to analyse information where relevant, using appropriate tools, technologies and methods;
- An advanced capacity for critical appraisal of relevant scholarly literature/ knowledge;
- An advanced ability to initiate, design, conduct, sustain and report research;
- Personal, professional, intellectual integrity respect, and understanding of the ethical dimensions of research and scholarly activity and where appropriate demonstrate understanding of the Treaty principles in practice;
- A critical understanding and appreciation of the acquisition of knowledge and professional learning for work practice;
- Significant expertise through the research, practice/work, leadership or management roles in their field of study;
- An advanced capacity to communicate ideas effectively to a range of audiences inside the field of study or discipline and to the wider community;
- Confidence and knowledge to make critical commentary on relevant and topical issues in their field of study.

Doctor of Education Graduate Profile

A Doctor of Education graduate will be able to:

- Construct and apply advanced theoretical concepts and knowledge to investigate professional practice;
- Apply an in-depth knowledge based on theoretical and empirical investigation of a specific topic or issue;
- Understand a range of philosophical and methodological issues of significance in educational research in New Zealand, the Pacific and the global context;
- Critically analyse past and current social, political, economic and cultural forces in both local and global society and appreciate how they impact on educational practice and policy;
- Generate new knowledge in a chosen educational field or issue;
- Critically appraise relevant scholarly literature and cultural knowledge(s);
- Work in both collaborative and individual learning approaches in order to better confront problems and issues;
- Encourage greater co-operation, understanding and debate across the sectors in education on contemporary issues;
- Demonstrate recognition of a range of professional and ethical issues and responsibilities, within the context of education research and scholarly activity;
- Be able to use the confidence of their knowledge to make critical commentary on relevant and topical issues in their field of study;

- Use their enhanced qualities of leadership to incorporate informed decision-making based on the analysis of evidence drawn from multiple cultural sources;
- Appreciate and demonstrate a commitment to the principles of the Treaty of Waitangi and to the inscription of difference and its politics related to pedagogy.

Doctor of Health Science Graduate Profile

A Doctor of Health Science graduate will be able to:

- Make a significant original contribution to knowledge and understanding that advances professional practice;
- Provide leadership and manage projects towards achieving change;
- Construct, conduct and guide research to assist in identifying practice issues;
- Conceptualise complex notions and translate abstract concepts into practice;
- Understand the diversity, paradox and uncertainty of practice and be able to work creatively in such an environment;
- Analyse, question and critique practice issues within the socio-political environment that is New Zealand;
- Confidently and knowledgeably make critical commentary on relevant and topical issues;
- Contribute to professional and academic debate through publication, conferences and seminars.

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Entry Criteria

Note: *The Doctor of Education (EdD) is no longer taking new admissions to the programme.*

Applicants for admission to a doctoral degree must comply with the Standard Qualification Regulations for Doctoral Degrees which must be read in conjunction with the General Academic Regulations of the AUT Academic Calendar.

In order to be admitted to a doctoral degree, an applicant shall normally have completed the requirements of either a master's degree with honours or a bachelor's degree with honours (equivalent to four years of study) in a discipline which is appropriate to the proposed research:

- The degree must normally have been gained at the standard of first or second class (first division) honours from a New Zealand tertiary institution or equivalent;
- The degree for applicants to the doctoral programmes must also have included advanced learning in research, the execution of a research project and the writing of a report on that research;
- In addition, a professional doctorate applicant must provide evidence of having a minimum of five years' professional experience in their specific area of study.

Doctor of Health Science applicants who do not demonstrate the criteria above can provide evidence of equivalence where they have:

- Authored a substantial practice project report or paper;

- Been a leading player in a significant change project and write up of research.

The initial admission status will be determined by the University Postgraduate Board as provisional. In some circumstances, a student transferring from another institution or qualification can be admitted as confirmed status.

- Applications with professional, coursework only, terminating 180 point master's degrees will not normally be able to proceed directly to doctoral studies, and would be expected to complete a master's degree by research first.
- Applicants who do not meet the standard entry criteria are required to provide a letter of support from their supervisor with their application. A letter of support for admission should focus on the applicant's:
 - Competency/knowledge of the methodology and methods to be undertaken and that this knowledge is current;
 - If the research component is minor (less than 25% of the programme total points), that the supervisor has seen the written report and can affirm in writing that it is equivalent to master's level research;
 - When the admitting qualification is older than 5 years that there is evidence of currency within the discipline;
 - Where the application is borderline in meeting the criteria, recommend possible conditions.

