



## Application for Provisional Registration as a PhD or DClInPsych Candidate

Pages 10–34 of the Handbook for Doctoral Study should be noted before completing this application. The Handbook is available on the web at <http://grs.massey.ac.nz/>

Please ensure **ALL** parts of this Provisional Registration Application are completed and signed. An incomplete application may result in the consideration of the application being delayed. The 'Statement of Expectations' should be attached separately and signed by both the Applicant and Supervisor.

- Pages 1-3 should be completed by the applicant, as well as the Student Declaration at the end of the application form.
- Pages 4-6 should be completed by the Main Massey Supervisor, with the Head of Academic Unit completing the last section.

### **New students to Massey**

If you have not studied at Massey University before you will need to complete an Enrolment Booklet. Please contact the Graduate Research School at [doctoral.office@massey.ac.nz](mailto:doctoral.office@massey.ac.nz) if you require an Enrolment Booklet. Please forward the Enrolment Booklet with the Provisional Registration Application form to our office together with **verified copies** of the associated documentation listed below.

- Birth Certificate or Passport for New Zealand and Australian Citizens Only
- Proof of NZ Residency Status for All Applicants Other than New Zealand and Australian Citizens
- Academic Transcripts, which include both complete and incomplete enrolments.

**A 'verified copy' is a photocopy of an original document that has been signed and dated for authenticity by an authorised person (eg Justice of the Peace (JP), Massey University Academic or Administrative Staff member). The signatory must identify their official designation on the photocopy, (preferably with an official stamp) and write the following words: "This is a true copy of an original document that I have sighted".**

The Graduate Research School will be unable to progress your application until all the documentation has been received. Please note that it may take up to a month to receive notification of the outcome of your application.

Submission of the Application for Provisional Registration form and Enrolment booklet does not guarantee admission into the programme

Please send your completed application to: Doctoral Programmes  
Graduate Research School (PN 713)  
Massey University  
Private Bag 11-222  
PALMERSTON NORTH 4442



**MASSEY UNIVERSITY**  
GRADUATE RESEARCH SCHOOL

**Application for Provisional Registration  
as a PhD or DClinPsych Candidate**

**APPLICANT'S INFORMATION**

**Family Name:** \_\_\_\_\_ **Given Names:** \_\_\_\_\_

**Title:** Mr / Mrs / Miss / Ms \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Student ID:** (If known) \_\_\_\_\_

If you have not studied at Massey University before you will need to complete an Enrolment Booklet and attach it to this application with verified copies of the relevant documents. See the cover page of Application Form for more information.

**New Zealand Residential Address:**  
(please do not use your Academic Unit address)

**Residential Address in the 12 Months Prior to this Application:**  
(complete only if this address is different to your current address)

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

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

**Home Phone Number:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Cellphone Number:** \_\_\_\_\_

**NZ Resident:** Yes  No

**Citizenship:** \_\_\_\_\_

**Ethnic group:** \_\_\_\_\_

**PROPOSED COURSE OF STUDY**

**Degree you wish to Study:** PhD  DClinPsych

**Will you be studying** Full-time  Part-time  (The DClinPsych is not available part time)

Full-time candidates should expect to commit an average of 50 hours per week, 48 weeks per year, for up to 4 years, to their Doctoral programme.  
Part-time candidates should expect to commit an average of 25-30 hours per week, 48 weeks per year, for up to six years, to their Doctoral programme.

**What date do you wish to commence study?** \_\_\_\_\_

**Which campus will you study at?** Albany  Palmerston North  Wellington

**What language do you intend to write your thesis in?** English  Te Reo Māori

**What is the proposed title of your research?** \_\_\_\_\_

Please attach a copy of your Research Proposal (refer guidelines at the end of this form).

**If you are applying for PhD studies, what paper(s) code(s) should you be enrolled in?**

(DClinPsych students are enrolled in standard papers)

Paper Number	Semester	Campus	
.900			
Course Work Papers (to a maximum of 30 credits)			
Paper Number(s)	Semester	Campus	Credits

## FINANCIAL SUPPORT

Please indicate the means by which you will be supported for the duration of your studies:

(i) **Scholarship**  **Grant**  Date Awarded: \_\_\_\_\_

Name of Scholarship or Grant \_\_\_\_\_

Duration \_\_\_\_\_ Total annual funding \_\_\_\_\_

(ii) **Student Allowance/Loan**

(iii) **Private Funds**

(iv) **Employment**  (please ensure the Employer section below is completed)

On what basis will you be employed? Full time  Part time

**Are you a member of Massey University staff?** Yes  No

Please identify:

