

**MASSEY  
UNIVERSITY**

**College of Business**

---

**POSTGRADUATE  
HANDBOOK**

**for research students  
and supervisors**

**2012**

---

## Foreword

This handbook outlines the College of Business framework within which research students, supervisors, and examiners are required to operate.

The information provided is aimed at improving the quality of the research experience and the outcomes.

Best wishes for successful research.

Glyn Jeffrey  
Director of Postgraduate Studies

### **Graduate Studies Committee** (as at February 2012):

Chairman	Glyn Jeffrey
Director of Teaching and Learning	Shirley Carr
Elected academic members (4)	Dr Janet Sayers
	Dr David Tweed
	Dr Nuttawat Visaltanachoti
	Dr Jeff Wongchoti
Library representative	Alison Wallbutton
College administration representative	Anne Weir
Student postgraduate representative	Appointment Pending
Committee secretary	Joyce Lim



# Contents

---

<b>General Information .....</b>	<b>1</b>
College Contacts and Further Information .....	3
Library Information .....	4
Centre for Teaching and Learning .....	6
<b>College Guidelines, Policies and Procedures .....</b>	<b>9</b>
General Regulations for Postgraduate Programmes .....	11
College Guidelines for Sub-Doctoral Research .....	13
Guidelines for scope and mastery of research .....	13
Guidelines for supervision .....	14
Examination of theses .....	15
Examination of research reports .....	17
Examination of theses – Sequence of events .....	19
Grading guidelines .....	20
Policy and Procedures for Examination Adjudication .....	21
College Deadlines for Submission of Theses and Research Reports .....	22
Time Limits for Completion of Programmes .....	24
Extensions, Suspensions and Other Administrative Procedures .....	27
Class of Honours/Grade Point Average (GPA) .....	30
Aegrotat Grades .....	30
Fail grades .....	30
Credit from other tertiary institutions .....	30
Credits above minimum requirements .....	31
Grade point average calculation .....	32
<b>University Guidelines and Procedures .....</b>	<b>33</b>
University Grievance Procedures for Students .....	35
Plagiarism and Dishonesty .....	41
<b>Appendices .....</b>	<b>43</b>
A. Request for Extension for Thesis/Research Report .....	45
B. Request for Suspension of Study .....	47
C. Final Report on Research Report .....	49
D. Research Report Results – Recommendation of Final Grades .....	51
E. Nomination of External Examiner for Thesis .....	53
F. Thesis: Guidelines for Examiners' Reports .....	57
G. Digital Thesis Declaration .....	59
H. Embargoing of Theses .....	61
I. Application for Embargo .....	63
J. Request for Examiners' Reports and Re-marking .....	65
K. Carry Forward of Postgraduate Registration information and application .....	67



# **GENERAL INFORMATION**



# College Contacts

---

As at February 2012

Website: <http://business.massey.ac.nz>

Phone: 0800 MASSEY (0800 627 739)

Glyn Jeffrey  
Director of Postgraduate Studies  
College of Business  
Massey University  
Private Bag 102 904  
North Shore Mail Centre  
Auckland  
Phone: 09 414 0800  
Email: [studybiz@massey.ac.nz](mailto:studybiz@massey.ac.nz)

Alison Gustafson  
Postgraduate Administrator  
Student Management (Business)  
Massey University  
Private Bag 11 222  
Palmerston North 4442  
Phone: 06 356 9099  
Email: [studybiz@massey.ac.nz](mailto:studybiz@massey.ac.nz)

## Further Information:

- Massey website <http://www.massey.ac.nz/massey/research>
- Postgraduate Qualifications in Business – Enrolment
- Massey University Calendar
- Massey University Library – Guide to the Presentation of Theses
- The School in which you are studying may also have a postgraduate handbook specific to your programme/paper and you should contact your School Administrator for further information.



# Library Information

---

As a business student, possibly *the* major resource for you in your studies will be the services and collections of the Library.

Massey University has extensive collections of print and electronic material – books, journals, journal article databases, CDs, videos/DVDs, theses. They are all listed in the Library's catalogue, accessed through the Library's home page at <http://library.massey.ac.nz/>

## Library access

If you are enrolled for a thesis or research project and you live near a campus, you are expected to visit that campus library for access to books, journals, photocopying and other library services. If, however, you live a significant distance from a campus, you may be eligible to receive distance library services. If you think you are eligible please contact the Distance Library Service – by phone: 0800 MASSEY (0800 627739) (and ask for the Library), by e-mail: [Library@massey.ac.nz](mailto:Library@massey.ac.nz) or check the Library web site "Library for Distance Learning" page.

## Books

The book collections are extensive as the Library is funded to keep abreast of the publishing output in all subjects taught and researched at Massey. You are able to use material from any of Massey's campus libraries. As a postgraduate student you may borrow up to 75 books at a time. The loan period is six-eight weeks. Books may also be borrowed free of charge via *Bonus+*, a reciprocal lending arrangement with a number of Australian universities.

## Journals

The Library also holds extensive journal collections. Where possible, these journals are available online. We also subscribe to a number of business journal article databases to enable you to find journal articles on your topic. If you use the Subject Guides available from the Library's home page you will be able to identify and link to these databases and to other resources appropriate to your subject.

## Research consultations

As a graduate student you will be needing to find a wide range of scholarly material on your subject. You may want to take advantage of our Research Consultation Service. One of our Liaison Librarians can give you a one-hour session (either in person, virtually using Connect meeting software and your broadband connection, via email, or by phone) providing advice on identifying and using relevant information sources. We also provide training and support in the use of EndNote (referencing software). Ask at any Massey University campus library or go to the Contacts page on the Library web site. We urge you to make use of this free service.

## InterLibrary Loan

Any material not held by Massey University Libraries can be acquired for you. The cost of this service is \$5 per article or book.

## Liaison Librarians

We are your Liaison Librarians. A major part of our job is to order books and to teach postgraduate students how to use our resources – particularly our electronic resources. Make use of us! Best wishes for your study and we hope to hear from you or see you in the Library.

**Auckland Campus**

Fiona Diesch (09) 414 0800 ext 41077

F.Diesch@massey.ac.nz

**Palmerston North (Turitea) Campus**

Alison Wallbutton (06) 350 5799 ext 7344

A.L.Wallbutton@massey.ac.nz

Katherine Chisholm (06) 350 5799 ext 7344

K.Chisholm@massey.ac.nz

**Wellington Campus**

Elizabeth Smith (04) 801 5799 ext 6712

E.J.Smith@massey.ac.nz

# Centre for Teaching and Learning

## Academic Support for Postgraduate Students

---

Academic support is available to help postgraduate students – including those already earning good grades - to reach their full learning potential. Whatever mode of study you are enrolled under, learning and writing advisers/consultants can help you with:

- planning essays, reports, and theses
- assignment structure and format
- using and referencing sources
- academic writing style
- proofreading techniques
- study skills
- time management
- reading and note-taking
- exam preparation and strategy

Written pieces are not proofread by the Advisers/Consultants, nor do they teach the subject matter of particular courses. Their focus is in promoting learning and writing skills so that students can become independent learners. Services as follows are free of charge.

- **Individual appointments**

For help getting started on an assignment or improving a draft, or for advice on learning skills, make an appointment with a consultant, preferably a few days in advance.

- **Workshops**

Various workshops are offered within all the campuses held over Semester 1 and 2. Workshops can range from 'Writing a Literature Review' to 'Some advice on working with statistics in research'.

- **Writing and study skills books and handouts**

A large collection of handouts on topics ranging from the correct use of apostrophes to managing your time is available. View these online at <http://owll.massey.ac.nz> or request a hard copy of the *Academic Writing: A Guide to Tertiary Level Writing* the Manawatu campus in Palmerston North. It is available to download for free or you can request a hardcopy for \$5.00.

- **OWLL (Online Writing Learning Link )**

The Online Writing Learning Link is a centralised website for academic writing and study resources. It allows students to access an extensive range of resources on study skills, assignment writing, maths and statistics, exam skills, FAQs and basic Word formatting. Some of the postgraduate seminar notes are usually available online <http://owll.massey.ac.nz>

- **Pacific Island students**

There is a specialist advisor/consultant available to promote the academic achievement of New Zealand students of Pacific Island descent.

- **Distance Postgraduate students**

If you live in or near Palmerston North, Auckland or Wellington or if you are a student studying at a distance who plans to visit any of the Massey campuses, you can make an appointment to discuss either study skills or a particular assignment with a Consultant/Learning Adviser.

**Assignment Online Pre Reading Service**

This is a service run by the Centre for Teaching and Learning – Manawatu campus for extramural students whose primary mode of study is at a distance enabling them to send up to 2 assignments per semester to Writing Consultants for review and advice, before submitting the assignment for marking to their lecturer. The turnaround time is 3 to 5 working days. To find out more about the service visit: <http://owll.massey.ac.nz/pre-reading.html>

- **Academic Support Request Form**

A web-based ‘Academic Support Request form’ is also located within the Online Writing and Learning Link site. Extramural students can submit requests for help on any area related to their academic work, including different types of assignments, and referencing. Consultants will respond to these requests the same day during business hours, or the following business day. Go to [http://owll.massey.ac.nz/academic\\_support.html](http://owll.massey.ac.nz/academic_support.html)

- A doctoral community site is available to all PhD students. This provides support discussion forums as well as a calendar of events, a number of workshops, and news updates of relevant information including scholarships and conferences.

**Manawatu Campus - Palmerston North**

Centre for Teaching and Learning  
Level 2 Registry Building  
Phone: +64 6 350 2251  
Email [SLC-PN@massey.ac.nz](mailto:SLC-PN@massey.ac.nz)  
Fax +64 6 350 5760

**Wellington Campus - Wellington**

Centre for Teaching and Learning  
Study Centre 1.18  
Phone: +64 9 414 0800 extn 9143  
Email [SLC-alb@massey.ac.nz](mailto:SLC-alb@massey.ac.nz)

**Albany Campus - Auckland**

Centre for Teaching and Learning

Block 5, Level A

Phone: +64 4 801 5799 extn 6131

Email [SLC-wnlearn@massey.ac.nz](mailto:SLC-wnlearn@massey.ac.nz)

Website: <http://learning.massey.ac.nz>

**COLLEGE GUIDELINES,  
POLICIES  
AND  
PROCEDURES**



# **General Regulations for Postgraduate Degrees, Diplomas and Certificates**

These General Regulations are to be read in conjunction with all other Statutes and Regulations of the University and regulations specific to all Postgraduate Degrees, Diplomas and Certificates.

