

Document Checklist

For Thesis Proposal Assessment and Approval

See [Document Guide](#) for detail about document content and document checking processes.

These are the documents required for **'thesis proposal approval'**. Where admission occurs separately from proposal approval, it may not include all 'admission' document requirements. However, where research proposal approval and programme admission coincide (e.g. a PhD), the requirements listed below are inclusive.

All research students

- Thesis Proposal
- Transcripts (and/or Otago academic record if internal study is involved)
- CV

Masters with a scholarship application

- Department Support Letter (recommended, not required)

PhD Only

All PhDs require (minimum)

- Thesis Proposal
- Transcripts (and/or Otago academic record if internal student)
- CV
- Department Support Letter
- References (see below for specific requirements)

Additional requirements for specific PhD contexts:

International students whose first language is not English:

- English language test result (IELTS, TOEFL, etc) or
- Case for waiver has been submitted

Qualifying degree has ungraded thesis/dissertation

- Department assessment of the work and equivalency to Otago's degree and likely grade

Reference Requirements

In addition to the Department Support Letter:

Internal - qualifying degree from Otago:

- Nothing unless student is changing departments, in which case:
 - 1 x Reference from previous supervisor

External NZ - qualifying degree from another NZ university:

- 1 x External Reference

External Overseas (no scholarship) - qualifying degree from overseas university

- 1 x External Reference

External Overseas (with scholarship) – qualifying degree from overseas university with scholarship application

- 2 x External References