



APPLICATION FOR ADMISSION TO PhD STUDY



IMPORTANT NOTE FOR APPLICANTS

This form should only be completed after a University of Otago supervisor and/or department has advised you to formally apply for PhD admission. For full information on the PhD application process at Otago, including what should occur before completing this form, please see www.otago.ac.nz/study/phd.

INSTRUCTIONS FOR COMPLETING THIS APPLICATION FORM

The Candidate should complete **Section A** (PhD Admission Application), **Section C** (Enrolment Information) and **Section D** (Declaration). Following acceptance into the PhD programme, enrolment will be automatically actioned. New International candidates will need to complete the enrolment process upon arrival at Otago.

The Department(s) (including supervisors and the Head(s) of Department(s)) should complete **Section B** of the application.

The Primary Supervisor should complete and sign the **Ethical, Statutory and Regulatory Consents and Approvals** form on page 8.

The Head of the Primary Department should complete the **darker boxes** (marked with 'HoD Endorsement' tabs) throughout Sections A and B. 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.

The Head of the Primary Department should also complete the Doctoral Scholarship Application Form if attached.

Note: Signatures are required from the candidate, heads of all departments providing supervision, deans (where applicable), and the Pro-Vice-Chancellor(s) (or their nominees) for all involved divisions. Without these signatures, the application cannot be processed.

If you have queries related to the completion of this form, please contact the Doctoral and Scholarships Office (email: phd@otago.ac.nz)

SECTION A: PhD ADMISSION APPLICATION – TO BE COMPLETED BY THE CANDIDATE

1. Full Name

2. Student Status

Domestic (NZ or Australian Citizen or Permanent Resident) International (all other countries)

International Applicants – Supplementary Information

1. I am using a University of Otago authorised agent to handle my application. Yes No

If yes, I authorise the University of Otago to release personal information to the following agent:

Name Email

2. Education Credentials Evaluation (ECE)

Please refer to www.otago.ac.nz/international for further information

My qualifications are from a country requiring ECE evaluation. Yes No

If yes – an ECE evaluation is attached

– an evaluation has been requested from ECE

3. Supervision

You must discuss your research proposal with the relevant academic department at the University before submitting this application.

Name of proposed supervisor:

Note: International applications must be returned to the International Office at the University of Otago. See the last page of this form for address details.

3. Qualifications

Please include any qualification towards which you are currently studying. Please note the expected end **month** and **year** in brackets e.g. (March 2013).

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

All candidates must attach a certified copy of their academic record and grading scheme. Entrance to PhD study requires a Bachelor's degree with first or upper second class honours (with an appropriate research component) or a Master's degree (with an appropriate research component) or equivalent study or work experience. Candidates with **qualifications from overseas institutions** should refer to www.otago.ac.nz/international/postgraduate for details on certification required for overseas qualifications.

4. Upgrade

Please indicate if you are intending to upgrade to a PhD from a current Otago Master's or Bachelor of Medical Science with Honours degree (if you intend to complete your current degree before enrolling in the PhD you are not upgrading). Upgrading requires the full support of your department. Please note that upgrades will not usually be considered unless 12 months of thesis work has been completed. More information on upgrading is available in the PhD Handbook (www.otago.ac.nz/study/phd/handbook).

Master's Upgrade BMedSc(Hons) Upgrade

5. Research justifying entry (optional for upgrading applicants)

Entry to PhD study at Otago requires previous completion of a significant research project. Please provide brief details of your most significant research outputs below (e.g. honours dissertation, 20,000 words, one semester; 2 peer-reviewed journal articles). Full details should be provided in your curriculum vitae (see item 5 below).

6. Curriculum vitae

Please attach a brief curriculum vitae including details of previous research experience (publications, conference presentations etc) and between one and three academic referees (with contact details) whom the University may choose to consult.

7. 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.

English proficiency test name

If test not yet completed, date when result will be available

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 Head of Department)

- The candidate meets the University's English language requirements.
- Entry should be made conditional on provision of English language evidence.
- Application for waiver of usual English language requirements. If applying for a waiver, please provide reasons on a separate statement and attach it to this form.

8. Topic of Study

(candidates must also supply a brief (approximately 500 words) preliminary outline)

9. Proposed status: Full-time Part-time

Full-time candidates are expected to devote the majority of their working time to their studies.