## *Admission*

1. Admission to a postgraduate certificate, postgraduate diploma, 120-credit bachelor (honours) or a master's degree requires that the student will:
  - (a) have made formal application for admission to postgraduate study for the specified programme; and
  - (b)
    - (i) have qualified for the award of a relevant bachelor's degree with a grade point average that demonstrates an adequate level of preparation for the advanced programme; or
    - (ii) have an approved academic qualification of similar standing to the relevant bachelor's degree; or
    - (iii) have been granted admission with equivalent status as entitled to proceed to the specified degree, diploma or certificate,and, where appropriate to a specific qualification:
  - (c)
    - (i) provide evidence of practical/professional experience of an acceptable standard in an area(s) relevant to the qualification; or
    - (ii) on the request of the Academic Board, delegated to PVCs, carry out such work and satisfy such assessments as the Board may determine to be necessary for admission.

## *Academic Requirements*

2. (a) A postgraduate qualification will consist of a number of credits accumulated from taught papers and/or research papers, as specified in Part II for the qualification.
  - (b) For the award of the degree, diploma or certificate a pass is required in each paper in the qualification. Normally, a student may re-enrol and be re-examined only once in a failed paper.
  - (c) Restricted passes are not normally permitted at postgraduate level.

## *Student Progression*

3. Students should normally have completed their 700-level paper requirements prior to enrolling in the thesis paper.

## *Research Reports and Theses*

4. (a) A research report will consist of a minimum of 30 credits; a thesis will consist of a minimum of 90 credits.
  - (b) The research component of postgraduate programmes will be 0, 30, 45, 60, 90 or 120 credits with the proviso that the bachelor (honours) degree should normally have a minimum research component of 30 credits and those masters degrees that require a research component should normally have a minimum of 45 credits of research.
  - (c) Postgraduate diplomas and certificates may have a research component of zero credits and consist entirely of taught papers.

## *Honours/Distinction*

5. (a) Bachelor (Honours) will be awarded as First Class Honours, Second Class Honours Division I, Second Class Honours Division II or Third Class Honours. Bachelor (honours) degrees



must be completed within one year of first enrolling in full-time study or within three years of first enrolling in part-time study.

- (b) Postgraduate diplomas and 120-credit masterate degrees will carry the award of Distinction if completed at a superior standard (equivalent to First Class Honours) within one year of first enrolling in full-time study or within three years of first enrolling in part-time study.
- (c) 240-credit masters degrees will be awarded with First Class Honours, Second Class Honours Division I, Second Class Honours Division II or a pass. To qualify for the award of honours, 240-credit masterate degrees must be completed within two years of first enrolling for full-time study or within five years of first enrolling for part-time study.
- (d) These periods may, in special circumstances, be amended/extended by the Academic Board. The Academic Board may also in special circumstances permit students to suspend their course of studies for an approved period.

#### *Time Limits*

- 6. Unless otherwise specified for the degree there will be time limits for completion as follows:
  - (a) 120-credit Masterates must be completed within a maximum of four years.
  - (b) 240-credit Masterates must be completed within a maximum of six years.
  - (c) Bachelor (Honours) must be completed within one year of first enrolling for full-time study or within three years of first enrolling for part-time study.
  - (d) Where credit has been transferred in accordance with Recognition of Prior Learning Regulation 2(c), the above time limits may be adjusted when calculating maximum time limits for completion.

#### *Specialisations*

- 7. Qualifications for which subject areas are listed may have these specified as specialisations at the time of course approval by the Academic Board. The degree, diploma, or certificate completed by the student will state the specialisation.

#### *Variations*

- 8. The Academic Board may, in such cases as it thinks fit, approve a personal programme of study which does not conform with the Regulations for that degree, diploma or certificate while still conforming to the academic standards of the qualification.

#### *Transitional Provisions*

- 9. The University reserves the right to introduce such changes as it may judge to be necessary or desirable, including the addition, restructuring or withdrawal of qualifications, regulations and/or papers. Reasonable provisions will be made to enable students to complete any qualification which is discontinued or has its structure substantially altered, but such provision will not extend indefinitely.

# College Guidelines for Sub-Doctoral Research

---

*A Thesis is a research paper of 90 or 120 credits*

*A Research Report is a research paper of 30 or 60 credits*

## 1. Guidelines for Scope and Mastery of Research

It is not expected that sub-doctoral research studies will produce original knowledge, though some masterate theses will generate new knowledge. It is expected that mastery of the research process is demonstrated which includes: ethical and other issues, relating the empirical data to existing knowledge, reviewing relevant literature, and that the written report or thesis is written in clear, grammatically correct language and presented professionally. It is useful, particularly to both students and supervisors to have some guidelines of what is expected with respect to length, time, knowledge and mastery. The following classification may assist in this respect:

### Research Reports

- 30 credits: 7000 to 9000 words and equivalent to one quarter of full time study. The research process is mastered, including delineation of a research question or hypothesis and provision of a thorough and analytical review of literature in the content area.
- 60 credits: equivalent to one half of full time study. Mastery is as for 30 credits above, and existing knowledge is confirmed or tested, and empirical data related to theory competently.

### Theses

- 90 credits: equivalent to three quarters of full time study. Mastery is as for 60 credits above, and knowledge is advanced through the testing of knowledge or through its application in new settings.
- 120 credits: 27,000 to 32,000 words and equivalent to full time study (1,500 to 1,600 hours). Mastery is as for 90 credits above, and a high level of competence in handling theory demonstrated.

It is accepted that at best, the above classification can only provide a range on which to anchor each type of report, because much will depend on the subject area selected and research methodology used in each instance.

It should also be noted that a relationship between point values and workload is already set out. The *Massey University Calendar, General Information* states that 1.2 credits of a double semester paper equates to approximately 0.5 hours work per week, or one hour per week if the paper is taught within a single semester. Consequently for a research paper value of 30 credits, the student would be expected to spend 12.5 hours per week on that same paper if it was undertaken across two semesters, or 25 hours per week if taught within a single semester.

**The Literature Review** is a critical evaluation and summary of knowledge claims in the discipline under study. This compulsory component of every research report and thesis must

amount to at least 30% of the Research Report / Thesis i.e. 10 credits for a 30 credit Research Report, 20 credits for a 60 credit Research Report, 30 credits for a 90 credit Thesis or 40 credits for a 120 credit Thesis.

**The Thesis** should contain the results of a piece of independent research which might be expected of a diligent and competent student. The thesis should demonstrate that the candidate has the ability to carry out research and/or the ability to carry out constructive criticism and to report the results of such work clearly, accurately, and succinctly. It is not a requirement that the results should necessarily represent a substantial contribution to knowledge in the field.

**The Research Report** has two objectives.

- There will be a demonstration of an improvement in the student's research skills. That is, by the conclusion of the report the student will have demonstrated the successful use of analysis and synthesis at an advanced level, and
- There will be an increase in the student's own learning within the subject area and this is demonstrated in the report.

The Research Report, then, is differentiated from a thesis not only by its size and credits value, but also by its objectives. The Research Report is not required to be an original contribution to the literature on the subject area.

## **2. Guidelines for Supervision of Theses and Research Reports**

The student's first responsibility is to define a research topic and arrange for supervision by discussion with appropriate staff members. To aid in this process there are available from School secretaries lists of completed research projects and of staff members' research interests.

Schools assign to all research report students at least one supervisor from among academic staff experienced in research supervision.

Schools assign to thesis students, and where possible 60 credit research report students, two supervisors, one of whom will be the chief supervisor.

Schools provide opportunity for junior or otherwise inexperienced staff to gain experience in supervising research e.g. by co-supervising with an experienced colleague and/or attendance at appropriate courses run by the Professional Development and Continuing Education Short Course Unit.

Schools ensure that both supervisors and students are clear about their responsibilities.

Schools are responsible for arranging for students to present at seminars. Where appropriate, students should be provided with an opportunity to present papers at conferences of professional bodies.

Schools should encourage students to publish and disseminate the results of their research. This is in line with the College's strategic intention of fostering excellence and relevance of research as the foundation of a reputation as a quality business school.

The chief supervisor has overall and continuing responsibility and is usually an expert in the general field of study. Second supervisors usually provide specialist advice on parts of the study and tend to be called on when needed. It is not necessary for all members of this supervisory group to be drawn from the same Department; only for them to possess appropriate knowledge and skills to provide the required supervision.

The chief supervisor must be available on a regular basis to liaise with the student. Obviously, for internal students this will mean regular meetings in a mutually convenient venue. For extramural students this will mean regular contact through email and telephone, as well as occasional meetings where possible, and campus courses.

### **3. Presentation of Theses**

*Guidelines to Presentation of Theses* can be found on the Massey website at:

Home > Research > Library > Help and Instruction > Theses > Thesis Presentation Guide

### **4. Examination**

#### **4.1 Examination of Theses**

Three bound, paper copies of the thesis and one CD copy of the thesis are submitted to the Postgraduate Administrator at Palmerston North (see d.below for details).

The examination of theses is administered by the Graduate Studies Committee (GSC) on a College-wide basis. The Postgraduate Administrator acts on its behalf in day-to-day matters, and is the first point of contact for any general enquiries.

Masterate theses are examined by an independent internal examiner and an external examiner, though GSC reserves the right to appoint additional examiners. The external examiner of a thesis is external to the University, normally within New Zealand, and appointed by the College on the recommendation of the School. Supervisors make recommendations to GSC about possible external examiners after consultation with their HOS. The appointment of independent examiners helps to preserve the integrity of the whole assessment system.

The sequence of events is as follows:

- a. The supervisor makes a recommendation to GSC about a possible external examiner after consultation with their HOS/AHOS, and after approaching the examiner to ensure he/she is available, submits the nomination form to the HOS/AHOS.
- b. GSC approves or declines the nomination of the external examiner. If the nominee is declined, GSC will advise the HOS.
- c. The appointment of an independent internal examiner is the responsibility of the HOS and is managed within Schools.
- d. The student submits three hard-bound copies of the thesis and one copy on CD to the Postgraduate Administrator of the College of Business. In some instances a School

may make arrangements with the student for additional copies to be produced. From this point on the thesis becomes an examination script and is therefore subject to all relevant regulations. None of these copies is returned to the student.

- e. The Postgraduate Administrator arranges for copies of the thesis to be sent to the examiners.
- f. The thesis is examined by all examiners. Discussion between the supervisor and examiners is acceptable but only in relation to process, not content. Each examiner provides an independent report and recommended grade to the Postgraduate Administrator for forwarding to GSC.
- g. GSC determines the final grade and conveys the result to Examinations Section of NSATS.
- h. The examiners return their copies of the thesis directly to the Postgraduate Administrator. After the examination has been completed and GSC has awarded a grade, one hard-bound copy and one CD copy are sent to the Graduate Research School for depositing in the Library. Two hard-bound copies are returned to the School for their reference library.

### ***Guidelines for Examination of Theses***

The following criteria are used for assessing different aspects of thesis work:

#### **➤ *Problem Identification***

- Isolation of problem areas and development of a research problem (i.e. definition of study area, statement of objectives, boundaries to study, hypothesis etc.)

#### **➤ *Understanding of Literature (30% of the thesis)***

- Distinction between (a) conceptual/theoretical and (b) empirical developments in the literature.
- Identification of strengths/weaknesses of previous research
- Review of current state of knowledge
- Links with the methodology for study
- Evidence that the literature search is comprehensive
- Links with parent discipline e.g. economics, psychology e.g. organisational behaviour, finance, management science etc.

#### **➤ *Methodology***

- Clear statement of methodology used and why
- Development follows a logical/systematic/scientific sequence
- Builds/draws on what has been done before i.e. links with literature review - use of theoretical and empirical studies to set up hypothesis
- Understands strengths and weaknesses of methodology used

#### **➤ *Results/Conclusions/Implications***

- Meeting of objectives, solving of the problem, testing of hypotheses
- Clear conclusions, implications
- Ideas for further research

➤ ***Importance of the Contribution of Study to Discipline***

- What is new? How does this study add to the "body of knowledge"? etc.

➤ ***Presentation***

- Is the communication clear and concise?
- Does the thesis meet with all the requirements of the University?
- Does it meet acceptable standards of grammar and style?
- Are sources used adequately referenced?

## **4.2 Examination of Research Reports**

Three copies of the research report are submitted to the Supervisor for examination. Hard binding is not prescribed; hot melt or spiral binding is acceptable.

Research Reports are required to be examined by an examiner who is external to the research process, but normally within the School or College. Schools will have their own procedures for the appointment of independent examiners.

The Supervisor and independent examiner submit a joint report (or separate reports if preferred) with a recommended grade to the HOS/AHOS for approval.

Reports with a grade of B+ or better are deposited in the University Library. The remaining copies are deposited in the School library.

### ***Guidelines for Examination of Research Reports***

The following criteria are used for examining research reports.

- Literature Review (30% of the Research Report)
- Overview of supervision given
- Positive features of the research / report
- Negative features of the research / report
- Summary judgement on the quality of the research / report

## **4.3 Requesting Copies of Examiners' Reports**

You may request a copy of your examiner's report for your research report or thesis by sending an email to [a.h.gustafson@massey.ac.nz](mailto:a.h.gustafson@massey.ac.nz)

#### **4.4 Requesting a Re-mark of a Research Report or Thesis**

If you request a re-mark of your Research Report or Thesis you will be sent your examiners' reports and the information in Appendix J.

## EXAMINATION OF THESES (90 & 120 credits) – SEQUENCE OF EVENTS

### APPOINTMENT OF EXTERNAL EXAMINER

**Supervisor** – Submit completed “Nomination of External Examiner for Thesis” form to HOS/AHOS (Appendix G).

**HOS/AHOS** – Sign and forward form to Postgraduate Administrator.

**Postgraduate Administrator** – Obtain approval of External Examiner from GSC.



### SUBMISSION OF THESIS

**Candidate:**

- Submit three hardbound copies of thesis and a digital copy on a CD-ROM to Postgraduate Administrator, College of Business, Massey University, Palmerston North (Appendix I).
- Apply to graduate.

**Postgraduate Administrator:**

- Despatch one copy with letter and marking guidelines to External Examiner.
- Forward one copy to HOS/AHOS for forwarding to Internal Examiner.



### EXAMINATION

**External Examiner:**

- Write an independent (without conferring) research assessment report (Appendix H).
- Submit report to Postgraduate Administrator.

**Internal Examiner:**

- Write an independent (without conferring) research assessment report (Appendix H).
- Submit report to HOS/AHOS for signing.
- HOS/AHOS send report to Postgraduate Administrator.

**Postgraduate Administrator** – Forward reports to GSC.

**GSC** – Consider reports and determine final grade.

**Postgraduate Administrator:**

- Send result to Examinations Section with a copy to HOS/AHOS.
- Forward copies of examiners' reports to candidate on request.

*Note: Appointment of Internal Examiners is a School responsibility.*

*HOS/AHOS or Supervisor to notify Postgraduate Administrator the name of the Internal Examiner.*



## **Grading Guidelines**

### **Grade**

<b>A+</b>	}	<b>First Class Pass</b>
<b>A</b>		
<b>A-</b>		
<b>B+</b>	}	<b>Second Class Pass</b>
<b>B</b>		
<b>B-</b>		
<b>C+</b>	}	<b>Pass</b>
<b>C</b>		
<b>D</b>	}	<b>Fail</b>
<b>E</b>		
<b>DNC</b>		

# **Policy and Procedures for Examination Adjudication**

---

## **Research Reports**

Where there is a disagreement between the examiners over the proposed grade to be awarded for the research, and the HOS chooses not to resolve it by informal means, then he/she will ask the Graduate Studies Committee to arrange for the piece of work to be examined by a third party of the committee's choice, (in consultation with HOS) either internal or external to this university. After this further examination the committee shall adjudicate a grade, taking all examiners' reports into account. The committee may seek assistance from suitably qualified persons both within and without this university.

## **Theses**

In the event of a serious difference of opinion between thesis examiners, where the Graduate Studies Committee cannot reach a conclusion, the Chairman of the committee will liaise with the examiners with a view to reaching agreement on a grade.

# College Deadlines for Completion and Submission of Theses and Research Reports

---

## Double Semester and Semester Two Enrolments (YY12 and YY02)

### *a) For students who wish to graduate in the ceremonies in April/May (either In Person or In Absentia):*

#### **Research Reports and Theses:**

Student to submit Research Report to Supervisor (or Thesis to Postgraduate Administrator)	15 December
Examiner/s to submit grade to GSC	31 January

### *b) For students who do not wish to graduate in the ceremonies in April/May:*

#### **Research Reports and Theses:**

Student to submit Research Report to Supervisor (or Thesis to Postgraduate Administrator)	28 February
Examiner/s to submit Research Report grade to GSC	31 March
Examiner/s to submit Thesis grade to GSC	30 April

If Research Reports/Theses are not submitted by 28 February, students may apply to the Graduate Studies Committee, through their Supervisor, for an extension up to 31 March. Applications for extensions must be received by GSC no later than 1 February of the year immediately following enrolment and should be made because of exceptional circumstances.

*NB: The maximum time allowed for full-time master research students to complete their programme is 52 weeks. 28 February is deemed to be 52 weeks from the commencement of their programme.*

After 31 March, students must re-enrol for a further year and they will be awarded a grade of DNC at the end of the first registration period.

Students who are enrolled in a Double Semester (YY12) Research Report of 60 credits or a 90-credit Thesis and who have advised their HOS/AHOS at enrolment that they intend to complete their Research Report/90-credit Thesis part-time over two years, must apply for Carry Forward of Postgraduate Registration by 31 January. Students who are enrolled in a Single Semester (YY01 or YY02) Research Report of 60 credits and who have advised their HOS/AHOS at enrolment that they intend to complete their Research Report part-time over two semesters, must apply for Carry Forward of Postgraduate Registration by the date stated on the application form.

Students who intend to complete the 120-credit thesis part-time over two calendar years commencing in YY12 should enrol in 115.897 (60 credits) in Year One and 115.898 (60 credits) in Year Two.

*NB It is not possible to complete a 30 credit Research Report part-time over two years. The maximum time allowed for a 30 credit Research Report is 52 weeks. Part-time research applies to Research Reports of 60 credits and Theses (90 and 120 credits).*

## **Semester One Enrolments (YY01) or Semester Two/Semester One (YY02 + YY01)**

***These deadlines apply to all students whether or not they are wishing to graduate in the ceremonies in November:***

### **Research Reports and Theses:**

Student to submit Research Report to Supervisor (or Thesis to Postgraduate Administrator)	17 July
Examiner/s to submit Research report grade to GSC	15 August
Examiner/s to submit Thesis grade to GSC	15 September

*NB: The maximum time allowed for full-time master research students to complete their programme is 52 weeks. 17 July is deemed to be 52 weeks from the commencement of their programme.*

After 17 July, students must re-enrol for a further year and they will be awarded a grade of DNC at the end of the first registration period.

Students who are enrolled in a Semester Two/Semester One (YY02 + YY01) Research Report of 60 credits or a 120-credit Thesis and who have advised their HOS/AHOS at enrolment that they intend to complete their Research Report/120-credit Thesis part-time over two years, must apply for Carry Forward of Postgraduate Registration by 31 July. Students who are enrolled in a Single Semester (YY01) Research Report of 60 credits and who have advised their HOS/AHOS at enrolment that they intend to complete their Research Report part-time over two semesters, must apply for Carry Forward of Postgraduate Registration by 31 July.