Your Academic Unit: \_\_\_\_\_ Your position: \_\_\_\_\_

**If in other employment, please provide your employment details.**

(Please give full address details. Massey University staff members do not need to complete)

Position: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

### THIS SECTION TO BE COMPLETED BY THE APPLICANT'S EMPLOYER

(To be completed by applicant's employer or, for Massey University staff members, their Academic Unit Head)

Normally a candidate who is employed during the duration of their programme will be studying part-time. The exception is candidates whose research is the nature of their work. Employers need to consider how much work time can be granted for the candidate's Doctoral programme. For part-time candidates, the expected commitment to study is on average between 25 – 30 hours per week. This would normally include 12-15 hours per week off work time on average (this may include dedicated time blocks or periods where a larger proportion of work time is committed to the Doctoral programme). For full time candidates this would be all working hours.

What is the name of your company? \_\_\_\_\_

What is your position? \_\_\_\_\_

Has the applicant been given permission to enrol in a Doctoral programme? Yes  No

Will the applicant be studying Full-time  Part-time

Is the company aware of the time the applicant is required to commit to the programme?  
(See notes above) Yes  No

Has the company made provisions for the applicant to dedicate the recommended time as stated above to their Doctoral study? Yes  No

Will the supervisor(s) be given ready and free access to this applicant at the place of their employment during the period of his/her registration for the Doctoral study? Yes  No

**Full Name:** \_\_\_\_\_

**Employer's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## TERTIARY EDUCATION QUALIFICATIONS

A full transcript of your academic record or a verified copy, for all Tertiary education qualifications, both complete and incomplete records, should be attached to this application. Please also list any study you are currently enrolled in. (See cover page for instructions)

Institution	Place & Country	Years Attended From      To		Degrees, Diplomas or Certificates gained (including title)	Level of Honours Or GPA Received

**Have you discussed with your supervisor what your agreed objectives are for the first 12 months of study as outlined in the 'Statement of Expectations'?**

(Statement of Expectations must be signed and attached to this application. See page 5 for instructions)

Yes       No

Do you understand that if you do not meet the requirements outlined in the 'Statement of Expectations' within the specified time that your registration will not be confirmed?

Yes       No

**Are you intending to spend any of your candidature time off shore?**

Yes       No

(Current policy is that all International Students must be resident in New Zealand to study at Massey. All Doctoral candidates should note the 'Study Off Campus' and residency requirements outlined in the Handbook for Doctoral Study. If approved, candidates may be asked to sign an Off-Shore Study Contract with the University outlining the conditions of their off shore study.)

If yes, please indicate how much time is intended to be spent off shore and at which stage of the candidature

---



---



---

### Contact with other students

Many students benefit from making contact with other students who are studying the same papers. Please indicate below if you consent to your name, email address and phone number being shared with other students for study purposes. I consent to having my name, email address and phone number being shared with other students studying a Doctoral programme.

Yes       No

**Have you read, and do you accept, the terms of the student contract and student declaration at the end of this document, for the duration of your Doctoral programme?**

Yes       No

**I declare that the information I have provided is true and correct, and that all my previous enrolments and academic transcripts have been provided.**

**Applicant's Full Name:** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_

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

### SUPERVISION PANEL DETAILS

(A minimum of two Massey supervisors are required. If a proposed supervisor or co-supervisor has not previously supervised a Doctoral candidate for Massey University, please attach a brief statement of the supervisor's qualifications and research experience. Please indicate the percentages of workload and the responsibilities for each of the Massey supervisors, for **this applicant**)

MAIN MASSEY SUPERVISOR				
Family Name:		Given Name:		
Title (eg Prof/Dr)		Academic Unit:		
% of supervisory workload:		Campus:		Previously Supervised Doctoral Thesis?
Supervision responsibilities for this applicant:				
MASSEY CO-SUPERVISOR				
Family Name:		Given Name:		
Title (eg Prof/Dr)		Academic Unit:		
% of supervisory workload:		Campus:		Previously Supervised Doctoral Thesis?
Supervision responsibilities for this applicant:				
MASSEY CO-SUPERVISOR				
Family Name:		Given Name:		
Title (eg Prof/Dr)		Academic Unit:		
% of supervisory workload:		Campus:		Previously Supervised Doctoral Thesis?
Supervision responsibilities for this applicant:				
NON-MASSEY CO-SUPERVISOR				
(Copy of a current CV, including a publications list, must be attached for all non-Massey Co-Supervisors)				
Family Name:		Given Name:		
Title (eg Prof/Dr)		Email Address:		
Position & Organisation:		Address:		
Phone:		Cellphone:		
% of supervisory workload:		Previously Supervised Doctoral Thesis?		
Supervision responsibilities for this applicant:				

## MODEL FOR THE STATEMENT OF EXPECTATIONS

**Please complete the Statement of Expectations on a separate sheet  
and attach to the back of this application form.**

**The Candidate, Supervisor and Co-Supervisor(s) must sign the Statement of Expectations.**

Careful attention to the Statement of Expectations provides a sound basis for the development of a good professional relationship between the Candidate and Supervisors. While the following is a **Sample Only**, it provides a clear indication of what the Doctoral Research Committee expects to see when a candidate seeks Provisional Registration. The Candidate and Supervisor(s) are agreeing that the following should be met in order to proceed to full registration.

