



**THE UNIVERSITY
OF AUCKLAND**

NEW ZEALAND

Te Whare Wānanga o Tāmaki Makaurau

The University of Auckland

Doctoral Skills Programme



Letter of welcome



I am delighted to welcome you as a doctoral student to The University of Auckland – New Zealand’s premier research-led university.* The University of Auckland is a major provider of postgraduate education and trains a significant proportion of the country’s emerging researchers. Our graduates hold leadership positions in academia, business, government and many other professions within New Zealand and overseas.

The Doctoral Skills Programme offers you the opportunity to gain the study, organisational and self-management skills necessary to complete a major research project. Courses are run throughout the year, and through your candidature, so you can book sessions that suit your timetable and your particular needs.

Doctoral study is a significant commitment on your part. Although the award of your degree will be your primary aim, it should not be your only goal. You will make the most use of your time here if you regard your study as an opportunity for personal and professional development. I hope that your University of Auckland experience will bring you a great deal of personal fulfilment and many unique opportunities to develop your life skills. I wish you every success as a student of the University.

A handwritten signature in black ink, reading "C. Daley". The signature is fluid and cursive.

ASSOCIATE PROFESSOR CAROLINE DALEY

Dean of Graduate Studies

**Times Higher Education World University Rankings; QS World University Rankings; Shanghai Jiao Tong Academic Rankings of World Universities.*

Programme goals

The Doctoral Skills Programme offers a variety of core and additional courses and individual consultations to support and assist doctoral students in two ways: to help you further develop your academic and professional skills so that you can complete your doctorate successfully and in a timely manner; and to help you with career planning and professional development, in order that you may better achieve your goals following completion of the doctorate.

The programme is open to all doctoral students, and the University strongly encourages all students to use these resources. The Doctoral Skills Programme Induction Day is compulsory for all newly-enrolled doctoral students.

The structure of the programme

The Doctoral Skills Programme has three major elements:

- 1. Induction Day.** This provides you with essential information for your doctorate at the University and is compulsory for all newly-enrolled doctoral students.
- 2. Core courses.** These courses cover key skills of doctoral study, professional development and employability of use to all doctoral students. Participation in these sessions is highly recommended.

- 3. Additional courses.** These courses provide you with further opportunities to explore issues related to specific interests or needs.

The core and additional courses are organised around the major phases of doctoral study: the early phase (the provisional year); the mid phase; and the final phase (the completion year).



Students and supervisors: how to use the programme

You can participate in courses appropriate to the stage of your doctoral study. Details on courses and arranging individual consultations are provided in this booklet.

The Doctoral Skills Programme is designed as a resource for both doctoral students and their supervisors. Although the programme itself is open only to registered doctoral students, it can also be used as a tool for supervisors in supplementing their doctoral teaching.

At the outset of doctoral study, it is suggested that you discuss your academic strengths in relation to the doctoral research with your supervisor, as well as your professional aspirations, career goals, etc. This discussion can be used as a basis for identifying courses in the Doctoral Skills Programme that could be of potential benefit or interest to you. Further discussions along these lines can occur as you proceed through doctoral study.

To register for courses

Registration for any course offered in the programme can be done online at www.auckland.ac.nz/doctorskills

Contacts

The Doctoral Skills Programme is coordinated by the School of Graduate Studies, which is located in the East Wing of The ClockTower, 22 Princes Street, City Campus.

Staff from the University's Centre for Academic Development (CAD), the University Library, the Careers Centre and the School of Graduate Studies are the major contributors to the programme's courses. These staff are also available for individual consultations.

If you have any questions or would like further information about the Doctoral Skills Programme, contact:

Gretchen Lutz-Spaling
Manager, School of Graduate Studies
Email: g.lutz-spaling@auckland.ac.nz
Phone: +64 9 373 7599 ext 88238

Overview of courses

The Early Phase: Provisional Year

Core courses (highly recommended)	Additional courses
Citing and Avoiding Plagiarism	Academic Careers Day: A Doctoral Skills Forum
EndNote for Doctoral Skills	Applying for Ethics Approval
Literature Review	Doctoral Forum
Literature Searching: Extending Your Search Skills	Formatting Your Thesis
Literature Searching: Getting Started	Literature Searching: Finding Theses
Planning for a Career: Academic and Non-Academic	Literature Searching: Scholarly Internet Resources
Staying Current	Research Methodology: Working with PASW (SPSS)
Thesis Proposals	Who is Citing Whom?
Writing Your Research: Starting to Write	

