

## **Doctoral Provisional Year Review (DPYR) Seminar, Meeting and PhD Confirmation**

The progress of a PhD candidate must be assessed approximately twelve months after provisional registration. Assessment is by a departmental Postgraduate Committee by means of a seminar followed by a meeting. The University of Auckland procedure for this process is to be found here:

<https://www.auckland.ac.nz/en/about/the-university/how-university-works/policy-and-administration/teaching-and-learning/postgraduate-research/registration/procedures-template.html>

Some brief clarification of this procedure and some advice for the Engineering Faculty DPYR is given here:

### **The Departmental Postgraduate Committee**

Each candidate has at least two supervisors. If not done so already, one or more advisors may also be appointed to the supervisory team. The composition of the Postgraduate Committee is then:

1. Chair: Departmental Graduate Adviser (DGA) or nominee – compulsory
2. One other member (nominated by the HOD) – compulsory
3. Advisers (if on the supervisory team) – recommended
4. Other members

Neither the supervisor(s) nor the HOD (or HOD nominee<sup>1</sup>) can be on the committee.

### **The Research Proposal**

The Research Proposal should include a schedule of research and an outline of the thesis structure. A Research Proposal Template is available on the Faculty of Engineering's Postgraduate Website:

<http://www.engineering.auckland.ac.nz/en/for/currentstudents/currentpostgraduates/policiesandguidelines.html>

### **The Seminar & Meeting**

The seminar is open to the public and all Postgraduate Committee members are to be in attendance. The DGA chairs the seminar. The recommended procedure is as follows:

1. Welcome & Introduction of the PhD candidate and their research topic.
2. Explain the conduct of the review to attendees (steps 3 to 5)
3. Presentation by the PhD candidate (minimum 20 minutes).
4. Questions from the audience (five minutes maximum). The Postgraduate Committee members should hold their questions until the meeting which follows.
5. On completion of the seminar, the public is requested to leave the seminar room.

The review meeting next takes place; this is a private session attended only by the PhD candidate and the Postgraduate Committee.

6. Introduction of Postgraduate Committee members.
7. Explain the conduct of the review meeting (steps 8 to 11).
8. Questions from the Postgraduate Committee – to be based on obtaining information in order to make a sound assessment of the following:

---

<sup>1</sup> not the same thing as the member "nominated by the HOD"

- a. have the provisional goals been met?
- b. is the Research Proposal satisfactory?
- c. is the candidate progressing satisfactorily?
- d. are there any issues?

The candidate is required to respond to the questions from the Committee.

9. The PhD candidate is asked to leave the room.
10. The Postgraduate Committee discusses the candidate's progress.
11. The Postgraduate Committee decides upon one of the possible outcomes (see full procedure for details)