

Guidelines for Off-Campus Registration of Doctoral Candidates

These Guidelines relate to long-term or permanent off-campus registration of doctoral candidates. Candidates who need to be away from the campus for more than two months but no more than one year must apply for an Absence before they leave Auckland. See [Procedures and Guidelines for Periods of Absence of Doctoral Candidates](#).

Off-campus registration of doctoral candidates requires the approval of the University's Board of Graduate Studies. Approval is not automatic. Subject to such approval, able and motivated candidates may be located off-campus for periods ranging from one year to their entire period of registration.

The student must apply in writing to the Board of Graduate Studies for off-campus registration. If the entire PhD will be conducted off-campus, this should be indicated in the Application for Admission into the doctoral programme. The main supervisor must submit a written statement to the Board of Graduate Studies, via the Dean of Graduate Studies, regarding their support for off-campus registration for their candidate. The request and statement of support should address the criteria outlined in 1-6 below.

It should be noted that The University of Auckland is not responsible for paying for any of the costs associated with the candidate travelling to Auckland or the main supervisor travelling to meet with the candidate at their off-campus location.

1. Supervision

- a. The candidate's main supervisor must be a University of Auckland staff member and must be an accredited supervisor.
- b. The candidate must have a co-supervisor or an adviser at their off-campus location.
- c. There must be an agreed, regular schedule of electronic and face-to-face supervisory contact between the candidate and the main supervisor.
- d. There must be an agreed, regular schedule of contact between the main supervisor and the co-supervisor/adviser at the off-campus location.
- e. Financial arrangements regarding the in-person supervisory sessions must be established before the off-campus registration begins. Candidates may not use their PReSS account to fund travel related to supervision.

2. Fees

- a. Doctoral candidates must pay University of Auckland tuition fees in each academic year for which they are registered, regardless of whether they are on or off-campus.
- b. All doctoral candidates unless otherwise exempted under the relevant regulations must pay the prescribed Building Levy and Student Service fees and any other fees as may be prescribed from time to time, regardless of whether they are on or off-campus. There is no refund of these fees.
- c. Doctoral candidates who are permanent residents of New Zealand or international students and who wish to conduct their entire doctorate overseas will be required to pay international tuition fees for the duration of their enrolment.
- d. PhD candidates who are permanent residents of New Zealand or international students will lose their eligibility to pay domestic tuition fees if they are absent from New Zealand for more than 12 months in total during their PhD candidature.

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3. Resources and Research Support

- a. Off-campus candidates should be located/working in an environment conducive to their area of research (e.g. a research-oriented institution or company, another university or an archive repository etc).
- b. Candidates should provide a letter from their off-campus host indicating that their employer/host institution is aware of and supports the candidate's doctoral studies/research and that the candidate will have access to the necessary resources to carry out their doctoral studies/research.

4. Time at The University of Auckland

- a. Candidates must spend at least one month per year on site at The University of Auckland at a time or times agreed upon with their main supervisor.
- b. Candidates may be required to travel to Auckland to attend their oral examination.

See also on-campus requirements outlined under Provisional Year (below).

5. Provisional Year

- a. During their Provisional Year the candidate must meet all of their Provisional Year goals within the timeframe set by the Board of Graduate Studies, including attendance at a Doctoral Skills Programme Induction Day. This goal can only be fulfilled by attendance in person.
- b. If the candidate's Department/School requires the candidate to present their full thesis proposal in person and/or to present a research seminar in person, the candidate must meet this requirement. Such in person requirements must be clear at the time of the candidate's registration.
- c. If the candidate is required to undertake any coursework during their Provisional Year or any other training that requires their on-campus presence this must be made clear to the candidate at the time of registration.
- d. Candidates are required to undertake DELNA within the first two months of registration. Any candidate requiring intensive English-language work may be required to spend more than one month on campus during their Provisional Year.

6. Occupational Health and Safety Procedures

- a. Occupational Health and Safety training relevant to the research location must be undertaken by the candidate.

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7. Intellectual Property

- a. Candidates should consult [Intellectual Property: A Guide for Students](#) and [Intellectual Property Created by Staff and Students Policy](#).
- b. In the event that the intellectual property is not deemed the property of the candidate or if the candidate has waived such a right, the main supervisor and off-campus co-supervisor/adviser shall discuss the ownership, protection and any exploitation of any intellectual property generated as a result of the research project in good faith.
- c. If necessary, the conditions for the rights of ownership and use of results obtained during the thesis or of work done will be specified by jointly agreed protocols or specific documents.

8. Ethics Approval

- a. Candidates must abide by University of Auckland requirements for ethics approval for any research undertaken as part of a University of Auckland degree.
- b. Candidates must consult their main supervisor and off-campus co-supervisor/adviser regarding any additional ethics requirements of their host institution/off-campus location, and must abide by those requirements.

9. Scholarships

- a. New Zealand citizens who are awarded a University of Auckland Doctoral Scholarship may hold that scholarship off-campus.
- b. Permanent residents of New Zealand and international candidates may hold a University of Auckland Doctoral Scholarship at an off-campus location within New Zealand. Permanent residents of New Zealand and international candidates may hold a University of Auckland Doctoral Scholarship if they are out of New Zealand for no more than 12 months in total during their PhD candidature. If they exceed 12 months they forfeit their scholarship.
- c. Holders of scholarships other than the University of Auckland Doctoral Scholarship must consult the regulations of their scholarship to ascertain whether they are eligible to receive the scholarship when they are off-campus.