



**Application for Provisional Admission as a
Candidate for the Degree of Doctor of Education
University of Otago College of Education**

**Applications close 31 October
(late applications may be considered)**

IMPORTANT: See Appendix A for supporting documentation required

PART A: PERSONAL DETAILS

Title: Mr Miss Ms Mrs Dr Other
Please specify title

Family name:

Given name(s):

Name by which you prefer to be called:

Student ID number (if previously enrolled at the University of Otago):

Date of Birth: _____ / _____ / 19 _____
Day Month Year

Gender: Male Female

Place of Employment:

Position:

Citizenship: New Zealand Citizen NZ Permanent Resident Australian Citizen/Permanent Resident
 Tokelau, Niue or Cook Island Citizen
 Other * (*Please specify your country of citizenship*)

*Intending International students, **excluding** Australians, who wish to enrol at this University for the first time, must apply through the International Office (web www.otago.ac.nz/international/postgraduate/application_process or email international.admissions@otago.ac.nz). This form is **not** the appropriate form for these international applicants.

Ethnicity: 1. European/Pakeha 4. Cook Island Maori 7. Tokelauan 10. Fijian
 2. New Zealand Maori 5. Tongan 8. Chinese 11. Other Pacific Island
 3. Samoan 6. Niuean 9. Indian 12. Other Asian
 13. Other (*Please specify*)

If you identify with more than one ethnic group, please list in order of your preference, eg. 2,1

Contact address:
.....
.....
.....

*Note: This address will be used for **all** correspondence
Please advise the Postgraduate Office
University of Otago College of Education of any changes*

Telephone: (Home) (Work)

Fax: (Home) (Work)

Email address:

PART B: ADMISSION OF CANDIDATE

(1) Qualifications

Degree/Diploma	University	Year

All applicants must attach a certified copy of their academic record and grading scheme. See also Appendix A.1.

(2) **Work Experience:** Please attach a brief curriculum vitae as per Appendix A.2.

(3) 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 as per Appendix A.3

(4) Will you be based primarily on the Dunedin Campus for the duration of your Edd studies?

Yes No

PART C: RESEARCH TOPIC

(1) Provide a topic and a brief description of your research

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(2) **Interim Supervision** (*if known*)

 Surname Initials Title Department Phone

Interim Supervisor 1

Email:				

Interim Supervisor 2

Email: _____

(3) Intellectual property

Please read and be familiar with the University's *Policy for Intellectual Property Rights of Graduate Research Students* (www.otago.ac.nz/study/phd) (see Appendix A.6).

Do you wish to make a Statement of Prior Intellectual Property?
If Yes, please attach your statement.

Yes No

PART D: SIGNATURES

Candidate: (date)

- All information that I have supplied in this application is true and correct. I have read and understood the current University of Otago EdD regulations.
- I understand that provisional admission, if approved, is valid for a period of no more than 24 months whereafter it will lapse if I do not complete a provisional to confirmed admission application form.
- If I or my department wish to continue my EdD candidature after the provisional period, I undertake to complete the Provisional to Confirmed admission application form for consideration by the University of Otago College of Education.

Head of Department: (date)

Name (Printed)

As evidence that the candidate is formally accepted by the Department, and that appropriate academic support and resources are available to the student during the period of provisional admission.

Head of Department: (date)

Name (Printed)

(In cases of joint supervision, the signature of each Head of Department is required.)

As evidence that the candidate is formally accepted by the Department, and that appropriate academic support and resources are available to the student during the period of provisional admission.

Dean: (date)

Name (Printed)

Pro-Vice-Chancellor: (date)
(Division of Humanities)

Name (Printed)

*For all candidates, the signature of the Pro-Vice-Chancellor (or nominee) of the appropriate division is required
For students supervised from two Divisions, the signatures of both Pro-Vice-Chancellors are required*

The completed, signed application form, with required attachments, should be forwarded to:
EdD Programme Co-ordinator
University of Otago College of Education
P.O. Box 56
Dunedin, New Zealand

APPENDIX A: Supporting Documentation Required And Notes

SUPPORTING DOCUMENTATION REQUIRED

The following documents are required for **ALL** EdD applicants:
(please tick the box to indicate that you have attached the document)

- Certified copy of academic transcript and grading scheme
- Curriculum vitae
- EdD Admission Checklist for Heads of Departments (Appendix B)

The following documents are required **if they are applicable** to you:
(please tick the box to indicate that you have attached the document)

- Evidence that English language requirements are met
- Statement of prior intellectual property

Your application cannot be processed unless all of the required documents are attached.