The letter should provide examples and use the student's previous qualifications, publications, and work history (where relevant) to demonstrate the above. The documents mentioned should be part of the application: transcripts, references, CVs, etc.

Master's Degrees

Research

Masters degrees include research of varying sizes. CUAP defines a research component as follows:

- Theses are 90 points and above
- Dissertations are 60 points
- Research Projects are less than 60 points.

A thesis is submitted in support or partial support of an academic/university degree in which the student's own work forms, an independent scholarly argument involving original research. The thesis document (which may consist of an artefact and exegesis) contains an intellectual enquiry of an appropriate topic, deemed equivalent to a minimum of 90 points

A dissertation or research project is submitted in partial support of an academic degree in which the student undertakes an independent scholarly investigation of an appropriate research topic. A research project is equivalent to a dissertation which contains research that is being undertaken where a master's contains coursework and research.

Students undertaking research within a master's programme are required to go through an approval process which may include the completion of a postgraduate research proposal (PGR1) which is approved through the Faculty Postgraduate Committee.

A master's degree must comprise a minimum of 40 points at level 9 with the remainder at level 8.

Outcomes

A person with a master's degree is able to:

- Show evidence of advanced knowledge about a specialist field of enquiry or professional practice;
- Demonstrate mastery of sophisticated theoretical subject matter;
- Evaluate critically the findings and discussions in the literature;
- Research, analyse and argue from evidence;
- Work independently and apply knowledge to new situations;
- Engage in rigorous intellectual analysis, criticism and problem-solving.

If a master's degree includes a component of supervised research of not fewer than 30 points (0.25 EFTS), the graduate is also able to:

- Demonstrate a high order of skill in the planning, execution and completion of a piece of original research, and
- Apply research skills learned during the study programme to new situations;
- Achieved to an appropriate standard, such a degree will prepare graduates for consideration for entry to doctoral studies.

Master's degrees are structured in three main ways:

1. Master's degrees by thesis or primarily by research

A master's degree primarily by research normally builds on a postgraduate diploma or bachelor with honours degree in the same area of study. Such a degree is normally 120 points and consists primarily of a thesis at level 9. Master's degrees of 120 points include, for full-time students, a one year thesis component (two years for part-time) e.g. a Master of Philosophy.

2. Master's degrees by coursework and research

Master's degrees by coursework and thesis are normally either 180 or 240 points and includes, coursework and a research component. A master's degree by coursework and thesis must include at least a 90 point thesis at level 9 and may include between 90-150 points of coursework at level 8.

3. Master's degrees by coursework-level and characteristics

Master's degrees by coursework are normally between 120 and 180 points if building on an undergraduate degree. Master's degrees by coursework do not include a thesis but must have at least 40 points at level 9 usually in the form of a capstone research

project.

Specific requirements are detailed in the programme regulations available in the AUT Academic Calendar.

Entry Criteria for Master's Degrees

Master's degree (180 or 240 points)

You need to have completed one of the following to a merit standard in a relevant field:

- Bachelor's degree;
- Graduate diploma.

In exceptional circumstances they may include:

- Professional qualification equivalent to a 3-year undergraduate degree;
- Professional experience equivalent to an undergraduate degree or recognised professional qualification.

Master's degree (120 points)

You need to have completed one of the following to a merit standard in a relevant field:

- A 3-year bachelor's degree and one year of advanced study;
- A 4-year bachelor's degree;
- A bachelor with honours;
- A postgraduate diploma.

In some circumstances:

- An undergraduate degree followed by relevant professional experience.

Master of Philosophy Degree

Level and Characteristics

The goals of the Master of Philosophy is to enable a student who has successfully completed approved and supervised research, to:

- Critically investigate an approved topic of substance and significance;
- Demonstrate independent thinking;
- Demonstrate expertise in the methods of research and scholarship;
- Make a significant contribution to the subject area or discipline;
- Cogently present scholarly and publishable outcomes.

Master of Philosophy Graduate Profile¹

A graduate from the Master of Philosophy will undertake research and be able to:

- Initiate, design, conduct, sustain, and report on a research project in a logical and critical manner;
- Critically reflect on and appreciate the acquisition of knowledge and professional

¹ Graduate Profiles for discipline Masters are available in each Postgraduate Programme Handbook.