Part-time candidates are required to provide a **separate statement** indicating that they have sufficient time and intellectual and social support to complete their PhD in a timely manner. **International candidates on student visas cannot study part time.**

Status Endorsement (to be completed by the Head of Department)

- (For part-time candidates only)** I am satisfied that the candidate has access to (a) substantial blocks of time to devote to the PhD and (b) sufficient social and intellectual support so as to make completion likely within a reasonable time-frame. Co-supervisors have been appointed to ensure long-term guidance.

10. Where will you be based primarily for the duration of your PhD studies?

Dunedin Campus Christchurch Campus Wellington Campus Other

If Other, arrangements should be discussed with your supervisors. Please note that the normal requirement is that at least 6 months of study be completed on-campus. International candidates and permanent residents must be primarily resident in New Zealand to be eligible for domestic fees. Domestic candidates not based on-campus will be recorded as distance students.

11. How do you plan to finance your PhD studies?

Scholarship Student Loan Paid employment Other

If **Scholarship** or **Other** please specify:

Are you applying for a University Scholarship as part of this application? Yes No

If yes, please attach a completed Doctoral Scholarship Application Form.

If **Paid employment**, please provide the following details:

• What type of employment will you be engaged in?

• Where will you undertake that employment?

• How many hours will you work in that employment per week? hours

Note: The University recommends that full-time PhD candidates accept employment for no more than ten hours per week on average across a year.

12. Study start date: Enrolment will be actioned as soon as PhD study is officially approved; for domestic candidates PhD study officially begins from the date below or from the date this application is approved (whichever is later). If you wish to change this start date, please contact the Doctoral and Scholarships Office. New international candidates will need to complete enrolment upon arrival at Otago.

		20
Day	Month	Year

13. 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.

Candidates – please now complete Section C starting on page 10 of this form.

2. Supervision

Primary supervisor (% of supervision:) The primary supervisor must be allocated the largest proportion

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"/>

PLEASE NOTE: the primary supervisor must also complete and sign the attached Ethical, Statutory and Regulatory Consents and Approvals form (see page 8).

Co-supervisor 1 (% 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"/>

Co-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"/>

3. Departmental Advisory Committee (compulsory if there is only one supervisor)

Will a Departmental Advisory Committee provide support for this candidate? Yes No

If Yes, please attach details of the Committee.

4. Advisors (if applicable)

An additional support person or people who will assist the candidate with substantial specialist help from time to time. An advisor is not a supervisor as such and is not involved with the ongoing supervision of the candidate. Note that advisors have different roles to a Departmental Advisory Committee.

Title	Initials	Family name	Department
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please identify external supervisors clearly. It is the Department's responsibility to ensure that an external supervisor is formally contracted to the University according to the University's separate "Guidelines for Appointing External Supervisors". These Guidelines, including the appropriate form, are available at www.otago.ac.nz/humanresources/policies/PhDExternalSuper.html Please note that external supervisors may not be primary supervisors.

Supervisory Endorsements (to be completed by the Head of Department)

- The supervisors are research active.
- The primary supervisor is a leading researcher of international or very good national standard.
- At least one supervisor, providing at least 33% supervision, has previously supervised a PhD to submission.
- The supervisors have been carefully matched with the candidate and his/her topic and their research expertise is appropriate to the candidate's topic.
- The workloads of the supervisors have been carefully considered and they have the capacity to supervise the candidate.
- The supervisors have agreed to supervise the candidate (and by implication are able to provide support for the candidate's research project).
- The Ethical, Statutory and Regulatory Consents and Approvals form on page 8 has been completed and signed by the primary supervisor.
- If applicable, a Departmental Advisory Committee has been established for the candidate and the details are attached to the candidate's admission form.
- If applicable, the required paperwork for any external supervisors has been completed (external supervisors may not act as a primary supervisor).

Supervisory Panel

- At least two supervisors, or one supervisor supported by a departmental advisory panel, should be appointed to oversee the work of the candidate.
- A PhD supervisor should have a PhD or equivalent qualification and appropriate research experience.
- If the primary supervisor is inexperienced, an experienced supervisor must form part of the supervisory team and agree to provide mentoring support to the primary supervisor.
- Inexperienced supervisors are encouraged to attend the University's annual supervisory training workshop.

5. Resource allocation

This question is applicable only for those candidates who will be supervised across more than one Department. Leave *blank* if only one Department is involved.

There will be an opportunity to review the EFTS split on the candidate's annual progress reports. The % EFTS split does not necessarily have to represent the % supervisory split.

