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| Admissions |



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|  Doctoral Application Form – PhD; DMA; EdD |

Domestic and International Students

Before completing this application form, we recommend that you familiarise yourself with the relevant Policies, Regulations and Guidelines: [www.canterbury.ac.nz/postgrad/phd\_students/policies.shtml](http://www.canterbury.ac.nz/postgrad/phd_students/policies.shtml)

There are five sections in this form to complete. **Incomplete applications cannot be processed.** Toensure that your application is processed efficiently and that we are able to contact you it is essential that we can read the information you supply, particularly your name, email and postal address details. Please **print your answers clearly**.

**Your application will NOT be considered unless you have had discussions with a potential supervisor.** You must contact a potential supervisor prior to completing this form. If you have not contacted a potential supervisor please do so now. EdD applicants should contact the EdD programme leader. Staff research interests are found on the relevant Department / School webpage ([www.canterbury.ac.nz/deptcentres.shtml](http://www.canterbury.ac.nz/deptcentres.shtml)) or through the UC research directory ([www.canterbury.ac.nz/spark/](http://www.canterbury.ac.nz/spark/)). When you have identified a potential supervisor you can complete and submit this form. Having discussions with a potential supervisor, however, does not guarantee admission. DMA applicants will normally also be required to complete an audition.

International students should apply as early as possible to give yourself maximum time to prepare for your visa application, fee payment, travel and accommodation arrangements. We recommend you apply at least 6 months before your intended start date.

**1. Applicant Details**

**Please indicate which degree you are applying to enrol for:**

Doctor of Philosophy (PhD) [ ]

Doctor of Musical Arts (DMA) Musical performance [ ]  OR Composition [ ]

Doctor of Education (EdD)[ ]

**Please provide the details below as they appear in your passport or birth certificate**

Family Name:

Given names:

Previous name (if applicable):

Sex: [ ] Male [ ] Female Date of Birth (dd/mm/yyyy):

UC Student Number (if available):

Full postal address:

Primary phone number:  Mobile number (if different):

Email address:

Are you a member of staff of this university or other educational institution?

[ ]  Yes - please state the Department/School or Institution and your job title:

[ ] No

What is your country of citizenship?

If not a New Zealand citizen, do you hold a New Zealand Residency Class or Australian Permanent Residency visa? [ ]  Yes [ ]  No

*Please attach a copy of your passport and residency visa (if applicable) to your application. NZ citizens may instead provide a copy of their NZ Birth Certificate. This documentation is not required if you have previously studied at UC.*

**2. Qualifications**

**Previous University / Tertiary study:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Institution, Country** | **Date started** | **Date completed/expected** |
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Is your highest qualification from the University of Canterbury?

[ ]  Yes– **please go to Section 3**. (Research Enrolment Details)

[ ]  No – please **include with your application either originals or certified true copies of the original documents** of your academic transcripts and graduation certificates for all your previous university qualifications. Please provide English translations if the original documents are not in English

*For students who have completed prior qualifications at universities apart from the University of Canterbury, our Admissions Team, in consultation with the host department, will consider your qualifications and transcripts in order to determine whether you have the background that is required to complete a Doctorate in that discipline. See* [*http://www.canterbury.ac.nz/admissions/*](http://www.canterbury.ac.nz/admissions/) *for further information.*

***EdD only* –** Candidateswill normally have had a minimum of five years’ experience in a relevant professional role. Please provide details here:

**Proficiency in English**

To study at Canterbury you MUST be proficient in English. Details of our requirements are available at [www.canterbury.ac.nz/admissions/](http://www.canterbury.ac.nz/admissions/). Documentary evidence of English Language proficiency that is no more than 2 years old must be provided with your application.

[ ] I have completed an academic qualification in a country where English is the predominant language.

[ ]  I will sit / have sat an approved English language proficiency test (e.g. IELTS, TOEFL)

 Date of test:  English test name: Results (if known):

[ ]  The testing centre will send the result to the University of Canterbury.

