

# Research Course Regulations

## 1. Version

These Regulations came into force on 1 January 2018.

## 2. Authority

- (a) The Tumu Tuarua Rangahau | Deputy Vice-Chancellor (Research) holds authority for these Regulations.
- (b) The relevant dean(s) are delegated the administration of these Regulations.

## 3. Supervision

Unless the relevant qualification regulations specify otherwise, the following Regulations will apply:

- (a) All research courses must be supervised by more than one, but no greater than four, supervisors.
- (b) One supervisor must be designated the Senior Supervisor and must be responsible for ensuring administrative and regulatory requirements are met.
- (c) The Senior Supervisor must be a member of the continuing academic staff of the University and be appointed by the relevant Amo | Dean, after considering the recommendation of the relevant Tumuaki Tari/Kura | Head of Department or School.
- (d) Any other supervisors must be appointed by the relevant Amo | Dean in consultation with the relevant Tumuaki Tari/Kura | Head of Department or School, student and the Senior Supervisor. Such supervisors need not be members of the student's department or school and need not be members of the continuing academic staff.
- (e) Other supervisors may be designated as co-supervisors or associate supervisors.
- (f) The names of the supervisors and their University affiliation must be recorded on the student supervision record.
- (g) the relevant Amo | Dean may replace supervisors if there is good reason to do so.

## 4. Research Proposal and Supervisory Agreements

- (a) A student must submit a research proposal to the relevant Amo | Dean no later than a deadline specified by the dean at the time of enrolment.
- (b) A student must submit his or her research submission in:
  - i. English or te reo Māori; and/or
  - ii. in a format suitable to the discipline, and as approved by the relevant Amo | Dean at the proposal stage.
- (c) In order to ensure timely supervision and examination, a student intending to submit their research submission in te reo Māori must indicate this at the proposal stage.
- (d) A student may include in their research submission illustrative or analytical material in other languages or formats, as appropriate.

## 5. Progress Reports

A student must submit progress reports to the relevant Amo | Dean every six months. The first report is due six months after the approval of the Research Proposal unless otherwise specified.

## 6. Thesis or Similar Research Submission

- (a) The research submission must be made in the approved electronic format.
- (b) A student may request permission from the relevant Amo | Dean to submit in an alternate format.

## 7. Examination

- (a) The oral examination for a PhD student must be conducted in English, or te reo Māori, or New Zealand Sign Language.
- (b) The composition of the examination panel for the PhD, DMA and EdD can be found in the relevant qualification regulations. For master's qualifications, there must be two Examiners:
  - i. one Examiner must be external to the University;
  - ii. one Examiner may be a continuing staff member of the University but must not be a member of the supervisory team.
- (c) A student may make a case to the relevant Amo | Dean that a nominated person not be an Examiner.
- (d) When the research submission is forwarded for examination, it must be accompanied by a Supervisor Certificate.

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- (e) The Examiners of any research submission must each submit independent reports to the Amo Rangahau | Dean of Postgraduate Research.
- (f) In the event of disagreement between Examiners, all reasonable steps will be taken by the Amo Rangahau | Dean of Postgraduate Research to achieve determine a grade. If that is not possible, the Amo | Dean may appoint an adjudicator to determine the result.

**8. After Examination**

After a student has been approved for the award of the appropriate degree, they must submit an approved electronic copy of the final research submission.