**Confirmation Report**

The Confirmation Process must be completed within 12 months of enrolment in the PhD for fulltime students and within 18 months of enrolment for part-time students. Timeframes may differ for other doctoral programmes – please check the relevant regulations for your qualification.

Before commencing the Confirmation Process, doctoral students, their supervisors, and the independent assessor should familiarise themselves with both the [Confirmation Process Procedure](https://www.canterbury.ac.nz/content/dam/uoc-main-site/documents/pdfs/d-other/te-kura-t%C4%81ura---uc-graduate-school/Confirmation-Process-Procedures-uc.pdf) and relevant [Doctoral Regulations](https://www.canterbury.ac.nz/about-uc/corporate-information/regulations/qualification-regulations?s=%21PadreNull&num_ranks=20&profile=qualification-regulations-result-page&sort=title&collection=university-of-canterbury%7Esp-aem-qualification-regulations&f.Qualification+Type%7CucQualificationType=PhD+or+Doctoral+degree).

**Section A: Doctoral Student Confirmation Assessment Details**

|  |  |
| --- | --- |
| Student name: |  |
| Student ID number: |  |
| Senior Supervisor: |  |
| Department/School: |  |
| Qualification (e.g., PhD in Biology): |  |
| Course Code (e.g., BIOL790): |  |
| Mode of study: | Full-time  Part-time |
| Date of first enrolment: |  |
| Panel Members:  *Refer to the* [*Confirmation Process Procedure*](https://www.canterbury.ac.nz/content/dam/uoc-main-site/documents/pdfs/d-other/te-kura-t%C4%81ura---uc-graduate-school/Confirmation-Process-Procedures-uc.pdf) *for further information on the composition of the panel.*  *Include name and UC Department/School (or employer if external to UC).* | 1.  2.  3.  4.  5. |
| Panel Chair: |  |
| Thesis working title: |  |
| Date of oral presentation: |  |

**Section B: Panel Review of the Written Report and Oral Presentation***To be completed by the Panel Chair based on the consensus of the panel.*

**Written Report**

This section of the report relates to the Panel’s views on the written report submitted by the research student. Please indicate whether the Panel agrees with the statement (Yes) or not (No) or if the item is not applicable (N/A).

|  |  |
| --- | --- |
| The literature reviewed was appropriate and provided an adequate rationale for the research objectives. | Yes  No  N/A |
| The method/proposed method was appropriate and clearly expressed. | Yes  No  N/A |
| Any results and data analysis were presented clearly and interpretated appropriately. | Yes  No  N/A |
| The written report was satisfactory in its method, quality and coherence of expression, and in scholarly presentation. | Yes  No  N/A |
| Application of the research to Māori was considered and addressed. | Yes  No  N/A |
| If appropriate, ethics application forms have been submitted or are in process.  Include application reference number(s) if applicable: | Yes  No  N/A |
| The project plan, goals, and timeline to completion were satisfactory. | Yes  No  N/A |
| The data management plan was satisfactory. | Yes  No  N/A |
| An appropriate plan for research dissemination was detailed. | Yes  No  N/A |
| Progress to date is appropriate for the stage of research. | Yes  No  N/A |

If you have responded **No** to any of the items above, please detail specific concerns, with suggestions for how these might be addressed by the research student.

**Oral Presentation**

This section of the report relates to the Panel’s views on the oral presentation given by the research student. Please indicate whether the Panel agrees with the statement (Yes) or not (No) or if the item is not applicable (N/A).

|  |  |
| --- | --- |
| The rationale for the research was presented and discussed to a satisfactory standard. | Yes  No |
| Any results and data analysis were presented clearly and interpreted and discussed to a satisfactory standard. | Yes  No  N/A |
| The research plan (including methodology and timeline) was presented and discussed to a satisfactory standard. | Yes  No |
| Application of the research to Māori was presented and discussed to a satisfactory standard. | Yes  No  N/A |
| The student’s presentation skills and discussion were satisfactory for this stage of their research journey. | Yes  No  N/A |
| The student’s spoken and conversational language skills were of a satisfactory standard for this stage of their research journey. | Yes  No  N/A |

If you have responded **No** to any of the items above, please detail specific concerns, with suggestions for how these might be addressed by the research student.

