



APPLICATION FOR ADMISSION TO DOCTOR OF EDUCATION



THIS FORM COVERS DIRECT ADMISSION TO EdD STUDY AT THE UNIVERSITY OF OTAGO

Please note: there is a **different form** for **international candidates** (excluding Australians) enrolling at the University of Otago for the first time. Please see the international website for details (www.otago.ac.nz/international).

INSTRUCTIONS FOR COMPLETING THIS APPLICATION FORM

The Candidate should complete **Section A**. On completing Section A, this form and supporting documents should be passed to the EdD programme co-ordinator. Following acceptance into the EdD programme, you will need to enrol.

The EdD programme co-ordinator should complete **Section B** of the application and the **darker boxes** (marked 'Endorsement' tabs) throughout Section A of the application. It is best if these are completed after the rest of the application, as they endorse the contents of the application. Endorsements are required unless otherwise stated.

Note: Signatures are required from the candidate, EdD programme co-ordinator, Dean of the College of Education, and the Pro-Vice Chancellor (or their nominee), for the Division of Humanities. Without these signatures, the application cannot be processed.

If you have queries related to the completion of this form, please contact the EdD programme co-ordinator, University of Otago College of Education (email: distance.education@otago.ac.nz)

SECTION A: CANDIDATE DETAILS – TO BE COMPLETED BY CANDIDATE

1. Name

Title (tick one) Mr Miss Ms Mrs Dr Other (please specify)

Family Name

Given Name(s)

2. Date of Birth

19

Day Month Year

3. Gender

Male Female

4. University of Otago ID Number (If known)

5. Citizenship/Residency Status

Please tick the box that describes your present citizenship or residency status. Original or witnessed evidence of your status must be attached if not already supplied.

1. New Zealand Citizen 4. Tokelau, Niue or Cook Islands Citizen

2. New Zealand Permanent Resident 5. Australian Citizen

3. International Student 6. Australian Permanent Resident

If you are an international student, or a permanent resident of New Zealand or Australia, please specify your country of citizenship below.

6. Address

Telephone ()

Alternative Telephone ()

Fax ()

7. Email Address

If you are a returning student you should give your student email address; other addresses can be recorded only for new or transferring students. (please print clearly)

If you are a returning student, and you wish to have email correspondence forwarded from your student email address to another address, please visit www.otago.ac.nz/pims

8. Qualifications

Degree/Diploma	University	From (Year)	To (Year)

All candidates must attach a certified copy of their academic record and grading scheme. Entrance to EdD study requires:

- A Bachelor's degree in education or related fields, with first or upper second class Honours or equivalent; or
- A Bachelor's degree with a Postgraduate Diploma in Education (with distinction or credit) or a Postgraduate Diploma in Teaching (with distinction or credit); or
- A Master's degree in education or related fields.

Applicants should also have at least five years of professional experience in education or related fields.

Candidates with **qualifications from overseas institutions** should refer to www.otago.ac.nz/international/postgraduate for details on certification required for overseas qualifications.

Credential Endorsement (to be completed by the EdD Programme Co-ordinator)

1. The candidate's qualifications and experience are appropriate for entry into the EdD programme at this University OR
- The candidate's demonstrated research experience and professional experience has equipped them adequately for EdD study and details are provided above.

9. Curriculum vitae

Please attach a brief curriculum vitae including details of previous research experience (publications, conference presentations etc).

10. English language requirements

Is English your first language? Yes No

If No, please attach details of how you meet the University's English language requirements. English-language proficiency test requirements are available at www.otago.ac.nz/international/postgraduate. Other evidence, such as years spent living in an English-speaking country or studying in English, may be considered to satisfy the admission requirements and will be evaluated on a case-by-case basis. Details should be provided in a separate statement attached to your application.

The University does not accept responsibility for academic failure which can be attributed to a student's lack of competence in English.

English Language Endorsement (to be completed by the EdD Programme Co-ordinator)

1. The candidate meets the University's English language requirements.
2. Entry should be made conditional on provision of English language evidence.

11. Topic of Study

12. Intellectual property

Please read and be familiar with the University's *Policy for Intellectual Property Rights of Graduate Research Students* (available at www.otago.ac.nz/study/phd).

Do you wish to make a Statement of Prior Intellectual Property? Yes No

If Yes, please attach your statement.

13. Declarations

Please read the following declarations before signing below.

I declare that all the information submitted on this form and in the attached documents is correct and complete.

Intellectual Property Rights

I undertake to abide by the University's Policy for Intellectual Property Rights of Graduate Research Students.

EdD Regulations

I have read and understood the current University of Otago EdD Regulations.

Signature of Applicant

Date

		20
Day	Month	Year

SECTION B: SUPERVISING DETAILS – TO BE COMPLETED BY THE UNIVERSITY

1. Supervision

Interim supervisor (% of supervision:)

Numbers of students supervised
(at any institution)

Title and Names

Department

	Current	Completed
Doctoral	<input type="text"/>	<input type="text"/>
Masters	<input type="text"/>	<input type="text"/>

Interim supervisor 2 (% of supervision:)

Numbers of students supervised
(at any institution)

Title and Names

Department

Address (external supervisor only):

	Current	Completed
Doctoral	<input type="text"/>	<input type="text"/>
Masters	<input type="text"/>	<input type="text"/>

Interim supervisor 3 (% of supervision:)

Numbers of students supervised
(at any institution)

Title and Names

Department

Address (external supervisor only):

	Current	Completed
Doctoral	<input type="text"/>	<input type="text"/>
Masters	<input type="text"/>	<input type="text"/>

2. Signatures

As evidence that the candidate and proposed topic are formally accepted by the Department and that the supervisor(s) are properly qualified and have sufficient time to devote to supervising the candidate. This also guarantees the availability of facilities, equipment, resources and any special support which may be required. Where the topic requires ethical, statutory and regulatory consents and approvals, these will be obtained before the project commences.

Doctor of Education
Programme Co-ordinator

Date 20

Day Month Year

Name (Printed)

Dean
College of Education

Date 20

Day Month Year

Name (Printed)

In signing confirmation of admission for the above candidate, the Pro-Vice-Chancellor is also giving the approval for:

**ADMISSION AD EUNDEM STATUM WITH THE RIGHT TO APPLY TO REGISTER FOR A COURSE LEADING TO
THE DEGREE OF DOCTOR OF EDUCATION***

Pro-Vice-Chancellor
Division of Humanities

Date 20

Day Month Year

(or nominee)
Name (Printed)

*Most students for whom this will be the first enrolment at a New Zealand university require Admission Ad Eundem Statum.

The completed, signed application form, with required attachments, should be forwarded to:
EdD Programme Co-ordinator, University of Otago, College of Education