- learning;
- Be self-motivated and demonstrate independent thinking within their field of study;
 - Source, analyse, and evaluate information in relation to the philosophical basis, methodologies, and methods of their study;
 - Demonstrate expertise in analysis of information using appropriate tools, technologies, and methods;
 - Work autonomously, responsibly, and cooperatively with an awareness of integrity, truthfulness, and accountability;
 - Understand ethical issues and apply this understanding to the making of ethical decisions in research;
 - Present the outcomes of research with confidence, critical analysis, evaluation, originality, and engagement with academic debate.

Applicants for admission to the Master of Philosophy degree must comply with the Programme Regulations for the Master of Philosophy:

Admission

1. In order to be admitted to the Master of Philosophy an applicant must have completed one of the following:
 - a) A four-year bachelor's degree; or,
 - b) A bachelor's honours degree; or,
 - c) A bachelor's degree and a postgraduate diploma; or,
 - d) A bachelor's degree and at least three years of experience relevant to the proposed programme of research.
2. A student must have completed their admission qualification in 1 above with the equivalent of a B grade average or higher.
3. In exceptional circumstances, an applicant may be admitted who does not meet the requirements in 1 above, but who has a professional qualification and/or extensive professional or scholarly experience; either 'of an appropriate kind' or 'relevant to the proposed subject of the thesis'.
4. An applicant who applies under 1 or 3 above must provide evidence to the University Postgraduate Board of their ability to pursue research in the proposed subject of the thesis.
5. The University Postgraduate Board may require an applicant to complete an approved course in research methods and/or complete any other preparatory paper(s) or work prior to admission.
6. The University Postgraduate Board must be satisfied that an applicant's proposed programme of research is viable and the arrangements for supervision are appropriate and able to be sustained.
7. Admission to the Master of Philosophy is subject to the approval of the University Postgraduate Board.

Applicants who do not meet the standard entry criteria are required to provide a letter of support from their supervisor with their application. A letter of support for admission should focus on the applicant's:

- Competency/knowledge of the methodology and methods to be undertaken and that this knowledge is current;
- When the admitting qualification is older than 5 years that there is evidence of currency within the discipline;
- Where the application is borderline in meeting the criteria, recommend possible conditions.

The letter should provide examples and use the student's previous qualifications, publications, and work history (where relevant) to demonstrate the above. The documents mentioned should be part of the application: transcripts, references, CVs, etc.

Completion Requirements:

- To qualify for the Master of Philosophy, a student must achieve 120 points by successfully completing a thesis.
Note: *the thesis code is allocated by the relevant department at enrolment.*
- A full-time student must complete the requirements for the Master of Philosophy within 12 months, and a part-time student within 36 months of first enrolment in the programme.

Postgraduate Diploma and Certificate Qualifications

Level and Characteristics

Postgraduate diploma and certificate qualifications are awarded at postgraduate level and require a minimum of 120 points (postgraduate diplomas) and 60 points (postgraduate certificates) at level 8 or higher. Specific requirements are detailed in the programme regulations available in the AUT Academic Calendar.

Entry Criteria

Applicants for admission to a postgraduate diploma or postgraduate certificate programme must comply with the Standard Qualification Regulations for Postgraduate Diplomas and Postgraduate Certificates which must be read in conjunction with the General Academic Regulations of the AUT Academic Calendar.

In order to be admitted to a postgraduate diploma or a postgraduate certificate, an applicant shall normally have completed the requirements of one of the following in a relevant field from a New Zealand tertiary institution or equivalent:

- A bachelor's degree;
- A professional qualification recognised by the University as being equivalent to a bachelor's degree;
- Evidence of professional experience deemed by the University to be equivalent to a bachelor's degree;

- Where the admission qualification does not provide a basis for study at postgraduate level, enrolment in transitional studies may be required before the applicant is admitted to the programme.

Bachelor's Degrees with Honours

Level and Characteristics

A one-year bachelor's degree with honours is awarded at postgraduate level and normally requires a research component of at least 30 points.

Specific requirements are detailed in the programme regulations available in the AUT Academic Calendar.

Entry Criteria

Applicants for admission to a bachelor's degree with honours must comply with the Standard Qualification Regulations for Bachelor's Degrees with Honours which must be read in conjunction with the individual programme regulations and General Academic Regulations of the AUT Academic Calendar.

In order to be admitted to a one-year bachelor's degree with honours, an applicant shall normally have completed a bachelor's degree gained with a minimum of B average in the relevant field of study over 75 points at Level 7 from a New Zealand tertiary institution or equivalent. Some programmes may require a B+ average for admission. Please refer to the AUT Academic Calendar for details.

