



Application For Provisional Registration

DBA and EdD

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.

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 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.

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 DBA or EdD Candidate

PART A: TO BE COMPLETED BY THE APPLICANT

PERSONAL DETAILS

Family Name: _____ Given Names: _____

Title: Mr / Mrs / Miss / Ms _____ Date of Birth: _____

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: _____ Student ID: (If known) _____

NZ Resident: Yes No

Citizenship: _____ Ethnic group: _____

Will you be in employment during your candidature?
(If YES, please ensure Part C is completed)

Yes No

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: _____

Have you studied at Massey University before? Yes No

If No, complete an Enrolment Booklet available from the Graduate Research School and attach with verified copies of relevant documents. See cover page of Application Form.

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

EDUCATIONAL QUALIFICATIONS

(A full transcript of your academic record or a verified copy, for all qualifications, both complete and incomplete records, should be attached to this application. See cover page for instructions)

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

PROPOSED COURSE OF STUDY

Degree you wish to Study: DBA EdD

Will you be studying Full-time Part-time

Candidates for both of these programmes would normally study part time. Special permission and arrangements will be required from the programme director/co-ordinator to enrol as a full time candidate.

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? _____

Normally at the start of semester one

Which campus will you study at? Albany Palmerston North Wellington

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

What topic area do you wish to research? _____

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 a Memorandum of Understanding 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

Do you understand that if you do not meet the requirements outlined in the 'Academic Performance Standards' that your registration will not be confirmed?

Yes No

FINANCIAL SUPPORT

Please indicate the means by which you will be supported:

(i) **Scholarship** **Grant** Date Awarded: _____

Name of Scholarship or Grant _____

Duration _____ Total annual funding _____

(ii) **Student Allowance/Loan**

(iii) **Private Funds**

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 Signature: _____ Date: _____

PART B: TO BE COMPLETED BY YOUR PROGRAMME DIRECTOR/CO-ORDINATOR**STATEMENT OF EXPECTATIONS**

Provisional Registration and continuation in the DBA and EdD is contingent upon the following conditions being met:

Academic Performance Standards

1. As a pre-condition of full registration in the degree the candidate will be required to achieve a B+ or higher grade in **each** of the following specified papers:

DBA

115.901 Advanced Research Seminar	30 credits
115.902 Advanced Studies in Business and Administration	30 credits
115.903 Advanced Directed Studies in Business and Administration	30 credits
115.910 Special Topic in an Appropriate Disciplinary Area	30 credits

EdD

267.911 Advanced Professional Education	30 credits
267.912 Advanced Studies in Education	30 credits
267.913 Advanced Research and Evaluation Methodology	30 credits
267.929 Advanced Directed Study in Education	30 credits

2. Candidates will meet the individual requirements as specified for each of the above named papers. Where a candidate does not achieve the required standard of B+ in a particular paper, the following procedure will apply:
- The candidate may request a reconsideration of all or part of the paper, which did not reach the required standard only once.
 - Candidates who are waiting for reassessment with \geq B+ grade may proceed with concurrent study in one further paper.
 - If, after the reconsideration process has been completed, the required standard has still not been reached, a candidate may re-enrol **once** in the paper.
3. In anticipation of 1 and 2 above being satisfied, and subject to successful completion of an oral defence as outlined in DRC 13/4 to 13/7, full registration into the named doctorate programme can be confirmed.
4. For the thesis programme, the candidate and prospective thesis supervisor will together establish the terms and conditions for the '**Statement of Expectations**'. This includes the **academic performance standards** and **communication arrangements**, and other associate and reciprocal rights and responsibilities.

Have you advised the applicant what level of achievement is required before registration can be confirmed? 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

Programme Director/Coordinator Signature: _____ Date: _____

PROGRAMME DETAILS

What paper(s) code(s) should the candidate be enrolled in?

Paper Number	Semester	Campus

PART C: TO BE COMPLETED BY 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. Employers need to consider how much work time can be granted for the candidate's Doctoral programme. For part-time candidate's, normally this would be in the order of 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/institution? _____

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/institution aware of the time the applicant is required to commit to the programme?
(See notes above) Yes No Has the company/institution made provisions for the applicant to dedicate the recommended time as stated above to their Doctoral study? Yes No

Full Name: _____

Signature: _____ Date: _____

PART D: TO BE COMPLETED BY PROGRAMME DIRECTOR/CO-ORDINATORDoes the College have appropriate expertise in the proposed topic area to allocate supervisor(s) of good national, or international standard and who have a research record appropriate in the candidates proposed topic area to supervise this programme? Yes No

I certify that:

the requisite facilities are available to the applicant; Yes No appropriate supervision and agreed resources will be provided; Yes No the scope of the study is such that it is realistic to anticipate completion within four years (six years for part-time applicants) Yes No and the academic unit considers the applicant acceptable for Doctoral study. Yes No

Full Name: _____

Academic Unit: _____

Signature: _____

Date: _____



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