The Mid Phase

Core courses (highly recommended)	Additional courses
Presentation	Copyright and Intellectual Property
Presenting Your Research: Conferences	Culture Methodology
Writing a Thesis: Advanced Grammar	Doctoral EAL Writing Workshop
Writing a Thesis: Structure	Motivation for Doctoral Candidates
Writing a Thesis: Style and Voice	New Year's Resolutions: Taking Stock of Your Doctorate
Writing Your Research: Introductions and Conclusions	Presenting Your Research: Academic Posters
	Presenting Your Research: Posters via Computers
	Presenting Your Research: Publication
	Research Methodology: Designing Questionnaires and Surveys
	Research Methodology: Introduction to Qualitative Research
	Research Methodology: Planning a Quantitative Study
	Writing a Thesis Abstract: Identifying the Core
	Writing a Thesis: Strategies for Defence

The Final Phase: Completion Year

Core courses (highly recommended)	Additional courses
Creating a Strong CV: Identifying and Marketing Skills	Succeeding at Job Interviews
Finishing and Submitting Your Thesis	
Oral Examination	

Induction Day: starting your doctorate

Participation in one of the Induction Days is a compulsory element of the provisional goals for all doctoral students who have enrolled for the first time.

Each session has a capacity of 36 students; please book online as early as possible.

To register

Register online: www.auckland.ac.nz/doctoralskills

Register your attendance by entering your NetID / UPI and password. If you are having technical problems registering for a course, contact doctoralskills@auckland.ac.nz and a registration will be made on your behalf.

Location

All sessions will take place on Level 4, Kate Edger Information Commons, corner of Alfred and Symonds Streets, City Campus. The opening session at 9am will be held in Strata, the postgraduate students lounge, on the 4th floor of the Information Commons.

Description

Welcome and overview

This session provides an introduction to doctoral study at the University, including key policies and regulations, student rights and responsibilities, expectations concerning progress and the support and services provided by the University to help you complete your doctorate successfully.

Supervision

The supervisory relationship is one of the most important factors in determining doctoral success. What can you reasonably expect and how can you get the most out of your supervisor's time and input? Using the new tools for supervisors and students, we examine these and other issues.

Achieving your provisional goals

This session presents strategies you can use to get you off to a productive start in the first year of your doctorate and help you achieve your provisional goals. It will also look briefly at some of these goals, including thesis proposals and literature reviews, explored further in specific core sessions of the Doctoral Skills Programme.

Working lunch with current doctoral students

This lunch is an opportunity to talk informally to current doctoral members of the Postgraduate Students' Association (PGSA). You can ask questions and discuss any matters that relate to postgraduate life at the University. Lunch is also a chance to network with others commencing their doctorate.

Library and University IT overview

This session will provide information on Library resources and services that are key to your success as a doctoral student. It will show you how to make the most of resources on and off campus

by using the University's specialist support services. The session will also cover the University's IT services that can support your doctoral studies.

Induction Day programme

9–9.45am

Welcome and overview by the Dean of Graduate Studies

9.45–10am

Morning tea

10–11.15am

Supervision by staff from the Centre for Academic Development (CAD)

11.15am–12.30pm

Achieving your provisional goals with CAD staff

12.30–1.15pm

Working lunch with current doctoral students of the Postgraduate Students' Association (PGSA)

1.15–3.15pm

Library and University IT overview with Library staff

Core courses (highly recommended)

The Early Phase: Provisional Year

Citing and Avoiding Plagiarism

This session highlights the importance of appropriate citation practices and offers tools to assist students in referencing other sources.

EndNote for Doctoral Skills

Need an efficient way to record the details of your readings for referencing? Want to be able to search, sort and add personal notes to your references? EndNote is a programme that can help you with this and more. This session is an introduction to how you can enter information (manually or from Library catalogues and

databases) into an EndNote library and then automatically insert selected references from your EndNote library into an MS Word document. It is recommended that you attend this course at the start of your PhD. Prerequisites: basic knowledge of Microsoft Windows and Microsoft Word.

Literature Review

This session looks at the purpose, the stages and the end goal of the literature review. Where do you begin? How do you find what you need? How do you present your findings? We consider the ways material should be analysed, evaluated, organised and presented.

Literature Searching: Extending Your Search Skills

Do you know the 'basics' of searching databases but want to learn more? This hands-on course will teach you advanced database search skills. These skills include the use of boolean operators; proximity operators and truncation symbols; understanding, finding & using subject headings; limiting your search to get the best results; and broadening your Search. Pre-requisites: you must have attended "Literature Searching - Getting Started" before enrolling in this course.

Literature Searching: Getting Started

Need help analysing your research topic? Not sure which library resources/databases to use? Can't find literature on your topic? Find solutions for these issues by signing up for this course. We will cover concept mapping, multi-database searching, and other library resources.

