

APPLICATION FOR PROVISIONAL REGISTRATION (DRC2)

Your application for Provisional Registration will not be considered until the Admission process has been completed and you are living in New Zealand.

Please email your application to the Graduate Research School at
Doctoral.Office@massey.ac.nz



MASSEY UNIVERSITY
GRADUATE RESEARCH SCHOOL

PART A: CANDIDATE DETAILS

Family Name:		Student ID:	
Given Name:		Preferred name:	
Date of birth: (dd/mm/yyyy)		Citizenship: (as shown on passport)	
Do you have New Zealand or Australian Residency?		Do you currently live in New Zealand?	
What is your primary source of funding?			
If Scholarship or Other, please specify			
Is your thesis to be written in English or Te Reo?			
Will you be in paid employment at the University or otherwise whilst studying?			
Your New Zealand postal address, including post code		Your other contact details while studying at Massey	
		Email:	
		Mobile:	
		Telephone:	

PART B: REGISTRATION AND ENROLMENT DETAILS

Which programme are you applying for?				
What is the proposed title for your research project?				
What start date have you agreed with your supervisor? <i>PhD studies start on the 1st of the month – DSW and DCLinPsych start on 1st February</i>				
At which campus will you be based?				
Will you be studying full-time or part-time? <i>Please note that DCLinPsych and International students are expected to be enrolled full-time</i>				
PhD specific section				
What is the course number for your PhD as confirmed by your primary supervisor?				
Are you required to undertake any additional coursework concurrently with your PhD?				
If yes, specify below: (A maximum of 30 credits of enrolled coursework may be permitted in the Provisional Registration year and candidates should achieve a B+)				
Course Number	Semester	Campus	Credits	Enrolled/Audit

PART C: SUPERVISION PANEL

(DSW candidates do not need to complete this section, the panel will be confirmed at confirmation)

The primary and one co-supervisor must be Massey staff and where the primary supervisor does not commit at least the same amount of time to the supervisory task as the co-supervisor(s), the primary supervisor must commit a minimum of 20% of the supervision. Any additional external co-supervisors on the panel should not have a combined supervisory load of more than 50%. A supervisor must have supervised a student to completion as a co-supervisor before taking on a primary role. All supervisors new to supervision at Massey must attend the one-day supervisor induction course.

Title (eg. Prof, A/Prof, Dr)	Name	Department/Organisation	Role (primary, co-supervisor)	Percentage of supervisory load	Email

PART D: SUPERVISION AND ACADEMIC PERFORMANCE STATEMENT: STATEMENT OF EXPECTATIONS

It is really important that care is taken with the statement of expectations and that every point below is fully discussed with your primary supervisor or advisor to avoid later misunderstandings.

The Doctoral Web Book outlines what to expect of doctoral study including time commitments, what to do if you need to make some changes to your candidature, as well as rights and responsibilities with which you and your supervisors must be familiar. You and your supervisory panel should discuss and agree on what level of support you can reasonably expect from your supervisors, and at what point other support services are more appropriate. You should be aware of these other supports services: they include both academic support (library or statistical consultation, academic writing, etc.) and broader support such as Health, Wellbeing and Careers.

- You must discuss and agree with your supervisory panel not only on what you will achieve in your provisional period, but also on what can reasonably be expected of your supervisory panel and other Massey staff to ensure a successful working relationship throughout the candidacy. This statement should regularly be revisited throughout your candidacy as priorities change.
- You should have ongoing discussions with your supervisory panel or advisor about your progress, and these discussions should form the basis of the content of the regular progress reports. These reports must be completed on time by you and your supervisory panel. You should be aware of the consequences of poor progress, which may include a performance review process and can lead to termination of candidacy.

If you need more space for your statement you may attach extra pages and send them **with** this application.

MANAGING EXPECTATIONS

If you are based on a campus you have been provided with access to a dedicated study space, computer, printer, etc., as well as funds where applicable, as per the Policy for Research Resources and Support for Post Graduate Research Candidates

You have discussed and agreed the level of guidance that can or cannot reasonably be expected from a supervisor (e.g. editing, statistical analysis, experimental design etc.).

UNDERSTANDING RESEARCH

You have discussed with your supervisor or advisor the nature, standard and scope of research expected at doctorate level

If you have been brought onto a specified project, all member of the project team and your supervisory panel understand what that project will entail, and what your contribution will be

You have discussed with your supervisor or advisor the various stages of the research process and approximate timeframes that will allow you to submit your thesis in a timely way

You have discussed with your supervisor or advisor publications and authorship, and you have developed a preliminary plan to address this

You have discussed with your supervisor or advisor any research-related matters that might cause delays to your project, (e.g. travel to collect data, availability of participants or lab equipment) and how these might be addressed

RESPONSIBLE RESEARCH

You and your supervisory panel have read and discussed the [Code of Responsible Research Conduct](#)

You and your supervisory panel have discussed and understand your rights and responsibilities regarding intellectual property, commercially funded research, how data will be accessed, stored and shared, authorship, and copyright.

If your project requires it, the process of applying for ethics approval has been outlined

Any health and safety risks associated with research activities have been considered, and how these will be addressed have been discussed.

