
Doctoral Policy: for PhD and other Doctorates with Theses

Research Policy Group

1 Purpose

This policy states the University's position regarding the admission, enrolment, supervision and examination of candidates for the PhD and other doctoral degrees with theses. The policy also gives effect to the PhD Statute and other relevant doctoral degree Statutes. It is supported by the [PhD Procedures](#) and associated guidelines, and similar procedures and guidelines for other doctoral degrees. The policy is overseen by the Board of the Faculty of Graduate Research.

2 Organisational Scope

This is a University-wide policy.

Note: Candidates in the New Zealand School of Music (NZSM) are under the joint authority of Victoria University and Massey University. Therefore the responsibilities of the Dean, Faculty of Graduate Research in relation to NZSM candidates and this policy, are jointly discharged with the Dean, Graduate Research School, Massey University.

3 Definitions

For purposes of this policy, unless otherwise stated, the following definitions apply:

Administrative Supervisor:	The person in the school with responsibility for administering the candidacy. The Administrative Supervisor must ensure that the candidate and the supervisors follow the regulations for the PhD or other doctoral degrees.
Associate Dean (PGR):	The person in each faculty who is responsible for the approval of all administrative decisions and for all academic matters related to the postgraduate research degree programmes of candidates within their faculty.
Board of the Faculty of Graduate Research:	The governing authority of the Faculty of Graduate Research.
Dean FGR:	Dean of the Faculty of Graduate Research (FGR) and Chair of the Board of the FGR.
Doctoral Degree:	Any doctoral degree offered by the University, including but not restricted to the Doctor of Philosophy (PhD), Doctor of Government (DGov), Doctor of Musical Arts (DMA).
Exegesis:	That part of a thesis with a creative component which provides the argument of the thesis by relating the creative work to an academic framework in terms of methodology and/or theory

External parties:	External parties may include other universities, research institutions (e.g. Crown Research Institutes), government entities (e.g. Earthquake Commission) or private sector organisations.
External Supervisor:	A person who is appointed to the role of supervisor but who is not a member of Victoria University's academic staff.
Faculty of Graduate Research:	The body charged with having general responsibility for and oversight of the University's postgraduate research degree programmes.
Faculty Office:	Any of the various Student and Academic Services Offices in the faculties.
FGR:	Faculty of Graduate Research.
Full-time Doctoral Degree Candidate:	Candidates are deemed to be full-time when they are able to devote a minimum of 30 hours per week to the thesis, on average, over the year. This workload excludes statutory holiday periods. Note: Regulations for a Victoria scholarship require more than this minimum.
Half-time Doctoral Degree Candidate:	Candidates who cannot work on the thesis for the minimum amount of 30 hours per week are deemed to be half-time.
Head of School (HoS):	Where the Head of School is mentioned in this policy, the duties and functions which derive from this policy may be delegated to a Postgraduate Coordinator.
Home Faculty	The academic faculty in which a candidate undertakes their study (as distinct from the Faculty of Graduate Research).
Honorary Research Associate (HRA):	The appointment title given to an external supervisor.
Statute:	Statute for the Degree of Doctor of Philosophy, or other relevant doctoral degree.
Postgraduate Coordinator:	A person within the school to whom the Head of School has delegated authority for postgraduate matters; in some situations called the PhD Coordinator.
PGR:	Postgraduate research.
Primary Supervisor:	The academic supervisor who undertakes most of the day-to-day supervision of the candidate.
School Research Committee (SRC):	A committee established in each school with responsibility for advising the Head of School on research and postgraduate matters. In some schools called the Postgraduate Committee.
Supervisor:	A supervisor is a person who is appointed to provide academic and administrative guidance to the candidate during their enrolment for the degree.
Victoria Supervisor:	A member of the Victoria University academic staff whose role in the academic supervision of a candidate is defined by particular responsibilities towards the candidate and the University.

