

# CONFIRMATION OF PhD PROVISIONAL REGISTRATION

**Purpose:** To ensure PhD candidates and supervisors are aware of the key policies and guidelines governing their research, to finalise the supervisory team, and to ensure that all approvals are obtained and any agreements drawn up relevant to the candidate's research.

**Action:** The Wellington Faculty of Graduate Research will give this form to newly enrolled PhD candidates.

The form must be completed within one month of the candidate's enrolment. When the candidate applies to move from provisional to full

registration, the form must be reviewed and submitted to the School Research Committee (or equivalent).

The original form will be kept on the student's file in the School. Schools must send a copy to the home faculty.

- + **Section A** to be completed by the **candidate**
- + **Section B** to be completed by the **primary supervisor**
- + **Section C** to be completed by the **head of school and associate dean (PGR)**
- + **Section D** to be completed by the **candidate and primary supervisor**

## SECTION A—TO BE COMPLETED BY THE CANDIDATE

### PERSONAL DETAILS

Student ID number:

Name:

School:

Course Code/Programme:

Date of enrolment:

Day Month Year

### SUPERVISION TEAM

Primary supervisor:

Secondary supervisor (or co-supervisor):

Administrative supervisor:

Working title of thesis:

Under each heading you will find links to various Victoria University of Wellington policies and guidelines.

1. Please read the documents. If there is something you do not understand, talk about it with your supervisors.
2. Complete the form and sign it once you are confident that you have understood your obligations.
3. Give the form to your primary supervisor to complete.

### ACADEMIC INTEGRITY

Authorship and Acknowledgement Guidelines:

[www.victoria.ac.nz/fgr/current-phd/thesis-guidelines#authorship](http://www.victoria.ac.nz/fgr/current-phd/thesis-guidelines#authorship)

Guide to Academic Integrity:

[www.victoria.ac.nz/fgr/current-phd/ethics#integrity](http://www.victoria.ac.nz/fgr/current-phd/ethics#integrity)

The University's position on plagiarism:

[www.victoria.ac.nz/students/study/exams/integrity-plagiarism](http://www.victoria.ac.nz/students/study/exams/integrity-plagiarism)

- I have read and understood the Authorship and Acknowledgement Guidelines.
- I have read and understood the prohibition on plagiarism and other forms of academic misconduct.

### ATTENDANCE AT THE UNIVERSITY

Attendance at the University and permission to work away:

[www.victoria.ac.nz/fgr/current-phd/attendance](http://www.victoria.ac.nz/fgr/current-phd/attendance)

- I understand that I am normally expected to be in attendance at the university during my PhD and that I must seek written approval to work away from the University.

### HUMAN AND/OR ANIMAL ETHICS

Human and animal ethics:

[www.victoria.ac.nz/fgr/current-phd/ethics](http://www.victoria.ac.nz/fgr/current-phd/ethics)

- I am aware that I need to seek ethics approval if my research involves human or animal subjects.

### INTELLECTUAL PROPERTY

Intellectual property and research with commercial potential:

[www.victoria.ac.nz/fgr/current-phd/ip](http://www.victoria.ac.nz/fgr/current-phd/ip)

- I have read and understood the University's guidelines on intellectual property.

If there is a possibility that your research will generate commercially valuable intellectual property, you may need to sign an IP agreement.

### RESOURCES

Minimum Resources Agreement:

[www.victoria.ac.nz/fgr/current-phd/publications/MRA.pdf](http://www.victoria.ac.nz/fgr/current-phd/publications/MRA.pdf)

At this stage, do you require research resources beyond those specified in the Minimum Resources Agreement?

- Yes  No

If yes, you must discuss your needs with your supervisor and draw up a document detailing the resources you will need. Attach the document to this form. Your Head of School must agree to provide the additional resources.

