

Doctorates

The Degree of Doctor of Philosophy (PhD)

The guidelines, which are printed in *italics* to distinguish them from the regulations, have been developed to assist students and staff with obligations and best practice for doctoral study. Students and staff should check the Postgraduate Office website regularly for forms and advice: www.canterbury.ac.nz/postgrad

1. Nature of the degree

- (a) Study for the degree of Doctor of Philosophy involves a sustained, rigorous and systematic approach to the relevant body of knowledge, undertaken through experimentation, archival work, or other appropriate means. It includes an original research project that makes a significant contribution to knowledge and understanding or application of knowledge. It requires the preparation of a substantial thesis that presents the outcome of the research and places it in the broader framework of the discipline or field of study. Undertaken under qualified supervision, it promotes intellectual independence and the capacity to undertake further research at an advanced level.
- (b) The thesis must meet recognised international standards for such work.
- (c) The thesis must be submitted in English or te reo Māori and should not exceed 100,000 words in total, excluding appendices. Candidates wishing to submit and defend a thesis in te reo Māori must seek approval at the time of registration. A recommendation will be made by the Assistant Vice-Chancellor (Māori) or nominee as to the candidate's fluency and literacy in te reo Māori in the thesis subject area and the likelihood of being able to find appropriately qualified examiners for the thesis.

The subject areas for the degree of Doctor of Philosophy are: Accounting (ACCT); Accounting and Information Systems (ACIS)*; American Studies (AMST)*; Antarctic Studies (ANTA); Anthropology (ANTH); Applied Psychology (APSY); Art History (ARTH); Art Theory (ARTT); Astronomy (ASTR); Audiology (CMDS); Biochemistry (BCHM);

Bioengineering (ENBI); Biological Sciences (BIOL); Biotechnology (BIOT); Cellular and Molecular Biology (CEMB); Chemical and Process Engineering (ENCH); Chemistry (CHEM); Chinese (CHIN); Civil Engineering (ENCI); Classics (CLAS); Computational and Applied Mathematical Sciences (CAMS); Computer Science (COSC); Cultural Studies (CULT); Disaster Risk and Resilience (DRRE)**; Earthquake Engineering (ENEQ); Ecology (ECOL); Economics (ECON); Education (EDUC); Electrical and Electronic Engineering (ENEL); Engineering Geology (ENGE); Engineering Management (ENMG); English (ENGL); Environmental Science (ENVR); European Studies (EURO); Evolutionary Biology (EVOL); Finance (FINC); Fire Engineering (ENFE); Forest Engineering (ENFO); Forestry (FORE); French (FREN); Geography (GEOG); Geology (GEOL); German (GRMN); Hazard and Disaster Management (HAZM)*; Health Sciences (HLTH); Higher Education (HEDN); History (HIST); Human Interface Technology (HITL); Human Services (HSRV); Information Systems (INFO); Japanese (JAPA); Journalism (JOUR); Law (LAWS); Linguistics (LING); Management (MGMT); Management Science (MSCI)*; Māori (MAOR); Marketing (MKTG); Mathematical Physics (MAPH); Mathematics (MATH); Mathematics and Philosophy (MPHI); Mechanical Engineering (ENME); Media and Communication (COMS); Medical Physics (MDPH); Medical Physics (Clinical) (MPHC); Microbiology (MBIO); Music (MUSI); Pacific Studies (PACS); Philosophy (PHIL); Physics (PHYS); Plant Biology (PBIO); Political Science (POLS); Psychology (PSYC); Religious Studies (RELS)*; Russian (RUSS); Science Education (SCED); Social Work (SOWK); Sociology (SOCI); Spanish (SPAN); Speech and Language Sciences (CMDS); Statistics (STAT); Taxation (TAXA); Theatre and Film Studies (TAFS)*; Transportation Engineering (ENTR); Water Resource Management (WATR); Zoology (ZOOI).

2. Conditions of enrolment

- (a) Every candidate, before enrolling for the degree, must be approved as a candidate by the Dean of Postgraduate Research.

* This subject is not open to new enrolments.

** Subject to UNZ CUAP approval due December 2015.

- (b) Every candidate for the degree must either:
 - i. have qualified in New Zealand for a Bachelor's degree with first or second class (division 1) honours, or a Master's degree at the standard of first or second class (division 1) honours, or the equivalent; or
 - ii. have been admitted with *ad eundem* status to the status of a graduate equivalent to (i) above; and
- (c) The Dean of Postgraduate Research must be satisfied that the candidate has adequate training and ability to pursue the proposed course.
- (d) In special circumstances, the Dean of Postgraduate Research may approve the enrolment of a graduate who does not hold one of the qualifications under Regulation 2(b), but who has produced satisfactory evidence of adequate training and ability to pursue the proposed course.

