

APPLICATION FOR DOCTOR OF SOCIAL WORK PROVISIONAL REGISTRATION

Please familiarise yourself with the [Doctoral Web Book](#) to understand what you can expect of doctoral study.

Forward electronically this application along with all accompanying documents to the Graduate Research School at Doctoral.Office@massey.ac.nz

PLEASE NOTE: If all sections of the form are not completed and/or supplementary documents included the application will be returned and enrolment delayed

PART A: CANDIDATE DETAILS			
Student ID:		Preferred name:	
Given name(s):		Family name:	
Date of birth: (dd/mm/yyyy)		Citizenship: (as shown on passport)	
Do you have New Zealand or Australian residency?		Do you currently live in New Zealand?	
What is your primary source of funding?			
If Scholarship or Other, please specify			
Will you be in paid employment during your study?			
Your New Zealand postal address, including post code	Other contact details while studying at Massey		
	Email:		
	Mobile:		
	Landline:		

PART B: REGISTRATION AND ENROLMENT DETAILS	
Have you been in contact with an academic staff member in the School of Social Work about your application?	
Name of staff member	
What is the working title of your proposed DSW thesis?	
In what semester will you be starting?	
At which campus will you be primarily based?	
Will you be studying full-time or part-time? <i>Please note that international students are expected to be enrolled full-time</i>	

STATEMENT OF EXPECTATIONS FOR COURSEWORK PERIOD

Provisional Registration and continuation in the DSW is contingent upon the following conditions being met:

Academic Performance Standards

1. As a pre-condition of full registration in the degree the candidate will be required to achieve a B+ or higher grade in **each** of the following specified papers:

179.911	Advanced Social Work and Social Development Theory
179.912	Advanced Studies in International Social Work
179.913	Advanced Social Work Research and Evaluation
179.929	Advanced Directed Study in Social Work

2. Candidates will meet the individual requirements as specified for each of the above named papers. Where a candidate does not achieve the required standard of B+ in a particular paper, the following procedure will apply:

- a) The candidate may request a reconsideration of all or part of the paper, which did not reach the required standard only once.
- b) Candidates who are waiting for reassessment with \geq B+ grade may proceed with concurrent study in one further paper.
- c) If, after the reconsideration process has been completed, the required standard has still not been reached, a candidate may re-enrol **once** in the paper.

3. In anticipation of 1 and 2 above being satisfied, and subject to successful completion of confirmation, full registration into the named doctorate programme can be confirmed.

PROGRAMME DETAILS

What paper code(s) should the candidate be enrolled in?

Doctor of Social Work

Paper Number	Year and Semester	Campus
179.911		Distance
179.912		Distance
179.913		Distance
179.929		Distance
179.930 (Thesis)		Distance

PART C: DECLARATIONS BY CANDIDATE AND HEAD OF SCHOOL

Signature of Candidate

By signing this form I confirm that:

- the information given in this form is true and correct, and no information that would have a bearing on my enrolment has been withheld
- This Provisional Registration application will form part of a contract between myself and Massey University. The terms of that contract are set out in the document entitled "Student Contract" and can be viewed on the Massey University website.

Signature of Head of School

By signing this form I confirm that:

- the candidate will be appropriately supervised for the duration of the candidacy and that in the case of any supervisory extended leave of absence the candidate will be provided with adequate alternative supervision
- the supervisors are of good national, or international, standing, and members have research expertise appropriate to the candidate's proposed topic area
- the scope of the study is such that is realistic to anticipate submission within 3-3.5 years (5-5.5 years for part-time applicants) from initial enrolment
- the requisite facilities are available to the PhD project

PART D: APPLICATION CHECKLIST

PLEASE NOW ENSURE YOU ATTACH THE FOLLOWING DOCUMENTS WHEN YOU SUBMIT YOUR APPLICATION FORM. REFERENCES THAT ARE BEING SENT SEPARATELY BY REFEREES WHO WISH TO MAINTAIN THEIR CONFIDENTIALITY SHOULD BE SENT AT THE SAME TIME AS YOU SUBMIT. ORIGINALS OF ALL VERIFIED DOCUMENTS ARE REQUIRED BEFORE WE CAN ISSUE AN UNCONDITIONAL OFFER OF PLACE.

	Verified evidence of citizenship (birth certificate or identity page of current passport) - mandatory
	Verified copies of NZ or Australian Residency Visa - only where applicable
	Verified copies of academic transcripts with a grading scale for all tertiary qualifications – mandatory
	English language test results (where applicable)
	Your curriculum vitae/resume - mandatory
	Your academic and professional references – mandatory
	A report from a registered health professional - only where applicable

declaration form



the student contract

The University and the Student form a contractual relationship when the University enrolls the Student as a member of the University community. What follows are the terms of that Contract which the University and the Student accept are to govern their relationship, along with statute, and with the regulations and rules of the University.

The University will:

- 1 Use best endeavours to provide the Student with tuition and supervision of a professional standard in the course(s) in which the Student is enrolled.
- 2 Act reasonably and fairly in exercising its powers under the regulatory framework and this Contract.
- 3 Give reasonable notice of any changes in the course(s) required because of changes in funding, staffing or other reasonable cause.

The Student will:

- 4 Use best endeavours to fulfil the requirements prescribed by the University for the course(s).
- 5 Observe the regulations and rules of the University and accept the jurisdiction of the University in all matters connected with academic progress and with discipline.
- 6 Pay the fees prescribed by the University for the course(s).

The University and the Student also agree:

- 7 The Contract is formed when a Confirmation of Enrolment is issued for the programme(s).
- 8 The Contract will continue for the period for which the Student is enrolled by the University and will then end. However, clause 12 will continue to apply after the Contract ends.
- 9 The University and the Student may enter into further contracts, in subsequent periods, by repeating the process in clause 7.
- 10 The relevant Admission Form, Enrolment Form, Confirmation of Enrolment and material published in the Calendar also form part of this Contract, but nothing else shall be incorporated into the contractual relationship between the Student and the University.
- 11 Liability for failure to perform this Contract is excluded where that failure has been caused by circumstances beyond the control of the University or the Student.
- 12 Any dispute arising out of or in connection with this Contract, or otherwise relating to the performance by the University or its staff of their responsibilities to the Student, shall be resolved through the Grievance Procedures prescribed by the University (see Calendar or <http://calendar.massey.ac.nz/>) which shall be the exclusive procedures for resolution of such a dispute.

declaration

I declare that the information given in this form is true and correct, and no information that would have a bearing on my enrolment has been withheld.

I understand and agree that:

- This enrolment form will form part of a contract between me and Massey University. The terms of that contract are set out in the document entitled "Student Contract" (which is included in this book or can be viewed on the Massey University website). The contract will only be formed, however, when a Confirmation of Enrolment form is issued by Massey University.
- Information about me may be held by, used by and disclosed to the following organisations (including their officers and staff) provided it is relevant to their duties:
Massey University and wholly owned subsidiary companies of the University, other tertiary providers with whom Massey University has entered into joint venture or other contractual arrangements, Massey University's Alumni Association, Students' Associations, Extramural Students' Society and related Trusts, Ministry of Education, Tertiary Education Commission, StudyLink, Inland Revenue Department, Dept of Work and Income, Ministry of Foreign Affairs and Trade and Specialist Education Services, Tribal trusts and scholarship providers, Other tertiary institutions that I am transferring to or from, or with which the University has a conjoint teaching arrangement in which I participate,
New Zealand Teachers' Council and other professional accreditation agencies,
Other agencies where disclosure is permitted or required in accordance with the Privacy Act 1993.
- My name, date of birth and residency as entered on this enrolment form will be included in the National Student Index, and will be used in an Authorised Information Matching programme with the New Zealand Birth Register. For further information please see <http://www.nsi.govt.nz/ima>
- I have the right to access the personal information which Massey University holds about me and the right to request the correction of that information;
- Books, journals and other teaching materials made available to me by Massey University are for my own studies, and copying or using them for other purposes is an infringement of copyright;
- Massey University's Policy on Intellectual Property will apply to my enrolment in research papers or programmes.
- Security of personal information about me that is held by Massey University is protected by a PIN or other unique identifier ("unique identifier") provided to me by Massey University. I confirm that the evidence of identity I have provided to the University belongs to me, authorise the use of the unique identifier for admission and enrolment purposes, accept responsibility for all uses of my unique identifier and agree not to give my unique identifier to other people.

I agree that to the extent permitted at law Massey University's liability to me, howsoever arising, if established, is limited to the amount of tuition fee that I paid for the enrolment period in which liability arises.

I authorise the use of my personal information (including photos) for purposes related to my studies and for the provision and improvement of services for students of the University.

I solemnly promise to obey the Statutes, Rules and Regulations of Massey University.

Signature

Date

Massey University Student ID number

OFFICE USE ONLY

Signed 1

Not Signed 2