Name of Departments		% EFTS Split
Primary Department		
Second Department		
Third Department (<i>if applicable</i>)		
TOTAL		100%

6. Thesis enrolment code

Please indicate the thesis code (eg ANTH); this is particularly important if the study is based in an established cross-disciplinary programme (eg Genetics, Ecology, Environmental Science, etc) or if the topic is in a different area to the primary department. If left blank, the candidate will be enrolled in the primary department code.

7. Resources required

It is essential that resourcing is discussed with the candidate prior to admission to ensure that appropriate resourcing is in place for the proposed project, and that any limits to resourcing are made clear to the candidate. Please indicate:

All necessary resources for the project will be provided by the department (including coverage of any necessary fieldwork costs if applicable), as per the policy on Resources for Graduate Research Candidates (available at www.otago.ac.nz/study/phd or in the policies database at www.otago.ac.nz/administration/policies)

OR

Limits to funding have been made clear to the candidate and do not threaten the viability of the proposed project (please attach correspondence to show that the candidate is aware of limits on funding)

Please list below the resources required for this candidate's project. Include dollar values and funding sources where appropriate. This list should not be considered exhaustive at this early stage; it is clearly important however, that prior to admission due consideration should be given by **the applicant and department** to the likely funding requirements and arrangements for the particular project.

Does the project involve external research funding?

Yes

No

If yes, have contracts been put in place through the Research Office?

Yes

In progress

No

8. Off-campus supervisory arrangements

Will this candidate's research involve substantial periods of time off-campus?

Yes

No

If Yes, please **attach** a statement including:

- the name of the institution in which the candidate will be based for substantial periods of time;
- the intended periods of residency at the University of Otago;
- the arrangements and methods of contact which will ensure adequate supervision for the candidate when they are not resident at the University of Otago.

Resourcing Endorsements (to be completed by the Head of Department)

1. Appropriate funding arrangements have been made or are underway to cover the costs of the candidate's research.
2. Appropriate resources will be available for the candidate such as 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.
3. **If applicable**, a statement on off-campus supervisory arrangements has been attached.

Resources

- The acceptance of a PhD candidate represents a commitment to provide resources as stipulated by Senate (see www.otago.ac.nz/study/phd).
- The funding of the candidate's research project should be planned and discussed with the candidate and the supervisor(s) before admission is approved.
- For candidates who will not be spending all of their time on campus during their studies, appropriate arrangements to support them should be put in place before admission is approved. A statement describing these arrangements should be attached to the PhD Admission form.

9. Enrolment in a paper(s) in addition to the thesis (only in exceptional cases)

(to be completed after discussion with the candidate)

All applicants are required to meet the minimum entrance standards before being admitted to the PhD programme. In **exceptional** cases however, there may be sound academic grounds for a candidate to be required to enrol in a paper(s) in order to gain additional knowledge or skills relevant to the proposed research. Such papers will be listed as "Certificate of Proficiency (COP)" as they are not a formal requirement of the PhD. In the case of candidates who hold a University-funded Postgraduate Scholarship, the additional tuition fees payable will be covered by that scholarship, but only for required papers.

Senate must be satisfied that taking any such paper will not materially delay the completion of the candidate's research. Guidelines on additional papers are available from the Doctoral and Scholarships Office.

Additional paper(s) required:

Paper code (e.g. DOCT101)	Teaching period (Semester one, two or summer school)	Year	Minimum grade required (if applicable)	Qualification (usually COP)*
1.				
2.				

Candidates should be made aware that they will need to enrol in any papers separately to their PhD enrolment. Please have them contact the Doctoral and Scholarships Office for more information.

* Certificate of Proficiency (COP) – candidate attends classes, completes course work and sits any tests or exams. Credited with completing paper (if successfully passed);

In relation to the candidate's PhD this paper is: Required Useful (but not required) Unrelated

What are the exceptional reasons requiring enrolment in the above papers?

Is confirmation of PhD candidature dependent on the above minimum grade(s) being achieved for the above paper(s)?

Yes No

ETHICAL, STATUTORY AND REGULATORY CONSENTS AND APPROVALS

Name of PhD Candidate

The main purpose of this form is to bring to your attention the various consents and approvals that may be required. Actual consents and approvals are not normally required prior to admission to PhD study. Direct Admission to PhD study will not be approved by the Graduate Research Committee unless this form is completed and signed.

Ethical Approval

Is ethical approval required?

Yes No

If YES, (a) What type of ethical approval?

Human Animal

(b) Has application been made for approval?

Yes No

If Yes to (b), has ethical approval been given?

Yes No

If No to (b), I agree to obtain approval.

