



## Doctoral Research Committee

### CONFIRMATION REPORT FOR DBA AND EdD CANDIDATES

Please complete this proforma (DRC 13.4). The DRC 13.5 is to be completed by your programme director/co-ordinator, DRC 13.6 is to be completed by the Confirmation Committee, and DRC 13.7 is to be completed jointly with your recommended supervisor.

When you receive this form please bring it to the attention of your research advisor and discuss the requirements for confirmation in your programme and work together towards confirmation. Your programme director/co-ordinator will be arranging your confirmation of registration event. The DRC 13.4 should be returned to the Graduate Research School separately from the DRC 13.5, DRC 13.6, and DRC 13.7. 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).

Thank you!

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

#### CONFIRMATION PROCEDURE

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

Briefly, candidates are required to:

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

The Confirmation Committee will be nominated by the Programme Director/Co-ordinator.

#### CANDIDATE DETAILS

Candidate Name: ..... ID:.....

Mailing Address: ..... Email: .....

..... Telephone: .....

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

Thesis Topic:

Completion Date: .....

Full-time Candidate:  Part-time candidate:

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

Name of scholarship(s):

## CANDIDATE CONFIRMATION REPORT

Throughout your candidature you can expect support and guidance to be readily available the DBA/EdD team, primarily from your supervisors and/or research advisor.

If you have problems you feel unable to discuss with your supervisor/research advisor, you should:

- In the first instance refer to either your Programme Director/Co-ordinator (or equivalent) or,
- If a problem cannot be resolved contact the Graduate Research School (06-350 5799) or email [doctoral.office@massey.ac.nz](mailto:doctoral.office@massey.ac.nz)

In addition to this Confirmation Report any candidate may make a confidential written report to either the Dean, Graduate Research School (PN713) or by emailing [doctoral.office@massey.ac.nz](mailto:doctoral.office@massey.ac.nz).

Remember that members of the Doctoral Research Committee and Graduate Research School (GRS) staff are always available for advice.

1. Have there been any difficulties affecting the progress of your work? **Yes**  **No**

Please elaborate:

2. Would you like additional help in the areas of language/ writing/communication skills? **Yes**  **No**  Please elaborate:

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

4. Is your research project supported by a grant, scholarship, or contract with an outside party (e.g. where a research agency, company or government department is funding the project)?  
(If in doubt please consult your supervisor.)
- Yes  No
- If yes, have you signed any formal agreement? Yes  No
- If yes, has this been returned to the Commercialisation Office? Yes  No
5. If you are located at an 'approved external institution' e.g. a government agency, CRI, Fonterra, Educational Institution, have you signed that institution's agreement covering Intellectual Property? (If in doubt please contact your supervisor).
- N/A  Yes  No

For further information and advice please see the Commercialisation Office help page on the web at [http://www.massey.ac.nz/massey/research/research-management-services/commercialisation-team/commercialisation\\_home.cfm](http://www.massey.ac.nz/massey/research/research-management-services/commercialisation-team/commercialisation_home.cfm)

## WRITTEN REPORT ON RESEARCH PROGRAMME

1. **Please submit a written report (approximately 6,000 words) to your supervisor/research advisor on your research progress.** The content and structure will vary across disciplines but should include:
  - (a) Have met the relevant requirements outlined in your programme oral defence guidelines.
  - (b) A concise statement of the research question(s) **(send copy with this form)**
  - (c) The rationale and importance of the study
  - (d) A critical summary and analysis of relevant literature
  - (e) An explanation of the conceptual framework to be used and/or a summary of experimental methods and equipment requirements appropriate to the research topic
  - (f) A budget summary detailing resources
  - (g) A proposed schedule and timeline for the phases of the study, including a date for submission, which should be on or before the date determined by GRS **(send copy with this form)**
2. **Please send with this form only the following sections of your written report: (b) the concise statement of the research question(s), and (h) the proposed schedule and timeline for the phases of the study, including a date for submission. Do not submit the whole written report to the GRS.**

**Once you have completed this form, please email to [doctoral.office@massey.ac.nz](mailto:doctoral.office@massey.ac.nz) along with copies as stated above, within one month of receipt.**

**Candidate Signature:** .....