



MASSEY UNIVERSITY  
GRADUATE RESEARCH SCHOOL

## Doctoral Research Committee

### CONFIRMATION REPORT FOR DBA AND EdD CANDIDATES

It is the responsibility of the confirmation committee convenor to ensure that this proforma (DRC 13.6) is complete. The DRC 13.4 has been forwarded to the candidate to complete and DRC 13.5 will be completed by the programme director/co-ordinator. If the candidate's registration is confirmed, both the candidate and their supervisor should complete DRC 13.7.

When you receive this proforma please bring it to the attention of the candidate and their recommended supervisor and discuss the requirements for confirmation in your programme and work together towards confirmation. This form should be returned to the Graduate Research School separately from profromas DRC 13.4, 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).

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

Thank you!

**Candidate Name:** .....**Confirmation Due Date:**.....

### CONFIRMATION COMMITTEE REPORT AND RECOMMENDATION

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

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

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

### Recommendation:

1. **Registration to be confirmed**
2. **Registration deferred for 6 months and the candidate should be re-enrolled**

Please outline reasons for deferral:

**3. Candidate be recommended to transfer to a Postgraduate Diploma/Masters degree**

Supervisor to discuss with College Graduate Studies Office or equivalent.

Withdraw candidate from DBA/EdD candidature effective \_\_\_\_\_

**4. Candidature be terminated**

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

<b>SIGNATURES</b>
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*Please send a copy of this confirmation report to all supervisors, prior to emailing completed proforma to [doctoral.office@massey.ac.nz](mailto:doctoral.office@massey.ac.nz).*

**CONFIRMATION COMMITTEE SIGNATURES**

(Please print names in full)

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

**Endorsement of Confirmation Committee Recommendation**

**PROGRAMME DIRECTOR/  
CO-ORDINATOR SIGNATURE** \_\_\_\_\_

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** \_\_\_\_\_