This course is aimed at students with a basic knowledge of the library or who are new to The University of Auckland. It is recommended that students follow this course with "Literature Searching - Extending Your Search Skills."

Planning for A Career: Academic and Non-Academic

This session looks at career options after completing a PhD. It covers both academic and non-academic careers, what is expected of you in both, and how to find information about and access to employment in your preferred field. It is an ideal seminar for students at any stage of their doctorate who are not yet sure what career path to take. Information is based on relevant international and local research and employer feedback. Students wishing to concentrate more on identifying skills and writing a CV should also attend the CV workshop.

Staying Current

Save your search history in the Library databases and get an email alert about the most recently published articles or journal issues on your subject. This course is intended for those who are already familiar with searching the Library databases. It also covers other types of alerts such as RSS, listserve and blogs.

Thesis Proposals

What needs to be included in a research proposal? How do you move from a provisional proposal to a fully developed proposal, such as is often required at the end of the provisional year? Discussion answers to these and other questions pertaining to research proposals, and examples are used to show the genre of the proposal.

Writing Your Research: Starting to Write

What can you write when you do not know what your thesis will be about? This session looks at issues such as what can be written in the first year, the differences between writing a thesis and a lengthy essay and strategies for incorporating writing into your research.

The Mid Phase

Presentations

Are you thinking of presenting your research? This session anatomises the art of delivering a paper. Be heard. Be effective. Control your performance. This session spells out the principles of public delivery.

Presenting Your Research: Conferences

How do you find information on conferences? How do you apply for funding to attend conferences or seminars? What are some tips for preparing a paper? While this session will be of interest to doctoral students at all stages, it is particularly relevant to those in their second year who have not yet presented a paper at a conference.

Writing a Thesis: Advanced Grammar

This course suggests strategies for improving the readability of your writing by looking at the covert expectations of grammar. We consider the accurate fit of content to syntactical structure, at the level of sentence and paragraph.

Writing a Thesis: Structure

This session recommends different possible approaches to thesis structure decision-making and is designed for those who find structuring their research ideas a challenge.

Writing a Thesis: Style and Voice

This session uses written samples to analyse style (including some elements of discipline-specific style) and voice, and to help writers consider issues that underpin style choice. Those interested in how to establish authorial position within a thesis will find this useful.

Writing Your Research: Introductions and Conclusions

This session is intended for those who have progressed in their thesis writing and are considering the requirements for a strong introduction, conclusion and abstract. We look at the conventions, principles, and range of options with some examples for review.

The Final Phase: Completion Year

Creating a Strong CV: Identifying and Marketing Skills

This session looks at different CV styles and formats, and outlines the differences between academic and non-academic CVs. It focuses on skill identification to develop a skills portfolio and how to market these skills to employers in a non-academic CV format.

Students will analyse different CV samples while thinking about developing their own skills portfolio.

Finishing and Submitting Your Thesis

The focus of this session is on the final tasks that need to be completed before submitting a doctoral thesis. It also explains the submission process, including the submission of electronic theses.

Oral Examination

This session reports on recent research into doctoral examinations, then opens the discussion up to include the conventions of preparation processes and strategies.

Formatting Your Thesis

Formatting a large document such as your thesis can be an arduous job. This session looks at the use of styles and templates to simplify the process. Bring your document along to the session if you have specific questions or need assistance on things like the inclusion of graphics.

Additional courses

The Early Phase: Provisional Year

Academic Careers Day: Doctoral Skills Forum

This event is ideal for doctoral students thinking about an academic career. There will be panel discussions with University of Auckland academics, covering everything you ever wanted to know about academic careers.

Applying for An Ethics Approval

Staff from the Ethics Office will talk about the process of applying to The University of Auckland Human Participants and Ethics Committee.

Doctoral Forum

This annual event showcases aspects of the doctoral process with a distinctive focus each year and with panellists and speakers who share experience and advice.

Literature Searching: Finding Theses

This course shows you how to find theses from The University of Auckland and other New Zealand and overseas universities. The course uses a variety of online resources including the Digital Dissertations and Index to Theses databases. This course is useful for both PhD students preparing thesis proposals or literature reviews, and anyone searching for unpublished theses and dissertations.

Literature Searching: Scholarly Internet Resources

Just because information is on the internet does not mean it is true, accurate or scholarly. This course will look at how to find and evaluate scholarly internet resources from the wealth of information available on the internet. We'll look at how to use Google Scholar and Google Book Search to find scholarly resources. We will also briefly look at the Scirus website.

Research Methodology: Working with PASW (SPSS)

If you are planning a quantitative project as part of your doctoral research, you need to understand important aspects of the quantitative study design process, together with the implications of this process. You should also be familiar with requirements that follow from using a statistical software package such as SPSS. This course will be useful to doctoral students in the early stages of their doctorate who are planning to use SPSS to collect and analyse results in a quantitative study. The course consists of two sessions of two hours each.