3. Enrolment and registration

- (a) A candidate shall apply for enrolment on the 'PhD Application' form. The form, which must be signed by the Head of Department/School, must nominate a potential Senior Supervisor, who will normally be a member of the continuing academic staff of the University of Canterbury, indicate the general field of study, and recommend a date of enrolment. If the enrolment is approved by the Dean of Postgraduate Research, he or she shall confirm the date of enrolment.

The prescribed form is obtainable from the Postgraduate Office website: www.canterbury.ac.nz/postgrad

When enrolment is approved, students will receive information from the Postgraduate Office directing them to their website where all the guidelines and forms related to PhD study at UC are available.

- (b) The Dean of Postgraduate Research must be satisfied that the candidate has adequate training and ability to pursue the proposed course. Once enrolled, the candidate shall work to develop a research proposal under the guidance of the nominated senior supervisor. Within six months of enrolment for the degree, the candidate shall present a proposal to the Head of Department/School for approval and forwarding to the Dean of Postgraduate Research for approval and formal registration. Failure to obtain such approvals within six months may lead to termination of enrolment.
- (c) The candidate must undergo a formal PhD confirmation procedure, normally 12 months after enrolment, that includes submission of a written

report and an oral presentation followed by questions. The exact procedures and timing for the confirmation process differ between Departments/Schools; candidates must be provided with clear and detailed information about this process. On completion of the confirmation process, a PhD Confirmation Report Form must be submitted to the Dean of Postgraduate Research recommending that: the candidate's full enrolment be confirmed; or the candidate's provisional enrolment can be extended for a specified period of up to six months; or the student's enrolment be terminated.

During this provisional enrolment period, the candidate should be considered as a full PhD student and afforded the appropriate facilities and resources. During this provisional enrolment period it is expected that the candidate will meet frequently (at least monthly) with their proposed senior supervisor and with other members of the supervisory team as the research is developed.

- (d) Research involving a contract (other than the "Supervision Agreement" which is part of the Supervisory Agreement Form) must have the additional contract signed by Research and Innovation.
- (e) Where the research is dependent on the approval of the University's Human Ethics Committees or Animal Ethics Committee, or any other committee or organisation, approval should be obtained prior to submission of the PhD Confirmation Report Form and details provided on the Confirmation Report Form. Where it is not possible to provide these approvals at the time of submitting the Confirmation Report Form, the Postgraduate Office must be informed as soon as the approvals are received.
- (f) With the approval of the Dean of Postgraduate Research, and on the recommendations of the Head of Department/School and the appropriate Faculty Dean, a candidate for a Master's degree may transfer to the degree of Doctor of Philosophy under the following conditions:
 - i. The candidate has satisfactorily completed any course work normally required by a candidate enrolling for a PhD; and
 - ii. The candidate has undertaken research towards a Master's thesis or project for a period not normally less than the equivalent of six months' full-time enrolment; and
 - iii. The candidate has completed a Supervisory Agreement Form; and
 - iv. The candidate will be required to satisfactorily

rily complete the PhD Confirmation process as appropriate in their Department/School. If the candidate is enrolled for a PhD under this regulation, the date of enrolment and registration will be backdated as is considered appropriate, normally to the date at which the Master's thesis or project work was commenced.

4. Full-time and part-time study

(a)

- i. A candidate shall normally be enrolled as a full-time candidate.

A full-time candidate is one who throughout the calendar year regards study and research for the degree of Doctor of Philosophy as a full-time occupation.

- ii. The minimum period of enrolment for a full-time candidate is two years.
- iii. The maximum period of enrolment for a full-time candidate is normally four years, although if extenuating circumstances related to the student's research can be demonstrated, the Dean of Postgraduate Research may extend this period up to five years.

(b)

- i.

number of candidates already being supervised. The supervisory team must include members with a research interest and methodological expertise relevant to the proposed research of the candidate. The senior supervisor must have an appropriate doctoral qualification or equivalent research experience. The senior supervisor will take into account the expressed views of any other members of the supervisory team in the application of these regulations.

If associate supervisors are being appointed from another university or from outside the university system, an agreement should be signed which details the role of the external supervisor. Any payment to the external supervisor is a matter for the department/school.

- (b) For good reason, which may include the existence of a dispute between the candidate and a member of the supervisory team, the Dean of Postgraduate Research may replace a senior supervisor, and the Head of Department/School may replace any other member of the supervisory team. If a supervisor leaves the employment of the University of Canterbury, consideration must be given to whether, and in what capacity, they will remain involved in a student's supervision and an appropriate agreement drawn up. Any changes (additions, removals, replacements) to the supervisory team must be recorded on the "Change of Supervisor" form.