(a) **Academic Performance Standards**

This is a statement of the Academic Performance Standards which the supervisors will expect the applicant to meet. The standards should be measurable to enable the supervisor to clearly determine whether the applicant can be recommended for full registration following the Confirmation of Registration event (normally 12 months for full time and 18 months for part time PhD candidates; DClinPsych candidates normally complete the Confirmation of Registration at the end of their first academic year). While it is recognised that some of the categories may not be relevant to a particular discipline or programme, supervisors should select those that are relevant and both the supervisors and the candidate should be clear about the standards against which the candidate will be judged in terms of progression to full registration. It should be made clear to the candidate that failure to meet the Performance Standards will result in his/her registration being delayed up to 6 months and/or terminated. A maximum of 30 credits of course work is permitted in the provisional year; the requirement is a passing standard of B+ or better for each paper.

**Below lists some areas of criteria that supervisors and candidates should consider:**

- Complete specified *course work* and achieve a grade of B+ or better in each paper (if applicable). Please note that candidates are permitted to enrol in a maximum of 30 credits in the Provisional Registration year. ***It is preferable that course work is completed prior to Provisional Registration.***
- A *full* proposal outlining the scope of the study, conceptual framework, the methodology to be employed, the selection of case studies, the objectives for each phase of the research, the outputs for each phase, the timetable, and the mode of analysis to be used, will have been approved.
- A *literature review* will be substantially complete
- A *chapter framework* will be drafted
- The aims of the study will have been presented at a *research seminar* or similar (and/or at the Confirmation of Registration event)
- Regular attendance at academic unit seminars and meetings
- Any other specific requirements
- In addition, it is recommended that written work will have been submitted through Turnitin plagiarism programme to check for correct referencing.

(b) **Communication Arrangements**

This is the proposed arrangements for ensuring adequate contact between applicant and supervisor(s), including off-campus supervisor(s). Consideration should be given to such issues as: frequency and length of applicant/supervisor(s) meetings; turnaround times for feedback on written work by the applicant; and the responsibilities or contributions of supervisors.

**Checklist**

- The Supervisors will provide overall guidance and will facilitate reasonable access to resources and personnel as needed.
- The Candidate will meet with the Supervisor and Co-Supervisor(s) on a regular basis. If scheduled appointments cannot be kept, the Supervisor will make alternative arrangements.
- The Candidate will produce material for Supervisor and Co-Supervisor(s) to read at least one week before an arranged meeting.
- The Supervisors will undertake to supply both written and verbal comments on this work.
- The turn around time for written comments from the Supervisors will be negotiated between the Candidate and the Supervisors but normally will not exceed 10 - 14 days.
- The Supervisors and Candidate will ensure that Six Monthly Reports are forwarded to the Doctoral Research Committee in a timely manner.

**I confirm that:** (please tick the boxes)

- I have discussed the 'Statement of Expectations' with the applicant
- I have discussed the 'Statement of Expectations' with the Co-Supervisor(s)
- I have advised the applicant what level of achievement is required before registration can be confirmed
- A signed copy of the Statement of Expectations is attached to this application, signed by myself, the applicant, and co-supervisor(s).**

**Full Name:** \_\_\_\_\_ **Academic Unit:** \_\_\_\_\_

**Main Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### TO BE COMPLETED BY THE MAIN MASSEY SUPERVISOR

- Will the project require ethical approval?** Yes  No
- If YES, have you discussed with the applicant the ethical procedures? Yes  No
- Have you discussed the Massey University Intellectual Property Policy with the applicant?** Yes  No
- Is the Massey University Intellectual Property Policy linked to an external agency? Yes  No
- If YES, has the IP agreement been finalised with the MU office for Commercialisation? Yes  No
- Have you discussed with the applicant the Code of Responsible Research Conduct and procedures for dealing with Misconduct in Research, including plagiarism?** Yes  No

**What are the estimated costs for the research activities for the programme?** \_\_\_\_\_

Specify costs that will be paid by:

(i) The applicant: \_\_\_\_\_

(ii) The Academic Unit: \_\_\_\_\_

(iii) Other sources: \_\_\_\_\_

### TO BE COMPLETED BY THE HEAD OF ACADEMIC UNIT OR NOMINEE

(If the Head of Academic Unit is the proposed main supervisor, this section is to be completed by either their line manager, or the Unit Postgraduate Co-ordinator. Likewise, Unit Postgraduate Co-ordinators are not to approve their own supervision).

