



MASSEY UNIVERSITY
GRADUATE RESEARCH SCHOOL

Application for Use of Video Conferencing for Doctoral Oral Examinations – For Candidate

Normally the Candidate, the New Zealand Examiner and the Internal Examiner will be expected to be present for the Doctoral Oral Examination. However, under very exceptional circumstances an application can be made for the use of video conferencing technology. Tele-conferencing technology is not permissible. Illness or unexpected family reasons are the common reasons for the use of technology. Because of past problems, the use of **Skype is not normally permitted**. The following will apply in such cases:

1. The Graduate Research Officer organising the examination will consult with the Chairperson of the Doctoral Research Committee (DRC) and then obtain written confirmation from the Supervisor and Examiners participating in the oral examination that they are in agreement that the technology be used to facilitate the examination.
2. Where the Candidate wishes to be examined using the technology, a request must be made by the Candidate in writing to the Chairperson of the DRC. The request should include a statement that the Candidate will meet the associated costs and indicate in writing that the videoconference arrangement is at their request and convenience. The candidate must also confirm that they have appropriate facilities with compatible technologies available prior to the request being made. Should the technology fail during the examination, and as a result the examination must be re-scheduled, the Candidate must meet the costs of re-scheduling the examination, which may include additional flights, transport and accommodation of examiners and supervisors. There is an expectation that the videoconference will take place during, or close to, Massey University working hours (NZ 9am – 5.30pm). Should approval be given, the candidate must make all arrangements for booking the technology at their place of residence and at the appropriate Massey University campus. The candidate is also expected to arrange a test of the facilities prior to the day of the scheduled oral examination. The Chair of the DRC can only make a decision regarding an application for video-conferencing once all Examiners' reports have been received by the GRS.
3. It is important for candidates to note that the DRC believe it is to the candidate's benefit to be present in person for an oral examination. Should the examination process prove to be detrimental to the candidate as a result of their request to participate from a distance, and as the request for use of video-technology was to accommodate the candidate, this will exonerate Massey from any grievance resulting from the process.

Candidate's Name: _____
(Full name)

Current Address:

Email Address: _____

Massey ID Number: _____ Full-Time Part-Time

Programme of study: PhD DBA DClinPsych EdD

Name of Supervisor: _____

Academic Unit: _____

Reason for Request: (Attach memo/email and/or medical certificate if appropriate)

I agree to meet the associated costs Yes

I agree that should the technology fail during the examination, that I will meet any associated costs to re-schedule the examination, including flights, travel, and accommodation for examiners and supervisors Yes

I agree that it is my responsibility to locate appropriate technology at or near to my place of residence, and that I will test this technology by linking it to the technology which will be used at Massey, at least one week before the examination is scheduled Yes

I understand that should I fail to make the appropriate arrangements within the required timeframe, that I will be required to return to Massey to attend the examination in person Yes

Candidate's Signature: _____ Date: _____

A signature or email will signal approval:

Supervisor's Signature: _____ Date: _____

Please return to the Doctoral Office, doctoral.office@massey.ac.nz

OFFICE USE ONLY

Approved Declined

Dean's Signature: _____ Date: _____