4 Policy Content

4.1 Admission to the degree

- (a) The requirements for admission to a doctoral degree are detailed in the [Degree of the Doctor of Philosophy Statute](#), and in other relevant doctoral degree Statutes.
- (b) The process for applying for admission is detailed on the [Faculty of Graduate Research website](#).

4.2 Course of study

- (a) The course of study for a PhD Degree consists of a programme of research and the completion of a thesis under supervision. For other doctoral degrees, the course of study consists of coursework, research and the completion of a thesis under supervision.
- (b) The thesis must be an integrated body of work that demonstrates the candidate's ability to carry out independent research, to produce a significant and original contribution to knowledge or understanding, and to observe appropriate academic conventions of presentation.
- (c) A thesis with a creative component must reflect the theory and methodology of an academic framework; a mere account of the candidate's own creative process is not acceptable. A creative component must be appropriately balanced with original scholarly exegesis.
- (d) All theses must be presented in a format suitable for external examination and their findings must be open to a formal evaluation by specialists in the field.
- (e) The thesis may include the candidate's previously published work or material based on previous research, as long as the report constituting the thesis is written under supervision during the period of enrolment.
- (f) The thesis must not exceed a total of 100,000 words in length, including bibliographies, footnotes and endnotes and essential appendices etc. In exceptional circumstances the Dean of the Faculty of Graduate Research (FGR) may grant permission for a longer thesis to be submitted for examination.
- (g) Where there are cogent and compelling reasons why a thesis should not be publicly available for a given limited period, and where these are known at any time before submission of the thesis for examination, candidates should apply to the Dean of the FGR for withholding access at the outset of the research, or as soon as the need for an embargo becomes apparent. A thesis may be withheld for a maximum of two years. Refer to the [Withholding of Theses Procedure](#).
- (h) With full-time enrolment, the minimum period of registration for the PhD will be 24 months and with half-time enrolment, the minimum period of registration for the PhD will be 36 months. For the DGov, these minimum periods of registration apply to Part 2.
- (i) The thesis shall be presented by the due date, i.e. within four years from the date of initial registration for candidates who have been enrolled full-time, and within six years for candidates who have been enrolled exclusively half-time. Where candidates have changed between full-time and half-time, the due date will be calculated on a pro rata basis. Periods of suspension are not included in these calculations.

4.3 Enrolment

4.3.1 Conditions of enrolment

- (a) Initially a candidate shall be provisionally registered for the doctoral degree.
- (b) Once enrolled, candidates will be liable for the appropriate enrolment fee. Refer to the [Fees Statute](#).
- (c) Candidates are required to be enrolled from first registration until they submit the thesis for examination. For the period from submission of the thesis for examination until the deposit of the thesis in the library, candidates are considered to be “under examination” unless the decision of the examiners is that the thesis should be revised and resubmitted when a further period of enrolment is required. Candidates “under examination” retain their status as a candidate for the degree, but pay no fees.
- (d) If candidates fail to pay their fees for three months, their enrolment will lapse (see section 4.3.2 (f) (iii) and 4.3.2 (h)).
- (e) Continued enrolment is conditional upon satisfactory progress being made. Progress is evaluated in the six-monthly progress reports and at full registration (see section 4.5).

4.3.2 Changes to enrolment

Changes to enrolment may occur for the following reasons:

- (a) Conversion from a Master’s by thesis degree to a PhD degree where a student has not yet submitted their Master’s thesis for examination.
- (b) Conversion from a PhD degree to a Master’s by thesis degree where a student has not yet submitted their PhD thesis for examination.
- (c) Suspension of study.
 - (i) The normal expectation is that candidates will be enrolled and paying fees for the entire period of their candidature; the provision for suspension is to deal with exceptional circumstances.
 - (ii) During suspension of enrolment candidates will pay no fees and will have no access to University services including supervision, office and laboratory space and the library.
 - (iii) Periods of suspension must be in whole months and not exceed 12 calendar months at any one time.
 - (iv) The approval of the Dean FGR is required for suspensions which take the period of suspension beyond 12 months in total during a candidacy; or which request retrospective suspension. The Associate Dean (PGR) may approve any other requests for suspension.
- (d) Extension to the due date.
 - (i) Extensions to the due date of the thesis may be granted, on application to the Dean of the Faculty of Graduate Research, through the Associate Dean (PGR). Calculations of the due date will exclude any periods of suspension.
 - (ii) Consideration of extensions shall take account of the candidate’s personal circumstances and the nature of the research project, and consent shall neither be unreasonably withheld nor given without good cause.
 - (iii) No more than 12 months extension will be approved at any one time.

