



**MASSEY UNIVERSITY**  
GRADUATE RESEARCH SCHOOL

## Doctoral Research Committee

### CONFIRMATION REPORT FOR DBA AND EdD CANDIDATES

This proforma is to be completed by the candidate and their supervisor following successful completion of the confirmation of registration event. This form should be emailed to [doctoral.office@massey.ac.nz](mailto:doctoral.office@massey.ac.nz) together with a signed copy of the 'Statement of Expectations' for the first 12 months of the thesis research.

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

#### CONFIRMATION REPORT CHECKLIST

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

We have discussed the following issues (candidates and supervisors should each retain a copy of this checklist for future reference at follow up meetings).

Item	Have these issues been discussed? Please comment.
Supervisory Meetings: Time/frequency	
Weekly time commitments expected: Annual leave arrangements	
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	
Career planning including short courses e.g. Student Learning Centre Postgraduate Seminars.	
Involvement in academic unit activities, e.g. student groups, seminars, committees	
Have you documented and agreed on your 'Statement of Expectations' for your first thesis year	

(Please ensure the Statement of Expectations is signed by both the supervisor and candidate and email to [doctoral.office@massey.ac.nz](mailto:doctoral.office@massey.ac.nz) together with this completed proforma)

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

**Supervisor Signature:** .....

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