Please refer to the AUT Academic Calendar, Standard Qualification Regulations for information on specific programme regulations and admission requirements for AUT's postgraduate programmes.

<http://www.aut.ac.nz/about-aut/university-publications/academic-calendar>

Attendance Requirements

The University has to be satisfied that:

- The student will have sufficient time to complete the requirements within the maximum period;
- The student will be able to meet with their supervisor (for research students) in person to discuss progress at least once every month or have made arrangements for dialogue to occur by other means;
- The research will be planned and carried out by the student under the auspices of the University;
- The student will be able to attend the University as required;
- The student will be able to participate in seminars, workshops and the academic life of the University;
- The student will not be undertaking a level of employment that would interfere with progress of the research.

APPLICATION REQUIREMENTS

Note:

- *Individual faculties determine the closing date for postgraduate applications. Applicants should contact faculty postgraduate offices directly for these. Applications for the Master of Philosophy and Doctor of Philosophy are considered throughout the year;*
- *It is important to note that applicants to degrees which encompass an immediate commencement of a research component such as a thesis, dissertation or exegesis, must provide a research proposal as part of their admission requirements;*
- *Doctoral students initially enquiring about undertaking a thesis should prepare a brief initial research proposal that is one page, size 12 font for consideration;*
- *Faculties may submit students' work through Turnitin as part of the approval process.*

Domestic Applicants

Applicants who are New Zealand citizens or permanent residents wishing to undertake postgraduate study must apply online at <http://arion.aut.ac.nz>. This application must be accompanied with supporting documentation and returned or completed online by the due date specified by the faculty.

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Once you have completed the application and this has been received by the University Admissions Office, you will be sent a letter acknowledging your application. You will be contacted by the University Admissions Office if further information is required.

International Applicants

International applicants need to complete an International Student Application for Enrolment form. Applicants can apply online at <https://apply.aut.ac.nz> or can download the Application for Enrolment form from the International Student Centre. <http://www.aut.ac.nz/study-at-aut/apply-to-aut/applying-to-aut>

English Language Requirements

All applicants for admission to postgraduate programmes are expected to have an appropriate level of proficiency in English.

Applicants for whom English or Māori is not their first language should provide one of the following:

- An International English Language Testing System (IELTS) results card (Academic), gained within the last two years, with a score as specified in the table 'English Language Criteria' detailed in the 2020 Academic Calendar;
- Evidence of a comparable pass in an equivalent language test gained within the last two years or other recognised English proficiency equivalency.

Applicants seeking admission under Part 3, Section 1, clause 1.5.4 of the AUT Academic Calendar regulations on English Language Requirements are required to provide proof of an acceptable pass/grade gained in an accepted English language test.

The preferred external test is the International English Language Testing System (IELTS) Academic test. A 1.0–9.0 scale is used to indicate the level achieved by any individual who takes the IELTS test; a separate score is given for each of the four skills of listening (L), speaking (S), reading (R) and writing (W).

The Certificate in English for Academic Study is recognised by AUT as a qualification which measures English language proficiency. However, for doctoral programmes, teacher education programmes and health science programmes this is not sufficient and IELTS must be used to demonstrate English language proficiency.

The English language requirements for all of the programmes offered by the University are specified in terms of the grading scale used for the IELTS test. Satisfactory performance in other tests is accepted by some teaching departments but not all; all departments prefer applicants to have taken the IELTS test within two years of their application to a programme.

The University offers a number of English Language support programmes that are detailed on the University website.

IELTS admission scores for qualifications can be found here: <http://www.aut.ac.nz/about-aut/university-publications/academic-calendar>

IELTS Exemption (doctoral applicants only)

IELTS is required unless applicants have studied a qualification in English which was awarded within the last 3 years. If it was awarded more than 3 years ago, evidence of continued use of English will be required.

International Applicants to the Doctor of Philosophy Programme

At the time of going to print, under existing legislation, all international PhD students will be treated as if they are residents and only pay domestic fees if they are:

- Enrolled in a PhD programme at a NZ University;
- Supervised by a leading researcher (see below regarding Leading Researchers);
- Resident in NZ for the duration of their study.

International students may be permitted to travel overseas during the data collection phase as appropriate, for no more than one year.

Students intending to reside overseas for longer than the period permitted for data collection will be required to pay international fees.

All enquiries regarding the possibility of undertaking Doctoral or Master of Philosophy

studies should be made in the first instance to the appropriate faculty contact (see Contact Numbers and Locations section). Negotiation with and appointment of a suitable supervisor is part of the admission process.