- (iv) Extensions which take the time under supervision beyond seven years will not normally be granted.
- (e) Change of status from full-time to half-time enrolment and half-time to full-time enrolment.

The normal expectation is that PhD candidates will be enrolled full-time. Initial enrolment as a half-time candidate, or changes between half-time and full-time enrolment require the approval of the Associate Dean (PGR).

- (f) Termination of enrolment.

The University may terminate the candidature:

- (i) If a candidate does not meet the requirements for movement from provisional to full registration (see section 4.5).
 - (ii) If an enrolled candidate does not demonstrate sustained satisfactory progress.
 - (iii) If a candidate allows their enrolment to lapse by not having paid fees within three months of the due date for payment and without having formally withdrawn.
 - (iv) If a candidate under examination fails to attend an oral defence of the thesis, or fails to complete the required corrections and amendments within the approved timeframe without having sought an extension, or fails to deposit the thesis in the University library.
 - (v) As permitted under the [Student Conduct Statute](#) and the [Enrolment Statute](#).
- (g) Withdrawal from the programme.
- A candidate may withdraw from the doctoral degree programme by informing the home Faculty Office in writing of their intention to do so.
- (h) Any candidate whose enrolment has been terminated or who has withdrawn from the programme and who wishes subsequently to undertake a doctoral degree must re-apply for admission.
 - (i) Any appeal against (f) (iii) or (iv) above should be made to the Dean FGR.
 - (j) Scholarship holders must inform the Scholarships Office of any changes in their enrolment status.

4.4 Attendance at the University

- (a) The doctoral degree is awarded for work done under supervision and it is expected that candidates will attend the University on a regular basis and participate in the intellectual life of the School and the wider University. Variations will not normally be approved before full registration is achieved.
- (b) It is recognised that candidates may legitimately need to work away from the University. In all situations where students are working away from the University a written agreement is required.
- (c) Candidates must attend Victoria for at least one month per year following full registration, unless under formal supervision, as agreed to by Victoria, at another institution.

- (d) Candidates will pay the same fees regardless of where they work.
- (e) Half-time candidates must agree with the School on their period of attendance during each year.

4.5 Provisional registration

- (a) Candidates are provisionally registered for the doctoral degree when they first enrol. The purpose of provisional registration is:
 - (i) to allow the candidate time to develop a proposal for the thesis
 - (ii) to allow a period in which coursework can be undertaken if required
 - (iii) to allow the candidate to demonstrate their suitability as a candidate for the degree, by meeting the requirements established by the School or programme.
- (b) Provisional registration will not normally exceed 12 months (24 months half-time), however a further three months of provisional registration may be permitted if the School believes a candidate can achieve the required standard in this additional time.
- (c) If a candidate does not meet the standard for full registration, the School may recommend that the candidate's enrolment is terminated.

4.6 Coursework in the PhD

Where candidates are required to undertake coursework as part of the PhD the following conditions apply:

- (a) the courses taken will not normally exceed 60 points in total
- (b) the courses will be completed within the provisional registration period unless the Dean FGR approves a later date
- (c) the coursework should be relevant to the proposed research topic and necessary to the successful completion of the research proposal and acceptance into full registration
- (d) the courses may count towards the research proposal and full registration but will not contribute towards the outcome of the degree
- (e) where candidates are expected to achieve specific standards in the courses in order to progress to full registration, these should be specified before commencement
- (f) candidates will not be expected to pay fees for courses specified in (c) above. Once a candidate has achieved full registration any courses undertaken will result in additional fees.

