

Confirmation of Candidature Submitted in Te Reo Māori Protocol

Summary

The University has a goal of becoming a university of choice for Māori students and is committed to enabling students to write their theses in te reo Māori. This protocol outlines the requirements and procedures for completing the Confirmation of Candidature process in te reo Māori.

AUT recognises that presenting theses/dissertations in te reo Māori is a choice for students to make and in so doing, recognises that te reo Māori is one of the three official languages in New Zealand/Aotearoa. Any work submitted for assessment should only be assessed in the language of submission and the assessor's response must also be in the same language.

When a student intends to present a doctoral thesis/exegesis in te reo Māori this must be discussed with the faculty at the time of admission to ensure that appropriate resources, supervisors, reviewers, and examiners will be available for their particular topic. Once the reviewers have been appointed the Graduate Research School (GRS) will facilitate the process as part of a trial for two submissions, with a review after the first submission to consider any refinements. (Faculties also have the option to manage the confirmation of candidature process as per standard practice). A cross-University committee (*provisionally called Kōmiti Whakamau Ākonga Kairangi*) will be formed to consider and approve the confirmation of candidature.

Scope

This protocol is to be used by doctoral students intending to undertake their thesis /exegesis in te reo Māori.

Admission

Research Proposal

Any student intending to undertake presentations of their thesis/exegesis in te reo Māori is required to clearly indicate this on the Research Proposal – 'Admission to a Doctoral Programme' form. Preliminary discussions should be made between the School and with the Faculty Associate Dean (Postgraduate) (ADP) to ensure that there are suitable supervisors, confirmation of candidature reviewers (may be external if required), examiners and resources available as part of the admission process.

Timeframes

Doctor of Philosophy

The transition from provisional admission to full registration (Confirmation of Candidature) normally occurs no later than 12 months for full-time students and 24 months for part-time students after enrolment in the programme. Students are expected to commence the confirmation of candidature review process after nine months (for full-time) and 18 months (for part-time) of provisional admission to the doctoral programme with a view to submitting the completed Confirmation of Candidature form to the University Postgraduate Research Board (UPRB) within 12 months (full time) or 24 months (part-time) of provisional admission.

Professional Doctorates

Students in a professional doctorate will normally submit a full confirmation of candidature research proposal at the end of the last coursework component.

Unsatisfactory Progress and Withdrawal

Students who have not submitted their confirmation of candidature within the timeframes, noted above, will be sent a letter by the faculty reiterating the timeframes and stating an expectation that it be completed within six months. If the confirmation of candidature is not submitted within this period then the unsatisfactory progress process will be initiated, giving students a further six months. Should the confirmation of candidature not be submitted at this stage the student will be withdrawn from the programme.

Note:

In exceptional circumstances, an extension to the confirmation of candidature submission date may be considered only when a student has extenuating circumstances and will be considered on a case-by-case basis in discussion with the Associate Dean (Postgraduate). If approved, the student is required to submit a progress report.

Content

Guidelines on the expected content and format can be found on the confirmation of candidature form and should be considered along with the following:

Approval of Pilot Study

If collection of data prior to confirmation is required, for the purposes of completing a pilot study that pertains to the student's research topic, this needs to be outlined in the student's 'Admission to a doctoral programme' research proposal and approved during the admission to the doctoral programme process.

Ethics Applications

If required, students may begin their ethics applications at any time, but should not normally collect data until both the ethics application and the confirmation of candidature have been approved. However, it is recommended that both applications be developed at the same time.

It is incumbent on the student and supervisors to ensure that any requirements for ethical approval are met prior to the commencement of data gathering, if applicable. A copy of the ethics approval letter should be appended to the confirmation of candidature application if data gathering has already commenced.

Confirmation of Candidature

Students are required to complete their Confirmation of Candidature Research Proposal, presentation and receive their reviews in te reo Māori. An English version of the summary section only is required to be supplied (approx. 1 page). The summary must include: the research question/problem, theoretical framework, research design, data collection methods, data analysis, potential significance of the research, and resources and budget. Once the confirmation of candidature form has been submitted and reviewers appointed the process will be facilitated by the GRS (unless the Faculty has opted to manage the process).

Requirements of Reviewers

The confirmation of candidature of theses/exegeses is assessed on the quality of the argument and research, potential original contribution to knowledge, clarity of presentation and scholarship. The confirmation of candidature will be reviewed by a minimum of 2 reviewers.

Reviewers of theses/exegeses in te reo Maori will need to have:

- Competency in te reo Maori
- Knowledge of the topic/field/practice

Presentation and Venue

The venue or location of the presentation will be culturally appropriate and will be considered on a case-by-case basis. The Kōmiti Whakamau Ākonga Kairangi will recommend the name of a convenor to the GRS. The format of

the presentation will observe tikanga (cultural protocols) as well as those university procedures identified in the Postgraduate Handbook. The presentation should be between 40-60 minutes. The student will have the opportunity to receive and comment on the feedback and, where appropriate, incorporate it into a revised confirmation of candidature form.

Whānau may accompany the student and will be acknowledged accordingly through a mihi whakatau (welcome) and karakia. The GRS in consultation with the relevant faculty will coordinate the arrangements and refreshments for the mihi whakatau. The GRS will cover catering costs during the trial.

Approval

Kōmiti Whakamau Ākonga Kairangi (Committee Confirming Doctoral Candidates) to consider and approve Confirmation of Candidature in te reo Māori.

The Kōmiti Whakamau Ākonga Kairangi will be convened to consider and approve Confirmation of Candidature Research Proposals in te reo Māori under delegated authority from Faculties. The committee approving the confirmation of candidature will comprise a Chair (te Arahi mō te Kōmiti) and two members. These members will be selected based on the proposed confirmation of candidature submitted at the time.

Members of the Committee considering theses/exegeses submitted in te reo Māori should normally have (at least one of the following):

- knowledge in the topic field;
- competency in te reo;
- relevant expertise and knowledge about te ao Māori (the Māori world) including tikanga (customary lore, values), mātauranga Māori (Māori knowledge) and indigenous research ethics.
- Experience as a doctoral supervisor with knowledge of the University's requirements for doctoral confirmation

The confirmation of candidature review has a set of assessment criteria that are required to be met in order for the confirmation of candidature to be approved. These criteria can be assessed as being met, not met or more work required. Normally, a student will not be able to submit their confirmation of candidature for approval more than twice to the Kōmiti Whakamau Ākonga Kairangi. However, where the reviewer or the committee deems the confirmation of candidature unsatisfactory and unable to meet the standard of a doctoral proposal, then the committee may state that the confirmation of candidature will not be approved, and the student will be withdrawn from the doctoral programme.

The Chair, or te Arahi mō te Kōmiti, of the Kōmiti Whakamau Ākonga Kairangi sends recommendations to the UPRB which can:

- 1) Confirm candidature or;
- 2) Approve continued provisional admission for an agreed period of time or;
- 3) Discontinues candidature and is transferred to another programme if available or;
- 4) Terminate the candidature.

Where a recommendation is made under the termination/discontinuation (clause 3/4) the recommendation to the UPRB will include any conditions that were not met. Candidature registration will be terminated if the conditions have not been fulfilled to the satisfaction of the UPRB.

The outcome is determined by the Kōmiti Whakamau Ākonga Kairangi. Where there is not a clear outcome the committee may refer the assessment of the confirmation of candidature to the UPRB.

The appointed Chair will be responsible for providing a report (in English) to the Faculty and the University Postgraduate Research Board. This should cover a simple summary of the proceedings and the outcome.

Head of School will sign off all resource and budget requirements.

A list of potential Kōmiti Whakamau Ākonga Kairangi members is provided in Appendix A.

Outcome

Students who undertake their theses/exegeses in te reo Māori are aware of the requirements and procedures for successfully completing their Confirmation of Candidature.

The Chair of the Kōmiti Whakamau Ākonga Kairangi will ensure a report is provided (in English) to notify the Faculty and University Postgraduate Research Board of the outcome. This should cover a simple summary of the proceedings and the outcome.

Approval of Confirmation of Candidature

Students who have their confirmation of candidature approved are notified of the outcome by the Graduate Research School (GRS).

Non-approval of Confirmation of Candidature

Students who have not met the acceptable standard of the confirmation of candidature will not be confirmed in the doctoral programme.

Confirmation of candidature is a condition of admission in the doctoral programme and students who do not have their confirmation of candidature approved will have their offer rescinded.

Review

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June 2021

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June 2021

Related Documents

Appendix A - Cross University Committee members

Confirmation of candidature in Te Reo - Review Procedures