6. Place of research and study

Unless approval has been granted at the time of enrolment for extra-mural study:

- (a) A candidate must spend at least 18 months undertaking study and research at the University of Canterbury. With support from the senior supervisor, a candidate may apply to the Dean of Postgraduate Research for this period to be reduced. Approval will not be granted unless the department/school can show that adequate supervision can be provided, and that the necessary resources are available, or can be made available, to the candidate.
- (b) For the remainder of the duration of study and research, a candidate may study away from the University of Canterbury. A candidate wishing to undertake study away from Christchurch must complete the "Application to Study Outside Christchurch" form. This form must be submitted to the Postgraduate Office well in advance of the planned period of study away from Christchurch.

- (c) Before being granted approval by the Dean of Postgraduate Research for study away from Christchurch the candidate must demonstrate that:
 - i. he or she has adequate financial means to meet the costs of travel and/or the research; and
 - ii. if required there are adequate research facilities and supervision at the proposed location; and
 - iii. there is satisfactory means of communication with the senior supervisor at the University of Canterbury; and
 - iv. consideration has been given to risks associated with research being conducted at the proposed location.

7. Completion of coursework during the PhD candidature

- (a) PhD candidates may be required by their supervisors to enrol in specific courses concurrent with their PhD enrolment.
 - i. Completion of such courses to a specified standard (minimum grade) is required for continued enrolment in the PhD.
 - ii. Candidates will normally be restricted to one 15-point course per semester and 60 points during their PhD candidature.
 - iii. Candidates will not be charged additional enrolment fees for courses required as part of the PhD.
- (b) PhD candidates wishing to enrol in courses not required by their supervisors concurrent with their PhD enrolment can apply to the Dean of Postgraduate Research to do so.
 - i. Candidates must have the support of their supervisory team to enrol in such courses.
 - ii. Candidates will normally be restricted to one 15-point course per semester and 60 points during their PhD candidature.
 - iii. Candidates will be charged additional enrolment fees for these elective courses.

8. Reports and progress

- (a) Six months after the date of confirmation of PhD enrolment, and at intervals of six months thereafter, the supervisors and the candidate shall complete the PhD Progress Report form for the Head of Department/School to submit to the Dean of Postgraduate Research. The candidate must see the form completed by the supervisors and sign it.
- (b) The report should be submitted to the Head of Department/School who should consult with

the departmental/school postgraduate research committee or coordinator of postgraduate research and comment on whether progress is or is not satisfactory, before forwarding the report to the Postgraduate Office for the Dean's approval. It is the Head of Department/School's responsibility to ensure that reports are submitted in accordance with Regulation 8(a) above.

It is important that both candidate and supervisors are candid in their comments made on the progress report forms. It is the responsibility of the Head of Department/Head of School or delegate to emphasise this point within their department/school.

- (c) Before approving a progress report, the Dean of Postgraduate Research may require further explanation from the Head of Department/School, senior supervisor or candidate, and may, if the Dean thinks appropriate, place the candidate on probation for a period not exceeding one year. During this period the Dean will require reports from both the student and the senior supervisor at least every three months.
- (d) At the end of the probationary period, the Dean of Postgraduate Research may terminate a candidate's registration on the recommendation of the Head of Department/School if satisfactory progress has not been made, or make any changes to the supervisory regime considered necessary.
- (e) In exceptional cases not covered by Regulation 8(c), the Dean of Postgraduate Research may at any time, upon the recommendation of the senior supervisor and Head of Department/School, terminate or alter the terms of the candidate's registration either unconditionally or upon such terms as the Dean may think fit.
- (f) If at any time the candidate is dissatisfied with the supervision provided or the resources available or with any other matter affecting his or her progress, the candidate should report the matter to the Head of Department/School or directly to the Dean of Postgraduate Research.

Candidates should first attempt to resolve difficulties within the department/school. Departments/schools are expected to have, and to publish, their own procedures for dispute resolution. These procedures would normally involve the Head of Department/School, the departmental/school postgraduate research committee or coordinator of postgraduate research. If resolution cannot be reached in this way, the candidate should contact the Dean of Postgraduate Research directly. The

candidate may seek the advice of the UCSA Student Advocacy and Welfare Team before contacting the Dean.

- (g) The student has a right of appeal to the Academic Appeals Committee against a decision made by the Dean of Postgraduate Research, see the General Course and Examinations Regulations: Part O. Appeals and Grievances.

