|  |  |
| --- | --- |
| **PLEASE NOTE** | * *This form must be typed. Handwritten forms will not be accepted.*
* *Double-clicking on the check boxes enables you to change them from not-checked to checked.*
* *PhD students will be enrolled in one of four intakes throughout the year (1st Monday in February, May, July or October).*
* *DHSc and EdD students are only accepted into intakes 1st Monday in February or July.*
* *From 1st February 2024 doctoral students can apply to study part-time except for international students who need to be enrolled full-time to be eligible for domestic fees.*
* ***The*** [***Postgraduate Handbook***](https://www.aut.ac.nz/research/postgraduate-student-support/pg-forms-policies-and-processes/handbook) ***details the regulations, policies and requirements for postgraduate research and should be referenced when completing this form.***
 |

|  |
| --- |
| student to complete |

|  |  |  |  |
| --- | --- | --- | --- |
| **Student ID**  |  | **Name** |  |
| **Faculty**  | **Choose a Faculty** | **School/Dept** |  |
| **Discipline** |  | **Programme** |  |
| **Ethnicity** |  | **Residency** | **Citizen/PR** [ ]  | **International** [ ]  |
| **Mode of Study** | **Choose Full-time or Part-time** | **Proposed Intake Date** | **Choose an Intake** |
| **Submission Due Date** |  |  |  |
| **Working Title** |  |
| **Will this research involve working with children?**If yes, see ‘Children’s Act (2014)’ information in the Postgraduate Handbook. | **Yes** [ ]  |  **No** [ ]  |
| **If yes, you are required to provide a National Police Vetting check (or equivalent from your home country). Has this been submitted to the Faculty Postgraduate Office?** [**https://www.criminalrecords.govt.nz/#**](https://www.criminalrecords.govt.nz/) | **Yes** [ ]  |  **No** [ ]  |

|  |
| --- |
| indicate where you will be based during your studies: (This does not include trips for data collection) |
| **I will be based on an AUT Campus for the full duration of my studies:** | **Yes** [ ]  |  **No** [ ]  |
| **If you will be off-campus (either temporarily or permanently) where will you be based:** | **City:** |  | **Country:** |  |
| **Dates off campus:** | **From:** |  | **To:** |  |
| **If travelling in your provisional year for research related activities, what is the current travel advisory noted on the** [**SafeTravel**](https://www.safetravel.govt.nz/travel-advisories-destination) **website?** | **Choose an item.** |
| Note: * *If the country is listed as Level 3 (Avoid non-essential travel) or Level 4 (Do not travel) approval is required from the University Postgraduate Research Board by application.*
* Contact your Faculty Postgraduate Coordinator with information relating to an additional supervisor located at the external location, and an off-campus plan (schedule of meetings, access to equipment, fees requirements, Intellectual property requirements, support and expectations/goals).
 |

|  |
| --- |
| Study History |
| **Have you ever been enrolled as a doctoral student prior to this application?** | **Yes** [ ]  |  **No** [ ]  |
| *If yes, complete the section below* |  |  |
| **Topic** |  |
| **Institution** |  | **Department** |  |
| **Period of Candidature** |  | **Was the degree conferred?** | **Yes** [ ]  |  **No** [ ]  |
| **Reason for non-conferment (if applicable):**  |  |

|  |
| --- |
| Intellectual Property |
| **Applying AUT’s policy (aut.ac.nz/ip), IP will be owned by*:*** Note that under the AUT policy students always own their research component and academic publications. IP ownership questions can be directed to the Research Office or AUT Ventures. If unsure, please contact AUT Ventures (ventures.aut.ac.nz). | **The student** | [ ]  |
| **AUT** | [ ]  |

|  |
| --- |
| Scholarships |
| **Do you hold any scholarships/awards/sponsorship by an external organisation?** | **Yes** [ ]  |  **No** [ ]  |
| **Are fees included in the scholarship?** | **Yes** [ ]  |  **No** [ ]  |
| **Give the name(s) of scholarships/awards/sponsors** |  |

|  |
| --- |
| Language |
| The University supports theses written in English or Te Reo Māori. Sign language is an official language of New Zealand, however theses must be written. Will your research be presented in: |
|  | English |  [ ]  |
|  | Te Reo Māori |  [ ]  |

