



MASSEY UNIVERSITY
GRADUATE RESEARCH SCHOOL

Doctoral Research Committee

CONFIRMATION REPORT FOR PhD & DCLinPsych CANDIDATES

Please complete this proforma (DRC 13/1). The DRC 13/2 is to be completed by your supervisor and DRC 13/3 is to be completed jointly with your supervisor and the Confirmation Committee.

When you receive this form please bring it to the attention of your supervisor and discuss the requirements for confirmation in your academic unit and work together towards confirmation. Your supervisor and your Head of Academic Unit have also both received this request. The DRC 13/1 should be returned to the Graduate Research School separately from the DRC 13/2 and DRC 13/3. If for any reason confirmation cannot be completed by the due date, please advise the doctoral secretariat (doctoral.office@massey.ac.nz or ext 7922/7738/2909).

Thank you!

Confirmation Due Date:

CONFIRMATION PROCEDURE

Refer to the Handbook for Doctoral Study for the confirmation process or view on the web at <http://students.massey.ac.nz/doctoralhandbook.htm>

Briefly, candidates are required to:

- (i) Prepare a Confirmation Report of between 3,000 – 10,000 words (Guidelines on page 3.)
- (ii) Make an oral presentation for 20-30 minutes followed by questions and discussion, in an Academic Unit postgraduate seminar or at a similar forum.
- (iii) Verbally defend the proposed research project with the Confirmation Committee. During the defence, the committee will assess the feasibility and resource requirements of the proposed project and offer suggestions towards its successful completion.
- (iv) Have met all requirements in your Statement of Expectations.

The Confirmation Committee will be nominated by the Head of Academic Unit.

CANDIDATE DETAILS

Candidate Name: ID:.....

Mailing Address: Email:

..... Telephone:

..... Mobile:

Thesis Topic:

Completion Date:

Full-time Candidate: ☐ Part-time candidate: ☐

Are you currently receiving a scholarship? **Yes** ☐ **No** ☐

Name of scholarship(s):

CANDIDATE CONFIRMATION REPORT

Throughout your candidature you can expect support and guidance to be readily available in your academic unit, primarily from your supervisors.

If you have problems you feel unable to discuss with your supervisor, you should:

- In the first instance refer to either your Postgraduate Co-ordinator (or equivalent) or, Head of Academic Unit
- If a problem cannot be resolved contact the Graduate Research School (06-350 5799) or email doctoral.office@massey.ac.nz

In addition to this Confirmation Report any candidate may make a confidential written report to either the Dean, Graduate Research School (PN713) or by emailing doctoral.office@massey.ac.nz.

Remember that members of the Doctoral Research Committee and Graduate Research School (GRS) staff are always available for advice.

1. How often do you consult with your supervisor(s)?

Daily ☐ **Weekly** ☐ **Monthly** ☐ **Other** ☐ _____

Does this meet your needs? **Yes** ☐ **No** ☐

2. Have there been any interruptions to your supervision? **Yes** ☐ **No** ☐

Please elaborate:

3. Have there been any difficulties affecting the progress of your work? **Yes** ☐ **No** ☐

Please elaborate:

4. Would you like additional help in the areas of language/ writing/communication skills? **Yes** ☐ **No** ☐

Please elaborate:

5. Do you anticipate any difficulties completing in the allowed time? **Yes** ☐ **No** ☐
 If Yes, what factors (including employment or other commitments) are likely to delay completion?
6. Is your research project supported by a grant, scholarship, or contract with an outside party (e.g. where a research agency, company or government department is funding the project)?
(If in doubt please consult your supervisor.) **Yes** ☐ **No** ☐
 If yes, have you signed any formal agreement? **Yes** ☐ **No** ☐
 If yes, has this been returned to the Commercialisation Office? **Yes** ☐ **No** ☐
 7. If you are located at an 'approved external institution' e.g. a CRI, Fonterra, have you signed that institution's agreement covering Intellectual Property? *(If in doubt please contact your supervisor).*
N/A ☐ **Yes** ☐ **No** ☐

For further information and advice please see the Commercialisation Office help page on the web at <http://www.research.massey.ac.nz/commercialisation/index.htm>

WRITTEN REPORT ON RESEARCH PROGRAMME

1. **Please submit a written report (3,000 to 10,000 words) to your supervisor on your research progress.** The content and structure will vary across disciplines but should include:
 - (a) A concise statement of the research question(s) **(attach copy to this form)**
 - (b) The rationale and importance of the study
 - (c) A critical summary and analysis of relevant literature
 - (d) An explanation of the conceptual framework to be used and/or a summary of experimental methods and equipment requirements appropriate to the research topic
 - (e) A budget summary detailing resources
 - (f) A summary of progress to date including preliminary data and resources developed
 - (g) A proposed schedule and timeline for the phases of the study, including a date for submission, which should be on or before the date determined by GRS **(attach copy to this form)**
 - (h) A brief bibliography
 - (i) A list of publications produced and/or presentation(s) made during Provisional Registration.
2. **Please attach to this form only the following sections of your written report: (a) the concise statement of the research question(s), and (g) the proposed schedule and timeline for the phases of the study, including a date for submission. Do not submit the whole written report to the GRS.**

Once you have completed this form, please return to the GRS (PN 713) with attachments, within one month of receipt.

Candidate Signature: