



Doctoral Research Committee

CONFIRMATION REPORT FOR PhD & DClInPsych CANDIDATES

Please complete this proforma (DRC 13/1). The DRC 13/2 is to be completed by your supervisor and DRC 13/3 is to be completed jointly with your supervisor and the Confirmation Committee.

When you receive this form please bring it to the attention of your supervisor and discuss the requirements for confirmation in your academic unit and work together towards confirmation. Your supervisor and your Head of Academic Unit have also both received this request. The DRC 13/1 should be returned to the Graduate Research School separately from the DRC 13/2 and DRC 13/3. If for any reason confirmation cannot be completed by the due date, please advise the doctoral secretariat (doctoral.office@massey.ac.nz or ext 7922/7738/2909).

Thank you!

Confirmation Due Date:

CONFIRMATION PROCEDURE

Refer to the Handbook for Doctoral Study for the confirmation process or view on the web at <http://students.massey.ac.nz/doctoralhandbook.htm>

Briefly, candidates are required to:

- (i) Prepare a Confirmation Report of between 3,000 – 10,000 words (Guidelines on page 3.)
- (ii) Make an oral presentation for 20-30 minutes followed by questions and discussion, in an Academic Unit postgraduate seminar or at a similar forum.
- (iii) Verbally defend the proposed research project with the Confirmation Committee. During the defence, the committee will assess the feasibility and resource requirements of the proposed project and offer suggestions towards its successful completion.
- (iv) Have met all requirements in your Statement of Expectations.

The Confirmation Committee will be nominated by the Head of Academic Unit.

CANDIDATE DETAILS

Candidate Name: ID:.....

Mailing Address: Email:

..... Telephone:

..... Mobile:.....

Thesis Topic:

..... Completion Date:

Full-time Candidate: Part-time candidate:

Are you currently receiving a scholarship? **Yes** **No**

Name of scholarship(s): _____

5. Do you anticipate any difficulties completing in the allowed time? **Yes** **No**
 If Yes, what factors (including employment or other commitments) are likely to delay completion?

6. Is your research project supported by a grant, scholarship, or contract with an outside party (e.g. where a research agency, company or government department is funding the project)? **Yes** **No**
(If in doubt please consult your supervisor.)

If yes, have you signed any formal agreement? **Yes** **No**

If yes, has this been returned to the Commercialisation Office? **Yes** **No**

7. If you are located at an ‘approved external institution’ e.g. a CRI, Fonterra, have you signed that institution’s agreement covering Intellectual Property? *(If in doubt please contact your supervisor).* **N/A** **Yes** **No**

For further information and advice please see the Commercialisation Office help page on the web at <http://www.research.massey.ac.nz/commercialisation/index.htm>

WRITTEN REPORT ON RESEARCH PROGRAMME

1. **Please submit a written report (3,000 to 10,000 words) to your supervisor on your research progress.** The content and structure will vary across disciplines but should include:
- (a) A concise statement of the research question(s) **(attach copy to this form)**
 - (b) The rationale and importance of the study
 - (c) A critical summary and analysis of relevant literature
 - (d) An explanation of the conceptual framework to be used and/or a summary of experimental methods and equipment requirements appropriate to the research topic
 - (e) A budget summary detailing resources
 - (f) A summary of progress to date including preliminary data and resources developed
 - (g) A proposed schedule and timeline for the phases of the study, including a date for submission, which should be on or before the date determined by GRS **(attach copy to this form)**
 - (h) A brief bibliography
 - (i) A list of publications produced and/or presentation(s) made during Provisional Registration.
2. **Please attach to this form only the following sections of your written report: (a) the concise statement of the research question(s), and (g) the proposed schedule and timeline for the phases of the study, including a date for submission. Do not submit the whole written report to the GRS.**

Once you have completed this form, please return to the GRS (PN 713) with attachments, within one month of receipt.

Candidate Signature: **Date:**



Doctoral Research Committee

CONFIRMATION REPORT FOR PhD & DClinPsych CANDIDATES

Candidate Name: Academic Unit:

Confirmation Due Date:

SUPERVISOR'S COMMENTS

(To be completed by the co-supervisor, if the supervisor is away)

Please complete this proforma (DRC 13/2). The DRC 13/1 is to be completed by candidate and DRC 13/3 is to be completed jointly by you with the candidate and the Confirmation Committee.

When you receive this proforma please bring it to the attention of the candidate and discuss the requirements for confirmation in your academic unit and work together towards confirmation. The candidate and your Head of Academic Unit have also both received this request. This form should be returned to the Graduate Research School separately from the DRC 13/1 and DRC 13/3. If for any reason confirmation cannot be completed by the due date, please advise the doctoral secretariat (doctoral.office@massey.ac.nz or ext 7922/7738/2909).

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Thank you!

1. Is the academic unit able to continue to provide all necessary facilities for the candidate's research? **Yes** **No**

2. Do you foresee any obstacles to continued quality supervision? **Yes** **No**

If Yes, please elaborate: _____

3. Are you satisfied with the frequency of consultation with the student? **Yes** **No**

If No, please elaborate: _____

4. Are there any difficulties affecting the progress of the candidate's work?

Yes **No**

Please elaborate: _____

5. Do you anticipate any difficulties preventing the candidate completing in the allowed time?
Yes **No**

If Yes, what factors (including employment or other commitments) are likely to delay completion?

