



**MASSEY UNIVERSITY**  
GRADUATE RESEARCH SCHOOL

## Doctoral Research Committee

### CONFIRMATION REPORT FOR PhD & DClInPsych CANDIDATES

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

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

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

Thank you!

**Candidate Name:** ..... **Academic Unit:** .....

**Confirmation Due Date:** .....

#### CONFIRMATION REPORT CHECKLIST

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

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

Items	Have these issues been discussed? Please comment.
Supervisory Meetings: Time/frequency	
Weekly time commitments expected: Annual leave arrangements (4 weeks/year)	
Thesis outline/research plan/ timelines	
What is needed to complete an adequate thesis	
Facilities/resources available, e.g. for field trips, lab work, library, conferences, scholarships	
Requirements for successful, timely completion e.g.: library skills; computer skills; writing; presentation; statistical analysis; English language skills	

Presentation of work in formal academic unit meetings or external forums, e.g. seminars; conferences	
Intellectual property issues	
The nature of plagiarism and the proper attribution of sources	
Authorship of manuscripts including work in preparation or submitted for publication	
Ethical issues, including: code of conduct for research: human/animal ethics/genetic technology clearances obtained	
Occupational health & safety	
Career planning including short courses	
Involvement in academic unit activities, e.g. student groups, seminars, committees	

### **CONFIRMATION COMMITTEE REPORT AND RECOMMENDATION**

*To be completed by the Convenor of the Confirmation Committee*

- The written report on the research program has been received and approved. It meets both DRC and academic unit requirements. **Yes**  **No**
- The candidate has made a presentation on their proposed research at a postgraduate seminar or similar academic unit forum. **Yes**  **No**
- The candidate has met the requirements in the Statement of Expectations.  
Including any course work requirements achieving a B+ grade or better  
**Yes**  **No**   
**N/A**  **Yes**  **No**
- A Confirmation Committee meeting with the student was held and the candidate's progress has been reviewed and feedback given on the research proposal, supervisory arrangements and resource availability confirmed. **Yes**  **No**

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

---



---



---



---



---

#### **Recommendation:**

- Registration to be confirmed**
- Registration deferred for 6 months**

Please outline reasons for deferral: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**3. Candidate be recommended to transfer to a Masters degree**

Supervisor to discuss with College Graduate Studies Office or equivalent.

Withdraw candidate from PhD candidature effective \_\_\_\_\_

**4. Candidature be terminated**

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

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

## SIGNATURES

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

CONFIRMATION COMMITTEE	SIGNATURES	DATE
(Please print names in full)		
1. _____	1. _____	_____
2. _____	2. _____	_____
3. _____	3. _____	_____
4. _____	4. _____	_____
5. _____	5. _____	_____
6. _____	6. _____	_____

### Endorsement of Confirmation Committee Recommendation

**HEAD OF ACADEMIC**  
**UNIT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

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

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

**CANDIDATE SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

GRS Version 4 – 7 July 2009

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