 *For TOEFL, the institution code for the University of Canterbury is 9482.*

**3. Research Enrolment Details**

*Before applying for admission as a PhD or DMA student you must contact potential supervisors to discuss your proposed research topic and ascertain whether suitable supervision is available. EdD applicants must contact the EdD programme leader. The research interests of academic staff members can be found on* [*http://www.canterbury.ac.nz/deptcentres.shtml*](http://www.canterbury.ac.nz/deptcentres.shtml) *or through the* [*http://www.canterbury.ac.nz/Spark/index.php*](http://www.canterbury.ac.nz/Spark/index.php)

Research topic:

UC Department/School/Research centre in which you seek enrolment:

Main subject (e.g. Geography; Chemistry; Plant Biology):

*For the list of possible PhD subjects at UC see PhD regulation 1*

Proposed start date (the first day of any month):

Name of proposed senior supervisor:

Have you been in contact with the supervisor to discuss your research?

*If you are applying for admission to a PhD or DMA it is essential that you discuss your research with a potential supervisor* ***before*** *submitting this form. You must have received a positive response from him/her indicating that he/she supports your application. Support from a potential supervisor does not guarantee admission but if you do not have support from a potential supervisor your application will* ***not*** *be considered.*

[ ]  Yes – the proposed supervisor has indicated he/she is supportive of my application.

[ ]  No – please contact the supervisor **before** completing and submitting this form

**Transferring from a Master’s degree to a Doctoral degree (not available for EdD).**

*If you are transferring from a UC Masters to a doctorate you must provide with this application a comprehensive Doctoral Research Proposal and Master’s Progress Report, together with the standard forms that normally accompany these. You must also provide a letter of support from your HOD/HOS and the Dean of the Faculty in which you were studying for your Master degree. For DMA students, completion of the requirements for Part I of the DMA will be required in order to transfer to the DMA. If the transfer is approved, the doctoral enrolment date is usually backdated to the start date of the Master’s thesis work. See* [*http://www.canterbury.ac.nz/postgrad/ma\_students/transfer.shtml*](http://www.canterbury.ac.nz/postgrad/ma_students/transfer.shtml) *for further information.*

**Enrolment Details.**

Are you applying to begin your study as full-time or part-time? [ ]  Full-time [ ]  Part-time

*(Application to change can be made during your enrolment.)*

*For EdD applicants enrolment must be part-time for Years 1 and 2 of the degree. For PhD and DMA applicants applying to enrol part-time please describe on a separate sheet the reasons why you cannot study full-time. If your application is based on employment, please also provide a statement from your employer certifying that your employment will allow you to pursue the proposed course of study.*

*Students who require a student visa to study in New Zealand must be enrolled on a full-time basis to satisfy the requirements of their visa and to be eligible for domestic tuition fees in the case of PhD enrolment. If you reside outside New Zealand while studying and you are not a New Zealand citizen, you have the option of either enrolling on a full- or part-time basis. However, while resident overseas you will be liable for tuition fees at the international rate. Students who are New Zealand citizens may be enrolled on a full- or part-time basis and will pay domestic fees no matter where they reside.*

Do you intend to reside away from Christchurch for the whole of your study? [ ]  Yes [ ]  No

***In order for study away from Christchurch to be approved, the Dean of Postgraduate Research must be satisfied that adequate supervision for the proposed research can be provided “at a distance”. Please discuss this with your proposed senior supervisor who will be asked to provide the Dean with details regarding the planned means and frequency of supervision (e.g., via Skype). EdD applicants working at a distance must attend all the compulsory cohort intensives held in Christchurch.***

Do you intend to reside away from Christchurch at the beginning of your study and then move to Christchurch? [ ]  Yes [ ]  No

*If yes, after what period of time do you intend to move to Christchurch?*

If you intend to reside in New Zealand, will your proposed project necessitate any period of study away from Christchurch (within New Zealand or overseas)? [ ]  Yes [ ]  No

*Approval must be sought in advance for any period of study away from Christchurch of longer than 1 month (see* [*http://www.canterbury.ac.nz/postgrad/Forms/Forms\_for\_PhD.shtml*](http://www.canterbury.ac.nz/postgrad/Forms/Forms_for_PhD.shtml)*). If you are an international student you are eligible to study outside New Zealand for a cumulative total of 12 months during your PhD candidature while retaining eligibility for domestic tuition fees.*

**4. Financing your studies**

*Please tick all the boxes that apply*

[ ]  **Private funds**

[ ]  **I have been offered a scholarship**

 Name of the scholarship and/or provider:

[ ]  **I have applied for a scholarship and the decision is pending**

 Name of the scholarship and/or provider:

[ ]  **I intend to apply for a University of Canterbury Doctoral scholarship.**

A separate application is required for the UC Doctoral Scholarship.
See <http://www.canterbury.ac.nz/scholarships/> for more information.