### RECOGNITION OF AUTHORSHIP

The University's Recognition of Authorship Policy, for those who may write for publication in collaboration with a co-author:

[www.victoria.ac.nz/documents/policy/research-policy/recognition-of-authorship-policy.pdf](http://www.victoria.ac.nz/documents/policy/research-policy/recognition-of-authorship-policy.pdf)

### MOVING FROM PROVISIONAL TO FULL REGISTRATION

Provisional to full registration:

[www.victoria.ac.nz/fgr/current-phd/provisional-to-full-registration](http://www.victoria.ac.nz/fgr/current-phd/provisional-to-full-registration)

- I am aware that in order to be fully registered for the PhD, I must write a full research proposal and meet any additional requirements set by the School.
- I understand that my registration may be terminated if I fail to meet the requirements within the allotted timeframe or if the School considers that my work is not of PhD standard.

## THESIS SUBMISSION

Submission deadlines:

[www.victoria.ac.nz/fgr/current-phd/submission](http://www.victoria.ac.nz/fgr/current-phd/submission)

I understand the time limits for the completion and submission of my thesis.

## WORD LIMIT

Thesis length: [www.victoria.ac.nz/fgr/current-phd/thesis-guidelines](http://www.victoria.ac.nz/fgr/current-phd/thesis-guidelines)

I am aware that my PhD thesis must be no longer than 100,000 words.

Candidate signature:

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year

# SECTION B—TO BE COMPLETED BY PRIMARY SUPERVISOR

To be completed once the candidate has completed and signed Section A.

## SUPERVISION ACROSS SCHOOLS

Is supervision split across more than one school?

Yes  No

If yes, please specify:

Supervisor	Name	School	% split
Primary			
Secondary			
Other			

## RELATIONSHIPS WITH EXTERNAL PARTIES

Relationships with external parties:

[www.victoria.ac.nz/fgr/staff-information/applications#collaborating-institutions](http://www.victoria.ac.nz/fgr/staff-information/applications#collaborating-institutions)

Does your student's PhD research involve the input of a collaborating institution?

Yes  No

If yes, name of collaborating institution:

Does the University have a formal agreement with that institution, outlining each party's rights and responsibilities?

Yes  No If yes: Please attach a copy of the agreement.

# SECTION C—APPROVAL OF CANDIDATURE AND RESOURCES

## HEAD OF SCHOOL

Name:

Signature:

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year

## WITHHOLDING ACCESS TO A THESIS

Public availability of theses and withholding access:

[www.victoria.ac.nz/documents/policy/research-policy/withholding-of-theses-procedure.pdf](http://www.victoria.ac.nz/documents/policy/research-policy/withholding-of-theses-procedure.pdf)

I understand that my thesis will be held in the University's Library and made available to the public in both hard copy and electronic form.

I understand that permission to withhold access to my thesis must be sought as early as possible, and will be granted only in exceptional circumstances. The maximum withholding period is two years.

## ATTENDANCE AT THE UNIVERSITY

Attendance at the University and permission to work away:

[www.victoria.ac.nz/fgr/current-phd/attendance](http://www.victoria.ac.nz/fgr/current-phd/attendance)

I am aware that my student is expected to be in attendance at the University during their PhD and must apply to conduct research away from the University.

## RESOURCES

Minimum Resources Agreement:

[www.victoria.ac.nz/fgr/current-phd/publications/MRA.pdf](http://www.victoria.ac.nz/fgr/current-phd/publications/MRA.pdf)

Are you satisfied that your student has the resources necessary to undertake their intended research?

Yes  No

Any resources required beyond those specified in the Minimum Resources Agreement must be documented after discussion with your student. The document must be attached to this form for approval by the head of school.

Supervisor's name:

Signature:

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year

# SECTION D—REVIEW AT MOVE FROM PROVISIONAL TO FULL REGISTRATION

The candidate and primary supervisor have reviewed this document and notified the head of school of any changes to Section B.

Candidates should submit this form to the School Research Committee along with a full research proposal.

Name of candidate:

Signature:

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year

Name of supervisor:

Signature:

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year

Home faculty office use only: in ResearchMaster please enter the supervision team under the supervision tab, and the date that the form was initially completed as a significant event