Once agreement has been reached that the faculty can accommodate the applicant and proposed research, an International Student Application for Enrolment form must be completed (available online, or from the International Student Centre). <http://www.aut.ac.nz/study-at-aut/apply-to-aut/applying-to-aut>

A supervisory mentor who is considered a 'leading researcher' will be appointed if neither supervisors have the required experience to be considered a 'leading researcher'.

Leading Researcher

To be appointed a leading researcher, an academic staff member must have:

- Considerable supervisory experience:
 - Maintaining supervisor eligibility, see page 52
 - Having supervised a doctorate to successful completion;
- A recognised doctoral qualification; alternatively, seniority in a field of research such as professorial status may be recognised;
- Remaining research active, including recent evidence of international publications or equivalent recognition;
- Recent evidence of peer esteem and professional contribution.

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Note: *Individual faculties may have additional conditions that must be met and will advise the University Postgraduate Board of each appointment.*

Application Processes

Interviews or Additional Information

Depending on the faculty and programme you have applied for, you may also need to supply additional information (for example, a portfolio or curriculum vitae) or attend an interview. You will be contacted by the faculty if this is the case.

What can delay an application?

There are several things that may delay your application:

- Incomplete application form received;
- The application form is not signed or dated;
- Required documentation has not been supplied;
- Required documentation has not been certified;
- Waiting on academic transcripts/results;
- Supervisory arrangements are not in place.

Preparation Paper for Doctoral and Master of Philosophy Research Proposal

Note: *Enrolment in this paper does not constitute eligibility for student loans and allowances or acceptance onto the programme.*

In order to facilitate the preparation of the initial research proposal, applicants to the Doctoral and Master of Philosophy programmes are provided with access to University resources, free of charge for three months.¹ If this is required then applicants and supervisors should contact their faculty postgraduate administrator.

Enrolling in the Research Proposal Preparation Paper:

- The faculty will enrol the applicant in a nil fee paper and advise the GRS;
- The GRS will advise Registry Services of the enrolment and request a student identification card be generated and sent to the applicant.

Transfers

Note:

- *It is important to note that the time taken in the master's research counts towards the doctoral completion timeframe;*
- *It is not normally allowable for research close to completion to be transferred;*
- *Research already submitted for examination may not be transferred.*

Transfer from an AUT Master's Research Degree to the AUT PhD

Form PGR4 – Transfer to the PhD from an AUT Master's Programme

Form PGR9 – Confirmation of Candidature

In exceptional circumstances, a student enrolled in an AUT research master's degree who has completed the coursework component of that degree and has completed a significant portion of the research, may apply to the University Postgraduate Board (Form PGR4 and Form PGR9) for consideration for admission to the Doctor of Philosophy programme as a confirmed student. This should first be discussed with the primary supervisor and Associate Dean (Postgraduate).

The application for transfer must demonstrate that a student's research potential and academic performance are equivalent to those of a first class honours student.

Evidence of the following must be provided:

Nature of Research Topic

The research topic must be confirmed as having the potential for an original contribution to knowledge, as expected of doctoral studies. The research topic must also be a continuation of the original master's thesis topic.

Student Performance

A student should have a record in the master's degree which demonstrates consistent

1 For access to University resources, applicants should contact the faculty postgraduate administrator in the first instance.

quality research and scholastic achievement, including the ability to complete work within expected timeframes.

Research Skills and Achievement

Information such as the following should be used to substantiate the case:

- Significant progress with literature review;
- Significant progress with data collection and analysis;
- The provision of a brief summary of the results to date. This should indicate the potential for the progression to a doctoral thesis;
- Presentation of research results at faculty seminars;
- Presentation of research results at national or international conferences or symposia;
- The provision of a brief outline of future work to be undertaken within the Doctorate.

Transfer from an AUT Doctoral Degree to an AUT Master's Programme

Form PGR5 – Transfer of a PhD Candidature to a Master's Programme

Note:

- *A withdrawn (W) grade will be recorded against the Doctorate qualification if the transfer occurs prior to 3 completed years of enrolment in the Doctoral Programme. Transfers after these timeframes will be recorded as Did Not Complete (DNC).*
- *It is not normally allowable for research close to completion to be transferred. Research already submitted for examination may not be transferred.*
- *A student who is transferring to a masters and submitting for examination in the same time period will be unable to change supervisors*
- *The student will need to be enrolled in a paper for recording results and reporting purposes.*
- *A student who is transferring to a masters and NOT submitting for examination in the same time period will be enrolled in a paper and required to pay fees.*
- *International students may be required to pay international fee rates.*

Students can only transfer to a master's degree with a research component of 90 points and above. Where applicable, the faculty will assess if the student meets the criteria for credit. (recognition of completing the paper requirements, or equivalent, of the master's programme).