9. Submission of thesis

- (a) Subject to fulfilment of the requirements of these regulations, a candidate may apply through the Postgraduate Office to have his or her thesis examined. Except with the approval of the Dean of Postgraduate Research, submission must occur after the minimum period of enrolment and within the maximum enrolment period. In order for a thesis to be sent out for examination the student must be enrolled at the time of submission. Any outstanding tuition fees or other charges must be paid before a student is eligible to graduate.
- (b) The candidate shall submit a PDF of a thesis embodying the results of the research and the "Use of Thesis" Form.
- (c) A candidate may include in the thesis or attach as an appendix to it any of his or her relevant published work. Where the published work has more than one author, it shall be accompanied by a completed "Co-Authorship" Form, identifying the candidate's own contribution. While published work can be included in the thesis, the thesis must be a single coherent document. Further information regarding the inclusion of published work is included in the document "Including Publications in a PhD Thesis".
- (d) A candidate must indicate in the thesis any part which he or she has previously used for another degree. (See Regulation 1 concerning the requirements for original work.)
- (e) Once examiners have been appointed, as below, the thesis shall normally be sent to the examiners within 10 working days. Prior to being sent out for examination the "Examiner's Request" Form and the Supervisor's Certificate must be submitted by the Head of Department or Head of School to the Postgraduate Office.

Candidates should make themselves familiar with the University's "Thesis Availability Policy" and the "Intellectual Property Policy" which cover such issues as the borrowing and consultation of theses, and the possibility of imposing an embargo on the use of a thesis.

10. Examination

- (a) The senior supervisor must submit the completed Supervisor's Certificate, available from the Postgraduate Office website, within seven days of notification by the Postgraduate Office of the thesis having been submitted for examination. The Supervisor's Certificate is sent to examiners along with the thesis.
- (b) Two examiners shall be recommended by the senior supervisor and nominated on the PhD "Examiners Request" Form, by the Head or postgraduate coordinator of a Department/School for approval by the Dean of Postgraduate Research.

Examiners should be nominated on the basis of their expertise in the research domain and/or methodologies used in the thesis. The guidelines for the selection of examiners can be downloaded from the Postgraduate Office website. Nominations must be received by the Postgraduate Office no later than seven days after the senior supervisor has been notified by the Postgraduate Office that the thesis has been submitted for examination. Normally, one of the examiners will be from New Zealand or the east coast of Australia. In choosing the overseas examiner, familiarity with the New Zealand system for PhD theses should be taken into account. At the same time an oral examination Chair is nominated by the Head of Department/School or nominee. The oral examination Chair will be an experienced member of the University staff, who has had no involvement with the

or content of the reports, contact the Dean of Postgraduate Research to raise those concerns. If contacted, the Dean will respond and, if necessary, consult the examiners as in clause 10(g).

- (i)
- i. There shall be an oral examination of the candidate on the subject of the thesis and on the general field to which the subject belongs.

Based on the recommendations from the examiner, the Dean of Postgraduate Research may require that the thesis be revised and resubmitted after initial submission, prior to an oral examination taking place.

Any public presentation sought by the department/school is not part of the formal University examination process, and should normally be sufficiently separate from the oral examination to ensure that there is no coohe sas pr

or nominee, must nominate a potential Senior Supervisor, who will normally be a member of the continuing academic staff of the University of Canterbury, indicate the general field of study, and recommend a date of enrolment. If the enrolment is approved by the Dean of Postgraduate Research, he or she shall confirm the date of enrolment.

The prescribed form is obtainable from the Admissions website.

When enrolment is approved, candidates will receive information from the Postgraduate Office directing them to the Postgraduate Office website where all guidelines and forms related to EdD study at UC are available.

- (b) Once enrolled, the candidate shall work to develop a research portfolio in Part One of the degree. The final element of the portfolio will be the thesis proposal. The proposal component of Part One will be completed under the guidance of the nominated Senior Supervisor and the Cohort Team, consisting of suitable academic staff to guide the work of two or more EdD candidates enrolled in Part One of the degree. Within 24 months of enrolment for the degree, at the completion of Part One, the candidate must submit an EdD Proposal and Supervisory Agreement Form to the Head of Department/School or nominee for approval and forwarding to the Dean of Postgraduate Research for approval. Details of the members of the candidate's supervisory team must be provided at this stage.
- (c) The candidate must undergo a formal EdD confirmation procedure that includes submission of a written report and an oral presentation followed by questions. The exact procedures and timing for the confirmation process differ between Departments/Schools, but candidates will be provided with clear and detailed information about this process. On completion of the confirmation process, a EdD Confirmation Report Form, along with the research proposal, must be submitted to the Dean of Postgraduate Research recommending that: the candidate's full enrolment be confirmed and the proposal be formally registered; or the candidate's provisional enrolment be extended for a specified period of up to 6 months; or the candidate's enrolment be terminated.

During this provisional enrolment period, the candidate should be considered as a full EdD student and afforded the appropriate facilities and resources. During this provisional enrolment period it

is expected that the candidate will meet frequently (at least once a term) with their proposed Senior Supervisor and with other members of the Cohort team as the research is developed.

