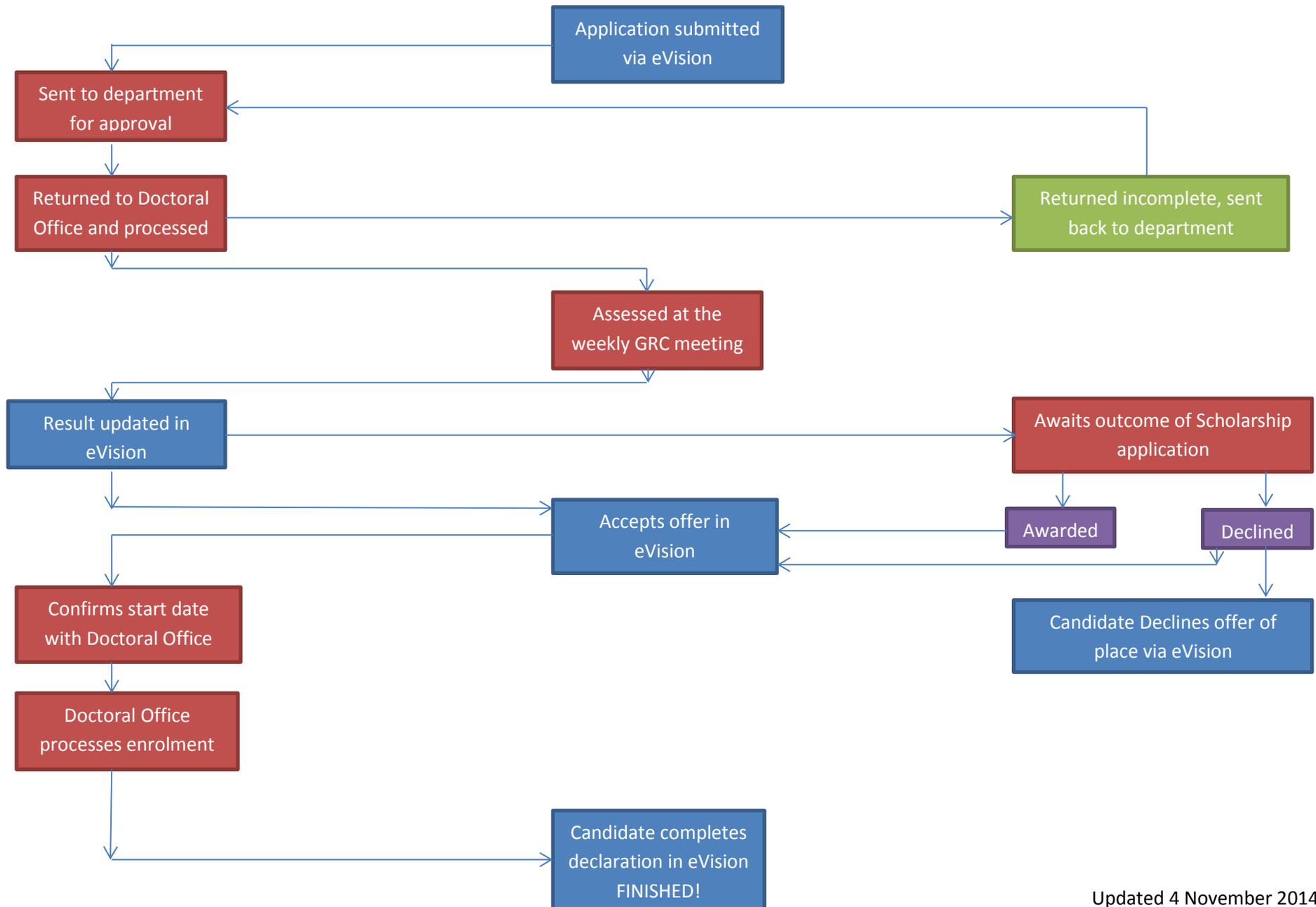


DOMESTIC DOCTORAL STUDY ADMISSION APPLICATION PROCESS



DOMESTIC DOCTORAL STUDY ADMISSION APPLICATION PROCESS

DEFINITION: Domestic candidate = New Zealand Citizen, New Zealand permanent resident, Australian Citizen, Australian permanent resident, Returning International (candidate previously admitted to study at the University of Otago).

Candidate makes application

(Candidate has already received unofficial approval from the primary supervisor and their department before beginning the process)
Candidate applies via eVision and the application comes to the Doctoral Office portal.

Application is sent to the department for approval/signing by the following people;

Primary supervisor, HOD primary department (if applicable), Dean (if applicable), PVC delegate for the Division

If there are co-supervisors in any other departments it then goes to the following people within each department;

HOD, Dean (if applicable), PVC delegate for the Division

Once all signatures, and any additional documentation, are obtained it is sent back to the Doctoral Office.

Application is processed by the Doctoral Office

Application goes to a weekly meeting for approval (Scholarships application meetings are once a month)

Decision is made and the Doctoral Administrators update the candidate's eVision portal with the relevant information.

Candidate awaits the outcome of the Scholarship committee meeting before accepting the offer (if they have applied for a Scholarship)

If accepted;

Candidate needs to accept the offer via eVision then email doctoral.admissions@otago.ac.nz with a confirmed start date (Domestic only)

The Doctoral Office then processes the candidate's enrolment and emails them to advise this has been done and that they need to complete their declaration.

This then completes the enrolment process.

If the offer of place is to be declined then the candidate declines the offer in eVision then emails doctoral.admissions@otago.ac.nz when this has happened.

Once these steps are complete then the application and the enrolment for the current calendar year are complete.

The Graduate Research School welcomes you to Doctoral study at Otago!

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