Students wishing to transfer their candidature from an AUT doctoral degree to an AUT master's programme must supply the following information:

- Completed PGR5 – Transfer to an AUT Master's programme from an AUT Doctoral Programme form;
- Timeline to completion;

- A supporting statement from the supervisor(s)

Transfer of Doctoral Candidature from another Institution to AUT

Form PGR3 – Transfer of PhD Candidature

Students wishing to transfer their candidature from another institution to AUT must supply the following information:

- Completed Form PGR3;
- If the application is transferring as a provisional admission, a copy of the current institution's equivalent to the AUT PGR2 will be required. If the applicant is transferring as a confirmed admission, a copy of the current Institution's equivalent to the PGR9 will be required;
- Progress reports and additional information may also be requested.

Once admission is approved an offer will be issued with the following conditions:

- A letter from the external institution to confirm;
 - Withdrawal from the doctoral programme
 - The amount of time completed in the programme. Normally, students transferring must have completed no more than 3 years fulltime equivalent. Transfers exceeding this might be considered on a case by case basis.
 - Transfer of Intellectual Property (if applicable)

Transfer of Master's Research from Another Institution to an AUT Master's Research Degree or the Master of Philosophy Programme

Where students are able to provide evidence that a proportion of their proposed research has already been undertaken (but not yet completed) in another tertiary education institution, then they may apply through their supervisor to the faculty postgraduate committee for this work to be recognised, and for a shorter period of registration than normal to be approved.

Notification

Applicants to doctoral and Master of Philosophy degrees are informed of the results of their application in writing by the GRS. All other applicants are notified by the appropriate faculty postgraduate office.

Any conditions of admission will be identified in the letter.

An Offer of Place will normally accompany the letter. This must be signed and returned to the sender. The formal date of admission will be the date on which the University Postgraduate Board or faculty postgraduate committee accepted the application.

Off-Campus Registration

All research students will normally be required to conduct their study on one of the Auckland based AUT campuses. However, in some circumstances a student may need to undertake their research off-campus, either within New Zealand or off-shore. An *Off-Campus Registration Protocol* has been created which documents conditions and a process whereby a student may be given permission to conduct their research off-campus, either in entirety, or for the data collection purposes.

In consultation with their supervisors and faculty, students may conduct their study off-campus for one block period, normally up to three months, without the requirement to complete an Off-Campus Registration. However, in some circumstances the Faculty Associate Dean (Postgraduate) may request that an Off-Campus Registration be completed for periods less than three months, or subsequent block periods.

Permission will normally only be granted where:

- AUT does not have the facilities required to conduct the research;
- Data collection is specific to the location or region that the student wishes to reside;
- Adequate arrangements are made to support the student from a distance.

Applications

The student is expected to remain in close contact with their supervisor. Approval will need to be obtained from the University Postgraduate Board where the time off campus is longer than three months. Requirements in this situation are:

- The primary supervisor must be an AUT staff member;
- The student should have an additional supervisor or advisor located close to the proposed area of research;
- Off-campus details should be submitted to the Faculty Postgraduate Board including a detailed plan on how the research project will be managed
- The supervision agreement must be completed and submitted with the Off-Campus details.

International students and permanent residents should note that they may not qualify for domestic fees when residing overseas; this is dependent on the length of time they intend to spend overseas. In such cases, students should discuss with the International Student Support before committing to any plan that may affect this entitlement, and or student visa requirements.

Doctoral students are required to be present in New Zealand for their PGR9 presentation and the oral examination. Six-monthly progress reports should include specific updates on these meetings and how the student is progressing are required with specific comments from both the student and supervisor.

For further details including applying to study off-campus, durations of off-campus

study, studying off-campus within New Zealand and off-shore please refer to the *Off-Campus Registration Protocol* on the AUT website:

Refer to the Postgraduate Research Tab in the Student Digital Workspace (SDW)
<https://sdw.aut.ac.nz>

ADMISSION AND ENROLMENT

Note: *Faculties may submit students' work through Turnitin as part of the approval process.*

Vulnerable Children's Act (2014)

The Vulnerable Children's Act (2014) was amended in July 2015. The legislation requires a safety audit for everyone working with children, including students on practicum. Students who have sustained contact with a child or children e.g. overnight, will need to meet the requirements of the Vulnerable Children's Act.