***NB It is not possible to complete a 30 credit Research Report part-time over two years. The maximum time allowed for a 30 credit Research Report is 52 weeks. Part-time research applies to Research Reports of 60 credits and Theses (90 and 120 credits).***

*NB: Schools may have earlier deadlines than those shown above for the purposes of assessment/markings and grading. Students must comply with School deadlines.*

**NB: Student Allowance** - There are no links between the deadlines shown in this section (or those determined by Schools) for completion of research and the dates relating to Student Allowances paid through Studylink.

# Time Limits for Completion of Programmes

---

The following information outlines regulations regarding time limits that apply to postgraduate qualifications in the College of Business. The Part II regulations for each qualification below are all contained in the College of Business Course Regulations section in the Massey Calendar.

*See also Honours/Distinction and Time Limits regulations in the 2012 Massey University Calendar.*

**NOTE:** Different programmes have different time limits dependent on whether you are full-time or part-time. *Therefore, it is important when you enrol to establish whether you are full-time or part-time.*

## **Bachelor of Business Studies with Honours - BBS (Hons)**

## **Bachelor of Applied Economics with Honours - BApplEcon (Hons)**

## **Bachelor of Aviation Management with Honours - BAvMan (Hons)**

## **Bachelor of Communication Honours - BC (Hons)**

1. Full-time students must complete the requirements within one (1) calendar year of first enrolling.
2. Students may enrol part-time and complete all the requirements for the award of the degree within three (3) years of first enrolling.

## **Master of Business Studies - MBS**

1. There is a time limit of six years for the 240-credit MBS and four years for the 120-credit MBS for completion where the award is to be made without Honours or Distinction.
2. *Full-time students*  
To be eligible for Honours (240 credits), students must complete all requirements within two (2) consecutive calendar years of first enrolling for full-time study.
3. *Part-time students*  
To be eligible for Honours (240 credits), students must complete all requirements within five (5) consecutive calendar years of first enrolling for part-time study.
4. *Full-time students post BBS(Hons)*  
To be eligible for Distinction (120 credits), students must complete all requirements within one (1) calendar year of first enrolling for the degree.
5. *Part-time students post BBS(Hons)*  
To be eligible for Distinction (120 credits), students must complete all requirements within three (3) calendar year of first enrolling for the degree.

## **Master of Business Administration - MBA**

1. *Full-time students*  
Students must complete all requirements within 15 months of first enrolling for the programme.
2. *Executive students*  
Students must complete all requirements within two calendar years plus one month (25 months) of first enrolling for the programme.
3. Modular (Part-time)

Students must complete all requirements within three years plus six months (42 months) of first enrolling for the programme.

### **Master of Management – MMgt**

### **Master of Finance – MFin**

### **Master of Communication - MC**

1. There is a time limit of six years for the 240-credit degree and four years for the 120-credit degree for completion where the award is to be made without Honours or Distinction.
2. *Full-time students*  
To be eligible for Honours (240 credits) or Distinction (120 credits), students must complete all requirements within two calendar years (240 credits) or one (1) calendar year (120-credits) of first enrolling for full time study
3. *Part-time students*  
To be eligible for Honours (240 credits) or Distinction (120 credits), students must complete all requirements within five consecutive calendar years (240 credits) or three (3) consecutive calendar years (120 credits) of first enrolling for part time study.

### **Master of Aviation - MAv**

1. There is a time limit of six years for the 240-credit MAv and four years for the 120-credit MAv for completion where the award is to be made without Honours or Distinction.
2. *Full-time students*  
To be eligible for Honours (240 credits), students must complete all requirements within two (2) consecutive calendar years of first enrolling for full-time study.
3. *Part-time students*  
To be eligible for Honours (240 credits), students must complete all requirements within five (5) consecutive calendar years of first enrolling for part-time study.
4. *Full-time students post PGDipAv or BAvMan(Hons)*  
To be eligible for Distinction (120 credits), students must complete all requirements within one (1) calendar year of first enrolling for the degree.
5. *Part-time students post PGDipAv or BAvMan(Hons)*  
To be eligible for Distinction (120 credits), students must complete all requirements within three (3) calendar year of first enrolling for the degree.

### **Master of Philosophy - MPhil**

The regulations that relate to a particular masters degree in the College of Business apply.

### **Postgraduate Diploma in Business and Administration – PGDipBusAdmin,**

### **Postgraduate Diploma in Banking - PGDipBank,**

### **Postgraduate Diploma of Accountancy - PGDipAcc**

### **Postgraduate Diploma in Aviation – PGDipAv**

### **Postgraduate Diploma in Communication - PGDipC,**

### **Postgraduate Diploma in Health Service Management - PGDipHSM**

### **Postgraduate Diploma in Sport Management - PGDipSportMgt**

1. No time limit is given for completion of these qualifications.
2. To be eligible for Distinction students must complete all requirements within one (1) year of first enrolling for full-time study or within three (3) years of first enrolling for part-time study.

### **Postgraduate Certificate in Business – PGCertBus**

1. No time limit is given for completion of these qualifications.
2. Those students transferring to a postgraduate diploma and wanting to be eligible for Distinction must complete within the time limit for the specified postgraduate diploma shown above.

**For all other qualifications please refer to the Calendar.**

# Extensions, Suspensions and Other Administrative Procedures

---

There are various avenues available for students who, due to exceptional circumstances, need to extend the deadline for completion of their postgraduate work. Please consult with your paper coordinator, your research supervisor, or the College Postgraduate Administrator to discuss which is the appropriate procedure for your circumstances. These include the following:

## **1 Extension for Assessment Components in Taught Papers**

- a. If you are unable to complete an assignment or other assessment component by the due date due to unforeseen circumstances, contact your paper coordinator to discuss an extension.
- b. A formal application for extension is not usually required, but you may be asked to provide appropriate evidence (medical certificate, statement from employer, death notice) regarding your circumstances.
- c. If circumstances warrant, it may be possible to arrange an extension beyond the end date of the paper where the paper has no exam. If this occurs, the paper coordinator will award a Not Finalised (NF) grade at the end of semester.

## **2 Extensions for research work**

- a. An extension is appropriate when additional time to complete the research component of a qualification is required due to unforeseen circumstances; circumstances may be personal (illness, accident, bereavement, and so forth) or research-related.
- b. Extensions are normally for a period of one to two months; re-enrolment is normally required but tuition fees are not normally charged.
- c. Longer periods of extension may be approved if justified by the circumstances. If an extension longer than two months is approved, re-enrolment is required but fees are not normally charged. NB: Awards of Honours and Distinction may be affected.
- d. Applications must be made before the due date for the research component, and must be accompanied by supporting statements and/or evidence.
- e. Please refer to the College Deadlines section.
- f. Applications should be made on the College form (See Appendix C).

## **3 Suspensions**

- a. A suspension is appropriate when study is prevented for a period of time due to illness, family responsibilities, work commitments, etc
- b. A prospective application is preferred, but retrospective applications are sometimes appropriate.
- c. During the period of suspension, you are not entitled to receive any university services (such as library access), to receive tuition or supervision, or to initiate/continue data collection.
- d. Normally, the maximum period of suspension is one year, but longer periods are possible. Suspensions are available for all postgraduate qualifications in the College of Business.
- e. Applications should be made on the College form – see Appendix D.



## 4 Carry Forward of Postgraduate Registration

Postgraduate students undertaking research, other than for PhD, may apply to carry forward their registration into the registration period immediately following that in which a full fee was paid, in order to complete the requirements of a thesis or research report, where one of the following conditions applies:

- i) Exceptional circumstances arise which prevent a student from completing the requirements of a thesis, dissertation or project paper within a single registration period. To be eligible a student must have been making satisfactory progress prior to making the application.

“Exceptional circumstances” include the following:

- ill health of a significant extent or duration; as verified by a medical certificate or equivalent;
- close family bereavement or other traumatic personal event; as verified by relevant documentary evidence;
- unanticipated problems with conduct of research or with supervision or support which are beyond the control of the candidate.

- ii) Where a thesis, dissertation or project paper is being undertaken on a part-time basis and completion within a single registration period is not possible. To be eligible, a part-time classification must be established at the time of registration. Normally, part-time students engaged in a 120-credit thesis starting in semester one of a given year will enrol in 115.897, Thesis Part I (60 credits), in year one and 115.898, Thesis Part II (60 credits) in year two.

*NB It is not possible to have a part-time registration for a 30 credit Research Report (52 weeks is the maximum period permitted for completion).*

Applications are subject to payment of an application fee and approval of the Director of Postgraduate Studies. No further tuition fees are due for the period to which registration is carried forward.

Application forms are available from Massey Contact:

Phone: 0800 MASSEY

Email: [contact@massey.ac.nz](mailto:contact@massey.ac.nz)

Application form: See Appendix K

## 5 Withdrawals

If you decide to withdraw from a paper, the consequences depend on the date of withdrawal relative to the duration of the paper.

***NB You must notify the University officially of your intention to withdraw.***

- a. If you withdraw before 10% of the tuition period has elapsed, there will be neither academic nor financial penalty. Tuition fees will be refunded, and the paper will not appear on your formal academic record.
- b. If you withdraw before 75% of the tuition period has elapsed, there will be no academic penalty but you will remain liable for tuition fees for the paper. The paper will appear as WD on your formal academic record.
- c. If you withdraw after 75% of the tuition period has elapsed, there will be an academic penalty and you will remain liable for tuition fees for the paper. The paper will appear with a failing grade (DNC, D or E) on your formal academic record.

*Please Note:* If you need to withdraw after 75% of the tuition period has elapsed, and your withdrawal is due to exceptional personal circumstances (illness, injury, bereavement, or other traumatic event), then you may be eligible for a partial refund of fees or to carry forward your registration to the next academic year.

Phone 0800 MASSEY to request a form for a Fee Appeal.

# Class of Honours/Grade Point Average (GPA)

---

The award of a postgraduate qualification with a class of honours, or with distinction, is determined by the Grade Point Average (GPA) that a student achieves.