4.7 Supervision

4.7.1 Supervisory team

- (a) Each doctoral degree candidate will be assigned a supervisory team consisting of one administrative supervisor and at least two academic supervisors, one of whom will be designated the Victoria supervisor (see section 4.7.4).
- (b) All members of the supervisory team will be suitably qualified scholars.
- (c) The Victoria supervisor must be a professor or lecturer in the sense of the Victoria University of Wellington Act 1961 which includes senior lecturers, readers and associate professors or a Victoria scholar in an equivalent continuing research position.

- (d) A former Victoria University academic staff member may be part of a supervisory team, on appointment as an Honorary Research Associate (see section 4.7.5), but may not fulfil the role of the Victoria supervisor.
- (e) As appropriate, additional advisors may be invited to affiliate with the supervisory team to provide specific or specialised support to the candidate.
- (f) The supervisory team is approved by the Dean FGR. This is normally delegated to the Associate Dean (PGR).

4.7.2 Administrative supervisor

- (a) The administrative supervisor is responsible for ensuring that the candidature is appropriately managed, supported and resourced.
- (b) The administrative supervisor will usually be the Head of School (HoS) or nominee in the School in which the student is enrolled. Where there is a conflict of interest, the HoS will delegate this role and the associated responsibilities.

4.7.3 Academic supervisors

- (a) Academic supervisors are responsible to the School and to the wider University. Their role is to provide expertise in the topic of the thesis and research supervision. They are expected to supervise students to undertake research and complete the thesis within an agreed time frame, and to encourage the highest possible academic standards.
- (b) The supervision workload is shared between the academic supervisors according to the needs of the candidate and the supervision workload capacity in the School. One internal academic supervisor must be designated the Victoria supervisor. According to the workload share agreed, one academic supervisor may be designated the “primary” supervisor, with responsibility for most of the day-to-day supervision, and the other as the “secondary” supervisor. Where the supervision is shared equally, supervisors are termed “co-supervisors”.
- (c) To be a primary supervisor, an academic supervisor must have previous experience supervising doctoral candidates (either as a co-supervisor or a secondary supervisor) or successful supervision of Master’s by thesis students to completion.

4.7.4 The Victoria supervisor

The Victoria supervisor is responsible for overseeing the academic development of the candidate including six-monthly progress reporting, the movement from provisional to full registration, reading the final draft of the thesis, the nomination of examiners and other academic requirements of the candidate for the conduct of research. Refer to the [Student Conduct Statute](#)

4.7.5 External supervisors

- (a) Where it is appropriate for a scholar from outside the University to be appointed to the supervisory team as an external supervisor they will be appointed as an Honorary Research Associate of the candidate’s school and approved by the Dean FGR.
- (b) Irrespective of how the supervision workload is allocated, the Victoria supervisor retains responsibility for the candidate as detailed in section 4.7.4.

4.7.6 Qualifications of supervisors

- (a) Academic supervisors must:
 - (i) have a PhD and/or an established research record; and

- (ii) have sufficient appropriate academic knowledge of the research topic; and
 - (iii) have capacity in their workload to act as a supervisor for the duration of the candidature; and
 - (iv) have completed a Victoria supervisor training session.
- (b) Members of the supervisory team will not have any familial, personal, academic or commercial conflict of interests; specifically they must not be: a family member, a close colleague, a line manager, a business partner of the candidate or a personal partner of the candidate or another member of the supervisory team.

4.7.7 Changes to the composition of the supervisory team

- (a) Where a supervisor is removed from or added to the supervisory team, the change is approved by the Associate Dean (PGR) on the recommendation of the School Research Committee.
- (b) Where the change in supervision is for reasons that may compromise the ability of the former supervisor to take any further role in the assessment of the student (see section 4.11 (f), the Associate Dean (PGR) must notify the Dean FGR of the change.