**Section C: Overall Assessment and Panel Recommendation***To be completed by the Panel Chair based on the consensus of the panel.*

|  |  |
| --- | --- |
| The Panel is confident that the research is original and has the potential to make a significant contribution to the advancement of knowledge in the field. | Yes  No |
| The panel is confident that the student’s research plan, and their academic writing and presentation skills, are appropriate for this stage of their research journey. | Yes  No |
| Please provide a short description of the strengths and weaknesses of the written report and oral presentation, including an overall assessment of the student’s performance: |  |
| The Panel recommends that the student’s enrolment in the doctoral programme be: | 1. Confirmed;  2. Not confirmed, with enrolment extended for Choose an item. months;  3. Not confirmed, and enrolment transferred to a relevant master’s degree;  4. Cancelled. |
| If option 2 is recommended, please detail:  (a) the Panel’s suggestions for specific and measurable objectives to be met for enrolment to be confirmed, and  (b) a proposed timeline for meeting those objectives, and  (c) a process to determine whether an objective has been met, or otherwise, and who will assess this. |  |
| If option 3 has been recommended, please suggest an alternative qualification and note whether this has been discussed with the student: |  |
| The Panel Chair has provided the student with this report and provided a verbal summary of the Panel’s feedback. | Yes  No |

**Signatures**

***All*** *Panel members must sign below to indicate that they endorse the comments in Sections B and C, and the recommended outcome in Section C.*

|  |  |  |
| --- | --- | --- |
| **Role** | **Name/e-signature:** | **Date** |
| Panel Chair (may also be the Independent Assessor if they are a UC staff member) |  |  |
| Additional Independent Assessor (if applicable) |  |  |
| Senior Supervisor |  |  |
| Co- or Associate Supervisor |  |  |
| Co- or Associate Supervisor |  |  |
| Co- or Associate Supervisor |  |  |

**Section D: Student Acknowledgement**

|  |  |
| --- | --- |
| I confirm that the written report I submitted for Confirmation is entirely my own work, including research and writing, except where the assistance of other authors or tools is explicitly acknowledged, and their contribution fully explained: | Yes  No |
| I have read the Panel’s report, and understand the Panel’s recommendation: | Yes  No |
| I have received verbal feedback on the Confirmation Process and recommended outcome: | Yes  No |

|  |  |
| --- | --- |
| If you have any further comments, please provide these here: |  |

**Signature**

|  |  |
| --- | --- |
| Name/e-signature: |  |
| Date: |  |

**Section E: Department/School Recommendation**

*This section should be completed by the Head of Department/School (or the person/s with appropriate delegated authority under UC’s Academic and Research Delegations).*

I endorse the panel’s recommendation.

I do not endorse the panel’s recommendation and instead suggest the following:

I confirm that arrangements are in place to meet the costs of the student’s research:

Yes

No

**Signature**

|  |  |
| --- | --- |
| Name/e-signature: |  |
| Date: |  |

**PLEASE FORWARD TO** [**GRADUATESCHOOL@CANTERBURY.AC.NZ**](mailto:graduateschool@canterbury.ac.nz)

***Please ensure that a copy of the written proposal, and any other supporting documentation, are submitted alongside the Confirmation Report.***

**Section F: Dean of Postgraduate Research**

*This section should be completed by the Amo Rangahau | Dean of Postgraduate Research (or the person/s with appropriate delegated authority under UC’s Academic and Research Delegations).*

|  |  |
| --- | --- |
| I resolve that the outcome of the Confirmation Process is to: | Confirm the student’s enrolment;  Extend the student’s enrolment for Choose an item. months;  Transfer enrolment to a relevant master’s degree;  Cancel the student’s enrolment in the programme. |
| If the outcome is to extend the student’s enrolment, please detail:  (a) Specific and measurable objectives to be met for enrolment to be confirmed  (b) The timeline for meeting those objectives, and  (c) The process to be followed to determine whether an objective has been met, or otherwise, and who will assess this. |  |
| Name/e-signature: |  |
| Date: |  |