|  |
| --- |
| Acknowledgements |
|  |
| **You are required to undertake a** [**Postgraduate Research Hazards and Risks Assessment**](https://www.aut.ac.nz/research/postgraduate-student-support/pg-forms-policies-and-processes/forms) **with your supervisor. You are not required to send this to the Faculty Postgraduate Office. For further details refer to the** [***Postgraduate Research Hazards and Risks Protocol***](https://www.aut.ac.nz/research/postgraduate-student-support/pg-forms-policies-and-processes/protocols)**.** | [ ]  **I understand** |
| **It is your responsibility to identify and obtain any, legal, public health, Iwi, environmental and locality obligations or approvals required for the jurisdictions in which the research is being undertaken.** | [ ]  **I understand** |
| **If you are undertaking data collection overseas it is your responsibility to check, and obtain, local ethical approval.** | [ ]  **I understand** |
| **It is your responsibility to check, and obtain, any regulatory approvals including approval from, AUTEC, the appropriate Human Ethics Committee (such as HDEC), Animal Ethics, council, or governmental approvals.** | [ ]  **I understand** |

*Note:*

* *Approval for admission to the programme does not include ethics approval, which is a separate process. It is essential to obtain ethical approval independently as per AUT processes.*
* *Students are expected to acknowledge their responsibilities as outlined above. Supervisors will be informed and are expected to support students in meeting these requirements.*

|  |
| --- |
| Research Proposal  |

*Note: It is advisable that doctoral students and supervisors discuss an alternative research plan for implementation if the original research plan proves impracticable so that doctoral studies can be completed within the expected timeframe.*

|  |
| --- |
| Doctoral Student’s research proposal  |

**Provide a conceptual overview of your proposed doctorate, in accordance with Faculty guidance (where applicable). *NOTE limit: 1000 words***

|  |
| --- |
| Entry Criteria Statement |
| *If you have not completed prior research (such as an Honours dissertation or Master’s thesis),* please specifically detail what experience you have with conducting research.  Examples include industry projects you have been integrally involved in and main author of, co-authorships on research papers, or any other materials that you believe provides evidence of your research experience. Please attach all evidence with this document. Please also detail any theory papers / courses on research methods that you have completed prior. |

|  |
| --- |
| DECLARATION BY Student |
| I declare that the information provided by me in this application is true and complete.  I recognise that it is my responsibility to provide all necessary documentation to support my application and I authorise Auckland University of Technology, where necessary, to obtain further relevant documentation and to verify my qualifications as detailed in this application.  I acknowledge that AUT reserves the right to vary or reverse any decision regarding admission to candidature on the basis of this application. I agree that I will endeavour to complete this programme in 3 years full-time or 6 years part-time and that I may not submit earlier unless the full fees for these durations have been paid (equivalent to 3 EFTS) and provided my supervisor(s) support an early submission. I have read and understand the conditions of candidature outlined in the current Postgraduate Handbook and am prepared to accept them in full. I have read and understand the supervisors’ support statements as attached to this application. I acknowledge that any costs that exceed the approved faculty research funds (or any scholarship or external funds) will be covered by me: **Yes**  [ ]  |
| **Student’s signature**: |  | **Date**: |  |

|  |
| --- |
| Supervisor(s)/ADvisor(s) to complete |

|  |
| --- |
| Research Component Admitting Qualification – Primary/co-supervisor to complete |
| **Is the Research Component of the admitting qualification equivalent to 30 points in a bachelor with honours programme or 40 points in a master’s programme? (If unsure, please refer to Arion entry criteria assessment or your Faculty Postgraduate Office for guidance).** | **Yes [ ]**  | **No** [ ]  |