4.7.8 Resolving supervisory issues

- (a) Ongoing supervisory issues will ideally be resolved within the home Faculty with recourse to the Associate Dean (PGR) and PGSA as necessary.
- (b) Refer to the [Guidelines for Changes to Supervisory Arrangements](#) .

4.8 External party involvement in candidature

Where an external party is involved in candidature, an agreement must be signed that sets out the terms of the relationship. This agreement must comply with the [Management of External Research Consultancy and Related Contracts Policy](#) and the [Intellectual Property Policy](#)

4.9 Evaluation and feedback

- (a) Candidates and supervisors review the direction of the research and the success of the supervision programme in the [six-monthly progress reports](#).
- (b) The University will seek feedback from candidates on the quality of supervision and the overall doctoral degree programme experience in a confidential process (see section 4.10 (f)).

4.10 Submission of the thesis for examination

- (a) The candidate must be enrolled for the three months immediately preceding submission. A candidate may appeal to the Dean FGR to vary this requirement if there are exceptional circumstances.
- (b) The decision to apply for a thesis to be examined is made by the candidate in consultation with the supervisor.
- (c) Notwithstanding (b) above, the FGR will take reasonable steps to ensure that any thesis sent for examination is complete and otherwise suitable for examination.
- (d) The candidate shall submit three hard copies and one electronic copy of the thesis to the FGR and apply for examination.
- (e) The candidate must also submit the following signed documents:

- (i) a [Statement of Authorship](#) form to confirm that the work of others has been acknowledged in the thesis and that the thesis has not been submitted previously for another qualification at this or any other university; and
 - (ii) one [Availability of Thesis](#) form to consent to the thesis being consulted, borrowed, copied or reproduced in accordance with the Library regulations. This requirement is delayed if the candidate has approval from the Dean FGR to withhold access to the thesis for a limited period of time (refer to the Withholding of Theses Procedure [Withholding of Theses Procedure](#); and
 - (iii) a statement that the thesis does not exceed 100,000 words in length (inclusive of scholarly apparatus); and
 - (iv) a supervisors' statement that the candidate has pursued the course of study in accordance with the requirements of the PhD Statute or other relevant doctoral degree statute.
- (f) On submission of the thesis, the FGR will arrange for feedback from the candidate in a confidential feedback process.

4.11 Appointment of examiners

- (a) A School committee, whose specific responsibility is dealing with postgraduate matters, will nominate suitable examiners to the Dean FGR for approval.
- (b) Three examiners will be nominated: normally one internal academic staff member, one from elsewhere in New Zealand and one from overseas. Variations may be accepted if suitable justification is provided.
- (c) Suitable examiners will be fair and impartial in the examination of the thesis. They will:
 - (i) have expertise and standing in the field of the thesis being examined; and
 - (ii) normally have had previous experience of PhD supervision and examination; and
 - (iii) have no significant personal, professional or contractual relationship with the candidate; and
 - (iv) not have been the primary or co-supervisor of the thesis.
- (d) In situations where the most qualified examiner would be excluded by the conditions in (iii), the Dean FGR should be consulted.
- (e) Victoria staff (including those holding the position of Emeritus Professor, academic staff on fixed-term contracts, postdoctoral fellows) may be nominated as internal examiners, providing they are based in Wellington, as they may be required to oversee corrections to the thesis. Visiting scholars are not eligible to be internal examiners.
- (f) Any former supervisor whose name has been notified to the Dean FGR under 4.7.7(b) may not act as an examiner except with the approval of the Dean FGR.
- (g) If the candidate is a member of the University staff, the internal examiner should not normally be a close working colleague e.g. a member of the same teaching and/or research group.
- (h) Candidates may be consulted on potential examiners, but the final decision about the composition of the examination panel is made by the School in conjunction with the

Dean FGR. Candidates may not at this stage be told which examiners have been nominated or appointed.

