

# APPLICATION FOR PhD PROVISIONAL REGISTRATION (DRC2)

Your application for Provisional Registration will not be considered until the Admission process has been completed and you are living in New Zealand.

Please forward electronically to the Graduate Research School at [Doctoral.Applications@massey.ac.nz](mailto:Doctoral.Applications@massey.ac.nz)

**PLEASE NOTE: If all sections of the form are not completed it will be returned and enrolment delayed**

PART A: CANDIDATE DETAILS			
Student ID:		Preferred name:	
Given name(s):		Family name:	
Date of birth: (dd/mm/yyyy)		Citizenship: (as shown on passport)	
Do you have New Zealand or Australian Residency?		Do you currently live in New Zealand?	
What is your primary source of funding?			
If Scholarship or Other, please specify			
Is the thesis to be written in English or Te Reo?			
Will you be in paid employment at the University or otherwise?			
Your New Zealand postal address, including post code		Other contact details while studying at Massey	
		Email:	
		Mobile:	
		Telephone:	

PART B: REGISTRATION AND ENROLMENT DETAILS				
What is the title of your proposed PhD research project?				
What start date has been set with your supervisor?				
Which campus will you be based at?				
Will you be studying full-time or part-time? <i>Please note that international students are expected to be enrolled full-time</i>				
What is the paper number for your PhD as confirmed by your primary supervisor?				
Are you required to undertake any additional coursework concurrently with your PhD?				
If yes, specify below: (A <b>maximum</b> of 30 credits of enrolled coursework may be permitted in the Provisional Registration year)				
Paper Number	Semester	Campus	Credits	Enrolled/Audit

**PART C: SUPERVISION PANEL:** *The primary and one co-supervisor must be Massey staff and where the primary supervisor does not commit at least the same amount of time to the supervisory task as the co-supervisor(s), the primary supervisor must commit a minimum of 20% of the supervision. Any additional external co-supervisors on the panel should not have a combined supervisory load of more than 50%. A supervisor must have supervised a student to completion as a co-supervisor before taking on a primary role. All supervisors new to supervision at Massey must attend the one-day supervisor induction course.*

Title (eg. Prof, A/Prof, Dr)	Name	Department/organisation	Role (primary, co- supervisor)	Percentage of supervisory load	Email

#### PART D: SUPERVISION AND ACADEMIC PERFORMANCE STATEMENT: STATEMENT OF EXPECTATIONS

**It is really important that care is taken with the statement of expectations and that every point below is fully discussed to avoid later misunderstandings.**

The Doctoral Web Book outlines what to expect of doctoral study including time commitments, what to do if you need to make some changes to your candidature as well as rights and responsibilities which you and your supervisors must be familiar with. You and your supervisory panel should discuss and agree on what level of support can reasonably be expected from supervisors and at what point other support services are more appropriate. You should be aware of these other supports services; both academic (library consultation, academic writing, statistics etc.) and broader support such as Health, Wellbeing and Careers.

- You must discuss and agree with your supervisory panel not only on what is to be achieved in the provisional year but also on what can reasonably be expected of everyone to ensure a successful working relationship throughout the candidacy. This statement should regularly be revisited throughout the candidacy as priorities change.
- You should have ongoing discussions with your panel about progress and these should form the basis of the content of the progress report which should be completed on time by everyone. You should be aware of the consequences of poor progress; a performance review process leading to termination of candidacy in the case of little or no improvement.

If you need more space attach extra pages and send these **with** this application.