|  |
| --- |
| Special Admission |
| **If an applicant does not meet AUT’s standard admission requirements, a special admission application may be considered. In considering this special admission application the University Postgraduate Research Board will consider evidence that demonstrates equivalence to the standard admission requirements. *Please refer to page 28 of the Postgraduate Handbook for details on what should be included in your support statement.*** |
| **Research component of admitting qualification –** If the research component of the admitting qualification is not equivalent to the doctoral entry criteria (as indicated above)please indicate that the primary supervisor/co-supervisor (admin lead) has read/reviewed the research undertaken in the admitting qualification and deems that it is of a suitable standard and shows equivalence to advanced standing in research for entry to the AUT Doctoral programme. | **Yes** [ ]  | **N/A [ ]**  |
| **Has the applicant provided evidence of experience, qualifications and/or training that is equivalent to the standard admission requirements for an AUT Doctorate?***Ensure that the evidence has been appended to the application documents.* | **Yes** [ ]  | **No** [ ]  |
| **Provide details:** |  |
|  |  |
| **In your opinion, does the evidence show that the applicant has the potential to be successful in the programme being applied for?** | **Yes** [ ]  | **No** [ ]  |
| **Comments:** |  |
|  |  |

|  |
| --- |
| primary Supervisor/Co-Supervisor support Statement |
| **Please detail key reasons underpinning your support for this student’s commencement of an AUT doctorate (including consideration of budget implications, resources and that the timeframes indicated are realistic).**  |

|  |
| --- |
| SUPERVISOR DECLARATION |
| As supervisors, we are committed to ensure that adequate and appropriate supervision will be provided according to University policy and any/all issues relating to conflict of interest with respect to the student and/or the project will be declared and managed appropriately. |
| You must select EITHER primary/secondary structure OR co-supervisor structure throughout, not a mix of both. |
| **Supervisor Type (select option)** |  | **Supervised Doctorate to Completion** | **Yes** [ ]  | **No** [ ]  |
| **Signature** |  | **Date** |  |
| **Supervisor Type (select option)** [**i**](#Sturcture) |  | **Supervised Doctorate to Completion** | **Yes** [ ]  | **No** [ ]  |
| **Signature** |  | **Date** |  |
| **Supervisor Type (select option)** |  | **Supervised Doctorate to Completion** | **Yes** [ ]  | **No** [ ]  |
| **Signature** |  | **Date** |  |

|  |
| --- |
| External Supervisor or Advisor |
| **Role of Additional Supervisor/ Advisor***(i.e. secondary/third/co-supervisor, advisor)* |  |
| **Supervisor Type (select option)** |  | **Supervised Doctorate to Completion** | **Yes** [ ]  | **No** [ ]  |
| **Contact email address:** |  | **An approval email has been received from line manager?** | **Yes** [ ]  |
| **Signature** |  | **Date** |  |

|  |
| --- |
| mentor supervisor |
| Where a supervisor has not supervised a doctorate to completion a mentor should normally be appointed. The following supervisor will act as mentor for all who requires this within the supervisory team. |
| **Name** |  |
| **Signature** |  | **Date** |  |

|  |
| --- |
| Faculty/Department/School to complete |

|  |
| --- |
| resource sign off |
| **HOD/HOS/Dep Chair/****Authorised staff member** |  | **Confirm Resources** **Available for this project** | **Yes** [ ]  | **No** [ ]  |
| **Signature** |  | **Confirm Supervision is Available for this project** | **Yes** [ ]  | **No** [ ]  |
| **Name of HOD/HOS of Secondary/Co-Supervisor**  |  | **Confirm Supervision****Available for this project** | **Yes** [ ]  | **No** [ ]  |
| when supervisor is located in a different department/ school/faculty |  | **Confirm Supervision is Available for this project** | **Yes** [ ]  | **No** [ ]  |
| **Signature** |  | **Date** |  |
|  |  |  |  |

|  |
| --- |
| admission conditions |
| Please state any admission conditions to be applied to the student’s candidature (research methods, IELTS, appointment of secondary supervisor, other paper enrolment)  |
| **Condition(s)** |  | **Research Methods** | **Not Required [ ]**  |
| **Required [ ]**  |

|  |
| --- |
| faculty approval |
| **Recommendation** | That this student be admitted to the above AUT Doctoral Programme |
| **Is the constitution of the supervisory team appropriate?** | **Yes** [ ]  | **No** [ ]  |
| **Associate Dean****(Signature)** |  | **Faculty PGC Approval Date** |  |
|  |  |  |  |

|  |
| --- |
| university postgraduate Research board approval |
| **Approval** | I approve admission to the above AUT doctoral programme with any conditions as listed above |
| **Name** |  | **Title** |  |
| **Dean of the GRS****(Signature)** |  | **UPRB Approval Date** |  |
|  |  |  |  |