NOTES

1. Academic Transcript(s)

All applicants must attach a certified copy of their academic record and grading scheme.

Students whose degree has been conferred at any university other than a New Zealand or Australian University may be required to provide an evaluation of their academic record. International academic qualifications will be considered in two separate categories:

CATEGORY 1:

Qualifications from countries listed below¹ (as reviewed by International Admissions and Internationalisation Committee):

Requirement: Provide original or certified copy of transcript from university²

Australia	Denmark	Ireland	Norway	Switzerland
Austria	Fiji	Italy	Singapore	United Kingdom
Belgium	France	Malaysia	Spain	United States
Canada	Germany	The Netherlands	Sweden	

Or from Institutions with which the University of Otago has a Student Exchange Agreement.
For a list of these institutions, see the University of Otago website
http://www.otago.ac.nz/study/student_exchange/partners/index.html

CATEGORY 2:

Qualifications from all other countries.

Requirement: Must be referred to:

Education Credential Evaluators, Inc.
PO Box 514070
Milwaukee
Wisconsin 53203-3470
United States of America

Telephone: +1 414 289 3400
Facsimile: +1 414 289 3411
Email: Eval@ece.org

The applicant is required to pay for the evaluation, with the applicant and the University each receiving a copy of the resulting evaluation report.

¹ An updated list of countries in Category 1 is maintained on the University of Otago Website
http://www.otago.ac.nz/international/postgraduate/application_process.html

² The University of Otago reserves the right to request an external evaluation of academic qualifications from any applicant.

2. Curriculum Vitae

All applicants must provide a **brief curriculum vitae**, including details of their working experience. Where applicable, please list any publications, conference presentations, or poster presentations at conferences.

3. English Language Requirement

All students must provide evidence of competence and understanding of written and spoken English before being admitted to EdD study at the University of Otago. English language requirements for EdD study are as follows:

- IELTS (International English Language Testing System) score of 6.5 in the academic module (with no individual band below 6.0)
- Paper-based TOEFL (Test of English as a Foreign Language) score of 587 (TWE 4.5)
- Computer-based TOEFL (Test of English as a Foreign Language) score of 240 (Essay Rating 4.5)
- Cambridge Certificate of Proficiency in English (CPE) – grade B or higher
- APIEL (Advanced Placement International English Language) Examination – grade 4 or higher

Other evidence of English Language proficiency may be considered to satisfy the admission requirements and will be evaluated on a case-by-case basis. The University does not accept responsibility for academic failure which can be attributed to a student's lack of competence in English.

4. Intellectual Property

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

If you wish to make a *Statement of Prior Intellectual Property* in accordance with the *Policy*, please attach your statement to your application.

Please note that should you be admitted to EdD study, you will be required to sign the following intellectual property declaration when you enroll: "I undertake to abide by the University's Policy for Intellectual Property Rights of Graduate Research Students."

APPENDIX B: EdD Provisional Admission Checklist

Candidate's name:

Department

NOTE: *The primary purpose of this checklist is to provide a helpful reminder list of the items that a Head of Department should be aware of and clear about when signing off on a new EdD candidate. Please complete the checklist and attach it to the candidate's completed EdD Provisional Admission form. If necessary, please attach any additional information that will assist the EdD Advisory Committee when it considers this candidate's application for provisional admission.*

Entrance Qualifications and Research Experience

1. The candidate's qualifications are appropriate for entry into the EdD programme at this University.
2. The candidate's research experience has equipped him/her adequately for EdD study.
3. The candidate's professional experience has equipped him/her adequately for EdD study.

Resources

4. Appropriate support and resources will be available for the candidate ie working and study/writing space; secure storage; after-hours access to departmental facilities; and access to appropriate computing resources, email, internet, library, telephone and fax, when the candidate works on campus.
5. If applicable, appropriate off-campus support has been arranged for the candidate.

General

6. The candidate has fully completed the admission form and has attached copies of all relevant documents (*such as academic transcript, brief CV, and English language certification (when needed)*).

Signature: (Head of Department)

Date: