



▼ REGULATIONS

1. Purpose

As part of our commitment to postgraduate research, the University of Waikato provides Doctoral Scholarships for students to undertake a doctoral degree at the University of Waikato.

2. Eligibility Criteria

- 2.1. The Scholarship is open to New Zealand citizens, permanent residents, and international students.
- 2.2. Doctoral Scholarships are open to students enrolling in a Doctor of Philosophy or a Doctor of Musical Arts, and in Part 2 only of a Doctor of Education or a Doctor of Juridical Science.
- 2.3. Scholarship applications will only be considered once the applicant has received an **Offer of Place** to study for a doctoral qualification at the University of Waikato (see Regulation 3.1).
- 2.4. A candidate will normally be seeking to obtain their first doctoral qualification.
- 2.5. A candidate already enrolled in a doctoral degree at the University of Waikato can apply. However, the Selection Panel will favour applications from new doctoral candidates. Should an enrolled candidate be successful, the Scholarship tenure may be reduced.
- 2.6. Applicants should normally be intending to study **full-time** at the University of Waikato.
 - 2.6.1. Applicants who have socially compelling reasons for enrolling in part-time study (e.g. illness, disability, parent or carer responsibilities) may apply to the Scholarships Committee for permission to be awarded a Scholarship on a part-time basis. The applicant should outline the reasons for the request in their personal statement and provide appropriate evidence of the need to study part-time. These requests will be considered on a case-by-case basis.
 - 2.6.2. During any period of part-time enrolment, the value and duration of a recipient's Scholarship would be adjusted on a pro rata basis.
 - 2.6.3. Applicants will not be granted permission to hold a University of Waikato Doctoral Scholarship on a part-time basis if they wish to undertake full-time paid employment or substantial part-time employment (see Regulation 9).
 - 2.6.4. Recipients are required to change to full-time enrolment if a change in their circumstances means they no longer qualify to hold the Scholarship on a part-time basis.

3. Application

- 3.1. Applicants must submit an "Application to Enrol" to apply to study a doctoral qualification at the University of Waikato prior to, or at the same time as, applying for a Doctoral Scholarship. Comprehensive guidelines, advice, and forms for applying for Postgraduate study can be found at www.waikato.ac.nz/students/research-degrees.
- 3.2. Applications for a Doctoral Scholarship can be submitted at any time of the year. There are two processing deadlines:
 - 3.2.1. Round 1: normally for study commencing no earlier than 1 January in the year following application, all application documents must be received by **31 October**.
 - 3.2.2. Round 2: normally for study commencing no earlier than 1 July in the year of application, all application documents must be received by **30 April**.



3.3. The Selection Panel will convene twice a year to consider eligible applications.

3.3.1. The December meeting will select Round 1 recipients, i.e. for Scholarships commencing between 1 January and 1 June in the year following application.

3.3.2. The June meeting will select Round 2 recipients, i.e. for Scholarships commencing between 1 July and 1 December in the year of application.

4. Value

4.1. The value of the Scholarship shall be a living allowance of up to \$22,000 per annum, payable in monthly instalments, and the domestic tuition¹ fees for enrolment in the doctoral programme during the term of the Scholarship. The living allowance will be paid on a pro-rata basis for approved part-time students.

4.2. A thesis preparation grant of up to \$400 is available to assist with thesis printing costs provided the thesis is submitted within four years of the commencement of doctoral enrolment.

4.3. The value of the Scholarship may be revised at the discretion of the University.

5. Selection

5.1. Academic merit will be a primary criterion of selection, with a minimum grade average of A⁻ (over the previous two years of full-time study) expected for eligibility.

5.2. Other factors taken into consideration include; references, prior research and work experience, and publications.

5.3. The Selection Panel, chaired by the Pro Vice-Chancellor (Postgraduate), will comprise members of the University's Scholarships Committee.

5.4. All applicants will be advised in writing of the outcome of their application.

5.5. The Panel's decision is final; no correspondence will be entered into following the selection meeting.

6. Awarding

6.1. The Doctoral Scholarship must be accepted within one month of the formal offer being made. If the candidate fails to accept the award within the one-month period, the offer will lapse.

6.2. A Scholarship may only be taken up by a candidate who has formally completed the entry qualifications for, and then enrolls in, doctoral studies. Enrolment must be within six months of the scholarship offer. If a recipient does not start within this time period, the Scholarship Offer will be withdrawn.

6.3. By accepting the offer of a Scholarship, the candidate agrees to participate in any publicity concerning the Scholarship arranged by the University of Waikato.

7. Tenure

7.1. The total term of the Doctoral Scholarship will not exceed three years of full-time doctoral enrolment (or equivalent for part-time study).

7.2. Should a recipient submit their thesis for examination during the Scholarship period (and provided the candidate remains enrolled), the Scholarship will end after its full term *or* upon the recipient's

¹ The Scholarship **does not** cover the other enrolment fees, for example the Student Services Levy.



completion of doctoral study, whichever is the earlier date. Completion occurs when the Postgraduate Research Committee recommends the awarding of the degree.

8. Co-tenure

- 8.1. The recipient must advise the Scholarships Committee (via the Scholarships Office), in writing, of any other awards they receive during the tenure of a University of Waikato Scholarship.
- 8.2. The recipient may hold lower-value awards, provided the combined value of all other awards does not exceed fifty per cent of the living allowance of the Doctoral Scholarship in any one year.
- 8.3. If offered an award with a higher-value than a Doctoral Scholarship, which also allows co-tenure, the recipient may apply to the Scholarships Committee for permission to receive the additional funding while retaining up to fifty per cent of the current living allowance of the University of Waikato Doctoral Scholarship. Applications would be considered on a case-by-case basis.

9. Employment

- 9.1. Scholarship recipients will not be permitted to undertake paid employment that exceeds fifteen hours per week. This applies to **all** scholars, full-time and part-time.
 - 9.1.1. Permission to exceed fifteen hours per week must be sought from the Scholarships Committee (via the Scholarships Office) and will only be approved in exceptional circumstances and for limited periods of time.

10. Other Conditions

- 10.1. If a recipient's circumstances change in a manner which may affect their continued eligibility for this award, the recipient must inform the Scholarships Committee (via the Scholarships Office) immediately. Any change of circumstances will be assessed on a case-by-case basis.
- 10.2. Recipients are not eligible to receive Scholarship funds during periods of suspension of doctoral enrolment. In the cases of overpayment, the Scholarships Office will work with the recipient to recoup the funds.
- 10.3. If, while in receipt of a Doctoral Scholarship, the candidate withdraws from their enrolment, or their enrolment is terminated, the Scholarship will cease and any overpayments will be recouped.
 - 10.3.1. If a former recipient subsequently reapplies and is awarded another University of Waikato Doctoral Scholarship, they will only be eligible for the outstanding amount remaining of the original Scholarship awarded.
- 10.4. The Postgraduate Research Committee will provide advice and recommendations to the Scholarship Committee in regards to Progress Reports of Scholarship recipients that identify performance that is below expectation.
- 10.5. A Scholarship may be terminated if the recipient is:
 - 10.5.1. Not meeting expectations in their doctoral Progress Reports;
 - 10.5.2. Not following the approved programme of study; or,
 - 10.5.3. Not otherwise complying with the conditions governing the Scholarship and/or the regulations of the University of Waikato.
- 10.6. The Scholarship holder shall have the right to appeal to the Research Committee against any decision to terminate the award.