- (d) The Confirmation Report Form must be accompanied by a signed agreement between student and supervisors in regard to Intellectual Property and publications. Research proposals involving a contract (other than the "Supervision Agreement" which is part of the Standard Registration form) must have the additional contract signed by Research and Innovation.
- (e) Where the research is dependent on the approval of the University's Human Ethics Committees or Animal Ethics Committee, or any other committee or organisation, such approval should be obtained prior to submission of the EdD Confirmation Report Form and full documentation of approval(s) should be submitted with the research proposal and EdD Confirmation Report Form. Where it is not possible to provide these approvals at the time of submitting the proposal and Confirmation Report Form, the Postgraduate Office must be informed as soon as the approvals are received.

5. Full-time and Part-time Study

- (a)
- i. Candidates will complete Part One of the degree part-time normally over two years of study.
 - ii. Part Two can be completed either full-time or part-time. Part-time enrolment in Part Two requires approval of the Dean of Postgraduate Research.

A full-time candidate is one who throughout the calendar year regards study and research

though if extenuating circumstances related to the candidate's research can be demonstrated, the Dean of Postgraduate Research may extend this period by up to one year.

(b)

- search,
- ii. that if required, there are adequate research facilities and supervision at the proposed location,
 - iii. that there is a satisfactory means of communication with the senior supervisor at the University of Canterbury,
 - iv. that consideration has been given to risks associated with research being conducted at the proposed location.

8. Reports and Progress

- (a) Six months after the date of registration of the research proposal and approval of the EdD Confirmation Report, and at intervals of six months thereafter, the Supervisors and the candidate shall complete the EdD Progress Report Form for the Head of Department/School to submit to the Dean of Postgraduate Research. The candidate must see the form completed by the supervisors and sign it.
- (b) The report should be submitted to the Head of Department/School who should consult with the Departmental/School Postgraduate Research Committee or Coordinator of Postgraduate Research and comment on whether progress is, or is not, satisfactory before forwarding the report to the Postgraduate Office for the Dean's approval. It is the Head of Department/School's responsibility to ensure that reports are submitted in accord with 8(a) above.

It is important that both candidate and supervisors are candid in their comments made on the progress report forms. It is the responsibility of the Head of Department/School or nominee to emphasize this point within their Department/School.

- (c) Before approving a progress report, the Dean of Postgraduate Research may require further explanation from the Head of Department/School, senior supervisor or candidate, and may, if he or she thinks appropriate, place the candidate on

than one author it shall be accompanied by a completed Co-Authorship Form, available from the Postgraduate Office website, identifying the candidate's own work. While published work can be included in the thesis, the thesis must be a single coherent document. Further information regarding the inclusion of published work is included in the document "Including Publications in a PhD Thesis", which can be found on the Postgraduate Office website.

- (d) A candidate must indicate in the thesis any part which he or she has previously used for another degree. (See Regulation 1 concerning the requirements for original work.)
- (e) Once examiners have been appointed, as below, the thesis shall normally be sent to the examiners within 10 working days. Prior to being sent out for examination the Examiner's Request Form and the Supervisor's Certificate must be submitted by the Head of Department/School to the Postgraduate Office.

Candidates should make themselves familiar with the University's Thesis Availability Policy and the Intellectual Property Policy which cover such issues as the borrowing and consultation of theses, and the possibility of imposing an embargo on the use of a thesis.

10. Examination

- (a) The senior supervisor must submit the completed Supervisorate Office.

tions from the chair of the oral examination or the oral examiner.

At the request of either the Chair of the oral examination or the oral examiner the senior supervisor may be required to absent him/herself during the decision making at the conclusion of the oral examination.

- vi. The candidate shall have the right to have a maximum of two persons present at the oral examination as observers. With the prior agreement of the candidate, the Chair may also invite other persons to be present as observers. The Chair shall inform the attendees of the purpose of these observers. All observers must remain silent unless the Chair allows otherwise, and the observers must not disrupt the examination in any way, whether audibly or otherwise.

Observers invited by the chair to attend may include junior colleagues who are being mentored in the role of thesis examiner and senior colleagues who are invited to provide feedback to the Chair for professional development purposes.

- vii. At the request of the examiners, the candidate may be required to sit a written examination following the oral examination.
- viii. In exceptional circumstances, an oral examination may be waived by the Vice-Chancellor on the advice of the Dean of Postgraduate Research.
- (j) After the oral examination and any written examination, the examiners shall, after consultation, submit to the Postgraduate Office the “EdD Final Joint Examiners’ Report” Form. They shall recommend one of the following:
- i. the candidate be awarded the degree of Doctor of Education;
 - ii. the candidate be awarded the degree of Doctor of Education subject to the satisfactory completion of specified amendments;
 - iii. the candidate be invited to revise and resubmit the thesis for re-examination;
 - iv. the candidate not be awarded the degree of Doctor of Education but be awarded instead, an appropriate Master’s degree; or
 - v. no degree be awarded to the candidate.
- (k) At the conclusion of the oral examination, the Chair may, with the agreement of all the examiners, inform the candidate of the intended recommendation. It must be made clear to the candidate that a recommendation is being made to the Dean of Postgraduate Research who will

formally inform the candidate of the outcome. The Chair of the oral examination is responsible for ensuring that the joint report form is forwarded to the Postgraduate Office. This form should be signed by all the examiners present. If the oral examiner is not present physically but via video or audio link then a separate signature must be obtained prior to the awarding of the degree.

An electronic signature is acceptable.

- (l) After the oral examination and receipt of reports, the Dean of Postgraduate Research shall consider all reports and recommendations, and shall determine the outcome of the examination.
- (m) In the event of a disagreement between the examiners, and after the Chair of the oral examination has taken all reasonable steps to achieve consensus, the Dean of Postgraduate Research may appoint an adjudicator to determine the outcome of the examination.

11. Resubmission

Where revision and resubmission are recommended and approved by the Dean of Postgraduate Research, the process for the submission of the thesis, appointment of examiners and conduct of the oral examination shall be as in clauses 9 and 10 above. Normally, the original examiners will undertake the re-examination of the thesis. The revision and resubmission option can be exercised once only. The examiners will recommend an appropriate period for the revisions to be completed and the thesis

13. Variation

The Dean of Postgraduate Research shall have power to vary these regulations in respect to a particular candidate where special or unusual circumstances warrant it. In such circumstances the Dean will consult, as appropriate, with the candidate, supervisors, Head of Department/School, oral examination Chair and examiners.

14. Appeals

A candidate may appeal to the Academic Appeals Committee against any decisions of the Dean of Postgraduate Research made under clauses 4 to 11 of

these regulations, normally within three months of the decision, on the grounds that:

- (a) relevant information which was not available to the Dean of Postgraduate Research at the time when a decision was made has since become available; and/or
- (b) the procedure adopted in arriving at the decision breached a University Regulation or the laws of natural justice.

The appeal must state clearly all grounds relied upon by the candidate and attach all relevant documentation.

The Degree of Doctor of Musical Arts (DMA)

and satisfactory completion of Part Two will allow progression to Part Three and final examination. Candidates may not be assessed for any Part of the degree before the previous Part has been satisfactorily completed.

- 2. In the case of part-time students a timetable for meeting the above requirements of the degree will*

- (f) With the approval of the Dean of Postgraduate Research, and on the recommendation of the Head of School and the Faculty Dean, a candidate for a Master of Music (MMus) degree,

by the Head as responsible for postgraduate research within the School, and nominated on the "DMA Examiner Request" form by the Head of School for approval by the Dean of Postgraduate Research. Nominations must be received no later than two weeks after submission of the written thesis/recording(s)/portfolio. The form is available from the Postgraduate Office website. No member of the supervisory team may be an examiner. Normally one of the examiners will be from New Zealand, and one will be based overseas.

- (b) Prior to the nomination of examiners, the candidate shall be informed by the Senior Supervisor who the proposed examiners are. The candidate has the right to make a case to the Dean of Postgraduate Research that a particular person not be an examiner.
- (c) Once examiners have been nominated, all communication between the University and the examiners that relates to the examination must be through the Postgraduate Office.
- (d) Supervisors of the candidate must not contact examiners about matters relating to the degree prior to the public recital/lecture and oral components of the assessment once they have been appointed.
- (e) If the Head of Department/School is a supervisor, he or she shall appoint a deputy to act as Head for the purposes of administering the examination, including the nomination of examiners.
- (f) The two examiners shall each submit an independent written report on the thesis and composition portfolio (DMA in Composition), or thesis and CD recording (DMA in Performance) to the Postgraduate Office, which shall forward the reports to the Head of Department/School or appointed deputy. Each report must be accompanied by a "DMA Examiner's Report" form, which is to be completed by the examiner.
- (g) After both examiners' reports have been received, copies shall be given to the Senior Supervisor, who has the right to submit a written report on any aspect of the examiners' reports to the Dean of Postgraduate Research.
- (h) When the examiners' reports and any formal comments by the Senior Supervisor on the examiners' reports have been received, the Dean of Postgraduate Research shall determine whether the oral examination should proceed at that point. In making this decision, the Dean may correspond with the examiners in which case the nature and substance of any correspondence

must be recorded. The Dean may also seek new examiners' reports, replace one or more examiners or appoint an additional examiner.