To check whether your qualification carries the award of Honours or Distinction see p.13.

The procedure for calculating the Grade Point Average is as follows:

- a. Each letter grade is assigned a grade point value, on a 0 to 9 scale, with fail grades assigned a point value of 0, and A+ grades a point value of 9.
- b. The grade point value is multiplied by the credits value of the paper, to give a weighted grade point value.
- c. The weighted grade point values are summed; this summation represents the numerator. The credits values of all papers contributing to the qualification are summed; this summation represents the denominator.
- d. The numerator is divided by the denominator to yield the GPA.
- e. The class of honours, or distinction, is determined according to the GPA, as follows (*see table on next page*):

GPA 7.0 or higher	First Class Honours, or Distinction
GPA between 5.51 and 6.99	Second Class Honours, Division I
GPA between 4.0 and 5.50	Second Class Honours, Division II
GPA less than 3.99	Third Class Honours (for Bachelor Honours only)

In the majority of cases, calculation of the GPA is straightforward. When students complete the minimum number of credits for the qualification, and pass all components on the first attempt, the above formula is easily applied.

However, in circumstances where the academic record contains an aegrotat pass, a fail grade, credit from other universities, and/or more than the minimum number of credits for the qualification, additional rules for the calculation of GPA are required.

## **Aegrotat grades**

Where the academic record contains an aegrotat grade(s), it is not counted in the GPA calculation.

## **Fail grades**

Where the academic record contains a fail grade(s), with fail defined as D, E, or DNC, the credits associated with the paper contribute to the denominator of the GPA calculation but not to the numerator.

## **Credit from other tertiary institutions**

Where a student has transferred credit from an incomplete qualification at another institution to a Massey postgraduate qualification, the credits awarded are credited to the qualification, but the grade(s) obtained at other institutions are not used in the calculation of the GPA.

### **Credits above minimum requirements**

Where a student passes more than the minimum number of papers required for completion of a qualification, all papers nominated at the time of enrolment as forming part of that qualification shall be used in the calculation of the GPA.

<b>Grade</b>	<b>GPA Unit Value of Grade</b>	<b>Class of Honours/Distinction</b>	<b>GPA Cutting Points</b>
A+	9	1 <sup>st</sup> Class Honours/Distinction	$\leq 9.00 \geq 7.00$
A	8		
A-	7		
B+	6	2 <sup>nd</sup> Class Division I	$\leq 6.99 \geq 5.51$
B	5	2 <sup>nd</sup> Class Division II	$\leq 5.50 \geq 4.00$
B-	4		
C+	3	Pass	$\leq 3.99$
C	2		
D	0	Fail	
E	0	Fail	
DNC	0	Fail	

### Grade Point Average Calculation.

To calculate GPA, divide the total Weighted Grade Point by the total Paper Credits.

For example:

		Paper Credits	Grade	Grade Point	Weighted GP (Credits x GP)
152.781	Research Methods	30	A	8	240
152.702	Adv Strat Mgmt	30	B+	6	180
115.789	Special Topic	15	C+	3	45
178.770	Econ Growth & Devel	15	B+	6	90
152.785	Research Report	30	A-	7	210
		<b>120</b>			<b>765</b>

Weighted Grade Point Average =  $765 \div 120 = 6.38$

Therefore, according to the table, this student would be eligible for a Second Class Honours, Division One.

An example including a failed paper:

		Paper Credits	Grade	Grade Point	Weighted GP (Credits x GP)
152.781	Research Methods	30	A	8	240
152.752	Project Management	30	DNC	0	0
152.702	Adv Strat Mgmt	30	B+	6	180
115.789	Special Topic	15	C+	3	45
178.770	Econ Growth & Devel	15	B+	6	90
152.785	Research Report	30	A-	7	210
		<b>150</b>			<b>765</b>

Weighted Grade Point Average =  $765 \div 150 = 5.1$

Therefore, according to the table, this student would be eligible for a Second Class Honours, Division Two.

**UNIVERSITY GUIDELINES**  
**POLICIES**  
**AND**  
**PROCEDURES**

---



# University Grievance Policy and Procedures for Students

---

## 1. Purpose

Massey University's Grievance procedures are for all campuses and cover all modes of delivery of undergraduate and postgraduate programmes and related services. They are designed to ensure students receive a quality education and that relations between staff and students are equitable.

## 2. Objective

To foster the fair, speedy, and informal resolution of disputes at Massey University, and an academic culture which will prevent such grievances.

## 3. Definition

A Grievance means any grievance which a student (whether or not that person has any other role within the university) has against the University and/or a staff member because of a claim that he/she has sustained academic disadvantage.

Such grievances may include but are not confined to:

- The unfair assessment of course work not governed by University examination regulations.
- An unfair refusal or failure of the staff member to make him/herself available to assist a student with difficulties regarding his/her course work.
- Unreasonable delays in the assessment of course work.
- Inadequate course materials.
- Inadequate teaching.
- Deficient performance of associated administrative services.

## 4. Jurisdiction

The Grievance procedures are distinct from, and may not be used with respect to any questions relating to the following rules, regulations, statutes or procedures of the University including:

- Cases of hardship – Vice-Chancellor's Powers.
- Disciplinary procedures.
- Harassment procedures.
- Final examination regulations.
- Registration regulations.
- Student fees.

## 5. Principles of Application

At all times the procedures will be carried out according to the following principles:

### *Protection of Persons*

When a Grievance is taken to the University Grievance Committee all persons who may be affected shall have their rights protected. Persons who may need protection are:



- The Complainant.
- The Subject(s) of Complaint (Respondents).
- Heads of Departments/Schools/Institutes.
- Pro Vice-Chancellors (or their nominees) of Colleges.
- The University.
- Student representatives.
- Staff representatives.
- The chairperson of the Grievance Committee.

### ***Statutory Protection***

The affected persons are entitled to the protection provided by:

- The Official Information Act 1982.
- The Local Government Official Information and Meetings Act 1987.
- The Employment Contracts Act 2000.
- The Human Rights Act 1993.
- The Privacy Act 1993.
- Consumer Guarantees Act 1993
- The Protected Disclosures Act 2000.
- Any other relevant statutes.

### ***Due Dispatch***

The rights of all affected persons are enhanced by a prompt investigation and resolution of the Grievance.

### ***Due Process***

The procedures will follow the principles of natural justice, namely:

- Notice of any Grievance shall be given to the party/parties as soon as reasonably practicable (subject to consistency with “Time Limits” below).
- Any persons directly adversely affected by a Grievance to be adequately informed of the Grievance arising and be given an opportunity to respond.
- The process for resolving the Grievance will be conducted fairly.
- The avoidance of bias or conflict of interest.

### ***Time Limits***

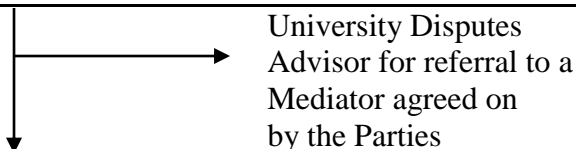
A grievance should be brought to the attention of the University within one year of the occurrence or circumstances to which the grievance refers . Thereafter a grievance may be considered only with the consent of the Assistant Vice-Chancellor (Academic). In deciding whether a grievance will be considered pursuant to Clause 9 of this Policy, the Assistant Vice-Chancellor (Academic) will consider:

- a) The seriousness of the alleged grievance;
- b) The availability of relevant information including witnesses and documents;
- c) The prejudice to any other parties; and
- d) Any reasons for the delay in bringing the grievance to the attention of the University

## Procedures

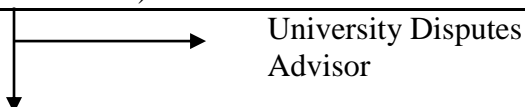
**Step 1** The student and/or their representative approaches academic staff member concerned. If the approach is in writing the academic staff member should acknowledge the receipt of the complaint within 7 days.

(Mediation preferred forum for resolution.)



**Step 2** If no resolution, or step 1 is inappropriate, complainant approaches Head of Department/School/Institute or, where the Head is the respondent or there is no settlement of the Grievance, the Pro Vice-Chancellor of the College.

(Mediation preferred forum for resolution.)



**Step 3** If no resolution, complainant approaches Assistant Vice-Chancellor (Academic) who will, after consultation with the University Disputes Advisor, convene the University Grievance Committee.



**Step 4** University Grievance Committee decision which is final and binding.

1. Students, whenever practicable, should in the first instance approach the University staff member concerned about any Grievance.
2. If the Grievance is unresolved with the staff member concerned, the student may approach the relevant Head of Department/School/Institute, or where this is inappropriate, the relevant Pro Vice-Chancellor. It is anticipated that the vast majority of Grievances will be resolved at this stage. The preferred forum for grievance resolution is mediation.
3. In the absence of extraordinary circumstances, the presence of which will be determined (if necessary) by the Assistant Vice-Chancellor (Academic), a complaint relating solely to the grade of a piece of course work will not proceed beyond the relevant Pro Vice-Chancellor.
4. The following may at any time request through the University Disputes Advisor the assistance of a university mediator:
  - (a) Complainant
  - (b) Staff member affected or
  - (c) Head of Department/School/Institute/Section or
  - (d) Relevant Pro Vice-Chancellor (or their nominee)
5. If a Grievance is unresolved at the Pro Vice-Chancellor level, it may be referred to the Assistant Vice-Chancellor (Academic). That step will not be taken unless and until the

University Disputes Advisor has established that all reasonable steps to resolve the problem consensually have been attempted and exhausted. The Assistant Vice-Chancellor (Academic) or nominee will then convene the University Grievance Committee.