Yes

Approvals required under the Hazardous Substances and New Organisms (HSNO) Act

1. Does this project involve the development of an organism modified through the use of recombinant DNA techniques (ie, a GMO)?

Yes No

If YES, (a) is the development approved under HSNO?

Yes No

If No to (a), I agree to obtain approval.

Yes

2. Does this project involve the importation of a GMO or other new organism as defined under the HSNO Act?

Yes No

If YES, (a) Is the importation approved under HSNO?

Yes No

(b) Is the importation covered by a valid MAF permit?

Yes No

If No to (a) or (b), I agree to obtain ERMA approval and/or a MAF Permit.

Yes

Other Regulatory Consents (eg, DoC, MAF, Fish & Game, etc)

Are any other approvals required?

Yes No

If YES, what type of approval is required?

If YES, (a) Has application been made for the relevant approval(s)?

Yes No

If Yes to (a), has the relevant Approval(s) been given?

Yes No

If No to (a), I agree to obtain approval.

Yes

Māori Consultation

Has consultation with the Ngāi Tahu Research Consultation Committee been initiated/undertaken?

Yes No

If YES, has consultation reached a conclusion?

Yes No

If NO, I agree to undertake consultation and bring it to a satisfactory conclusion

Yes

I acknowledge by my signature below, that as Primary Supervisor, I will be held accountable for ensuring that all ethical, statutory and/or regulatory obligations are met (eg, for ERMA, MAF, animal ethics, human ethics) and that all appropriate consultation is made

ALL INFORMATION PROVIDED IS TRUE AND CORRECT

Primary Supervisor Name

Signature

Date

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.

Head of Department
Name (Printed) Date 20
Day Month Year

Head of Department
Name (Printed) Date 20
Day Month Year

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

Dean (where applicable)
Name (Printed) Date 20
Day Month Year

Dean (where applicable)
Name (Printed) Date 20
Day Month Year

(In cases of joint supervision, the signature of each Dean (where applicable) is required)

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

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

Pro-Vice-Chancellor (or nominee)
Name (Printed) Date 20
Day Month Year

Pro-Vice-Chancellor (or nominee)
Name (Printed) Date 20
Day Month Year

(In cases of joint supervision, the signature of each Pro-Vice-Chancellor (or nominee) is required).

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

The completed, signed application form, with required attachments, should be forwarded to:
Doctoral and Scholarships Office, Clocktower Building (Domestic applicants)
International Admissions, Archway West Building (International applicants)

SECTION C: ENROLMENT INFORMATION – TO BE COMPLETED BY CANDIDATE

1. University of Otago ID Number (If known)

2. Name

Please write your full legal name below. Original or witnessed evidence of your name, any previous names, and date of birth must be attached if not already supplied.

Title (tick one) Mr Miss Ms Mrs Dr

Other (please specify)

Family Name

Given Name(s)

3. Preferred Given Name

4. Previous Name(s)

5. Date of Birth

<input type="text"/>	<input type="text"/>	<input type="text"/>	19
Day	Month	Year	

6. Gender

Male Female

7. IRD Number (not applicable for international candidates)

If you are applying for a Student Loan, please write your IRD number below.

8. 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

2. New Zealand Permanent Resident

3. International Student

4. Tokelau, Niue or Cook Islands Citizen

5. Australian Citizen

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.

If you have already been enrolled at the University of Otago in the calendar year in which you will begin PhD study, please go to item 12.

9. Ethnic Origin(s)

Please indicate the group(s) with which you identify. (Tick one or more boxes)

111. New Zealand European/Pākehā

121. British/Irish

122. Dutch

123. Greek

124. Polish

125. South Slav

126. Italian

127. German

128. Australian

129. Other European (please specify)

211. New Zealand Māori – Tribal Affiliation (Iwi)

Please refer to the list of Iwi codes on page 13 of this form, and enter the appropriate four-digit code(s) below. If you identify with more than one Iwi, please list in order of priority.

1st	<input type="text"/>	3rd	<input type="text"/>
2nd	<input type="text"/>	4th	<input type="text"/>

311. Samoan

321. Cook Island Māori

331. Tongan

341. Niuean

351. Tokelauan

361. Fijian

371. Other Pacific Peoples (please specify)

411. Filipino

412. Cambodian

413. Vietnamese

414. Other Southeast Asian (please specify)

421. Chinese

431. Indian

441. Sri Lankan

442. Japanese

443. Korean

444. Other Asian (please specify)

511. Middle Eastern

521. Latin American

531. African

611. Other (please specify)

If you identify with more than one ethnic group, please list in order of your preference (e.g. 211, 111)

10. Disabilities

The completion of this section is not compulsory. This information is not automatically carried over from year to year and needs to be supplied again by returning students.