RESOLVING CONFLICT

You and your supervisory panel are aware of the appropriate channels within schools/units/departments and the university to address conflicts should they arise. Conflicts may include complaints, appeals, or poor performance
 (Please see [Student Grievance Procedure](#), [Code of Responsible Research Conduct](#))

COMMUNICATION AND FEEDBACK

You have agreed with your supervisor how communication will be managed, including setting out clear expectations of meetings and meeting protocols, who on the panel will be included in supervisory meetings, and what will happen if meetings must be cancelled.

You have agreed with your supervisor the nature, frequency, and turnaround time for feedback on written materials, who on the panel will provide feedback and how any unforeseen delays in providing feedback will be managed

Please provide more detail on the communications plan: (e.g., monthly meetings will be held with all members of the panel; at each meeting the content of the following meeting will be agreed; any material to be discussed at a meeting will be submitted to supervisors at least 7 days prior; Supervisors will endeavour to provide feedback within a 2-3 week time-frame; any delays in providing feedback will be managed by ...; the person responsible for cancelling a supervisory meeting is also responsible for rescheduling it.)

RESEARCHER DEVELOPMENT

Your supervisor has advised you about opportunities to further your development as a researcher, and encouraged you to undertake them. Your development will include a plan for attending University workshops, and also for actively engaging in academic activities within the research community

Please provide more detail: (e.g., you will attend weekly departmental seminars and present twice a year at these seminars; in first year will attend GRS Induction workshop, CTL workshops on writing a literature review, library workshop Searching for Science; you will use Vitae to identify knowledge gaps etc.)

OTHER COMMENTS**PART E: BRIEF SUMMARY OF YOUR PROPOSED RESEARCH (250 Words Maximum)**

PART F: CONFIRMATION OF REGISTRATION REQUIREMENTS

You have discussed with your supervisor or advisor the level of achievement expected for registration to be confirmed at the end of the provisional period

Please indicate the specific academic requirements of first year (e.g., a 6000 word literature review; a clear statement of research objectives; a conceptual framework; a chapter framework; a full research proposal etc.). You will be expected to achieve at least a B+ in each one of any courses that are required.

PART G: DECLARATIONS BY CANDIDATE, SUPERVISOR, HOD/PG CO-ORDINATOR**Signature of Candidate**

By signing this form I confirm that:

- the information given in this form is true and correct, and I have withheld no information that would have a bearing on my enrolment
- the Provisional Registration application will form part of a contract between myself and Massey University. The terms of that contract are set out in the document entitled "Student Contract" and can be viewed on the Massey University website.

Signature of Primary Supervisor

By signing this form I confirm that:

- the candidate and I, in consultation with the supervisory panel (where applicable) have discussed the information provided and together we have agreed on an appropriate start date, the supervisory panel, any course requirements, and the "supervision and academic performance statement"
- There are no perceived or actual conflicts of interest between myself and other members of the supervisory panel

Signature of Head of Academic Unit/Programme Director

By signing this form I confirm that:

- the candidate will be appropriately supervised for the duration of their candidacy and that in the case of any extended leave of absence by the supervisor the candidate will be provided with adequate alternative supervision
- the supervisors are of good national, or international, standing, and supervision panel members have research expertise appropriate to the candidate's proposed topic area
- there are no perceived or actual conflicts of interest between members of the supervisory panel
- the scope of the study is such that is realistic to anticipate submission within 3-3.5 years (5-5.5 years for part-time applicants)
- the requisite facilities are available to support the doctoral research project

COURSEWORK EXPECTATIONS FOR DSW AND DCLINPSYCH

DOCTOR OF SOCIAL WORK:

Candidates will meet the individual requirements as specified for each of the papers detailed below. Where a candidate does not achieve the required standard of B+ in a particular paper (excluding the thesis), the following procedure will apply:

- a) The candidate may request only once a reconsideration of all or part of the paper which did not reach the required standard.
- b) Candidates with less than a B+ grade in a particular course who are waiting for reconsideration grade may proceed with concurrent study in one further course until the reconsideration has been completed.
- c) If, after the reconsideration process has been completed, the required standard of B+ has still not been reached, a candidate may re-enrol once more only in the course.

Year	Course code	Course name	Course schedule
1	179.911	Advanced Social Work and Social Development Theory	Semester 1
	179.912	Advanced Studies in International Social Work	Semester 2
2	179.913	Advanced Social Work Research and Evaluation	Semester 1
	179.929	Advanced Directed Study in Social Work	Semester 2
3	179.930	DSW Thesis	1 January-31 December
4	179.930	DSW Thesis	1 January-31 December

DOCTOR OF CLINICAL PSYCHOLOGY:

Candidates are required to pass all papers detailed below. If a candidate does not pass a paper they may re-enrol once more only in the course (excluding the thesis)

Year	Course code	Course name	Course schedule
1	175.920	Clinical Psychology Practicum A	Double semester
	175.935	Skills in Clinical Assessment	Double semester
	175.991	Thesis Part A	1 February-31 December
2	175.921	Clinical Psychology Practicum B	Double semester
	175.936	Skills in Clinical Intervention	Double semester
	175.992	Thesis Part B	1 January-31 December
3	175.922	Clinical Psychology Internship	Double Semester
	175.993	Clinical Case Studies/Thesis Part C	1 January-31 December (FLYR)
4	175.993	Clinical Case Studies/Thesis Part C	1 January - 30 June (S1)
	175.993	Clinical Case Studies/Thesis Part C	1 July-31 December (S2)