

Agreement for Enrolment as a Distance Student for Doctoral Study

Reference: Doctoral Policy: for PhD and other Doctorates with Theses section 4.5

Use this form if you are seeking to enrol as a distance student or if you are seeking to change to distance study part-way through your candidature. Before completing this agreement, please read the [Doctoral Study by Distance Guidelines](#) (available on the Wellington Faculty of Graduate Research website). If you are already enrolled and want to apply to undertake research away, you need to instead complete: [Application to Undertake Doctoral Research Away from Victoria University](#). Overseas distance students wanting to enrol need to complete the [Covid distance form](#).

Candidate's full name:		ID number:	
School:		Faculty:	
Provisional title of thesis:			

Primary supervisor:	
Victoria supervisor (if different from primary supervisor):	
Secondary supervisor:	

ENROLMENT DETAILS

Have you been awarded a scholarship? If yes, what scholarship do you have?	☐ Yes ☐ No Scholarship name:
What is your proposed start date? (must be the 1 st of a month)	
Are you enrolling full time or part time?	Full time / Part time

LOCATION AND CONTACT DETAILS

Where will you be based for your doctoral study? <i>(Please include a physical address)</i>		
Telephone:	Landline:	Cell phone:
Email:		

INTENDED RESEARCH AND REASON FOR DISTANCE ENROLMENT

For new students only

Briefly describe the research you intend to undertake and explain why you wish to enrol as a distance student.

For currently enrolled students only

Briefly explain why you wish to change your enrolment to study at a distance

SUPERVISION AND RESOURCING ARRANGEMENTS

Please have a discussion with your supervisor about the supervisory arrangements and document them here, answering all of the questions.

How will you maintain contact with your supervisors and what communication platforms will you use?

What will be the arrangements for regular meeting times and formal progress reporting?

What resources do you require to support your research and how will these be provided?

What access to resources do you have at your current location?

Is there any further information about supervision and resourcing that we need to know?

SCHOOL OR FACULTY REQUIREMENTS

Your School or home Faculty may set additional requirements e.g. negotiation of a timetable with milestones, attendance at progress meetings, school seminars, postgraduate research conferences.

☐ Additional requirements are noted below:

☐ There are no additional requirements.

CANDIDATE'S STATEMENT

I agree to the terms of my candidature as outlined above. I understand that if I do not maintain satisfactory progress, this agreement will be reviewed. I confirm that I am not currently enrolled in a doctoral degree at any other university.

Signature:

Date:

PRIMARY SUPERVISOR'S STATEMENT

I support the candidate's request to enrol as a distance student. I have agreed with the candidate the arrangements for supervision, progress reporting, and any other School or Faculty requirements as outlined above.

Name of primary supervisor:

Signature:

Date:

Supervisor/s comments:

APPROVAL – HEAD OF SCHOOL (OR DELEGATED AUTHORITY)

I agree that the School can provide the resources (as outlined above) to support the candidate's research			
☐ Yes ☐ No ☐ N/A			
☐ Request to enrol as a distance student approved ☐ Request declined			
Conditions and comments:			
Name:			
Signature:		Date:	

APPROVAL - ASSOCIATE DEAN (PGR) OR DEAN WFGR*

**Associate Dean of the home Faculty can approve applications involving a placement at a recognised research institute such as GNS, NIWA, CAWTHRON, SCION etc. All other applications must be approved by the Dean WFGR.*

☐ Request to enrol as a distance student approved ☐ Request declined			
Conditions and comments:			
Name:			
Signature:		Date:	

Copy of the agreement to be held on the Student file.

Copies to:

- Graduate Research Administrator, WFGR
- Faculty Student Advisor
- Head of School