



**CONFIRMATION OF REGISTRATION REPORT
FOR DOCTORAL CANDIDATES – DRC13**

Please forward the completed report to Doctoral.Office@massey.ac.nz for Doctoral Research Committee consideration.

CANDIDATE DETAILS

Given Name:		Surname:	
Student ID:		Programme:	
Academic Unit:		Campus:	
Date Started:		Study Mode:	
Thesis Topic:			
List Any Scholarships Receiving:			

SUPERVISOR SECTION

Main Supervisor Name:	
-----------------------	--

S1. The candidate has:

Diligently and effectively progressed the research project.	
Shown initiative consistent with the requirements of the research programme and doctoral level of study.	
Made satisfactory progress in meeting the goals set in the Statement of Expectations (including minimum B+ in coursework).	
Demonstrated the ability during Provisional Registration consistent with being able to complete in the time allowed.	

If you have selected 3-4 in any of the above, please provide details below:

S2. Please make some general comments about the candidate's progress in the provisional period.

--

CONFIRMATION COMMITTEE CHAIR SECTION

Please discuss the candidate's needs and requirements with the candidate and supervision team. Record a summary of the discussion in the comment box (use N/A for those that do not apply).

Please ensure that the candidate is advised that should he/she have any confidential concerns or questions regarding the confirmation event or any other matter in the candidacy, these can be submitted independently to the Manager, Graduate Research School at Doctoral.Office@massey.ac.nz.

Refer to Accompanying Notes at the end of this document for further explanation of the points below.

CANDIDACY NEEDS / REQUIREMENTS		COMMENTS
1	Nature and frequency of supervisory meetings.	
2	Weekly time commitments.	
3	Research plan and timelines.	
4	Understanding of what constitutes a good thesis.	
5	Massey support resources available.	
6	Unit support available.	
7	Contribution to research community.	
8	Requirements and responsibilities around good researcher conduct.	
9	Researcher development and career planning.	

CONFIRMATION COMMITTEE CHAIR'S REPORT

(The Committee typically consists of the head of academic unit (or nominee), the candidate's main supervisor, one or more of the candidate's co-supervisors, and, at least one preferably two panel members who are knowledgeable in the relevant field, have experience of supervising doctoral students and have not been directly involved in the project (this may or may not be a member of Massey staff).)

Date of Event:		Time of Event:	From:	To:
Panel Members:	NAME			

The candidate's research report has been received and approved. It meets both DRC and academic unit requirements.	Yes	No
The candidate has made a presentation on their proposed research at a postgraduate seminar or similar academic unit forum.	Yes	No
A Confirmation Committee meeting with the student was held and the candidate's progress has been reviewed and feedback given on the research proposal.	Yes	No
Supervisory arrangements and resource availability have been confirmed.	Yes	No
The candidate is aware of Doctoral Research Committee guidelines relating to his/her candidacy and has had the opportunity to raise any questions/concerns.	Yes	No

If you have answered no to any of the above, please provide details below OR if you have signalled yes but would like to qualify this.