[ ]  **Other** (please specify):

**5. Declaration**

All students must read and sign the Declaration:

I supply the information on this form and in support of this application on the understanding:

* that is being collected and retained by the University and will be disclosed to officers, staff, consultants and departments of the University for relevant purposes relating to the administration of the University and my capacity as a student of the University;
* that it may be used for purposes external to the University when it is in statistical form or when it is not to my disadvantage for this to be done, and also where disclosure is required to comply with the provisions of the Privacy Act 1993;
* that I have the right to see and correct if necessary the information I have provided;
* that my application cannot proceed without my consent to the foregoing conditions.

I consent to the disclosure of relevant information to agencies outside the University as required by protocols between the University and the agency where such disclosure is necessary for any statutory purpose or to enable that agency to properly fulfil its function in relation to the University. Such agencies will include but not be limited to Halls of Residence, University of Canterbury Students’ Association, Ministry of Education, StudyLink, Inland Revenue Department, Immigration New Zealand, Ministry of Foreign Affairs and Trade, Te Puni Kōkiri, tribal trusts and other financial support organisations, and other tertiary institutions for student transfer purposes or with which the University has a conjoint teaching agreement. I give my consent to the University to disclose relevant information to my sponsor, agent, homestay agent and homestay family.

I note that my name, date of birth and residency as entered on this application 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 [www.minedu.govt.nz/nsi](http://www.minedu.govt.nz/nsi)

I understand that it is my responsibility to provide all necessary documentary evidence of my qualifications and experience. I authorise the University to obtain further information wherever necessary.

I declare the information on this application to be true and correct in every particular and that no information which would have a material bearing on this application has been withheld. All work submitted in support of my application is entirely my own, except where explicitly identified as the work of another or others.. I acknowledge that if I provide incorrect or incomplete information this may result in the cancellation of my application and/or my enrolment.

I acknowledge that the submission of fraudulent, forged, or otherwise dishonest documentation in support of this application will automatically disqualify me from enrolment. I understand that in such a case the University of Canterbury reserves the right to inform all other New Zealand universities of the fact along with my name and date of birth and that the New Zealand Immigration Service and the Police may also be informed.

I accept that all documents submitted in support of this application become the property of the University of Canterbury.

I understand that, if this application is submitted through an agent of the University, the result will be communicated to the agent also, unless I give instructions to the contrary.

I am aware of the tuition and living costs associated with studying in the course and I am able to meet all expenses for the duration of my study. I understand that if I am unable to meet these costs, the University and the New Zealand Government will not be expected to help me.

My signature below denotes acceptance of these terms and constitutes consent to disclosure for the purposes of Privacy Principle 11 set out in the Privacy Act 1993.

I have read and agree to abide by the terms and conditions of the Declaration listed above

**Signature of Applicant:**  **Date:**

**Submit your complete application to the University of Canterbury Admissions**:

**By post:**

Admissions
University of Canterbury
Private Bag 4800
Christchurch 8140
New Zealand

**By courier:**

Admissions
University of Canterbury Warehouse
20 Kirkwood Ave
Ilam
Christchurch 8041
New Zealand

Ph +64 3 364 2555

**By Email:**

admission@canterbury.ac.nz

*Note: Admission can be assessed with emailed documents but we will require the official hard-copies of your academic documents before you enrol. Please refer to* [*www.canterbury.ac.nz/admissions/apply/admission\_online\_faqs.shtml*](http://www.canterbury.ac.nz/admissions/apply/admission_online_faqs.shtml)