

**Provisional to Full PhD Registration School Research Committee Report**

*Reference: PhD Policy section 4.5 and PhD Procedures 5.6*

*To be completed by the Convener of the School Research Committee (SRC) or equivalent.*

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| --- | --- | --- | --- |
| **Candidate’s full name:** |       | **ID number:** |       |
| **School:** |       | **Faculty**:  |       |
| **Date of initial registration:** |       |
| **Due date for full registration:** |       |

* 1. Having read the candidate’s full research proposal, the SRC is satisfied that:
1. the candidate has sufficient knowledge and understanding of the research topic; and
2. the research proposal outlines an appropriate theoretical framework which will lead to a defensible thesis; and
3. the proposed research is original or adds value to existing knowledge; and
4. the research can be placed into the existing body of knowledge – for this purpose a summary of the recent research literature relevant to the topic must be included.

 Yes [ ]  No [ ]

* 1. Where the School requires oral presentation of the proposal as a condition of moving to full registration, this has been satisfactorily completed.

 Yes [ ]  No [ ]

* 1. The candidate has met any other School or programme requirements for the move from provisional to full registration.

 Yes [ ]  No [ ]  N/A [ ]

* 1. All necessary coursework undertaken within the provisional registration period has been completed successfully and assessed at the required standard.

 Yes [ ]  No [ ]  N/A [ ]

*Please list any coursework the candidate has completed:*

* 1. Any individual requirements imposed by the School as a condition of the candidate’s provisional registration have been satisfactorily completed.

 Yes [ ]  No [ ]  N/A [ ]

* 1. The “Confirmation of PhD Provisional Registration Form” has been reviewed by the student and supervisor.

 Yes [ ]  No [ ]

*If “No” for any of the 6 points above, please elaborate:*

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|  |

**Recommendation** *(tick one)*

1. Full registration to be approved [ ]

2. The research proposal should be revised and resubmitted [ ]

*(Please refer to the notes below from the PhD Procedures)*

Due date for resubmission:

3. Convert enrolment to a Master’s by thesis degree [ ]

4. Candidate’s registration to be terminated \* [ ]

 Termination effective from (date):

*Please outline reasons for recommending option 3 or 4:*

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|       |
| **Signed by the Convener of the School Research Committee**  |
| Name:       |
| Signature: | Date:       |
| **Endorsement of the SRC’s Recommendation by the home faculty Associate Dean (PGR)** |
| Name:       |
| Signature: | Date:       |

*\* If the recommendation is termination of registration, please forward this form and supporting information to the Dean Wellington Faculty of Graduate Research for approval.*

*The Student Academic Services Office should send a copy of this report to all supervisors, to the candidate, to the Head of School and keep the original for the candidate’s file.*

***Notes from*** [***PhD Procedures***](http://www.victoria.ac.nz/fgr/staff-information/Publications/phd-procedures.pdf) ***section 5.6***

*(c ) Where the recommendation is that the proposal be revised and resubmitted:*

1. *The SRC must believe that the candidate is capable of correcting the proposal within a suitable timeframe and then going on to successful PhD study.*
2. *The SRC will provide clear written feedback to the candidate regarding what is required to meet the requisite standards and will specify a timeframe in which the candidate needs to re-apply for approval.*
3. *If revisions will take the period of provisional registration beyond 12 months for full-time candidates or 24 months for half-time candidates the SRC must recommend to the Associate Dean (PGR) that the period or provisional registration be extended. The maximum extension permitted, as per Statute, is three months (full-time equivalent).*