Do you have an impairment, disability or long-term medical condition?

YES (please specify below) NO (go to section 11)

How would you describe your impairment, disability or long-term medical condition? (Tick one or more boxes)

- 1. Deaf
- 2. Hearing
- 3. Blind
- 4. Vision
- 5. Specific learning
- 6. Medical
- 7. Head injury
- 8. Mental health
- 9. Mobility
- 10. Speech
- 11. Temporary impairment
- 12. Other (please specify)

Does your impairment, disability or long-term medical condition affect your study?

YES NO

11. Emergency Contact Person (next of kin)

Please provide the contact details of a person whom we may contact in the event of an emergency.

Title (tick one) Mr Miss Ms Mrs Dr

Other (please specify)

Family Name

Given Name(s)

Address

Telephone ()

Alternative Telephone ()

Relationship

12. 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

13. Mobile telephone number (NZ numbers only)

14. Permanent Home Address

Please give an address which can be used to contact you outside semesters or other teaching periods.

Telephone ()

Fax ()

15. Study Address

Please give your address while you are studying (if different).

Telephone ()

Fax ()

16. Preferred Method of Contact

Please indicate how you would like the University to contact you about enrolment matters. (Tick one box only)

EMAIL (recommended for international students) POST

Your fees account will normally be posted to you. PhD-related contact is not covered by this item.

17. Accommodation (If known)

While studying I will be:

- 1. Sharing a flat or house (flatting)
- 2. Living in a residential college
- 3. Living with my parents or guardian
- 4. Living in my own home (including renting)
- 5. Boarding
- 6. Living elsewhere

If you have already been enrolled at the University of Otago in the calendar year in which you will begin PhD study, please go to Section D.

18. Prior Activity

Were you or will you be resident in New Zealand at 1 October of the year prior to commencing study?

YES (please complete this item) NO (go to item 19)

Please indicate your main activity or occupation at 1 October of the year prior to commencing study. (Tick one box only)

- 1. Secondary or high school student
- 2. Non-employed or beneficiary (excluding retired)
- 3. Wage or salary earner
- 4. Self-employed
- 5. University student
- 6. Polytechnic student
- 7. College of education (teachers' college) student
- 8. House person or retired
- 10. Private training establishment student
- 11. Wānanga student

19. Secondary or High School Qualifications (new and transferring students only)

Please name the secondary school or high school where you were last enrolled.

School	<input type="text"/>
Country	<input type="text"/>
Last Year Enrolled	<input type="text"/>

What is the highest level of achievement you hold from a secondary school or high school?

- Junior Scholarship (prior to 1970)
- Scholarship (prior to 1990)
- A Bursary
- B Bursary
- University Bursaries Examinations
- NCEA Level 3
- Higher School Certificate
- University Entrance (prior to 1986)
- NCEA Level 2

- Sixth Form Certificate
- School Certificate
- NCEA Level 1
- No secondary school qualification
- Australian secondary school ranking
- IB (International Baccalaureate)
- CIE (Cambridge International Examinations)
- Other (please specify)

In what year did you gain your highest school qualification?

20. Previous Tertiary Study

Please indicate your first year of enrolment at any tertiary institution, either in New Zealand or overseas. (This could include a university, polytechnic, college of education (teachers' college), wānanga or private training establishment. Do not include enrolments in STAR, community or hobby courses.)

First year of Tertiary Study

Please indicate the last type of tertiary institution you attended. Do not include enrolments in STAR, community or hobby courses.

(Tick one box only)

- New Zealand university
- New Zealand polytechnic
- New Zealand college of education
- New Zealand private training establishment
- Wānanga
- Overseas university
- Overseas tertiary institution

Including overseas study, when I begin my PhD study I will be entering my year of university study.