4.12 Examination process

- (a) The examination is a two-stage process involving an expert review of the thesis by three examiners and an oral defence of the thesis by the candidate.
- (b) Candidates can normally expect the examination process to take approximately four months. In exceptional circumstances the process may take longer.
- (c) The awarding of the doctoral degree will be determined on the basis of the examination of the thesis and the oral defence of the thesis, regardless of any courses undertaken during candidature, unless otherwise specified in statute.

4.12.1 Examination of the thesis

- (a) Each examiner will independently provide, to the Dean FGR, a report on the thesis and make an assessment that:
 - (i) the thesis is of sufficiently high standard to meet the requirements of the doctoral degree, although it may require minor editorial changes; or
 - (ii) the thesis is not yet of a standard that meets the requirements of the doctoral degree, and that there are matters that must be addressed; or
 - (iii) the thesis is markedly substandard with respect to the requirements of the doctoral degree.
- (b) After reviewing the examiners' reports, the Dean FGR will determine whether the candidate is ready to proceed to the oral. Theses classified as (iii) above will not normally receive the Dean's endorsement, but those candidates retain the right to have an oral.
- (c) Where the reading of the examiners' reports shows that the examiners disagree markedly about the standard of the work, the Dean FGR may consult other relevant parties for advice, or may attempt to bring about some resolution, or ask for a referee to be appointed. If a referee is required, the appointment will follow the process for appointing examiners (see section 4.11).
- (d) Once the determination to proceed to an oral has been made, the examiners' reports are made available to the candidate and supervisors and to the other examiners at least five working days before the oral. The comments, suggestions and overall assessment of the thesis examination are indicative of matters that may arise in the oral defence.

4.12.2 The oral defence of the thesis

- (a) Each oral committee will consist of the examiners and a Chair, who will be appointed by the Dean FGR.
- (b) It is preferred that the candidate, the internal examiner and the New Zealand examiner attend the oral in person.
- (c) If the Chair of the oral defence, the candidate, the internal examiner and the New Zealand examiner cannot meet in person, the oral defence may be held by teleconference or alternative means, provided the arrangements are approved by the Dean FGR.
- (d) The overseas examiner may attend if available; alternatively the overseas examiner may participate by teleconference, or submit questions to the candidate via the FGR.

- (e) The primary supervisor is expected to attend the oral defence, in support of the candidate, but shall not participate in the examiners' deliberations about the examination outcome.
- (f) The postgraduate co-ordinator (or equivalent), with the consent of the candidate and the Chair, may invite a small number of additional persons to attend the examination; the purpose being to support the candidate and/or to learn about the process of examination. The Dean FGR or their representative may chair or observe any oral.

4.13 Examination outcome

- (a) The examination committee, via the Chair, will prepare a written report that documents any conditions the candidate must satisfy and will recommend one of the following outcomes to the Dean FGR:
 - (i) that the candidate be awarded the doctoral degree subject to preparing a corrected copy of the thesis (addressing typographical errors, presentation issues and other editorial matters) and making (if desired) any other improvements as suggested in the examination; or
 - (ii) that the candidate be awarded the doctoral degree subject to satisfying the conditions set out in the examination report, preparing a corrected copy of the thesis (addressing typographical errors, presentation issues and other editorial matters) and making (if desired) any other improvements as suggested in the examination. A timeframe will be indicated for making the changes; or
 - (iii) that the Dean FGR consult with the Chair of the oral and other interested parties (as appropriate) to obtain additional information as necessary to determine the outcome of the examination of the doctoral degree as a whole.
- (b) If the recommendation is (iii), the Dean FGR may determine that the candidate:
 - (i) be awarded the doctoral degree subject to meeting the conditions set out in the examination report, or an amended version of the report, preparing a corrected copy of the thesis (addressing typographical errors, presentation issues and other editorial matters) and making (if desired) any other improvements as suggested in the examination; or
 - (ii) be declined a doctoral degree, but invited to revise and resubmit the thesis for a second examination; or
 - (iii) be declined a doctoral degree, but offered a Master's degree if permitted by the relevant doctoral degree statute, subject to meeting conditions (if any) that may be required in the examination report, or an amended version of this report; or
 - (iv) be declined a doctoral degree, with no further option or conditions.