A student requiring sustained contact with a child or children will need to contact their primary supervisor and Faculty Associate Dean (Postgraduate) for advice on undertaking the appropriate checks.

Admission to Doctoral Degrees¹

Applying for Admission

Form PGR2 - Admission to an AUT Doctoral Programme

Applicants are required to submit to their faculty a brief research proposal (PGR2) with their application for admission, after consultation with potential supervisors. Applicants for the Faculty of Business, Economics and Law, and the Faculty of Culture and Society and advised to consult the Research Proposal Guidelines for Applicants (available from the Faculty and on the AUT Website).

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Normally, an applicant can apply and submit a PGR2 twice. Any further resubmissions, including submissions with a different topic, would be considered only on application to the University Postgraduate Board.

Faculties may require applicants to submit academic references along with their application for admission.

- Faculties will approve the research proposal and submit the application to the Graduate Research School (GRS) who will admit the student and notify the Board. Where the standard entry criteria are not met, the GRS will refer the application to the Dean of Graduate Research School;
- Applicants are normally informed of the outcome of their application via email by the Faculty and in writing by the GRS. Any conditions of admission will be identified in the letter. Accompanying the admission letter will be an Offer of Place which can be accepted online or signed and returned to the University Admissions Office. The formal date of admission will be the date on which the University Postgraduate Board accepted the application;
- It is incumbent on the student and supervisors to ensure that any requirements for ethical approval have been met prior to commencement of the data gathering

¹ The date of admission is not necessarily the date studies commence

involving human or animal subjects. See page 88 for ethical requirements, including when collecting data overseas.

For information regarding the deferment of an enrolment, please refer to Deferment of Enrolment "Variations to Candidature" on page 74.

Transitional Studies

Where an applicant does not meet the normal entry criteria and is not admitted subject to conditions, the relevant faculty committee may recommend that the applicant satisfactorily completes transitional or graduate studies prior to being considered for, or concurrent with, provisional admission to the doctoral programme. The nature of transitional studies is recommended by the faculty and may range from enrolment in individual papers, through to the equivalent of an honours year. The relevant faculty committee will seek the approval of the University Postgraduate Board for any transitional study agreements.

Provisional Admission

Note:

- *Prior to commencing the preparation of the Application for Provisional Admission (Form PGR2), students would normally have discussed and confirmed supervision arrangements with the Associate Dean (Postgraduate) and completed an Application for Enrolment (AFE) or International Application for Enrolment (IAFE) form.*
- *All forms are required to be signed by all members of the supervisory team (including mentors if appointed)*

Doctoral applicants are granted provisional admission while the full research proposal (PGR9) is being developed. The transition from provisional admission to full registration (confirmation of candidature) normally occurs no later than 12 months after commencement in the doctoral programme. The student should aim to commence the PGR9 – confirmation of candidature review process after 9 months of provisional admission to the doctoral programme with a view to submit the completed PGR9 to the University Postgraduate Board within 12 months of provisional admission.

The GRS will follow up with the student and supervisor if no recent communication regarding progress has been received at that point. If there continues to be no further communication, then the candidature will be deemed to have lapsed and the enrolment will be terminated.

Provisional Admission (with conditions)

Sometimes students who are granted provisional admission to a doctoral degree are required to meet specific conditions prior to, or during, the period of provisional enrolment. These conditions are specified by the University Postgraduate Board and may include additional papers in the discipline area as well as reading papers, a research reports or papers in research methodology. The Board imposes these conditions in order to ensure that the student has the requisite knowledge and competencies

required for full registration. If the condition is not met within the specific timeframes mentioned in the offer letter, the student could be withdrawn from the programme.

Normally, students will be required to pass these papers with a 'B' grade or higher, although other grades may be prescribed as appropriate. When a 'B' grade is stated in documents it is a 'B' grade only that is acceptable. When a 'B grade-range' is stated in documents this means it can be from a 'B-' to a 'B+'.

Students required to undertake a concurrent enrolment in research methods paper(s), or any other required paper, as a condition of their provisional admission to the PhD programme will be eligible for a fee waiver for the paper(s). This does not apply to applicants who are required to complete a research methods paper prior to admission.

Admission to Master's and Bachelor with Honours Degrees

Form PGR1 - Postgraduate Thesis/Dissertation Research Project Proposal

Note: *Processes for research projects are the same as for dissertations but will be undertaken within faculties.*

Entry Criteria

Please refer to the Admission and Enrolment section – Entry Criteria on page 33.