- (i) Prior to undertaking the oral examination, candidates for the DMA in Performance will present a public recital, and candidates for the DMA in Composition will present a public lecture-seminar, as described in the Part Three degree requirements. At least one of the examiners will be present. A recording will be sent to any examiner unable to attend.
- (j) Following the recital or lecture-seminar, an oral examination shall be conducted in accordance with the processes and regulations for the degree of Doctor of Philosophy (see PhD Regulation 9(j)). The oral examination may relate to any aspect of the DMA Examination, including all the requirements of Parts 1, 2 and 3 of the degree.
- (k) After the oral examination and any written examination, and review of the recital or lecture-seminar, the examiners shall, after consultation, submit to the Postgraduate Office the "DMA Final Joint Examiners' Report" Form, together with a full report on the whole examination. The examination includes review of the written thesis, oral examination, and either composition portfolio and lecture-seminar (DMA in Composition) or public recital and CD recording (DMA in Performance). Candidates are expected to achieve a satisfactory level in all parts of the examination to be awarded the DMA degree. The examiners shall recommend that:
 - i. the candidate be awarded the degree of Doctor of Musical Arts;
 - ii. the candidate be awarded the degree of Doctor of Musical Arts, subject to the satisfactory completion of specified amendments;
 - iii. the candidate be invited to revise and resubmit the thesis for re-examination;
 - iv. the candidate not be awarded the degree of Doctor of Musical Arts but be awarded instead an appropriate Master's degree;
 - v. no degree be awarded to the candidate.
- (l) At the conclusion of the oral examination, the organiser may, with the agreement of all the examiners, inform the candidate of the intended recommendation. It must be made clear to the candidate that a recommendation is being made to the Dean of Postgraduate Research who will formally inform the candidate of the outcome.

The Chair of the oral examination is responsible for organising the examination, and ensuring that the joint report form is forwarded to the Post-

graduate Office. This form should be signed by all the examiners present. If the oral examiner is not present physically but via video- or audio-link then a separate signature must be obtained prior to the awarding of the degree.

- (m) After the oral examination and receipt of reports, the Dean of Postgraduate Research shall consider all reports and recommendations, and shall determine the outcome of the examination.
- (n) In the event of disagreement between the examiners, and after the Chair of the oral examination has taken all reasonable steps to achieve consensus, the Dean of Postgraduate Research may appoint an adjudicator to determine the outcome of the examination.

11. Resubmission

Where revision and resubmission (including re-presentation of lecture-seminar or recital) are recommended and approved by the Dean of Postgraduate Research, the process for the submission of work and examination shall be as in regulations 9 and 10 above. Normally, the original examiners will undertake re-examination. The revision and resubmission option may be exercised once only.

A candidate must be enrolled for the period of time in which he or she is undertaking revisions prior to a resubmission of the thesis for re-examination.

Once an appropriate period for the revisions has been determined (usually in discussion between supervisors, candidate, oral Chair and Dean of Postgraduate Research) Student Services will be informed that the candidate can be sent a new enrolment offer for that period.

12. Deposit of Thesis

After a candidate has been approved for the award of the degree of Doctor of Musical Arts, he or she shall deliver final copies of the following to the University Library:

DMA in Performance: the thesis (PDF), CD recording, and recording of the recital.

DMA in Composition: the thesis (PDF), composition portfolio, and recording of the lecture-seminar.

13. Variation

The Dean of Postgraduate Research shall have power to prescribe conditions not in accordance with these regulations in respect of a particular candidate where special or unusual circumstances warrant it.

14. Appeals

A candidate may appeal against the decisions of the Dean of Postgraduate Research in regulations 4–11 above. Appeals must be made according to regulation 14 of the regulations for the Degree of Doctor of Philosophy (PhD).

The Degree of Doctor of Commerce (DCom)

1. The Degree of Doctor of Commerce shall be awarded for significant original contributions to Commerce.
2. A candidate for the Degree of Doctor of Commerce shall hold a degree of the University of New Zealand or of the University of Canterbury or shall have been admitted under the admission ad eundem statum regulations to the status of such a degree. No candidate shall be examined for the degree of Doctor of Commerce until five years have elapsed from having been admitted to the qualifying degree. Except in special circumstances approved by the Academic Board, no member of the academic staff who is not a graduate of the University shall be examined for the Degree of Doctor of Commerce until he or she has served a period of five years on the permanent full-time staff of the University.
3. The Degree of Doctor of Commerce shall be awarded for published work of the candidate or,

in special circumstances, for unpublished work, provided that these special circumstances shall be recognised as sufficient by the Academic Board.