CONFIRMATION COMMITTEE RECOMMENDATION

1	<p>Full Registration to be confirmed <i>A confirmation recommendation suggests that the candidate is capable of the demands of doctoral study and that this can be done within the expected time-frame (4 years full-time, 6 years part-time from the start date)</i></p> <p>For EdD candidates only: Please confirm the supervisory team below and that they have at least one supervisor of good national, or international standard and members have research records appropriate to the candidate's proposed topic area.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;"></th> <th style="width: 30%;">Name and Title</th> <th style="width: 15%;">Department</th> <th style="width: 10%;">% of workload</th> <th style="width: 25%;">Previously supervised doctoral candidates</th> </tr> </thead> <tbody> <tr> <td>Main Supervisor:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Co-supervisor:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Co-supervisor:</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Name and Title	Department	% of workload	Previously supervised doctoral candidates	Main Supervisor:					Co-supervisor:					Co-supervisor:					
	Name and Title	Department	% of workload	Previously supervised doctoral candidates																		
Main Supervisor:																						
Co-supervisor:																						
Co-supervisor:																						
2	<p>Provisional Registration to be extended (Maximum 6 months from the date the event was originally due). Doctoral regulations require candidates to be fully registered within 18 months (full-time) and 24 months (part-time) from their Provisional Registration date, with the exception of EdD candidates (30 months). <i>An extension suggests that further work is required to reach the level expected of a doctoral candidate. It is important that this is clearly documented and the reasons why this was not achieved in the year (or 18 months for part-time) normally expected. Please note that no further extensions will be allowed, the next event will be a pass or fail.</i></p> <p>Please explain why the committee is recommending an extension. Outline the expectations/goals to be achieved during this period (attach a separate page if needed). The candidate should be explicitly advised as to what changes are required. Please note: this form MUST be submitted to the Graduate Research School following the event NOT at the end of the extension.</p>																					
3	<p>Withdrawal from doctoral study <i>Withdrawal may be a more appropriate outcome for some candidates. A different discipline, type of course or complete change of direction may be more suitable options. These can be discussed with relevant parties across the university.</i></p>																					
4	<p>Candidature be terminated <i>Termination indicates the candidate is not capable of doctoral study and should not be recommended for enrolment in any other doctoral programme.</i></p>																					

CHAIR OF CONFIRMATION OF REGISTRATION COMMITTEE - COMMENTS

--	--

In signing below, the candidate and supervisor are confirming that they have read and understood the complete report.

CANDIDATE

Candidate Name:		Signature:	
Date:			

MAIN SUPERVISOR

Main Supervisor Name:		Signature:	
Date:			

CHAIR OF CONFIRMATION OF REGISTRATION COMMITTEE

(If you are the Head of Academic Unit/Nominee and the Chair of the Confirmation Committee, please just sign as Head of Academic Unit)

Chair Name:		Signature:	
Date:			

HEAD OF ACADEMIC UNIT – COMMENTS AND SIGNATURE

Important Note: A copy of this complete report must be provided to the candidate

Comments:	
-----------	--

Head of Unit Name & Signature:		Date:	
--------------------------------	--	-------	--

Accompanying Notes:

1. Please consider not only how long and often but also the mode (face to face, Skype etc.) and who will attend (primary supervisor only or panel). Consider what form the meetings will take; agenda, minutes, presentation of work etc, and where the information will be recorded.
2. It is important that there is a shared understanding of the time commitment expected (approximately 50 hours per week full-time and 25 hours part-time and 1 month holiday leave per year) and how any employment, paid or otherwise, might impact on this.
3. The supervisor and candidate need to have an agreed and realistic plan of work. Ideally this should have clear tasks and time frames that can be reviewed. The 6 monthly reporting round is one opportunity to do this. If the research involves overseas research periods this needs to be factored in the timelines and the candidate needs to be clear on the policy around [overseas research related travel](#).
4. Regardless of the type of thesis (traditional, by publication or exegesis and creative component) the candidate should have a clear idea of what the components are, their weighting and how they fit together. They should be aware of how to access other theses as a point of comparison.
5. Candidates should be aware of Massey wide support services and how to access these. These include:
 - [Centre for Teaching & Learning](#)
 - [Careers & Employment Service](#)
 - [Health & Counselling](#)
 - [The Library for Postgraduates](#)
 - [Information Technology Services Training](#)
 - [Scholarships & Awards](#)
 - [Graduate Research School](#)
6. Candidates should be aware of the [resource minima](#) they are entitled to at the college or unit level. This might include funding opportunities for conferences, lab equipment, access to work spaces, technical support, courses to attend, support for field work etc.
7. There is an expectation that as developing researchers, candidates will be active members of a research community. This might include attending and presenting at departmental seminars, conferences etc., disseminating their research in the wider community or belonging to professional bodies.
8. It is particularly important that the student and supervisors are familiar with policies around responsible research conduct and these are detailed in the [Doctoral WebBook](#). These include:
 - Ethics requirements
 - Intellectual property
 - Code of responsible research
 - Health & Safety matters
 - Commercialisation
 - [Academic Integrity](#)
9. Candidates should be aware of researcher training and development opportunities on offer at Massey and more widely and should be encouraged to think about career planning. This might include for example, taking up teaching opportunities that will enhance the candidate's curriculum vitae.