

Confirmed Enrolment Presentation Guidelines

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THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

STATEMENT OF PURPOSE

Candidates are required to complete an oral presentation as part of their application for confirmed enrolment. This provides an opportunity for the candidate to demonstrate their knowledge of the research topic and discuss its merits with academics familiar with the field of study. The purpose of the presentation is to allow the candidate to verbally communicate an overview of their full research proposal.

The candidate must satisfy the confirmation panel that the chosen research topic and subsequent thesis will fulfil the requirements of the relevant doctoral programme as stated in the Higher Degree Regulations.

PRESENTATION REQUIREMENTS

While the content of each presentation will vary between disciplines the following should be covered in a candidate's presentation:

- Why the research is important and how it is positioned within other work in this field
- The research questions to be addressed
- The methodology(s) to be followed
- The methods to be used in data collection and analysis
- Evidence that ethical issues are addressed where applicable
- A timeline of the major milestones to be achieved

PREPARATION FOR THE PRESENTATION

One month prior to the confirmed enrolment due date:

The Chief Supervisor will organise with the confirmation panel a set date and time for the presentation to take place. The Confirmation panel will include the following:

- Chief Supervisor
- Other Supervisory panel members if possible
- The Chairperson of Department/School (COD), (or nominee) in which the research is primarily supervised
- The Faculty Postgraduate Research Committee (PGRC) Representative, (or nominee)

The Chairperson of Department/School will act as the Chair of the confirmation panel.

The panel may include others as deemed appropriate by the confirmation panel. **At least one week prior to the presentation date** the candidate will send to the Chief Supervisor, for distribution to the full supervisory and confirmation panel members, their full research proposal.

The full research proposal should meet the following criteria outlined in the Higher Degree Handbook (p. 17):

- Working title;
- Statement of research;
- Outline of the significance of the topic;
- Literature review in a form consistent with practices of the discipline;
- Statement of the research questions/hypotheses;
- Description of methodology;
- Description and analysis of the method(s);
- Statement of resource requirements;

- Timetable for the project and thesis writing and;
- Statement concerning the requirement for ethical approvals and a full copy of any ethical approval application and ethical consent where required.

ON THE DAY

The Chairperson of the Confirmation Panel may in accordance with current Faculty/School practice and with the consent of the candidate, invite guests to attend the presentation.

The candidate will bring to the presentation the 'Application for Confirmed Enrolment' form with their part completed and ready for submission, together with a copy of their full research proposal.

The Panel Chair will welcome everyone, make introductions, and outline the format for the session. The candidate will make a 20-minute (maximum) presentation about their proposed research to the panel. At the conclusion of this presentation, the Chair will then facilitate a question and answer feedback session regarding the candidate's research.

At the conclusion of the feedback session, the candidate and any other attendees will leave the room while the confirmation panel members confer and assess whether the candidate has demonstrated the following important qualities for continuing enrolment as outlined in the Higher Degree Handbook (p. 17):

- Satisfactory endeavour and application;
- Ability to conduct a detailed literature search and review;
- Acquisition of technical or other practical skills;
- Firm understanding of methodological and/or theoretical issues;
- Ability to communicate clearly, both orally and in writing; and
- Achievement of any special requirements set out in the original application.

Panel signatories (the attending Supervisory Panel, COD and PGRC Representative) will then complete the form with their signatures - All supervisory panel members including any external supervisors who are unable to attend the presentation are required to approve the Full Research Proposal

OPTIONS:

- Confirmation of enrolment;
- Transfer to MPhil degree;
- Withdrawal from the programme;
- Other*

The candidate will be invited back into the room so the recommendation of the confirmation panel can be conveyed. The Confirmation Panel may wish to discuss the candidate's presentation in depth and may not be able to provide the candidate with a recommendation immediately following the presentation. In such cases the candidate may be asked to leave and will be contacted once a decision has been reached by the panel.

*This may include revision and resubmission of the proposal and/or presentation. The resubmission must not fall outside of the 9 months permitted for confirmed enrolment and is at the discretion of the Confirmation Panel.

FOLLOWING THE PRESENTATION

The Completed Application for Confirmed Enrolment form is forwarded to the School of Graduate Research prior to the full research proposal due date. All approved applications for confirmation of enrolment should be accompanied by the full research proposal. In the event that the outcome of the Confirmed Enrolment Presentation is to revise and resubmit, the Application for Confirmed Enrolment should only be forwarded to the School of Graduate Research once the revisions have been submitted and approved by the Confirmation Panel. If an approved Application is not received by the School of Graduate Research within 9 months of conditional enrolment, candidature in the PhD programme will be terminated.