4. With the application, a candidate shall forward:
 - (a) Three copies of the work referred to in Regulation 3 upon which the application is based.
 - (b) Three copies of any additional work, published or unpublished, which he or she desires to submit in support of the application.
 - (c) A statement signed by the candidate identifying the work which is the candidate's own, and stating that the principal work has not been previously accepted and is not being currently presented for a degree or diploma in any other University.
5. Upon receipt of a report from the Faculty ad hoc committee (as appointed under General Course and Examinations Regulations: M. Higher Doctorates) the Dean of Postgraduate Research shall decide whether to proceed with the

examination. The work may then be submitted

of Laws until he or she has served a period of

3. Application for the Degree shall be based on published work of the candidate, or, in special circumstances, on unpublished work, provided that these special circumstances shall be recognised as sufficient by the Academic Board.
4. With the application, a candidate shall forward:
 - (a) Three copies of the work referred to in Regulation 3 upon which the application is based.
 - (b) Three copies of any additional material, published or unpublished, including conjoint work or relevant material from other sources, which the candidate desires to submit in support of his or her application.
 - (c) A statement signed by the candidate identifying the work which is the candidate's own, and stating that the work referred to in Regulation 3 above has not been previously accepted and is not being currently presented for a degree or diploma in any other University.
5. Upon receipt of a report from the Faculty ad hoc committee (as appointed under General Course and Examination Regulations: M. Higher Doctorates) the Dean of Postgraduate Research shall decide whether to proceed with the examination. The work may be then submitted to three examiners, of whom at least one shall be resident outside New Zealand, who shall jointly report to the Dean of Postgraduate Research through the relevant Faculty Dean.

Notes:

1. *The entry fee of \$2,000 shall be submitted with the application.*
2. *See Regulation L12 of the General Course and Examination Regulations for the resolution of disagreements between examiners.*

The Degree of Doctor of Music (MusD)

1. The Degree of Doctor of Music shall be awarded for distinction in musical composition.
2. A candidate for the degree shall be a graduate or member of staff of the University of Canterbury or shall otherwise demonstrate a close connection with the Canterbury district. The candidate shall hold the Degree of Bachelor of Music (with or without Honours) of the University of Canterbury or of the University of New Zealand, or shall have been admitted *ad eundem statum* as entitled to proceed to the degree of Doctor of Music. No candidate shall be examined for the Degree of Doctor of Music until five years have elapsed from having been admitted to the qualifying degree. Except in special circumstances approved by the Academic Board, no member of the academic staff who is not a graduate of the University shall be examined for the Degree of Doctor of Music until he or she has served a period of five years on the permanent full-time staff of the university.
3. The candidate shall submit in support of the application for the degree three major compositions. The submissions will normally be in the form of musical scores, published or unpublished, and supported by recordings or performances of the works. In the case of electroacoustic music or of mixed media works, the submissions should be on a high-quality audio tape, compact disc, video tape or any other media as appropriate.
4. Application for the degree shall be made in writing accompanied by a written statement, signed by the candidate, declaring that the material submitted is his or her own unaided composition.
5. Upon receipt of a report from the Faculty ad hoc committee (as appointed under General Course and Examination Regulations: M. Higher Doctorates) the Dean of Postgraduate Research shall decide whether to proceed with the examination. The work may then be submitted to three examiners, at least one of whom shall be resident outside New Zealand, who shall report jointly to the Dean of Postgraduate Research through the relevant Faculty Dean.

Notes:

1. *The entry fee of \$2,000 shall be submitted with the application.*
2. *See Regulation L12 of the General Course and Examination Regulations for the resolution of disagreements between examiners.*

The Degree of Doctor of Science (DSc)

1. The Degree of Doctor of Science shall be awarded for significant original contribution to some branch of pure or applied science.
2. A candidate for the Degree of Doctor of Science shall hold a degree of the University of New Zealand or of the University of Canterbury or shall have been admitted under the admission ad eundem statum regulations to the status of such degree. No candidate shall be examined for the Degree of Doctor of Science until five years have elapsed from having been admitted to the qualifying degree. Except in special circumstances approved by the Academic Board, no member of the academic staff who is not a graduate of the University shall be examined for the Degree of Doctor of Science until he or she has served a period of five years on the permanent full-time staff of the University.
3. The Degree shall be awarded for published work by the candidate or in special circumstances for unpublished work, provided that these special circumstances are recognised as sufficient by the Academic Board.
4. With the application, a candidate shall forward:
 - (a) Three copies of the work referred to in Regulation 3 upon which the application is based.
 - (b) Three copies of any additional work, published or unpublished, which the candidate desires to submit in support of his or her application.
 - (c) A statement signed by the candidate identifying the work which is the candidate's own, and stating that the principal work has not been previously accepted and is not being currently presented for a degree or diploma in any other University.
5. Upon receipt of a report from the Faculty ad hoc committee (as appointed under General Course and Examination Regulations: M. Higher Doctorates) the Dean of Postgraduate Research shall decide whether to proceed with the examination. The work may then be submitted to three examiners, of whom one at least shall be resident outside New Zealand. The candidate may be required by the examiners to present himself or herself for a written or oral examination. The examiners shall report to the Dean of Postgraduate Research through the relevant Faculty Dean.

Notes:

1. *The entry fee of \$2,000 shall be submitted with the application.*
2. *See Regulation L12 of the General Course and Examination Regulations for the resolution of disagreements between examiners.*