6. The University Grievance Committee will have the responsibility of enquiring into the subject matter of the grievance and determining the outcome of the complaint. It may:
  - (a) conduct that inquiry (including the hearing of the respective cases of the student complainant and the staff member affected) in such manner as, consistent with the principles of natural justice, it thinks fit;
  - (b) receive such material relevant to the subject of the inquiry as it thinks fit;
  - (c) meet with the parties and any other persons considered able to assist the inquiry.
7. The University Grievance Committee may meet with the parties separately or together. However, any material relevant to the complaint received from one party in the absence of the other must be either:
  - a) Disclosed to the other party and an opportunity to comment given, or;
  - b) Excluded from consideration.
8. Each party will have the right to have a support person present at any meeting with the University Grievance Committee.
9. The University Grievance Committee may delegate to and authorize its chairperson to carry out such aspects of its investigatory functions as it thinks fit.
10. The University Grievance Committee will, following the inquiry, prepare a report which will be issued to the parties and contain its decision on the complaint.
11. The decision of the University Grievance Committee will be final and binding. There will be no right of further appeal or review.
12. The proceedings of the University Grievance Committee shall be private, confidential and privileged.
13. Any student with a Grievance should try and keep notes of details, including times, dates, places and keep copies of any documentation related to the Grievance.

## **Notes to Procedures**

1. Students may in the first instance approach their Student Association representative for support, advice and advocacy. Students may either act alone or be accompanied by a representative through all steps of these Grievance procedures.
2. The complainant should also specify the remedies sought to resolve the submitted Grievance.
  - (a) Outcomes arising from the procedures prior to the convening of the University Grievance Committee will be such as the parties may agree consensually.

These may include but are not confined to:

- a written or verbal apology
- opportunity to receive a second opinion on assessed work
- substitution of a higher mark

- opportunity to resubmit an assignment
  - initiation of a student feedback mechanism
  - extensions of deadlines for assignment
  - opportunity to resit an examination (subject to University regulations)
- (b) If the Grievance comes for resolution to the University Grievance Committee it may make such decisions and give such directions as it thinks fit.
3. If not resolved at a lower level, the Grievance must be presented in writing to the Assistant Vice-Chancellor (Academic). The documentation provided to the University Grievance Committee should contain the following information:
- (a) The complainant's full home address, contact phone number and student ID number.
  - (b) Where appropriate the title and number of the course, the name of the department/school/institute or the name of the College in which the Grievance concerns.
  - (c) The nature of the Grievance including the specific academic disadvantage claimed.
  - (d) As many details regarding examples and instances of the Grievance as possible (eg dates, times).
  - (e) Any other relevant information.
4. On receipt of the written complaint, the University Grievance Committee shall within 14 days:
- (a) Acknowledge the receipt of the complaint.
  - (b) Inform the parties of their right to access a representative or other support person if they have not already done so.
  - (c) Provide all relevant written documentation to the staff member(s) concerned for written response.

The Procedures can be accessed from the University's Policy Guide at  
**<http://policyguide.massey.ac.nz>**

## **University Grievance Committee**

### ***Membership:***

The University Grievance Committee is a committee of Academic Board and shall consist of:

- a) an independent chairperson appointed by the Vice-Chancellor in accordance with Note
  - (i) who shall have both a deliberate and casting vote
- b) one staff member nominated by the Assistant Vice-Chancellor (Academic)
- c) one member nominated by the appropriate student organization.

Note: (i) The independent chairperson shall in any specific case be selected from a panel of not less than 3 persons (who shall not be current students or staff members) of appropriate standing, qualifications, and experience, appointed by the Vice-Chancellor.

Members of this panel shall be appointed annually by the Vice-Chancellor, upon the recommendation of the Assistant Vice-Chancellor (Academic) following consultation. Members shall be eligible for reappointment. The independent chairpersons shall sit in rotation.

- (ii) Members of the University Grievance Committee shall operate independently and impartially and not as representatives of those responsible for appointing, nominating or electing them.

### ***Powers***

The Committee, subject to compliance with the principles of natural justice, shall:

- (a)
  - i. Determine the conduct of its own procedures; and
  - ii. Receive such information as it considers relevant to the Grievance.
- (b) Receive and investigate Grievances at all Massey University campuses and through all modes of delivery of academic programmes.
- (c) Make decisions relating to Grievances.
- (d) Report annually to the Vice-Chancellor through Academic Board on the nature of Grievances and policy issues that have arisen during the year.

# Plagiarism and Dishonesty

---

## Plagiarism

Plagiarism is defined as copying or paraphrasing of another person's work, whether published or unpublished, without clearly acknowledging it, will be deemed to be dishonest. Any candidate found guilty of plagiarism will be liable to the penalties listed in Regulation 7:

Assessment and Examinations Regulations (*Massey University Calendar*)

### **7     *Dishonesty in any Assessment or Examination***

Dishonest practice in connection with any examination or assessment is considered to be a breach of the Code of Student Conduct and in some cases, the Code of Responsible Research Conduct. The process of resolution of complaints of misconduct varies depending on the seriousness of the allegation and ranges from informal resolution to the involvement of the University Disciplinary Committee. Penalties imposed in cases where the allegation is upheld can be financial or academic, including suspension or exclusion from the University. A detailed account of the processes for resolution of complaints of misconduct, including the procedures for student appeals, is described in the Disciplinary Procedures for Students available from the Massey University Policy Guide at: [\*\*http://policyguide.massey.ac.nz\*\*](http://policyguide.massey.ac.nz)



# APPENDICES





## College of Business

**Request for Extension for Thesis/Research Report**

If Research Reports/Theses are not submitted by 28 February (or 17 July for research due mid-year), students may apply to the Graduate Studies Committee, through their Supervisor, for an extension up to 31 March (or 31 August for research due mid-year). Applications for extensions must be received by GSC no later than **1 February (or 15 June)** for research due mid-year).

*NB: The maximum time allowed for full-time master research students to complete their programme is 52 weeks. 28 February (or 17 July for research due mid-year) is deemed to be 52 weeks from the commencement of their programme.*

**Student Name:** \_\_\_\_\_ **ID Number:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**School:** \_\_\_\_\_  
**Paper Number:** \_\_\_\_\_ **Semester:** \_\_\_\_\_  
**Status:** *Part-time/Full-time (Circle one)*

**Extension requested to (date) (see Note 2 below):** \_\_\_\_\_

**Reason(s) for Application:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Supporting documentation:** Yes/No (If yes, please attach to this application form)

**Signature of Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Head of School:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Application for Extension to** ..... **Approved/Declined**

**Signature of Director of Postgraduate Studies:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Revised Completion Dates:** **With Honours/Distinction** \_\_\_\_\_  
**Without Honours/Distinction** \_\_\_\_\_

**Note 1:** Students will be notified in writing of the outcome of their application to the address given above, with a copy to the School.

**Note 2:** If you require an extension past 31 March (or 31 August for research due mid-year) due to “exceptional circumstances” you must provide supporting documentation and include an estimated completion date.



## College of Business

## Request for Suspension of Study

Student Name: \_\_\_\_\_ ID Number: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 School: \_\_\_\_\_  
 Degree: \_\_\_\_\_  
 Status: *Part-time/Full-time* (Circle one)

Suspension requested from (date): \_\_\_\_\_ to: \_\_\_\_\_

Reason(s) for Application:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Supporting documentation: Yes/No (If yes, please attach to this application form)

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Head of School: \_\_\_\_\_ Date: \_\_\_\_\_

Application for Suspension from ..... to ..... Approved/Declined

Signature of Director of Postgraduate Studies: \_\_\_\_\_

Date: \_\_\_\_\_

Revised Completion Dates: With Honours/Distinction \_\_\_\_\_

Without Honours/Distinction \_\_\_\_\_

**Note:** Students will be notified in writing of the outcome of their application to the address given above, with a copy to the School.



## College of Business Final Report on Research Report

*This report must not be handwritten*

Student Name:

ID Number:

Paper number:

Research Title:

Supervisor:

Advisor (if involved):

Independent Marker:

1. **LITERATURE REVIEW:** This component must amount to at least 10 credits for a 30 credit Research Report or 20 credits for a 60 credit Research Report. In the report, has the candidate critically evaluated and summarised knowledge claims in the discipline under study?

YES / NO (delete one)

PASS / FAIL (delete one)

**Comments:**

2. **OVERVIEW OF SUPERVISION GIVEN:**

3. **POSITIVE FEATURES OF THE RESEARCH / REPORT:**

4. **NEGATIVE FEATURES OF THE RESEARCH / REPORT:**

5. **SUMMARY JUDGEMENT ON THE QUALITY OF THE RESEARCH / REPORT:**

*Additional pages may be attached.*

6. **PROPOSED GRADE:** .....

Supervisor (signed): .....

Independent Marker(signed): .....

Date: .....

Date: .....

This report is submitted to your HOS or AHOS who adds the signed covering memo and forwards them both to the Postgraduate Administrator for submitting to GSC.



**COLLEGE OF BUSINESS****SCHOOL OF**

**MEMO TO:** Alison Gustafson, Postgraduate Administrator (for GSC)  
**COPY TO:**  
**FROM:**  
**DATE:**  
**SUBJECT:** Research Report Results

---

**Copies of the Examiners' Reports are attached.**

As Chief Examiner of the School I have considered the following Research Report results and recommend that the grades listed below be received by Graduate Studies Committee for approval by College Board. Copies of the Research Reports are available on request to members of Graduate Studies Committee of College of Business Board.

After the grades have been approved, Schools will send to the University Library, one copy of each Research Report which has been awarded a B+ grade or higher.

<b><u>Name</u></b>	<b><u>ID</u></b>	<b><u>Semester</u></b>	<b><u>Paper No</u></b>	<b><u>Grade</u></b>
--------------------	------------------	------------------------	------------------------	---------------------

Recommended (HOS/AHOS):

Approved (GSC):





## COLLEGE OF BUSINESS

### Nomination of External Examiner for Thesis

#### Guidelines for the nomination and selection of external examiners for theses:

The nomination and selection of suitable external examiners is integral to the integrity and reputation of Massey University College of Business research degrees. Examiners must be capable of an independent, impartial and fair evaluation of the thesis submitted for examination. It is therefore vital to avoid appointments that might adversely impact the objectivity of the examination process or might be 'seen as doing so'.