6. Has the candidate:	Strongly Disagree				Strongly Agree
(a) Diligently and effectively progressed the research project	1	2	3	4	5
(b) Shown initiative consistent with the requirements of the research programme and doctoral level of study	1	2	3	4	5
(c) Made satisfactory progress in meeting the goals set in the Statement of Expectations	1	2	3	4	5
(d) Demonstrated the ability during Provisional Registration consistent with being able to complete the course in the time allowed?	1	2	3	4	5

It is the responsibility of the supervisor to keep the candidate regularly informed of their assessment of progress. If you have circled 1-3 in any of the above, please elaborate:

7. Have any of the following problems affected progress during the provisional period? (Please tick)

- | | |
|--|--|
| <input type="checkbox"/> Academic background | <input type="checkbox"/> English |
| <input type="checkbox"/> Settling in | <input type="checkbox"/> Access to books/equipment |
| <input type="checkbox"/> Experimentation | <input type="checkbox"/> Understanding work expected |
| <input type="checkbox"/> Communication with people | <input type="checkbox"/> Health/personal |
| <input type="checkbox"/> Financial | <input type="checkbox"/> Interruption to supervision |

Please indicate what steps you have taken or will take to help overcome these problems:

Once you have completed this form, please return to the GRS (PN 713), within one month of receipt.

Supervisor Signature: **Date:**

Supervisor Name:

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Massey University

Doctoral Research Committee

CONFIRMATION REPORT FOR PhD & DClInPsych CANDIDATES

You are requested to arrange the confirmation event for the candidate below. It is the responsibility of the confirmation committee convenor to ensure that this proforma (DRC 13/3) is complete. The DRC 13/1 has been forwarded to the candidate to complete and DRC 13/2 has been forwarded to the candidate's supervisor to complete.

When you receive this proforma please bring it to the attention of the candidate and their supervisor and discuss the requirements for confirmation in your academic unit and work together towards confirmation. This form should be returned to the Graduate Research School separately from proformas DRC 13/1 and DRC 13/2. If for any reason confirmation cannot be completed by the due date, please advise the doctoral secretariat (doctoral.office@massey.ac.nz or ext 7922/7738/2909).

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Thank you!

Candidate Name: **Academic Unit:**

Confirmation Due Date:

CONFIRMATION REPORT CHECKLIST

To be completed by the candidate and the supervisor (or co-supervisor if the supervisor is away) following the confirmation event.

We have discussed the following issues (candidates and supervisors should each retain a copy of this checklist for future reference at follow up meetings). If options **3** or **4** from below are recommended, this section should not be completed.

Items	Are you satisfied with how these topics have been covered? (Y/N)	Are there any issues you consider are outstanding? Please comment.
Supervisory Meetings: Time/frequency		
Weekly time commitments expected: Annual leave arrangements (4 weeks/year)		
Thesis outline/research plan/ timelines		
What is needed to complete an adequate thesis		
Facilities/resources available, e.g. for field trips, lab work, library, conferences, scholarships		

Requirements for successful, timely completion e.g.: library skills; computer skills; writing; presentation; statistical analysis; english language skills		
Presentation of work in formal academic unit meetings or external forums, e.g. seminars; conferences		
Intellectual property issues		
Authorship of manuscripts including work in preparation or submitted for publication		
Ethical issues, including: code of conduct for research: human/animal ethics/genetic technology clearances obtained		
Occupational health & safety		
Career planning including short courses		
Involvement in academic unit activities, e.g. student groups, seminars, committees		

CONFIRMATION COMMITTEE REPORT AND RECOMMENDATION

To be completed by the Convenor of the Confirmation Committee

1. The written report on the research program has been received and approved. It meets both DRC and academic unit requirements. **Yes** **No**
2. The candidate has made a presentation on their proposed research at a postgraduate seminar or similar academic unit forum. **Yes** **No**
3. The candidate has met the requirements in the Statement of Expectations. **Yes** **No**
4. A Confirmation Committee meeting with the student was held and the candidate's progress has been reviewed and feedback given on the research proposal, supervisory arrangements and resource availability confirmed. **Yes** **No**

If you have ticked No to any of the above please elaborate as Confirmation of Registration cannot proceed

Recommendation:

1. **Registration to be confirmed**
2. **Registration deferred for 6 months**

Please outline reasons for deferral: _____

3. Candidate be recommended to transfer to a Masters degree

Supervisor to discuss with College Graduate Studies Office or equivalent.

Withdraw candidate from PhD candidature effective _____

4. Candidature be terminated

Please explain if recommendation 3 or 4 has been made. Attach additional information if necessary.

SIGNATURES

Please send a copy of this confirmation report to all supervisors, prior to forwarding completed proforma to the Graduate Research School.

CONFIRMATION COMMITTEE	SIGNATURES	DATE
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(Please print names in full)

1. _____	1. _____	_____
2. _____	2. _____	_____
3. _____	3. _____	_____
4. _____	4. _____	_____
5. _____	5. _____	_____
6. _____	6. _____	_____

Endorsement of Confirmation Committee Recommendation

**HEAD OF ACADEMIC
UNIT SIGNATURE** _____

DATE _____

I confirm that I have complied with the University's Code of Conduct for Research (see Handbook for Doctoral Study: <http://students.massey.ac.nz/doctoralhandbook.htm>). I give my approval for the release of information about my progress to my sponsor (if applicable).

Do not sign this proforma until after your confirmation committee meeting.

CANDIDATE SIGNATURE _____ **DATE** _____

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Acknowledgement: This Confirmation Report form is based upon that used for Doctoral Candidates at the University of Melbourne, Australia.