e.g 5th

IWI CODES

<i>Northland/Auckland Iwi</i>	0506 Ngāi Tai (Tauranga Moana/ Mātaatua)	1006 Te Atiawa ki Whakarongotai
0100 Te Tai Tokerau/Tāmaki-makaurau	0507 Tūhoe	1007 Ngāti Tama ki Te Upoko o Te Ika (Te Whanganui-a-Tara/Wellington)
0101 Te Aupōuri	0508 Whakatōhea	1008 Ngāti Kauwhata
0102 Ngāti Kahu	0509 Te Whānau-a-Apanui	
0103 Ngāti Kurī	0510 Ngāti Whare	<i>South Island/Chatham Islands Iwi</i>
0104 Ngāpuhi		1100 Te Waipounamu/Wharekauri
0105 Ngāpuhi ki Whaingaroa-Ngāti Kahu ki Whaingaroa	<i>East Coast Iwi</i>	1101 Te Atiawa (Te Waipounamu/South Island)
0106 Te Rarawa	0600 Te Tai Rāwhiti	1102 Ngāti Koata
0107 Ngāi Takoto	0601 Ngāti Porou	1103 Ngāti Kuia
0108 Ngāti Wai	0602 Te Aitanga-a-Māhaki	1104 Kāti Māmoe
0109 Ngāti Whātua	0603 Rongowhakaata	1105 Moriori
0110 Te Kawerau	0604 Ngāi Tāmanuhiri	1106 Ngāti Mutunga (Wharekauri/Chatham Islands)
0111 Te Uri-o Hau		1107 Rangitāne (Te Waipounamu/South Island)
0112 Te Roroa	<i>Hawke's Bay/Wairarapa Iwi</i>	1108 Ngāti Rārua
<i>Hauraki/Coromandel Iwi</i>	0700 Te Matau-a-Māui/Wairarapa	1109 Ngāi Tahu / Kāi Tahu
0200 Hauraki	0701 Rongomaiwahine (Te Māhia)	1110 Ngāti Tama (Te Waipounamu/South Island)
0201 Ngāti Hako	0702 Ngāti Kahungunu ki Te Wairoa	1111 Ngāti Toarangatira (Te Waipounamu/South Island)
0202 Ngāti Hei	0703 Ngāti Kahungunu ki Heretaunga	1112 Waitaha (Te Waipounamu/South Island)
0203 Ngāti Maru (Hauraki)	0704 Ngāti Kahungunu ki Wairarapa	1113 Ngāti Apa ki Te Rā Tō
0204 Ngāti Paoa	0705 Ngāti Kahungunu, region unspecified	<i>Iwi not named, but waka or Iwi confederation known</i>
0205 Patukirikiri	0706 Rangitāne (Te Matau a Māui/ Hawke's Bay/Wairarapa)	2001 Tainui
0206 Ngāti Porou ki Harataunga ki Mataora	0707 Ngāti Kahungunu ki Whanganui- a-Orotu	2002 Te Arawa
0207 Ngāti Pūkenga ki Waiau	0708 Ngāti Kahungunu ki Tamatea	2003 Tākitimu
0208 Ngāti Rāhiri Tūmutumu	0709 Ngāti Kahungunu ki Tamakinui a Rua	2004 Aotea
0209 Ngāi Tai (Hauraki)	0710 Ngāti Pāhauwera	2005 Mātaatua
0210 Ngāti Tamaterā	0711 Ngāti Rākaipaaka	2006 Mahuru
0211 Ngāti Tara Tokanui		2007 Māmari
0212 Ngāti Whanaunga	<i>Taranaki Iwi</i>	2008 Ngātokimatawhaorua
<i>Waikato/King Country Iwi</i>	0800 Taranaki	2009 Nukutere
0300 Waikato/Te Rohe Pōtae	0801 Te Atiawa (Taranaki)	2010 Tokomaru
0301 Ngāti Haua (Waikato)	0802 Ngāti Maru (Taranaki)	2011 Kurahaupō
0302 Ngāti Maniapoto	0803 Ngāti Mutunga (Taranaki)	2012 Muriwhenua
0303 Ngāti Raukawa (Waikato)	0804 Ngā Rauru	2013 Hauraki / Pare Hauraki
0304 Waikato	0805 Ngā Ruahine	2014 Tūranganihi a Kiwa
<i>Rotorua/Taupō Iwi</i>	0806 Ngāti Ruanui	2015 Te Tauihu o Te Waka a Māui
0400 Te Arawa/Taupō	0807 Ngāti Tama (Taranaki)	2016 Tauranga Moana
0401 Ngāti Pīkiao (Te Arawa)	0808 Taranaki	2017 Horouta
0402 Ngāti Rangiteaorere (Te Arawa)	0809 Tangāhoe	<i>Iwi named but region unspecified</i>
0403 Ngāti Rangitīhi (Te Arawa)	0810 Pakakohi	2101 Te Atiawa, region unspecified
0404 Ngāti Rangiwewehi (Te Arawa)	<i>Whanganui/Rangitīkei Iwi</i>	2102 Ngāti Haua, region unspecified
0405 Tapuika (Te Arawa)	0900 Whanganui/Rangitīkei	2103 Ngāti Maru, region unspecified
0406 Tarāwhai (Te Arawa)	0901 Ngāti Apa (Rangitīkei)	2104 Ngāti Mutunga, region unspecified
0407 Tūhourangi (Te Arawa)	0902 Te Ati Haunui-a-Pāpārangi	2105 Rangitāne, region unspecified
0408 Uenuku-Kōpako (Te Arawa)	0903 Ngāti Haua (Taumarunui)	2106 Ngāti Raukawa, region unspecified
0409 Waitaha (Te Arawa)	0904 Ngāti Hauti	2107 Ngāti Tama, region unspecified
0410 Ngāti Whakaue (Te Arawa)	<i>Manawatū/Horowhenua/Wellington Iwi</i>	2108 Ngāti Toa, region unspecified
0411 Ngāti Tūwharetoa	1000 Manawatū/Horowhenua/Te Whanganui-a-Tara	2109 Waitaha, region unspecified
0412 Ngāti Tahu-Ngāti Whaoa (Te Arawa)	1001 Te Atiawa (Te Whanganui-a- Tara/Wellington)	2110 Ngāti Apa, area unspecified
<i>Bay of Plenty Iwi</i>	1002 Muaūpoko	<i>Hapū affiliated to more than one Iwi</i>
0500 Tauranga Moana/Mātaatua	1003 Rangitāne (Manawatū)	2200 Hapū affiliated to more than one Iwi
0501 Ngāti Pūkenga	1004 Ngāti Raukawa (Horowhenua/Manawatū)	
0502 Ngāiterangi	1005 Ngāti Toarangatira (Te Whanganui- a-Tara/Wellington)	
0503 Ngāti Ranginui		
0504 Ngāti Awa		
0505 Ngāti Manawa		