The external examiner should have an established reputation as a scholar and must be competent to examine in the thesis topic area. The external examiner must not have been involved in the supervision of the candidate, had a significant advisory role, co-authored any outputs arising from the research, or been involved with the candidate on other research projects during the candidature. Former students and staff of Massey University are typically ineligible to act as external examiners until the expiry of 3 years from their departure from the University. It is desirable that supervisors avoid repeatedly nominating the same external examiner.

The supervisor should:

- A. Draw up a list of at least four potential examiners and ask the candidate whether s/he knows of any potential conflict of interest under 1 and 2 below.
- B. For the potential examiners, identify any connections with the supervisor and/or candidate (these could be professional, academic or personal) or any other potential conflicts of interest that might compromise, or be seen as potentially compromising, the objectivity of the examination process. Where appropriate explain how the conflict can be mitigated, minimized, avoided, or resolved (on a separate sheet).
- C. Select the preferred examiner from the list and complete the Nomination of External Examiner for Thesis form. Attach the list of possible alternative examiners from A above and include brief details of any conflict of interest where it applies.

**Examples of potential conflicts of interest** (*this list provides examples of possible conflicts of interest and is not intended to be exhaustive or prescriptive*):

1. **Anyone who has recently co-authored or otherwise collaborated with the supervisor or the candidate.**
2. **Persons with a personal or financial relationship with the student or supervisor.**
3. **Former students of the supervisor.**
4. **The supervisor's former supervisor.**

*Acknowledgement of Sources:*

*Portions of these guidelines are based on recommendations in the Massey University Handbook for Doctoral Study, Guidelines for the Appointment of Examiners from the University of London, and Guidelines for the Appointment of Thesis Examiners from McGill University.*

# COLLEGE OF BUSINESS

## Nomination of External Examiner for Thesis

Student	
ID No	
Programme	
Paper	
Title	
Chief Supervisor	

### Proposed External Examiner:

Name	
Position or Title	
Postal Address	
Phone	
Email	
Highest (or relevant) qualification	
Brief statement on experience relevant to proposed examination role	

### Supervisor (certify a or b):

<b>a)</b> i. There is no conflict of interest as stated in 1 – 4 in the Guidelines or for any other reason, and ii. The nominated examiner has been contacted and has agreed to examine the thesis  Supervisor (signed):  Date:	<b>b)</b> i. There is a conflict of interest (see attachment) ii. The nominated examiner has been contacted and has agreed to examine the thesis  Supervisor (signed):  Date:
---	---

**HOD/HOS:**

**i. I certify that there is no conflict of interest or that I am satisfied that the conflict of interest that has been identified and explained will not compromise the examination of this thesis and I recommend the appointment, and**

**ii. The list of alternative examiners is attached**

(signed HOS):

Date:

**Approved** (signed GSC):

Date:



## College of Business

**THESIS: GUIDELINES FOR EXAMINERS' REPORTS**

Examiners' reports for theses should be comprehensive and clear. The Graduate Studies Committee can more readily approve grades if appropriate information is provided in sufficient quantity to justify the recommended grade.

Reports must be typed and include all of the following information:

- Student name and ID
- Paper Number, Name, Credits and Title of Thesis
- Names of Supervisors
- Names and signatures of the Examiners
- Signature of the Head of School

Assess the thesis using all of the following criteria:

**Literature Review:** *This component must amount to at least 40 credits for a 120 credit thesis or 30 credits for a 90 credit thesis. Please state at the beginning of your report whether or not the candidate has met this criterion.*

**1. Problem identification**

Isolation of problem areas and development of a research problem (i.e. definition of study area, statement of objectives, boundaries to study, hypothesis etc.)

**2. Understanding of literature**

Distinction between (a) conceptual/theoretical and (b) empirical developments in the literature.  
 Identification of strengths/weaknesses of previous research  
 Review of current state of knowledge  
 Links with the methodology for study  
 Evidence that the literature search is comprehensive  
 Links with parent discipline e.g. economics, psychology e.g. organisational behaviour, finance, management science etc.

**3. Methodology**

Clear statement of methodology used and why  
 Development follows a logical/systematic/scientific sequence  
 Builds/draws on what has been done before i.e. links with literature review - use of theoretical and empirical studies to set up hypothesis  
 Understands strengths and weaknesses of methodology used

**4. Results/conclusions/implications**

Meeting of objectives, solving of the problem, testing of hypotheses  
 Clear conclusions, implications  
 Ideas for further research

**5. Importance of the contribution of study to discipline**

What is new? How does this study add to the "body of knowledge"? etc.

**6. Presentation**

Is the communication clear and concise?  
 Does the thesis meet with all the requirements of the University?  
 Does it meet acceptable standards of grammar and style?  
 Are sources used adequately referenced?



**MASSEY UNIVERSITY**

GRADUATE RESEARCH SCHOOL

**Declaration Confirming Content of Digital Version of Thesis**

I confirm that the content of the digital version of this thesis

**Title:**

Is the final amended version following the examination process and is identical to this hard bound paper copy.

Have you published articles/material from your thesis?

Yes / No

If yes, have you received copyright permission from the third party to include this published material in your thesis which will be placed in the Library's electronic repository?

Yes / No

**Student's Name:**

**Student's Signature:**

**Date:**





## Embargoing of Theses

---

The University's current policy and guidelines on embargoing are as follows:

*It is the University's intention that candidates for post-graduate research qualifications should undertake research which results in a thesis that is available for public use and access immediately. This principle reflects the primary purpose of the university which is to advance knowledge and test conventional wisdom.*

Students and their supervisors are strongly advised to consider issues of accessibility, particularly in regard to the students' ability to publish. Evidence of the student's scholarly abilities and research skills should be available for public scrutiny and to potential employers. It is important that embargoes be the exception rather than the norm.

Within this context, possible grounds for embargo might occur when harm could come about through the following circumstances:

- (1) Disclosure of commercially sensitive information (the most likely situation and one typically covered by an Agreement with an external party).
- (2) Disclosure of information which is personal or private.
- (3) Disclosure of thesis contents before the author of the thesis has had reasonable opportunity to publish all or part of the thesis. The time period for this condition will not exceed two years.
- (4) Disclosure of material that has been provided on condition that it not be disclosed.
- (5) Disclosure of patentable material prior to a patent application concerning the subject matter of the research.

### Authority to Approve Embargoes

The Assistant Vice-Chancellor (Research & Enterprise) is the appropriate person to approve an embargo, once the grounds are agreed and declared. Candidates or Supervisors may apply for the embargo, stating the reason and providing appropriate evidence to support the case. All applications need to be signed by the Chief Supervisor before submission. The application needs to be submitted to Wendy Dixon, Administration Manager, Graduate Research School, PN713, along with any further information from the supervisor to clarify the need for an embargo. The application will be processed before the thesis is bound and will be bound into all copies of the thesis.



**MASSEY UNIVERSITY**

**Application for Approval of Request to Embargo a Thesis  
(Pursuant to AC98/168 (Revised 2), Approved by Academic Board 17/02/99)**

Name of Candidate.....ID Number:.....

Degree:.....Dept/Institute/School:.....

Thesis title:.....

.....

Name of Chief Supervisor:.....Telephone Ext:.....

As author of the above named thesis, I request that my thesis be embargoed from public access until (date) ..... for the following reasons:

- ☐ Thesis contains commercially sensitive information.
- ☐ Thesis contains information which is personal or private and/or which was given on the basis that it not be disclosed.
- ☐ Immediate disclosure of thesis contents would not allow the author a reasonable opportunity to publish all or part of the thesis.
- ☐ Other (specify):.....

Please explain here why you think this request is justified:

.....

.....

.....

.....

.....

.....

Signed (Candidate):.....Date:.....

Endorsed (Chief Supervisor):.....Date:.....

Approved/Not Approved (Representative of VC):.....Date:.....

Note: Copies of this form, once approved by the representative of the Vice-Chancellor, must be bound into every copy of the thesis.



## MASSEY UNIVERSITY

## COLLEGE OF BUSINESS

## Request for examiners' reports and re-marking

The Assessment and Examination Regulations (Massey Calendar 2012, p.30) state:

*Remarking of Assessed Course Work*

*4. Students who seek to have an assessed course work component remarked should initially consult with the paper coordinator to clarify the feedback and/or the mark awarded. If the informal consultation does not address the student's concerns, then a formal application for remarking may be made. Remarking of course work is offered in exceptional circumstances only if the grounds are clear and accepted by the chief examiner within the Department or School. Remarking will normally be by a different marker.*

*As a result of a remark, the grade for the course work could remain unchanged, or be amended upwards or downwards.*

Your examiners' reports are attached. Should you wish to discuss any concerns arising from them, you may contact the Research Paper Coordinator in your School. If your concerns cannot be resolved informally, you may apply to Alison Gustafson, Postgraduate Administrator, for a re-mark **within four weeks of receiving your grade.**



# Carry Forward of Postgraduate Registration

Carry Forward of Postgraduate Registration (CFPR) is applicable as follows: Postgraduate students undertaking research, other than PhD, seeking to carry forward their enrolments to a subsequent registration period under specific conditions.

Thesis / Project / Reports can be carried forward once only. part-time students may be eligible for CFPR on a second occasion if normal tuition fees have been paid after the previous period of CFPR.

## Application Deadlines


Applications must be received by the following dates or an increased fee will apply:

- 31 January if the CFPR is to be studied as a Double Semester or Semester One; Thesis / Project / Report
- 31 July if the CFPR is to be studied as a Semester Two ; Thesis / Project / Report (Note that availability of CFPR for Semester Two varies by subjects)

**Note:** Late applications may not be accepted after:

- 28 February for Semester One and Double Semester

## To obtain an application form:

- Download the CFPR form -  [Application for carry forward of postgraduate registration \(CFPR\) \(77 KB\)](#)
- Call in person at your Campus Massey Contact Centre
- [Contact Massey University](#)

Please deliver your application and fee to your regional Massey Contact Centre; or post the form and payment to: CFCW, Examinations, Student Management, Massey University , Private Bag 11 222, Palmerston North.

## Declaration Form

Please note that you **MUST** sign the Student Declaration Form and submit it with the CFPR Application Form.





# MASSEY UNIVERSITY

## APPLICATION FOR CARRY FORWARD OF POSTGRADUATE REGISTRATION (CFPR)

Carry Forward of Postgraduate Registration (CFPR) is applicable as follows:

Postgraduate students undertaking research, other than PhD, seeking to carry forward their enrolment to a subsequent registration period under specific conditions.

**Note:** A student's eligibility to receive a Student Allowance or the Living Cost portion of a Student Loan may be affected by CFPR. Students should consult Study Link staff in the first instance.

Thesis/Project/Report s can be carried forward once only. Part-time students may be eligible for CFPR on a second occasion, if normal tuition fees have been paid after the previous period of CFPR.

### STUDENTS

Read the form thoroughly, ensuring all conditions of eligibility and requirements of CFPR overleaf are understood and complied with.

- a. Complete the CFPR Application form as indicated.
- b. Sign the Student Declaration form
- c. A cheque or receipt for the appropriate fee (\$24.00 per Thesis/Project/Report) must accompany your application for it to be valid. Application fees are Non-Refundable.

**Albany:** Please deliver the form and payment to the Cashier at:  
Massey Contact  
Quad A.

**Wellington:** Please deliver the form and payment to the Cashier at:  
Massey Contact  
Block A, Level 4

**Manawatu:** Please deliver the form and payment to the Cashier at:  
Massey Contact  
Level 2, Registry Building

**Alternatively post the form and payment:**  
CFPR  
Examinations  
NSATS  
Massey University  
Private Bag 11 222  
PALMERSTON NORTH

- d. After your application has been processed, you will receive a letter stating whether or not your application has been approved and, if applicable, details and instructions.

(Do NOT submit this page with the application)

Last updated July 2010

## ELIGIBILITY AND REQUIREMENTS OF CARRY FORWARD OF POSTGRADUATE REGISTRATION

### University Calendar Regulations

#### 1. POSTGRADUATE RESEARCH THESIS/PROJECT/REPORTS

Postgraduate students undertaking research, other than for PhD, may apply to carry forward their enrolment into the registration period immediately following that in which a full fee was paid in order to complete the requirements of a thesis, dissertation or project Thesis/Project/Report, where one of the following conditions applies:

(i) Exceptional circumstances arise that prevent a student from completing the requirements of a thesis, dissertation or project Thesis/Project/Report within a single registration period. To be eligible, a student must have been making satisfactory progress prior to making the application.

(ii) Where a thesis, dissertation or project Thesis/Project/Report is being undertaken on a part-time basis and completion within a single registration period is not possible. To be eligible, a part-time classification must be established at registration at the appropriate Pro Vice-Chancellor's Office.

Applications are subject to approval by the Pro Vice-Chancellor. No further tuition fees are due for the registration period to which Postgraduate Registration is carried forward. An application fee is due at the time that the application is made.

'Exceptional Circumstances' for Carry Forward of Postgraduate Registration:

The Carry Forward of Postgraduate Registration procedure enables Pro Vice-Chancellors to roll forward the registration of research students provided that:

(i) the student has been making satisfactory progress, and

(ii) 'exceptional circumstances' have prevented the research from being completed within the anticipated timeframe.

There is, however, no definition of what constitutes 'exceptional circumstances' in this context. Therefore, it is recommended that the following definitions be employed.

'Exceptional circumstances' include the following:

(a) Ill health of a significant extent or duration as verified by a medical certificate or equivalent.

(b) Close family bereavement or other traumatic personal event as verified by relevant documentary evidence.

(c) Unanticipated problems with the conduct of research or with supervision or support which are beyond the control of the candidate.

Please note that your College may also require an application for extension of time if you are applying under the "exceptional circumstances" category. Contact your College office for information.

#### 2. FEES

- a. All CFPR applications are subject to approval by the Pro-Vice Chancellor (or nominee) and payment of \$24.00 per Thesis/Project/Report application fee.
- b. If CFPR is approved for a Thesis/Project/Report then tuition fees for that Thesis/Project/Report are not required and will be refunded if already paid.

(Do NOT submit this page with the application)





MASSEY UNIVERSITY

Date and other stamps

APPLICATION FOR CARRY FORWARD OF POSTGRADUATE REGISTRATION

**SECTION ONE – For Student to Complete (please complete the entire section):**

ID No. \_\_\_\_\_

Family Name: \_\_\_\_\_ First Names: \_\_\_\_\_

Address: \_\_\_\_\_

Programme of Study: \_\_\_\_\_

Details of Thesis/Project/Report s in which CFPR is sought:

Paper Number	Thesis/Project/Report Name	Postgrad Status (full/part time)	Year	Semester	Campus

Reason for Application (tick appropriate box below) Part time student or exceptional circumstances

☐ exceptional circumstances (please describe the circumstances and attach supporting documentation)

Add pages if required...

Please note that if you are applying under the exceptional circumstances provision, you may also need to apply to your College for an extension of time to your eligibility for honours/distinction, or for an extension of time to complete the qualification.

☐ part-time student

Fee paid/Enclosed \$ \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**SECTION TWO – For Department/Institute/School/College to Complete**

Thesis/Project/Report No.	HoD's/HoS's Comments (including changes to details noted in Section 3)	HoD's/HoS's Recommendation (Please Delete One)	
		Recommended	Not Recommended

Pro Vice-Chancellor's (or nominee) Comments: \_\_\_\_\_ Reason: \_\_\_\_\_ PVC's Approval

	E/C	P/T	Approved	Not Approved
--	-----	-----	----------	--------------

**SECTION THREE – Examinations Office to Complete:**

Thesis/Project/Report is to be carried forward to:

Thesis/Project/Report No.	Registration Period	Mode	Location

PLEASE ENSURE YOU COMPLETE THE STUDENT DECLARATION

Last updated July 2010



# declaration form



**Massey University**

## the student contract

The University and the Student form a contractual relationship when the University enrolls the Student as a member of the University community. What follows are the terms of that Contract which the University and the Student accept are to govern their relationship, along with statute, and with the regulations and rules of the University.

The University will:

- 1 Use best endeavours to provide the Student with tuition and supervision of a professional standard in the course(s) in which the Student is enrolled.
- 2 Act reasonably and fairly in exercising its powers under the regulatory framework and this Contract.
- 3 Give reasonable notice of any changes in the course(s) required because of changes in funding, staffing or other reasonable cause.

The Student will:

- 4 Use best endeavours to fulfil the requirements prescribed by the University for the course(s).
- 5 Observe the regulations and rules of the University and accept the jurisdiction of the University in all matters connected with academic progress and with discipline.
- 6 Pay the fees prescribed by the University for the course(s).

The University and the Student also agree:

- 7 The Contract is formed when a Confirmation of Enrolment is issued for the programme(s).
- 8 The Contract will continue for the period for which the Student is enrolled by the University and will then end. However, clause 12 will continue to apply after the Contract ends.
- 9 The University and the Student may enter into further contracts, in subsequent periods, by repeating the process in clause 7.
- 10 The relevant Admission Form, Enrolment Form, Confirmation of Enrolment and material published in the Calendar also form part of this Contract, but nothing else shall be incorporated into the contractual relationship between the Student and the University. Liability for failure to perform this Contract is excluded where that failure has been caused by circumstances beyond the control of the University or the Student.
- 11 Any dispute arising out of or in connection with this Contract, or otherwise relating to the performance by the University or its staff of their responsibilities to the Student, shall be resolved through the Grievance Procedures prescribed by the University (see Calendar or <http://calendar.massey.ac.nz/>) which shall be the exclusive procedures for resolution of such a dispute.

## declaration

I declare 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.

I understand and agree that:

- This enrolment form will form part of a contract between me and Massey University. The terms of that contract are set out in the document entitled "Student Contract" (which is included in this book or can be viewed on the Massey University website). The contract will only be formed, however, when a Confirmation of Enrolment form is issued by Massey University.
- Information about me may be held by, used by and disclosed to the following organisations (including their officers and staff) provided it is relevant to their duties:  
Massey University and wholly owned subsidiary companies of the University, other tertiary providers with whom Massey University has entered into joint venture or other contractual arrangements, Massey University's Alumni Association, Students' Associations, Extramural Students' Society and related Trusts, Ministry of Education, Tertiary Education Commission, StudyLink, Inland Revenue Department, Dept of Work and Income, Ministry of Foreign Affairs and Trade and Specialist Education Services, Tribal trusts and scholarship providers, Other tertiary institutions that I am transferring to or from, or with which the University has a conjoint teaching arrangement in which I participate, New Zealand Teachers' Council and other professional accreditation agencies, Other agencies where disclosure is permitted or required in accordance with the Privacy Act 1993.
- My name, date of birth and residency as entered on this enrolment form will be included in the National Student Index, and will be used in an Authorised Information Matching programme with the New Zealand Birth Register. For further information please see <http://www.nsi.govt.nz/ima>
- I have the right to access the personal information which Massey University holds about me and the right to request the correction of that information;
- Books, journals and other teaching materials made available to me by Massey University are for my own studies, and copying or using them for other purposes is an infringement of copyright;
- Massey University's Policy on Intellectual Property will apply to my enrolment in research papers or programmes.
- Security of personal information about me that is held by Massey University is protected by a PIN or other unique identifier ("unique identifier") provided to me by Massey University. I confirm that the evidence of identity I have provided to the University belongs to me, authorise the use of the unique identifier for admission and enrolment purposes, accept responsibility for all uses of my unique identifier and agree not to give my unique identifier to other people.

I agree that to the extent permitted at law Massey University's liability to me, howsoever arising, if established, is limited to the amount of tuition fee that I paid for the enrolment period in which liability arises.

I authorise the use of my personal information (including photos) for purposes related to my studies and for the provision and improvement of services for students of the University.

I solemnly promise to obey the Statutes, Rules and Regulations of Massey University.

Signature

Date



Massey University Student ID number

OFFICE USE ONLY

Signed 1

Not Signed 2

ENROLMENT

