

## PGP 1.1.2 Master of Philosophy Admissions Protocol

### Summary

Where a student is seeking admission to a Master of Philosophy programme at AUT the University will assess that the entry criteria has been met, as well as ensuring that there are appropriate resources in place (including supervision).

### Purpose

This protocol outlines the requirements, regulations and processes to be undertaken for admission into the Master of Philosophy programme.

### Scope

This protocol applies to admissions to the Master of Philosophy.

### Application

#### Entry Requirements

- 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 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 Research Board (UPRB) of their ability to pursue research in the proposed subject of the thesis.
- 5) The UPRB 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 UPRB 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 UPRB.

#### *Special Admission*

If an applicant does not meet AUT's standard admission requirements, a special admission application may be considered. In considering this special admission application the University Postgraduate Research Board will consider the following:

1. Evidence of experience, qualifications and/or training that is equivalent to the standard admission requirements for the programme being applied for.
2. Evidence that shows the applicant has the potential to be successful in the programme.

It is the responsibility of the applicant to provide such evidence as part of their application for special admission.

## Supervisor Support Statement

The supervisor support statement should detail key reasons underpinning their support the student's commencement of a doctoral thesis (including budget implications, where applicable). It should be an explicit statement of how the primary supervisor has determined the equivalence of evidence (not a character statement) for entry to the AUT Doctoral programme. The statement is particularly relevant and important where entry criteria are not clearly met and should also include:

- 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 statement 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.

## Application Requirements for Master of Philosophy Degree

All enquiries sent to [doctoral.and.mphil.admissions@aut.ac.nz](mailto:doctoral.and.mphil.admissions@aut.ac.nz) will be directed to complete a formal Application for Enrolment (AFE) in the first instance. AUT Admissions will collate the documentation and then release the application to the GRS for an initial assessment to ensure the applicant meets the entry requirements. Following this assessment, the GRS will release the application to the appropriate faculty, to assess if there are suitable supervisors and resources prior to requesting a PGR1 – 'Postgraduate Research Proposal' form be completed.

The documentation that will be requested are:

- Academic transcripts and parchments of previous qualifications
- CV (if applicable)
- English Language results (if applicable)
- References (if applicable)

## Preparation Paper

In order to facilitate the preparation of the initial research proposal, applicants to the Master of Philosophy programme can be provided with access to university resources, free of charge for three months. Applicants and supervisors should contact their faculty postgraduate administrator to arrange enrolment into the preparation paper.

Applicants should note that enrolment in this paper does not constitute eligibility for student loans and allowances or acceptance onto the programme.

## Enrolling in the Research Proposal Preparation Paper

- The faculty will enrol the applicant in a nil fee paper and advise the Graduate Research School (GRS);
- The GRS will advise Student Hub of the enrolment and request a student identification card be generated and sent to the applicant.

## English Language Requirements

Applicants for whom English or Māori is not their first language are required to provide either: An International English Language Testing System (IELTS) results card (Academic), or evidence of a comparable pass in an equivalent language test or, other recognised English proficiency equivalency. The IELTS admission score for the Master of Philosophy is a 6.5 overall with all bands 6 or higher, and all results should have been gained within the last two years.

## Approval Process

Once the entry criteria have been determined, applicants must complete a PGR1, Postgraduate Research Proposal.

- The faculty postgraduate committee will consider and if appropriate, approve the PGR1 and submit the application to the GRS who will admit the student and notify the University Postgraduate Research Board (UPRB). Where the standard entry criteria are not met, the GRS will refer the application to the UPRB;
- Applicants are normally informed of the outcome of their application by email and in writing by the GRS. Any conditions of admission will be identified in the letter. Accompanying the letter will be an Offer of Place which can be accepted online, or signed and returned to Registry Services.
- Applicants will be enrolled in to one of the four possible intakes.
- It is incumbent on the student and supervisors to ensure that any requirements for ethical approval have been met prior to the commencement of data gathering.

### Conditional Admission

Where an applicant does not meet normal admission requirements, the faculty or UPRB 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 (i.e. a research methods paper). The UPRB imposes these conditions and is responsible for ensuring that the conditions are satisfied. These should normally be undertaken prior to formal enrolment. Part-time students may undertake the paper(s) while enrolled in the first year of the research paper, which will be determined on a case-by-case basis. The UPRB is informed by the faculty through the annual reporting processes when conditions are satisfied.

### Offer of Place

A successful applicant will be notified by the GRS, who will issue an Offer of Place (OOP) letter, which includes an offer expiry date. The OOP is to be accepted prior to enrolment and can be accepted online or returned via post. Once the OOP has been signed and returned the student is formally accepted into a programme of study and therefore liable for associated fees. The formal date of admission will be the date on which the UPRB approved the application

If there are conditions to admission the OOP will state the conditions which need to be met before a formal Offer of Place can be issued.

### Enrolment

When the OOP has been accepted by the applicant, the GRS will enrol the student to commence at the next available start date . 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.

Annual Application and start dates for the Master of Philosophy programme are:

<b>Apply by:</b>	<b>Start Date:</b>
1 November	1 February
1 February	1 May
1 April	1 July
1 July	1 October

### Outcome

Master of Philosophy applicants are aware of the requirements, regulations and application process that is undertaken for efficient admission to their programme.

## Review

Original Approval Date  
June 2017

### Version Approvals

V1.0 Jun 2017  
V1.0 Nov 2019 Update  
V1.1 May 2022

### Review Date

May 2024

## Effective Date

June 2017

### *Related Documents*

PGR1 – Postgraduate Research Proposal  
AFE – Application for Enrolment