4.13.1 Revise and resubmit for a second examination

- (a) Where revise and resubmit for a second examination is the outcome of the first examination, the following conditions apply:
 - (i) this option is available only once; and
 - (ii) a period of further supervision will be required and the candidate must re-enrol; and

- (iii) the candidate must be enrolled for the three months immediately preceding re-submission. Candidates may appeal to the Dean FGR if there are exceptional circumstances.
- (b) When the thesis is resubmitted for a second examination, the examination process begins again (see section 4.12) and the same examiners will usually re-examine the thesis. If new examiners are required the process in section 4.11 will apply.

4.13.2 Corrections and amendments

- (a) Corrections and amendments will be overseen by a committee appointed by the School which normally includes the internal examiner. The committee Chair will ensure that the thesis is revised in accordance with the examination report and will advise the Dean, FGR when all conditions have been met. The committee Chair may delegate these functions to the internal examiner.
- (b) Corrections and amendments are expected to be made within the timeframe specified by the examiners at the time of the oral defence. Extensions to this period may be sought from the Dean FGR.

4.14 Award of the degree and notification of results

- (a) The Dean FGR will approve the award of the degree subject to:
 - (i) written confirmation from the Chair that the oral defence has taken place satisfactorily; and
 - (ii) written confirmation from the School that all the conditions set through the examination process have been satisfied; and
 - (iii) written confirmation that the thesis has been deposited in the University Library in accordance with the Library Statute.
- (b) The Dean FGR communicates the official result to the candidate in writing and a successful candidate is invited to graduate.
- (c) The Dean FGR is also responsible for ensuring the examination result is conveyed in writing to the supervisors, the administrative supervisor, all examiners and the home Faculty office.

4.15 Powers of the Dean FGR in respect of this policy

- (a) Where the Dean FGR is convinced that any regulation or procedure would lead to unintended injustice for a particular candidate, the Dean may, after consultation with appropriate parties, modify the application of the relevant clause for the individual case.
- (b) Where the examination process is compromised the Dean FGR has the right to declare an examination null and void and recommence the examination process.
- (c) In exceptional circumstances, the Dean FGR, in consultation with involved parties, has the authority to modify the procedures for an oral defence, including the right to waive an oral defence.

4.16 Academic grievance

Any concerns relating to academic disadvantage regarding a candidate's doctoral degree programme are dealt with under the [Academic Grievances Policy](#).

5 Legislative Compliance

The University is required to manage its policy documentation within a legislative framework. The legislation directing this policy is the:

[Victoria University of Wellington Act 1961](#)

6 References

[Academic Grievances Policy](#)

[FGR website](#)

[Fees Statute](#)

[Enrolment Statute](#)

[Procedures for Changes to Supervisory Arrangements](#)

[Intellectual Property Policy](#)

[Library Statute](#)

[Management of External Research Consultancy and Related Contracts Policy](#)

[PhD Procedures](#)

[DGov Procedures](#)

[Recognition of Authorship Policy](#)

[Six-monthly Progress Report](#)

[Statute for the Degree of Doctor of Government](#)

[Statute for the Degree of Doctor of Philosophy](#)

[Statute for the Degree of Doctorate of Musical Arts](#)

[Student Conduct Statute](#)

[Withholding of Theses Procedure](#)

Previous version: [PhD Policy](#)

7 Appendices

None

8 Approval Agency

Academic Board

9 Approval Dates

This policy was originally approved on New policy (replacing the PhD Policy)

This version was approved on: 12 August 2011

This version takes effect from: 12 August 2011

This policy will be reviewed by: 12 August 2015

10 Statute Sponsor

Deputy Vice-Chancellor (Research)

11 Contact Person

The following person may be approached on a routine basis in relation to this policy:

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