



PhD Provisional-Year Checklist

The following checklist contains mandatory goals that will be required to be completed before the end of your provisional year. These have been worded to fit into the context of processes within the School of Psychology. You will also have several elective goals that are recorded on your Registration Summary. These must also be completed before your provisional enrolment status can be removed. Please ensure you carefully map out these requirements in your planning. Unsuccessful completion of these goals may result in an extension of your provisional year, or termination of the programme.

Mandatory goals	√
<ul style="list-style-type: none">• Attendance at one of the Doctoral Skills Programme Induction Days. <i>If you have attended, the date should appear on your Registration Summary. You should attend one of these sessions within your first two months of enrolment.</i>	
<ul style="list-style-type: none">• Successful completion of the Academic Integrity Module. <i>If this was not completed previously at the University of Auckland then the module should be completed within the first two months of enrolment.</i>	
<ul style="list-style-type: none">• A needs analysis to determine training and other requirements that must be completed before candidature can be confirmed. <i>This is a formal process that uses the Doctoral Candidate Needs Analysis form obtained from the School of Graduate Studies. The final page of the form must be reproduced in your PhD Provisional-Year Report Form (also on the last page). The Needs Analysis should be completed within the first two months of enrolment.</i>	
<ul style="list-style-type: none">• Undertake Diagnostic English Language Needs Assessment (DELNA) online screening. If a full assessment is advised, complete full diagnostic test and participate in any language enrichment recommended by the DELNA Language Advisor. <i>If you have attended, the date should appear on your Registration Summary. Note that this should be completed within the first two months of enrolment.</i>	
<ul style="list-style-type: none">• Ethics approval/s and/or permissions obtained for the research (if required). <i>Approval(s) for the first set of studies, rather than the entire programme of studies.</i>	
<ul style="list-style-type: none">• Presentation of the proposal and/or work in progress to an appropriate forum e.g. seminar, research group, conference, to the satisfaction of the supervisors. <i>While you may give various talks or presentations throughout your first year, this goal is explicitly covered by a presentation (of at least 20 minutes duration) that you <u>must</u> give at your Provisional-Year Review meeting.</i>	
<ul style="list-style-type: none">• A substantial piece of written work, such as a literature review, completed to the satisfaction of the main supervisor. <i>This work is often specified in your elective goals. If not, consult your supervisor.</i>	
<ul style="list-style-type: none">• Completion of a health and safety risk assessment and training for any laboratory/studio/field and related work activities. <i>This needs to be completed in consultation with your Supervisor.</i>	
<ul style="list-style-type: none">• Approval of the full thesis proposal by the appropriate departmental/faculty postgraduate committee.	

<p><i>In the School of Psychology, this goal is completed towards the end of the Provisional Year. The full thesis proposal consists of a fully-completed and signed-off submission from the student using the PhD Provisional-Year Report Form, available on the School Website (http://bit.ly/n5Gjjk). The completed form is to be submitted to the PhD Advisor, Lynette Tippett, at least three-weeks prior to your Provisional-Year Review Meeting. Your supervisor is responsible for the scheduling of this meeting.</i></p>	
<p>Elective goals</p>	
<ul style="list-style-type: none"> • Your elective goals must also be completed before the end of your Provisional Year. <i>The way in which each elective goal has been completed must be detailed in the PhD Provisional-Year Report Form (see above) together with details for each mandatory goal.</i> 	
<p>Other Actions</p>	
<ul style="list-style-type: none"> • Are you aware of the scheduled time of your Provisional-Year Review Meeting, and of those who will be attending? <i>If not then consult with your supervisor. This information must be included in your PhD Provisional-Year Report Form.</i> 	
<ul style="list-style-type: none"> • Have you discussed with your supervisor the topic of the presentation you will give at your Provisional-Year Review Meeting? <i>If not then consult with your supervisor.</i> 	
<ul style="list-style-type: none"> • Have you received and begun completing your Doctoral Provisional Year Review form from the School of Graduate Studies? <i>One month prior to the official date completing one year as a Provisional PhD Student (given on your Registration Summary) you should receive this documentation, which is different from the School's documentation. (Note that there are two sections that are common to both forms. They can be replicated). If you have not received it by this time then you should follow up with the School of Graduate Studies. The form can also be obtained from http://bit.ly/KZhR30</i> 	
<ul style="list-style-type: none"> • Have you obtained an updated version of your Registration Summary? <i>The version of your Registration Summary provided to you on enrolment is <u>not sufficient</u>, as it does not have the details of your attendance at the Doctoral Skills Programme's Induction or DELNA screening. Obtain an updated version from the School of Graduate Studies. Ensure the dates are stated correctly on the updated version.</i> 	
<p>Documentation to be Provided (by Supervisor) After Review Meeting to PhD Advisor.</p>	
<ul style="list-style-type: none"> • Completed and signed School PhD Provisional-Year Report form. 	
<ul style="list-style-type: none"> • Completed and signed School of Graduate Studies Provisional-Year Report form (with Registration Summary attached). 	