SECTION D: TO BE COMPLETED BY CANDIDATE

I. DECLARATION

Please read the material below and then sign here in confirmation of the declarations and authorisations it contains.

Name of Applicant (please print)

Signature of Applicant

Date

Day Month Year

ADMISSION AND ENROLMENT

I declare that all the information now submitted, or which I will later submit, in connection with my enrolment and admission (whether on a physical form, entered electronically, or in any supporting documents) is correct and complete.

I authorise the University of Otago to obtain official records and related information relevant to my application for enrolment from any educational institution that I have previously attended and from any applicable authority including the New Zealand Qualifications Authority, International Baccalaureate, and University of Cambridge International Examinations.

I understand that the University reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information provided by me.

I agree to complete enrolment procedures as required during the period of my PhD candidacy. I accept that continuous enrolment is required up to the point of submission of my thesis for examination, with the exception of approved breaks in study.

REGULATIONS

I do solemnly promise that I will faithfully obey the regulations of the University of Otago so far as they apply to me.

Note: This declaration (which is required to be made by the virtue of the University's Admission and Enrolment Regulations) confirms the binding nature of all regulations established by or under the authority of the University Council. Attention is particularly drawn to:

The Code of Student Conduct (published in the University Calendar and at www.otago.ac.nz/administration/policies/otago003143.html);

The Computer Regulations (published in the University Calendar and at www.otago.ac.nz/administration/policies/otago003109.html).

FEES AND COURSE MATERIALS

I accept responsibility for the payment of all fees (including tuition fees) charged by the University. Should I default on payment of all or part of those fees, I agree to pay all costs relating to the collection of the outstanding debt. If my fees are paid by a Government Student Loan through the Ministry of Social Development (StudyLink) and I become eligible for a refund of all or part of those fees, I authorise the University to pay the refund directly back to StudyLink to be credited against my student loan balance. I undertake to return course materials supplied to me in connection with any paper from which I subsequently withdraw, if that is a departmental requirement, or to accept liability for payment for the material.

CHANGES OF DOCTORAL DETAILS

I recognise that significant changes in my PhD require the approval of the Graduate Research Committee on behalf of Senate, and that approval may not necessarily be granted. I agree to follow standard processes to inform the Committee of the following changes to my PhD candidature (see www.otago.ac.nz/study/PhD for further information):

- Significant changes of topic
- Changes of department

- Supervisory changes
- Changes to enrolment (full-time to part-time or vice versa)
- Additional study (paper(s) taken alongside PhD study)
- Overseas study exceeding two months
- Official temporary breaks from PhD study (deferrals)
- Withdrawal from PhD study

PRIVACY

I understand that information supplied in connection with my enrolment and study at the University may be used (a) by members of the University's academic and administrative staff for purposes relating to my enrolment and study, and also for such purposes by any other tertiary institution in New Zealand to which I may transfer and (b) for purposes external to the University when the information is in statistical form or when the University reasonably believes it is not to my disadvantage for such external use to occur.