Who is Citing Whom?

Interested in following the historical path of a research idea or discovery? Want to know the impact of literature on other research in the same field? Need to know who the key authors are in your particular field? Learn how to use citation databases to find articles that have a reference in their bibliography to an earlier piece of work you are interested in. This will allow you to see how an idea has been commented on or modified by other researchers.

The Mid Phase

Copyright and Intellectual Property

This session aims to highlight relevant issues relating to copyright and intellectual property.

Culture Methodology

In this course you will investigate how to use cultural identity in research design. Discussion centres around specific case studies that illustrate a kaupapa Māori and Pacific approach.

Doctoral EAL Writing Workshop

Native-English-speaker volunteers are available to help EAL doctoral students with their writing. You need to bring a print out of 10 – 20 pages to this session and a volunteer will help you with your use of articles, tenses, and other language mechanisms.

Motivation for Doctoral Candidates

The successful completion of a PhD requires a broader picture of life management. This session addresses the contextual issues that hinder and enable the completion of a long-term project. It also encourages doctoral candidates to take action early and to approach PhD life management in a proactive way.

New Year's Resolutions: Taking Stock of Your Doctorate

This course, held every January, helps you to focus on where you are in the doctoral process, look at your own work habits and see if there are some you could improve. You will also meet other doctoral students from across campus and get the opportunity to discuss your thesis as a work in progress.

Presenting Your Research: Academic Posters

This course is presented by an experienced poster-competition judge. If you are creating a poster for Exposure or a conference, come to this course for tips on improving its quality and impact.

Presenting Your Research: Posters via Computers

This one-hour session will assist you with the practical use of technology for the design of your academic poster.

Presenting Your Research: Publication

How do you create an article from your research? And how do you find a suitable journal for that article? This session looks at issues of publication for the doctoral candidate.

Research Methodology: Designing Questionnaires and Surveys

Appropriate design is crucial to any research that involves questionnaire and survey methodologies. This workshop provides an introduction to questionnaire and survey design and includes tips on question wording, structure and administration.

Research Methodology: Introduction to Qualitative Research

The manner in which theory is conceived and applied in empirical, qualitative and exegetic

research differs. The reasons for, the implications of, and the possibilities revealed by these differences will be discussed in this course.

Research Methodology: Planning a Quantitative Study

This workshop introduces the concepts of study design, research methods and quantitative data analysis. It is particularly useful in the early stages of planning a thesis and helps you plan your study by translating your research ideas into a quantitative setting. The different phases of a project, from the planning stage to data acquisition, data analysis and reporting the results are discussed. Also covered is an overview of how to translate your research hypotheses into suitable statistical questions and into the data that will answer those questions.

Writing a Thesis Abstract: Identifying the Core

This session will enable you to present yourself and your work positively in a variety of situations. You will produce a summary explanation of your thesis that is suitable for use in applications for funding, jobs, conferences and publications. This exercise will also help you with producing a thesis abstract.

Writing a Thesis: Strategies for Defence

The examination process is reasonably predictable. Consideration of what you must be prepared to defend gives you an outline of what you must cover in your thesis.

The Final Phase: Completion Year

Succeeding at Job Interviews

Job interviews can be a very daunting process as many non-academic interviews utilise the behavioural/competency interview format. Different styles and approaches will be discussed, and there will be time to analyse question types and what they really mean, and even practice answering the trickier questions. Interviews for academic positions will also be discussed.

Further support

General academic support

Centre for Academic Development,
Level 3, Kate Edger Information Commons,
City Campus.
Email: slc@auckland.ac.nz

Library

Contact your subject librarian for a
research consultation: www.library.auckland.ac.nz/contacts/sublib.asp
Additional library courses can be booked
at www.library.auckland.ac.nz/booking

English language support: Doctoral EAL support group

The Doctoral EAL (English as an Additional Language) support group provides native English-speaking volunteers to help EAL doctoral students with their writing. A volunteer will help you with your use of articles, verbal tenses and other language mechanisms. Contact the Centre for Academic Development.
Email: slc@auckland.ac.nz

English language support: ELE

Make an appointment with a language adviser at English Language Enrichment (ELE) for individual help to improve your English skills. ELE is located on Level 1 of the Kate Edger Information Commons, City Campus.
Contact: www.cad.auckland.ac.nz/index.php?p=contact_ele

Careers and professional development support

The Postgraduate Careers Adviser is available to discuss career planning and development, and job search skills on a one-to-one basis.
Email: postgradcareers@auckland.ac.nz
Phone: +64 9 373 7599 ext 88727



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