#### MANAGING EXPECTATIONS

If you are based on campus access to a dedicated study space, computer, printer etc; as well as funds where applicable, as per the [Resource Minima for Higher Research Degree Students](#) have been provided

The level of guidance that can or cannot reasonably be expected from a supervisor (e.g. editing, statistical analysis, experimental design etc.) have been discussed and agreed

#### UNDERSTANDING RESEARCH

The nature, standard and scope of research expected at doctorate level has been discussed

If you have been brought onto a specified project everyone understands what that project will entail

The various stages of the research process and approximate timeframes that will allow submission at 3 -3.5 years (full-time) have been discussed

Publications and authorship and a preliminary plan to achieve this have been discussed

Any research related matters that might cause delays e.g. travel to collect data, availability of participants or lab equipment etc. and how these might be mitigated have been discussed

#### RESPONSIBLE RESEARCH

Everyone has read and discussed the [Code of Responsible Research Conduct](#)

Everyone has discussed and understands the rights and responsibilities regarding Intellectual Property, commercially funded research, how data will be accessed, stored and shared, authorship, and copyright.

If ethics approval is required, the process for initiating this been outlined

Any health and safety risks associated with research activities have been considered and how these will be mitigated have been discussed.

**RESOLVING CONFLICT**

Everyone is aware of the appropriate channels within schools/units/departments, or failing this within the university; for dealing with issues should they arise. This may include complaints, appeals or poor performance ([Student Grievance Procedure](#), [Code of Responsible Research Conduct](#))

**COMMUNICATION AND FEEDBACK**

How communication will be managed has been agreed including clear expectations of meetings and protocols around how they will be conducted, who on the panel will be involved and what the procedure will be if cancelled.

The nature, frequency and turnaround time of feedback, who on the panel will provide this and how any unforeseen delays in providing feedback might be handled have been discussed and agreed.

*Please provide more detail: (e.g. monthly meetings will be held with all members of the panel, at each meeting the content of the following meeting will be agreed and any material to be discussed at a meeting will be submitted to supervisors at least 7 days prior etc.*

*Supervisors will endeavour to provide feedback within a 2-3 week time-frame, any delays will be managed by ...)*

**RESEARCHER DEVELOPMENT**

Opportunities to further your development as a researcher have been discussed and encouraged. This will include a plan for attending University workshops but also for actively engaging in academic activities within the research community

*Please provide more detail: (e.g. You will attend weekly departmental seminars and present twice a year at these; in first year will attend GRS Induction workshop, CTL workshops on writing a literature review, library workshop Searching for Science; will use Vitae to identify knowledge gaps etc.)*

**OTHER COMMENTS**

If you have responded no to any of the above questions or you have any other comments you would like to make please add these below

**PART E: BRIEF SUMMARY OF RESEARCH PLAN (250 Words Maximum)****PART F: CONFIRMATION OF REGISTRATION REQUIREMENTS**

The level of achievement expected for registration to be confirmed at the end of the provisional year has been discussed

*Please indicate specific academic requirements of first year (e.g. 6000 word literature review, clear statement of research objectives, conceptual framework, chapter framework, full research proposal etc.)*

**PART G: DECLARATIONS BY CANDIDATE, SUPERVISOR, HOD/PG CO-ORDINATOR****Signature of Candidate**

By signing this form I confirm that:

- the information given in this form is true and correct, and no information that would have a bearing on my enrolment has been withheld
- the Provisional Registration application will form part of a contract between myself and Massey University. The terms of that contract are set out in the document entitled "Student Contract" and can be viewed on the Massey University website.

**Signature of Main Supervisor**

By signing this form I confirm that:

- the candidate and myself in consultation with the supervisory panel have discussed the information provided and together we have agreed on an appropriate start date, the supervisory panel, any paper requirements, and the "supervision and academic performance statement"

**Signature of Head of Academic Unit**

By signing this form I confirm that:

- the candidate will be appropriately supervised for the duration of the candidacy and that in the case of any supervisory extended leave of absence the candidate will be provided with adequate alternative supervision
- the supervisors are of good national, or international, standing, and members have research expertise appropriate to the candidate's proposed topic area
- the scope of the study is such that is realistic to anticipate submission within 3-3.5 years (5-5.5 years for part-time applicants)
- the requisite facilities are available to the PhD project