

## PGP 1.4.2 Off-Campus Registration

### Summary

Students may need to conduct the research component of a degree off-campus. In order to undertake research off-campus the student will need approval from the University Postgraduate Board and outline in their supervision agreement how the supervision will take place.

### Purpose

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. This protocol 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.

### Scope

This protocol outlines the requirements where off-campus registration is required to conduct the research for periods longer than three months. 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.

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 of less than three months, or subsequent block periods.

This protocol does not apply to students within the wider Auckland area.

### Application

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 should be an AUT staff member;
- The student should normally have an additional supervisor, advisor, or nominated support person 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 (can be an appended document);
- The supervision agreement must be completed and submitted with the Off-Campus details

### *Definitions*

#### **Temporarily Off-Campus**

Students whose research topic requires them to undertake data collection, can temporarily be off-campus for a period of three to twelve months.

## **Permanently Off-Campus**

Students wishing to reside off-campus (off-shore) for the duration of their research will be considered permanently off-campus. Doctoral students are normally required to be present in New Zealand for their PGR9 presentation and oral examination.

## **Supervision Meetings**

Supervision meetings can include skype meetings, email, phone or face to face etc, however this may depend on the student's circumstances. In some circumstances where the nature of the research may require "face to face" meetings, students are responsible for funding and arranging travel for supervision meetings.

### **Part A – Off-Shore**

Students need to indicate one of the following situations is applicable to their off-campus situation:

- The student wishes to study off-campus off-shore - Temporarily
- The student wishes to study off-campus off-shore - Permanently

#### *Where a student wishes to study off-campus off-shore – Temporarily (Data Collection)*

Students and supervisors are required to meet "face to face" a minimum of twice in the twelve-month period the student is off-shore. Further frequent contact should occur via phone or email, on a monthly, fortnightly or weekly basis, and should be outlined in the supervision agreement.

The total time off-campus should normally be no more than twelve months. International students and permanent residents who exceed this timeframe may be required to pay international fees. International students should discuss any visa requirements with the International Student Support in the first instance.

#### *Where a student wishes to study off-campus off-shore– Permanently*

Students and supervisors are required to meet "face to face" at least two times per year for the purposes of detailed supervision meetings. Further frequent contact should occur via skype, phone or email, on a monthly, fortnightly or weekly basis, and should be outlined in the supervision agreement.

### *International Students*

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.

### *Scholarships*

Students on scholarship should refer to the terms of reference of their scholarship for information on whether they can travel off-campus. It is recommended that this is discussed with the Scholarships Office in the first instance.

### **Part B – Within New Zealand**

Students need to indicate one of the following situations is applicable to their off-campus situation:

- The student wishes to study off-campus within New Zealand - Temporarily
- The student wishes to study off-campus within New Zealand - Permanently

#### *Where a student wishes to study off-campus within New Zealand – Temporarily*

Students and supervisors are required to meet in person at least three times per year for the purposes of detailed supervision meetings. Further frequent contact should occur via skype, phone or email, on a monthly, fortnightly or weekly basis and should be outlined in the supervision agreement.

## Where a student wishes to study off-campus within New Zealand – Permanently

Students and supervisors are required to meet in person at least three times per year for the purposes of detailed supervision meetings. Further frequent contact should occur via skype, phone or email, on a monthly, fortnightly or weekly basis and should be outlined in the supervision agreement.

## Requirements

Six monthly progress reports to include specific updates on these meetings and how the student is progressing are required with specific comments from both the student and supervisor.

Doctoral students are normally required to be present in New Zealand for their PGR9 presentation and oral examination.

## Process

Applications for Off-Campus registration should be indicated on the PGR1 – *Postgraduate Research Proposal* form or PGR2 – *Admission to a Doctoral Programme* form, or the PGR6 Variation of Record form - and include a detailed document outlining the off-campus details

The reasons for the need to study at a location other than AUT needs to be detailed and include a copy of their supervision agreement, on how the study will progress and be supported. Where off-campus enrolment is approved for doctoral students these students will need to acknowledge that they are expected to be present on campus for their PGR9 presentations and the oral examination.

Six-monthly progress reports should include updates on supervision meetings and how the student is progressing, with specific comments from both the student and supervisor on how the research is progressing while off-campus.

## When visiting the AUT Campus

Schools need to ensure that adequate space and computing resources are available. Students unfamiliar with the Campus can request an orientation tour through the Graduate Research School. A meeting can be arranged with the Postgraduate Student Advisor to discuss Student Support Services.

## Outcome

Students gain approval to conduct their research, in part or in full, outside the wider Auckland area.

To establish sufficient supervision and support for students who require to conduct their study off campus for a duration longer than 3 months.

## Review

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