Applying for Admission to the Master of Philosophy Degree

Applicants must complete a postgraduate research proposal.

- The faculty postgraduate committee will approve and submit the application to the GRS who will admit the student and notify the University Postgraduate Board. Where standard entry criteria are not met, the GRS will refer the application to the University Postgraduate Board;
- Applicants are normally informed of the outcome of their application via email by the Faculty and in writing by the GRS. Any conditions of admission will be identified in the letter. Accompanying the admission letter will be an Offer of Place which can be accepted online, or signed and returned to Registry Services. The formal date of admission will be the date on which the University Postgraduate Board accepted the application;
- It is incumbent on the student and supervisors to ensure that any requirements for ethical approval have been met prior to commencement of the data gathering. See page 88 for ethical requirements, including when collecting data overseas.

For information regarding the deferment of an enrolment, refer to Deferment page 74.

Approval Process for the Research Component of a Degree

Note: *Faculties may submit students' work through Turnitin as part of the approval process.*

For research only master's degrees:

Students must complete a postgraduate research proposal before an Offer of Place will be issued for the thesis/dissertation paper:

- The proposal is submitted to the faculty postgraduate committee for approval;
- Once approved, an Offer of Place will be issued and the School will enrol the student into the thesis/dissertation;
- It is incumbent on the student and supervisors to ensure that any requirements for ethical approval have been met prior to commencement of the data gathering.

Form PGR1 - Postgraduate Thesis/Dissertation Research Proposal.

For 240 and 180 master's degrees with a thesis/dissertation component:

Once the coursework component of the programme has been successfully completed students must complete a postgraduate research proposal before commencing their thesis/ dissertation:

- The proposal is submitted to the faculty postgraduate committee for approval;
- Once approved, the School enrolls the student into the thesis/dissertation;
- It is incumbent on the student and supervisors to ensure that any requirements for ethical approval have been met prior to commencement of the data gathering.

Form PGR1 - Postgraduate Thesis/Dissertation Research Proposal.

For Bachelor Degrees with Honours:

Students must complete a postgraduate research proposal before commencing their dissertation:

- The proposal is submitted to the faculty postgraduate committee for approval;
- Once approved, the School enrolls the student into the thesis/dissertation;
- It is incumbent on the student and supervisors to ensure that any requirements for ethical approval have been met prior to commencement of the data gathering.

Form PGR1 - Postgraduate Thesis/Dissertation Research Proposal.

Conditional Admission

Where an applicant does not meet normal admission requirements, the faculty may recommend conditional admission. Conditional admission applies to applicants who are admitted to postgraduate programmes, and as a condition of their admission, are required to undertake papers or demonstrate competencies. The faculty postgraduate committee¹ imposes these conditions and is responsible for ensuring that the conditions are satisfied. The University Postgraduate Board is informed by the faculty through the annual reporting processes when conditions are satisfied.

1 University Postgraduate Board for the Master of Philosophy.

Notification

Applicants to postgraduate programmes (excluding the Master of Philosophy) are notified by the appropriate faculty postgraduate office or school. Any conditions of admission will be identified in the letter. Accompanying the letter will be an Offer of Place which must be signed and returned to the sender. The formal date of admission will be the date on which the faculty postgraduate committee approved the application.

Offer of Place

If your application is successful you will receive an Offer of Place (OOP) letter. It is important to respond to this letter as Offers of Place have an expiry date.

You can accept an Offer of Place online at <http://arion.aut.ac.nz>¹

If you cannot accept your offer on-line; (Some International Applicants may not be able to accept online); you can sign, date and return the Offer of Place you receive via post. It is important that you return this by the specified date; otherwise you may lose your place on the programme.

If there are conditions to your admission, you will receive a letter with an Offer of Place that will state the conditions which need to be met before a formal Offer of Place can be issued.

Once you sign and return the Offer of Place you are formally accepted into a programme of study and therefore liable for the associated fees.

Enrolment

When the Offer of Place acceptance has been received, the faculty enrolls the applicant in the appropriate paper(s). Doctoral and Master of Philosophy applicants will be enrolled by the GRS. All other students will be enrolled by their respective faculties. This will generate a fees invoice. When the fees are invoiced, a student identification card will be sent, providing access for borrowing from the Library and other University services. If fees are not paid in full, then services may be terminated.

1 This option is not available for International Applicants.