

## **Procedure for transfer of PhD students from “provisional” to “full” registration status**

The new process for transfer of PhD students from “provisional” status to “full” registration is as follows:

1. The candidate completes DRC 13/1 in consultation with supervisor. Items (a) and (g) identified on DRC 13/1 must be attached. Completed DRC 13/1 and attachments are sent by the candidate/supervisor to Graduate Research School. The candidate’s written report should be ready for examination at this stage. The report should comply with the guidelines given in DRC 13/1.
2. Principal research supervisor or co-supervisor completes DRC 13/2 and sends to Graduate Research School.
3. The HOI/delegate is asked by DRC to arrange for confirmation of the candidate.
4. The supervisor recommends to HOI/delegate names of 3-6 members of Confirmation Committee. This Committee should include the supervisor, co-supervisors, one or two independent experts with knowledge of the candidate’s area of research and the HOI/representative. The HOI/representative indicates to supervisor if the Committee is acceptable.
5. Supervisor arranges for a 1-hour confirmatory examination of the candidate by the Confirmation Committee. Candidate’s written report and “Statement of Expectations” must be provided to the Committee members by the supervisor at least two weeks prior to the examination. For the examination, the candidate makes a 30-minute public presentation to the Committee. A public question period of 10 minute follows. The session is then closed to the public. The Committee further examines the candidate on the proposed research. The Committee completes DRC 13/3. This form is then signed by the entire Committee and endorsed by the HOI/representative. The candidate signs the form. The completed form is sent by the HOI/representative to Graduate Research School.

The relevant forms (DRC 13/1–3) are available at the following website:

<http://grs.massey.ac.nz/Proformas.htm>.

The above process applies to students that commenced January, 2006, and later. The same process is recommended for students that enrolled prior to January, 2006.

Yusuf Chisti

February, 2007