



PhD Provisional-Year (PY) Review School of Psychology

Overview: For their first enrolled year in the PhD Programme, PhD candidates hold *provisional status*. At the end of the first year there is a formal process that will either see: (1) the provisional status removed resulting in full registration as a PhD candidate, (2) the provisional status extended for a fixed period during which the candidate can better prepare their case for removal of the provisional status, or (3) the candidate leave the PhD Programme. Consequently, the PY Review is an important event for all PhD candidates and careful planning and preparation is required to obtain a successful outcome.

Process & Guidelines

1. Towards the end of the PY, the candidate submits their *PhD Provisional-Year Report and Full Research Proposal*. This gives an overview of the research completed and proposed. It may draw on the original PhD Application to the extent that is relevant. This document is the basis – together with anything else the student would like considered – for the PY-Review meeting (see 2 below).

Guidelines: *The candidate must complete the PhD Provisional-Year Report and Full Research Proposal (available from <http://bit.ly/n5Gjik>) and submit it to the PhD Advisor at least three weeks prior to the PY-Review Meeting. A completed copy of the PhD Provisional-Year Review Checklist should be attached to the front of this document.*

The document will be viewed by a number of individuals and committees throughout the University, including the School's Postgraduate Committee, the HoS of Psychology, the Associate Dean (Postgraduate) for the Faculty of Science, and the Board of Graduate Studies.

It is important that the document be completed in full and that word-length guidelines (minimum & maximum) are adhered to. Budgets should balance, and appropriate references for all content can be appended at the back. Both an electronic copy and a hard copy should be submitted. Both should be identical. Electronic signatures will be necessary.

After submission, the document will be reviewed by a member of Postgraduate Committee to ensure it is of sufficient quality for the review process. If not, the candidate will be asked to make revisions to bring the document to an acceptable standard. The revision must be submitted at least a week before the scheduled PY-Review meeting so that it can be disseminated to attendees in a timely manner.

After the PY-Review meeting the supervisor is responsible for lodging this document with the PhD Graduate Advisor. This should be done at the same time as lodging the standard PY report (mentioned in 3 below) with the same individual.

2. Towards the end of the PY, the primary supervisor convenes a PY-Review meeting. Attendees include the candidate, all supervisors, another academic from Psychology, and one academic member of Postgraduate Committee who will Chair the meeting. Note that members of the supervisory team are not members of the Review Committee. They are 'in attendance'.

The candidate will present a seminar at the meeting and discuss progress made during the PY, together with their plans for the following year. Attendees will promote discussion around several areas, not limited to: (1) the degree to which PY Goals have been satisfactorily met or exceeded, (2) how well the proposed research falls within the requirements for a PhD, (3) issues of scientific process, merit, and fact related to the project, (4) the quality of planned future work including issues related to feasibility, (5) adequacy of resources and budget for the completion of the programme, and (6) plans for outputs (such as papers) from the programme.

Guidelines: *Research groups are likely to include a member of PG Committee. So the PY-Review meeting can be handled within the research group. Those not involved in a research group can approach a member of PG Committee to attend. The requirement also specifies two academics (one a member of PG Committee) from Psychology. It is not necessary for these individuals to be experts in the field. In the case where the supervisor would like another expert in attendance, and none is available within Psychology, an additional academic from the University of Auckland can be invited to attend.*

The seminar presented by the candidate should be of at least 20 minutes duration and no longer than 30 minutes. The content can be decided in consultation with supervisors. This seminar fulfils one of the mandatory PY Goals. It also fulfils our requirement that candidates get feedback on their work from a range of academics in addition to that which they get from their supervisors. Naturally, candidates are encouraged to present seminars where appropriate throughout their PhD Programme and to seek feedback from a broad range of individuals.

It is often beneficial to invite others (students or staff) to the presentation component of the meeting. After the presentation these guests can be asked to leave while the meeting continues.

3. The student and supervisor complete the standard PY report that is disseminated a month before the end of the PY by the School of Graduate Studies.

Guidelines: *This report could draw on material discussed at the PY-Review Meeting. In addition, there are two questions in this report for which the responses can be copied from the PhD Provisional-Year Report and Full Research Proposal.*

If you have not received this form, it can be obtained from <http://bit.ly/KZhR30>

A copy of the student's Registration Summary must be attached to the front of the form.

This document must be completed electronically.

4. The Chair of the PY-Review Committee is responsible for completion of the Report from Postgraduate PY-Review Committee available here: <http://bit.ly/KZhR30>. This document once completed is to be submitted to the PhD Advisor.
5. The PhD Advisor will sign-off on the (1) *PhD Provisional-Year Report and Full Research Proposal* (provided by supervisor), (2) *Doctoral Provisional Year Review* (provided by supervisor), and (3) *Report from Postgraduate Doctoral Provisional Year Review Committee* (provided by Chair of Review Committee) forms. These will then be forwarded to the Associate Dean (Postgraduate) after sign-off by the HoS.

Note: *All documentation (three documents in total) must be approved by the PhD Advisor, the HoS, the Associate Dean (Postgraduate) of the Faculty of Science, and the Board of Graduate Studies, before the recommendation can be confirmed. Upon confirmation, the Provisional Status will be officially amended in line with the recommendation.*