This section relates to TEC requirements.

#### **TO BE COMPLETED FOR PhD APPLICANTS:**

I have assessed the workload of the supervisors and confirm that the supervisors will be able to allocate sufficient time to supervise this programme Yes  No

The supervisors are of good national, or international, standard, and members have research records appropriate to the candidate's proposed topic area Yes  No

Please state your reasons for recommending the supervisors are of good national, or international, research standard, or that they are 'new and emerging of high potential'.

---



---

#### **TO BE COMPLETED FOR ALL APPLICANTS:**

**I certify that:**

- the host Academic Unit has appropriate expertise in the proposed topic area to supervise the research for the duration of the candidacy Yes  No
- the requisite facilities are available to the applicant; Yes  No
- appropriate supervision and agreed costs and resources will be provided; Yes  No
- the scope of the study is such that is realistic to anticipate completing within four years (six years for part-time applicants) Yes  No
- and the academic unit considers the applicant acceptable for Doctoral study. Yes  No

**Signature:** \_\_\_\_\_

**Academic Unit:** \_\_\_\_\_

**Full Name** \_\_\_\_\_

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

### GRS OFFICE USE ONLY

Application Approved  Application Declined

Comments: \_\_\_\_\_

Chairperson's Signature: \_\_\_\_\_

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

## APPLICATION CHECKLIST

**Have you:**

YES	NO	
		answered all questions?
		attached verified copies of your academic transcripts? (NB copies of Massey University transcripts are not required, nor are transcripts required for International applicants who have already accepted an Offer of Place)
		listed all tertiary study you have undertaken, regardless of if it was successfully completed?
		attached a copy of your Statement of Expectations, which has been signed by yourself, and your supervisors?
		attached a copy of your research proposal?
		signed the application at the bottom of page 3, and the student declaration form on page 8?
		if this is the first time you are applying for studies at Massey University, have you completed and enclosed an Enrolment Booklet? (not required for International applicants)
		attached copies of any non-Massey co-supervisor's CVs?
		checked that your supervisor has signed page 5?
		checked that the head of your academic unit has signed page 6?
		checked that your employer has completed and signed the Employer section on page 2? (where applicable)

**Please post this form and all attachments to:**

Doctoral Programmes  
 Graduate Research School (PN713)  
 Massey University  
 Private Bag 11-222  
 PALMERSTON NORTH 4442

# declaration form



## 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.
- 11 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.
- 12 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

ENR/08/04

## RESEARCH PROPOSAL GUIDELINES

In assessing your readiness to undertake a doctoral degree, the following guidelines will be used. Please prepare a proposal of 1000-3,000 words (maximum) in length. Try to provide as much information as possible under each heading. However, do not worry if your ideas and understandings are not fully developed at this stage. The key purpose of the proposal is to find out 'where you are at' in your thinking.

### **Motivation**

Why? Where do you see this taking you?

### **Topic**

In this first section of your proposal, your potential supervisors will be looking for evidence that you have clearly identified and justified the topic of your proposed enquiry. You will need to discuss the context or background to the study for the reader:

- Title
- Why is this a topic that needs to be investigated?
- What do we already know about the topic?
- What are the key landmark studies or theoretical positions in the topic area and what findings and theories have they generated?
- What does the map of the topic area look like and how has this changed over time?
- Where are the gaps in our existing knowledge?
- What, in summary, does the literature suggest are the 'tensions' or dilemmas of educational practice that exist within this topic area?

### **Research Questions**

What are the research questions, issues or problems you wish to investigate in your study?

### **Methods**

What research methods are appropriate to help you address one or more of the basic questions you wish to investigate?

How will you collect data? Have you shown the link between each research question and the data gathering tool(s) you will use?

### **Data Analysis and Presentation**

How will you analyse and present your data?

***Please ensure that your proposal also contains the following information and statement:***

**YOUR NAME:**

**CONTACT DETAILS:**

**YOUR ACADEMIC REFEREES:**

1. **NAME:**  
**CONTACT DETAILS:**
2. **NAME:**  
**CONTACT DETAILS:**

**In submitting this proposal, I confirm that except where appropriate attributions are made, the thoughts, words and arguments it contains are entirely my own work.**