I acknowledge that, in accordance with the provisions of the Privacy Act 1993, disclosure of my information may be required or permitted in certain cases, including disclosure to Government agencies such as the New Zealand Police, Ministry of Education, Ministry of Justice, Ministry of Social Development, Accident Compensation Corporation, Inland Revenue Department and the Tertiary Education Commission.

I understand that I have the right to see, and correct if necessary, information held about me.

COMPUTER USE

I understand that the University may monitor data entered or changed by users and reserves the right to take disciplinary action in cases involving false, misleading, or offensive data, and that the University accepts no liability for consequences arising from the divulging of usernames or passwords to others.

COMMUNICATIONS FROM THE UNIVERSITY

Important information is sent out during the year to enrolled students. I understand that, in order to ensure I receive this, I must:

- (a) keep my address details on PIMS current and
- (b) check my student email at least once per week.

I agree to the University communicating with me on matters related to my enrolment, or relevant to membership of the University, via the contacts which I have provided.

I accept that in cases where the University has made sustained and reasonable efforts to contact me through the details I have provided, if I do not respond, I may be withdrawn from PhD study.

COPYRIGHT

I understand that I must observe the Copyright Act 1994 in relation to any teaching materials supplied to me in the course of study at the University and that I may not make unauthorised sound recordings of lectures or audioconferences.

INTELLECTUAL PROPERTY RIGHTS

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

IMMIGRATION (for students who are not New Zealand citizens)

I undertake to comply with all relevant Immigration New Zealand requirements and understand that, unless I am entitled to be recognised as a domestic student, I must at all times hold a current student permit or other permit authorising me to study in New Zealand.

I authorise the University and the Department of Labour (including Immigration New Zealand) to supply information about me to each other if it is considered to be relevant to my immigration status and/or my enrolment status.

2. SUPPORTING DOCUMENT CHECKLIST

Required

- Original or certified copies of all tertiary-level academic transcripts and grading schemes*
- Curriculum Vitae
- Preliminary research outline

* Please attach original or witnessed (certified/notarised) copies of all academic transcripts, including results of studies currently being undertaken. A key/guide to the grading system must also be included. See Note 2 below.

Required if applicable

- Course-by-course Educational Credentials Evaluation (ECE) – for some international candidates; see www.otago.ac.nz/international/postgraduate for further details
- Original copy of English language results – for non-native English speakers; see www.otago.ac.nz/international/postgraduate for further details Statement on part-time study (see page 3 of this form)
- Doctoral Scholarship Application Form – if applying for a scholarship as part of this application
- Certified copies of your birth certificate or the front page of your passport – for all students who have not studied at Otago previously
- Evidence of an official name change (if applicable) – marriage or civil union certificate, certificate of dissolution of marriage or civil union, deed poll, statutory declaration issued by Registrar of Births, Deaths and Marriages (any document concerning a change of name must include both the old and new name)

Notes

1. Documents not in English must be accompanied by **witnessed** English Language translations
2. Witnessed copies must:
 - be stamped with an official seal or stamp
 - bear the printed name, signature and position of the person certifying the copy
 - have the date when the copy was verified

Documents may be witnessed by a Justice of the Peace, Notary Public, Court Official, Solicitor or University of Otago administrative staff member.

DOMESTIC APPLICANTS (including NZ permanent residents and Australians)

Please forward this application including documentation to your primary supervisor or the Head of your primary department.

For further information

Email phd@otago.ac.nz

Tel 03 479 8464 or 03 479 5434, Fax 03 479 8367

Website www.otago.ac.nz/study/phd

INTERNATIONAL APPLICANTS

Please forward this application including documentation to:

Mailing Address

International Office, University of Otago
PO Box 56
Dunedin 9054
New Zealand

Courier Address

International Office, University of Otago
Archway West Building
90 Union Place East
Dunedin 9016
New Zealand

For further information:

Email international.admissions@otago.ac.nz

Tel 64 3 479 8344, Fax 64 3 479 8367

Website www.otago.ac.nz/international