

## Candidates' Responsibilities

*Reference:*        —*Doctoral Procedures\**, section 6.7.b  
                      —*Master's Thesis Regulations\**, section 11.5

1. To plan and actively pursue the research. Candidates should plan and execute the research project within the expected time period by:
  - devoting sufficient time to the course of study, by being committed to the research and avoiding activities which will interfere with satisfactory completion within the time limit;
  - initiating, attending and documenting regular meetings, as agreed with supervisors, and by using their best endeavours to achieve agreed milestones; and
  - by reaching agreement with supervisors about a project plan, indicators of progress being made and about the timing of the submission of appropriate written work, reports or research results.
2. To identify and deal with problems.
  - Candidates should take the initiative in raising with supervisors any problems or difficulties with the project or its supervision; and
  - candidates should become informed about the problem-solving mechanisms that exist for supervisor-candidate difficulties, and use them if necessary.
3. To facilitate administrative compliance.
  - Candidates should become familiar with, and abide by, University, Faculty and School statutes and policies and any other written guidelines and regulations for the degree\* (such as completing a Candidate Development Plan every six months, applying for approval to spend time away from the University for research purposes, applying for suspension of registration, and due dates for submission);
  - this includes becoming familiar with the administrative requirements of your home Faculty Office; and
  - candidates must adopt at all times safe working practices relevant to the field of research; and comply with any institutional occupational health and safety policies.
4. To meet ethical guidelines.
  - Candidates must become familiar with all relevant ethical guidelines for the conduct of research and ensure that the necessary approvals are obtained for research involving animal subjects, human subjects or tissue.
5. To give adequate notice of submission.
  - Candidates should give notice to the University supervisor of the expected submission date of the thesis in order to allow early selection of examiners. Three months' notice is required for doctoral candidates and one month's notice for Master's thesis candidates.

6. To take responsibility for the final form of the thesis.
  - Candidates are solely responsible for the content, style, presentation, production and binding of the thesis that is finally submitted;
  - candidates should promptly make any required amendments after examination; and
  - candidates should accept final responsibility for the academic content of the thesis.
7. To participate in university intellectual life.
  - Candidates should take reasonable steps to participate in the opportunities offered by the School and wider University<sup>†</sup> to be part of that intellectual community by attending seminars, presenting their work and interacting with the staff and other postgraduate students; and
  - candidates should become involved, where appropriate, in academic activities associated with the chosen research field (including attendance at relevant seminars in other schools or institutions, and participation in academic conferences (finances and resources permitting)).

\* Students can find the Statutes, Procedures, Regulations and Guidelines for Doctoral and Master's students on the FGR website:

<https://www.wgtn.ac.nz/fgr/policies-and-resources/regulations,-policies-and-guidelines>

Various processes require completion of a form. These can be found on the FGR website:

<https://www.wgtn.ac.nz/fgr/policies-and-resources/forms>

† A range of material is available for current PhD students including a programme of workshops and events. See: <https://www.wgtn.ac.nz/fgr/current-phd>